



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

April 23, 2024, 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

Acknowledgement that we have gathered on the Homelands of the Ktunaxa People.

1.3 Approval of the Agenda

1.4 Approval of the Minutes

Approval of the minutes from February 26, 2024

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2. BUSINESS ARISING FROM PREVIOUS MINUTES

2.1 Trades Funding Follow Up

2.2 Site Acquisition Charges Working Group Update

3. PRESENTATIONS

3.1 Cranbrook Pickle Ball Club

7

4. REPORTS

4.1 Secretary Treasurer

4.2 Superintendent

4.2.1 Child Care

5. NEW BUSINESS

5.1 Letter from Saanich Board Chair, Tim Dunford

Referred to Committee at the April 9, 2024, meeting of the Board of Education.

5.2 2024/2025 Board and Committee Meeting Calendar

RECOMMENDATION:

THAT the draft Board and Committee Meeting Schedule for 2024/2025 be approved.

6. ACTION ITEMS FOR FUTURE MEETINGS

7. CORRESPONDENCE

7.1 District Occupational Health and Safety Committee Minutes

7.2 Finance and Capital Analysis Report

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7.3 Trustee Professional Development

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7.4 Staff Travel Summary

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7.5 City of Cranbrook Proposed OCP

19

Official Community Plan Amendment Bylaw No. 4139, 2024

8. QUESTION PERIOD

9. ADJOURNMENT



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

**February 26, 2024, 12:00 p.m.
Cranbrook Board Office**

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

Board/District Staff in
Attendance: Chairperson Doug McPhee
Trustee Trina Ayling
Trustee Bev Bellina (remotely)
Trustee Alysha Clarke
Secretary Treasurer Nick Taylor
Superintendent Viveka Johnson
Director of Instruction and Human Resources Brent Reimer
Director of Student Learning and Innovation Diane Casault
Director of Student Learning and Indigenous Education Jason Tichauer
Operations Manager Joe Tank
District Principal of Student Services Darcy Verbeurgt
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 Bischler called the public Finance Operations Personnel Committee meeting of February 26, 2024, to order at 12:01 p.m.

1.2 Acknowledgement of Ktunaxa Territory

Acknowledgement that we have gathered on the Homelands of the Ktunaxa People.

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

1.3 Approval of the Agenda

Moved/Seconded by Johns/Heckendorf:

THAT the agenda of the public Finance Operations Personnel Committee meeting of February 26, 2024, be approved as circulated.

1.4 Approval of the Minutes

Approval of the minutes from January 22, 2024.

Moved/Seconded by Johns/Heckendorf:

THAT the minutes of the public Finance Operations Personnel Committee meeting of January 22, 2024, be approved as circulated.

2. BUSINESS ARISING FROM PREVIOUS MINUTES

2.1 Trades Funding Follow Up

No update at this time.

2.2 Site Acquisition Charges Working Group

Secretary Treasurer Taylor suggested that the working group meet during an upcoming budget working session.

3. PRESENTATIONS

3.1 Investing in Kindergarten

Budget presentation by Parent Advisory Committee presidents, Lisa Rodgers (Amy Woodland Elementary) and Lorelle Shortridge (Highlands Elementary). Also presenting, on behalf of the District kindergarten teachers, were Jennifer Johns and Kim Nielson. A copy of the presentation was included in the agenda package.

3.2 Cranbrook Fernie District Teachers Association

Budget presentation by president of the Cranbrook District Teachers Association, Shelley Balfour, and president of the Fernie District Teachers Association, Adrienne Demers.

The budget recommendations and supporting statements were distributed prior to the meeting.

3.3 CUPE 4165 Presentation

Budget presentation by president of CUPE 4165 Krista Napl and vice president (West) Sarah Mooy. A copy of the presentation was included in the agenda package.

3.4 Legacy of Learning Presentation

Budget presentation by Derryl White from the Columbia Basin Institute of Regional History.

4. REPORTS

4.1 Secretary Treasurer

No report at this time.

4.2 Superintendent

4.2.1 Child Care Update

District Management continues to work on a Letter of Understanding (LOU) with CUPE 4165 on before and after school care.

District Principal Phillips is still waiting for a response on the new spaces funding applications.

5. NEW BUSINESS

Nil

6. ACTION ITEMS FOR FUTURE MEETINGS

Nil

7. CORRESPONDENCE

7.1 District Occupational Health and Safety Committee Minutes

Discussion on the current fire watch position and the impact of the age of Mount Baker Secondary School. This item will be added to the Advocacy Education agenda (Mount Baker Secondary School Fire Suppression System).

7.2 Finance and Capital Analysis Report

7.3 Trustee Professional Development

7.4 Staff Travel Summary

8. QUESTION PERIOD

Nil

9. ADJOURNMENT

Moved/Seconded by Johns/Turner:

THAT the February 26, 2024, public Finance Operations Personnel Committee meeting adjourn at 1:49 p.m.

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

DRAFT

Presentation

Committee end of April 23rd

Cranbrook Pickleball Club
April 5, 2024.

School District #5
Cranbrook, BC

RE: Proposal from the Cranbrook Pickleball Club (CPC)

The CPC would like to propose building a structure over two of the four tennis courts at the Mount Baker School location. The goal being to create a six court Indoor Pickleball Facility. The cost of designing and building the structure would be the responsibility of the CPC.

Benefits to the School District

- School classes would have priority booking on days and times that school is in session. (no fees)
- 24 students can participate in active play at one time (8 for tennis).
- Year-round use (tennis is seasonal).
- \$0 cost to the School District for construction, operation, and maintenance.
- Less pressure on winter school gym scheduling.
- Lessons for students can be set-up with CPC member volunteer instructors. (Lessons for SD5 students have already been successful at the KinClub Outdoor Courts on Victoria Ave.)
- Within easy walking distance for three district schools.

Benefits to the CPC and the Community

- Year-round Pickleball in Cranbrook.
- Citizens staying active and socially connected through both play and volunteer opportunities.
- Facility and venue flexibility when hosting tournaments and instructional clinics.
- Welcoming people to our community by offering indoor play will have spin-off benefits to the local business community.

We would appreciate the opportunity to meet with the School District #5 Board and/or Staff to explore this proposal. We are confident that covering the courts at Mt. Baker will optimize use of this space and be of benefit to both SD5 students and citizens of Cranbrook.

We look forward to hearing from you.

Sincerely,

Don Morrison
Cranbrook Pickleball Club
250-919-3257
Cranbrookpickleballclub@gmail.com

School District No. 5 (Southeast Kootenay)
2023/24 Fiscal Year
Capital Projects - Budget Tracking Sheet

| Project Description | COA Amount | Final Budget | Actual Spent (Per GL) | Forecasted Amount to be Spent | Over (Under) Budget | % Over (Under) Budget | Comments |
|--|------------------|------------------|-----------------------|-------------------------------|---------------------|-----------------------|--|
| Fernie Middle School | - | - | 395,056 | - | 395,056 | 100.00% | Costs to be reimbursed by the Ministry after the approval of the PDR and concept designs. |
| MBSS interior - dust collection | 429,150 | 429,150 | 436,115 | - | 6,965 | 1.62% | |
| MBSS Fire Suppression - Phase 1 | 711,000 | 711,000 | 771,940 | - | 60,940 | 8.57% | Project came in 8.6% higher than budgeted due to increased costs as a result of firewatch and decision to change scope to improve lines going in. Cost savings from the other SEP projects (above) applied to this scope change and overage. |
| MBSS Fire Suppression - Phase 2 | 1,214,000 | 1,214,000 | - | 1,214,000 | - | 0.00% | |
| Elkford Secondary HVAC Upgrade | 400,000 | 400,000 | - | 400,000 | - | 0.00% | |
| Electric Vehicle Infrastructure Upgrades | 998,800 | 998,800 | - | 998,800 | - | 0.00% | |
| Kitchen Upgrades | 153,500 | 153,500 | 75,596 | - | (77,904) | -50.75% | Amount to be applied to the 2024/25 kitchen upgrade amounts for bigger impact projects. |
| Kitchen Upgrades | 125,000 | 125,000 | - | 125,000 | - | 0.00% | |
| 2024/25 Bus | TBD | TBD | - | - | - | 0.00% | Amount to be determined after Ministry call. Purchase to be fully funded. |
| 2023/24 Bus | 625,400 | 625,400 | 374,130 | - | (251,270) | -40.18% | Remaining amount to be used to purchase accessible bus for Elk Valley. |
| | 4,656,850 | 1,453,403 | 2,052,836 | 2,737,800 | 3,337,233 | | |

Monthly Analysis Workbook - Mar 2024
SDS Southeast Kootenay

Procedures: Run the following report for this reporting month from PowerSchool: Secretary Treasurer -> Finance Committee -> Operating Budget by Program.
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).

| 2022/2023 YTD vs Budget | | | | | | | | | | | |
|--|------------------------------|-----------------------|----------------------------------|----------------------|---------|-------------|-------------|------------------------------|----------|-------------------|--|
| Program | Mar 31, 2024 Year to Date | 2023/2024 | | Remaining Balance | Percent | P/Y Percent | Budget Year | Expected Remaining (%) | Variance | Comment Required? | Comments |
| | | Budget (12 Months) | Amended Budget (12 Months) | | | | | | | | |
| Months Remaining | | 3 | | | | | | | | | |
| 1 Instruction | | | | | | | | | | | |
| Program 02 Regular Instruction | 26,656,518 | 38,504,717 | 41,341,266 | 14,684,748 | 35.52% | 25.97% | 10 | 30% | 5.5% | Comment Required | Mainly because of lower Noon Hour wages and benefits and transportation support grant expenses, supplies and Pro-D expenses are lower than the amended budget amounts. |
| Program 03 Career Preparation | 26,110 | 91,393 | 88,014 | 61,904 | 70.33% | 53.66% | 10 | 30% | 40.3% | Comment Required | FSS & MBSS & KLC haven't utilized their allotted budgets for career prep supplies. |
| Program 07 Library Services | 857,656 | 1,410,030 | 1,181,077 | 323,421 | 27.38% | 30.46% | 10 | 30% | -2.6% | Comment Required | Mainly due to higher Resource Centre (0704) expenses for learning resources. These supplies probably pertains to the full school year. Also DRC wages and benefits are over budget. |
| Program 08 Counselling | 790,798 | 1,502,263 | 1,127,707 | 336,909 | 29.88% | 33.08% | 10 | 30% | -0.1% | Below threshold | |
| Program 10 Special Education | 9,882,437 | 15,921,843 | 15,867,109 | 5,984,672 | 37.72% | 32.79% | 10 | 30% | 7.7% | Comment Required | YCW Salaries and benefits are lower than budget as part of them are being subsidized by Feeding Futures funding. SPED supplies budgets at school level hasn't been fully utilized as yet. Also, budgets for 0463 project and for occupational therapist haven't been used up as at Mar 31/24 |
| Program 20 Early Learning & Child Care | 10,087 | 0 | 0 | -10,087 | 100.00% | 0.00% | 10 | 30% | 70.0% | Comment Required | Program wasn't budgeted for in Annual Budget Books resources ordered in March which put the supplies over budget. |
| Program 30 English Language Learning | 63,949 | 255,733 | 86,800 | 22,851 | 26.33% | 39.37% | 10 | 30% | -3.7% | Comment Required | TTOC costs are lower than budget. Also, budgets for tutoring, travel, prod haven't been fully utilized as at Mar 31, 2024. |
| Program 31 Indigenous Education | 1,170,128 | 1,889,709 | 1,956,517 | 786,389 | 40.19% | 33.80% | 10 | 30% | 10.2% | Comment Required | Slightly lower as budget for office Supplies, PVP mentoring & Pro-D Release hasn't been utilized. |
| Program 41 Administration | 4,473,753 | 5,594,907 | 6,183,510 | 1,709,757 | 27.65% | 30.01% | 12 | 25% | 2.7% | Comment Required | |
| | 43,931,437 | 65,170,595 | 67,832,000 | 23,900,563 | 35.23% | 28.57% | 10 | 30% | 5.2% | | |
| 4 District Administration | | | | | | | | | | | |
| Program 11 Educational Administration | 476,705 | 622,558 | 699,132 | 222,427 | 31.81% | 23.30% | 12 | 25% | 6.8% | Comment Required | Pro-D budgets & PVP meeting expense haven't been utilized as yet. |
| Program 40 School District Govt | 216,118 | 266,340 | 280,678 | 64,560 | 23.00% | 15.63% | 12 | 25% | -2.0% | Below threshold | |
| Program 41 Administration | 1,507,091 | 1,879,842 | 2,219,445 | 712,354 | 32.10% | 26.56% | 12 | 25% | 7.1% | Comment Required | Overall salaries & benefits are underbudget due to restructuring of BO Admin Staffing. Also, some of pro-d budgets haven't been utilized yet. |
| | 2,199,914 | 2,768,740 | 3,199,255 | 999,341 | 31.24% | 43.08% | 12 | 25% | 6.2% | | |
| 5 Operations & Maintenance | | | | | | | | | | | |

| | | | | | | | | | | | |
|---------------------------------------|------------|------------|------------|------------|--------|--------|----|-----|--------|------------------|---|
| Program 41 Administration | 415,988 | 568,826 | 593,911 | 177,923 | 29.96% | 23.76% | 12 | 25% | 5.0% | Comment Required | No clerical salaries & benefits expenses as there is no Operations EA this year. Also, Travel and Pro-D expenses are underbudget. |
| Program 50 Maintenance Operations | 3,885,495 | 5,768,233 | 5,837,582 | 1,952,087 | 33.44% | 20.81% | 12 | 25% | 8.4% | Comment Required | Underbudget as budgets for travel, supplies, cleaning contract, Proof Point software haven't been fully utilized yet. |
| Program 52 Maintenance Of Grounds | 351,433 | 418,592 | 422,064 | 70,631 | 16.73% | 25.53% | 12 | 25% | -8.3% | Comment Required | Snow removal expenses higher than budget as we got more snow in February and March. |
| Program 56 Utilities | 1,129,775 | 1,260,000 | 1,260,000 | 130,225 | 10.34% | 6.12% | 12 | 25% | -14.7% | Comment Required | All utilities from Electricity, Natural Gas, Propane and Hazardous waste disposal expenses were higher than budget. |
| | 5,782,690 | 8,015,651 | 8,113,557 | 2,330,867 | 28.73% | 40.12% | 12 | 25% | 3.7% | | |
| 7 Transportation & Housing | | | | | | | | | | | |
| Program 41 Administration | 128,373 | 153,955 | 163,401 | 35,028 | 21.44% | 19.77% | 12 | 25% | -3.6% | Comment Required | Higher than budget management salaries & benefits. |
| Program 70 Student Transportation | 1,649,399 | 2,236,057 | 2,307,521 | 658,122 | 28.52% | 33.11% | 10 | 30% | -1.5% | Below threshold | |
| | 1,777,772 | 2,390,012 | 2,470,922 | 693,150 | 29.00% | 51.20% | 10 | 30% | -1.0% | | |
| | 53,691,813 | 78,344,998 | 81,615,734 | 27,923,921 | 34.21% | 27.56% | | 29% | 5.1% | Comment Required | Under budget as some budgets for supplies, Pro-D and software haven't been utilized yet. |

2023/2024 YTD vs 2022/2023 YTD

| Program | 3/31/2024 YTD | 3/31/2023 YTD | Variance | Percent | Comment Required? | Comments |
|--|---------------|---------------|----------|---------|-------------------|---|
| Months Remaining | 3 | | | | | |
| 1 Instruction | | | | | | |
| Program 02 Regular Instruction | 26,656,518 | 27,127,160 | 470,642 | 1.73% | Below threshold | MBSS & FSS hasn't spent as much on career prep supplies as in prior year. Higher learning resources (DRC) supplies costs in prior year where as in current year they are still under budget. Also, casual wages & CUPE benefits expense was hire in p/y than c/y. Budget for teacher salary in current year was reduced considerably as it's been subsidized by CEF funding. Program wasn't set up in prior year. Budget for teacher salary in current year was reduced considerably as it's been subsidized by CEF funding. PVP and extra clerical salaries and benefit expenses higher than prior year which was budgeted for, also, KEV training costs higher due to clerical staff changes at schools. |
| Program 03 Career Preparation | 26,110 | 37,090 | 10,980 | 29.60% | Comment Required | |
| Program 07 Library Services | 857,656 | 929,948 | 72,292 | 7.77% | Comment Required | |
| Program 08 Counselling | 790,798 | 1,030,017 | 239,219 | 23.22% | Comment Required | |
| Program 10 Special Education | 9,882,437 | 10,302,026 | 419,589 | 4.07% | Below threshold | |
| Program 20 Early Learning & Child Care | 10,087 | 0 | -10,087 | 100.00% | Comment Required | |
| Program 30 English Language Learning | 63,949 | 116,587 | 52,639 | 45.15% | Comment Required | |
| Program 31 Aboriginal Education | 1,170,128 | 1,166,777 | -3,351 | -0.29% | Below threshold | |
| Program 41 Administration | 4,473,753 | 3,845,732 | -628,020 | -16.33% | Comment Required | |
| | 43,931,437 | 44,555,337 | 623,900 | 1.40% | | |
| 4 District Administration | | | | | | |
| Program 11 Educational Administration | 476,705 | 477,670 | 965 | 0.20% | Below threshold | There were no election expenses in current year. Higher wages & benefits than prior year which were offset by lower casual wages. Other increased expenses in current year are legal expenses, bargaining & labour management and advertising expenses. Also, K-12 billings for HR & Payroll process revamp |
| Program 40 School District Govt | 216,118 | 247,241 | 31,123 | 12.59% | Comment Required | |
| Program 41 Administration | 1,507,091 | 1,243,903 | -263,188 | -21.16% | Comment Required | |
| | 2,199,914 | 1,968,814 | -231,100 | -11.74% | | |
| 5 Operations & Maintenance | | | | | | |
| Program 41 Administration | 415,988 | 419,869 | 3,881 | 0.92% | Below threshold | Custodial salaries & benefit expenses are lower than prior year. Acrodex - Proof Point Software costs hasn't been allocated yet, as well. Also, prior year had cleaning contract expense of approx. \$85K by Mar 31, where as this year there has been on \$5K so far. Lower natural gas expense than p/y |
| Program 50 Maintenance Operations | 3,885,495 | 4,286,256 | 400,761 | 9.35% | Comment Required | |
| Program 52 Maintenance Of Grounds | 351,433 | 344,344 | -7,089 | -2.06% | Below threshold | |
| Program 56 Utilities | 1,129,775 | 1,234,475 | 104,700 | 8.48% | Comment Required | |
| | 5,782,690 | 6,284,944 | 502,253 | 7.99% | | |
| 7 Transportation & Housing | | | | | | |
| Program 41 Administration | 128,373 | 123,833 | -4,540 | -3.67% | Below threshold | |
| Program 70 Student Transportation | 1,649,399 | 1,623,075 | -26,324 | -1.62% | Below threshold | |
| | 1,777,772 | 1,746,908 | -30,864 | -1.77% | | |
| | 53,691,813 | 54,556,003 | 864,190 | 1.58% | | |

| TRUSTEE NAME | YTD PRO-D AMOUNT (September) | BCPSEA Bargaining | BCSTA AGM | Other | BUDGET PRO-D AMOUNT | BUDGET SURPLUS (DEFICIT) | PERCENT REMAINING |
|-------------------|---------------------------------|-------------------|-----------|-------|------------------------|-----------------------------|----------------------|
| Doug McPhee | | | 625.00 | | 1,500.00 | 875.00 | 58.33% |
| Bev Bellina | 315.00 | | 625.00 | | 1,500.00 | 560.00 | 37.33% |
| Wendy Turner | | | | | 1,500.00 | 1,500.00 | 100.00% |
| Trina Ayling | | 1,750.00 | 625.00 | | 1,500.00 | (875.00) | -58.33% |
| Chris Johns | 126.00 | | 625.00 | | 1,500.00 | 749.00 | 49.93% |
| Nicole Heckendorf | | | | | 1,500.00 | 1,500.00 | 100.00% |
| Irene Bischler | | 1,750.00 | 625.00 | | 1,500.00 | (875.00) | -58.33% |
| Alysha Clarke | | | | | 1,500.00 | 1,500.00 | 100.00% |
| Sarah Madsen | | | | | 1,500.00 | 1,500.00 | 100.00% |
| | 441.00 | 3,500.00 | 3,125.00 | | 13,500.00 | 6,434.00 | 47.66% |

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

| Inv | Year | Month | Dates Travel | Last Name | First Name | Position | Conference | Travel Location | Total Expense | Monthly Total |
|------|------|-------|--------------|-------------|------------|-------------------|-------------------------------|----------------------|---------------|------------------|
| 5758 | 2023 | Jul | 3-7 | Butler | Paul | Mechanic | ASTSBC Conference | Penticton | \$ 1,748.56 | |
| 5757 | 2023 | Jul | 3-7 | Whitlock | Gerry | Mechanic | ASTSBC Conference | Penticton | \$ 1,829.56 | |
| 5759 | 2023 | Jul | 2-7 | Gaudon | Gizelle | Vice Principal | Foundations Course | Vancouver | \$ 4,028.06 | |
| 5448 | 2023 | Jul | 4-7 | Primeau | Dillen | Mechanic | ASTSBC Conference | Penticton | \$ 1,981.24 | |
| 5754 | 2023 | Jul | 3-7 | Reid | Eric | Assistant Manager | ASTSBC Conference | Penticton | \$ 1,620.39 | |
| 5763 | 2023 | Jul | 3-7 | Attorp | Jennifer | Vice Principal | Foundations Course | Vancouver | \$ 4,016.64 | |
| 5762 | 2023 | Jul | 3-7 | Maccormack | Renee | Principal | Foundations Course | Vancouver | \$ 3,755.55 | |
| 5021 | 2023 | Jul | 2-7 | Sommerfield | Jason | Vice Principal | Foundations Course | Vancouver | \$ 3,859.42 | |
| 5700 | 2023 | Jul | 25-27 | Briwn | Roger | TTOC | Positive Learning Environment | Vancouver | \$ 3,079.78 | |
| 5447 | 2023 | Jul | 4-7 | Wyatt | Dawn | Assistant Manager | ASTSBC Conference | Penticton | \$ 1,844.56 | |
| | | | | | | | | | \$ | 27,763.76 |
| 5438 | 2023 | Aug | 15-19 | Johnson | Viveka | Superintendent | BCSSA Summer Leadership | Whistler | \$ 2,874.15 | |
| 5343 | 2023 | Aug | 8-12 | Goodwin | Chris | Teacher | Professional Course | Vancouver | \$ 2,171.96 | |
| | | | | | | | | | \$ | 5,046.11 |
| 5760 | 2023 | Sep | 22-23 | McPhee | Doug | Chairperson | KBB AGM | Grand Forks | \$ 873.30 | |
| | | | | | | | | | \$ | 873.30 |
| 5359 | 2023 | Oct | 11-12 | Johnson | Viveka | Superintendent | All Superintendent Meeting | Vancouver | \$ 867.38 | |
| 5766 | 2023 | Oct | 18-20 | McPhee | Doug | Chairperson | All Chair's Meeting | Victoria | \$ 1,039.79 | |
| 4795 | 2023 | Oct | 29-30 | Johnson | Viveka | Superintendent | KBB Fall Meeting | Fairmont Hot Springs | \$ 338.02 | |
| 5784 | 2023 | Oct | 18-20 | Wyatt | Dawn | Assistant Manager | EFMA ASTSBC Conference | Nelson | \$ 508.00 | |
| 5348 | 2023 | Oct | 2-3 | Swain | Russell | Electrician | Firelite Course | Calgary | \$ 537.07 | |
| 5345 | 2023 | Oct | 29-30 | Reimer | Brent | Director | KBB Fall Meeting | Fairmont Hot Springs | \$ 303.02 | |
| 5793 | 2023 | Oct | 2-3 | Gernon | Neil | Electrician | Firelite Course | Calgary | \$ 537.07 | |
| 5768 | 2023 | Oct | 20-22 | Bellina | Bev | Trustee | Provincial Council | Vancouver | \$ 1,071.90 | |
| 5440 | 2023 | Oct | 29-30 | Reimer | Brent | Director | KBB Fall Meeting | Fairmont Hot Springs | \$ 189.92 | |
| 5817 | 2023 | Oct | 29-30 | Casault | Diane | Director | KBB Fall Meeting | Fairmont Hot Springs | \$ 371.42 | |
| | | | | | | | | | \$ | 5,763.59 |

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

| Inv | Year | Month | Dates Travel | Last Name | First Name | Position | Conference | Travel Location | Total Expense | Monthly Total |
|------|------|-------|--------------|-----------|------------|----------------------------------|------------------------------|-----------------|---------------|------------------|
| 5346 | 2023 | Nov | 1-3 | Reimer | Brent | Director | BCPSEA 2023 Symposium | Vancouver | \$ 1,768.66 | |
| 5753 | 2023 | Nov | 1-3 | McPhee | Doug | Chairperson | BCPSEA 2023 Symposium | Vancouver | \$ 2,015.77 | |
| 5349 | 2023 | Nov | 1-3 | Atwal | Jaslene | District VP | BCPSEA 2023 Symposium | Vancouver | \$ 1,660.00 | |
| 5439 | 2023 | Nov | 5-7 | Tichauer | Jason | Director | Safe Schools Coordinator Mtg | Vancouver | \$ 1,108.15 | |
| 5804 | 2023 | Nov | 7-9 | Kelly | Michael | Principal | Feeding Futures Gathering | Vancouver | \$ 1,064.49 | |
| 5808 | 2023 | Nov | 1-3 | Reid | Eric | Assistant Manager | FAME | Calgary | \$ 1,291.23 | |
| 5806 | 2023 | Nov | 1-3 | Marshall | Jared | Maintenance | FAME | Calgary | \$ 1,243.21 | |
| 5810 | 2023 | Nov | 1-3 | Lepine | Clint | Maintenance | FAME | Calgary | \$ 1,243.21 | |
| 5767 | 2023 | Nov | 1-3 | Ayling | Trina | Trustee | BCPSEA 2023 Symposium | Vancouver | \$ 1,784.33 | |
| 4625 | 2023 | Nov | 13-15 | Miller | Ken | IT Foreperson | IT4K12 | Vancouver | \$ 1,613.35 | |
| 5764 | 2023 | Nov | 15-19 | Johnson | Viveka | Superintendent | BCSSA and Rural Ed | Vancouver | \$ 2,451.25 | |
| 4516 | 2023 | Nov | 14-15 | Jeeves | Lonnie | IT Manager | IT4K12 | Vancouver | \$ 1,810.87 | |
| 5809 | 2023 | Nov | 21-24 | Taylor | Nick | Secretary Treasurer | BCASBO & Trustee Academy | Vancouver | \$ 2,550.86 | |
| 5365 | 2023 | Nov | 23-26 | Bellina | Bev | Trustee | Trustee Academy | Vancouver | \$ 1,767.69 | |
| 5361 | 2023 | Nov | 23-25 | Madsen | Sarah | Trustee | Trustee Academy | Vancouver | \$ 1,858.40 | |
| 5362 | 2023 | Nov | 23-25 | McPhee | Doug | Chairperson | Trustee Academy | Vancouver | \$ 1,609.30 | |
| 5363 | 2023 | Nov | 23-25 | Clarke | Alysha | Trustee | Trustee Academy | Vancouver | \$ 1,618.80 | |
| 5364 | 2023 | Nov | 23-25 | Bischler | Irene | Trustee | Trustee Academy | Vancouver | \$ 1,598.80 | |
| 5366 | 2023 | Nov | 23-25 | Ayling | Trina | Trustee | Trustee Academy | Vancouver | \$ 1,545.12 | |
| 5815 | 2023 | Nov | 14-15 | McKenzie | Ryan | Teacher | IT4K12 | Vancouver | \$ 1,743.61 | |
| 5781 | 2203 | Nov | 23-25 | Johnson | Viveka | Superintendent | Trustee Academy | Vancouver | \$ 1,929.48 | |
| 5347 | 2023 | Nov | 28-1 | MacDonald | Jill | Executive Assistant | Atrieve ERP User Group | Vancouver | \$ 2,252.05 | |
| 5782 | 2023 | Nov | 29-1 | Gaudet | Meghan | Accounts Receivable | Atrieve ERP User Group | Vancouver | \$ 1,681.31 | |
| 5814 | 2023 | Nov | 14-15 | Froehler | Kim | Teacher | IT4K12 | Vancouver | \$ 1,786.01 | |
| 5811 | 2023 | Nov | 29-1 | Pocha | Patti | Payroll Benefits Manager | Atrieve ERP User Group | Vancouver | \$ 1,822.58 | |
| 5350 | 2023 | Nov | 29-1 | Atwal | Jaslene | District VP | Atrieve ERP User Group | Vancouver | \$ 2,170.02 | |
| | | | | | | | | | \$ | 40,995.95 |
| 5812 | 2023 | Dec | 1-2 | O'Neil | Faye | Indigenous Education Coordinator | FNESC | Vancouver | \$ 1,721.39 | |
| | | | | | | | | | \$ | 1,721.39 |
| 5818 | 2024 | Jan | 25-27 | Johnson | Viveka | Superintendent | Sector Leader Meeting | Vancouver | \$ 1,525.25 | |
| 5215 | 2024 | Jan | 21-22 | Skene | Amanda | HR Coordinator | Career Fair UofA | Edmonton | \$ 2,224.57 | |
| 5213 | 2024 | Jan | 18-19 | Skene | Amanda | HR Coordinator | Career Fair UBC | Vancouver | \$ 1,389.43 | |
| 5214 | 2024 | Jan | 18-19 | Atwal | Jaslene | VP Human Resources | Career Fair UBC | Vancouver | \$ 878.82 | |
| 5216 | 2024 | Jan | 21-22 | Atwal | Jaslene | VP Human Resources | Career Fair UofA | Edmonton | \$ 1,130.92 | |
| | | | | | | | | | \$ | 7,148.99 |

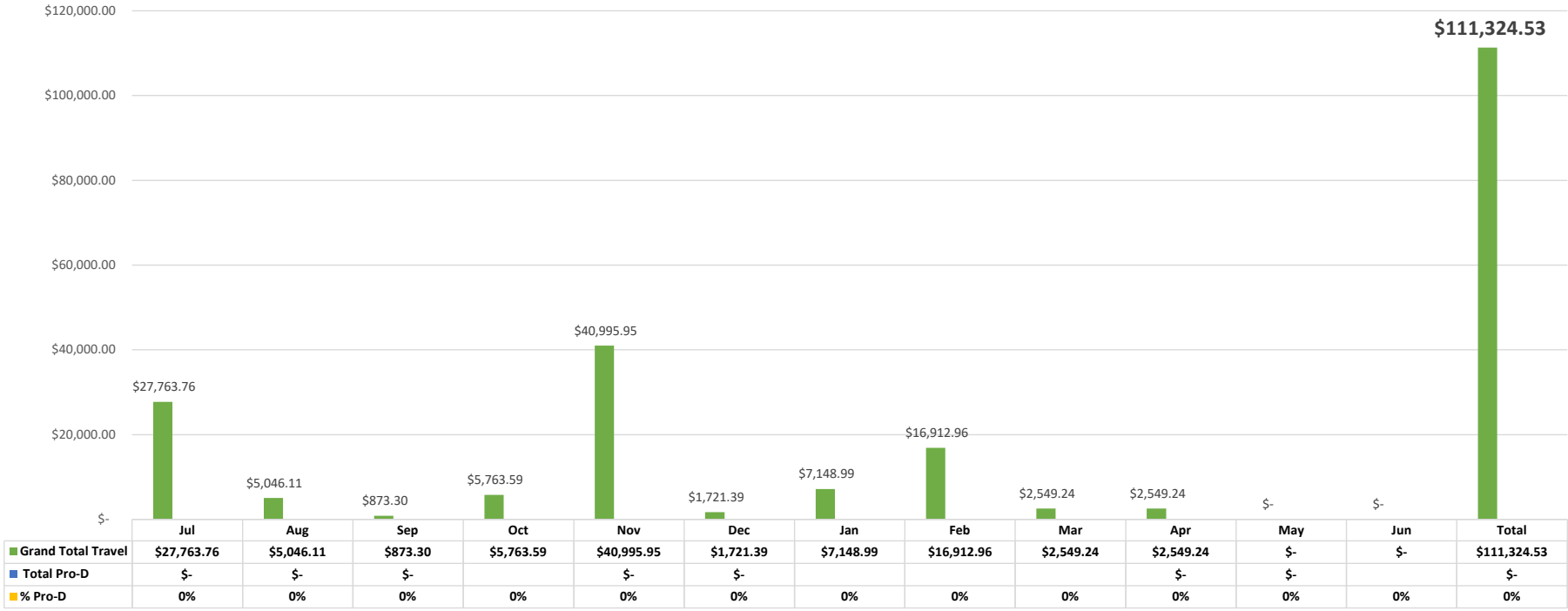
**SD5 Out of District Staff Travel Summary
2022-23**

| Inv | Year | Month | Dates Travel | Last Name | First Name | Position | Conference | Travel Location | Total Expense | Monthly Total |
|------|------|-------|--------------|-----------|------------|--------------------------|------------------------------------|-----------------|---------------|------------------|
| 5501 | 2024 | Feb | 2-3 | Phillips | Laura-Lee | District Principal EY CC | Early Years Conference | Vancouver | \$ 2,566.44 | |
| 5780 | 2024 | Feb | 7-10 | Johnson | Viveka | Superintendent | All Partners Meeting | Vancouver | \$ 1,490.66 | |
| 5807 | 2024 | Feb | 7-9 | Taylor | Nick | Secretary Treasurer | All Partners Meeting | Vancouver | \$ 1,405.73 | |
| 5816 | 2024 | Feb | 8-10 | McPhee | Doug | Chairperson | All Partners Meeting | Vancouver | \$ 1,100.20 | |
| 5785 | 2024 | Feb | 22-23 | Wyatt | Dawn | Assistant Manager | Navigating Difficult Conversations | Vancouver | \$ 1,957.81 | |
| 5825 | 2024 | Feb | 22-23 | Reid | Eric | Assistant Manager | Conversations | Vancouver | \$ 2,188.70 | |
| 5819 | 2024 | Feb | 22-23 | Pocha | Patti | Manager Payroll | Navigating Difficult Conversations | Vancouver | \$ 1,941.13 | |
| 5220 | 2024 | Feb | 22-23 | Kaushal | Vintee | Manager Finance | Navigating Difficult Conversations | Vancouver | \$ 2,207.94 | |
| 5822 | 2024 | Feb | 22-24 | Tank | Joe | Manager Operations | Navigating Difficult Conversations | Vancouver | \$ 2,054.35 | |
| | | | | | | | | | \$ | 16,912.96 |
| 5222 | 2024 | Mar | 7-8 | Skene | Amanda | HR Coordinator | Claims Mgt Conference | Kelowna | \$ 1,272.90 | |
| 5221 | 2024 | Mar | 7-8 | Atwal | Jaslene | VP Human Resources | Claims Mgt Conference | Kelowna | \$ 1,276.34 | |
| | | | | | | | | | \$ | 2,549.24 |

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

| Inv | Year | Month | Dates Travel | Last Name | First Name | Position | Conference | Travel Location | Total Expense | Monthly Total |
|-----|------|-------|--------------|-----------|------------|----------|------------|-----------------|---------------|---------------|
|-----|------|-------|--------------|-----------|------------|----------|------------|-----------------|---------------|---------------|

Travel Summary 2023/2024

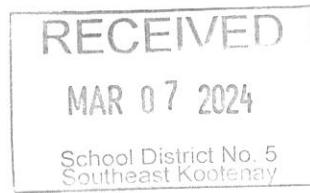


| Pro-D Allocation | Other Travel |
|------------------|---------------|
| \$ - | \$ 111,324.53 |

Alphabetical

| Name | Total |
|--------------------|----------------------|
| Attorp | \$ 4,016.64 |
| Atwal | \$ 7,116.10 |
| Ayling | \$ 3,329.45 |
| Bellina | \$ 2,839.59 |
| Bischler | \$ 1,598.80 |
| Brown | \$ 3,079.78 |
| Butler | \$ 1,748.56 |
| Casault | \$ 371.42 |
| Clarke | \$ 1,618.80 |
| Froehler | \$ 1,786.01 |
| Gaudet | \$ 1,681.31 |
| Gaudon | \$ 4,028.06 |
| Gernon | \$ 537.07 |
| Goodwin | \$ 2,171.96 |
| Jeeves | \$ 1,810.87 |
| Johnson | \$ 9,985.53 |
| Johnson | \$ 1,490.66 |
| Kaushal | \$ 2,207.94 |
| Kelly | \$ 1,064.49 |
| Lepine | \$ 1,243.21 |
| Maccormack | \$ 3,755.55 |
| MacDonald | \$ 2,252.05 |
| Madsen | \$ 1,858.40 |
| Marshall | \$ 1,243.21 |
| McKenzie | \$ 1,743.61 |
| McPhee | \$ 6,638.36 |
| Miller | \$ 1,613.35 |
| O'Neil | \$ 1,721.39 |
| Phillips | \$ 2,566.44 |
| Pocha | \$ 3,763.71 |
| Primeau | \$ 1,981.24 |
| Reid | \$ 5,100.32 |
| Reimer | \$ 2,261.60 |
| Skene | \$ 4,886.90 |
| Sommerfield | \$ 3,859.42 |
| Swain | \$ 537.07 |
| Tank | \$ 2,054.35 |
| Taylor | \$ 3,956.59 |
| Tichauer | \$ 1,108.15 |
| Whitlock | \$ 1,829.56 |
| Wyatt | \$ 4,310.37 |
| (blank) | |
| Grand Total | \$ 112,767.89 |

| | | | |
|----------------|--------------------|-----------|------------------|
| Trustee | \$ 1,017.90 | \$ | 11,245.04 |
| Ayling | | \$ | 3,329.45 |
| Bellina | \$ 1,017.90 | \$ | 2,839.59 |
| Bischler | | \$ | 1,598.80 |
| Madsen | | \$ | 1,858.40 |
| Clarke | | \$ | 1,618.80 |
| TTOC | | \$ | 3,079.78 |



March 5, 2024

Our File No: 3360.20.2401

Superintendent / Secretary Treasurer
School District No: 5
940 Industrial Road No 1
Cranbrook, BC
V1C 4C6

Re: Sunset Ridge High Density Residential Development – Proposed OCP Amendment Bylaw No. 4139

The City of Cranbrook has received applications to amend the City's Official Community Plan. We are circulating the school district for your information and comments, if applicable. The property is located on 30th Avenue North in the northeast side of Cranbrook. Maps are included in the enclosed staff report.

On February 26th, 2024, City Council gave first reading to "**City of Cranbrook Official Community Plan Amendment Bylaw No. 4139, 2024**".

Approval of the proposed OCP amendment will enable consideration of a zoning amendment to facilitate the proposed development of High Density Multiple Family Residential units while providing for different housing options including Apartment units. The overall projected number of units at build-out in the northeast of the City would be approximately 331 units.

If you have any questions or wish to provide comment, you can return any comments to my attention by March 25th, 2024 or call me at (250) 420-3197.

Regards,

Conor Britton
Community Planner

CB/cb

Enclosure





THE CORPORATION OF THE
CITY OF CRANBROOK

BYLAW NO. 4140

**ZONING
AMENDMENT BYLAW**

A bylaw to provide for the amendment of "City of Cranbrook Zoning Bylaw No. 3977, 2019" under the Local Government Act, Chapter 1 (R.S.B.C. 2015);

The Municipal Council of the Corporation of the City of Cranbrook, in open meeting assembled enacts as follows:

1. THAT this bylaw may be cited as "City of Cranbrook Zoning Amendment Bylaw No. 4140, 2024".
2. THAT Schedule "A2" - Official Zoning Map – Cranbrook Central be amended by changing the zoning designation of Lot 2, District Lot 2872, Kootenay District Plan 9590, from R-4, Low Density Multiple Family Residential Zone to R-6, High Density Multiple Family Residential as shown on Appendix 1, which forms part of this bylaw.

Read a first time this ____ day of ____ 2024.

Read a second time this this ____ day of ____ 2024.

Submitted to Public Hearing this ____ day of ____ 2024.

Read a third time this this ____ day of ____ 2024.

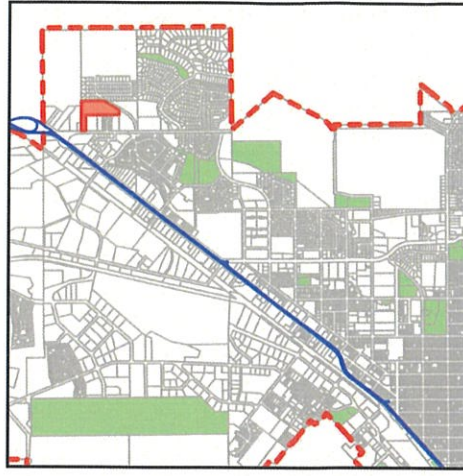
Adopted this this ____ day of ____ 2024.

Mayor

| |
|--|
| <p>Approved under the <i>Transportation Act</i> this ____ day of _____, 20 ____.</p> <p>_____</p> <p>Ministry of Transportation and Infrastructure</p> |
|--|

City Clerk

- City Limits
- Parcel
- Park
- Highway
- Subject Property



This map is for general purposes only. The City of Cranbrook makes no warranties regarding the accuracy of the suitability of the map for any purpose. This map is not for navigation or legal purposes. The City of Cranbrook will not be liable for any damage, loss or injury resulting from the use of the map or information on the map and the map may be changed at any time.

Data Source:
Digital Road Atlas (LLMB)
Ortho Imagery (July 2009, 10cm accuracy)

Date: March 4, 2024

From R-4 Low Density Multiple Family Residential
to R-6 High Density Multiple Family Residential

