



**The Board of Education of
School District No.5 (Southeast Kootenay)
AGENDA - REGULAR PUBLIC MEETING**

December 12, 2023, 3:00 p.m.
Cranbrook Board Office

Pages

1. COMMENCEMENT OF MEETING

1.1 Call to Order

1.2 Greeting

Acknowledgement that we are gathered on the Homelands of the Ktunaxa people.

1.3 Chairperson's Opening Remarks and Recognitions

1.4 Opening Round

Members of the Board, District Management, District Staff and local Union Presidents share a reflection of gratitude.

1.5 Consideration and Approval of Agenda

1.6 Election of Chairperson and Representatives

Procedural Bylaw Policy

2.3 The Secretary Treasurer shall call for nominations for Board Chairperson (seconding is not necessary) and conduct a vote by ballot in which that person receiving a clear majority shall be elected Board Chairperson for the ensuing year. If no person receives a clear majority (five or more votes) further ballots shall be taken until the same is achieved or, if, after a second ballot, a tie shall occur, the election shall be decided by drawing of lots. A vote by ballot will not be required if only one candidate is nominated for the position of Board Chairperson.

2.4 The Chairperson so elected shall assume the chair for the remainder of the meeting.

1.6.1 Election of Chairperson

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| 1.6.2 | Election of BCPSEA Representative & Alternate | |
| 1.6.3 | Election of BCSTA Representative & Alternate | |
| 1.6.4 | Election of Bargaining Representative - BCTF | |
| 1.6.5 | Election of Bargaining Representative - CUPE | |
| 1.7 | Approval of the Minutes | 5 |
| | Approval of the minutes from November 14, 2023 | |
| 1.8 | Receipt of Records of Closed Meetings | 14 |
| 1.9 | Business Arising from Previous Minutes | |
| 1.9.1 | Kootenay Boundary Branch (KBB) Motion Building Session | |
| | Update from Trustee Ayling | |
| 1.9.2 | Underfunding of Special Education | |
| | Clarification of status of letter reviewing and discussing underfunding of Special Education in the District. | |
| | MOTION R-23-185 | |
| | <i>THAT the Board of Education writes a letter to review and discuss underfunding of Special Education in the District. This letter will cite examples as provided in District Principal Verbeurgt's historical data.</i> | |
| 2. | RECEIVING OF DELEGATIONS/PRESENTATIONS | |
| 3. | COMMITTEE REPORTS/TRUSTEE REPRESENTATIVE REPORTS | |
| 3.1 | Advocacy/Education Committee | 15 |
| | Co-chair Trustee Clarke | |
| 3.2 | Policy Committee | 18 |
| | Co-chair Trustee Bellina | |
| | RECOMMENDATION A | |
| | THAT Appendix D be removed from Policy 12 and Policy 13. A link to the organizational chart will be provided as Appendix D in lieu of the actual chart. | |

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| 3.3 | Student Services Committee | 22 |
| | Co-chair Trustee Ayling | |
| 3.4 | Finance Operations Personnel Committee | 24 |
| | Co-chair Trustee Johns | |
| 3.5 | BCSTA /Provincial Council | |
| 3.6 | Communications Media Committee | |
| 3.7 | Mount Baker Secondary School Replacement Committee | |
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| 3.10 | French Immersion Update | |
| 3.11 | Traffic Safety Committee | 31 |

RECOMMENDATION A

THAT the Traffic Safety Committee be approved to apply for a Vision Zero grant on behalf of the Board of Education.

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| 3.12 | Trustee Reports/Bouquets | 34 |
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4. SECRETARY TREASURER'S REPORT TO THE BOARD

Reporting on (finances/budget, capital projects, facilities, operations/maintenance/transportation)

4.1 Updates

4.1.1 Cranbrook School Boundaries and Catchment

Next meeting January 16, 2024 at the Cranbrook Board Office with a virtual option

4.1.2 Feeding Futures Funding Advisory Group

4.2 Recommendations

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5.1 Updates

5.1.1 Strategic Planning Update

5.1.2 Accessibility Committee Update

5.2 Recommendations

6. CHAIRPERSON'S REPORT

6.1 Updates

6.1.1 Chairperson's Trustee Update for November

47

6.2 Recommendations

7. NEW BUSINESS

7.1 Business Arising from Delegations

8. ITEMS FOR INFORMATION/CORRESPONDENCE

8.1 City of Fernie Notice of Zoning Bylaw Amendment Bylaw

48

8.2 Board Office Holiday Pot Luck - December 15

8.3 Board Office Gift Exchange - December 15

8.4 Winter Break - December 23 to January 5

8.5 First Day Back to School - January 8

9. QUESTION PERIOD

10. CLOSING ROUND

11. ADJOURNMENT

What have we done at this meeting to help our students become more interested in school and to support them in their personal learning journey?



**The Board of Education of
School District No.5 (Southeast Kootenay)
MINUTES - REGULAR PUBLIC MEETING**

November 14, 2023, 3:00 p.m.

Cranbrook Board Office

Present: Chairperson Doug McPhee
Trustee Trina Ayling
Trustee Irene Bischler
Trustee Alysha Clarke
Trustee Nicole Heckendorf
Trustee Chris Johns
Trustee Sarah Madsen
Trustee Wendy Turner

Regrets: Trustee Bev Bellina

Staff Present: Superintendent Viveka Johnson
Secretary Treasurer Nick Taylor
Director of Instruction Human Resources Brent Reimer
Director of Student Learning and Indigenous Education Jason Tichauer
Director of Student Learning and Innovation Diane Casault (remotely)
Operations Manager Joe Tank
District Principal Early Learning and Child Care Laura-Lee Phillips (remotely)
District Principal Student Services Darcy Verbeurgt
Executive Assistant to Secretary Treasurer and Superintendent (recorder) Jane Nixon

1. COMMENCEMENT OF MEETING

1.1 Call to Order

Chair McPhee called the November 14, 2023, regular public meeting of the Board of Education to order at 3:06 p.m.

1.2 Greeting

Chair McPhee acknowledged that we have gathered here in the Homelands of the Ktunaxa people.

1.3 Chairperson's Opening Remarks and Recognitions

Chairperson McPhee extended condolences to the family of Johnny Wayne Lancaster. He also extended condolences to Trustee Turner and the Turner family for their recent loss.

1.4 Opening Round

Members of the Board, District Management, District Staff and local Union Presidents shared a reflection of remembrance and gratitude.

1.5 Consideration and Approval of Agenda

MOTION R-23-179

Moved/Seconded by Johns/Heckendorf:

THAT the agenda for the regular public meeting of the Board of Education of November 14, 2023, be approved as circulated.

CARRIED UNANIMOUSLY

1.6 Approval of the Minutes

MOTION R-23-180

Moved/Seconded by Turner/Madsen:

THAT the minutes of the regular public meeting of the Board of Education of October 10, 2023, be approved as circulated.

CARRIED UNANIMOUSLY

1.7 Receipt of Records of Closed Meetings

MOTION R-23-181

Moved/Seconded by Bischler/Heckendorf:

THAT the closed records of the in-camera meeting of the Board of Education of October 10 and October 23, 2023, be accepted.

CARRIED UNANIMOUSLY

1.8 Business Arising from Previous Minutes

Nil

2. RECEIVING OF DELEGATIONS/PRESENTATIONS

Nil

3. COMMITTEE REPORTS/TRUSTEE REPRESENTATIVE REPORTS

3.1 Advocacy/Education Committee

Co-chair Trustee Turner reviewed the minutes of the October 23, 2023, meeting of the Advocacy/Education Committee.

MOTION R-23-182

Moved/Seconded by Turner/Ayling:

THAT the Board of Education supports work on building the following motions for the Kootenay Boundary Branch (KBB) motion building session:

- Gender Based Violence
- Anti Bullying Measures
- Neurodiversity
- Special Education funding
- Aging infrastructure with a focus on air quality

CARRIED UNANIMOUSLY

MOTION R-23-183

Moved/Seconded by Turner/Johns:

THAT the report of the Advocacy/Education Committee be accepted as presented.

CARRIED UNANIMOUSLY

3.2 Policy Committee

Co-chair Trustee Heckendorf reviewed the minutes of the October 23, 2023, meeting of the Policy Committee.

MOTION R-23-184

Moved/Seconded by Heckendorf/Clarke:

THAT the report of the Policy Committee be accepted as presented.

CARRIED UNANIMOUSLY

3.3 Student Services Committee

Co-chair Trustee Madsen reviewed the minutes of the October 23, 2023, meeting of the Student Services Committee.

MOTION R-23-185

Moved/Seconded by Madsen/Johns:

THAT the Board of Education writes a letter to review and discuss underfunding of Special Education in the District. This letter will cite examples as provided in District Principal Verbeurgt's historical data.

CARRIED UNANIMOUSLY

MOTION R-23-186

Moved/Seconded by Madsen/Turner:

THAT the Board of Education researches the feasibility of creating a GAUGE (or similar) alternate program across the District.

CARRIED UNANIMOUSLY

MOTION R-23-187

Moved/Seconded by Turner/Bischler:

THAT the report of the Student Services Committee be accepted as presented.

CARRIED UNANIMOUSLY

3.4 Finance/Operations/Personnel Committee

Co-chair Trustee Johns reviewed the minutes of the October 23, 2023, meeting of the Finance Operations Personnel Committee.

MOTION R-23-188

Moved/Seconded by Johns/Bischler:

THAT a working group of the whole be formed to investigate school site acquisition charges.

CARRIED UNANIMOUSLY

MOTION R-23-189

Moved/Seconded by Johns/Ayling:

THAT the Finance Operations Personnel Committee report be accepted as presented.

CARRIED UNANIMOUSLY

3.5 BCSTA /Provincial Council

TABLED

3.6 Communications/Media Committee

Trustee Ayling

MOTION R-23-190

Moved/Seconded by Ayling/Clarke:

THAT the report of the Communications/Media Committee be accepted as presented.

CARRIED UNANIMOUSLY

3.7 Mount Baker Secondary School Replacement Committee

Trustee Johns

MOTION R-23-191

Moved/Seconded by Johns/Heckendorf:

THAT the Mount Baker Secondary School Replacement Committee report be accepted as presented.

CARRIED UNANIMOUSLY

3.8 Key City Theatre

Trustee Ayling reviewed the written report provided in the agenda package.

MOTION R-23-192

Moved/Seconded by Ayling/Madsen:

THAT the Key City Theatre report be accepted as presented.

CARRIED UNANIMOUSLY

3.9 Legacy of Learning

Trustee Johns reviewed the written report provided in the agenda package.

MOTION R-23-193

Moved/Seconded by Johns/Bischler:

THAT the Legacy of Learning report be accepted as presented.

CARRIED UNANIMOUSLY

3.10 French Immersion Update

Trustee Heckendorf referred the Board to the minutes included in the agenda package. Director Casault provided an update on French Federal funding received for 2023-2024.

MOTION R-23-194

Moved/Seconded by Heckendorf/Turner:

THAT French Immersion update be accepted as presented.

CARRIED UNANIMOUSLY

3.11 Traffic Safety Committee

The Traffic Safety Committee will meet on November 29, 2023. The Vision Zero grant application will be reviewed at this meeting.

MOTION R-23-195

Moved/Seconded by Johns/Ayling:

THAT the Traffic Safety Committee report be accepted as presented.

CARRIED UNANIMOUSLY

3.12 Trustee Reports/Bouquets

Trustees reported on their activities for the month.

- Trustee Clarke acknowledged the hiring of a full time Youth Care Worker at Jaffray Elementary Junior Secondary School.
- Trustee Madsen acknowledged Secretary Treasurer Taylor's work purchasing food infrastructure items for schools.

4. SECRETARY TREASURER'S REPORT TO THE BOARD

4.1 Updates

4.1.1 Cranbrook School Boundaries and Catchment

Secretary Treasurer Taylor reported on the two community consultation evenings held in October and November at the Cranbrook Board Office.

Secretary Treasurer Taylor will review community feedback and will analyse the options for the revision of school boundaries and catchments. An update will be provided at the November 27 in-camera meeting of the Finance Operations Personnel Committee.

4.1.2 Feeding Futures Funding Advisory Group

Secretary Treasurer Taylor briefly discussed the mandate of the Feeding Futures Funding Advisory Group. The first meeting of this group will be November 20, 2023, at the Jaffray Hall.

4.2 Recommendations

MOTION R-23-196

Moved/Seconded by Bischler/Heckendorf:

THAT the Secretary Treasurer's report be accepted as presented.

CARRIED UNANIMOUSLY

5. SUPERINTENDENT'S REPORT TO THE BOARD

The Framework for Enhancing Student Learning report can be found on the School District's website at www.sd5.bc.ca.

5.1 Updates

5.1.1 Strategic Planning Session Update

Superintendent Johnson provided an update from the Board's strategic planning session on October 18. The next session will be on November 21 at the Kootenay Learning Campus in Fernie.

5.1.2 Accessibility Committee Update

Superintendent Johnson discussed the creation of the District Accessibility Committee.

District Principal Verbeurgt provided an overview of the terms of reference and mandate of the Committee.

5.2 Recommendations

MOTION R-23-197

Moved/Seconded by Turner/Johns:

THAT the Superintendent's Report be approved as presented.

CARRIED UNANIMOUSLY

6. CHAIRPERSON'S REPORT

6.1 Updates

6.1.1 Board Evaluation and Trustee Code of Conduct

The Board conducted a facilitated Board Self-Evaluation and Trustee Code review at the working session with Dr. Leroy Sloan of Sloan Consultants Ltd. This working session was held from 9:00-12:00, prior to the in-camera meeting of the Board of Education.

6.1.2 Remembrance Day Services and Activities

Chairperson McPhee recognized and acknowledged veterans and discussed the importance of Remembrance Day.

6.1.3 Awards of Excellence Presented to Educators

Chairperson McPhee recognized the educational leaders presented with the Awards of Excellence as listed in the agenda package.

6.1.4 Chairperson's Trustee Update for November

The Chairperson's Trustee Update was included in the agenda package.

6.2 Recommendations

MOTION R-23-198

Moved/Seconded by McPhee/Heckendorf:

THAT the Chairperson's report be accepted as presented.

CARRIED UNANIMOUSLY

7. NEW BUSINESS

7.1 Statement of Financial Information (SOFI) Reporting

MOTION R-23-199

Moved/Seconded by Johns/Ayling:

THAT the 2022-2023 Statement of Financial Information (SOFI) report be approved and filed.

CARRIED UNANIMOUSLY

8. ITEMS FOR INFORMATION/CORRESPONDENCE

- 8.1 Metis Flag Raising November 16**
- 8.2 Strategic Planning Session (Fernie) November 21**
- 8.3 Trustee Academy November 23-25**
- 8.4 Children's Christmas Choir – December 6**
- 8.5 Board Office Holiday Pot Luck December 15**

9. QUESTION PERIOD

Nil

10. CLOSING ROUND

Trustees, District Management and local Union Presidents were offered an opportunity to share a final comment on the meeting.

11. ADJOURNMENT

MOTION R-23-200

Moved/Seconded by Johns/Ayling:

THAT the November 14, 2023, regular public meeting of the Board of Education adjourn at 4:09 p.m.

What have we done at this meeting to help our students become more interested in school and to support them in their personal learning journey?

DRAFT



1.4. RECEIPT OF RECORDS OF CLOSED MEETINGS

In-camera Meetings:

November 14, 2023

- Secretary Treasurer's Report
 - Personnel
 - Land
 - Legal
 - Matters if in the opinion of the Board the public interest requires consideration in camera

November 27, 2023

- Secretary Treasurer's Report
 - Personnel
 - Land
 - Legal
 - Matters if in the opinion of the Board the public interest requires consideration in camera

A handwritten signature in black ink, appearing to be 'N. Taylor'.

Nick Taylor
Secretary Treasurer



**The Board of Education of
School District No.5 (Southeast Kootenay)
Minutes - Advocacy/Education Committee**

November 27, 2023, 2:30 p.m.

Cranbrook Board Office

Committee Members in Attendance: Co-Chair Trustee Alysha Clarke
Trustee Bev Bellina
Trustee Sarah Madsen

Regrets: Co-Chair Trustee Wendy Turner

Board/District Staff in Attendance: Chairperson Doug McPhee
Trustee Trina Ayling
Trustee Irene Bischler
Trustee Chris Johns
Superintendent Viveka Johnson
Secretary Treasurer Nick Taylor
Director of Student Learning and Innovation Diane Casault
Director of Student Learning and Indigenous Education Jason Tichauer
Operations Manager Joe Tank
District Principal Student Services Darcy Verbeurgt
District Principal Early Learning and Child Care Laura-Lee Phillips
Executive Assistant to Secretary Treasurer and Superintendent (recorder) Jane Nixon

1. COMMENCEMENT OF MEETING

1.1 Call to Order

Co-Chair Trustee Clarke called the Advocacy Education Committee meeting of November 27, 2023, to order at 2:05 p.m.

1.2 Approval of Agenda

Moved/Seconded by Madsen/Bellina:

THAT the agenda of the Advocacy Education Committee meeting of November 27, 2023 be approved as circulated.

1.3 Approval of Minutes

Moved/Seconded by Madsen/Bellina:

THAT the minutes of the Advocacy Education Committee meeting of October 23, 2023, be approved as circulated.

2. BUSINESS ARISING FROM PREVIOUS MEETING

2.1 Private School Funding

Trustee Johns briefly introduced the topic of private school funding. Director Tichauer provided an informational hand out to meeting attendees which was emailed to trustees prior to the meeting.

Director Tichauer reviewed the levels of British Columbia independent schools funded at 50 percent, 35 percent or 0 percent. He explained that there are many independent options housed within the District communities. He reviewed entrance and enrolment fees associated with each independent school in the District.

Secretary Treasurer Taylor will extract data from Baragar Systems to assist in the analysis of enrolment numbers in local independent schools.

2.2 Equity in Action

No update at this time

3. PRESENTATIONS

Nil

4. REPORTS

4.1 DSAC Report

Trustee Bellina reported that the next DSAC meeting will be on November 30, 2023.

4.2 DPAC Report

Secretary Treasurer Taylor attended the November DPAC meeting. Trustee Turner provided a verbal update of potential upcoming DPAC sponsored workshops on cyber bullying and other relevant topics.

4.3 Framework for Enhancing Student Learning (FESL) (Items determined by Superintendent)

Superintendent Johnson reported that the Youth Development Index and Middle Years Development Index will be conducted from January to March 2024.

4.4 Child Care

District Principal Phillips provided a report in the agenda package. The child care update has been sent to school principals and vice principals for distribution.

5. NEW BUSINESS

Nil

6. ACTION ITEMS FOR FUTURE MEETINGS

Nil

7. CORRESPONDENCE

Nil

8. ADJOURNMENT

Moved/Seconded by Madsen/Clarke:

THAT the November 27, 2023, Advocacy Education Committee meeting adjourn at 2:33 p.m.

Have we continued to enhance high standards, noble expectations, elevated commitments and quality performances to support student achievement?



**The Board of Education of
School District No.5 (Southeast Kootenay)
MINUTES - POLICY MEETING**

November 27, 2023, 1:00 p.m.

Cranbrook Board Office

Committee Members in
Attendance:

Co-Chair Trustee Bev Bellina
Co-Chair Trustee Nicole Heckendorf
Trustee Trina Ayling
Trustee Irene Bischler

Board/District Staff in
Attendance:

Chairperson Doug McPhee
Trustee Alysha Clarke
Trustee Chris Johns
Trustee Sarah Madsen
Trustee Wendy Turner
Superintendent Viveka Johnson
Secretary Treasurer Nick Taylor
Director of Instruction Human Resources Brent Reimer
Director of Student Learning and Indigenous Education Jason Tichauer
Director of Student Learning and Innovation Diane Casault
Operations Manager Joe Tank
District Principal Early Learning and Child Care Laura-Lee Phillips
District Principal Student Services Darcy Verbeurgt
Executive Assistant to Secretary Treasurer and Superintendent (recorder)
Jane Nixon

1. COMMENCEMENT OF MEETING

1.1 Call to Order

Co-Chair Trustee Bellina called the Policy Committee meeting of November 27, 2023, to order at 12:37 p.m.

1.2 Approval of the Agenda

Moved/Seconded by Heckendorf/Ayling:

THAT the agenda of the Policy Committee meeting of November 27, 2023, be approved as circulated.

1.3 Approval of the Minutes

Moved/Seconded by Bischler/Ayling:

THAT the minutes of the Policy Committee meeting of October 23, 2023, be approved as circulated.

2. BUSINESS ARISING FROM PREVIOUS MEETING

Nil

3. PRESENTATIONS

Nil

4. REPORTS

Nil

5. NEW BUSINESS

5.1 Policy 12 Appendix D

Changes to the current organizational chart, Policy 12, Appendix D, were clarified by Secretary Treasurer Taylor.

Secretary Treasurer Taylor suggested that due to the organizational chart being a 'living' document, it should be removed from the appendix of Policy 12 and a website link to the organizational chart be provided.

5.2 Policy 13 Appendix D

Changes to the current organizational chart, Policy 13, Appendix D, were clarified by Secretary Treasurer Taylor.

Secretary Treasurer Taylor suggested that due to the organizational chart being a 'living' document, it should be removed from the appendix of Policy 13 and a website link to the organizational chart be provided.

RECOMMENDATION A

Moved/Seconded by Ayling/Bischler:

THAT Appendix D be removed from Policy 12 and Policy 13. A link to the organizational chart will be provided as Appendix D in lieu of the actual chart.

5.3 Administrative Procedure 430 – Role of the Principal

Director Tichauer informed the Policy Committee of a minor change to Administrative Procedure 430 – Role of the Principal.

6. ACTION ITEMS FOR FUTURE MEETINGS

6.1 Administrative Procedure 461 – Casual Replacement Service for Support Staff

Director Tichauer and Director Reimer notified the Policy Committee that the language of Administrative Procedure 461 has been deemed contradictory to the CUPE 4165 Collective Agreement. This Administrative Procedure has been removed and will be revised to reflect current practice.

The members of the Committee requested that a demonstration of the new Powerschool Workboard software be added to the Finance Operations Personnel agenda for January 22, 2024.

6.2 Administrative Procedure 172 – Creating Safe Schools

6.3 Administrative Procedure 409 – Workplace Bullying and Harassment

6.4 Administrative Procedure 146 – Social Media Use

7. CORRESPONDENCE

Nil

8. ADJOURNMENT

Moved/Seconded by Bischler/Ayling:

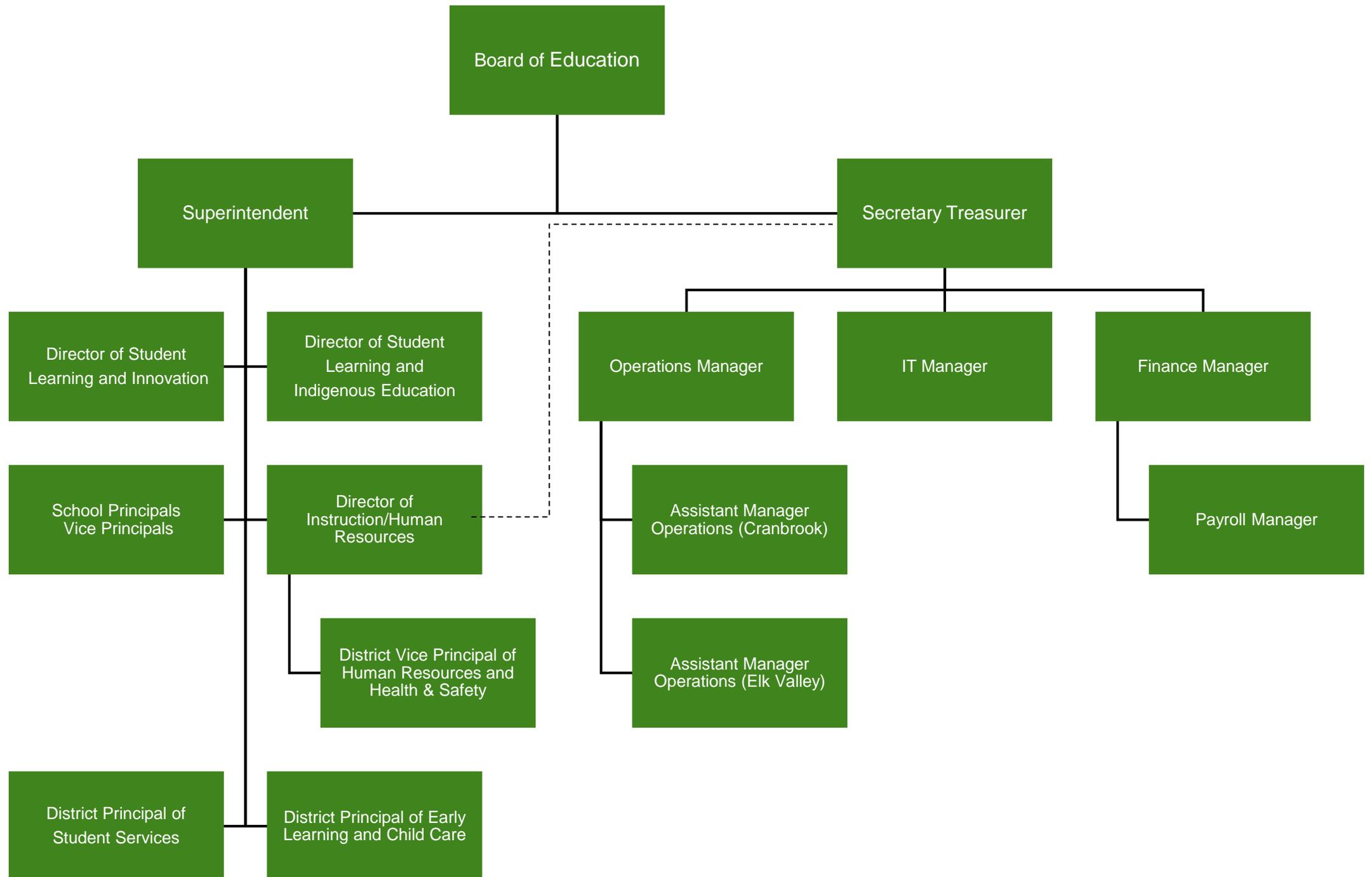
THAT the Policy Committee meeting of November 27, 2023, adjourn at 12:53 p.m.

Have we channelled our data driven policies in directions that are positive, productive and equitable through our employees to our students?



SCHOOL DISTRICT 5

S O U T H E A S T K O O T E N A Y





**The Board of Education of
School District No.5 (Southeast Kootenay)
MINUTES - STUDENT SERVICES MEETING**

November 27, 2023, 1:30 p.m.

Cranbrook Board Office

Committee Members in Attendance: Co-Chair Trustee Trina Ayling
Co-Chair Trustee Sarah Madsen
Trustee Alysha Clarke
Trustee Chris Johns

Board/District Staff in Attendance: Chairperson Doug McPhee
Trustee Bev Bellina
Trustee Irene Bischler
Superintendent Viveka Johnson
Secretary Treasurer Nick Taylor (in at 1:07 p.m.)
Director of Student Learning and Innovation Diane Casault
Operations Manager Joe Tank
District Principal of Student Services Darcy Verbeurgt
District Principal of Early Learning and Child Care Laura-Lee Phillips
Executive Assistant to Secretary Treasurer and Superintendent (recorder) Jane Nixon

1. COMMENCEMENT OF MEETING

1.1 Call to Order

Co-Chair Trustee Ayling called the Student Services Committee meeting of November 27, 2023, to order at 1:01 p.m.

1.2 Approval of the Agenda

Moved/Seconded by Clarke/Johns:

THAT the agenda for the Student Services Committee meeting of November 27, 2023, be approved as circulated.

1.3 Approval of the Minutes

Moved/Seconded by Johns/Clarke:

THAT the minutes of the Student Services Committee meeting of October 23, 2023, be approved as circulated.

2. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

3. PRESENTATIONS

3.1 Neurodiversity

Presentation by Speech Language Pathologist, Collette Tovee. This was followed by a question and answer period.

4. NEW BUSINESS

Nil

5. ACTION ITEMS FOR FUTURE MEETINGS

5.1 In-District Response Training Program for Non-Violent Crisis Intervention

District Principal Verbeurgt and District Vice Principal Atwal are continuing to research a district training plan for non-violent crisis intervention. The plan will be both online and in-person.

To align with the District's 2024/2025 annual budget timelines, the Committee has requested that a more definitive plan be in place for the January 22, 2024 meeting of the Student Services Committee.

This is an ongoing action item.

6. CORRESPONDENCE

7. ADJOURNMENT

Moved/Seconded by Clarke/Madsen:

THAT the November 27, 2023, Student Services Committee meeting adjourn at 1:52 p.m.

Have we effectively addressed the needs of our most vulnerable students and their families?



**The Board of Education of
School District No.5 (Southeast Kootenay)
MINUTES - FINANCE/OPERATIONS/PERSONNEL COMMITTEE (PUBLIC)**

November 27, 2023, 12:00 p.m.

Cranbrook Board Office

| | |
|-------------------------------------|---|
| Committee Members in Attendance: | Co-Chair Trustee Chris Johns Co-Chair Trustee Irene Bischler Trustee Nicole Heckendorf (remotely) Trustee Wendy Turner (out at 12:30 p.m.) |
| Board/District Staff in Attendance: | Chairperson Doug McPhee Trustee Trina Ayling Trustee Bev Bellina (remotely) Trustee Alysha Clarke Trustee Sarah Madsen (remotely) Secretary Treasurer Nick Taylor Superintendent Viveka Johnson Director of Instruction and Human Resources Brent Reimer Director of Student Learning and Innovation Diane Casault Director of Student Learning and Indigenous Education Jason Tichauer Operations Manager Joe Tank District Principal of Student Services Darcy Verbeurgt District Principal of Early Learning and Child Care Laura-Lee Phillips District Vice Principal Human Resources and Health & Safety Jaslene Atwal Executive Assistant to Secretary Treasurer and Superintendent (recorder) Jane Nixon |

1. COMMENCEMENT OF MEETING

1.1 Call to Order

Co-Chair Trustee Johns called the public Finance Operations Personnel Committee meeting of November 27, 2023, to order at 12:11 p.m.

1.2 Acknowledgement of Ktunaxa Territory

Co-Chair Trustee Johns acknowledged that we have gathered on the Homelands of the Ktunaxa People.

1.3 Approval of the Agenda

Additions:

5.1 Strategic Planning Facilities Requests

Moved/Seconded by Turner/Heckendorf:

THAT the agenda of the public Finance Operations Personnel Committee meeting of November 27, 2023, be approved as amended.

1.4 Approval of the Minutes

Approval of the minutes from October 23, 2023

Moved/Seconded by Heckendorf/Bischler:

THAT the minutes of the public Finance Operations Personnel Committee meeting of October 23, 2023, be approved as circulated.

2. BUSINESS ARISING FROM PREVIOUS MINUTES

2.1 Trades Funding Follow Up

Director Tichauer provided an update. Trades programs in the Elk Valley are currently absent and the District will continue to advocate for programming.

Director Tichauer suggested that there should be ongoing research into other trades offerings in communities and colleges. This information could then be provided to the College of the Rockies.

Trades funding continues to be an ongoing agenda item.

2.2 Employer's Obligations to WorkSafe BC's Working Alone or in Isolation

District Vice Principal Atwal will provide trustees with the draft process and procedures for WorkSafe BC's Working Alone or in Isolation.

2.3 Site Acquisition Charges

A Site Acquisition Working Group (with the Board of Education as a whole) has been formed to investigate school site acquisition charges. There is no update available at this time. This will be an ongoing agenda item.

3. PRESENTATIONS

Nil

4. REPORTS

4.1 Secretary Treasurer

4.1.1 Steeples Washroom Renovation

Operations Manager Tank provided an update on the Steeples washroom renovation. The expected completion date of this renovation is mid-January 2024.

4.2 Superintendent

4.2.1 Child Care Update

Superintendent Johnson provided a public update on Child Care:

- The Ministry has sent a child care survey to elementary school principals for distribution.
- The District is working with CUPE 4165 on a Letter of Understanding for after school care.

5. NEW BUSINESS

5.1 Strategic Planning Facilities Requests

Facility requests at Isabella Dicken Elementary School and Fernie Secondary School discussed during Strategic Planning session in Fernie on November 21, 2023, were noted. Operations Manager Tank will follow up on the items.

6. ACTION ITEMS FOR FUTURE MEETINGS

Nil

7. CORRESPONDENCE

7.1 Response to District of Sparwood

The letter sent to the District of Sparwood in response to the Official Community Plan (OCP) was attached to the agenda package.

7.2 District Occupational Health and Safety Committee Minutes

Minutes from November 16, 2023 meeting of the District Health and Safety Committee were attached to the agenda package.

7.3 Finance and Capital Analysis Report

Secretary Treasurer Taylor reviewed the financial reports.

7.4 Trustee Professional Development

7.5 Staff Travel Summary

8. ADJOURNMENT

Moved/Seconded by Bischler/Heckendorf:

THAT the November 27, 2023, public Finance Operations Personnel Committee meeting adjourn at 12:36 p.m.

What services and resources did we provide to which students at what cost and resulting in what benefits?

DRAFT

Key City Theatre Society (KCTS) Report

- Zoomed in to the meeting of November 23rd from Vancouver.
- Appointed Kyla Knull to the board to fill the remaining term of Jelena Jensen's vacant position from present until October 2024.

Trustee Report

November 16 –MBSS Metis flag raising

November 16 –BCPSEA Teams meeting; WorkSafeBC

November 21 –Strategic Planning Session & Board meetings

November 23 – 25 –BCSTA Trustees' Academy, Vancouver

November 27 –Committee Day

December 4 –Story reading at AWES

December 6 –TMRES PAC meeting

December 7 –Story reading at KOES

December 8 –BCPSEA Teams meeting; Bargaining

December 12 –SD5 Board meetings

Report December 2023 from Legacy of Learning

- Scanned collection of teacher photos 1980s-2010 (1.5 hours)
- Continued research on “Drama” exhibit
- Selected 83 photos for Kootenay Learning Campus photo loop (7 hours); wrote cutlines same photos (3.5 hours)
- responded to Gary Toyota’s request (former teacher and administrator) re: Laurie School teachers’ reunion; gathered box of Yearbooks & photo albums for loan (4 hours)
- Selected photos for SD #5 Board office photo loop (5 hours); wrote cutlines (3 hours)
- Fernie Secondary request for Zephyr Yearbooks from SD #5 Archives storage; returned early Zephyrs through Trustee Nicole Heckendorf (5 hours)
- Began research on new website feature re SD #5 – “Building Family” – using wide CBIRH and SD #5 online collection to build family portfolios – mom and dad, uncles and aunts, grandparents, etc.
- Began discussion with Fernie Secondary re: digital files from recent Yearbooks to cut scanning costs – continuing (1 hour)
- Worked new photo loop for Jaffray’s First Perk featuring many Jaffray students 1972-1975, building community links (6 hours)
- Continued research on High School hockey – Green Cup – featuring Cranbrook, Fernie and Kimberley (10 hours/split with CBIRH - 5 hours)
- Visited Kootenay Learning Campus, met on Saturday and talked with principal, Mike Kelly re: display wishes and possibilities;
 - met with Frank Lento re: possible funders for KLC display photos (5 hours)
- Student employee work on display loops (10 hours)

Total - \$1,350



**The Board of Education of
School District No.5 (Southeast Kootenay)
MINUTES – CRANBROOK TRAFFIC SAFETY COMMITTEE**

**November 29, 2023, 3:30 p.m.
Cranbrook Board Office**

Committee Members in Attendance: Secretary Treasurer Nick Taylor
Trustee Chris Johns
Operations Manager Joe Tank

Staff in Attendance: Principal Christie Johnson (remotely)

Community Members in Attendance: RCMP Community Liaison Kathy Forgeron
Community Representative Elizabeth Wright

Regrets:

Recorder: Executive Assistant to the Secretary Treasurer and
Superintendent Jane Nixon

1. COMMENCEMENT OF MEETING

1.1 Call to Order

Secretary Treasurer Taylor called the Cranbrook Traffic Safety Committee meeting of November 29, 2023, to order at 3:45 p.m.

1.2 Approval of the Agenda

Addition:

3.1 Cranbrook Active Transportation Plan Advisory Committee

Moved/Seconded by Johns/Tank:

THAT the agenda for the Traffic Safety meeting of November 29, 2023, be approved as amended.

1.3 Approval of the Minutes from Previous Meeting

Moved/Seconded by Tank/Johns:

THAT the minutes of the Cranbrook Traffic Safety Committee of June 28, 2023, be approved as circulated.

2. BUSINESS ARISING FROM PREVIOUS MINUTES

2.1 Vision Zero Information

Vision Zero grant applications opened on October 16, 2023 and applications must be submitted by January 15, 2024.

Principal Johnson discussed safety of Mount Baker Secondary School students during peak hours.

Discussions included:

- Push button flashing lights for crosswalk
- Public relations notifications
- Partnership building (including RDEK, RCMP)
- ICBC Road Safe engineers

Liz Wright and Chris Johns to start gathering letters of support. Operations Manager Tank will reach out to Ingrid Brakop at ICBC regarding additional traffic safety funds.

Operations Manager Tank will reach out to City of Cranbrook for a cost estimate of pedestrian lights.

RECOMMENDATION A

THAT the Traffic Safety Committee be approved to apply for a Vision Zero grant on behalf of the Board of Education.

2.2 Data Collection Tool – SDR Radar Traffic Classifier (Version 8.30)

No update at this time.

3 NEW BUSINESS

3.1 Cranbrook Active Transportation Plan Advisory Committee (CATPAC)

Operations Manager Tank provided a list of concerns to the CATPAC.

No response has been received to the submission.

4. ITEMS FOR INFORMATION/CORRESPONDENCE

Nil

5. ITEMS FOR INFORMATION/CORRESPONDENCE

Nil

6. ADJOURNMENT

Moved/Seconded by:

THAT the November 29, 2023, meeting of the Cranbrook Traffic Safety Committee adjourn at 4:07 p.m.

DRAFT

Bev Bellina

- November 6th - Ktunaxa Language Course
- November 9th - Remembrance Day Service at SSS
 - *** very sick - missed
- November 11th - Remembrance Day service at Cenotaph
 - *** very sick - missed 1st Remembrance Day service in 52 years in Sparwood
- November 13th - Ktunaxa Language Course
 - *** missed - still sick
- November 14th - Board of Education meetings
 - INTERNET down! !#*+!! - missed entire meeting!!
- November 16th - SEY2KT meeting
- November 21st - Strategic Planning Working Session #2
- November 23-25th - BCSTA Academy
- November 27th - Board of Education Committee Day
 - Ktunaxa Language Course

That's it! Been sick since October 25th. Feeling better but this flu (not Covid) takes its toll. Here's to US ALL being and staying well!!!! Cheers. Bev

Below is a list of School District No. 5 (Southeast Kootenay) elementary schools along with existing heating system types that I have received from our consultants.

The condensing boilers operate at high efficiency (+/- 95% thermal efficiency) when providing low temperature heating water (+/- 46°C). Most older buildings were designed to operate with much higher temperature heating water (82-93°C) to deliver their design heating capacities. With standby losses, the older existing natural draft boilers would operate at 60-70% efficiency.

At these higher temperatures, the condensing boilers will operate at +/- 85% thermal efficiency. These high temperature systems are often able to operate at condensing temperatures during the shoulder seasons. It is, therefore, still beneficial to change out the older boilers with condensing boilers.

Highlands, Pinewood, and Steeples would be well suited to Hybrid Air Source Heat Pump Rooftop Units with gas backup heat. The consultants have installed many of these units in other school districts and municipalities throughout the southern interior.

All three schools noted above have Rooftop Units (RTUs) that are approaching end of life. The cost of a hybrid RTU is only slightly higher than a conventional RTU.

Hybrid RTUs would be a simpler and more cost effective Greenhouse Gas (GHG) reduction strategy for Highlands, Pinewood, and Steeples.

| Elementary School Name | Current Heating System Type | Easily Upgradeable To Condensing Boilers? | Priority, based on GHG reduction and ease of installation | Comments |
|------------------------|--|---|---|--|
| Amy Woodland | Aging rooftop units and upgraded furnaces | Moderate | 4 | The rooftop units and condensing units are aging, but I think many of the furnaces have been upgraded. Upgrading to boilers would require changing out the terminal equipment from furnaces and RTUs to unit ventilators. The new furnaces are condensing, so the GHG reduction would be small. The main driver for this upgrade would be reduction in maintenance effort. |
| FJ Mitchell | Furnaces | Moderate | 3 | The furnaces would need to be replaced with unit ventilators in order to accommodate new condensing boilers. |
| Gordon Terrace | Natural Draft Boilers, unit ventilators, and rooftop units | Easy | 2 | We have prepared a budget for a full HVAC upgrade at this school but can simplify it to a boiler upgrade in order to meet potential funding requirements. However, the existing terminal equipment will not provide full heating capacity with boilers operating at low temperature. This means that high efficiency operation will be limited to shoulder seasons, with the boilers operating at around 85% efficiency during cold snaps. |
| Highlands | Aging rooftop units that are reaching the end of their service lives | Moderate | 3 | The rooftop units would need to be changed out for unit ventilators in order to accommodate condensing boilers. The GHG reduction would be high since the rooftop unit burners are likely around 80% efficient, while the new unit ventilators could be configured for low temperature heating water, allowing the condensing boilers to operate around 95% efficiency throughout the heating season. |
| Isabella Dickens | Condensing boilers and aging furnaces | Moderate | 3 | We are working on a plan to provide two new condensing boilers and replace the furnaces in the existing building with unit ventilators. |

| | | | | |
|-------------------|--|----------|-----|---|
| Kootenay Orchards | Natural draft boilers and water source heat pump | Easy | 1 | The heat pump system is very well suited to condensing boilers. The GHG reduction here would be higher than other schools. New condensing boilers can be directly connected to the heat pump loop, allowing them to operate at low temperature and deliver 95% efficiency throughout the heating season. |
| Pinewood | Aging rooftop units that are reaching the end of their service lives | Moderate | 3 | Like Highlands, the rooftop units would need to be changed out for unit ventilators in order to accommodate condensing boilers. The GHG reduction would be high since the rooftop unit burners are likely around 80% efficient, while the new unit ventilators could be configured for low temperature heating water, allowing the condensing boilers to operate around 95% efficiency throughout the heating season. |
| Rocky Mountain | Condensing boilers, completed in 2018 | N/A | N/A | This remains a high temperature system. |
| Steeple | Aging rooftop units that are reaching the end of their service lives | Moderate | 3 | Similar to Highlands, the rooftop units would need to be changed out for unit ventilators in order to accommodate condensing boilers. The GHG reduction would be high since the rooftop unit burners are likely around 80% efficient, while the new unit ventilators could be configured for low temperature heating water, allowing the condensing boilers to operate around 95% efficiency throughout the heating season. |
| TM Roberts | Natural draft Boilers and unit ventilators | Easy | 2 | Like Gordon Terrace, condensing boilers can be installed in place of the existing boilers. The existing terminal equipment will not provide full heating capacity with condensing boilers operating at low temperature. This means that high efficiency operation will be limited to shoulder seasons, with the boilers operating at around 85% efficiency during cold snaps. |

Trustee Report – Trina Ayling

November 16 –MBSS Metis flag raising

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LEARNING TOGETHER

NO.2





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A picture says a thousand words...

LEARNING TOGETHER IN SCHOOL DISTRICT NO. 5 (SOUTHEAST KOOTENAY)



We are very excited that the District is resuming the elementary choir this holiday season with all Cranbrook elementary schools. This will be hosted at the Alliance Church on December 6, at 7:00 p.m. Donations will be going to the Salvation Army and profits from the coffee bar will support breakfast programs throughout the District. A big thank you to the dedicated music teachers that are working hard to celebrate the 40th year of the elementary choir.

A key focus for schools this year is Compassionate Systems Leadership and Trauma Informed Schools. These two approaches aim to create supportive and culturally aware environments, to address the diverse needs of individuals, including those who may have experienced trauma. In practice, these approaches often intersect, as Compassionate Systems Leadership can be a foundation philosophy for creating Trauma Informed schools. By integrating both concepts, educational leaders and schools can foster a supportive, empathetic, and adaptable environments that meets the needs of all students. This approach aims to enhance the overall well-being and success of the education system.

The Ministry of Education and Child Care has mandated school districts to have an anti-racism and accessibility plan. The goal of this work is to develop and implement initiatives aimed at promoting diversity, equity, and inclusion. The work will look at our existing policies and administrative procedures to ensure that the District fosters an environment of inclusivity and ensures accessibility (from websites to facilities) for all. Both processes will involve community engagement. More information will be provided as we establish committees to address these important needs.

The District has hosted two engagement events to review the existing catchment boundaries in Cranbrook. As we address enrollment pressures, we want to ensure families have equitable access to programs and supports in all schools. We are looking specifically at the catchment boundaries of Highlands Elementary, Kootenay Orchards Elementary, Steeples Elementary, Parkland Middle and Laurie Middle schools. For more information on catchment boundaries, check out the [website](#).

The District has been working on a new strategic plan. There have been two working sessions to date where Trustees spoke with students directly. Using student voice in the development of the strategic plan is a critical component of the planning process. It ensures that student perspectives, needs, and aspirations continue to be central to the District's educational priorities. This process involves incorporating input from students while reviewing the District's Vision, Mission and Values moving forward.

Lastly, I encourage families to check-out the Ministry's [ERASE](#) (Expect Respect and a Safe Education) site as it has useful information to support students and families from online safety to mental health and wellbeing. There is also a [reporting tool](#) where you can get help or report an issue directly to your [school](#).

Viveka Johnson, Superintendent



Early Learning and Child Care

Strengthening Early Years to Kindergarten
Transitions (SEY2KT)

The Strengthening Early Years to Kindergarten Transitions (SEY2KT) Group is a collaborative, multi-partner initiative designed to improve early learning experiences and transition processes for children and families in British Columbia.

Comprised of Principals, Vice Principals, District staff, Kindergarten Teachers, community members, Speech and Language Pathologists, Early Childhood Educators, StrongStart facilitators, childcare providers, and school trustees, the program brings together educators from both the District and community settings to design and implement ongoing collaborative programs, based on local resources and needs.

The SEY2KT Group meets six times a year, attending provincial meetings and then meeting in their community group to strengthen relationships across education and the early years sectors. The program is grounded in research on transitions from early childhood to primary school and successful transformations to a learning leadership model (OECD 2015). Moreover, the program is aligned with the revised Early Learning Framework (BC 2019) and is committed to upholding the highest standards of academic excellence and professionalism.

The framework of SEY2KT:

- **Collaborating and Creating Partnerships:** Developing new ways of 'showing up' and interacting with one another
- **Welcoming Families:** Welcoming families into the school community
- **Going out into the community:** Improving accessibility
- **Creating communities of practice:** Developing shared professional learning activities, planning together, engaging in common practices

We are thrilled to witness the SEY2KT initiatives that unite the Sparwood and Elkford communities, aiming to improve continuity for children as they transition from early childhood programs to kindergarten. To learn more about SEY2K, please visit the [SEY2KT Website](#).



"I don't think that kindergarten teachers give themselves credit as really important leaders in a school. They take on things that no one knows about, like kindergarten orientation, and kindergarten interviews. That takes leadership and learning, and that's why the kindergarten world is a community in itself. We have kindergarten conferences and kindergarten networks, and that's something special that you don't see in any other grade...People don't understand the role of kindergarten in schools. Sometimes there are people in your communities who have never been to school; you're accepting families who are brand new both to Canada and to navigating the school system. You are helping families navigate our medical systems and therapy supports right at the beginning. You can be teaching parents about discipline, and bedtime routines. There is so much going on in kindergarten."

Iram Khan

Excerpt from, *Principi(ed)* Magazine Vol 4 Issue 3 June 2023





News from District Teachers



Growing Innovations Project

The goal of the Growing Innovations Project is to facilitate reconciliation by amplifying Indigenous knowledge of ecology through the creation of place-based numeracy tasks that use Nupqu's Native Plant Nursery as a provocation.

Nupqu, associated with Ktunaxa Enterprises Ltd, is proudly First Nation owned. The Nupqu Native Plant Nursery specializes in custom seed collection, cleaning, and propagation to support reclamation and revegetation within the Ktunaxa Territory and beyond.

It is the intention of this project to design tasks that invite different perspectives and ways of knowing.

The experiences will enhance students' relationship with land and will strengthen their identity as mathematicians.



District Numeracy Teacher, Kathy Conlin



Grade 6 Common Assessment

Teachers from across the District gathered to collaboratively assess the strengths and stretches of student thinking on the Grade Six Common Math Assessment. These strengths and stretches will be shared in future newsletters.

Carole Fullerton

Teachers of students in grades five to seven worked with Carole Fullerton for a full day to further develop their content knowledge of proportional reasoning and to further increase their pedagogical knowledge of math instruction.

College of the Rockies

Pre-service teachers and instructors at College of the Rockies learned math lesson structures, growth mindset messaging and standards-based assessment practices. They also participated in a series of lessons from resources available in the District that develop multiplicative thinking in students in grades three through eight.



DISTRICT DESIGN LAB



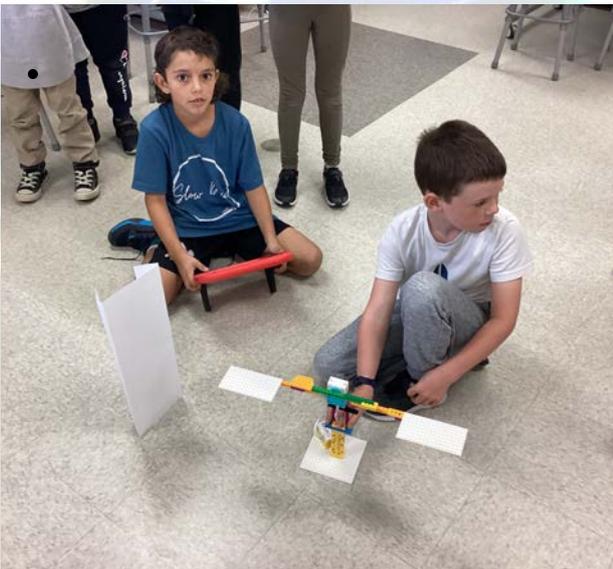
Digital Literacy Update

The Digital Literacy team reviewed key digital literacy resources and data from the past two years to inform our strategies and understanding of technology access, skills, and online activity. The team also set goals for the immediate future such as implementing a classroom focus, conducting a grade six survey in early 2024, and reporting results before the end of June. The future goals to further enhance digital literacy capacity for teachers and students are:

1. **Enhanced Resources:** To update and diversify our book list and resource bins.
2. **Inclusive Digital Literacy:** To continue to incorporate additional Indigenous perspectives in our digital literacy curriculum.
3. **Online Resource Development:** To create and curate online digital literacy resources.
4. **Efficient Communication:** To research and implement better ways to share information with staff.

Science We Cannot See

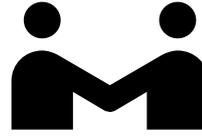
Multiple classes visited the Design Lab to explore science in different ways. Classes learned about gravity, the forces of air and how light acts like a wave and a particle. Students created robotic gravity testing machines, flashlights for light painting, and fans to explore their respective forces.





AROUND THE DISTRICT

Meet the Human Resources Department



Brent Reimer - Director of Instruction - Human Resources

Brent has a Bachelor of Education from UBC and a Master of Education from University of Lethbridge. He has been with the District as a teacher since 1995. He was a Vice Principal from 2000-2004, Principal from 2004-2011 and in his current role since 2011. Brent enjoys golfing, playing squash, going to the theatre and watching the Bucks play hockey when it fits. →*←



Jaslene Atwal - District Vice Principal of Human Resources and Health & Safety

Jaslene was born in Fernie and raised in Sparwood. She holds a Bachelor of Education from the University of Alberta; a Masters and Doctorate from the University of New England. She also holds a Project Management certificate from SAIT and a Human Resources Certificate from Cornell University. Jaslene was a teacher at Sparwood Secondary from 2008-2011. She then worked in health and safety at Suncor before returning to the District as a school administrator at Sparwood Secondary and Frank J Mitchell Elementary in 2018. Jaslene joined the Human Resources team in April 2023. In her free time she loves spending time with her family, exploring the outdoors, going to the theatre, and travelling all around the world! →*←



Jill Macdonald - Executive Assistant

Jill was born and raised in Cranbrook. She has a Bachelor's of Fine Arts from Calgary and Halifax. Jill started with the District in 2012 as the CUPE Payroll & Benefits Coordinator. She joined Human Resources as an Executive Assistant in 2018. In her free time, Jill likes to paint, spend time with family, read, or head for the mountains with her husband and Basset Hound.



Amanda Skene - Human Resources Coordinator

Amanda joined the District in 2020 and transitioned to the Board Office in 2022. As a dedicated nature enthusiast, Amanda finds solace in the outdoors. This passion was nurtured during her childhood summers at Fort Steele. Originally hailing from North Delta, Amanda has deep-rooted connections to the outdoors and has always been drawn to the Southeast Kootenay region. Amanda enjoys family life with her husband. They are busy raising three kids, two dogs and a cat.



Bridget Fix - Stenographer

Bridget went to school to become an accountant and took business administration and then office administration while also working at the Kootenay Advertiser. She ended up staying at the newspaper and learning all of the departments from accounting to proofreading, to editorial and graphic design. She moved over to the graphics department and eventually was the manager of the department where she stayed for 26 years. Bridget has been with the Board Office for almost seven years. Bridget loves animals, especially cats and has four of her own; in addition to taking care of a feral colony in Cranbrook. Her hobbies are baking, reading, gardening and helping her husband at his upholstery shop.



A picture says a thousand words...



Trustee Report – Doug McPhee December 2023

From the Province in Education:

Several Trustees and District Leaders attended the Trustee Symposium in Vancouver, Nov. 23rd to 25th. The Symposium offers an insight into trends in education and human social development from experts across Canada. British Columbia remains in the position of leadership for growth in Canada.

From School District 5 (Southeast Kootenay)
Items for Discussion and Decision on December 12, 2023

- Election of Chairperson and Representatives. December 12th is the Inaugural Meeting of the Board. This means that there are positions of responsibility on the Board, and to the Board, which are reviewed and voted on yearly. The positions include: Board Chairperson, Representatives to BCSTA, Representatives to BCPSEA and those who will represent the Board during the local discussions on contract negotiations with the CFTA and CUPE.
- Review of trustee assignments on committees and to schools
- Review advocacy letters and motions
- Plan for a Community Awareness Night on Boundary and Catchments areas involving Highlands Elementary, Kootenay Orchards Elementary and Steeples Elementary
- Reports from a variety of working committees

Important Dates:

- Christmas Choir in Cranbrook: Dec. 6th
- Pro-D Day: Dec. 8th
- Board Meeting Dec. 12th
- Winter Break Dec 23rd to Jan 8th

Please check with your local schools for the wealth of activities that are shared in December. Unfortunately, there isn't enough time or opportunity to enjoy them all.

Decoding Acronyms:

BCSTA: British Columbia School Trustees Association
BCPSEA: British Columbia Public Sector Employers Association
CFTA: Cranbrook and Fernie Teachers Association
CUPE: Canadian Union of Public Employees

With respect,

Doug McPhee

Public Notice

NOTICE OF ZONING BYLAW AMENDMENT BYLAW NO. 2499

NOTICE IS HEREBY GIVEN THAT a Bylaw to amend Zoning Bylaw No.1750 has been scheduled for first, second and third reading on **TUESDAY, December 12th, 2023, at 6:00 PM** at the **Senior Citizens Drop In Centre** located at 562 – 3rd Avenue, Fernie, BC. Council meetings are available for all members of the public to attend or watch electronically via a Zoom webinar link posted to the City of Fernie website prior to each meeting. Council meetings can also be viewed via a Facebook live stream from the City of Fernie Facebook page. Please visit www.fernie.ca/meetings for more information.

LOCATION: 190 Whitetail Drive
LEGAL DESCRIPTION: Lot 1, District Lot 4589, Kootenay District, Plan EPP17633
BYLAW: *Bylaw 2499, cited as Zoning Bylaw No. 1750, Amendment Bylaw No. 269, Bylaw No. 2499, 2023.*

PURPOSE: The applicant wishes to amend the existing CD3 - Comprehensive Development Three Zone to remove Schedule C from the zone designation. In addition to this, the text would need to be updated to accommodate the removal of the map (Schedule C). The proposed amendment allows for the applicant to develop two five-storey apartment complexes which will supply 156 rental units.

INSPECTION OF DOCUMENTS

A copy of the proposed amendment to Zoning Bylaw No. 1750 and other relevant documents may be viewed on our "Latest News" page on the City website at www.fernie.ca and at City Hall, 501 – 3rd Avenue.

PROVIDE YOUR COMMENTS:

Public comment will be accepted through written submission and must be submitted **before 2:00 PM the day of the Council Meeting** by any of the following formats:

Email: cityhall@fernie.ca
Mail: City of Fernie, PO Box 190, Fernie, BC V0B 1M0
Drop Off: Insert in front door mail slot at City Hall 501 – 3rd Avenue, Fernie, BC
Fax: 250-423-3034

All written submissions must include your name and street address and are public information pursuant to the **Freedom of Information and Protection of Privacy Act**. For information about the proposed amendment to Zoning Bylaw No. 1750 please contact the Planning Department at (250) 423-6817 or via email at planning@fernie.ca.

This Notice is published in accordance with Section 464 (2) and 467 of the Local Government Act.

