



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

November 27, 2023, 12:00 P.M.

Cranbrook Board Office

Members

Chris Johns

Irene Bischler

Nicole Heckendorf

Wendy Turner

**Pages**

**1. COMMENCEMENT OF MEETING**

**1.1 Call to Order**

**1.2 Acknowledgement of Ktunaxa Territory**

**1.3 Approval of the Agenda**

**1.4 Approval of the Minutes**

**3**

Approval of the minutes from October 23, 2023

**2. BUSINESS ARISING FROM PREVIOUS MINUTES**

**2.1 Trades Funding Follow Up**

Ongoing agenda item

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

District Vice Principal Atwal to provide the Committee with new process and procedures.

**2.3 Site Acquisition Charges**

Working group formed to investigate school site acquisition charges.

**3. PRESENTATIONS**

<b>4.</b>	<b>REPORTS</b>	
4.1	Secretary Treasurer	
4.1.1	Steeples Washroom Renovation	
4.2	Superintendent	
4.2.1	Child Care Update	
<b>5.</b>	<b>NEW BUSINESS</b>	
<b>6.</b>	<b>ACTION ITEMS FOR FUTURE MEETINGS</b>	
<b>7.</b>	<b>CORRESPONDENCE</b>	
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<b>8.</b>	<b>ADJOURNMENT</b>	



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

**MINUTES - FINANCE/OPERATIONS/PERSONNEL COMMITTEE (PUBLIC)**

**October 23, 2023, 12:00 p.m.  
Cranbrook Board Office**

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

Board/District Staff in  
Attendance: Chairperson Doug McPhee  
Trustee Trina Ayling  
Trustee Bev Bellina  
Trustee Alysha Clarke  
Trustee Sarah Madsen  
Secretary Treasurer Nick Taylor  
Superintendent Viveka Johnson  
Director of Instruction and Human Resources Brent Reimer  
Director of Student Learning and Innovation Diane Casault  
Director of Student Learning and Indigenous Education Jason Tichauer  
Operations Manager Joe Tank  
Vice Principal Human Resources and Health & Safety Jaslene Atwal  
Principal of Early Learning and Child Care Laura-Lee Phillips  
Executive Assistant to Secretary Treasurer and Superintendent  
(recorder) Jane Nixon

**1. COMMENCEMENT OF MEETING**

**1.1 Call to Order**

Co-Chair Trustee Johns called the public Finance Operations Personnel Committee meeting of October 23, 2023, to order at 12:06 p.m.

**1.2 Approval of the Agenda**

Moved/Seconded by Heckendorf/Bischler:

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

**1.3 Approval of the Minutes**

Approval of the minutes from September 25, 2023

Moved/Seconded by Turner/Heckendorf:

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

**2. BUSINESS ARISING FROM PREVIOUS MINUTES**

**2.1 Cranbrook Career Fair**

District Vice Principal Atwal provided a brief report on the Cranbrook Career Fair as attached to the agenda package.

**2.2 Trades Funding Follow Up**

Director Tichauer reported on the meeting with the College of the Rockies Vice President Academics and Dean of Trades. Co-Chair Trustee Johns requested this be an ongoing agenda item.

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

Operations Manager Tank discussed the District's current procedures for individuals working alone. District Vice Principal Atwal will provide the Committee with new process and procedures at the November 27, 2023 meeting.

**3. PRESENTATIONS**

Nil

**4. REPORTS**

**4.1 Secretary Treasurer**

**4.1.1 Shadow Mountain Proposed OCP Amendment**

Discussion continued from the public meeting of the Board of Education on October 10, 2023.

Secretary Treasurer Taylor provided an update on his communications with the City of Cranbrook on the proposed community plan amendment. This was provided as a hand-out at the meeting.

## **RECOMMENDATION A**

Moved/Seconded by Bischler/Turner:

THAT the Board of Education form a working group of the whole to investigate school site acquisition charges.

### **4.2 Superintendent**

#### **4.2.1 Child Care Update**

District Principal Phillips provided an update on third party providers and licences including:

- Community Connections
- Boys and Girls Club
- Bright Beginnings
- Society for Kids Care
- Elk Valley Women's Task Force

Further discussion on third party licencing was referred to the Finance Operations Personnel In-Camera meeting.

### **5. NEW BUSINESS**

Nil

### **6. ACTION ITEMS FOR FUTURE MEETINGS**

Nil

### **7. CORRESPONDENCE**

#### **7.1 Finance and Capital Analysis Report**

Secretary Treasurer Taylor provided an update on the budget and capital reports attached to the meeting agenda. He also provided an update on the Steeples washroom upgrade (ongoing agenda item).

#### **7.2 Trustee Professional Development**

Nil

#### **7.3 Staff Travel Summary**

Nil

### **8. ADJOURNMENT**

Moved/Seconded by Bischler/Turner:

THAT the October 23, 2023, public Finance Operations Personnel Committee meeting adjourn at 12:49 p.m.

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

DRAFT



# SCHOOL DISTRICT 5

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

November 20, 2023

District of Sparwood  
136 Spruce Avenue Sparwood, BC  
V0B 2G0

**ATTENTION: PATRICK SORFLEET**

Dear Patrick:

**RE: Support for Zoning Amendments for 441 Pine Ave (Sparwood Official Community Plan)**

We are writing in response to your email dated November 8, 2023, requesting a response to the proposed amendments to the District of Sparwood's Official Community Plan. The Board of Education of School District No. 5 (Southeast Kootenay) wants to express its full support for the proposed zoning amendments presented in the recommendation for Official Community Plan Amendment Bylaw 1321, 2023, and Zoning Amendment Bylaw 1320, 2023.

The 2021 Housing Needs Report emphasizes the demand for affordable housing options. Many households in Sparwood are struggling with the costs of housing. We believe that affordable housing and the general housing supply are two significant issues facing the Elk Valley as a whole, not only in the District of Sparwood.

The Board of Education of School District No. 5 (Southeast Kootenay) wishes to continue to support initiatives that promote affordable housing and housing accessibility that will better support our students and their families. Providing additional housing options of differing residential densities, as proposed in this amendment, would help alleviate these pressures. The zoning amendments allowing for a multi-unit affordable housing development at 441 Pine Avenue will help alleviate the housing concerns for the residents of Sparwood.

Thank you for reaching out and asking for our perspective on these proposed changes. We look forward to the positive impact this will have on our community.

Sincerely,

Nick Taylor  
Secretary Treasurer / Corporate Financial Officer

**From:** [Nick Taylor](#)  
**To:** [Jane Nixon](#)  
**Subject:** Fwd: Referral for an Official Community Plan Amendment in Sparwood  
**Date:** Thursday, November 09, 2023 09:39:56 AM  
**Attachments:** [image001.png](#)  
[2023-11-07 RTC Bylaws 1320 and 1321 - 441 Pine Ave OCP and Zoning Amendments final.docx](#)  
[1. Official Community Plan Amendment Bylaw 1321, 2023.pdf](#)  
[2. Zoning Amendment Bylaw 1320, 2023.pdf](#)

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**From:** Patrick Sorfleet <psorfleet@sparwood.ca>  
**Sent:** Wednesday, November 8, 2023 1:47:15 PM  
**To:** Viveka Johnson <Viveka.Johnson@sd5.bc.ca>  
**Cc:** Nick Taylor <Nick.Taylor@sd5.bc.ca>; Doug McPhee <Doug.McPhee@sd5.bc.ca>; Bev Bellina <Bev.Bellina@sd5.bc.ca>; Josh Joseph <jjoseph@sparwood.ca>  
**Subject:** Referral for an Official Community Plan Amendment in Sparwood

**CAUTION:** This email originated from outside of School District 5. Please do not share information, click links or open attachments unless you recognize the sender email address and know the content is safe.

Viveka *et al.*

The District of Sparwood is considering an amendment to our Official Community Plan to make changes to lands in and around 441 Pine Avenue in Sparwood. This area is south of the old Mountainview School.

In brief the District is looking to amend the OCP to facilitate this land being developed for affordable housing. That end the Future Land Use, Parks and Recreation, and Forma and Character Development Permit Area maps are proposed to be altered. In conjunction with the OCP amendment council will be considering a zoning amendment to change the zoning to R3 to allow multi-family residential development. This is the same zoning as the current Timbers Landing affordable housing that is reaching completion closer to the former school.

I've attached a copy of the report we provided to Council as well as both proposed bylaws. We are in the process of scheduling a public hearing for Dec 5<sup>th</sup> which you are welcome to attend and present your thoughts; however, as a formal referral you can reason to this email and we will include that information in our report to Council. Would you be able to provide a response in the next 3 weeks(Nov 29)?

Please let me know if you have any questions or need any clarification. I have cc'ed my colleague Josh on this email in case I am away.

Thanks



**Patrick Sorfleet, RPP, MCIP (he/him)**  
Director of Planning and Development, Deputy CAO  
**District of Sparwood**

Phone: 250.425.6828

[psorfleet@sparwood.ca](mailto:psorfleet@sparwood.ca)

[www.sparwood.ca](http://www.sparwood.ca)



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**From:** [Nick Taylor](#)  
**To:** [Jane Nixon](#)  
**Subject:** Fwd: Referral for an Official Community Plan Amendment in Sparwood  
**Date:** Thursday, November 09, 2023 09:39:47 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)

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**From:** Patrick Sorfleet <psorfleet@sparwood.ca>  
**Sent:** Wednesday, November 8, 2023 3:12:37 PM  
**To:** Viveka Johnson <Viveka.Johnson@sd5.bc.ca>  
**Cc:** Nick Taylor <Nick.Taylor@sd5.bc.ca>  
**Subject:** RE: Referral for an Official Community Plan Amendment in Sparwood

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Viveka & Nick,

I meant to include this picture as well to help you identify the area we are referencing.



Cheers

**Patrick Sorfleet, RPP, MCIP (he/him)**  
Director of Planning and Development, Deputy CAO  
**District of Sparwood**

Phone: 250.425.6828  
[psorfleet@sparwood.ca](mailto:psorfleet@sparwood.ca)  
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**Subject:** Referral for an Official Community Plan Amendment in Sparwood

Viveka *et al.*

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I've attached a copy of the report we provided to Council as well as both proposed bylaws. We are in the process of scheduling a public hearing for Dec 5<sup>th</sup> which you are welcome to attend and present your thoughts; however, as a formal referral you can reason to this email and we will include that information in our report to Council. Would you be able to provide a response in the next 3 weeks(Nov 29)?

Please let me know if you have any questions or need any clarification. I have cc'ed my colleague Josh on this email in case I am away.

Thanks

**Patrick Sorfleet, RPP, MCIP (he/him)**  
Director of Planning and Development, Deputy CAO  
**District of Sparwood**

Phone: 250.425.6828  
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## REPORT TO COUNCIL

<b>TOPIC:</b>	Bylaws 1320 and 1321 – 441 Pine Ave Official Community Plan and Zoning Amendment Bylaws	
<b>MEETING:</b>	November 7, 2023	<b>ATTACHMENTS:</b> 1) Official Community Plan Amendment Bylaw 1321, 2023 2) Zoning Amendment Bylaw 1320, 2023 3) Sparwood Housing Needs Report 2021
<b>PRESENTER:</b>	Director of Planning and Development	
<b>REVIEW:</b>	Director of Planning and Development	

### RECOMMENDATION

1. That Council direct staff not to conduct early and ongoing consultation with the Regional District of East Kootenay, the Ktunaxa Nation Council, School District #5, the Ministry of Transportation and Infrastructure in accordance with section 475(2)(b) of the Local Government act regarding Official Community Plan Amendment Bylaw 1321, 2023.
2. That Council give first and second readings to Official Community Plan Amendment Bylaw 1321, 2023 as presented
3. That Council give first and second readings to Zoning Amendment Bylaw 1320, 2023 as presented.
4. That Council direct Staff to advertise a joint public hearing for Bylaws 1321 and 1320 for December 5<sup>th</sup>, 2023.

### PURPOSE

To present proposed amendment bylaws to the Official Community Plan Bylaw No.1165, 2015 (OCP) and Zoning Bylaw No. 264, 1981 (Zoning Bylaw) to allow for a multi-unit affordable housing development at 441 Pine Avenue.

### BACKGROUND

441 Pine Avenue and the surrounding undeveloped road allowance called Evergreen Crescent have a combined area of ~1.3ha. These lands are District owned and zoned I – Institutional and PR - Parks and Recreation. Portions of the parcel are also identified as Parks and Natural Areas and Civic and Institutional for Future Land Use in Schedule B the Official Community Plan. The subject parcel is directly adjacent to 431 Pine Avenue where the 30-unit Timbers Landing affordable housing project is nearing completion. To allow for an additional multi-unit affordable housing development of its kind, the subject parcel would have to be rezoned to R-3 High Density Residential which will require amendments to the Official Community Plan Schedules B, H and M.

### ANALYSIS AND OPTIONS

#### OCP Designations

[Schedule B](#) of the OCP currently designates the subject parcel for Parks/Natural and Civic/Institutional; however, there are no criteria for what types of development can be undertaken in this future land use area. As defined by [Schedule C](#) of the OCP, the subject parcel is also situated within the areas of Lower Sparwood which have been designated as Infill/ Redevelopment Area with the objective to encourage increased residential densities and promote neighbourhood diversity and more compact development. Additionally, the subject parcel is within areas identified as Parks and Natural Areas as per [Schedule H](#); however, it is not designated as municipal parkland. The proposed amendment would exclude the subject parcel from Schedule H. Lastly, the lands are not currently within the Form and Character Development Permit area and are proposed to be added similar to other high density residential areas within the community.

The aim of the proposed amendments is to rezone the subject parcel to allow for high density residential development, provide consistency between the OCP future land use and Zoning bylaw and to include the subject area in the Form and Character Development Permit Area which apply to multi-family residential development.

### **Amendments to the proposed bylaws**

#### **OCP**

The proposed OCP amendments are aligned with the OCP's general goals to encourage the provision of diverse housing options that allow residents with a range of ages, income levels, and lifestyles to live comfortably in the community through all stages of their lives. The amendments will also align with the OCP housing goal to promote and facilitate the development of market and non-market affordable housing. Additionally, the proposed OCP amendments promote objective 1.3 of the OCP to allow the integration of different housing forms to promote neighbourhood diversity and more compact development within the Infill/Redevelopment Areas defined in Schedule C.

The proposed amendments are to:

- Change the future land use designation in Schedule B of the OCP to Multi-Family Residential.
- Remove the lands from the Parks and Natural Areas map in Schedule H of the OCP.
- Add the lands to the Form and Character Development Permit Areas shown in Schedule M of the OCP.

#### **Zoning**

A zoning amendment to rezone the subject Parcel to R-3 would allow for the development of a multi-family affordable housing project and would support the OCP goals and objectives for diverse, affordable, and age-friendly housing as well as compact development within the Infill/Redevelopment Area.

#### **Legal Requirements**

Before Council may consider adoption of the amendment to the OCP, procedural requirements outlined in Part 14 Division 3 and 4 of the Local Government Act must be met, including a public hearing and notice before the 3<sup>rd</sup> reading adoption of the amendment bylaws. Zoning Bylaw amendments, if consistent with the OCP, don't require a public hearing; however, because the proposed amendments aim to create greater consistency between the bylaws, Staff recommend holding a joint public hearing to allow for public input regarding these changes.

#### **Section 473 of the Local Government Act**

As outlined by Section 473, a recent housing needs report (Attachment 3) must be considered by Council when amending its OCP map designations. The 2021 Housing Needs Report outlines the lack of housing options with reports of long waitlists for rental housing. The report also indicates that affordability is becoming an increasing concern in light of low vacancy rates and rising rents. The Housing report listed affordable housing as a key area of local need as a large portion of households in Sparwood spend 30% or more of their income on shelter costs.

#### **Section 475 of the Local Government Act**

During an amendment to an Official Community Plan (OCP), Section 475 of the Local Government Act states that a local government must consider whether the opportunities for consultation with one or more of the persons, organization and authorities should be early and ongoing. Additionally, Section 475(2)(b) also requires a local government to consider whether consultations are required with the board of the adjacent Regional District, the council of an adjacent municipality, First Nations, and agencies of the Federal or Provincial governments. Consultation under Section 475 is in addition to the legislative requirement for a public hearing. Staff believes that the proposed amendments are unlikely to impact the

interests of the Regional District of East Kootenay or the Ktunaxa Nation Council. The subject parcel is within 800 metres of a controlled access highway for which the Ministry of Transportation and Infrastructure will be referred for approval in accordance with Section 52 of the Transportation Act. Consultation with the school board will occur in accordance with section 476 of the Local Government Act as described below.

These lands have been designated for Infill/ Redevelopment to encourage the increased residential densities for these areas. For these reasons, Staff recommend that early and ongoing consultation with the Regional District of East Kootenay, the School District, and the Ktunaxa Nation Council not be required.

**Section 476 of the Local Government Act**

Section 476 of the Local Government Act stipulates that when an Official Community Plan amendment involves an area that falls within a school district, the local government is required to consult with the school district. In this case copies of these proposed bylaws will be referred to School District No. 5 (Southeast Kootenay) for comments should Council provide first reading. Any feedback received from the school district will be included into subsequent reports to the Council regarding these bylaws.

**Section 466 of the Local Government Act**

In accordance with section 5.4. of the Development Application Procedures Bylaw 1177, 2016, and Section 466 of the Local Government Act, mailed notices to owners and tenants in parcels affected by the bylaw amendment and to properties within 60 metres of the subject area are not required if 10 or more properties owned by 10 or more persons are subject to an application to amend a bylaw. However, should this bylaw proceed, a notice will be posted in the November 23<sup>rd</sup> and 30<sup>th</sup>, 2023 editions of The Free Press.

<b>A</b>	Give first and second readings to the bylaws and hold a public hearing	<p><b>Pros:</b></p> <ul style="list-style-type: none"> <li>• The proposed amendments will allow for a multi-family affordable housing project on 441 Pine Avenue.</li> <li>• Undertaking these amendments will improve the likelihood of success for the EFVS in applying for a grant to construct phase 2.</li> </ul>
		<p><b>Cons:</b></p> <ul style="list-style-type: none"> <li>• Council may wish to consider alternative amendments.</li> </ul>
		<p><b>Resource Implications:</b></p> <ul style="list-style-type: none"> <li>• The proposed amendments are part of the regular work of the Planning and Development Department.</li> </ul>
<b>B</b>	Amend the proposed bylaws before going to public hearing	<p><b>Pros:</b></p> <ul style="list-style-type: none"> <li>• If there are any parts of the proposed bylaws that Council wants to amend, doing so prior to the hearing allows Citizens to comment more directly on what Council would like to consider.</li> </ul>
		<p><b>Cons:</b></p> <ul style="list-style-type: none"> <li>• Staff have not had time to consider the effects of any changes made by Council.</li> </ul>
		<p><b>Resource Implications:</b></p> <ul style="list-style-type: none"> <li>• These would depend on the extent of the proposed changes and could require more staff time.</li> </ul>
		<p><b>Suggested Motion:</b> The wording of a motion would depend on what Council wishes to amend.</p>

		<p>That Council give first reading to _____ Amendment Bylaw 1320/1321, 2021 as presented.          That Council amend _____ Amendment Bylaw 1320/1321, 2023 as follows: &lt;insert list&gt;.          That Council give second reading to _____ Bylaw 1320/1321, 2023 as amended.</p>
C	Not provide first and second readings to the bylaws	<p><b>Pros:</b></p> <ul style="list-style-type: none"> <li>• Current bylaw remains unchanged, no additional staff time for these amendments. If Council wants to see these lands developed in a substantially different manner, defeating the proposed bylaws would be an efficient way to do so.</li> </ul>
		<p><b>Cons:</b></p> <ul style="list-style-type: none"> <li>• A new multi-family affordable housing project cannot be developed under the parcels current zone for Parks and Recreation and Institutional.</li> <li>• The lands not being already in the process of being designated for multi-family development would weaken the EVFS's grant application.</li> </ul>
		<p><b>Resource Implications:</b></p> <ul style="list-style-type: none"> <li>• Delay or non-action could result in a missed opportunity to provide more affordable housing in Sparwood.</li> </ul>
		<p><b>Suggested Motion:</b> None. Defeat of Option A would result in Option C.</p>

**ALIGNMENT WITH CORPORATE STRATEGIES & POLICIES**

GOVERNANCE: fiscally sustainable government focused on strategic decision- making, transparency and inclusiveness.

**PUBLIC COMMUNICATION AND ENGAGEMENT**

CONSULT: To obtain public feedback on analysis, options or decisions. Obtain feedback on the options. Set expectations and ensure the scope of the project and decision-making process is clearly stated.

**NEXT STEPS – PROCEDURAL REQUIREMENTS**

- The Public Hearing will be advertised in accordance with the Local Government Act and a referral will be sent to School District #5.
- The bylaws will be sent to the Ministry of Transportation and Infrastructure for approval prior to adoption.


Respectfully submitted,



Josh Joseph, Planning Technician

Finance Review N/A  
 Corporate Services Review Yes

Acting CAO's signature and comments:





## District Occupational Health and Safety Advisory Committee –Agenda

Date: November, 16 2023	Location: School District 5
Time: 1:30 to 3:30 p.m.	Place: B1 + Teams
Co-Chair: Larry Dureski	Co-Chair: Brent Reimer

### Agenda Items

**1) Call to Order:** Co-chair Larry Dureski called the meeting to order at 1:40 p.m.

**2) Roll Call:** Jade Kuystermans, Hailey Culver, Karen Bidder, Larry Dureski, Joe Tank, Brent Reimer, Jaslene Atwal, Sarah Mooy, Nick Taylor, Amanda Skene (recorder)

**3) Approval of Draft Agenda and Minutes from Last Meeting**

Agenda of the November 16, 2023, District Occupational Health and Safety Advisory Committee.

Moved/Seconded: Sarah Mooy/ Jaslene Atwal

Minutes of the June 9, 2023, District Occupational Health and Safety Advisory Committee

Moved/Seconded: Jade Kuystermans/ Nick Taylor

**4) Unfinished Business:**

a) Dealing with poor air quality from wildfire smoke

- Administrators advised to check Air Quality Index (AQI) on Government of Canada or weather websites.
- AQI may fluctuate real-time and vary among communities.
- Recommendations provided based on AQI for necessary actions.
- Index scale ranges from 1 to 10.
- Monitoring air quality crucial for informed decision-making and ensuring safety.

**ACTION:**

- Jaslene to include reminder in April bulletin for PVP and staff to check Air Quality Index (AQI).
- Joe to forward WorkSafe communication to Jaslene for inclusion in the email.
- Emphasis on the importance of monitoring AQI for safety.
- Communication to address implications on student activities and abilities.
- Consideration of appropriate measures based on AQI recommendations in schools.

b) Health and Safety bulletin board updates

- Joe and Sarah visited all schools in CBK and JEJSS.
- All boards are up to date, and first aid attendants were added uniformly.
- Boards across locations look identical.

- Dawn and Jade visited Elk Valley sites.
- Some schools lacked organized or updated boards.
- Schools instructed to take pictures for verification and send to Dawn.
- Joe to follow up with Dawn for updates on the process.

c) Monthly safety message

- Ergonomics newsletter one already sent; next one scheduled for today by Jaslene.
- Positive feedback received on the newsletters.
- Teaching staff instructed to contact union president for ergonomic needs.
- Teachers referred to the program; no set-up for CUPE at the moment.
- Health and wellness supporters in the teaching teams to meet with referred individuals, assess and recommend ergonomic assessments.
- Assessments sent to Brent for review of SD5 accommodation possibilities

d) SD5 Workplace Violence Resources – user feedback (Items 4d-f from June 9 Minutes)

- Threat Violence Form nearing completion.
- Comprehensive flow chart with detailed information placed on all H&S bulletin boards in schools.
- Larry to release federation resource on experiencing a violent incident, including a wall chart and wallet card.
- Sarah conducted a session with EAs, reviewing the flow chart and scenarios.
- EAs expressed the desire for the information to be shared and reviewed with all EAs.
- Sarah provided scenarios for EAs to work through with a "What would you do?" approach.
- Tiers of response explained on the form for clarity and understanding.

ACTION:

- Form completion deadline: Friday, November 16.
- Submission deadline: End of day.
- Form will be sent out to relevant recipients once completed.

e) Follow up to Preventive Health and Safety training beginning with unqualified EAs.

Training program is completed and ready for implementation.

- IT has procured a learning management platform to host the program.
- The program includes multi-faceted training modules with mixed formats.
- Features a printable handbook and online training modules.
- The platform will track progress and serve as a centralized hub.
- IT Manager will communicate the readiness date after testing.

- Content is fully developed and prepared for distribution.
- Program rollout to unqualified EAs, casuals, and part of unqualified onboarding.
- Qualified EAs have the option to participate, with Nick investigating associated costs.

f) Working alone procedures

- Pivot on technology based on feedback from other school districts for improved usability.
- Staff can call into a monitoring service if working alone.
- Monitoring service initiates a call back if staff haven't checked in by the specified time.
- Staff are considered working alone even if other outside groups or students are present.
- The AP (Administrative Procedure) is in development and requires review with the Board.

g) Change station at SES

- Floor was removed.
- Concrete was placed.
- Subfloor installation expected to be completed by the end of the week.
- Walls and tiles installation in progress.
- A hole was made between the wall and the hallway on the non-instructional day.
- Lift will arrive by mid-December, and the project is anticipated to be completed by mid-January.

h) Clarification of employers' obligations regarding teachers going in after hours or on weekends

- See work alone information in Section F.

i) Follow-up on revamping the School District Portal for easier access to forms

- IT Manager is exploring options for consistency across all school and district websites and portals.
- Aiming for a solution that reduces the number of steps to access required documents.
- Currently using a SharePoint platform, but not committed to it.
- IT is investigating alternatives.
- Emphasizing the importance of setting up a search function in the metadata for effective document searching in the current database.

j) Field level hazard assessments

- Preliminary use of a new system with the maintenance crew.
- Positive feedback on its effectiveness, especially for assessing hazards before engaging in high-risk work or for new workers.
- The system and associated forms are in a pilot phase in the Elk Valley Maintenance and Transportation shops.

k) MBSS Shop Update

- Plans for addressing air conditioning and air quality concerns.
- Clint is considering the installation of portable air conditioning units as needed.
- Joe has applied for funding from the government's minor capital program to support the upgrade.

**5) Education:**

**6) New Business:**

a) Disaster response involving multiple stakeholders

- Coordination efforts with stakeholders, including the regional district, SD6, and City Council in the event of a mass disaster.
- Development of a disaster plan for SD5, particularly focusing on IT information losses and the creation of a risk register.
- Disaster response planning, including measures for situations where Elk Valley loses power or heat, such as printed contact lists and lanterns in classrooms.

**ACTION:**

- Power/Cellphone outages add to the agenda for next meeting

b) New JOHSC member training

- Joe will check with Lori to identify who has submitted their lists for the Joint Occupational Health and Safety Committee (JOHSC) training.
- Regulation stipulates that staff must complete the training within six months (by February).
- Larry Dureski can host the training meeting either online or in person, with the workshop previously conducted over two mornings.
- Lists of new JOHSC members will be shared with the unions.
- Meetings are recorded and can be released to all members for review, though it is not a requirement.

- The option is provided for in-person attendance in CBK and online participation for EV, potentially requiring a full day in EV for TTOC coverage, facilitated by dispatch.
- The employer cannot outnumber the workers on the JOHSC committee in schools.

**ACTION:**

- Dispatch will assess the events already scheduled for January and offer date options to optimize the available dispatches.

c) Threat Violence reporting and updating the form

- See Old Business Section D

d) Support staff training for complex medical conditions

- Nursing support staff limited to training three individuals.
- Student Services Teacher, trained and involved, to facilitate information dissemination.
- Emphasizes the importance of planning and communication within the school.

e) Risk matrix

**7) Recommendation(s) to Employer:**

**8) Review of First Aid and Accident Investigations:**

**9) Review of City Reporter Inspections:**

**10) Site and Statistics Report:**

**11) Next Meeting and Adjournment:**

Meeting adjourned at 3:45 p.m.

**Monthly Analysis Workbook - October 2023**  
**School District 5 (Southeast Kootenay)**

**Procedures:**

Fill in all gray shaded cells below for YTD compared to budgets and CY YTD vs PY YTD.  
 Add comments for each line item that meets our threshold (2% for YTD vs Budget; 5% for CY YTD vs PY YTD).

2023/2024 YTD vs Budget							
Program	October 31, 2023 Year to Date	2022/2023 Budget (12 Months)	Remaining Balance	Percent	Expected Remaining (%)	Variance	Comments
1 Instruction							
Program 02 Regular Instruction	10,011,552	38,504,717	28,493,165	74.00%	80%	-6.0%	Does not yet factor in CEF funded positions which are included in our amended budget due to timing differences.
Program 03 Career Preparation	8,760	91,393	82,633	90.42%	80%	10.4%	Less supplies being used by school so far. Mainly due to higher Resource Centre (0704) expenses for wages, benefits, supplies.
Program 07 Library Services	218,168	1,410,030	1,191,862	84.53%	80%	4.5%	Below threshold
Program 08 Counselling	300,904	1,502,263	1,201,359	79.97%	80%	0.0%	Trending in line with expectations
Program 10 Special Education	2,765,491	15,921,843	13,156,352	82.63%	80%	2.6%	Program was not included in annual budget.
Program 20 Early Learning & Child Care	3,249	0	-3,249	100.00%	80%	20.0%	Below threshold
Program 30 English Language Learning	53,304	255,733	202,429	79.16%	80%	-0.8%	Below threshold
Program 31 Aboriginal Education	357,596	1,889,709	1,532,113	81.08%	80%	1.1%	Below threshold
Program 41 Administration	1,359,198	5,594,907	4,235,709	75.71%	67%	9.0%	Lower due to budget for office supplies, PVP mentoring, and Pro-D release have not yet been utilized. One PVP was also on STD for a period of time which would reduce PVP salaries.
	15,078,222	65,170,595	50,092,373	76.86%	80%	-3.1%	
4 District Administration							
Program 11 Educational Administration	169,712	622,558	452,846	72.74%	67%	6.1%	PVP meeting release, MyEd license, and other Pro-D budgets have not been utilized. Higher than budget BCSTA fees which are also for the full year. Will review for potential increases at amended budget.
Program 40 School District Govt	111,103	266,340	155,237	58.29%	67%	-8.4%	Below threshold
Program 41 Administration	618,174	1,879,842	1,261,668	67.12%	67%	0.4%	Below threshold
	898,989	2,768,740	1,869,751	67.53%	67%	0.9%	

5 Operations & Maintenance

Program 41 Administration	277,148	568,826	291,678	51.28%	67%	-15.4%	Over budget due to insurance costs recorded for the year and higher than originally budgeted.
Program 50 Maintenance Operations	1,866,551	5,768,233	3,901,682	67.64%	67%	1.0%	Below threshold
Program 52 Maintenance Of Grounds	64,474	418,592	354,118	84.60%	67%	17.9%	Lower salaries and snow removing budget not used up yet.
Program 56 Utilities	251,444	1,260,000	1,008,556	80.04%	67%	13.4%	NGN Chargeback and Carbon Offset not expensed yet.
	<u>2,459,617</u>	<u>8,015,651</u>	<u>5,556,034</u>	<u>69.31%</u>	67%	2.6%	
7 Transportation & Housing							
Program 41 Administration	104,765	308,298	203,533	66.02%	67%	-0.6%	Higher costs due to vehicle insurance costs recorded for the year. Also, Contract Electrical costs and repairs and maintenance costs significantly higher than expected in Fernie this year.
Program 70 Student Transportation	1,188,036	4,662,486	3,474,450	74.52%	80%	-5.5%	
	<u>1,292,801</u>	<u>4,970,784</u>	<u>3,677,983</u>	<u>73.99%</u>	80%	-6.0%	
	<u>19,729,629</u>	<u>80,925,770</u>	<u>61,196,141</u>	<u>75.62%</u>	73%	2.3%	Trending in line with expectations.

2023/2024 Fiscal Year  
Capital Projects - Budget Tracking Sheet

Major/Minor Capital	Project Name	COA Amount	Final Budget	Actual Spent (Per GL)	Forecasted Amount to be Spent	Expected Over (Under) Budget	Comment Required?	Comments
Major	Fernie Middle School	-	-	374,414	-	374,414	Yes	Costs to be reimbursed by the Ministry after the approval of the PDR and concept designs up to \$150k.
Minor	MBSS interior - dust collection	429,150	439,235	317,827	106,566	(4,757)	No	On budget.
Minor	SEP Plumbing Upgrades - MBSS	711,000	563,530	454,753	108,777	(147,470)	Yes	Currently expected to be under budget. We are adding a nitrogen change order to this project and will incur additional firewatch costs on this project which will bring us more in line with the approved COA amount. Amounts to be updated for the next FINOPS update.
Minor	CNCP - Electrical Upgrades - SSS	252,000	252,000	96,725	-	(155,275)	Yes	Waiting for final bill. Project expected to be below total COA amount.
Minor	CNCP - Electrical Upgrades - RMES	46,721	46,721	55,816	(9,095)	-	No	Reviewing coding of invoices that may be classified to wrong project. Expected to be on budget.
Minor	PEP - Accessible Playground Equipment	195,000	298,643	165,608	-	(29,392)	Yes	Playground Company company contacted and we will be ordering the equipment once we get a final quote. Additional money from other sources noted in Approved CO line.
Minor	Buses	494,164	494,164	368,266	-	(125,898)	Yes	Waiting to receive new buses that are on order. Delays due to supply chain issues. Paid for 2 buses so far. Likely to be over budget on all buses going forward based on funding shortfalls from the Ministry.
		<b>2,128,035</b>	<b>2,094,293</b>	<b>1,833,409</b>	<b>206,248</b>	<b>(54,637)</b>		



<b>TRUSTEE NAME</b>	<b>YTD PRO-D AMOUNT (September)</b>	<b>BUDGET PRO-D AMOUNT</b>	<b>BUDGET SURPLUS (DEFICIT)</b>	<b>PERCENT REMAINING</b>
Doug McPhee		1,500.00	1,500.00	100.00%
Bev Bellina	315.00	1,500.00	1,185.00	79.00%
Wendy Turner		1,500.00	1,500.00	100.00%
Trina Ayling		1,500.00	1,500.00	100.00%
Chris Johns	126.00	1,500.00	1,374.00	91.60%
Nicole Heckendorf		1,500.00	1,500.00	100.00%
Irene Bischler		1,500.00	1,500.00	100.00%
Alysha Clarke		1,500.00	1,500.00	100.00%
Sarah Madsen		1,500.00	1,500.00	100.00%
	441.00	13,500.00	13,059.00	96.73%

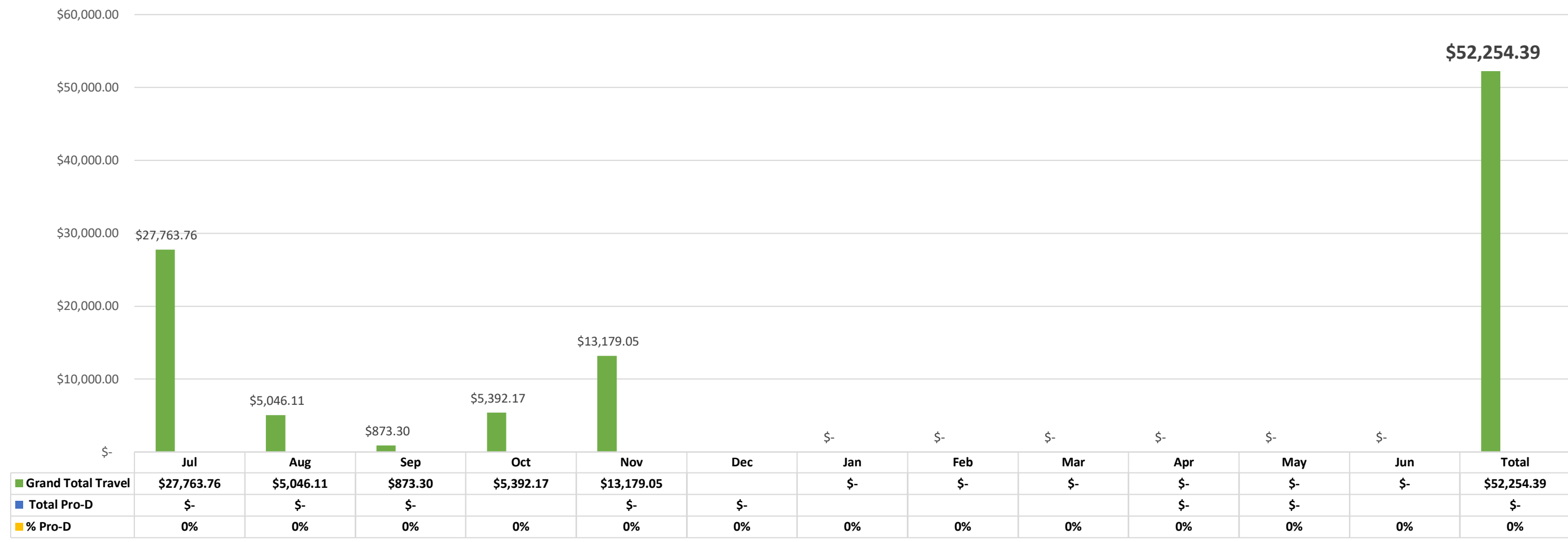
**SD5 Out of District Staff Travel Summary  
2022-23**

Inv	Year	Month	Dates Travel	Last Name	First Name	Position	Department/ School	Conference	Travel Location	Country	Total Expense	Monthly Total	Third Party Reimbursement	Pro-D	Pro-D Amount	Total Pro-D	Third Party Amount
5758	2023	Jul	3-7	Butler	Paul	Mechanic	Transportation	ASTSBC Conference	Penticton	Canada	\$ 1,748.56						
5757	2023	Jul	3-7	Whitlock	Gerry	Mechanic	Transportation	ASTSBC Conference	Penticton	Canada	\$ 1,829.56						
5759	2023	Jul	2-7	Gaudon	Gizelle	Vice Principal	Gordon Terrace	Foundations Course	Vancouver	Canada	\$ 4,028.06				\$ -		
5448	2023	Jul	4-7	Primeau	Dillen	Mechanic	Transportation	ASTSBC Conference	Penticton	Canada	\$ 1,981.24						
5754	2023	Jul	3-7	Reid	Eric	Assistant Manager	Operations	ASTSBC Conference	Penticton	Canada	\$ 1,620.39						
5763	2023	Jul	3-7	Attorp	Jennifer	Vice Principal	Rocky Mountain Elementa	Foundations Course	Vancouver	Canada	\$ 4,016.64				\$ -		
5762	2023	Jul	3-7	Maccormack	Renee	Principal	FJ Michell	Foundations Course	Vancouver	Canada	\$ 3,755.55				\$ -		
5021	2023	Jul	2-7	Sommerfield	Jason	Vice Principal	Sparwood Secondary	Foundations Course	Vancouver	Canada	\$ 3,859.42						
5700	2023	Jul	25-27	Briwn	Roger	TTOC	Board Office	Positive Learning Environment	Vancouver	Canada	\$ 3,079.78				\$ -		
5447	2023	Jul	4-7	Wyatt	Dawn	Assistant Manager	Operations	ASTSBC Conference	Penticton	Canada	\$ 1,844.56						
												<b>\$ 27,763.76</b>					
5438	2023	Aug	15-19	Johnson	Viveka	Superintendent	District Management	BCSSA Summer Leadership	Whistler	Canada	\$ 2,874.15						
5343	2023	Aug	8-12	Goodwin	Chris	Teacher	SES	Professional Course	Vancouver	Canada	\$ 2,171.96						
												<b>\$ 5,046.11</b>					
5760	2023	Sep	22-23	McPhee	Doug	Chairperson	Board of Education	KBB AGM	Grand Forks	Canada	\$ 873.30						
												<b>\$ 873.30</b>					
5359	2023	Oct	11-12	Johnson	Viveka	Superintendent	District Management	All Superintendent Meeting	Vancouver	Canada	\$ 867.38						
5766	2023	Oct	18-20	McPhee	Doug	Chairperson	Board of Education	All Chair's Meeting	Victoria	Canada	\$ 1,039.79		Yes			\$ 608.81	
4795	2023	Oct	29-30	Johnson	Viveka	Superintendent	District Management	KBB Fall Meeting	Fairmont Hot Springs	Canada	\$ 338.02						
5784	2023	Oct	18-20	Wyatt	Dawn	Assistant Manager	Operations	EFMA ASTSBC Conference	Nelson	Canada	\$ 508.00						
5348	2023	Oct	2-3	Swain	Russell	Electrician	Operations	Firelite Course	Calgary	Canada	\$ 537.07						
5345	2023	Oct	29-30	Reimer	Brent	Director	District Management	KBB Fall Meeting	Fairmont Hot Springs	Canada	\$ 303.02						
5793	2023	Oct	2-3	Gernon	Neil	Electrician	Operations	Firelite Course	Calgary	Canada	\$ 537.07						
5768	2023	Oct	20-22	Bellina	Bev	Trustee	Board of Education	Provincial Council	Vancouver	Canada	\$ 1,071.90		Yes			\$ 1,017.90	
5440	2023	Oct	29-30	Reimer	Brent	Director	District Management	KBB Fall Meeting	Fairmont Hot Springs	Canada	\$ 189.92						
												<b>\$ 5,392.17</b>					
5346	2023	Nov	1-3	Reimer	Brent	Director	District Management	BCPSEA 2023 Symposium	Vancouver	Canada	\$ 1,768.66						
5753	2023	Nov	1-3	McPhee	Doug	Chairperson	Board of Education	BCPSEA 2023 Symposium	Vancouver	Canada	\$ 2,015.77						
5349	2023	Nov	1-3	Atwal	Jaslene	District VP	District Management	BCPSEA 2023 Symposium	Vancouver	Canada	\$ 1,660.00						
5439	2023	Nov	5-7	Tichauer	Jason	Director	District Management	Safe Schools Coordinator Mtg	Vancouver	Canada	\$ 1,108.15						
5804	2023	Nov	7-9	Kelly	Michael	Principal	KDS/District	Feeding Futures Gathering	Vancouver	Canada	\$ 1,064.49						
5808	2023	Nov	1-3	Reid	Eric	Assistant Manager	Operations	FAME	Calgary	Canada	\$ 1,291.23						
5806	2023	Nov	1-3	Marshall	Jared	Maintenance	Operations	FAME	Calgary	Canada	\$ 1,243.21						
5810	2023	Nov	1-3	Lepine	Clint	Maintenance	Operations	FAME	Calgary	Canada	\$ 1,243.21						
5767	2023	Nov	1-3	Ayling	Trina	Trustee	Board of Education	BCPSEA 2023 Symposium	Vancouver	Canada	\$ 1,784.33						
												<b>\$ 13,179.05</b>					
												<b>\$ -</b>					

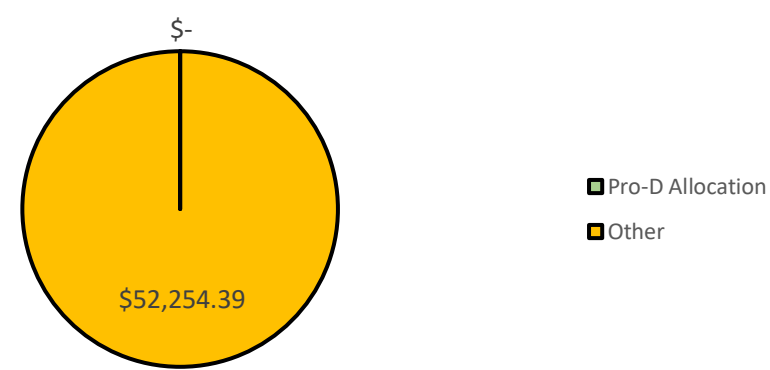
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**Travel Summary 2023/2024**



**Travel - 2023/2024**



Total Travel Costs	Pro-D Allocation	Other Travel
\$ 52,254.39	\$ -	\$ 52,254.39