



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

June 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.

**1.2.1 Recognition of National Indigenous Peoples Day**

Wednesday, June 21, 2023

**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 Approval of the Minutes**

5

Approval of the minutes from May 9, 2023.

**1.7 Receipt of Records of Closed Meetings**

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Receipt of records of closed meetings from May 12, 2023 and May 29, 2023.

**1.8 Business Arising from Previous Minutes**

**2. RECEIVING OF DELEGATIONS/PRESENTATIONS**

**3. COMMITTEE REPORTS/TRUSTEE REPRESENTATIVE REPORTS**

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	Co-chair Trustee Clarke	
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	Co-chair Trustee Bellina	
<b>3.3</b>	<b>Student Services Committee</b>	21
	Co-chair Trustee Clarke and Superintendent Johnson	
	<b>RECOMMENDATION A</b>	
	THAT the Board of Education recommends School District Management develop replacement options for Mandt training that will provide teachers, staff and administration with knowledge and skills to create safe and supportive environments for all students with behavioural challenges.	
<b>3.4</b>	<b>Finance/Operations/Personnel Committee</b>	24
	Co-chair Trustee Johns	
	<b>RECOMMENDATION A</b>	
	THAT the Board of Education approve the 2023-2024 Revised Annual School Calendar.	
	<b>RECOMMENDATION B</b>	
	THAT the Board of Education develop a draft response to the letters received regarding Trades Funding. This draft letter will be presented at the June 12, 2023, Board of Education public meeting for review and discussion.	
	<b>RECOMMENDATION C</b>	
	THAT the Board of Education accept the 2023-2024 Board and Committee meetings schedule.	
<b>3.5</b>	<b>BCSTA /Provincial Council</b>	
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	Reporting on (finances/budget, capital projects, facilities, operations/maintenance/transportation)	
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6.1	Updates	
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7.	<b>NEW BUSINESS</b>	
7.1	Business Arising from Delegations	
7.2	Annual Budget Bylaw (Second and Third Readings)	50
	THAT the Board of Education read for a second time, the 2023/2024 Annual Budget on June 12, 2023.	
	THAT the Board of Education read for a third time, the 2023/2024 Annual Budget on June 12, 2023.	

**7.3 Amended Capital Bylaw**

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The Amended Capital Bylaw of the Board for the 2023/2024 Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated *June 5, 2023*, is hereby adopted and read for a first time on June 12, 2023.

THAT the Board of Education read for a second time the Amended Capital Bylaw.

THAT the Board of Education read for a third time the Amended Capital Bylaw.

**7.4 Report on Select Standing Committee Presentation**

80

Trustee Johns presented at the Select Standing Committee on June 7, 2023.

**8. ITEMS FOR INFORMATION/CORRESPONDENCE**

**8.1 Engagement of BDO as Auditors for School District No. 5 (Southeast Kootenay)**

84

Letter of engagement from BDO for June 30, 2023 and subsequent years.

**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**

**May 9, 2023, 3:00 p.m.  
Kootenay Learning Campus - Fernie**

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

Staff Present: Superintendent Viveka Johnson  
Secretary Treasurer Nick Taylor  
Director of Instruction Human Resources Brent Reimer (remotely)  
Director of Student Learning and Aboriginal Education Jason Tichauer  
Director of Student Learning and Innovation Diane Casault  
Operations Manager Joe Tank  
District Principal Student Services Darcy Verbeurgt (remotely)  
District Principal of Transformative Learning Jennifer Roberts (remotely)  
Executive Assistant to Secretary Treasurer (recorder) Jane Nixon

**1. COMMENCEMENT OF MEETING**

**1.1 Call to Order**

Chairperson McPhee called the May 9, 2023, regular public meeting of the Board of Education to order at 3:02 p.m.

**1.2 Greeting**

Chairperson 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 congratulations to District Principal Roberts on the announcement of her new role as Assistant Superintendent of School District No. 46

(Sunshine Coast). He also extended congratulations to Renee MacCormack on the continuing appointment as Principal of Frank J Mitchell Elementary School.

Sincerest condolences were extended to Shelley and John Balfour and the family of Paul Kershaw.

#### **1.4 Opening Round**

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

#### **1.5 Consideration and Approval of Agenda**

##### **MOTION R-23-075**

Moved/Seconded by Bischler/Johns:

THAT the agenda for the regular public meeting of the Board of Education of May 9, 2023, be approved as circulated.

#### **1.6 Approval of the Minutes**

Minutes of the Public meeting of the Board of Education of April 11, 2023.

##### **MOTION R-23-076**

Moved/Seconded by Johns/Heckendorf:

THAT the minutes of the regular public meeting of the Board of Education of April 11, 2023, be approved as circulated.

#### **1.7 Receipt of Records of Closed Meetings**

##### **MOTION R-23-077**

Moved/Seconded by Bischler/Heckendorf:

THAT the Board accept the closed records of the in-camera meetings of the Board of Education of April 11, April 21 and April 25, 2023.

#### **1.8 Business Arising from Previous Minutes**

**1.8.1 Columbia Basin Environmental Education Network (CBEEN) and Wildsight**  
Trustee Johns and District Principal Roberts will meet virtually with the Columbia Basin Trust (CBT) to review the letter sent to CBT from the Board of Education regarding important funding to Columbia Basin Environmental Education Network (CBEEN) and Wildsight. This virtual meeting will be held on Thursday, May 11, 2023, from 2:30-4:00 p.m.

## **2. RECEIVING OF DELEGATIONS/PRESENTATIONS**

**3. COMMITTEE REPORTS/TRUSTEE REPRESENTATIVE REPORTS**

**3.1 Advocacy/Education Committee**

Co-chair Trustee Clarke reviewed the minutes of the April 25, 2023, meeting of the Advocacy/Education Committee.

**MOTION R-23-078**

Moved/Seconded by Clarke/Ayling:

THAT the Board of Education advocate for the government to recognize daycares as early childcare learning centres.

**CARRIED UNANIMOUSLY**

**MOTION R-23-079**

Moved/Seconded by Clarke/Turner:

THAT the Board of Education write a letter to engage with the City of Cranbrook about the concerns with the area around the Knight's Hall on King Street.

**CARRIED UNANIMOUSLY**

**MOTION R-23-080**

Moved/Seconded by Clarke/Heckendorf:

THAT the Board accept the report of the Advocacy/Education Committee.

**CARRIED UNANIMOUSLY**

**3.2 Policy Committee**

Co-chair Trustee Bellina reviewed the minutes of the April 25, 2023, meeting of the Policy Committee.

**MOTION R-23-081**

Moved/Seconded by Bellina/Bischler:

THAT the Board accept the report of the Policy Committee.

**CARRIED UNANIMOUSLY**

**3.3 Student Services Committee**

Co-chair Trustee Clarke reviewed the minutes of the April 25, 2023, meeting of the Student Services Committee.

**MOTION R-23-082**

Moved/Seconded by Clarke/Johns:

THAT The Board of Education write a letter to the provincial government advocating for the inclusion of neuro-diverse training in the curriculum for teachers, education assistants and early childhood educators.

**MOTION R-23-083**

Moved/Seconded by Clarke/Madsen:

THAT the Board accept the report of the Student Services Committee.

**CARRIED UNANIMOUSLY**

**3.4 Finance/Operations/Personnel Committee**

Co-chair Trustee Johns reviewed the minutes of the April 25, 2023, meeting of the Finance/Operations/Personnel Committee.

**MOTION R-23-084**

Moved/Seconded by Johns/Bischler:

THAT the Board accept the report of the Finance/Operations/Personnel Committee.

**CARRIED UNANIMOUSLY**

**3.5 BCSTA /Provincial Council**

Trustee Bellina provided a verbal update from the BCSTA Annual General Meeting.

**MOTION R-23-085**

Moved/Seconded by Bellina/Turner:

THAT the Board accept the report of the BCSTA/Provincial Council.

**CARRIED UNANIMOUSLY**

**3.6 Communications/Media Committee**

Trustee Ayling provided a written report.

**MOTION R-23-086**

Moved/Seconded by Ayling/Heckendorf:

THAT the Board accept the report of the Communications/Media Committee.

**CARRIED UNANIMOUSLY**

**3.7 Mount Baker Secondary School Replacement Committee**

**MOTION R-23-087**

Moved/Seconded by Johns/Ayling:



THAT the Board of Education extend a formal invitation to visit Mount Baker Secondary School to the President of the BCSTA and the Minister of Education.

**MOTION R-23-088**

Moved/Seconded by Johns/Heckendorf:

THAT the Board accept the report of the Mount Baker Secondary School Replacement Committee.

**CARRIED UNANIMOUSLY**

**3.8 Key City Theatre**

Trustee Ayling provided a written report.

**MOTION R-23-089**

Moved/Seconded by Ayling/Madsen:

THAT the Board accept the report of the Key City Theatre.

**CARRIED UNANIMOUSLY**

**3.9 Legacy of Learning**

Trustee Johns provided a verbal update from the Legacy of Learning.

**MOTION R-23-090**

Moved/Seconded by Johns/Bischler:

THAT the Board accept the Legacy of Learning report.

**CARRIED UNANIMOUSLY**

**3.10 French Immersion Update**

Nil

**3.11 Traffic Safety Committee**

The next meeting of the Traffic Safety Committee is on May 24, 2023.

**MOTION R-23-091**

Moved/Seconded by Johns/Bischler:

THAT the Board of Education accept the report of the Traffic Safety Committee.

**CARRIED UNANIMOUSLY**

**3.12 Trustee Reports/Bouquets**

- Trustee Heckendorf recognized the project collaboration of a teacher at Fernie Secondary School and a teacher at Isabella Dicken Elementary School

- Trustee Johns recognized Chairperson McPhee's passion towards, and discussion on, conflicts of interest at the Annual General Meeting in Vancouver
- Trustee Turner, on behalf of DPAC, thanked Trustee Ayling for her dedication to writing advocacy letters
- Trustee Bellina extended warm appreciation to the trustees representing the Board of Education at the Annual General Meeting in Vancouver

**CARRIED UNANIMOUSLY**

**4. SECRETARY TREASURER'S REPORT TO THE BOARD**

**4.1 Updates**

**4.2 Student and Family Affordability Fund**

Secretary Treasurer Taylor advised the Board of Education of funds remaining in the Student and Family Affordability Fund that will be rolled forward and spent over the next year (2023-2024).

**4.3 Recommendations**

**MOTION R-23-092**

Moved/Seconded by Clarke/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](http://www.sd5.bc.ca).

**5.1 Updates**

**5.1.1 Child Care**

Superintendent Johnson reported that the District is still waiting to hear on funding for Child Care for 2023-2024.

**5.1.2 Community Engagement Nights**

Superintendent Johnson gave an update on the Community Engagement Nights across the District. She also extended a thank you to District Management for their support in these events.

**5.2 Recommendations**

**MOTION R-23-093**

Moved/Seconded by Turner/Heckendorf:

THAT the Superintendent's Report be presented as presented.

**CARRIED UNANIMOUSLY**

**6. CHAIRPERSON'S REPORT**

**6.1 Updates**

Nil

**6.2 Recommendations**

**7. NEW BUSINESS**

**7.1 Business Arising from Delegations**

Nil

**7.2 Annual Budget Bylaw (First Reading)**

**MOTION R-23-094**

Moved/Seconded by Ayling/Bischler:

THAT the Board of Education read for a first time the 2023/24 Annual Budget in the amount of \$88,742,923 on May 9, 2023.

**CARRIED UNANIMOUSLY**

**8. ITEMS FOR INFORMATION/CORRESPONDENCE**

**8.1 Letter from Christina Zacharuk - Underspending Indigenous Education Funding**

**8.2 Letter from Jennifer Whiteside**

**8.3 Letter from Rachna Singh**

**MOTION R-23-095**

Moved/Seconded by Johns/Ayling:

THAT the Board of Education refer letters 8.2 (dated December 6, 2022) and 8.3 (dated April 20, 2023) to Finance Operations Personnel meeting on May 29, 2023.

**CARRIED UNANIMOUSLY**

**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-23-096**

Moved/Seconded by Clarke/Heckendorf:

THAT the May 9, 2023 regular public meeting of the Board of Education adjourn at 3:51 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?*

---

Doug McPhee, Chairperson

---

Nick Taylor, Secretary Treasurer

DRAFT



#### 1.4. RECEIPT OF RECORDS OF CLOSED MEETINGS

##### **In-camera Meetings:**

##### **May 12, 2023**

- Human Resources
  - Personnel
  - Legal

##### **May 29, 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 read 'Nick Taylor'.

Nick Taylor  
Secretary Treasurer



**The Board of Education of  
School District No.5 (Southeast Kootenay)**

**MINUTES - ADVOCACY/EDUCATION COMMITTEE**

**May 29, 2023, 9:30 a.m.  
Cranbrook Board Office**

Committee Members in Attendance: Co-Chair Trustee Wendy Turner (virtually)  
Co-Chair Trustee Alysha Clarke  
Trustee Bev Bellina (virtually)

Regrets: Trustee Sarah Madsen

Board/District Staff in Attendance: Chairperson Doug McPhee  
Trustee Trina Ayling  
Trustee Irene Bischler  
Trustee Nicole Heckendorf  
Trustee Chris Johns  
Superintendent Viveka Johnson  
Secretary Treasurer Nick Taylor  
Director of Student Learning and Innovation Diane Casault  
District Principal Student Services Darcy Verbeurgt  
District Vice Principal of Human Resources and Health and Safety Jaslene Atwal  
Executive Assistant (recorder) Amanda Skene

**1. COMMENCEMENT OF MEETING**

**1.1 Call to Order**

Trustee Bellina called the Advocacy Education Committee meeting of May 29, 2023, to order at 9:32 a.m.

## **1.2 Acknowledgement of Ktunaxa Territory**

Trustee Bellina acknowledged that we have gathered on the Homelands of the Ktunaxa people.

## **1.3 Approval of Agenda**

Moved/Seconded by Turner/Clarke:

THAT the agenda of the Advocacy Education Committee meeting of May 29, 2023, be approved as circulated.

## **1.4 Approval of Minutes**

Moved/Seconded by Clarke/Turner:

THAT the minutes of the Advocacy Education Committee meeting of April 25, 2023, be approved as circulated.

## **2. BUSINESS ARISING FROM PREVIOUS MEETING**

### **2.1 Sparwood Rafting Trip**

Principal Kelly gave a brief presentation on the positive outcomes of the Outdoor Education class's rafting trip on the Bull River.

## **3. PRESENTATIONS – NIL**

## **4. REPORTS**

### **4.1 DSAC Report**

Trustee Bellina reported that the last DSAC meeting was held at the KLC on May 17, 2023. The focus of the meeting was on the Anti-Racism policy mandate.

### **4.2 DPAC Report**

No representatives were able to attend the May 10, 2023, DPAC meeting.

#### **4.3 Framework for Enhancing Student Learning (FESL)**

Superintendent Johnson reported the following updates on the FESL:

- Four community engagement nights have been held.
- Comments gathered during the sessions and through the survey will be addressed in a virtual community engagement session in September.
- The FESL working group met and discussed the goals for the upcoming year, prioritizing equity and inclusion.
- The August BCSSA meeting will focus on strategic plan mapping for the FESL goals.
- The FESL document will be submitted in September. Districts will then be placed into priority support groups based on the review committee's assessments of the FESL.

#### **4.4 Childcare**

Director Casault reported the following updates on childcare:

- The environmental scan report is due to the Ministry of Education and Child Care at the end of June. A report will be given to the Board in August summarizing our current community facilities.
- SD5, College of the Rockies, and CCRR will host an ECE information session on June 1.
- The Early Years application to have the StrongStart program moved back to Isabella Dicken's portable has been approved.
- The Ministry of Education and Child Care has approved funding for an Early Years Learning position.

#### **4.5 School Fees**

The Board reviewed the summary of school fees for the upcoming school year. Schools with remaining funds from the Student Affordability Fund can access these funds to cover qualifying expenses.

#### **4.6 AGM**

The Board reviewed Trustee Ayling's notes from the BCSTA AGM.



**5. NEW BUSINESS – NIL**

**6. ACTION ITEMS FOR FUTURE MEETINGS – NIL**

**7. CORRESPONDENCE**

**7.1 Kindergarten Screening**

**7.1.1 Dyslexia BC to BCSTA**

Receive and File

**8. ADJOURNMENT**

Moved/Seconded by Turner/Clarke:

THAT the May 29, 2023, Advocacy Education Committee meeting be adjourned at 10:48 a.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**

**May 29, 2023, 12:00 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 Wendy Turner  
Superintendent Viveka Johnson  
Secretary Treasurer Nick Taylor  
Director of Student Learning and Innovation Diane Casault  
District Principal Student Services Darcy Verbeurgt  
District Vice Principal of Human Resources and Health & Safety  
Jaslene Atwal (in at 12:43)  
Executive Assistant to Secretary Treasurer (recorder) Jane Nixon

**1. COMMENCEMENT OF MEETING**

**1.1 Call to Order**

Co-Chair Trustee Bellina called the Policy Committee meeting of May 29, 2023, to order at 12:18 p.m.

**1.2 Approval of the Agenda**

Moved/Seconded by Ayling/Heckendorf:

THAT the agenda of the Policy Committee meeting of May 29, 2023, be approved as circulated.

**1.3 Approval of the Minutes**

Moved/Seconded by Heckendorf/Bischler:

THAT the minutes of the Policy Committee meeting of April 25, 2023, be approved as circulated.

**2. BUSINESS ARISING FROM PREVIOUS MEETING**

**2.1 Administrative Procedure 560 - Transportation of Students**

Secretary Treasurer Taylor reviewed the changes made to draft Administrative Procedure 560 as discussed at the previous Policy Committee meeting.

There was a brief discussion regarding band instruments on district buses.

This Administrative Procedure is now final and will be posted on the District website.

**2.2 Administrative Procedure 208 - School Based Teams**

District Principal Verbeurgt reviewed the changes made to draft Administrative Procedure 208 as discussed at the previous Policy Committee meeting.

Discussion included:

- selection of chairperson
- invitees to the School Based Team
- inclusion of education assistants at the School Based Team meetings
- LIF funding to pay for overtime hours if required to attend School Based Team meetings

District Principal Verbeurgt will make the small changes to Administrative Procedure 208 as requested by the Policy Committee.

**3. PRESENTATIONS**

Nil

**4. REPORTS**

Nil

**5. NEW BUSINESS**

Nil

**6. ACTION ITEMS FOR FUTURE MEETINGS**

Nil

**7. CORRESPONDENCE**

Nil

**8. ADJOURNMENT**

Moved/Seconded by Ayling/Johns:

THAT the Policy Committee meeting of May 29, 2023 adjourn at 12:45 p.m.

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

DRAFT



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

**May 29, 2023, 11:00 a.m.  
Cranbrook Board Office**

Committee Members In Attendance: Co-Chair Trustee Trina Ayling  
Trustee Chris Johns  
Trustee Alysha Clarke

Regrets: Co-Chair Trustee Sarah Madsen

Board/District Staff In Attendance: Chairperson Doug McPhee  
Trustee Bev Bellina (virtually)  
Trustee Irene Bischler  
Trustee Nicole Heckendorf  
Superintendent Viveka Johnson  
Secretary Treasurer Nick Taylor  
Director of Student Learning and Innovation Diane Casault  
District Principal of Student Services Darcy Verbeurgt  
District Vice Principal of Human Resources and Health and Safety  
Jaslene Atwal  
Executive Assistant Amanda Skene (recorder)

**1. COMMENCEMENT OF MEETING**

**1.1 Call to Order**

Trustee Clarke called the Student Services Committee meeting of May 29, 2023, to order at 11:00 a.m.

**1.2 Approval of the Agenda**

Moved/Seconded by Ayling/Johns:

THAT the agenda for the Student Services Committee meeting of May 29, 2023, be approved as circulated.

### **1.3 Approval of the Minutes**

Moved/Seconded by Johns/Ayling:

THAT the minutes of the Student Services Committee meeting of April 25, 2023, be approved as circulated.

## **2. BUSINESS ARISING FROM PREVIOUS MINUTES**

### **2.1 MANDT End User Survey Results**

District Principal Verbeurgt presented the results from the MANDT End User survey. There were 73 respondents from a variety of support occupations in the district. The survey results concluded that staff felt the Mandt program was not engaging and ineffective in changing behavioural responses.

Discussion included:

- Classes in Remedy
- Inclusive Education
- Compassionate Systems Leadership
- Prevention
- Development
- Formation of a committee

### **RECOMMENDATION**

Moved/Seconded by Johns/Ayling:

THAT District Management develops replacement options for Mandt training that will provide teachers, staff and administration with knowledge and skills to create safe and supportive environments for all students with behavioural challenges.

## **3. PRESENTATIONS – NIL**

## **4. REPORTS – NIL**

## **5. NEW BUSINESS**

### **5.1 Inclusive Education Policy Guide**

District Principal Verbeurgt gave a brief overview of the Inclusive Education Policy Guide. He reviewed the need to bring updates to the current IEP Guide (March 2021) and how to apply them to School District No. 5 (Southeast Kootenay).

3-part process:

1. Inclusive Education Policy (Ministry of Education and Child Care), which is on hold at the legislature.
2. Inclusive Education Policy Guide (March 2021). There is pressure from the BCSTA for the Ministry of Education and Child Care to finalize and release the documents.
3. Inclusive Education Funding: with new policies, there are often changes in funding; however, currently, no new funding information has been released.

**6. ACTION ITEMS FOR FUTURE MEETINGS – NIL**

**7. CORRESPONDENCE - NIL**

**8. ADJOURNMENT**

Moved/Seconded by Johns/Ayling:

THAT the May 29, 2023, Student Services Committee meeting be adjourned at 12:05 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)**

**May 29, 2023, 1:00 p.m.  
Cranbrook Board Office**

Committee Members in Attendance: Co-Chair Trustee Chris Johns  
Co-Chair Trustee Irene Bischler  
Trustee Nicole Heckendorf  
Trustee Wendy Turner

Board/District Staff in Attendance: Chairperson Doug McPhee  
Trustee Trina Ayling  
Trustee Bev Bellina  
Trustee Alysha Clarke  
Secretary Treasurer Nick Taylor  
Superintendent Viveka Johnson  
Director of Student Learning and Innovation Diane Casault  
District Principal of Student Services Darcy Verbeurgt  
District Vice Principal of Human Resources and Health & Safety Jaslene Atwal  
Executive Assistant to Secretary Treasurer (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 May 29, 2023, to order at 1:16 p.m.

**1.2 Approval of the Agenda**

Moved/Seconded by Bischler/Heckendorf:

THAT the agenda of the public Finance Operations Personnel Committee meeting of May 29, 2023, be approved as circulated.

**1.3 Approval of the Minutes**

Moved/Seconded by Heckendorf/Turner:

THAT the minutes of the public Finance Operations Personnel Committee meeting of April 25, 2023, be approved as circulated.



**2. BUSINESS ARISING FROM PREVIOUS MINUTES**

**2.1 2023-2024 School Calendar**

Public consultation has been completed.

There will be a small change to clarify intent on the reverse page, under section, "Who Attends." This will be clarified at the Summit meeting on Wednesday, May 31, 2023.

**RECOMMENDATION A**

Moved/Seconded by Bischler/Heckendorf:

THAT the Board of Education approve the 2023-2024 Revised Annual School Calendar.

**3. PRESENTATIONS**

Nil

**4. REPORTS**

**4.1 Secretary Treasurer**

Secretary Treasurer Taylor confirmed that the current Student Affordability Funds may be carried over into 2023-2024 (for one year only). More information will be provided at the June 12 public meeting of the Board of Education.

**4.2 Superintendent**

Superintendent Johnson reviewed staffing transfers and layoffs to be completed at the end of June 2023. Notices of transfer or layoff have been distributed to employees.

**5. NEW BUSINESS**

**5.1 Select Standing Committee Presentation**

Select Standing Committee presentation confirmed for June 7 at 10:45 a.m. Trustee Johns will present at the Prestige Hotel (in-person).

**5.2 Trades Funding**

This item was referred from the Board of Education (public) meeting on May 9, 2023, to the Finance Operations Personnel meeting on May 29, 2023.

Trustee Johns reviewed brief history of the concerns regarding trades funding. He also reviewed the letters sent by the Board of Education and responses received from the Ministry of Education and Child Care.

There was also further discussion regarding:

- Project Heavy Duty
- Dual credit opportunities
- Lack of opportunities for rural students in trades programs
- Housing issues
- Housing incentives or supports for rural students attending at the College of the Rockies
- Possibility of satellite programs

**RECOMMENDATION B**

Moved/Seconded by Heckendorf/Bischler:

THAT the Board of Education develop a draft response to the letters received regarding Trades Funding. This draft letter will be presented at the June 12, 2023, Board of Education public meeting for review and discussion.

**5.3 Board and Committee Meetings Schedule for 2023-2024**

**RECOMMENDATION C:**

Moved/Seconded by Heckendorf/Bischler:

THAT the Board of Education accept the 2023-2024 Board and Committee meetings schedule.

**6. ACTION ITEMS FOR FUTURE MEETINGS**

Nil

**7. CORRESPONDENCE**

**7.1 District Occupational Health and Safety Committee Minutes**

**7.2 Finance and Capital Analysis Report**

Secretary Treasurer Taylor reviewed the Finance and Capital Analysis report included with the agenda package.

**7.3 Trustee Professional Development**

Secretary Treasurer Taylor reviewed the Trustee Professional Development report included with the agenda package.

**7.4 Staff Travel Summary**

Secretary Treasurer Taylor reviewed the Staff Travel summary included with the agenda package.

**8. ADJOURNMENT**

Moved/Seconded by Heckendorf/Bischler:

THAT the May 29, 2023 public Finance Operations Personnel Committee meeting adjourn at 1:50 p.m..

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

DRAFT

**2023-2024 Annual School Calendar**

July 2023						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023						
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13	14	15	16	17	18	19
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27	28	29	30	31		

September 2023						
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24	25	26	27	28	29	30

October 2023						
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22	23	24	25	26	27	28
29	30	31				

November 2023						
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12	13	14	15	16	17	18
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26	27	28	29	30		

December 2023						
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24	25	26	27	28	29	30
31						

January 2024						
Su	M	Tu	W	Th	F	S
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21	22	23	24	25	26	27
28	29	30	31			

February 2024						
Su	M	Tu	W	Th	F	S
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25	26	27	28	29		

March 2024						
Su	M	Tu	W	Th	F	S
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24	25	26	27	28	29	30
31						

April 2024						
Su	M	Tu	W	Th	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
Su	M	Tu	W	Th	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						



School Breaks



Professional Development Days



Stat Holidays



Administrative Day



Second Semester

# Local School Calendar (School District No.5, Southeast Kootenay)

From the School Act, sections 87.01 and 87.02 and the new  
School Calendar Regulation

Days in Session	180
Days of Instruction	173
Non-Instructional Professional Development Days	6
Administrative Day	1
First Day of School	Tuesday, September 5, 2023
National Day for Truth and Reconciliation	Monday, October 2, 2023
Thanksgiving Day	Monday, October 9, 2023
Remembrance Day	Friday, November 10, 2023
Christmas vacation period	Monday, December 25, 2023 - Friday, January 5, 2024
Schools reopen after Christmas vacation	Tuesday, January 8, 2024
First day of second semester	Monday, January 29, 2024
Family Day	Monday, February 19, 2024
Spring vacation period	Monday, March 18, 2024 - Thursday, March 28, 2024
Good Friday	Friday, March 29, 2024
Easter Monday	Monday, April 1, 2024
Schools reopen after Spring vacation	Tuesday, April 2, 2024
Victoria Day	Monday, May 20, 2024
Last day of school for students	Thursday, June 27, 2024
Administrative Day	Friday, June 28, 2024
Minimum Hours of instruction (Kindergarten)	853 hrs
Minimum Hours of instruction (Elementary)	878 hrs
Minimum Hours of instruction (Secondary)	952 hrs
Minimum Hours of instruction per day (Elementary)	5 hrs 5 min
Minimum Hours of instruction per day (Secondary)	5 hrs 31 min

Professional Development Days	Who Attends	School Breaks	
		Semester 1	Semester 2
September 22 – District Day – Indigenous	For all contractual employees		
October 20 – Provincial Specialist Teachers’ Association	Youth Care Worker mini conference Clerical Pro-D Day	November 24	February 16
December 8 - School Based	CUPE staff on approval of the principal	December 25- January 5	March 1
February 2 – School Based	Education Assistant mini-conference Clerical Pro-D Day	January 26	April 19
April 22 – Regional Specialist Teachers’ Association	CUPE staff on approval of the principal		May 3, May 17
June 7 – School Based	CUPE staff on approval of the principal		June 14



## Meetings of the Board of Education of School District 5 Southeast Kootenay

### REGULAR PUBLIC, REGULAR IN-CAMERA AND STANDING COMMITTEES

#### 2023-2024

<b><u>2023</u></b>	<b>August 28</b>	9:30 a.m.	Committee Meetings	<b>Cranbrook</b>
	<b>September 12</b>	1:00 & 3:00 p.m.	Board Meetings*	<b>Elkford</b>
	<b>September 25</b>	9:30 a.m.	Committee Meetings	<b>Cranbrook</b>
	<b>October 10</b>	1:00 & 3:00 p.m.	Board Meetings*	<b>KLC - Fernie</b>
	<b>October 23</b>	9:30 a.m.	Committee Meetings	<b>Cranbrook</b>
	<b>November 14</b>	3:00 p.m.	Board Meetings*	<b>Cranbrook</b>
	<b>November 27</b>	9:30 a.m.	Committee Meetings	<b>Cranbrook</b>
	<b>December 12</b>	1:00 & 3:00 p.m.	Board Meetings*	<b>Cranbrook</b>
<b><u>2024</u></b>	<b>January 9</b>	1:00 & 3:00 p.m.	Board Meetings*	<b>Cranbrook</b>
	<b>January 22</b>	9:30 a.m.	Committee Meetings	<b>Cranbrook</b>
	<b>February 13</b>	1:00 & 3:00 p.m.	Board Meetings*	<b>Cranbrook</b>
	<b>February 26</b>	9:30 a.m.	Committee Meetings	<b>Cranbrook</b>
	<b>March 12</b>	1:00 & 3:00 p.m.	Board Meetings*	<b>KLC - Fernie</b>
	<b>April 9</b>	1:00 & 3:00 p.m.	Board Meetings*	<b>Jaffray</b>
	<b>April 23*</b>	9:30 a.m.	Committee Meetings	<b>Cranbrook</b>
	<b>May 14</b>	1:00 & 3:00 p.m.	Board Meetings*	<b>Sparwood</b>
	<b>May 27</b>	9:30 a.m.	Committee Meetings	<b>Cranbrook</b>
	<b>June 11</b>	1:00 & 3:00 p.m.	Board Meetings*	<b>KLC - Fernie</b>

\*In-camera Board meetings will begin at 1:00 p.m.

\*Public Board meetings will begin at 3:00 p.m.

Other special public or in-camera meetings will be at the call of the Chair as per the Procedural Bylaws. The location of each meeting is to be determined by the Chairperson.

#### **PROPOSED Committee Meeting Schedule FOR 2023-2024 – Cranbrook School Board Office**

9:30 a.m. – 11:30 a.m.	In-Camera Finance/Operations/Personnel
11:30 a.m. – 12:00 p.m.	Lunch
12:00 p.m. – 1:00 p.m.	Public Finance/Operations/Personnel
1:00 p.m. – 1:30 p.m.	Policy
1:30 p.m. – 2:30 p.m.	Student Services
2:30 p.m. – 4:00 p.m.	Advocacy/Education

**Previous Schedule:**

9:30 a.m. – 11:00 a.m.	Advocacy/Education
11:00 a.m. – 12:00 p.m.	Student Services
12: 00 p.m. – 12:30 p.m.	Policy
12: 30 p.m. – 1:00 p.m.	Lunch
1:00 p.m. – 2:00 p.m.	Public Finance/Operations/Personnel
2:00 p.m. – 3:00 p.m.	In-camera Finance/Operations/Personnel

DRAFT

### **Communications/Media Report**

The following have been sent, and have been copied to print, on-line and radio media as of Monday, April 10, 2023:

- Letter to Premier Eby re: Neurodiversity training in the curriculum
- Letter to Minister Singh re: Adding Early Learning to the title Child Care Centres for public schools

One letter was sent to the City re: Knights Hall, in advance of our joint meeting of June 12<sup>th</sup>, 2023. This letter was not cc'd to media or other stakeholders at this time.

No letters were received from the Ministry of Education and Child Care.

### **Key City Theatre Society (KCTS) Report**

- The KCTS Board met on June 7<sup>th</sup> to discuss the equity audit from Bakau recommendations.
- Season is coming to an end; new season will begin in September.

### **Trustee Report**

May 10 – 12 –Scholarship Presentations

May 10 –Pinewood PAC

May 12 –Board Special In-Camera Meeting

May 25 –KCTS Board Meeting

May 29 –Committee Day

May 30 –BCPSEA CLASS Townhall Zoom Meeting (last half only)

June 5 –TMRES Teacher Inquiry Project (TIP) Presentation

June 7 –CDTA Executive Meeting

June 7 –KCTS Board Audit Meeting

June 8 –CUPE Executive Meeting

June 9 –Kindergarten Orientation @ TMRES



2023-05-24 Legacy of Learning Report

01. Scanned and photographed 100+ large Elkford Elementary items and returned same to Elkford principal Jennifer Adams after 10 lost years.
02. Met with Nick Taylor, new Secretary-Treasurer and showed him the Legacy of Learning Archives Room.
03. Assembled new exhibit "The School That Coal Built" and installed same in SD #5 Board Room.
04. Assembled new exhibit "Cranbrook High School Girls' Bugle Band" and installed same in SD #5 Board Room.
05. Loaned items to Gordon Terrace School for 50<sup>th</sup> celebration.
06. Employing MBSS neuro-diverse student, mentoring him on possible career path.
07. Received important donation from Annie Rounsville regarding Cranbrook and Yahk educational history



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

**May 24, 2023, 3:45 p.m.  
Cranbrook Board Office**

Committee Members in Attendance: Trustee Chris Johns  
Operations Manager Joe Tank

Community Members in Attendance: City of Cranbrook Representative Bryce Bostock  
City of Cranbrook Representative Curtis Penson

Regrets: Secretary Treasurer Nick Taylor  
DPAC Representative Elizabeth Wright

Recorder: Executive Assistant to the Secretary Treasurer Jane Nixon

**1. COMMENCEMENT OF MEETING**

**1.1 Call to Order**

Operations Manager Tank called the Cranbrook Traffic Safety Committee meeting of May 24, 2023, to order at 3:46 p.m.

**1.2 Approval of the Agenda**

Moved/Seconded by Johns/Penson:

THAT the agenda for the Traffic Safety meeting of May 24, 2023, be approved as circulated.

**1.3 Approval of the Minutes from Previous Meeting**

Moved/Seconded by Johns/Bostock:

THAT the minutes of the Cranbrook Traffic Safety Committee of April 5, 2023 be approved as circulated.

**2. BUSINESS ARISING FROM PREVIOUS MINUTES**

## **2.1 Results of City of Cranbrook Traffic Surveys and Traffic Studies**

The City will collect traffic data at all schools for analysis. This will start in June and will continue in September. The City will use SDR Radar Traffic Classifier to gather data. Once the data has been collected, flashing speed lights will be installed on high-use areas. Standards and signage are provided by Transportation Association of Canada (TAC).

The City will send data collected in 2021 from TM Roberts Laurie Middle to Operations Manager Tank.

The City representatives reviewed the Concerns and the City Response sheets (by school) attached to the agenda package.

### **2.1.1 Prioritized List of Action Items from School District No. 5**

Operations Manager Tank reviewed the Cranbrook School Traffic Concerns Summary Sheet included in the agenda package.

Parkland Middle School signage for no parking has been very successful. Operations Manager Tank recognized the work of district maintenance staff for prioritizing this work.

#### **Other discussion:**

The Mount Baker crosswalk may become a four-way stop on 14 between Mount Baker Secondary School and Safeway. This will eventually be a full traffic light once funding is reviewed. This is an option for Vision Zero grant.

## **2.2 Laurie Middle School Signage**

Operations Manager Tank will follow up with Maintenance Department.

The City will be repaving the road and putting in new sidewalks on 2<sup>nd</sup> Avenue (including bulb-outs) during the summer of 2023 if City of Cranbrook budget is approved (currently out to tender).

## **2.3 Vision Zero Information**

This information was included in the agenda package.

## **3 NEW BUSINESS**

Nil

**4. ITEMS FOR INFORMATION/CORRESPONDENCE**

Nil

**5. ITEMS FOR INFORMATION/CORRESPONDENCE**

Nil

**6. ADJOURNMENT**

Moved/Seconded by:

THAT the May 24, 2023, meeting of the Cranbrook Traffic Safety Committee adjourn at 4:45 p.m.

Next meeting will be June 28, 2023 at 3:45 p.m.

DRAFT

**Trustee Report**

May 10 – 12 –Scholarship Presentations

May 10 –Pinewood PAC

May 12 –Board Special In-Camera Meeting

May 25 –KCTS Board Meeting

May 29 –Committee Day

May 30 –BCPSEA CLASS Townhall Zoom Meeting (last half only)

June 5 –TMRES Teacher Inquiry Project (TIP) Presentation

June 7 –CDTA Executive Meeting

June 7 –KCTS Board Audit Meeting

June 8 –CUPE Executive Meeting

June 9 –Kindergarten Orientation @ TMRES

BCSTA/Provincial Council

-nothing to report since the AGM April 27-30th.

My trustee activities since our last board meeting are:

May 10<sup>th</sup> - Ktunaxa Language Course

May 12<sup>th</sup> - Board working session

May 15<sup>th</sup> - FJMES PAC meeting

May 17<sup>th</sup> - DSAC meeting

- Ktunaxa Language Course

May 18<sup>th</sup> - SEY2KT Provincial meeting

May 24<sup>th</sup> - BCPSEA Regional Town Hall meeting

- Ktunaxa Language Course

May 29<sup>th</sup> - Board Committee Meetings

May 31<sup>st</sup> - Ktunaxa Language Course

June 2<sup>nd</sup> - Grad Banquet and Trustee reply to the Board toast

June 3<sup>rd</sup> - Graduation 2023 Commencement

Grad was wonderful. And great sitting with Viveka.

# SCHOOL DISTRICT NO. 5 (SOUTHEAST KOOTENAY)



**MAY 2023**



# A Message from the Superintendent

It is so hard to believe it is June, and schools are a flurry of activity. I had the honour of attending Sparwood Secondary's Graduation, and it was such a classy event. What struck me was how much the community supports the graduates. I believe over \$50,000 in scholarships were awarded to less than 30 graduates; amazing! I look forward to attending Fernie Secondary and Mount Baker/Kootenay Education Services graduation ceremonies later this month.

On the topic of community, it is always heartbreaking when tragedy hits our district. No words can capture the disbelief and heartbreak we all felt after learning about the accident on June 1st. Our hearts are with the families, first responders and communities impacted by this tragic loss. Thank you to the collective efforts of our district's crisis response team, led by Director Tichauer, for supporting our schools, students, families, and staff. There is support available if anyone is struggling; please reach out to your administrator or union president if you need assistance.

Field trips and school-wide activity days are in full swing. I encourage you to check your school's newsletter/calendar for upcoming events. I was able to attend the Cranbrook elementary school [track meet at the College of the Rockies](#). It was so wonderful to see students cheering each other on, participating and smiling from ear to ear. How can you beat a day of ribbons, sunburns, and memories?



The Ministry of Education and Child Care has announced a commitment to funding a position for districts to support the Early Years and Child Care position for programs for ages 0-8 in each district. Now that we have completed a district-wide environmental scan, we look forward to having someone take on this important portfolio and move the district forward with child care.

We have wrapped up our engagement nights and had over 100 participants come out between all of our communities. The engagement nights gave us an opportunity to talk about our current district priorities and goals and provided schools with an opportunity to talk about their successes and the next steps around their growth plans. We will release a 'what we heard' document summarizing the feedback we received from the online engagement survey and our face-to-face meetings. Thank you to everyone who participated.

Lastly, congratulations to the 2022/2023 graduates on this incredible achievement. You are leaving secondary school with a strong foundation for success, and the district has no doubt that you will go on to accomplish great things. Remember to make good choices, believe in yourself, and never stop striving to be the best version of yourself.



As we shift to structured literacy practices in grades K-3, SD5 has continued to support schools and teachers with implementing UFLI Foundations, an explicit and systematic phonics program. Erin Jones, District Literacy Support Teacher, worked with Student Service teachers from elementary schools across the district.

The group spent an afternoon learning about the research behind the resource and how they can use it to support our tier two and tier three students with reading difficulties. Twenty teachers also joined Erin on May 5th for a deeper look at how to use UFLI to maximize small groups and explore some of the additional UFLI resources available to support whole group, tier-one instruction.

Teachers continue to see positive results in using this resource as a core component of their reading program.



# Literacy



During the April RSA session, Erin Jones hosted two sessions on fluency. The first session provided K-3 teachers with the “what,” “why,” and “how” of fluency instruction, while the afternoon session was tailored to grade 4-6 teachers. Participants deepened their knowledge of why fluency is a critical component of their reading instruction and left with some practical and engaging ways to practice fluency with their class.

The SD5 subscription to Tumblebooks lasts all year and is perfect for encouraging summer reading on the go. Head to [www.TumbleBookLibrary.com](http://www.TumbleBookLibrary.com) to check it out! User Name: Kootenay Password: Reads

## CLASSROOM DEMONSTRATIONS

Kathy Conlin, the District Numeracy teacher, worked with teachers at EIDES, FJMES, TMRES and KLC Fernie, modelling number talks and coteaching lessons on division, fractions, decimals, and percent. Number talks are a 10-minute warm-up routine that requires students to reason through problems orally while the teacher models the thinking on the board. The routine celebrates students' diverse thinking. Teachers can use number talks to introduce new content or review previous content.

# NUMERACY



## GROWING INNOVATIONS

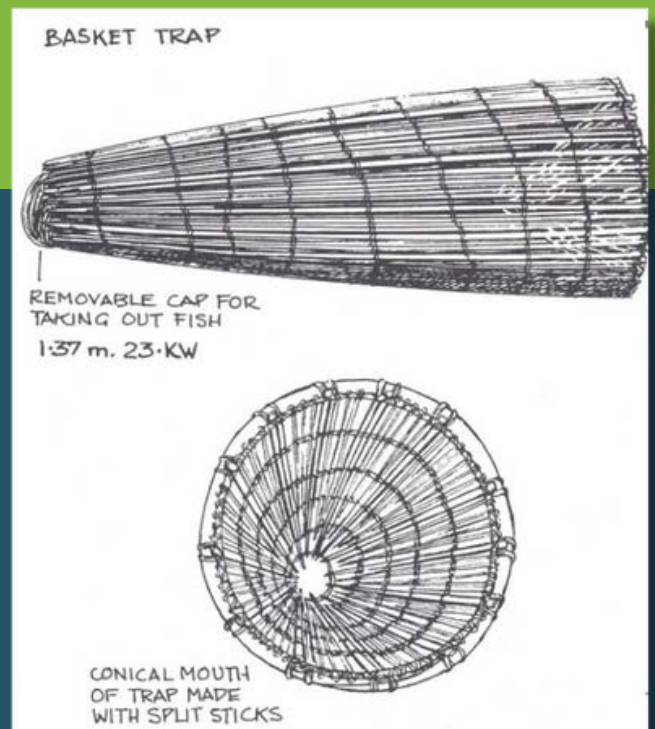
Kathy attended the Growing Innovations conference at UBC in May on behalf of our team to present two tasks we created that link the Ktunaxa Creation Story with place and numeracy. The tasks were well received, and our project has inspired other districts to begin similar work. Many good conversations and connections were made!

## MATHEMATICAL MINDSETS

The Mathematical Mindset book club met virtually to discuss the path to equity in math. Equity in mathematics means ensuring that all students reach proficiency and that there are no differential achievement outcomes for racial, ethnic, linguistic, gender, or socioeconomic groups. Jo Boaler suggests five strategies to accomplish this goal:

- Offer all students high-level content,
- work to change ideas about who can achieve in mathematics,
- encourage students to think deeply about mathematics,
- teach students to work together,
- give groups with differential achievement outcomes additional encouragement to learn math.

Many of the members of the group bravely shared their personal stories in reference to a time they experienced the most elite construction of math.



# FRENCH IMMERSION

Bonjour tout le monde! Here is what has been happening in the wonderful world of French Immersion in April and May:

In collaboration with our District Literacy Teacher, Erin Jones, we are part of a national trial for the French Immersion universal literacy screener. Two of our grade 2/3 teachers have been trained and are using the screener to collect data on our immersion students to inform and improve our practice. Another meeting is planned for June 14 to discuss the next steps and potential screening from Kindergarten to grade 3.

Primary immersion teachers met on May 18 with District French Immersion teacher Marzia Bottoni to edit the curriculum and resource guide for our Kindergarten teachers, parents and administrators. Structured literacy and oral comprehension were at the core of the discussion, and we are excited to show our administrators our scope and sequence.

In the vein of improving literacy skills, Marzia Bottoni has landed on an amazing phonics program by Toronto literacy coach Lindsay Cochrane called I Can Read in French. Lindsay has been invited to train our primary and grade 4/5 middle immersion teachers on how to use the program and sound wall. We can't wait to work with her in October 2023.



PHOTOS: MBSS GRAD  
AMAZING RACE

Our district held a BC Regional Braille Challenge in April with two of our braille readers. Braille Challenge is held across Canada and the United States for students who are blind or visually impaired. It is the only academic challenge of its kind for students with vision impairments. The challenge motivates students to practice and refine their braille literacy skills which are essential to academic and employment success. Our students completed challenges that looked at spelling, proofreading, reading comprehension, and charts & graphs.



# STUDENT Services

From Monday, May 8th to Wednesday, May 10th, Deaf and Hard of Hearing Students in grades 4-12 from the East and West Kootenay's (School Districts #5, #6, #10, #20, #51), along with staff from the Provincial Outreach Program – Deaf/Hard of Hearing (POPDHH) and the Deaf Well-Being Program (DWB) came together at Blue Lake Camp to connect in nature and learn more about Deaf Culture, American Sign Language (ASL), and experience accessible outdoor learning games and activities. This annual camp, Kootenay Connection, is facilitated by district Hearing Resource Teachers, POPDHH, and Blue Lake Staff. Funding for the camp is provided by POPDHH, with local districts covering the bussing and transportation costs. This year at Kootenay Connection, Hearing Resource Teachers and POPDHH staff were delighted to see the bonding that took place among students and their willingness to use ASL, gestures, and body language to communicate with all who attended.



# COMPASSIONATE SYSTEMS LEADERSHIP

A Compassionate Systems Leadership workshop was held at the St. Eugene Mission in May. We had 15 participants from our district and the BC CSL Leadership Team. The group comprised principals, vice principals, an Indigenous education coordinator, counsellors, our social-emotional teacher, and District Management.



What is Compassionate Systems Leadership?

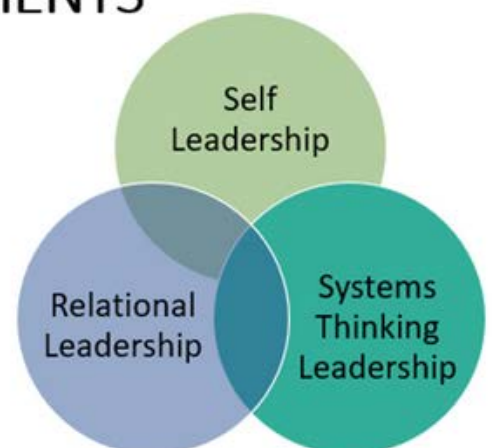
- Self, Relational, and Systems Lenses for Leadership
- A pillar of [BC Mental Health in Schools Framework](#)
- [ERASE](#) website; [compassionatesystemsleadership.net](http://compassionatesystemsleadership.net)

Connecting Indigenous Worldviews, perspectives, and [First Peoples Principles of Learning](#).

## THREE SYNERGISTIC ELEMENTS

Compassionate Systems Leadership has three core elements to support systems change and well-being.

- **Self Leadership** – cultivating self-reflection, self-awareness and mindfulness practices
- **Relational Leadership** – building authentic connections where space is created to be truly present
- **Systems work** – understanding and fostering connections between self, others and the broader system





On May 26th, Elkford Secondary School PE students headed out for a day on a working adventure. Mr. Gulyas' and Mr. McAllister's grade 8/9 students were given pickaxes, axes, shovels, drills, hammers, and handsaws at the trailhead, then headed up into Elkford's mountains to support the Elkford Trail Alliance (ETA) in maintaining a portion of Elkford's Trans Canada Trail. This large group of students was broken up into three teams; there was a group in charge of clearing the trails of winter falls and spring overgrowth, one group was building a "squeeze gate" (to stop ATV and motorized traffic), and the last group was tasked with building trenches to divert water from eroding the trail itself. Students hiked 8.5 km, worked on trails and had an epic lunch in their mountains.



This was a day for all the volunteers on site, where they saw students work with an intrinsic motivation to do something good for their community. Students were connected to the land and their community. It was evident that it was more than just digging dirt. Students worked as a team, communicated, gave positive vibes and had a fundamental willingness to work.

# AROUND THE DISTRICT



Kindergarten students came to build mason bee houses with Mr. Lund's senior shop class at Sparwood Secondary.



The Laurie track team competed at the Zone Championships on Wednesday, May 24th. The junior girls team placed first out of twelve teams, and the combined boys and girls junior team placed third overall.

# AROUND THE DISTRICT

On May 11th & 12th, staff and 18 Indigenous students from Parkland, Laurie, and Mount Baker, toured Lethbridge College, The University of Lethbridge, and The University of Calgary.

The students were impressed with Lethbridge Colleges' welcoming atmosphere, Diploma programs, and sports facilities. They learned that OKI means WELCOME in Blackfoot.

They also enjoyed touring the University of Lethbridge's massive corridors, its breathtaking views of the coulees, and learning about the many Sciences, Technology, Engineering, and Math (STEM) programs.

The University of Calgary has a beautiful campus, with attractive student housing massive Olympic Oval, and is known for its Computer Science, Engineering, and Health programs.

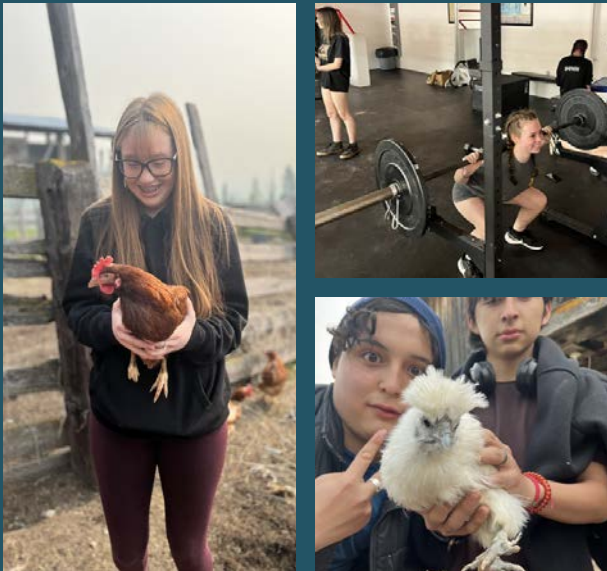
It was an eye-opening trip that inspired students; helped them make connections and future contacts.





On May 16, Ms. Traub's Outdoor Ed class from Sparwood Secondary had the fantastic opportunity to go whitewater rafting with Canyon Rafting on the Bull River. The students worked on developing skills in a complex and dynamic environment while learning how participating safely in outdoor activities requires teamwork, communication, and collaboration. Thank you to Canyon Rafting for such an amazing and unique experience!

## AROUND THE DISTRICT



Mr. Gulyas' Senior PHE class at ESS underwent a strength, conditioning and nutrition unit. Students started with teacher programming and guidance in the school weight room. Students not only made connections to their school and local gym but to their food as well. Students then went down to a farm, where they discussed the value of farm fresh eggs and the different nutritional values compared to the standard white grocery store eggs. Next, students went out and picked up and held chickens, selected their own chicken eggs, and finally culminated the adventure by cooking their own eggs over an open fire and then eating them. The hope with this programming is that perceived barriers were lowered, strength was made, confidence was built, and a newfound connection to a renewable food source was deepened.

The MBSS outdoor leadership students and a crew from Cranbrook Society for Community Living worked together to create mason bee houses. They learned about the biology of mason bees and their importance and worked with new friends to paint, install cavities and then put the mason bee homes up in local parks (Spooner and Cranbrook Food Action Garden). Thanks to James, Wildsight and Fraser Basin Council for supporting this project!





# TRADES EVENTS

SD5 was successful in receiving a grant from SkilledTradesBC to run a Discover Trades event and Project Heavy Duty.

Discover Trades is a hands-on experience in the technical trades for grade 9's that has helped shape the learning plans of a substantial number of students who attend. Students visited local a local metal fabrication shop and cabinetmaking shop, then returned to COTR, where they did carpentry, welding, and electrical projects under the mentorship of our Youth Train in Trades foundation level grade 12 students.

Project Heavy Duty was attended by grade 11 and 12 Elk Valley students. Students began by obtaining their OFA level 1, followed by safety training from WorkSafeBC, a tour of the Komatsu Heavy Equipment Shop and a visit to the Fording River Teck Coal mine. Under the mentorship of owner/operators, students rotated through 12 stations operating different types of equipment.

Thank you  
to our  
partners  
and  
sponsors



**ANNUAL BUDGET BYLAW**

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 5 (SOUTHEAST KOOTENAY) (called the "Board") to adopt the annual budget of the Board for the fiscal year 2023/24 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

- 1. The Board has complied with the provisions of the *Act*, Ministerial Orders, and Ministry of Education and Child Care Policies respecting the annual budget adopted by this bylaw.
- 2. This bylaw may be cited as School District NO. 5 (SOUTHEAST KOOTENAY) Annual Budget Bylaw for fiscal year 2023/24.
- 3. The attached "Statement 2" showing the estimated revenue and expense for the 2023/24 fiscal year and the total budget bylaw amount of \$\_\_\_\_\_ for the 2023/24 fiscal year was prepared in accordance with the *Act*.
- 4. Statement 2, Statement 4 and Schedules 2 to 4 are adopted as the annual budget of the Board for the fiscal year 2023/24.

READ A FIRST TIME THE **09 DAY OF MAY, 2023;**

READ A SECOND TIME THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_;

READ A THIRD TIME, PASSED AND ADOPTED THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

**(Corporate Seal)**

\_\_\_\_\_  
**Chairperson of the Board**

\_\_\_\_\_  
**Secretary Treasurer**

I HEREBY CERTIFY this to be a true original of School District No. 5 (Southeast Kootenay) Annual Budget Bylaw 2023/24, adopted by the Board the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
**Secretary Treasurer**

Annual Budget

## **School District No. 05 (Southeast Kootenay)**

June 30, 2024



# School District No. 05 (Southeast Kootenay)

June 30, 2024

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



## ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 05 (SOUTHEAST KOOTENAY) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2023/2024 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. The Board has complied with the provisions of the *Act*, Ministerial Orders, and Ministry of Education and Child Care Policies respecting the Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 05 (Southeast Kootenay) Annual Budget Bylaw for fiscal year 2023/2024.
3. The attached Statement 2 showing the estimated revenue and expense for the 2023/2024 fiscal year and the total budget bylaw amount of \$88,742,923 for the 2023/2024 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2023/2024.

READ A FIRST TIME THE 9th DAY OF MAY, 2023;

READ A SECOND TIME THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023;

READ A THIRD TIME, PASSED AND ADOPTED THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023;

---

Chairperson of the Board

---

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 05 (Southeast Kootenay) Annual Budget Bylaw 2023/2024, adopted by the Board the \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023.

---

Secretary Treasurer





# School District No. 05 (Southeast Kootenay)

Annual Budget - Revenue and Expense  
Year Ended June 30, 2024

	2024 Annual Budget	2023 Annual Budget
<b>Ministry Operating Grant Funded FTE's</b>		
School-Age	5,835.825	5,909.000
Adult	4.125	3.375
<b>Total Ministry Operating Grant Funded FTE's</b>	<u>5,839.950</u>	<u>5,912.375</u>
<b>Revenues</b>	\$	\$
Provincial Grants		
Ministry of Education and Child Care	82,921,499	74,518,108
Other	68,000	68,000
Other Revenue	1,474,395	1,672,684
Rentals and Leases	200,000	200,000
Investment Income	95,000	32,500
Amortization of Deferred Capital Revenue	3,318,467	3,151,986
<b>Total Revenue</b>	<u>88,077,361</u>	<u>79,643,278</u>
<b>Expenses</b>		
Instruction	70,476,601	62,475,042
District Administration	2,745,949	2,447,758
Operations and Maintenance	12,031,245	11,703,739
Transportation and Housing	2,390,282	2,497,265
<b>Total Expense</b>	<u>87,644,077</u>	<u>79,123,804</u>
<b>Budgeted Surplus (Deficit), for the year</b>	<u>433,284</u>	<u>519,474</u>
<b>Budgeted Surplus (Deficit), for the year comprised of:</b>		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	433,284	519,474
<b>Budgeted Surplus (Deficit), for the year</b>	<u>433,284</u>	<u>519,474</u>

# School District No. 05 (Southeast Kootenay)

Annual Budget - Revenue and Expense

Year Ended June 30, 2024

	2024 Annual Budget	2023 Annual Budget
<b>Budget Bylaw Amount</b>		
Operating - Total Expense	77,423,840	70,384,475
Operating - Tangible Capital Assets Purchased	36,225	410,618
Special Purpose Funds - Total Expense	6,226,208	4,931,078
Special Purpose Funds - Tangible Capital Assets Purchased	262,621	262,621
Capital Fund - Total Expense	3,994,029	3,808,251
Capital Fund - Tangible Capital Assets Purchased from Local Capital	800,000	500,000
<b>Total Budget Bylaw Amount</b>	<b>88,742,923</b>	<b>80,297,043</b>

Approved by the Board

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

DRAFT

# School District No. 05 (Southeast Kootenay)

Statement 4

Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2024

	2024 Annual Budget	2023 Annual Budget
	\$	\$
<b>Surplus (Deficit) for the year</b>	<b>433,284</b>	<b>519,474</b>
<b>Effect of change in Tangible Capital Assets</b>		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(298,846)	(673,239)
From Local Capital	(800,000)	(500,000)
From Deferred Capital Revenue	(3,208,652)	(8,866,240)
<b>Total Acquisition of Tangible Capital Assets</b>	<b>(4,307,498)</b>	<b>(10,039,479)</b>
Amortization of Tangible Capital Assets	3,994,029	3,808,251
<b>Total Effect of change in Tangible Capital Assets</b>	<b>(313,469)</b>	<b>(6,231,228)</b>
Acquisitions of Prepaid Expenses	(150,000)	(143,000)
Use of Prepaid Expenses	150,000	143,000
	-	-
<b>(Increase) Decrease in Net Financial Assets (Debt)</b>	<b>119,815</b>	<b>(5,711,754)</b>



# School District No. 05 (Southeast Kootenay)

Annual Budget - Operating Revenue and Expense  
Year Ended June 30, 2024

	2024 Annual Budget	2023 Annual Budget
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education and Child Care	77,102,670	70,002,409
Other	68,000	68,000
Other Revenue	809,395	999,684
Rentals and Leases	200,000	200,000
Investment Income	80,000	25,000
<b>Total Revenue</b>	<b>78,260,065</b>	<b>71,295,093</b>
<b>Expenses</b>		
Instruction	64,277,823	57,571,394
District Administration	2,742,949	2,444,758
Operations and Maintenance	8,012,786	7,871,058
Transportation and Housing	2,390,282	2,497,265
<b>Total Expense</b>	<b>77,423,840</b>	<b>70,384,475</b>
<b>Net Revenue (Expense)</b>	<b>836,225</b>	<b>910,618</b>
<b>Net Transfers (to) from other funds</b>		
Tangible Capital Assets Purchased	(36,225)	(410,618)
Local Capital	(800,000)	(500,000)
<b>Total Net Transfers</b>	<b>(836,225)</b>	<b>(910,618)</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>-</b>	<b>-</b>



# School District No. 05 (Southeast Kootenay)

Annual Budget - Schedule of Operating Revenue by Source  
Year Ended June 30, 2024

	2024 Annual Budget	2023 Annual Budget
	\$	\$
<b>Provincial Grants - Ministry of Education and Child Care</b>		
Operating Grant, Ministry of Education and Child Care	75,567,344	69,504,540
ISC/LEA Recovery	(341,145)	(454,860)
Other Ministry of Education and Child Care Grants		
Pay Equity	457,171	457,171
Funding for Graduated Adults		22,638
Student Transportation Fund	361,459	361,459
Support Staff Benefits Grant	103,274	103,274
FSA Scorer Grant	8,187	8,187
Labour Settlement	946,380	
<b>Total Provincial Grants - Ministry of Education and Child Care</b>	<b>77,102,670</b>	<b>70,002,409</b>
<b>Provincial Grants - Other</b>	<b>68,000</b>	<b>68,000</b>
<b>Other Revenues</b>		
Other School District/Education Authorities	431,250	507,824
Funding from First Nations	341,145	454,860
Miscellaneous		
Miscellaneous	10,000	10,000
Health Promoting Schools	27,000	27,000
<b>Total Other Revenue</b>	<b>809,395</b>	<b>999,684</b>
<b>Rentals and Leases</b>	<b>200,000</b>	<b>200,000</b>
<b>Investment Income</b>	<b>80,000</b>	<b>25,000</b>
<b>Total Operating Revenue</b>	<b>78,260,065</b>	<b>71,295,093</b>





# School District No. 05 (Southeast Kootenay)

Annual Budget - Schedule of Operating Expense by Object

Year Ended June 30, 2024

	2024 Annual Budget	2023 Annual Budget
	\$	\$
<b>Salaries</b>		
Teachers	31,836,572	27,858,413
Principals and Vice Principals	4,933,947	4,725,727
Educational Assistants	7,189,606	6,397,310
Support Staff	6,922,925	6,446,597
Other Professionals	2,487,646	2,341,005
Substitutes	2,382,066	2,116,470
<b>Total Salaries</b>	<b>55,752,762</b>	<b>49,885,522</b>
<b>Employee Benefits</b>	<b>14,001,486</b>	<b>12,301,898</b>
<b>Total Salaries and Benefits</b>	<b>69,754,248</b>	<b>62,187,420</b>
<b>Services and Supplies</b>		
Services	2,035,928	2,011,311
Student Transportation	141,968	142,616
Professional Development and Travel	844,804	851,458
Rentals and Leases	118,660	243,780
Dues and Fees	74,700	68,400
Insurance	171,300	171,300
Supplies	3,022,232	3,393,190
Utilities	1,260,000	1,315,000
<b>Total Services and Supplies</b>	<b>7,669,592</b>	<b>8,197,055</b>
<b>Total Operating Expense</b>	<b>77,423,840</b>	<b>70,384,475</b>



### School District No. 05 (Southeast Kootenay)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2024

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>							
1.02 Regular Instruction	25,214,660	1,438,950	-	529,167	93,701	1,346,077	28,622,555
1.03 Career Programs							-
1.07 Library Services	847,637			135,216		39,034	1,021,887
1.08 Counselling	1,166,715					40,474	1,207,189
1.10 Special Education	4,288,269	146,268	6,389,456	22,272	593,215	660,190	12,099,670
1.30 English Language Learning	193,778						193,778
1.31 Indigenous Education	125,513	110,937	800,150		127,561	3,384	1,167,545
1.41 School Administration		3,092,870		1,134,768		130,043	4,357,681
<b>Total Function 1</b>	<b>31,836,572</b>	<b>4,789,025</b>	<b>7,189,606</b>	<b>1,821,423</b>	<b>814,477</b>	<b>2,219,202</b>	<b>48,670,305</b>
<b>4 District Administration</b>							
4.11 Educational Administration		144,922			225,961	35,000	405,883
4.40 School District Governance					147,940		147,940
4.41 Business Administration				345,526	915,805	6,791	1,268,122
<b>Total Function 4</b>	<b>-</b>	<b>144,922</b>	<b>-</b>	<b>345,526</b>	<b>1,289,706</b>	<b>41,791</b>	<b>1,821,945</b>
<b>5 Operations and Maintenance</b>							
5.41 Operations and Maintenance Administration				82,006	265,915	770	348,691
5.50 Maintenance Operations				3,426,056		87,307	3,513,363
5.52 Maintenance of Grounds				110,592		1,700	112,292
5.56 Utilities							-
<b>Total Function 5</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,618,654</b>	<b>265,915</b>	<b>89,777</b>	<b>3,974,346</b>
<b>7 Transportation and Housing</b>							
7.41 Transportation and Housing Administration					117,548		117,548
7.70 Student Transportation				1,137,322		31,296	1,168,618
<b>Total Function 7</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,137,322</b>	<b>117,548</b>	<b>31,296</b>	<b>1,286,166</b>
<b>9 Debt Services</b>							
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>31,836,572</b>	<b>4,933,947</b>	<b>7,189,606</b>	<b>6,922,925</b>	<b>2,487,646</b>	<b>2,382,066</b>	<b>55,752,762</b>

**School District No. 05 (Southeast Kootenay)**  
 Annual Budget - Operating Expense by Function, Program and Object  
 Year Ended June 30, 2024

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2024 Annual Budget	2023 Annual Budget
	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>						
1.02 Regular Instruction	28,622,555	6,899,298	35,521,853	2,363,469	37,885,322	33,614,906
1.03 Career Programs	-	-	-	91,336	91,336	88,675
1.07 Library Services	1,021,887	259,225	1,281,112	109,534	1,390,646	1,236,211
1.08 Counselling	1,207,189	291,374	1,498,563	3,000	1,501,563	1,465,797
1.10 Special Education	12,099,670	3,172,119	15,271,789	441,580	15,713,369	14,146,141
1.30 English Language Learning	193,778	54,655	248,433	7,300	255,733	159,200
1.31 Indigenous Education	1,167,545	335,152	1,502,697	343,250	1,845,947	1,643,894
1.41 School Administration	4,357,681	1,092,263	5,449,944	143,963	5,593,907	5,216,570
<b>Total Function 1</b>	<b>48,670,305</b>	<b>12,104,086</b>	<b>60,774,391</b>	<b>3,503,432</b>	<b>64,277,823</b>	<b>57,571,394</b>
<b>4 District Administration</b>						
4.11 Educational Administration	405,883	75,607	481,490	128,500	609,990	577,942
4.40 School District Governance	147,940	1,200	149,140	117,200	266,340	276,874
4.41 Business Administration	1,268,122	307,497	1,575,619	291,000	1,866,619	1,589,942
<b>Total Function 4</b>	<b>1,821,945</b>	<b>384,304</b>	<b>2,206,249</b>	<b>536,700</b>	<b>2,742,949</b>	<b>2,444,758</b>
<b>5 Operations and Maintenance</b>						
5.41 Operations and Maintenance Administration	348,691	84,570	433,261	132,700	565,961	529,055
5.50 Maintenance Operations	3,513,363	981,170	4,494,533	1,273,700	5,768,233	5,568,511
5.52 Maintenance of Grounds	112,292	32,300	144,592	274,000	418,592	458,492
5.56 Utilities	-	-	-	1,260,000	1,260,000	1,315,000
<b>Total Function 5</b>	<b>3,974,346</b>	<b>1,098,040</b>	<b>5,072,386</b>	<b>2,940,400</b>	<b>8,012,786</b>	<b>7,871,058</b>
<b>7 Transportation and Housing</b>						
7.41 Transportation and Housing Administration	117,548	26,477	144,025	10,200	154,225	146,843
7.70 Student Transportation	1,168,618	388,579	1,557,197	678,860	2,236,057	2,350,422
<b>Total Function 7</b>	<b>1,286,166</b>	<b>415,056</b>	<b>1,701,222</b>	<b>689,060</b>	<b>2,390,282</b>	<b>2,497,265</b>
<b>9 Debt Services</b>						
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>55,752,762</b>	<b>14,001,486</b>	<b>69,754,248</b>	<b>7,669,592</b>	<b>77,423,840</b>	<b>70,384,475</b>

# School District No. 05 (Southeast Kootenay)

Annual Budget - Special Purpose Revenue and Expense  
 Year Ended June 30, 2024

	2024 Annual Budget	2023 Annual Budget
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education and Child Care	5,818,829	4,515,699
Other Revenue	665,000	673,000
Investment Income	5,000	5,000
<b>Total Revenue</b>	<b>6,488,829</b>	<b>5,193,699</b>
<b>Expenses</b>		
Instruction	6,198,778	4,903,648
District Administration	3,000	3,000
Operations and Maintenance	24,430	24,430
<b>Total Expense</b>	<b>6,226,208</b>	<b>4,931,078</b>
<b>Net Revenue (Expense)</b>	<b>262,621</b>	<b>262,621</b>
<b>Net Transfers (to) from other funds</b>		
Tangible Capital Assets Purchased	(262,621)	(262,621)
<b>Total Net Transfers</b>	<b>(262,621)</b>	<b>(262,621)</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>-</b>	<b>-</b>



**School District No. 05 (Southeast Kootenay)**

Annual Budget - Changes in Special Purpose Funds  
Year Ended June 30, 2024

	Annual Facility Grant	Learning Improvement Fund	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year			786,023	429,357					
<b>Add:</b> Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	287,051	293,563			128,000	26,950	155,187	412,537	162,905
Provincial Grants - Other			15,000	650,000					
Other			5,000						
Investment Income			20,000	650,000	128,000	26,950	155,187	412,537	162,905
Less: Allocated to Revenue	287,051	293,563	20,000	650,000	128,000	26,950	155,187	412,537	162,905
<b>Deferred Revenue, end of year</b>	-	-	<b>786,023</b>	<b>429,357</b>	-	-	-	-	-
<b>Revenues</b>	287,051	293,563	15,000	650,000	128,000	26,950	155,187	412,537	162,905
Provincial Grants - Ministry of Education and Child Care			15,000	650,000					
Other Revenue			5,000						
Investment Income			20,000	650,000	128,000	26,950	155,187	412,537	162,905
<b>Expenses</b>									
Salaries									
Teachers									
Educational Assistants		228,979						111,524	
Support Staff								40,000	
Other Professionals									38,700
Substitutes									
Employee Benefits		228,979						1,900	1,400
Services and Supplies		64,584						78,900	40,100
<b>Net Revenue (Expense) before Interfund Transfers</b>	24,430	293,563	20,000	650,000	128,000	26,950	48,787	83,562	11,395
<b>Interfund Transfers</b>									
Tangible Capital Assets Purchased	(262,621)								
<b>Net Revenue (Expense)</b>	24,430	293,563	20,000	650,000	128,000	26,950	155,187	412,537	162,905

**School District No. 05 (Southeast Kootenay)**

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2024

	Classroom Enhancement Fund - Staffing	Feeding Futures Fund	MCF Funding	TOTAL
	\$	\$	\$	\$
Deferred Revenue, beginning of year				1,215,380
<b>Add: Restricted Grants</b>				
Provincial Grants - Ministry of Education and Child Care	3,433,657	808,815		5,708,665
Provincial Grants - Other			110,164	110,164
Other				665,000
Investment Income	3,433,657	808,815	110,164	6,488,829
Less: Allocated to Revenue	3,433,657	808,815	110,164	6,488,829
<b>Deferred Revenue, end of year</b>	-	-	-	<b>1,215,380</b>
<b>Revenues</b>				
Provincial Grants - Ministry of Education and Child Care	3,433,657	808,815	110,164	5,818,829
Other Revenue				665,000
Investment Income	3,433,657	808,815	110,164	5,000
<b>Expenses</b>				
Salaries				
Teachers	2,678,252			2,826,776
Educational Assistants				447,407
Support Staff		361,495		400,195
Other Professionals			81,415	81,415
Substitutes				15,228
	2,678,252	361,495	81,415	3,771,021
Employee Benefits	755,405	101,960	19,564	1,063,970
Services and Supplies		345,360	9,185	1,391,217
	3,433,657	808,815	110,164	6,226,208
<b>Net Revenue (Expense) before Interfund Transfers</b>	-	-	-	<b>262,621</b>
<b>Interfund Transfers</b>				
Tangible Capital Assets Purchased				(262,621)
				(262,621)
<b>Net Revenue (Expense)</b>	-	-	-	<b>-</b>



# School District No. 05 (Southeast Kootenay)

Annual Budget - Capital Revenue and Expense  
Year Ended June 30, 2024

	2024 Annual Budget			2023 Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
<b>Revenues</b>				
Investment Income		10,000	10,000	2,500
Amortization of Deferred Capital Revenue	3,318,467		3,318,467	3,151,986
<b>Total Revenue</b>	<b>3,318,467</b>	<b>10,000</b>	<b>3,328,467</b>	<b>3,154,486</b>
<b>Expenses</b>				
Amortization of Tangible Capital Assets				
Operations and Maintenance	3,994,029		3,994,029	3,808,251
<b>Total Expense</b>	<b>3,994,029</b>	<b>-</b>	<b>3,994,029</b>	<b>3,808,251</b>
<b>Net Revenue (Expense)</b>	<b>(675,562)</b>	<b>10,000</b>	<b>(665,562)</b>	<b>(653,765)</b>
<b>Net Transfers (to) from other funds</b>				
Tangible Capital Assets Purchased	298,846		298,846	673,239
Local Capital		800,000	800,000	500,000
<b>Total Net Transfers</b>	<b>298,846</b>	<b>800,000</b>	<b>1,098,846</b>	<b>1,173,239</b>
<b>Other Adjustments to Fund Balances</b>				
Tangible Capital Assets Purchased from Local Capital	800,000	(800,000)	-	
<b>Total Other Adjustments to Fund Balances</b>	<b>800,000</b>	<b>(800,000)</b>	<b>-</b>	
<b>Budgeted Surplus (Deficit), for the year</b>	<b>423,284</b>	<b>10,000</b>	<b>433,284</b>	<b>519,474</b>



**AMENDED CAPITAL BYLAW NO. 2023/24-CPSD05-02  
CAPITAL PLAN 2023/2024**

WHEREAS in accordance with section 142 of the *School Act*, the Board of Education of School District No 5 (Southeast Kootenay) (hereinafter called the “Board”) has submitted a capital plan to the Minister of Education (hereinafter called the "Minister") and the Minister has approved the capital plan or has approved a capital plan with modifications,

NOW THEREFORE in accordance with section 143 of the *School Act*, the Board has prepared this AMENDED Capital Bylaw and agrees to do the following:

- (a) Authorize the Secretary-Treasurer to execute a capital project funding agreement(s) related to the capital project(s) contemplated by the capital plan or the capital plan with modifications;
- (b) Upon ministerial approval to proceed, commence the capital project(s) and proceed diligently and use its best efforts to complete each capital project substantially as directed by the Minister;
- (c) Observe and comply with any order, regulation, or policy of the Minister as may be applicable to the Board or the capital project(s); and,
- (d) Maintain proper books of account, and other information and documents with respect to the affairs of the capital project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

- 1. The Amended Capital Bylaw of the Board for the 2023/2024 Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated *June 5, 2023*, is hereby adopted.
- 2. This Amended Capital Bylaw may be cited as *School District No. 5 (Southeast Kootenay) Amended Capital Bylaw No.2023/24-CPSD05-02*.

READ A FIRST TIME THE *12 DAY OF June 2023*;  
READ A SECOND TIME THE *12 DAY OF June 2023*  
READ A THIRD TIME, PASSED THE *12 DAY OF June 2023*.

***APPLY CORPORATE SEAL***

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original *School District No. 5 (Southeast Kootenay) Amended Capital Bylaw No. 2023/24-CPSD05-02* adopted by the Board the *12 day of June 2023*.

\_\_\_\_\_  
Secretary-Treasurer



June 5, 2023

Ref: 289939

To: Secretary-Treasurer and Superintendent  
School District No. 5 (Southeast Kootenay)

**Capital Plan Bylaw No. 2023/24-CPSD05-02**

Re: Ministry Response to the Amended Annual Five-Year Capital Plan Submission for 2023/24

This letter is in response to your School District's 2023/24 Annual Five-Year Capital Plan submissions for Major Capital Programs and Minor Capital Programs and provides direction for advancing supported and approved capital projects. **Please see all bolded sections below for information.**

The Ministry has reviewed all 60 school districts' Annual Five-Year Capital Plan submissions for Major Capital Programs and Minor Capital Programs to determine priorities for available capital funding in the following programs:

- Seismic Mitigation Program (SMP)
- Expansion Program (EXP)
- Replacement Program (REP)
- Site Acquisition Program (SAP)
- Rural District Program (RDP)
- School Enhancement Program (SEP)
- **School Food Infrastructure Program (FIP)\***
- Carbon Neutral Capital Program (CNCP)
- Building Envelope Program (BEP)
- Playground Equipment Program (PEP)
- Bus Acquisition Program (BUS)

**\*Note: The FIP is a new program commencing in fiscal year 2023/24. FIP project requests are required to be submitted as part of the capital plan submissions that are due on June 30, 2023. School districts will be advised of approved FIP projects in early fall via an amended 2023/24 Capital Plan Response letter. Further information regarding the scope of the program, program criteria, and eligible projects will be included in the 2024/25 Capital Plan Instructions.**

The following tables identify major capital projects that are supported to proceed to the next stage, if applicable, as well as minor capital projects that are approved for funding and can proceed to procurement.

**MAJOR CAPITAL PROJECTS (SMP, EXP, REP, SAP, RDP)**

**Projects in Development from Previous Years**

Project #	Project Name	Project Type	Comments
150181	New Fernie School	New School	Please submit Project Development Report (PDR) to Ministry as soon as possible.

Capital Project Funding Agreements (CPFA) are not issued for Major Capital Projects until after the Business Case and all other required supporting documentation is received, reviewed, and approved for funding by the Ministry.

**MINOR CAPITAL PROJECTS (SEP, CNCP, BEP, PEP, BUS)**

Below are tables for the minor capital projects that are approved. The table identifies School Enhancement Program (SEP), Carbon Neutral Capital Program (CNCP), Building Envelope Program (BEP), Playground Equipment Program (PEP), as well as the Bus Acquisition Program (BUS), if applicable.

**New projects for SEP, CNCP, BEP, PEP**

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
Mount Baker Secondary	SEP - Plumbing Upgrades	\$711,000	Proceed to design, tender & construction. To be completed by March 31, 2024.
Sparwood Secondary	CNCP - Electrical Upgrades	\$252,000	Proceed to design, tender & construction. To be completed by March 31, 2024.
Rocky Mountain Elementary	CNCP - Electrical Upgrades	\$46,721	Proceed to design, tender & construction. To be completed by March 31, 2024.
Frank J Mitchell Elementary	PEP - Accessible Playground Equipment	\$195,000	Proceed to design, tender & construction. To be completed by March 31, 2024.

## New projects for BUS

Existing Bus Fleet #	New/Replacement Bus Type	Amount Funded by Ministry	Next Steps & Timing
New Route	D (80+RE) with 0 wheelchair spaces	\$247,082	Proceed to ordering the school bus(es) between April 3rd and May 15th, 2023 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at <a href="http://www.astsbc.org">http://www.astsbc.org</a>
New Route	D (80+RE) with 0 wheelchair spaces	\$247,082	Proceed to ordering the school bus(es) between April 3rd and May 15th, 2023 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at <a href="http://www.astsbc.org">http://www.astsbc.org</a>
8055	A2 Under 6350kg (1-24)	\$ 131,236	<b>Proceed to ordering the school bus(es) from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at <a href="http://www.astsbc.org">http://www.astsbc.org</a></b>

**An Annual Programs Funding Agreement (APFA) accompanies this Capital Plan Response Letter which outlines specific Ministry and Board related obligations associated with the approved Minor Capital Projects for the 2023/24 fiscal year as listed above.**

**In accordance with Section 143 of the *School Act*, Boards of Education are required to adopt a single Capital Bylaw (using the Capital Bylaw Number provided at the beginning of this document) for its approved 2023/24 Five-Year Capital Plan as identified in this Capital Plan Response Letter. For additional information, please visit the Capital Bylaw website at:**

**<https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/capital/planning/capital-bylaws>**

**The Capital Bylaw and the APFA must be signed, dated, and emailed to Ministry Planning Officer Nathan Whipp at [Nathan.Whipp@gov.bc.ca](mailto:Nathan.Whipp@gov.bc.ca) as soon as possible. Upon receipt the Ministry will issue Certificates of Approvals as defined in the APFA.**

As the 2023/24 Capital Plan process is now complete, the Capital Plan Instructions for the upcoming 2024/25 Annual Five-Year Capital Plan submission process (using the Ministry's Capital Asset Planning System (CAPS) online platform) will be available on the Ministry's Capital Planning webpage by April 1<sup>st</sup>, 2023.

NOTE: School districts' Capital Plan submission deadlines for the 2024/25 fiscal year, using the CAPS online platform, will be as follows:

- **June 30, 2023** – Major Capital Programs (SMP, EXP, REP, RDP, SAP, BEP); Minor Capital Programs (FIP).
- **September 30, 2023** – Minor Capital Programs (SEP, CNCP, PEP, BUS).

The staggered deadlines are intended to provide the Ministry with input required to initiate planning for the next budget cycle, while enabling school districts additional time and flexibility to plan over the summer. School districts may wish to provide Major and Minor Capital submissions by the June 30, 2023 deadline.

Additionally, the Annual Facility Grant (AFG) project requests for the 2023/24 fiscal year are to be submitted using the CAPS online platform, on or before May 31, 2023.

Please contact your respective Regional Director or Planning Officer as per the [Capital Management Branch Contact List](#) with any questions regarding this Capital Plan Response Letter or the Ministry's capital plan process.

Sincerely,



Francois Bertrand, Executive Director  
Capital Management Branch

pc: Damien Crowell, Director, Major Capital Projects, Capital Management Branch  
Geoff Croshaw, A/Director, Minor Capital Programs and Finance Unit, Capital Management Branch

Acknowledgement *Good Morning and Welcome*

I would like to acknowledge that I am presenting today on the homelands of the Ktunaxa people. The footprint of our School District is fully contained within the Ktunaxa Nation.

### Introduction

The Board of Education of School District No. 5 (Southeast Kootenay) ("SD5") assumes the responsibility for governing the education system in our District in a progressive and educationally sound manner. The Board is fully accountable to our public. The District covers the southeast corner of the province and includes the major centres of Cranbrook, Fernie, Elkford and Sparwood.

*and Jaffray/South Country. We provide education services to over 6,600 students, with 20 schools and*

**Recommendation 1** *4 StrongStart Centres, and, we employ over 1600 in the Dist.*

**Increase in Special Education Funding** - Additional funding <sup>is</sup> required to meet the supports <sup>people</sup> and services (ie. counselling, occupational therapy, physiotherapy, school psychology, and speech-language therapy) needed ~~and~~ to increase the 91% six-year graduation completion rate for all SD5 students.

### Recommendation 1 Explanation

All students have unique educational needs. Most students are able to be educated within the Basic Allocation funding, however, the level 1, 2, 3 funding for special education is insufficient to meet the needs of all applicable students.

Provincially, 67% (76% - 2021/2022) of the actual special education operating expenses were covered by special education grant funds in 2022/23 (65% - 2021/22). In 2022/23, SD5 received \$10,572,545 (2021/2022 - \$11,316,205) in special education funding and expended \$15,800,511 (2021/2022 - \$14,909,599). Therefore, the SD5 Board supplements the special



education funding annually by \$5,227,966 (2021/2022 - \$3,593,394) out of general operating funds.

In September 2022, approximately 16.2% (971/5990) of SD5's student population was identified as having diverse abilities or disabilities and required additional support to meet their needs and graduate with dignity and purpose. We have 367 Level 1 and 2 students that require the most support and 229 Level 3 students that also require additional supports. These are the highest historical counts experienced at SD5.

We are unable to provide learning assistance to students that require a minor amount of support due to this lack of funding as we already significantly supplement the special education provided for our students with the highest needs.

Mental illness is becoming the next crisis, caused by financial and social strain. Targeted grant funding for mental health in 2022/23 was \$74,000. This has not been identified as ongoing funding for 2023/2024. This will greatly limit our ability to meet our students' needs.

\* Targeted funding for all students with diverse learning needs and abilities would work best for our District. Additional supports and services funding is required to properly service the needs of our students and to continue to improve <sup>on</sup> our 91% graduation rate. Adequate funding to meet these needs is the moral and ethical thing to do.

**Recommendation 2**

**School Life Cycle Funding** - For too long, the focus has been on fitting kids into spaces. It is about time we start building spaces for students and their learning needs and their stages of development.

## Recommendation 2 Explanation

The Province needs to address aging infrastructure in the Education sector. Districts outside seismic areas have continued to maintain a level of maintenance which is barely acceptable to operate schools. The learning environment for students and the health and safety of our employees suffers as a result of our aging facilities.

The Facility Condition Index ("FCI") determines the condition of a school. FCI is expressed as a range of 0.00 to 1.00 with 0.00 being a new facility and 0.60 and above requiring immediate action.

Provincially, the FCI average is 0.46 (2016 - 0.39) and the SD5 average is 0.54 (2016 - 0.40). A rating between 0.50 and 0.60 is given a "poor" rating and does not meet requirements. Immediate attention is required to replace multiple SD5 schools with significant building systems being at the end of their life cycle. Parts may no longer be in stock or are exceedingly difficult to obtain. There is an elevated risk of failure of some key safety systems, such as fire suppression.

SD5 has 15 of 17 schools fall within this unacceptable range and the average age of our facilities is 50 years.

Building repair costs are becoming significant. There are necessary upgrades needed to properly serve our students and staff at Mount Baker Secondary School. These upgrades include a new elevator (\$400,000), a dust collection system (\$500,000), and a fire safety system (\$2,000,000). SD5 has been advocating for a replacement school for over 20 years. Millions of dollars spent in regular repairs and maintenance is a short-sighted solution to a long-term problem.

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We have submitted a Project Definition Report to the Ministry for a new Middle school in Fernie. This will be a significant help to our fastest growing community. However, our other communities are in dire need of replacement buildings as noted above.

Thank You



Tel: (250) 832-7171  
www.bdo.ca

BDO Canada LLP  
571 - 6th Street NE, Suite 201  
Salmon Arm, British Columbia  
V1E 1R6

May 30, 2023

School District No. 5 (Southeast Kootenay)  
940 Industrial Road No. 1  
Cranbrook, BC, V1X 4C6

Dear Nick Taylor, CPA,

We understand that you wish to engage us as the auditors of School District No. 5 (Southeast Kootenay) for its fiscal year ended June 30, 2023 and subsequent years.

We are pleased to perform the engagement subject to the terms and conditions of this Agreement, to which the attached Standard Terms and Conditions form an integral part. The definitions set out in the Standard Terms and Conditions are applicable throughout this Agreement. This Agreement will remain in place and fully effective for future years until varied or replaced by another relevant written agreement.

Angie Spencer, CPA, CA will be the Engagement Partner for the audit work we perform for you. The Engagement Partner will call upon other individuals with specialized knowledge to assist in the performance of services.

### **Our Role as Auditors**

We will conduct our audit(s) in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements prepared in accordance with Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. Our audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by you, as well as evaluating the overall financial statement presentation.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements, whether by fraud or error, may not be detected, even though the audit is properly planned and performed in accordance with Canadian generally accepted auditing standards.

In making our risk assessments, we consider internal control relevant to your preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of your internal controls. However, we will communicate to you concerning any significant deficiencies in internal controls relevant to the audit of the financial statements that we have identified during the audit.

We will also communicate matters required by professional standards, to the extent that such matters come to our attention, to you, those charged with governance and/or the Board of Trustees.



## Reporting

Our audit will be conducted on the basis that the financial statements have been prepared in accordance with Canadian Public Sector Accounting Standards

Our independent auditor's report will be substantially in the form set out in Canadian Auditing Standard (CAS) 700. The form and content of our report may need to be amended in the light of our audit findings. If we are unable to issue or decline to issue an audit report, we will discuss the reasons with you and seek to resolve any differences of view that may exist.

## Role of Management and Those Charged with Governance

You acknowledge and understand that you have responsibility for:

- (a) the preparation and fair presentation of the financial statements in accordance with Canadian Public Sector Accounting Standards of British Columbia. The audit of the financial statements does not relieve you of your responsibilities;
- (b) such internal controls as you determine are necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error; and
- (c) providing us with:
  - access, in a timely manner, to all information of which you are aware that is relevant to the preparation of the financial statements such as records, documentation and other matters;
  - additional information that we may request for the purpose of the audit;
  - unrestricted access to persons within the entity from whom we determine it is necessary to obtain audit evidence;
  - financial and non-financial information (other information) that will be included in document(s) containing financial statements and our audit report thereon prior to the date of our auditor's report. If it is not possible to provide all the other information prior to the date of our auditor's report, you are responsible for provision of such other information as soon as practicable; and
  - written confirmation concerning representations made to us in connection with the audit. If appropriate and adequate written representations are not provided to us, professional standards require that we disclaim an audit opinion.

## Financial Statement Services

We will obtain your approval, if during the course of our engagement we:

- (a) prepare or change a journal entry; or
- (b) prepare or change an account code or a classification for a transaction.

As agreed, we will provide assistance in the preparation of the financial statements.



These services create a threat to our independence. We, therefore, require that the following safeguards be put into place:

- (a) that you create the source data for all accounting entries;
- (b) that you develop any underlying assumptions for the accounting treatment and measurement entries; and
- (c) that you review and approve the draft financial statements, including the notes to the financial statements.

### **Tax Services**

Our audit is conducted primarily to enable us to express an opinion on the financial statements. The audit process is not designed to provide us with a full understanding of your tax situation and in particular, to allow us to determine whether the entity has specific tax compliance issues. We understand that you are not looking to BDO to provide you with any guidance or advice in regard to tax planning or compliance.

### **Additional Services**

We are available to provide a wide range of services beyond those outlined in this Agreement. To the extent that any additional services that we provide to you that are not provided under a separate written engagement agreement, the provisions of this Agreement will apply to the services.

### **Fee Estimation**

The estimated base fee for this engagement as per the Request for Proposal dated January, 2023 is \$32,500. All invoices are subject to our technology and administration fee of 7% before applicable taxes.

For each future year we will issue a Summary of Services providing details of our Services and fees.

Our fees will be invoiced and payable as follows:

- \$10,000 interim invoice issued in June, 2023;
- \$20,000 interim invoice issued in August, 2023;
- \$2,500 within 10 days after issuance of our final invoice along with any additional required final payments.

Our accounts are due when rendered and invoiced amounts are deemed to be earned when paid. BDO may suspend the performance of Services in the event that you fail to pay an invoice when it is due. Fees that are not paid within 30 days of an invoice or by a specified payment deadline will be considered delinquent. Interest may be charged at the rate of 12% per annum on all accounts outstanding for more than 30 days.

### **Standard Terms and Conditions**

A copy of our Standard Terms and Conditions is attached as Appendix 1. You should ensure that you read and understand them. **The Standard Terms and Conditions include clauses that limit our professional liability.**



Please sign and return the attached copy of this Agreement to indicate your agreement with it. If you have any questions concerning this Agreement, please contact us before signing it.

It is a pleasure for us to be of service and we look forward to many future years of association with you.

Yours truly,

*BDO Canada LLP*

Chartered Professional Accountants

Agreement of all the terms and conditions in this Agreement is hereby acknowledged by:

<small>DocuSigned by:</small>	
<i>Nick Taylor</i>	2023-05-31   12:38:22 PDT
<small>05B3F1E4AC63469...</small>	
Signature	Date

Nick Taylor	Secretary Treasurer
_____ Name (please print)	_____ Position

Please carefully review this Agreement, which includes the attached Standard Terms and Conditions, prior to signing it. A complete copy of the signed engagement letter should be returned to us.



## *Appendix 1 - Standard Terms and Conditions*

### 1 Overview and Interpretation

1.1 This Agreement sets forth the entire agreement between the parties in relation to Services and it supersedes all prior agreements, negotiations or understandings, whether oral or written, with respect to Services, including without limitation any non-disclosure agreements entered into in advance of this Agreement. This Agreement applies to Services whenever performed (including before the date of this Agreement). To the extent that any of the provisions of the accompanying letter conflict with these Standard Terms and Conditions, these Standard Terms and Conditions shall prevail. This Agreement may not be changed, modified or waived in whole or part except by an instrument in writing signed by both parties.

1.2 In this Agreement, the following words and expressions have the meanings set out below:

**This Agreement** - these Standard Terms and Conditions, the letter to which they are attached, supporting schedules or other appendices to the letter, and any Summary of Services letters issued in future years

**Services** - the services provided or to be provided under this Agreement, and any other services which we agree to provide to you subsequent to the date of this Agreement that are not covered by a separate engagement letter

**We, us, our, BDO** - refer to BDO Canada LLP, a Canadian limited liability partnership organized under the laws of the Province of Ontario

**You, your** - the party or parties contracting with BDO under this Agreement. You and your does not include BDO, its affiliates or BDO Member Firms

**BDO Member Firm or Firms** - any firm or firms that form part of the international network of independent firms that are members of BDO International Limited

**Confidential Information** - all non-public proprietary or confidential information and Personal Information, including Client Documents

**Personal Information** - personal information that is or could be attributed to identifiable individuals

**Client Documents** - information (including internal financial information and internal records and reports) provided to us by you or on your behalf in connection with the performance of the Services

### 2 BDO Network and Sole Recourse

2.1 BDO is a member of BDO International Limited, a UK company limited by guarantee, and forms part of the international network of independent member firms (i.e. BDO Member Firms), each of which is a separate legal entity.

2.2 We may use other BDO Member Firms or subcontractors to provide Services; however, we remain solely responsible for Services. You agree not to bring any claim or action against another BDO Member Firm (or their partners, members, directors, employees or subcontractors) or our subcontractors in respect of any liability relating to the provision of Services.





- 2.3 You agree that any of our affiliates, subcontractors, and other BDO Member Firms and any subcontractors thereof whom we directly or indirectly involve in providing Services have the right to rely on and enforce Section 2.2 above, as well as all liability protections contained herein, as if they were a party to this Agreement. For greater certainty, you agree that other BDO Member Firms that are subcontractors may enforce any limitations or exclusions of liability available to us under this Agreement.

### **3 Respective Responsibilities**

- 3.1 We will use reasonable efforts to complete, within any agreed-upon time frame, the performance of Services.
- 3.2 You shall be responsible for your personnel's compliance with your obligations under this Agreement. We will not be responsible for any delays or other consequences arising from you not fulfilling your obligations.

### **4 Working Papers and Deliverables**

- 4.1 **Ownership** - All reports (including assurance reports where applicable), written advice, working papers, and internal materials created or developed by us pursuant to this Agreement are owned by us, and we retain all property rights therein. All Client Documents continue to be your property, provided that we retain copies of such documents as necessary for our internal record keeping (including as required to comply with our professional obligations).
- 4.2 **Oral advice and draft deliverables** - You should not rely upon any draft deliverables or oral advice provided by us. Should you wish to rely upon something we have said to you, please let us know and, if possible, we will provide the information that you require in writing.
- 4.3 **Translated documents** - If you engage us to translate any documents, advice, opinions, reports or other work product of BDO from one language to another, you are responsible for the accuracy of the translation work.
- 4.4 **Reliance by Third Parties** - Our Services will not be planned or conducted in contemplation of or for the purpose of reliance by any party other than you, and are intended for the benefit of only you. Items of possible interest to a third party will not be addressed and matters may exist that would be assessed differently by a third party, possibly in connection with a specific transaction. The receipt by any third parties of any advice, opinions, reports or other work product is not intended to create any duty of care, professional relationship or any present or future liability between such third parties and us. For greater certainty, we expressly disclaim any liability of any nature or kind resulting from the disclosure to or unauthorized reliance by any third party on our advice, opinions, reports or other work product.
- 4.5 **Consent to use the Report** - Nothing in this Agreement shall be construed as consent to the use of our report in connection with a continuous disclosure document, a public or private offering document, an annual report or any other document and we expressly do not provide such consent. If you request consent for the use of our report, we will consider, at the relevant time, providing consent and any conditions that we may attach to such consent. Our consent must be in writing.
- 4.6 **Consent requests** - In order to provide consent, professional standards require that we read the other information in the related document and consider whether such information



is materially inconsistent with the related financial statements. Any consent request must be made on a sufficiently timely basis to allow us to consider your identification and resolution of events occurring in the period since the date of our report, and to obtain updated written representation letters. Such procedures will be performed at your cost and will be documented in a separate engagement letter.

## **5 Confidentiality**

- 5.1 We will use Confidential Information provided by you only in relation to the Services or for internal and administrative purposes. We will not disclose any Confidential Information, except where required by law, regulation or professional obligation. You agree, however, that we may disclose Confidential Information to other BDO Member Firms or other subcontractors assisting us in providing Services, provided that such parties are bound by reasonable confidentiality obligations no less stringent than in this Agreement.

## **6 Analytics**

- 6.1 Notwithstanding any other provision, BDO uses Confidential Information to develop, enhance, modify and improve technologies, tools, methodologies, services and offerings and for data analytics and other insight generation, including by aggregating de-identified data. Information developed in connection with these purposes may be used or disclosed to current or prospective clients as part of service offerings, however BDO will not use or disclose any Confidential Information in a way that would permit you to be identified.

## **7 Privacy and Consent for Use of Personal Information**

- 7.1 In order to provide our Services, we may be required to access and collect Personal Information of individuals that is in your custody. You agree that we may collect, use, store, transfer, disclose and otherwise process Personal Information as required for the purpose of providing the Services. Personal Information may be processed in various jurisdictions in which we or applicable BDO Member Firms and subcontractors providing Services operate and as such Personal Information may be subject to the laws of such jurisdictions. Personal Information will at all times be collected, used, stored, transferred, disclosed or processed in accordance with applicable laws and professional regulations and we will require any service providers and BDO Members that process Personal Information on our behalf to adhere to such requirements. Any collection, use, storage, transfer or disclosure of Personal Information is subject to BDO's Privacy Statement available at <https://www.bdo.ca/en-ca/legal-privacy/legal/privacy-policy/>.

- 7.2 You represent and warrant that:

- (a) you have the authority to provide the Personal Information to us in connection with the performance of our Services, and
- (b) the Personal Information provided to us has been provided in accordance with applicable law, and you have obtained all required consents of the individuals to whom such Personal Information relates in order to permit BDO to collect, use and disclose the Personal Information in the course of providing the Services.

## **8 Independence**

- 8.1 Professional and certain regulatory standards require us to be independent, in both fact and appearance, with respect to our clients in the performance of our Services. We will communicate to you any relationships between BDO (including its related entities) and you



that, in our professional judgment, may reasonably be thought to bear on our independence.

## **9 Offers of Employment**

- 9.1 Any discussions that you, or any party acting on your behalf, have with professional personnel of our Firm regarding employment could pose a threat to our independence. Your recruitment of an engagement team member from the current or prior year's engagement may compromise our independence and our ability to render agreed Services to you. Engagement team members may include current and former partners and staff of BDO, other BDO Member Firms and other firms who work under our direction. Therefore, you agree to inform us prior to any such discussions so that you and we can implement appropriate safeguards to maintain our independence.

## **10 Professional and Regulatory Oversight and Legal Processes**

- 10.1 As required by legal, regulatory, or professional authorities (both in Canada and abroad) and by BDO policy, our client files must periodically be reviewed by practice inspectors to ensure that we are adhering to professional and BDO standards. It is understood that by entering into this Agreement, you provide your consent to us providing our files relating to your engagement to the practice inspectors for the sole purpose of their inspection.
- 10.2 Certain law enforcement, regulatory and other governmental bodies may also have the right under law or regulation to conduct investigations of you, including the Services provided by us. To the extent practicable and permitted by law or regulation, we will advise you of any such document request or production order we receive in connection with any such investigation prior to providing any documents in response to such request or order.
- 10.3 We are sometimes required by law, regulation, subpoena or other legal process, or upon your request, to produce documents or personnel as witnesses in connection with legal or regulatory proceedings. Where BDO is not a party to such proceedings, you shall reimburse us at our current standard billing rates for professional time and expenses, including without limitation, reasonable legal fees, expenses and taxes incurred in responding to such compelled assistance or request by you.

## **11 Electronic Communications**

- 11.1 Both parties recognize and accept the security risks associated with email communications, including but not limited to the lack of security, unreliability of delivery and possible loss of confidentiality and privilege. Unless you request in writing that we do not communicate by internet email, you assume all responsibility and liability in respect of risk associated with its use.

## **12 Limitation of Liability**

- 12.1 In any dispute, action, claim, demand for losses or damages arising out of the Services performed by BDO pursuant to this Agreement, BDO's liability will be several, and not joint and several, and BDO shall only be liable for its proportionate share of the total liability based on degree of fault as determined by a court of competent jurisdiction or by an independent arbitrator, notwithstanding the provisions of any statute or rule of common law which create, or purport to create, joint and several liability.



- 12.2 In no event shall BDO be liable for indirect, consequential, special, incidental, aggravated, punitive or exemplary damages, losses or expenses, or for any loss of revenues or profits, loss of opportunity, loss of data, or other commercial or economic loss or failure to realize expected savings, including without limitation expected tax savings, whether or not the likelihood of such loss or damage was contemplated.
- 12.3 BDO shall in no event be liable under this Agreement or otherwise in connection with the Services for any actions, damages, claims, fines, penalties, complaints, demands, suits, proceedings, liabilities, costs, expenses, or losses (collectively, "Liabilities") in any way arising out of or relating to the Services performed hereunder for an aggregate amount of more than the higher of:
- (a) three times the fees paid to BDO by you, in a twelve consecutive month period, for the Services provided pursuant to this Agreement giving rise to the claim; and
  - (b) \$25,000.
- 12.4 The limitations of liability in this section apply whether or not the Liabilities asserted by you against BDO are incurred by you directly or as a result of a claim or demand against you by a third party.
- 12.5 No exclusion or limitation on the liability of other responsible persons imposed or agreed at any time shall affect any assessment of our proportionate liability hereunder, nor shall settlement of or difficulty enforcing any claim, or the death, dissolution or insolvency of any such other responsible persons or their ceasing to be liable for the loss or damage or any portion thereof, affect any such assessment.
- 12.6 You agree claims or actions relating to the delivery of Services shall be brought against us alone, and not against any individual. Where our individuals are described as partners, they are acting as one of our members.
- 12.7 For purposes of this Section, the term "BDO" shall include BDO Canada LLP and its subsidiaries, associated and affiliated entities and their respective current and former partners, directors, officers, employees, agents and representatives. The provisions of this Section shall apply to the fullest extent of the law, regardless of the form of the claim, whether in contract, statute, tort (including without limitation, negligence) or otherwise.

### **13 Indemnity**

- 13.1 To the fullest extent permitted by applicable laws, in the event of a claim or demand by a third party against BDO that arises out of or relates to the Services, you agree to indemnify and hold harmless BDO from and against all losses, costs (including solicitors' fees), damages, or expenses resulting from such third party claim or demand, except to the extent that the same is finally determined to have resulted from BDO's negligence or intentional misconduct.

### **14 Alternative Dispute Resolution**

- 14.1 Both parties agree that they will first attempt to settle any dispute arising out of or relating to this Agreement, including any question regarding its existence, interpretation, validity, breach or termination, or the Services provided hereunder, through good faith negotiations.



- 14.2 In the event that the parties are unable to settle or resolve their dispute through negotiation, such dispute shall be subject to mediation using a mediator chosen by mutual agreement of the parties.
- 14.3 All disputes remaining unsettled for more than 60 days following the parties first mediation session with a mediator, or such longer period as the parties mutually agree upon, shall be referred to and finally resolved by arbitration. The parties agree that one arbitrator shall be appointed within twenty (20) days of receipt of the request for arbitration. If the parties cannot agree on the appointment of an arbitrator in such period then either party may immediately apply for the appointment of an arbitrator to a court of competent jurisdiction in the Province of the governing law as contained herein pursuant to such Province's applicable *Arbitration Act*. The place of arbitration shall be in the capital of the Province of the governing law as contained herein. Unless the arbitrator otherwise determines, the fees of the arbitrator and the costs and expenses of the arbitration will be borne and paid equally by the parties. Such arbitration shall be final, conclusive and binding upon the parties, and the parties shall have no right of appeal or judicial review of the decision whatsoever. The parties hereby waive any such right of appeal or judicial review which may otherwise be provided for in any provincial arbitration statute. Judgement upon the award, including any interim award, rendered by the arbitrator may be entered in any court having jurisdiction. The arbitration shall be kept confidential and the existence of the arbitration proceeding and any element thereof (including but not limited to any pleadings, briefs or other documents submitted and exchanged and testimony and other oral submissions and any awards made) shall not be disclosed beyond the arbitrator(s), the parties, their counsel and any person to whom disclosure is necessary to the conduct of the proceeding except as may be lawfully required in judicial proceedings relating to the arbitration or otherwise.

## 15 Limitation Period

- 15.1 You shall make any claim relating to Services or otherwise under this Agreement no later than one year after you became aware or ought reasonably to have become aware of the facts giving rise to any such claim.
- 15.2 You shall in no event make any claim relating to the Services or otherwise under this Agreement later than four years after the completion of the Services under this Agreement.
- 15.3 To the extent permitted by law, the parties to this Agreement agree that the limitation periods established in this Agreement replace any limitation periods under any limitations act and/or any other applicable legislation and any limitation periods under any limitations act and/or any other applicable legislation shall not alter the limitation periods specified in this Agreement.

## 16 Québec Personnel

- 16.1 We may sometimes have individual partners and employees performing Services within the Province of Québec who are members of the Ordre des comptables professionnels agréés du Québec. Any such members performing professional services hereunder assumes full personal civil liability arising from the practice of their profession, regardless of their status within our partnership. They may not invoke the liability of our partnership as grounds for excluding or limiting their own liability. Any limitation of liability clauses in this Agreement shall therefore not apply to limit the personal civil liability of partners and



employees who are members of the Ordre des comptables professionnels agréés du Québec.

## **17 Termination**

- 17.1 This Agreement applies to Services whenever performed (including before the date of this Agreement).
- 17.2 You or we may terminate this Agreement at any time upon written notice of such termination to the other party. We will not be liable for any loss, cost or expense arising from such termination. You agree to pay us for all Services performed up to the date of termination, including Services performed, work-in-progress and expenses incurred by us up to and including the effective date of the termination of this Agreement.

## **18 Governing Laws**

- 18.1 The terms of our engagement shall remain operative until amended, terminated, or superseded in writing. They shall be interpreted according to the laws of British Columbia in which BDO's principal Canadian office performing the engagement is located, without regard to such province/territory's rules on conflicts of law.

## **19 Survival**

- 19.1 The provisions of this Agreement that give either of us rights or obligations beyond its termination shall continue indefinitely following the termination of this Agreement. Any clause that is meant to continue to apply after termination of this Agreement will do so.

## **20 Force Majeure**

- 20.1 We will not be liable for any delays or failures in performance or breach of contract due to events or circumstances beyond our reasonable control, including acts of God, war, acts by governments and regulators, acts of terrorism, accident, fire, flood or storm or civil disturbance.

## **21 Assignment**

- 21.1 No party may assign, transfer or delegate any of the rights or obligations hereunder without the written consent of the other party or parties. BDO may engage independent contractors and BDO Member Firms to assist us in performing the Services in this Agreement without your consent.

## **22 Severability**

- 22.1 The provisions of this Agreement shall only apply to the extent that they are not prohibited by a mandatory provision of applicable law, regulation or professional standards. If any of these provisions shall be held to be invalid, void or unenforceable, then the remainder of this Agreement shall not be affected, impaired or invalidated, and each such remaining provision shall be valid and enforceable to the fullest extent permitted by law.

Version: v4 202205