

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

**Wednesday, April 14, 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.

Pages

1. CALL TO ORDER

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

2. ADDITIONS TO THE AGENDA

3. DELETIONS TO THE AGENDA

4. CHANGE IN ORDER

5. APPROVAL OF THE AGENDA

That the Agenda be approved.

6. APPROVAL OF THE MINUTES

4

That the minutes of the Business Committee meeting held on March 3, 2021, be approved.

7. PRESENTATIONS

8. SENIOR STAFF REPORTS

- 8.1. Secretary-Treasurer Mark Walsh 7
- Re: Board Ad Hoc Committee Report
- The Business Committee recommends that the Board of Education of School District No. 68 (Nanaimo-Ladysmith) accept and implement the recommendations from the Ad Hoc Committee and receive the draft Policy 2.18 – Trustee Remuneration, Professional Development and Expenses and circulate as a notice of motion for 30 days, utilizing the consultation process as per Board Governance, Section 1, 2.7 – Policy Development.*
- 8.2. Secretary-Treasurer Mark Walsh 18
- Re: 2021-22 Budget Discussion
- The Business Committee recommends that the Board of Education of School District No. 68 (Nanaimo-Ladysmith) unrestrict \$500,000 from the 2020-21 amended budget to allow for the unrestricted amount to be used in the 2021-22 budget.*
- 8.3. Secretary-Treasurer Mark Walsh and Executive Director of Communications Dale Burgos 23
- Re: Long Range Facility Plan - Consultation Feedback
9. CORRESPONDENCE REFERRED FROM THE REGULAR BOARD MEETING
10. UNFINISHED BUSINESS
11. NEW BUSINESS
- 11.1. Chair McKay and Secretary-Treasurer Mark Walsh 27
- Re: Naming of School Facilities or Parts of Facilities
- The Business Committee recommends that the Board of Education of School District No. 68 (Nanaimo-Ladysmith) delete Administrative Procedure 502 – Naming of School Facilities and create a Policy in its place and that the draft Policy – Naming of School Facilities or Parts of Facilities circulate as a notice of motion for 30 days, utilizing the consultation process as per Board Governance, Section 1, 2.7.*

Re: Transportation Route Review

The Business Committee recommends that the the Board of Education of School District No.68 (Nanaimo-Ladysmith) request staff to amend Administrative Procedure 512 (AP512) with respect to the Route Review Process to clarify the decision making process and specify that the addition, elimination, or significant changes to bus routes will be recommended through a Board resolution.

The Business Committee recommends that the the Board of Education of School District No.68 (Nanaimo-Ladysmith) request staff to amend Administrative Procedure 512 (AP512) to incorporate an appropriate opportunity for meaningful public input in accordance with Board Policy 2.17 – Public Participation.

12. FOR INFORMATION

13. QUESTION PERIOD

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

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

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

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

14. ADJOURNMENT

That the meeting be adjourned.

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

March 3, 2021

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 DASG Representative: Ramona McLean	

1. CALL TO ORDER

The Chair called the meeting to order at 6:14 pm.

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

B21/03/03-01

IT WAS MOVED BY Trustee O'Neill

IT WAS SECONDED BY Trustee Barron

That the Agenda be approved.

CARRIED UNANIMOUSLY

6. APPROVAL OF THE MINUTES

B21/03/03-02

IT WAS MOVED BY Trustee Stanley

IT WAS SECONDED BY Trustee Brzovic

That the minutes of the Business Committee meeting held on February 10, 2021, and the Special Business Committee meeting held on February 17, 2021, be approved.

CARRIED UNANIMOUSLY

7. PRESENTATIONS

There were no presentations.

8. SENIOR STAFF REPORTS

8.1 Executive Director of Planning & Operations, Pete Sabo and Energy Manager, Rob Lumsden

Re: Environmental Update

Energy Manager, Rob Lumsden provided an update on the use of the Environmental Upgrade Funds and district initiatives on carbon reduction and advancement of energy savings opportunities.

8.2 Manager of Transportation Dave Prevost

Re: Transportation Route Review

Manager of Transportation, Dave Prevost presented the 2020/21 Annual Bus Route Review, which included a recommendation for Route 16 to be eliminated. The Annual Bus Route Review is attached to the Agenda.

B21/03/03-03

IT WAS MOVED BY Trustee McKay

IT WAS SECONDED BY Trustee Brzovic

The Business Committee recommends that the Board of Education of School District No.68 (Nanaimo-Ladysmith) include bus route #16 as a regular route in its transportation busing plan; and that this route will remain a regular route until such time that the annual transportation review identifies a ridership below 50% of bus capacity.

CARRIED UNANIMOUSLY

8.3 Secretary-Treasurer Mark Walsh

Re: Annual Facilities Grant

Executive Director of Planning and Operations, Pete Sabo and Assistant Director of Planning and Operations, Brian Hackwood presented the 2021-22 Annual Facilities Grant. This presentation is attached to the Agenda.

8.4 Secretary-Treasurer Mark Walsh

Re: Child Care Planning

Secretary-Treasurer, Mark Walsh provided an overview of the current status and next steps of the district's childcare strategy.

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

There was none.

10. **UNFINISHED BUSINESS**

That was none.

11. **NEW BUSINESS**

There was none.

12. **FOR INFORMATION**

There was none.

13. **QUESTION PERIOD**

There were no questions

14. **ADJOURNMENT**

The meeting adjourned at 8:11 pm.

B21/03/03-04

IT WAS MOVED BY Trustee O'Neill

IT WAS SECONDED BY Trustee Stanley

That the meeting be adjourned.

CARRIED UNANIMOUSLY



NANAIMO LADYSMITH PUBLIC SCHOOLS

BUSINESS COMMITTEE PUBLIC MEETING

ACTION SHEET

DATE: April 14, 2021
TO: Business Committee
FROM: Mark Walsh, Secretary-Treasurer
SUBJECT: Ad Hoc Committee Report

Recommendation:

The Business Committee recommends that the Board of Education of School District No. 68 (Nanaimo-Ladysmith) accept and implement the recommendations from the Ad Hoc Committee and receive the draft Policy 2.18 – Trustee Remuneration, Professional Development and Expenses and circulate as a notice of motion for 30 days, utilizing the consultation process as per Board Governance, Section 1, 2.7 – Policy Development.

Background:

On March 11, 2020, the Board of Education passed the following motions:

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) strike a Board Ad/Hoc Committee that includes internal and external stakeholders to make recommendations to the Board of Education Policy Committee with regard to Policy 2.6, Section 7.0 (Board Governance Meetings and Board Operations, Trustee Remuneration and Expense Allowance).

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) make a one-time salary adjustment to the trustee remuneration to be the average of like size districts, effective for the next elected Board of Education, maintaining a difference in salary for the Chair (\$2000 over trustee level); and establishing a difference in salary for the Vice-Chair (\$1000 over trustee level). Chair \$22,828; Vice-Chair \$21,828; Trustees \$20,828.

Pursuant to this motion an ad hoc committee on trustee remuneration was formed (the “Committee”). The Committee membership consisted of Scott Saywell, Superintendent, Mark Walsh, Secretary-Treasurer, Rob Zver, Present CUPE 606, Jeremy Inscho, VP NDTA, Nancy Seward, Leaders for Learning Representative, Leanne Lee, President DPAC, Jaime Brennan, former trustee and was supported by finance staff. The committee met on February 19, 2021 and March 12, 2021.

The Committee discussed the history of trustee remuneration in NLPS, various policies associated with remuneration and expenses as well as policies and procedures related to governing these issues. The Committee is making eight recommendations:

1. That trustee remuneration be set based on the average of like sized Districts (per the 1701 September count of student FTE) reviewed the spring prior to a trustee election to take effect upon the swearing in of a new Board;
2. That a yearly increase based on the June Consumer Price Index be applied to trustee salaries during the term of a Board to be effective July 1st each year;
3. That the additional stipend for the Chair and Vice-Chair be impacted by the like size review every 4 years and the CPI increase yearly;
4. That a stand alone policy that addresses trustee remuneration, expenses and professional development be implemented to replace the current policies and administrative procedures;
5. That childcare associated with conferences be considered an appropriate trustee expense;
6. That a trustee's professional development amount can be carried over with the permission of the Chair;
7. That a trustee allowance equivalent to the employer's cost of benefits for an individual plan be instituted until all "grandfathered" trustees are no longer serving and
8. That an immediate increase be applied effective July, 2021 (the new fiscal year) to reflect like sized Districts and that the Vice-Chair stipend is put into effect immediately.

These recommendations were determined on a consensus based decision making process.

Rationale:

The Committee generally was of the opinion that trustees are hard working and that their remuneration needs to reflect that hard work and while it is unlikely that individuals become trustees for financial benefit, there should be incentive to attract and maintain good people.

Recommendation 1:

This recommendation, which is reflected in the draft policy, is intended to create an automatic mechanism that will ensure relative equity between like size Districts. Attached to this memo is the current comparison. The comparator Districts will change as student populations shift. The mechanism would be automatic and performed by finance staff and the policy would be updated reflecting current salaries.

Recommendation 2:

This interim measure is currently in policy and has been applied regularly. This is intended to ensure that the salary keeps up with inflation and is no change to current practice except to move the yearly implementation to July from September.

Recommendation 3:

Currently, the Chair (\$2000) and Vice-Chair (\$1000 to start in 2022) stipends are fixed amounts. We have reviewed other Districts and the practice is not consistent. The Committee recommends the stipend be subject to increases to reflect the additional duties of the Chair and Vice-Chair and reflected in the policy as the total amount.

Recommendation 4:

This recommendation is reflected in the draft attached policy. It is intended to replace the provisions in policy 2.6 and APs 203 and 213. We note that policy 2.6 did not appear to be the correct location for remuneration. Further, given that administrative procedures are the responsibility of the Superintendent, the professional development and expenses are more appropriately placed within a policy and therefore within the direct responsibility of the Board. Trustees will still need to follow reporting requirements (e.g. receipt submission etc.) but those requirements do not need to be governed by an AP.

Recommendation 5:

The Committee felt that expenses for childcare were generally appropriate but not necessarily in all circumstances. Consensus was reached on conferences (e.g. events outside of the regularly expected duties of trustees) and aligns with BCSTA policy.

Recommendation 6:

With respect to the carry forward of trustee professional development the Committee felt such a practice was appropriate. It does, however, recommend the permission of the Chair. The Committee felt there may be circumstances where professional development may not benefit the Board (e.g. a trustee who has announced they are not running again taking expensive professional development in their final few months) and therefore the involvement of the Chair to review such a carry forward request would be appropriate.

Recommendation 7:

Currently, a number of trustees are “grandfathered” into the employer’s benefit plan. A number of years ago BCPSEA informed the District that given that trustees are not employees they are not eligible for benefits. Trustees in our District prior to this change were grandfathered. This has created an inequity. This recommendation is to provide an allowance equivalent to the cost to the employer of an individual plan to be provided to a trustee who is not eligible for the “grandfathering”. While this allowance is still not equitable, it is closer to being so and also transparent for our public and trustees. The Committee also felt that the allowance should expire when the current “grandfathered” trustees are no longer serving.

Recommendation 8:

Based on the comparator attached, our trustees are behind their peers. We also note that the Board’s motion setting an amount of \$20,828 as of the inauguration of the new Board will be behind the current amount. In any event, the Committee recommends an increase effective July 1, 2021 to ensure that the new budget reflects the additional amounts.

Appendix A: Updated Policy 2.6**Appendix B:** New Draft Policy 2.18 – Trustee Remuneration, Professional Development and Expenses**Appendix C:** Trustee Salary Information and Like-Sized Comparator Data

SECTION 1 – BOARD GOVERNANCE

2.6 Meetings and Board Operations

The Board values accountability and is committed to conducting its business in public. Regular and Special Meetings of the Board and Meetings of Standing Committees of the Board shall be open to the public and representatives of the press. In addition, the Board shall provide for public presentation of parent and community District interests at Regular Board meetings.

Notwithstanding this commitment, certain matters are of a confidential nature and should be handled with due and appropriate sensitivity to protect individual privacy, the Board's contractual interests or negotiating positions, and the public interests. The Board may meet in a Closed Meeting to address issues dealing with individuals, land, labour relations, litigation or negotiations.

The Board shall hold meetings as often as is necessary in order to fulfill its duties. Board Meetings shall normally be held at the District Administration Centre. A quorum, which is a simple majority of the number of Trustees, must be present for every duly constituted meeting.

No act, proceeding or policy of the Board shall be deemed valid unless adopted at a duly constituted meeting.

1.0 Annual Meetings

The Secretary Treasurer shall call the Inaugural Annual Meeting of the Board no earlier than the first Monday after the 1st of November of an election year to:

- 1.1 Make a prescribed oath of office;
- 1.2 Elect the Chair and Vice-Chair of the Board;
- 1.3 Elect the Chairs of Standing Committees; and
- 1.4 Elect the Board Representative and Alternate Representative to the Provincial Council of the BCSTA.

In years other than those in which an election is held, the Annual Meeting of the Board shall be held at the first meeting of December of each year to elect the above-named Officers and Representatives.

2.0 Regular Meetings

Regular Meetings of the Board shall be held at 6:00 p.m. the fourth Wednesday of every month to conduct the business of the Board.

3.0 Special Meetings

Special meetings of the Board may be held at the call of the Chair or a majority of Trustees to deal only with agenda items announced at the time the meeting is called.

SECTION 1 – BOARD GOVERNANCE

Notice of such meetings shall be given in writing specifying the business to be transacted and shall be given 48 hours in advance except in the case of meetings called in emergencies. An emergency shall be defined as a matter requiring immediate attention.

Items will be dealt with as listed on the agenda unless a change is approved by motion of the Board at the beginning of the meeting. No further items shall be added to the agenda of a special meeting unless urgent or of major importance; other items shall be deferred to the next meeting.

The rules of order for special meetings shall be in accordance with Board Procedure 2.5.1P.

There shall be two types of Special Meetings:

- A. A Closed Special Meeting may be called pursuant to Policy 2.6
- B. An Open Special Meeting may be called pursuant Policy 2.6 to discuss any topic of special interest determined to be too lengthy or of an emergent nature that cannot wait to be included in a Regular Board Meeting agenda. The proceedings and minutes of such meetings shall be open to the public.

4.0 Meetings of Standing Committees

Meetings of the Education Committee of the Board shall normally be held at 6:00 p.m. the first Wednesday of every month. The Education Committee shall deal with items related to educational programs and services. Meetings of the Business Committee shall normally be held at 6:00 p.m. the second Wednesday of every month. The Business Committee shall deal with items related to support service functions.

5.0 Closed Meetings

The Board may hold a Closed Meeting or, by majority vote of the Board, meet in Closed Session for a portion of a Regular or Special Meeting to address a specific agenda item or business matter that the Board has determined shall be conducted in private. The Board shall name the Superintendent, Secretary-Treasurer, Legal Counsel and/or any other person who shall meet with the Board in a Closed Meeting or during another meeting.

6.0 Rules of Order

To provide for the fair, open, orderly and efficient conduct of the Board's business, Board Meetings shall be conducted according to *Robert's Rules of Order (Newly Revised)*. Procedures that supersede or that are not addressed by *Robert's Rules of Order* shall be established by the Board.

SECTION 1 – BOARD GOVERNANCE

7.0 Trustee Conflict of Interest

Each Trustee is directly responsible to the electorate of the District and to the Board. Upon election to office, Trustees must accept a position of public trust and are expected to act in a manner which will enhance the trust accorded Trustees, and through Trustees, the trust accorded to the Board. Elected officials must not have financial interests, liabilities or appointments which place them in a position of conflict of interest or opportunity for personal gain while representing the District. The Board's ability to discharge its obligations is dependent upon the confidence the residents of the District place in the Board and in its Members.

7.1 Trustees are expected to be conversant with Sections 55 to 60 of the School Act.

7.2 A Trustee is responsible for declaring himself/herself to be in possible conflict of interest. The Trustee shall make such declaration in open meeting prior to Board or Committee discussion of the subject matter which may place the Trustee in conflict of interest.

7.3 It shall be the responsibility of the Trustee in conflict to absent him/herself from the Meeting in accordance with the requirements of the School Act and ensure that his/her declaration and absence is properly recorded within the minutes.

7.4 The Financial Disclosure Act requires all Trustees and selected employees disclose personal financial information as required under the Act. In accordance with the Financial Disclosure Act, all Trustees shall file disclosure forms by January 15 each year.

Legal References:	Sections 50, 56, 57, 58, 59, 66, 67, 68, 69, 70, 72 School Act; Financial Disclosure Act
Monitoring Method:	<i>Internal Reports/Board and Superintendent</i>
Monitoring Frequency:	<i>Annual</i>
Adopted:	2012.12.10
Amended:	2019.06.19
	2021.XX.XX



SECTION 1 – BOARD GOVERNANCE

2.18 Trustee Remuneration, Professional Development and Expenses

Under Section 71 of the School Act, a Board may authorize the payment of remuneration to the chair, vice chair and other trustees and authorize the payment of a reasonable allowance for expenses necessarily incurred by trustees in the discharge of their duties.

1. Trustee Remuneration

- 1.1. Trustee remuneration shall be reviewed every four years using the BCSTA compensation survey results in the Spring of an election year. Such remuneration shall be adjusted to be equal to the average of five comparator districts based on student enrolment and shall be adjusted for the British Columbia CPI for that year. Any adjustment to remuneration shall be effective December 1st following the inauguration of the newly elected Board.
- 1.2. The current rate of remuneration for the Chair is \$21,329, for the Vice-Chair is \$19,329 and for each Trustee is \$19,329.
- 1.3. Trustee remuneration is indexed to the cost of living each July using the Vancouver Consumer Price Index for the month of June.

2. Trustee Allowances

- 2.1 An allowance of \$45.00 per month will be paid to Trustees to assist with the cost of home internet service.
- 2.2 An allowance equivalent to the cost to the employer of an individual benefit plan to be paid to a trustee who is not eligible for “grandfathering” into the employer’s benefit plan. This allowance will cease at such time as there are no grandfathered Trustees on the Board.
- 2.3 Trustee remuneration and allowances as described in the School Act regulations shall be paid to Trustees on a monthly basis.

3. Trustee Expenses

- 3.1 Trustees who are required to use their own vehicles for Board business will be reimbursed on a per kilometer basis and shall be paid upon presentation of a claim. The per kilometer rate shall be the rate set out in Administrative Procedure 213. No Trustee shall receive mileage from home to the District Administration Centre to attend meetings.
- 3.2 Many conventions, conferences and seminars are held which are of interest and value to Trustees during their term of office. Actual costs for travel, accommodation, registration fees and incidental expenses such as parking shall be paid by the Board when a Trustee attends a conference, seminar or convention. Childcare expenses to a maximum of \$50.00 per day shall also be paid by the Board upon submission of a receipt when a Trustee attends

such a function. The cost of meals not provided for in registration fees shall be reimbursed using the per diem rate set out in Administrative Procedure 213.

- 3.3 Trustees shall be expected to file an expense report on return for amounts not paid directly by the Board for accommodation, transportation, mileage, registration fees, meals, incidental expenses and childcare costs. With the exception of meals and mileage Trustees shall be expected to provide receipts for all expenses incurred whether paid directly by the Board or paid by the individual Trustee.
- 3.4 For travel outside Canada, the per diem rate may be adjusted to more accurately reflect the cost of living in the area traveled. Costs of exchanging currency may also be claimed.

4. Professional Development and Board Expenses

- 4.1 Annually during the budget process, the Board shall establish an amount within the budget to cover expenses incurred by Trustees related to their attendance at meetings, seminars and conventions. The budget designated by the Board for Trustee expenses shall be divided into two categories as follows:

Trustee Personal Development

- 4.1.1 Sufficient funds shall be set annually to allow an individual Trustee at his/her discretion to participate in conferences or meetings which provide personal development in the area of education. This is to be set as an equal amount for each Trustee. A Trustee shall not exceed his/her allowance without express approval of the Board nor shall the Superintendent or designate make advancements or borrow from other Trustee's accounts without express approval of the Board.
- 4.1.2 Any individual trustee budget surplus approved in advance by the Chair, will be carried forward to the following budget year. All deficits are to be completely recovered from the following year's budget.

Board Related Expense Activity

- 4.1.3 Sufficient funds shall be set annually to cover expenses where normally all Trustees participate, such as BCSTA and BCPSEA meetings, Board Retreats, and meetings such as with Ministry of Education. The budget is set as a global amount from which funds are to be withdrawn and accounted for individual Trustees based upon participation in an event. For election years the budget shall be increased to allow for additional activities such as attendance at New Trustee Academies.

SECTION 1 – BOARD GOVERNANCE

- 4.1.4 A Trustee who attends a personal development convention or conference shall file a written report with the Board at a subsequent meeting.

Legal References:

Monitoring Method:

Monitoring Frequency:

Adopted:

Amended:

Section 71 School Act

Internal Reports/Board and Superintendent

Annual

Like-sized District comparator data**As presented at the Mar 4, 2020 Business Committee Meeting**

SD68	Nanaimo Ladysmith	14,035		20,895	18,895	18,895
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Comparative Districts were		Funded FTE Sept Count	Variance from SD68	Chair	Vice	Trustee
SD33	Chilliwack	13,711	(324)	21,223	20,258	19,293
SD42	Maple Ridge	14,592	557	28,500	27,000	25,500
SD57	Prince George	13,047	(988)	21,200	19,700	18,200
SD68	Nanaimo Ladysmith	14,035	-	20,895	18,895	18,895
SD73	Kamloops-Thompson	14,614	579	25,350	23,750	22,250
Average		14,000		23,434	21,921	20,828

Notes:

FTE Data source 2018/19 MOE Funding Tables

NLPS was included for the average of like sized Districts

March 1, 2021

SD68	Nanaimo Ladysmith	14,309		21,329	19,329	19,329
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Comparative Districts are		Funded FTE Sept Count	Variance from SD68	Chair	Vice	Trustee
SD33	Chilliwack	14,002	(307)	23,762	22,229	20,990
SD42	Maple Ridge	15,015	706	26,900	25,400	23,900
SD57	Prince George	12,860	(1,449)	21,200	19,700	18,200
SD73	Kamloops-Thompson	14,784	475	25,800	24,172	22,645
SD44	North Vancouver	15,334	15,334	29,700	28,200	27,400
Average		14,399		25,472	23,940	22,627

Note:

FTE Data source 2020/21 MOE Funding Tables

NLPS is not included for the average of like sized Districts

Trustee Salary Information 2007 -2020

Board Chair Salary	2007 Sept	2008 Sept	2009 Sept	2010 Sept	2011 Sept	2012 Sept	2013 Sept	2014 Sept	2015 Sept	2016 Sept	2017 Sept	2018 Sept	2019 January	2019 Sept	2020 Sept
Regular Salary	\$ 918	\$ 934	\$ 945	\$ 951	\$ 966	\$ 985	\$ 997	\$ 998	\$ 1,008	\$ 1,019	\$ 1,039	\$ 1,059	\$ 1,706	\$ 1,741	\$ 1,777
Indemnity	\$ 459	\$ 467	\$ 472	\$ 475	\$ 483	\$ 493	\$ 498	\$ 499	\$ 504	\$ 509	\$ 519	\$ 530	\$ -	\$ -	\$ -
Total per Month	\$ 1,377	\$ 1,401	\$ 1,417	\$ 1,426	\$ 1,449	\$ 1,478	\$ 1,495	\$ 1,498	\$ 1,512	\$ 1,528	\$ 1,558	\$ 1,589	\$ 1,706	\$ 1,741	\$ 1,777
Annual Salary	\$ 16,522	\$ 16,812	\$ 17,005	\$ 17,110	\$ 17,382	\$ 17,736	\$ 17,940	\$ 17,972	\$ 18,144	\$ 18,342	\$ 18,701	\$ 19,069	\$ 20,470	\$ 20,895	\$ 21,329

Trustee Salary	2007 Sept	2008 Sept	2009 Sept	2010 Sept	2011 Sept	2012 Sept	2013 Sept	2014 Sept	2015 Sept	2016 Sept	2017 Sept	2018 Sept	2019 January	2019 Sept	2020 Sept
Regular Salary	\$ 807	\$ 823	\$ 834	\$ 839	\$ 855	\$ 874	\$ 886	\$ 887	\$ 897	\$ 908	\$ 928	\$ 948	\$ 1,539	\$ 1,575	\$ 1,611
Indemnity	\$ 403	\$ 411	\$ 417	\$ 420	\$ 427	\$ 437	\$ 443	\$ 444	\$ 449	\$ 454	\$ 464	\$ 474	\$ -	\$ -	\$ -
Total per Month	\$ 1,210	\$ 1,234	\$ 1,250	\$ 1,259	\$ 1,282	\$ 1,311	\$ 1,328	\$ 1,331	\$ 1,346	\$ 1,362	\$ 1,392	\$ 1,422	\$ 1,539	\$ 1,575	\$ 1,611
Annual Salary	\$ 14,522	\$ 14,812	\$ 15,005	\$ 15,110	\$ 15,382	\$ 15,736	\$ 15,940	\$ 15,972	\$ 16,152	\$ 16,342	\$ 16,701	\$ 17,069	\$ 18,470	\$ 18,895	\$ 19,329

Board Allowance	2007 Sept	2008 Sept	2009 Sept	2010 Sept	2011 Sept	2012 Sept	2013 Sept	2014 Sept	2015 Sept	2016 Sept	2017 Sept	2018 Sept	2019 January	2019 Sept	2020 Sept
Internet (per pay)	\$ -	\$ 45	\$ 45	\$ 45	\$ 45	\$ 45	\$ 45	\$ 45	\$ 45	\$ 45	\$ 45	\$ 45	\$ 45	\$ 45	\$ 45
Internet (per annum)	\$ -	\$ 540	\$ 540	\$ 540	\$ 540	\$ 540	\$ 540	\$ 540	\$ 540	\$ 540	\$ 540	\$ 540	\$ 540	\$ 540	\$ 540

Additional Information

Chair Vs. Trustee Salary Differential	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 1,992	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
CPI Increase Rate (%)		2.0%	1.3%	0.7%	1.8%	2.3%	1.3%	0.2%	1.1%	1.2%	2.2%	2.2%	8%	2.3%	2.3%
CPI Increase Amount (\$) per annum		\$ 290	\$ 192	\$ 105	\$ 272	\$ 354	\$ 204	\$ 32	\$ 172	\$ 198	\$ 359	\$ 368	\$ 1,401	\$ 425	\$ 435

Notes:

Increases were not always applied to September of every year, but retro was provided back to September
September 2015 was not calculated/paid until August 2016 but retro was provided back to September 2015
In January 2019 the tax exemption for 1/3 of a Trustees salary was discontinued by CRA

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

DATE: April 14, 2021
TO: Business Committee
FROM: Mark Walsh, Secretary-Treasurer
SUBJECT: 2021/22 Budget

Recommendation

The Business Committee recommends that the Board of Education of School District No. 68 (Nanaimo-Ladysmith) unrestrict \$500,000 from the 2020-21 amended budget to allow for the unrestricted amount to be used in the 2021-22 budget.

Background

This memo is intended to highlight a number of issues associated with the preparation of the 2021-22 budget including an update in the planning for the Information Technology Department, locally generated revenues (interest, lease and license and International Student Education) and a housekeeping motion to allow the continuation of Board supported multiyear programs.

Discussion

Information Technology

Currently, our Information Technology Department has 23.0 FTE. The positions are as follows:

1. 1.0 Exempt Director
2. 1.0 Admin Assistant IT
3. 1.0 Applications Programmer
4. 1.0 Computer Technologist
5. 1.0 Data Business Analyst
6. 1.0 IT Infrastructure Administrator
7. 3.0 System Application Specialists
8. 1.0 Network and Security Analyst
9. 13.0 System Support Specialist

This means that the Director is responsible for directly managing and supervising 22 employees.

The IT department provides a wide range of technology services to support the District's learning, instructional and business operational needs and strategic goals. The core IT processes involved in managing these services effectively include Strategy and Governance, Financial Management, People and Resources (HR), Infrastructure and Operations, Service Planning and Architecture, Applications and Software, Data and Business Intelligence, and Project/Portfolio Management– such as the Board's multimillion dollar IT data infrastructure upgrade project currently underway. To address recent, rapidly emerging demands of the District in serving new information service areas, IT has recently increased staffing with the support of the Board to include two positions: Data/Business Analyst and a Network and Security Analyst. These positions will serve to help fill these high demand gaps in the department's

portfolio of IT services. Further, IT today has had little involvement in our ERP (human resource, finance and payroll) information systems and anticipates a larger role in the very near future. This shift will require training, service planning, project and change management, new operational demands, etc.

Given these increased demands and significant number of FTE, it has become clear that IT requires additional management staff. Most districts have a number of managers to support their IT strategic and operational needs. Comox has recently hired an IT Manager, reporting to the IT Director, Victoria has 4 exempt staff in its IT department; and districts across BC that haven't yet augmented their IT department's management capacities to effectively respond to the modern service demands of today's technology-enabled environments have recognized this deficit area and are quickly acting to address it. In the last year alone: Comox Valley, Langley, Sooke and Abbotsford have added new management capacity to their IT departments.

IT has reviewed its budget and has determined that for 2021-22 it can reallocate approximately \$75,000 without impacting staffing, and then over the next two years will be able to create savings through in-housing a number of software products to decrease our overall external software budget. The \$75K savings this year will be obtained as a result of a combination of initiatives to modernize/virtualize department services (e.g. MyEd training) and to improve budget and procurement management practices (e.g. for supplies and equipment).

We also note that the District is currently in the processing of reviewing its website for an overhaul. While the work will be led by the communications department, IT will play a significant role and the new role will assist in this work (and/or remove work from the Director to assist).

When the budget is presented for the Board's consideration at the end of the month, a manager position will be within the budget without impacting existing staff.

Locally Generated Revenue

Interest

As the Board is likely aware, the current interest rate environment is at the lowest levels that this District has faced. Given that the Board strives to spend all of its yearly revenues, on its face a low interest environment should not have a significant impact on the District. However, the District holds significant cash balances to fund its various obligations. Some of the obligations are shorter term such as payroll. Some are of medium-term including capital items such as daycares and other local capital priorities. Some are longer term. These may include employee future benefits liabilities. Consistently, over the last decade the Board has had at least over \$10 million on deposit at any given time. Longer term funds are held in a provincial program called the Central Deposit Program. This provides a level of interest above that of a deposit account. However, the interest amount has declined and is likely to continue to do so. The remaining balance (payroll, school balances etc.) is held in a bank account which will also have a decreasing interest rate. For instance, in 2018/19 our interest revenue was \$604,675 and in 2019/20 it was \$430,431. For 2021-22 we are estimating this will be \$221,000.

We note that there is no statutory or regulatory impediment that prevents the District from finding an investment instrument that will garner a better return. We note that the municipal financing authority shows a product with a 2.5% interest rate. Even at 2.5% the District's longer term savings would garner enough to pay for multiple teacher salaries. Finance staff are actively investigating alternate investment options and will report to the Board at a future meeting if there are options to consider that appropriately balance risk with return to consider.

International Education

For the 2020-21 school year, the District budgeted in a conservative manner with respect to enrollment. We based our estimates on only students who were already in country. Ultimately, our revenues significantly outpaced our estimates which provided a large influx of cash to the District. For 2021-22 we are continuing to propose a conservative enrollment target as the effects of COVID on the upcoming school year are yet to be determined. However, given the demand this year, we are projecting enrollment on the basis of the number of students who have paid deposits. This estimate will impact staffing. If we chose a smaller number secondary schools would be asked to create timetables for students without staffing to provide the actual classes that would be required. Per the chart below, note we are budgeting for 160 Student FTE, but this is below the level of demand. It is our opinion that the enrollment estimate is a reasonable balance to reflect demand, the risks of continued COVID impacts and the impact on timetabling at our secondary schools. In the event that less students arrive, staffing will have to be adjusted and alternately, in the event that projections are exceeded and additional staffing is required, the extra revenue will fund the necessary educational supports.

We also note that with the exception of the required staffing, we are going to recommend that the excess revenue created by the additional enrollment be placed in a contingency to be spent when the numbers of students have been confirmed as a risk management strategy.

International Student Education Program <i>Budget 2021/22</i>	2021/22 Based on 13 Elementary and 147 Secondary = 160 Students		2020/21 Based on 13 Elementary/34 Secondary = 67 Students per COVID - Added \$400K additional Rev for Amended per Q3/4 ISE student arrival in late Jan 2021		
	Change	Annual Budget	Change	Amended Budget	Annual Budget
Revenue					
Tuition	871,250	2,142,750	400,000	1,271,500	871,500
Application and Homeschool Placement Fees	72,600	72,600	-	72,690	72,690
Medical Fees	103,310	176,000	-	72,690	72,690
Total Revenue	1,047,160	2,391,350	400,000	1,344,190	944,190
Program Expenses					
Agent Fees	45,350	176,000	-	130,650	130,650
Medical Expense	142,310	215,000	-	72,690	72,690
Travel Budget	-	20,000	-	20,000	20,000
Supply Budget	-	42,000	-	42,000	42,000
Language support worker	739	51,025	79	50,286	50,207
Program Coordinator	2,225	113,500	4,534	111,275	106,741
Homestay Coordinators	9,076	165,596	2,376	156,520	154,144
Clerical	2,106	107,025	166	104,919	104,753
District Principal	2,838	168,645	5,618	165,807	160,189
Misc. Expenses	-	39,434	-	39,434	39,434
Total ISE Program Expense	204,644	1,098,225	12,773	893,581	880,808
Additional District Expenses					
Secondary Staffing per 25:1 Ratio per Student HC	457,618	691,203	9,504	233,585	224,081
Operating Budget Allocations per Student HC	17,100	33,600	-	16,500	16,500
Total Expense	679,362	1,823,028	22,277	1,143,666	1,121,389
Surplus(Deficit)		568,322		200,524	(177,199)

* Recommended COVID Risk Management strategy - surplus placed into contingency until student numbers confirmed

Lease, Rental and License Revenue

Given that the vaccination program is progressing well in the province, we are predicting a return to a normal revenue stream with respect to the use of our facilities. However, due to current conditions we are hesitant to increase these revenues until such time as we are able to open our facilities to the public. An update will be provided to the Board in the fall, and any increase will be reflected in the Amended Budget. Further, although we note that we have childcare spaces coming online in 2021-22, no contracts have been finalized at this time. We do, however, anticipate additional revenue in 2021/22 but note that the revenue is intended to cover the costs of the facilities (operating and capital). Also, staff will present these estimates as part of the Amended Budget rather than the preliminary budget as the numbers are not final.

Restricted Surplus

The Board will recall that it supported restricting surplus for a variety of priorities including increased painting, environmental priorities, staffing contingencies for COVID, health and safety programming etc. In a number of cases, the priorities were meant to be spent over more than one year (e.g. the painting program). Further, due to increased revenue from ISE and support from the COVID special purpose funds,

some of the contingency was ultimately not required, despite increased spending in ICE and our outreach programs. In order to support the multi-year programs and plan a contingency in the 2021-22 year, we need the Board to unrestrict some of the funding in the 2020-21 budget to support the priorities in the 2021-22 budget. The recommended motion achieves this aim.

**BUSINESS COMMITTEE
PUBLIC MEETING**

INFORMATION SHEET

DATE: April 14, 2021
TO: Business Committee
FROM: Secretary-Treasurer Mark Walsh
SUBJECT: Long Range Facilities Plan

Background

At the February 17, 2021, Special Business Committee meeting, the Business Committee recommended the following motion:

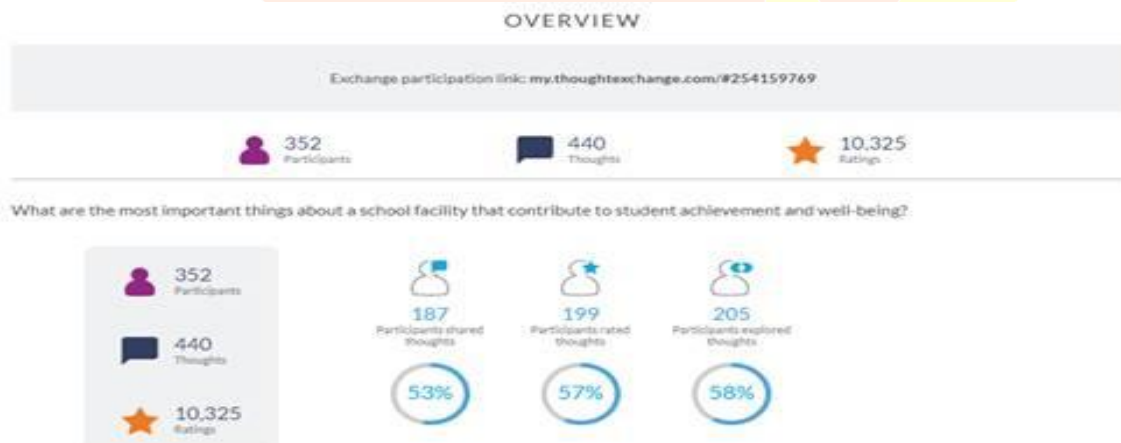
The Business Committee recommends that staff make the attached draft Long Range Facilities Plan available to the public for consultation immediately and to report back in April at the Business Committee meeting or Special Business Committee meeting, with public feedback and any proposed changes.

Discussion

Following the motion, a number of steps with respect to consultation occurred including:

1. A ThoughtExchange engagement;
2. A virtual student townhall;
3. A virtual meeting organized with DPAC for all PACS;
4. A publicly accessible virtual townhall;
5. Individual meetings between staff at local jurisdictions;
6. Staff meeting with Leaders for Learning;
7. Board to council meeting with the City of Nanaimo;
8. Upcoming Board to council meeting with the Town of Ladysmith;
9. Upcoming staff presentation to the District of Lantzville.

ThoughtExchange



– Understanding that you may identify with more than one of the following roles, Please select the role you identify most closely with for the purposes of this exchange.



– In which region do you reside?



Overall top thoughts

Employee top thoughts

Parent/Caregiver top thoughts

Student top thoughts

Partner Group top thoughts

General Community top thoughts

Areas of focus included:

- Adequate facilities
- Outdoor learning areas and gardens
- Inclusive and accessible learning environments
- Adequate staff to support learning
- Safety and cleanliness
- Air and water quality
- Technology
- Social and emotional supports/learning

Face to face consultation – General comments

The participation in our various aspects of consultation was very positive. We note that given that school closure was not contemplated in the draft LRFP the number of engagements was likely less than in previous iterations. However, the depth of engagement was positive. Further, we were able to use the process as an opportunity to educate our stakeholders, partners and the general community on the challenges we face over the next decade.

Student Town Hall (March 2, 2021)

Our students attended the town hall very prepared and provided important feedback and in many ways confirmed the direction of the LRFP. For instance, their continued concerns with respect to access to technology are reflected in the plan. The group expressed concerns about secondary schools becoming too large, which was an issue raised in a number of venues. Further, they expressed a desire for modern learning spaces and amenities. There was also a recognition of the need for NDSS to be replaced.

DPAC Meeting (March 2, 2021)

The DPAC meeting was an excellent opportunity to provide background on our District and the mechanisms that the LRFP will rely on to address move the plan forward. Generally, the feedback was supportive of the LRFP with no major suggestions for change.

Publicly Accessible Town Hall (March 11, 2021)

Local community and business partners, government representatives and the general public were given the opportunity to ask questions or provide their feedback at the publicly accessible Town Hall. District staff as well as Board members were on-hand to answer any questions relating to the LRFP.

Leaders for Learning

District Staff met with the Leaders for Learning on two occasions, the first to discuss the focus of the LRFP and the second to gather feedback on the draft plan. Leaders for Learning was generally supportive of the LRFP. Specifically, there was support of continued partnerships sited on district land with land and community based First Nations partners

Individual meetings with staff at local jurisdictions

The meeting between staff focused on our anticipated growth and potential opportunities for partnership. We note that our consultants also met with our local jurisdictions to discuss future growth. We did not receive any requests for changes but rather an openness to work closely together as we grow.

Board and Council Meetings

These meetings were also an opportunity for open discussion and dialogue on the challenges and opportunities presented by the District's growth, seismic and environmental issues and our commitment to reconciliation. As in other venues, there appeared to be an openness to working closely together and no specific changes were recommended coming out of these meetings.

Proposed Changes

Stemming from the feedback there are two main changes to the proposed plan:

1. Staff is proposing adding the following to the current Recommendation 20:

Incorporate the expansion of outdoor learning spaces "and school gardens" into NLPS's Annual Facilities Grant and/or local capital planning.

2. There is also an additional recommendation, as follows, to be added as Recommendation 31 (with the current Recommendations 31 and 32 being renumbered):

That when upgrading our facilities NLPS commits to upgrades that align with modern ways of teaching and learning, including considering flexible spaces and a cross curricular focus.

Rationale:

NLPS is committed to meeting the needs of all of our students, and the BC curriculum is an important mechanism to achieve this goal. Our infrastructure plans should align with our way of learning. This recommendation, strongly stated by our public in feedback on this plan, will lead our capital planning upon major renovations and/or the creation of new schools by connecting our way of learning and teaching to the buildings in which this work is done.

In addition to these substantive changes, there are minor updates to our enrollment projections (based on further feedback from our partners) and the consultation process is now drafted in the past tense to reflect the completion of the process.

Next Steps

The Board of Education will meet to review and consider all feedback. A final draft of the LRFP will be brought forward to the Business Committee in May for final consideration.



NANAIMO LADYSMITH PUBLIC SCHOOLS

BUSINESS COMMITTEE PUBLIC MEETING ACTION SHEET

DATE: April 14, 2021
TO: Business Committee
FROM: Charlene McKay, Board Chair and Mark Walsh, Secretary-Treasurer
SUBJECT: Naming of School Facilities or Parts of Facilities

Recommendation

The Business Committee recommends that the Board of Education of School District No. 68 (Nanaimo-Ladysmith) delete Administrative Procedure 502 – Naming of School Facilities and create a Policy in its place and that the draft Policy – Naming of School Facilities or Parts of Facilities circulate as a notice of motion for 30 days, utilizing the consultation process as per Board Governance, Section 1, 2.7.

Background

At the June 24, 2020 Board of Education meeting, staff advised that they would work on reviewing and updating Administrative Procedure 502 – Naming of School Facilities (the “AP”) and that the updated AP would be brought back to the Board in fall 2020.

Staff has reviewed the AP for currency in the anticipation of drafting changes if required. In reviewing the AP, staff determined that given the inherent political nature and the centrality of school naming to the communities the Board serves, that the Board should consider moving the AP into policy and creating any required edits.

The Policy Committee then drafted a Policy that provided for:

1. the inclusion of the Syeyutsus Policy Framework;
2. a mechanism for when and how a site or portion could be contemplated for re-naming;
3. the required partners and rights holders that must be consulted when contemplating a naming or renaming; and
4. a mechanism that would allow a site to be co-named.

The Policy Committee’s intention is to receive feedback from the Business Committee and update the final draft for public consultation prior to the recommendation being passed at the Regular Board Meeting on April 28, 2021. Should the Board pass the recommended motion, the final draft of the policy would then be put to our community for input and comment. The feedback would be reviewed by the Policy Committee and then returned to the Board for final approval.

Appendix A: Draft Policy XX – Naming of School Facilities or Parts of Facilities

Appendix B: Administrative Procedure 502 – Naming of School Facilities

Section 1 – Board Governance



X.XX – Naming of School Facilities or Parts of Facilities

X.X Naming of School Facilities or Parts of Facilities

Purpose

As per the Syeyutsus Reconciliation Framework, the Board recognizes that naming a school is a respected process critical to creating a sense of community, a sense of belonging and creating an opportunity to honor the land in which it is located. A school name also fosters a unique identity for families, students, and staff.

Policy

The Board is honoured to take responsibility for the naming and renaming of schools, facilities, or parts of schools and facilities (gymnasium, hall, theatre, band room, etc.).

The Board will follow the procedure outlined herein to name or rename school facilities. Syeyutsus Reconciliation Framework will guide and inform the name selection process. Considered names must reflect the spirit and intent of the Board's commitment to high standards and complete resolve to contributing to the overall wellness of the community, ensuring that it will stand the test of time.

School facility names will be chosen at Board discretion and may honour persons or places of historical or geographical prominence, may represent the intent of the school or may reflect an educational value or interest. However, school facilities will not normally be named after living persons.

Process

1. To determine an appropriate name, the Chair of the Board of Education will appoint an ad-hoc committee to recommend at minimum two suitable names for Board consideration (the "Committee").
2. The Committee will follow the Board's policies with respect to public engagement to seek potential names. In addition, the Committee must consult with:
 - a. Local land based First Nations;
 - b. Local representatives of off-reserve First Nation Peoples, Metis, and Inuit Peoples;
 - c. Impacted local municipalities and/or regional districts;
 - d. Students and staff of the impacted community;
 - e. Local community impacted by the decision; and
 - f. The broader District community.

X.X – Naming of School Facilities or Parts of Facilities

3. When the facility is to be named after a person, the Committee, wherever possible, should seek the consent of:
 - a. Family members or the closest surviving relative of the person for whom the facility is to be named; or
 - b. In the case where the individual is living, that individual.
4. The Board may name or co-name a facility to reflect the language of the land, Hul'q'umin'um. For consideration of any Hul'q'umin'um name, the local land based First Nation must consent and the name must be gifted to the District to ensure consistent future use.
5. Name selection must occur at a public meeting of the Board of Education. The Board will seek public feedback on preferred facility name for a period of at least 30 days before final approval of the school name.

Renaming

In addition to the above process, the following will also apply when considering the renaming of school facilities:

6. The Board will consider the renaming of a facility or part of a facility in limited circumstances that may include:
 - a. Where a local municipality or regional district renames a geographic reference associated with the school; or
 - b. Where the name of the facility or part of the facility does not align with Board policies; or
 - c. Where the Board receives a request from the community that aligns with the Board's naming policy.
7. Where the Board considers renaming a school or facility, they will receive a report regarding any potential cost implications for consideration in their decision-making process.

Legal References:

Monitoring Method: *Board of Education / Superintendent*

Monitoring Frequency: *Triennial*

Adopted: 2021.xx.xx

Administrative Procedure 502 – Naming of School Facilities



AP 502 – Naming of School Facilities

Purpose

It shall be the general policy to name school facilities for persons or places of local historical or geographical prominence. School facilities shall not normally be named after living persons.

This policy shall apply when naming or renaming district schools or specific facilities or parts (gymnasium, hall, theatre, band room, etc.) of schools or facilities.

Procedure

1. The process of naming a facility will begin as soon as possible after the Board has approved the construction of the facility.
2. The Chairman of the Board of Education will appoint a committee comprised of two (2) Trustees to recommend a suitable name for the new facility.
3. The search for a name shall be well publicized and submissions of suitable names are to be solicited from all sectors of the public:
 - a. students,
 - b. school personnel,
 - c. school SLC,
 - d. local historical societies,
 - e. community at large.
4. Specific consideration will be given to names that will have significant meaning to pupils and members of the community.
5. When a facility is to be named after a person, the committee, wherever possible, should seek the consent of:
 - a. the individual for whom the facility is to be named; or,
 - b. the consent of the closest surviving relative of a deceased person for whom the facility is to be named.

AP 502 – Naming of School Facilities

6. An effort should be made to avoid confusion that may be caused by having facilities with similar names.
7. The committee shall present a short-list of names (in order of committee preference) to the Board.
8. The final selection of a name for the facility shall remain the Board's responsibility.
9. The decision of the facility's name will be made at a public meeting of the Board of Education.

Adopted: December 13, 1989

AP 512 – Transportation

PURPOSE

The Board of Education of Nanaimo Ladysmith Public Schools (NLPS) is committed to providing safe, caring and inclusive learning environments and school sponsored activities. To this end, the Board takes responsibility for communicating such expectations to staff, students and parents on a regular basis. Such expectations are clearly outlined in each school's Code of Conduct which governs student behaviour at school, school sponsored activities and events, and while in transit. The District's Administrative Procedures for Code of Conduct is [AP 344](#).

The Board has also determined that the most effective way to support student transportation is to educate, promote and support Active Transportation within NLPS. Active Transportation establishes healthy and active lifestyles while reducing the need to emit greenhouse gas emissions, shifting towards a sustainable future.

PROCEDURE:

Active Transportation for Students

The Board of Education believes that the school has an important role to play in promoting the health and fitness of students, their families and the wider community by implementing active transportation initiatives. Active transportation is any form of human-powered transportation (walking, jogging, cycling, inline skating, etc.). Active transportation provides students the opportunity to be physically active on a regular basis and help them to achieve the recommended 60 minutes of daily, moderate to vigorous physical activity. Regular physical activity can reduce the growing rate of childhood obesity, type II diabetes, and chronic health conditions in later life.

Physical activity prior to the school day helps prepare students for learning by increasing their ability to concentrate on academic pursuits, decreasing anxiety and stress, and increasing socialization. It has similar benefits at the end of the school day. Active transportation also promotes several societal benefits including social, environmental, transportation and economic.

Nanaimo Ladysmith Public Schools will promote active transportation for students through a variety of initiatives such as but not limited to:

- Partnerships with the Ministry of Transportation, the City of Nanaimo, Town of Ladysmith, Regional District of Nanaimo, Cowichan Valley Regional District, and the RCMP to increase road safety and create safe routes to schools
- Active Transportation Planners
- Participation in Walk to School Month
- Educating students, parents, and the community in road safety
- Creating no-stopping zones around schools
- Establishing “walking school bus” type initiatives
- Reducing barriers to walking
- Safe Walk to School program (district initiative – maps/routes etc.)
 - The district will assist schools in the [Safer School Travel Program](#).
- Crossing guards
- [Greater Nanaimo Cycling Coalition](#)
- [Hub for Active School Travel](#) (HASTe)

SCHOOL BUS TRANSPORTATION

Regular transportation will be provided by school bus, which is considered to be an extension of the school; therefore, students are expected to behave accordingly as stipulated in their school’s code of conduct. Bus stops shall be established by the Transportation Department who shall take into account factors such as safety, time and distance to school. It is understood, that to minimize the number of stops students may be required to travel a considerable distance to and from their bus stop. In the interest of efficiency, the Board’s objective is to provide, within the limitations of this administrative procedure, maximum service with a minimum fleet of buses.

To ensure the district allocates its transportation funds most efficiently, each bus route will be reviewed annually. In the event that eligible ridership falls below 50% capacity of the bus, the route will be automatically considered for review.

The District will collaborate with local transit authorities to minimize service duplication.

A school bus transportation brochure is available [online](#) or from the Transportation Department and covers details related to student discipline, inclement weather, and miscellaneous ridership.

ELIGIBILITY & WALK LIMITS

In this section, the term “passable road” shall be defined as a street, road, highway, lane or walkway that has been established as a pedestrian or vehicular route by the municipality or the province.

NLPS will perform a reasonable assessment of hazard concerns, the District does not control road or roadside improvements and it is therefore the responsibility of local authorities such as the Ministry of Transportation and Infrastructure to provide safety improvements. The District will work with the City of Nanaimo, Regional District of Nanaimo, Township of Ladysmith, the District of Lantzville or Ministry of Transportation to assess issues which may affect the safety of students in order to help mitigate hazards. Students who are residents of NLPS and meet the following criteria will be considered eligible for school bus transportation to and from their designated catchment school:

- Kindergarten to Grade 3 students who live in a residence that is located more than 4 km from their school, measured by the nearest passable road
- Grades 4 to 12 students who live in a residence that is located more than 4.8 km from their school, measured by the nearest passable road

All Kindergarten to Grade 12 students may be required to travel up to 3.2 kilometers to the nearest bus stop.

Eligible Students beyond Established Walk Limits

Students desiring regular school bus transportation must [register online](#) for transportation privileges within two weeks of commencing school. [Instructions to register online.](#)

Once registered, students must use school bus transportation regularly; otherwise their seat will be re-allocated or service to that bus stop may be eliminated. If a student's ridership falls below 50% their case will be reviewed by the district with a possible outcome being termination of their ridership.

Students not registered as above will be considered to have elected to make their own way to and from school and must do so for the entire year.

ZPASS

Once eligible students are registered, they will be issued a [ZPass card](#) by the Transportation Department. The ZPass cards must be used by the student when boarding and exiting the bus. This procedure provides safety information for staff and parents as well as ridership statistics for route management.

Guidelines for the issue, use and replacement of ZPass cards are available online or by contacting the Transportation Department (250-741-5214). It must be noted that additional or replacement ZPass cards must be purchased.

OUT OF CATCHMENT AND DISTRICT PROGRAMS

Students who choose to attend a school outside their catchment area, or attend a District Program of Choice (e.g. French Immersion, Career Education, Academies, etc.) are not eligible for transportation services but may be allowed access to transportation services as a courtesy rider.

BUS STOPS

School bus stops will be established taking into account terrain, roads and population density. Efforts will be made so that students will not be required to walk more than 3.2 km along an established bus route.

Students wishing to leave the bus at a stop other than their regular one, must have a note from a parent or guardian.

SAFETY AND HAZARDOUS WALKING CONDITIONS

The district recognizes that the varied topography of areas within NLPS may present hazardous walking conditions. Narrow road shoulders, ditches lining roads, and the lack of sidewalks are considered to be normal in the rural areas of the district. Thus, students and parents or guardians in NLPS would be expected to assess the pedestrian conditions that affect them and take proper measures to ensure student safety travelling to and from school or bus stop.

The Board also recognizes that there may be a few abnormal temporary circumstances which may obstruct the way of students who travel to and from school (e.g. flooding). Such conditions will be dealt with on a case-by-case basis.

The transportation of students in areas of unusual hazards and bus stop locations requires continuous evaluation. The [Bus Route & Hazard Evaluation form](#) and information will be utilized to evaluate the feasibility and continuation of bus routes and to evaluate concerns brought forward regarding bus routes or the safe walk route of a student to and from school.

While the Nanaimo Ladysmith Public Schools will perform a reasonable assessment of local significant or non-significant hazard concerns, the Nanaimo Ladysmith School District does not control road or roadside improvements and it is the responsibility of local authorities such as the Ministry of Transportation and Infrastructure to provide safety improvements.

For a detailed outline of the District's guidelines and processes for assessing hazardous walking refer to [Appendix A](#).

Adult Crossing Guard Program

An adult crossing guard is an adult person employed to supervise and expedite the crossing of school children at complex, hazardous or congested crossing locations. A discussion regarding the review of an Adult Crossing Guard Program is first initiated through the assistant superintendent. For a detailed outline of the District's procedures for training Adult Crossing Guards refer to [Appendix B](#).

ROUTE REVIEW PROCESS

The District has developed a matrix for establishing and maintaining bus routes. The district will review bus routes on an annual basis. The community may also request the addition of a bus route, at which time the district will complete a Bus Route and Hazard Evaluation form (Appendix A) and the Bus Route Transportation Criteria Matrix ([Appendix C](#)). The Matrix is a tool that will aid in the decision to create, maintain, alter or eliminate a bus route.

TRANSPORTATION ASSISTANCE

Transportation assistance is the partial funding towards the cost of student transportation.

The district may provide transportation assistance for students who live in NLPS and who reside further than 4 kilometers (K - 3), and 4.8 kilometers (4-12) from a school bus route or bus stop.

In order to qualify for assistance each year, the student's parents or guardian must apply to the Transportation Department via the [Transportation Assistance Allowance form](#). Download form and return to the district's Transportation Department, please call (250) 741-5214.

The continued payment of the Transportation Allowance is dependent upon the student's regular attendance at school and satisfactory behaviour. Irregular school attendance or unsatisfactory behaviour may result in a discontinuation of payment.

Where there are an insufficient number of eligible pupils to establish or maintain a bus route, and parents wish to provide transportation for their children, the District may pay, upon application from the parents/guardians, a transportation assistance allowance. The amount paid will be determined by the District. Full responsibility for safe transportation and insurance coverage rests with the vehicle owner.

The District may elect to offer parents travel assistance in lieu of providing bus transportation and will provide parents or guardians with a minimum of one month notice.

Protection Island Ferry

The District will reimburse parents or guardians for the actual use of the ferry for the purpose of attending school.

SPECIALIZED TRANSPORTATION CONSIDERATIONS

Gabriola secondary school students are provided school bus transportation, in accordance with this procedure, from their bus stop to the Gabriola ferry. Once on the Nanaimo side, transportation is provided by the district to the designated school of attendance. BC Ferries provides an assistance program which [covers fares](#) for school attendance.

The district offers an option area in the North Oyster catchment. This offers students the option of bus service to either École North Oyster School, Ladysmith Primary or Ladysmith Intermediate Schools. See [catchment map](#) for *North Oyster Option*.

SCHOOL CLOSURES OR BOUNDARY CHANGES

Please refer to School Closure Administrative Procedure [AP 521](#)

TRANSPORTATION OF STUDENTS WITH SPECIAL NEEDS

The district recognizes that students enrolled in district special education programs may require special transportation consideration. The extent of this service will take into account factors identified below. Fiscal and logistical constraints may have a bearing on whether the desired transportation service can be provided. All arrangements shall be confirmed by the Transportation Department before they are finalized each year. Travel time and time at school will be given due consideration when routes are developed.

Considerations for Transportation of Students with Special Needs

The goal of the district is to foster independence in all students; however, there are several considerations which may have bearing on whether transportation is provided to students who have special needs. Considerations are as follows:

- The child has been placed by the district into a District Special Education Program;
- The child's disability is of a physical nature;
- The child's ability to make safety related decisions;

- The child's Individual Education Plan; (e.g. Learning to ride public transit independently may be part of the child's program);
- The families' circumstances (e.g. Availability, ability and/or desire to assist with their child's transportation to school);
- The child's behaviour; and/or
- The availability of district resources.

Eligibility for Transportation

Subject to other provisions in this administrative procedure, typically only students with a physical disability, or those who are enrolled in a District Special Education Program will be eligible for consideration for transportation under this section. Only the student eligible for transportation due to their special needs can be transported on the special needs bus, even though siblings may attend the same school. Transportation decisions concerning every student with special needs shall be subject to an annual review. To apply for special needs transportation please speak to your child's school principal.

Service for Students with Special Needs

It is recognized that some students who have special needs will require door-to-door service. Approval for the provision of door-to-door service will be based on needs as assessed by district staff on a case-by-case basis. Door-to-door service will typically be provided by a special needs school bus.

COURTESY RIDERSHIP

The district will provide school bus service to eligible riders as its main priority.

The provision of courtesy ridership will only be available when seats remain unfilled after routes have been fully maximized by eligible students.

Courtesy ridership applications can be completed at any time but will not be considered until October 1st of each school year. Courtesy seats may be granted for students who are *not* eligible for school bus transportation services, provided all of the following conditions are met and understood:

- A seat is available on the bus (as determined by the Transportation Department)
- The bus stop already exists (no new stops will be added)
- The parent or guardian accepts responsibility for accompanying the student to and from the existing bus stop
- The bus route and the length of the trip are not affected
- The need has been identified for the entire school year
- Permission is granted for the current school year only

- Students shall abide by their school's code of conduct and expected school bus behaviour
- Courtesy ridership may be canceled at any time with one week's notice

CURRICULAR AND EXTRA-CURRICULAR TRANSPORTATION

A healthy school program is supported by curricular and extra-curricular activities for students. Curricular and extra-curricular programs are an important part of student learning and school climate.

All such activities must have clear educational value, proper advance preparation, informed parental consent, adequate supervision and a high standard of care. If transportation is required by students to participate in these activities all requests for transportation must go through the District's Transportation Department. The provision of transportation for extracurricular activities is the responsibility of schools. In addition, staff and volunteers must adhere to the District Fieldtrip Administrative Procedure [AP 333](#).

STUDENT BEHAVIOUR AND DISCIPLINE

Riding on a school bus, whether for transportation to and from school, on a school-related curricular or extra-curricular activity, is a privilege not a right. At all times, the school bus is an extension of the school, its code of conduct and all NLPS Board policies and administrative procedures. Likewise, all disciplinary alternatives, including the suspension of bus riding privileges, may apply to misbehaviour.

Student Misbehaviour

The school bus driver will address student misbehaviour on a bus according to the [School Bus Ridership brochure](#). The school principal will be informed and provided opportunity to be involved in all such incidents and they will be addressed in an educative, preventative and restorative manner when possible. Student school bus misbehaviour may result in consequences by the school principal.

VIDEO SURVEILLANCE

Video surveillance on school buses is used to promote positive behaviour and the safety of students and school bus drivers. In the event of a reported or observed incident, the review of recorded information may be used to assist in the investigation of the incident.

All records created while delivering a video surveillance program are subject to the Freedom of Information and Protection of Privacy Act. All media will be deleted at regular intervals. The recording will be kept for a minimum of twelve months.

VOLUNTEERS AND VOLUNTEER DRIVERS

Volunteer drivers assist the school in providing curricular and extra-curricular school activities to its students.

The district values the involvement and commitment of volunteers. While welcoming volunteer participation, the district is responsible for establishing safety procedures related to school volunteers. Therefore, all volunteers must abide by [AP 310 – Volunteers](#). In addition, the use of volunteers shall not result in the displacement of an employee.

In addition to AP 310 and to qualify as a volunteer driver, the following criteria must be met:

- A minimum third party liability insurance of \$3,000,000
- A maximum of nine passengers (plus driver)
- Meet all vehicle safety requirements, including a seat belt for each passenger.
- Motor Vehicle Act Regulations must be followed with regard to Child Seating and Restraint Systems:
http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/26_58_1_1

BUS SAFETY TRAINING

School bus safety is a shared responsibility. Parents or guardians are a child's first teacher and provide safety instructions and/or accompanies their child to the bus stop. This is very important if the child is young and must cross the street or highway, or if there is concern about their safety while waiting for the bus.

The district's Transportation Department presents a student bus safety program to all Kindergarten and Grades 1, 3, 5 and 7 students on an annual basis at schools that receive regular busing. NLPS bus drivers provide a one hour bus safety session once per year which includes:

- A thorough review of the bus rules,
- A short video for younger students,
- A short bus ride that includes an earthquake drill and emergency evacuation, and
- A question and answer period.

School staff then provide an evaluation of the session that is submitted to the district's Transportation Department.

CHANGES TO SCHOOL BELL SCHEDULES

School requests to change bell schedules will be initiated by the school in consultation with the assistant superintendent and must be in accordance with [AP 217](#) Changes to School Organizations. The assistant superintendent will involve the Transportation Department for information purposes in the decision making process.

SEATBELTS

It is the goal of the district to provide the safest student transportation system available. Beginning September 2019, Nanaimo Ladysmith Public Schools began operating two school buses equipped with three point seat belts for the driver and all passengers.

School buses are considered to be one of the safest vehicles on the road, however, the district wants to keep its students and other passengers as safe as possible. Seat belts for all passengers will add an extra layer of protection for passengers. The seat belts will be a mandatory requirement to be worn at all times, by all passengers when on a school bus equipped with seat belts.

The buses will be used for providing daily bus service to and from school as well as field trip service. Please ensure that all staff who may be utilizing school bus service are made aware of the mandatory requirement of seat belt use on these buses.

On field trips and bus routes, students will receive disciplinary action up to refusal of riding privileges' if not utilizing the seat belts. Bus drivers will provide assistance as required to ensure students are using the seat belts properly.

Students who may require assistance in using the seatbelts may request help from the bus driver before the bus is in motion. Drivers will announce prior to the bus moving that each student needs to be in their seat and seatbelts fastened. Students refusing to wear seatbelts in a legal and safe manner will be subject to disciplinary action. Repeated refusal to wear seatbelts will result in suspended riding privileges.

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