

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

April 12, 2023

Trustees	T. Brzovic, Chair L. Lee, Vice Chair N. Bailey G. Keller C. Morvay L. Pellegrin M. Robinson T. Rokeby
Absent	C. McKay
Staff	S. Saywell, Superintendent/CEO M. Walsh, Secretary-Treasurer L. Tait, Deputy Superintendent D. Burgos, Ex. Dir. of Communications K. Matthews, Manager Admin. Services
Representatives	CUPE Representative: Jeff Virtanen DPAC Representative: Eden Wood NDTA Representative: Jeremy Inscho NSAA Representative: Theresa Kraeker

1. **CALL TO ORDER**

The Chair called the meeting to order at 6:01 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**

B23/04/12-01

IT WAS MOVED BY Trustee Robinson

IT WAS SECONDED BY Trustee Lee

That the Agenda be approved.

**CARRIED UNANIMOUSLY**

6. **APPROVAL OF THE MINUTES**

B23/04/12-02

IT WAS MOVED BY Trustee Robinson

IT WAS SECONDED BY Trustee Pellegrin

That the minutes of the Business Committee meeting held on March 8, 2023, be approved.

**CARRIED UNANIMOUSLY**

7. **PRESENTATIONS**

8. **SENIOR STAFF REPORTS**

8.1 Mark Walsh, Secretary-Treasurer

Re: Audit Committee and Policy Update

Mark Walsh outlined a recommendation to the Policy Committee with respect to our finance related Policies and By-Law. Specifically, staff are recommending the deletion of a by-law and minor amendment to a Policy to incorporate aspects of the by-law being recommended for deletion. An Action Sheet is attached to the Agenda.

B23/04/12-03

IT WAS MOVED BY Trustee Keller

IT WAS SECONDED BY Trustee Lee

The Business Committee recommends that the Board of Education of School District No. 68 (Nanaimo-Ladysmith) receive the Draft Revised Policy 2.5 – Board Committees Representation and Annual Workplan and provide notice that Bylaw 4.2 – Audit Committee Amended Bylaw No. 3-2202A be deleted and circulate as a notice of motion for 30 days, utilizing the consultation process as per Board Governance, Section 1, 2.7 – Policy Development.

**CARRIED UNANIMOUSLY**

8.2 Mark Walsh, Secretary-Treasurer and Kylie Lowe, Director of Finance

Re: Internal Audit

Mark Walsh outlined the internal audit process and how the Board will be made aware of results. An Information Sheet is attached to the Agenda.

8.3 Mark Walsh, Secretary-Treasurer

Re: Chase River Elementary Right of Way and Covenant Bylaw

Mark Walsh advised that the City of Nanaimo has requested access to a portion of the Childcare at the Chase River Elementary site for the purpose of checking and maintaining a new water meter. An Action Sheet is attached to the Agenda.

B23/04/12-04

IT WAS MOVED BY Trustee Morvay

IT WAS SECONDED BY Trustee Robinson

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 "Chase River Elementary School Waterworks Right-of-Way and Covenant Bylaw, 2023" in one meeting, and that the Board of Education of School District No.68 (Nanaimo-Ladysmith) adopt the Bylaw cited as "Chase River Elementary School Waterworks Right-of-Way and Covenant Bylaw, 2023" during the April 26, 2023 Regular Board meeting.

**CARRIED UNANIMOUSLY**

8.4 Mark Walsh, Secretary-Treasurer

Re: Forest Park Statutory Right of Way and Covenant Bylaw

Mark Walsh advised that the City of Nanaimo has requested access to a portion of the Forest Park Elementary site for the purpose of checking and maintaining a new water meter. An Action Sheet is attached to the Agenda.

B23/04/12-05

IT WAS MOVED BY Trustee Robinson

IT WAS SECONDED BY Trustee Keller

The Business Committee recommends that the Board of Education of School District No. 68 (Nanaimo-Ladysmith) pass all three readings of the Bylaw, cited as "Forest Park Elementary School Waterworks Right-of-Way and Covenant Bylaw, 2023" in one meeting, and that the Board of Education of School District No.68 (Nanaimo-Ladysmith) adopt the Bylaw cited as "Forest Park Elementary School Waterworks Right-of-Way and Covenant Bylaw, 2023", during the April 26, 2023, Regular Board meeting.

**CARRIED UNANIMOUSLY**

8.5 Mark Walsh, Secretary-Treasurer and Pete Sabo, Executive Director of Planning & Operations

Re: Capital Plan

Mark Walsh presented the Capital Bylaw No. 2023/24 CPSP68-01 for discussion and consideration. An Action Sheet together with the draft bylaw is attached to the Agenda.

B23/04/12-06

IT WAS MOVED BY Trustee Morvay

IT WAS SECONDED BY Trustee Pellegrin

The Business Committee recommends that that Board of Education of School District No. 68 (Nanaimo-Ladysmith) give all three readings of the Capital Bylaw No. 2023/24-CPSP68-01 in one meeting and adopt Capital Plan Bylaw No. 2023/24-CPSP68-01.

**CARRIED UNANIMOUSLY**

8.6 Mark Walsh, Secretary-Treasurer

Re: LRFP Update

Mark Walsh provided a report outlining the progress on the Board's Long Range Facilities Plan. The Report and an Information Sheet are attached to the Agenda.

8.7 Mark Walsh, Secretary-Treasurer

Re: International Student Elementary School Program

Mark Walsh provided background information on the District's international education program and requested Board direction on the expansion of the K-7 program. An Information Sheet is attached to the Agenda.

B23/04/12-07

IT WAS MOVED BY Trustee Robinson

IT WAS SECONDED BY Trustee Pellegrin

The Business Committee recommends that the Board of Education of School District No. 68 (Nanaimo-Ladysmith) approve the expansion of the International Student Elementary School Program.

**CARRIED UNANIMOUSLY**

8.8 Mark Walsh, Secretary-Treasurer and Taunia Sutton, Director of Finance

Re: Preliminary Budget Summary

Mark Walsh and Taunia Sutton outlined the basis for how the preliminary budget will be built and presented the 2023/24 preliminary annual operating budget. An Information Sheet is attached to the Agenda.

8.9 Mark Walsh, Secretary Treasurer, Jacquie Poulin, Assistant Superintendent, Diane McGonigle, District Principal

Re: Before and After School Care Program Pilot

Mark Walsh outlined steps the District has taken with respect to a pilot before and after school care program for September 2023 and requested the Board's approval to proceed. An Action Sheet is attached to the Agenda.

B23/04/12-08

IT WAS MOVED BY Trustee Keller

IT WAS SECONDED BY Trustee Bailey

The Business Committee recommends that the Board of Education of School District No. 68 (Nanaimo-Ladysmith) approve proceeding with a pilot before and after school program staffed by District staff on a cost recovery basis, subject to an agreement with CUPE that the pilot is on a without prejudice basis, at Pleasant Valley Elementary and Ecole Hammond Bay.

**CARRIED UNANIMOUSLY**

B23/04/12-09

IT WAS MOVED BY Trustee Robinson

IT WAS SECONDED BY Trustee Morvay

The Business Committee recommends that the Board of Education of School District No. 68 (Nanaimo-Ladysmith) advocate to the Ministry of Education and Child Care for additional financial supports to cover the increased costs associated with providing accessible before and after school care.

**CARRIED UNANIMOUSLY**

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

There was none.

**10. UNFINISHED BUSINESS**

There was none.

**11. NEW BUSINESS**

There was none.

12. **FOR INFORMATION**

There was none.

13. **QUESTION PERIOD**

There were no questions.

14. **ADJOURNMENT**

The meeting adjourned at 7:48 pm.

B23/04/12-10

IT WAS MOVED BY Trustee Bailey

IT WAS SECONDED BY Trustee Robinson

That the meeting be adjourned.

**CARRIED UNANIMOUSLY**