



AGENDA

1. CALL TO ORDER

With the intention of holding a safe, caring, and orderly meeting for all we pledge: To do our best to maintain a respectful and inclusive working environment. We will hold this meeting to the highest standard of civility and appropriate conduct so that we may attend to our business effectively and productively.

2. ADOPTION OF AGENDA

3. APPROVAL OF MINUTES

- (a) Minutes of the Regular Meeting, Public Session held 2024 02 14 ([attachment](#))
- (b) Minutes of the Special Meeting, Public Session held 2024 03 04 ([attachment](#))

4. IN-CAMERA SUMMARY

- (a) Summary of In-Camera meeting held 2024 02 14 ([attachment](#))

5. BUSINESS ARISING

- (a) GISS Playing fields ([attachments](#))
- (b) District Meeting Safety Plan Recommendations

6. CORRESPONDENCE

- (a) Letter from Christina Zacharuk RE: Underspent Indigenous Education funding 2022/23 ([attachment](#))

7. DELEGATIONS

8. CHAIRPERSON'S REPORT

- (a) Spring Vista Conference
- (b) Strategic Plan Engagement Process
- (c) BCSTA AGM Motions ([attachment](#))
- (d) Trustee In-Service

9. SUPERINTENDENT'S REPORT

- (a) Staffing
- (b) AHAWD ([attachment](#))
- (c) Feeding Futures at SD64 – Dan Sparanese ([attachments](#))

10. SECRETARY TREASURER'S REPORT

- (a) Monthly Financial Report
- (b) 2024/25 Capital Plan Response Letter and Bylaw– 3 Readings ([attachments](#))



11. COMMITTEE REPORTS

- (a) Committee of the Whole – 2024 02 14 Summary ([attachment](#))
- (b) Education Committee – no report
- (c) Finance, Audit and Facilities Committee – 2024 02 21 Summary ([attachment](#))
- (d) Policy Committee – 2024 02 21 Summary ([attachment](#))
 - i. Repeal Policies/Procedures 110 Ceremonial Protocols, 111 Representation at Board Meetings, and 115 Election of Board Positions.
 - ii. Draft Policy 1:40 Board Committees ([attachment](#))
Notice of Motion to adopt and circulate. Once adopted, repeal policy 120 Board Committees
 - iii. Draft Policy 1.41 Board Liaison and Representation ([attachment](#))
Notice of Motion to adopt and circulate.
 - iv. Draft Policy 1.20 Board Authority, Role, and Responsibilities ([attachment](#))
(Notice of Motion to adopt and circulate. Once adopted, repeal policy and procedure 105 Governance and Administration.
 - v. Draft Policy 1.21 Role of the Chairperson and Vice-Chairperson ([attachment](#))
Notice of Motion to adopt and circulate.
 - vi. Draft Policy 1.22 Trustee Remuneration ([attachment](#))
Notice of Motion to adopt and circulation. Once adopted, repeal policy 6550 Trustee Remuneration and Expenses.

11. TRUSTEE SCHOOL REPORTS

12. OTHER BUSINESS

13. QUESTION PERIOD

14. NEXT MEETING DATES

- (a) Regular Board Meeting – May 8, 2024 at Saturna School
- (b) Policy Committee Meeting – April 24, 2024 at School Board Office

15. ADJOURNMENT



Present:	Tisha Boulter	Board Chair
	Chaya Katrensky	Vice-Chair
	Jeannine Georgeson	Trustee
	Gregory Lucas	Trustee
	Deborah Luporini	Trustee
	Nancy Macdonald	Trustee
	Rob Pingle	Trustee
	Jill Jensen	Superintendent of Schools/ Acting Secretary Treasurer
	Boe Beardsmore	Associate Superintendent
	Lyall Ruehlen	Director of Instruction
Lori Deacon	Director of Corporate Services	
Anna Szul	Executive Assistant	
Guests:	Colin Whyte	Director of Operations
	John Martin	Financial Advisor (via Zoom)
	Angela Thomas	CUPE Representative
	Ian Mitchell	GITA President
	Adrien Pendergast	GIPVPA Chair
	Ryan Massey	GISS Principal
	Soley Lapp	Student Council Co-President
	Clair Hunwicks	Student Council Co-President
	Maya Drake	Student Council Vice-President
	Haylee Gudes-Buckley	Student Council Member at Large
Lucie Luke	Student Council Treasurer	
Regrets:	Candice Arthur	DPAC Representative

1. CALL TO ORDER

The meeting was called to order at 1:00 p.m. by Chair Boulter. Trustee Macdonald gratefully acknowledged that we held this meeting on the traditional territory of the Coast Salish communities, specifically the Hul’qumi’num, and SENĆOŦEN speaking peoples – huy tseep q’u.

Chair Boulter read the opening statement: With the intention of holding a safe, caring, and orderly meeting for all we pledge: To do our best to maintain a respectful and inclusive working environment. We will hold this meeting to the highest standard of civility and appropriate conduct so that we may attend to our business effectively and productively.



2. **ADOPTION OF AGENDA**

10 (b) 2023/2024 Amended Annual Budget Bylaw moved up after delegation.

Moved and seconded that the agenda for the Regular Board Meeting, Public Session held 2024 02 14 be adopted as amended.

CARRIED 13/24

3. **APPROVAL OF MINUTES**

Moved and seconded that the minutes of the Regular Board Meeting, Public Session held 2024 01 10 be approved as presented.

CARRIED 14/24

4. **IN-CAMERA SUMMARIES**

The Board of Education adopted the Regular In-Camera Summary for 2024 01 10 by consensus.

5. **BUSINESS ARISING**

6. **CORRESPONDENCE**

(a) **Framework for Enhancing Student Learning (FESL) Report Feedback**

Chair Boulter emphasized that the document presented is akin to our "report card" from the ministry, illustrating the diligent efforts of our staff. She commended the report's overall quality, acknowledging that the areas for improvement highlighted were expected, affirming that there is space for improvement.

Jill Jensen emphasized that the report is a testament to the outstanding efforts of our staff over several years, culminating in our current achievements. She acknowledged the dedication and hard work contributed by senior staff, principals, vice principals, teachers, support staff, and operational staff, all of whom play pivotal roles in the success of our students. With students consistently performing well, Jensen stressed the importance of recognizing and celebrating this success throughout the district.

7. **DELEGATIONS**

(a) **GISS Student Council**

Claira Hunwicks, Soley Lapp, Haylee Guedes-Buckley, Lucie Luke, and Maya Drake introduced themselves and provided a summary of the duties of the student council. The student council comprises a diverse and passionate group of students united by their aim to effect positive change throughout their entire school. Proposed in 2022 and established in 2023, the GISS Student Council undergoes annual elections at the beginning of each school year, with peers casting votes for their representatives. Weekly meetings are convened to deliberate proposals brought forth by the general student body, with the council voting on these proposals and formulating plans accordingly. Additionally, the student council serves as a focal point for administrative initiatives and ideas,



facilitating surveys of the student body's opinions. The overarching objective is to foster meaningful connections between GISS administration and the student body.

Noteworthy initiatives from the previous year encompassed the reinstatement of school dances and the introduction of a Student Feedback Survey, enabling students to provide anonymous feedback to teachers regarding their classes.

This year's proposals are centered around the following initiatives:

- Organizing a Mental Health Workshop in collaboration with the administration, featuring guest speakers.
- Implementing a Sexual Consent Workshop into the CLC 12 curriculum, with guest speakers, making it a mandatory component.
- Organizing Scholarship Night dedicated to grade 12 students, aimed at alleviating stress for the graduating class.
- Installing urinal dividers in bathrooms to enhance privacy and comfort.
- Reviving clubs within the school community, with efforts to expand the range of available options. Currently, the most popular clubs include the Debate Club and Art Club.

1:23 p.m. Ryan Massey, Clairra Hunwicks, Soley Lapp, Haylee Guedes-Buckley, Lucie Luke, and Maya Drake left the meeting.

10. SECRETARY TREASURER'S REPORT

(b) **2023/2024 Amended Annual Budget Bylaw**

Unanimous consent that the 2023/2024 Amended Budget Bylaw receives all three readings at this time.

CARRIED 15/24

Tisha Boulter read the 2023/2024 Amended Budget Bylaw, prepared in accordance with the *School Act*.

Moved and seconded that the 2023/2024 Amended Budget Bylaw be read a first time and passed.

CARRIED 16/24

Moved and seconded that the 2023/2024 Amended Budget Bylaw be read a second time and passed.

CARRIED 17/24

Moved and seconded that the 2023/2024 Amended Budget Bylaw be read a third time, passed and approved.

CARRIED 18/24



1:35 p.m. John Martin left the meeting.

8. CHAIRPERSON'S REPORT

(a) **Instructional Calendar Adoption**

The Board of Education has concluded its consultation process for adoption of the 2025/2026 and 2026/2027 draft instructional calendars.

Moved and seconded that the Board of Education adopt the instructional school calendars for the 2025/26 and 2026/27 school years.

CARRIED 19/24

9. SUPERINTENDENT'S REPORT

(a) **Staffing**

The spring staffing process has commenced, with school principals gathering their projected enrollment figures for September.

(b) **Projected Enrolment**

The district foresees a decline in student enrollment, with an initial estimate suggesting a decrease of approximately 60-70 Full-Time Equivalent (FTE) students compared to last September's reported figures. This decrease is attributed to a notably large graduating class and a significantly smaller incoming kindergarten class.

(c) **Cell Phones in Schools**

Following Premier David Eby's January 26, 2024 announcement, school districts will be expected to restrict the use of personal devices during instructional periods in order to safeguard students against online risks and protect instruction time from digital distractions. Provincial direction will follow and may include recommendations for policy development, official guidelines, administrative practices, or requirements within school Codes of Conduct.

(d) **Equitable Hiring Special Programs Application (LOU 4)**

The goal of Letter of Understanding (LOU) #4 is to ensure that the diversity of the student population is reflected in those who teach them. Currently, 10% of SD64 students are of Indigenous ancestry, and the district, in partnership with the local teachers' union, is working towards achieving that same representation percentage of employees through new hiring practices.

10. SECRETARY TREASURER'S REPORT

(a) **Monthly Financial Report**

The monthly operating expense report reveals that expenses are within 0.3% of the annual budget.

(c) **BMO Signing Authority**

Lori Deacon shared an updated letter and appendixes for the Bank of Montreal (appendixes A and B are attached to the minutes).



Moved and seconded that, effective April 1, 2024, the Board of Education approves the changes to the signing authority for the Educational Trust Fund Account as presented in Appendix 'A'.

CARRIED 20/24

Moved and seconded that, effective April 1, 2024, the Board of Education approves the changes to the signing authority for the Operating Bank Account as presented in Appendix 'B'.

CARRIED 21/24

(d) **GISS Playing Fields, Annual Expenses**

Colin Whyte provided an overview of the yearly expenses associated with maintaining the GISS playing fields. Expenses are projected based on the assumption of unrestricted watering, although watering restrictions are in place during the summer months.

While there are cost savings due to water restrictions, the educational spaces remain inaccessible to students when they need them. The question arose whether investing in water catchment systems could ensure that these fields are available to our students when they require them.

Trustee Pingle inquired about water catchment irrigation options. Trustee Macdonald requested an inquiry into the expenses associated with water containment and explored the feasibility of utilizing water from the water treatment plant. During the discussion, it was mentioned that purple pipes already exist, connecting the water treatment facility to the GISS playing fields. While the water is generally suitable, it might require tertiary treatment to address potential concerns before use.

The discussion was tabled until the Finance, Audit, and Facilities Committee meeting on April 10, 2024.

11. COMMITTEE REPORTS

(a) **Committee of the Whole**

Chair Boulter provided an overview of the morning's Committee of the Whole meeting. The draft strategic plan will undergo review by staff for internal consultation and feedback from partner groups, then return to the COW subcommittee before being released to the public for further consultation.

(b) **Education Committee** – no report

(c) **Finance, Audit, and Facilities Committee** – 2024 01 10 Summary received.



(d) **Policy Committee**

i. Bylaw #2 Board Procedures

The Board considered revisions of the Procedural Bylaw as part of its policy renovation. The draft policy was circulated on January 16. No feedback was received. Housekeeping amendments were made to formatting and sentence structure.

Moved and seconded that The Board of Education give second reading to amended Bylaw #2 Board Procedures as amended.

CARRIED 22/24

Moved and seconded that The Board of Education give third reading to emended Bylaw #2 Board Procedures as amended, passed and approved.

CARRIED 23/24

ii. Policy 1.30 Trustee Code of Conduct

The draft policy was circulated on January 16th. No feedback was received.

Moved and seconded that the Board of Education adopt Policy 1.30 Trustee Code of Conduct.

CARRIED 24/24

iii. Policy 1.31 Addressing Breaches of the Code of Conduct

The draft policy was circulated on January 16th. No feedback was received.

Moved and seconded that the Board of Education adopt Policy 1.31 Addressing Breaches of the Code of Conduct.

CARRIED 25/24

iv. Policy 107 Trustee Code of Conduct

The draft policy was circulated on January 16th. No feedback was received.

Moved and seconded that the Board of Education repeal Policy 107 Trustee Code of Conduct.

CARRIED 26/24

v. Policy 1.32 Trustee Conflict of Interest

Moved and seconded that the Board of Education adopt Policy 1.32 Trustee Conflict of Interest.

CARRIED 27/24



12. TRUSTEES' REPORTS

Trustee Macdonald provided an update regarding the initiative for a new playground, expressing support through a written letter. Additionally, she reported on a Parent Advisory Committee (PAC) meeting where Cheryl Ruff addressed attendees. Macdonald also noted the French Immersion enrollment open house held at SSE. Notably, she highlighted the recognition of Cat Lightfoot and Kari Holmes for their 35 years of service in the district. Lastly, Macdonald mentioned the forthcoming presentation by The White Hatter at SSE.

Trustee Katrensky provided an update on the commencement of a new SEEC Vice-Principal starting today. She also announced a Virtual Provincial Council meeting scheduled for the upcoming Saturday, as well as the VISTA event planned for March. Katrensky noted that there were no emergent motions to address.

Trustee Georgeson passed.

Trustee Luporini conveyed the collective excitement surrounding the opening of the Mayne Island teacherage and reminded everyone that fundraising is continuing. Both Trustee Luporini joined Trustee Lucas to attend the Pender PAC meeting since there are families on Mayne who have children attending Pender. There are wonderful presentations coming up on internet safety, featuring the White Hatter.

Trustee Lucas reported positive progress in the Feeding Futures collaboration, particularly in local food initiatives. Additionally, the PAC is currently in the midst of organizing a winter carnival. Furthermore, there is an ongoing Readathon initiative in collaboration with the PAC and teachers aimed at raising funds to enhance educational opportunities. There is an upcoming presentation around cellphone safety regarding sexual predators, in collaboration with the local police detachment.

Trustee Pingle highlighted the province's announcement regarding BC Builds, aimed at reducing construction costs for middle-income families. This initiative involves leveraging government, community, and non-profit-owned underused land. Given the ongoing deliberations on the future use of the Phoenix School Site property, Pingle suggested that this presents a timely opportunity to consider establishing a teacherage on Salt Spring Island.

Trustee Boulter attended PAC meetings at Fulford and GISS where Cheryl Ruff gave presentations on the importance of engaging people in conversations about racial equity and noted the establishment of a network of resources and plans that will endure beyond her current position. Both schools have been developing cell phone policies and putting them into practice. Principal Ryan Massey of GISS posed insightful questions to parents at the PAC meeting regarding accessing information about their children's education. The GISS PAC is actively fundraising for sports equipment and aims to acquire a bus. Boulter participated in a partner liaison meeting with Scott Benwell and Jill Jensen, where "human flourishing" emerged as a new buzzword. Discussions also touched upon the province's status as a high-performing educational system and the vision for "High-Performance Schools for Tomorrow." Other interesting topics



included artificial intelligence, Bill 40, Indigenous learners, and considerations of parental rights from a legal standpoint in a presentation by Michael Hancock.

13. OTHER BUSINESS

(a) **CRA Signing Authority**

Moved and seconded that the Board of Education remove Nancy MacDonald, Shelly Lawson, and Anna Herlitz as business owners on the CRA account of The Board of Education of School District No 64 and add Jesse Guy, Dawn Sawchuk, and Jill Jensen.

CARRIED 28/24

14. QUESTION PERIOD

15. NEXT MEETING DATES

- (a) Regular Board Meeting – April 10, 2024
- (b) Policy Committee Meeting – February 21, 2024
- (c) Finance, Audit & Facilities Committee Meeting – February 21, 2024

16. ADJOURNMENT

Moved to adjourn at 3:12 p.m.

CARRIED 29/24

Date: _____

Chairperson

Certified Correct:

Acting Secretary Treasurer



APPENDIX 'A'

Signing authority for the Educational Trust Fund Account #1015 455:

Effective April 1, 2024

1. For amounts up to and including \$10,000:

Jill Jensen, Chief Executive Officer; or
Boe Beardsmore, Associate Superintendent

with

Jesse Guy, Secretary Treasurer, or
Lori Deacon, Director of Corporate Services

2. For amounts over \$10,000:

Jesse Guy, Secretary Treasurer, or
Jill Jensen, Chief Executive Officer

with

Tisha Boulter, Board Chair, or
Rob Pingle, Trustee



APPENDIX 'B'

Signing authority for the Operating Bank Account #1003 104:

Effective April 1, 2024

1. For amounts up to and including \$10,000:

Jill Jensen, Chief Executive Officer; or
Boe Beardsmore, Associate Superintendent

with

Jesse Guy, Secretary Treasurer, or
Lori Deacon, Director of Corporate Services

Except for Receiver General, Payroll Deductions, Utilities and yearly contracts signed or approved by the Board on behalf of the Board.

(When signing authorities for amounts over \$10,000 apply).

2. For amounts over \$10,000:

Jesse Guy, Secretary Treasurer, or
Jill Jensen, Chief Executive Officer,

with

Tisha Boulter, Board Chair, or
Rob Pingle, Trustee



Present:	Tisha Boulter	Board Chair
	Chaya Katrensky	Vice-Chair
	Jeannine Georgeson	Trustee
	Deborah Luporini	Trustee
	Nancy Macdonald	Trustee
	Rob Pingle	Trustee
	Jill Jensen	Superintendent of Schools/ Acting Secretary Treasurer
	Lyall Ruehlen	Director of Instruction
	Lori Deacon	Acting Director of Corporate Services
	Anna Szul	Executive Assistant
Guests:	Ian Mitchell	GITA President

1. CALL TO ORDER

The meeting was called to order at 4:00 p.m. by Chair Boulter.

Chair Boulter read the opening statement. With the intention of holding a safe, caring, and orderly meeting for all we pledge: To do our best to maintain a respectful and inclusive working environment. We will hold this meeting to the highest standard of civility and appropriate conduct so that we may attend to our business effectively and productively.

Moved and seconded that the Board of Education designates Jill Jensen to perform the duties of the Secretary-Treasurer for this meeting.

CARRIED 29/24

2. ADOPTION OF AGENDA

Moved and seconded that the agenda for the Special Board Meeting, Public Session held 2024 03 04 be adopted as presented.

CARRIED 30/24

3. CHAIRPERSON’S REPORT

(a) GISS Field Trip Request - National Festival and Tournament - Canadian Improv Games

Moved and seconded that the Board of Education approve the Gulf Islands Secondary School GISS Improve team of 12 students in grades 8-12 to attend the National Festival and Tournament - Canadian Improv Games in Ottawa from March 25-31, 2024.

CARRIED 31/24



4. **ADJOURNMENT**

Moved to adjourn at 4:04 p.m.

CARRIED 32/24

Date: _____

Chairperson

Certified Correct:

Acting Secretary Treasurer

BOARD OF EDUCATION, SCHOOL DISTRICT NO. 64 (GULF ISLANDS)

Reference Section 72 (3) of the *School Act*

Record of Proceedings of the In-Camera Meeting held
at School Board Office

2024 02 14

Present:	Tisha Boulter	Board Chair
	Chaya Katrensky	Vice-Chair
	Jeannine Georgeson	Trustee
	Gregory Lucas	Trustee
	Deborah Luporini	Trustee
	Nancy Macdonald	Trustee
	Rob Pingle	Trustee
	Jill Jensen	Superintendent of Schools / Acting Secretary-Treasurer
	Boe Beardsmore	Associate Superintendent
	Lyall Ruehlen	Director of Instruction
	Lori Deacon	Director of Corporate Services
Anna Szul	Executive Assistant	

The meeting was called to order at 9:00 a.m.

The agenda for the Regular Board meeting, In-Camera session held 2024 02 14 was adopted as amended.

The minutes of the Regular Board meeting, In-Camera session held 2024 01 10, were approved as amended.

Items:

1. Skate Park Expansion

The Board of Education instructed staff to consult with school and district staff regarding the proposal for the skate park expansion.

2. Board Meeting Procedures

The Board of Education referred the issue of how questions from the public are handled to the Policy Committee to develop processes and practices to ensure transparent communication.

3. Personnel Update

4. Challenging of Learning Resources

5. Mayne Island Teacherage

6. Water Taxi Funding

7. Budget

The meeting adjourned at 10:55 a.m.

February 8, 2024

School District 64 (Gulf Islands)
112 Rainbow Road,
Salt Spring Island, BC V8K 2K3

via email: cwhyte@sd64.org

Attention: Mr. Colin Whyte, Director of Operations

Reference: Proposal for Irrigation Water for Gulf Islands Secondary School

Project Understanding

Thank you for reaching out to MSR Solutions. MSR Solutions Inc., located in Langford, BC, and working throughout BC and on all the gulf islands. With a strong focus on sewage and wastewater management, MSR has developed a solid reputation in the industry throughout British Columbia with innovative solutions and strategies around reclaimed water reuse. With over 35 years of activity in onsite systems, Mike has been continually seeking innovative solutions for water-related challenges. MSR Solutions has become known for its commitment to environmental sustainability and embracing challenges in engineering solutions. Mike is well regarded for his dedication to ensuring safe and efficient water management systems throughout British Columbia.

Background

As discussed at our site visit on Thursday February 1, it was noted the playing field has a porous playing surface and drains too quickly. The field area is 50 m x 115 m or about 5,750 m². Assuming 5 mm every day in summer season, the daily water demand is at least 29 m³ or 7,500 USgpd in summer, and there are other fields which would benefit from sprinkling. Current tolls from North Salt Spring Waterworks are \$272.78/m³ of water, or about \$7,900/day were water to be used. There are also moratoriums, making this option unfeasible from an ongoing operation cost potentially of \$0.9 million per year.

Rainwater collection was considered as an alternative. However, with watering required typically from April 15 to Sep 15, or potentially 150 days, there would be an overall need of about 0.75 m depth of water for the field, or a needed storage of 4,350 m³ (1.2 million USgal). A reservoir this size would be around \$2.5 - \$3 million were area available for it to be located. We understand the consideration of an artificial turf was also explored with costs around \$2.5 million.

All these options are considerable cost and are not generally providing the long term goals of the School District, and at MSR we have designed reclaimed water reuse systems for irrigation and toilet flushing and believe there is an option to reuse water from the CRD WWTP, serving Ganges.

History of Reclaimed Water Considerations

The property is within the Ganges Sewer Service Area and is located about 400 m from the WWTP to Rainbow Road, and an additional 400 m to the sports playing field to be irrigated. In March 2009, the CRD undertook a reclaimed water feasibility study, which encompassed a larger service area. The report identified costs around

\$1.6 million, or about \$2.9 million in current value adjusted for inflation. A reduced scope to provide for the school area only, would be approximately one half the cost.

It had been proposed the system would be operated by North Salt Spring Waterworks District (NSSWD) and would proceed subject to government grants. The process did not proceed, nor consider the ability to obtain regulatory authorization from the Ministry of Environment (MoE).

I had the opportunity to review the issue of reclaimed water with Dean Olafson, the Engineering Manager with the CRD Ganges WWTP facility. He was able to provide the three appended reports. He was very cautious on any potential and warned about the metal concentrations addressed in the report from Rocky Point in a report, which had been prepared for the School District in 2019.

The School District 64 retained Rocky Point Engineering Ltd., in February 2019 to provide a feasibility study. The report outlined the regulatory requirements, and suggested metals in the effluent were an impediment to the authorization and offer other alternatives. Of primary concern was the potential for runoff from the fields contributing to impacts on the riparian areas of ditching along Rainbow Road, discharging to Ganges Creek, a fish bearing water. The following substances exceed BC Water Quality Guidelines (WQG) in undiluted effluent: Weak Acid Dissociable (WAD) Cyanide, Copper, Zinc, Chrysene, and Benzo(a)pyrene. There is consideration the substances would have an impact to the receiving environment and meet with resistance from the MoE if applied to the playing fields.

Proposal for Reclaimed Water

The effluent from the Ganges WWTP is typically suitable for reuse as irrigation water, and we have been successful on other sites to allow for the direct application of water from a membrane treatment plant to sprinkler irrigation. The Ganges facility is subject to commercial enterprises, which introduce the substances noted above, and combined with the proximity of Ganges Creek, pose a barrier to the successful reuse of the water.

In jurisdictions such as California, there is a designation noted as Title 22 water recycling criteria. This involves an additional step in the treatment process using membranes on the Reverse Osmosis principal to remove salts, metals, and other substances. Typically, the process should allow for the reject water (about 30%) to continue to the marine outfall, as the net effluent dilution in the marine receiving environment is not diminished with the water for irrigation removed.

The reuse water will generally meet potable water standards and would have no net negative impact on the receiving environment. We have worked on several RO systems for drinking water and note there is a facility serving a community at Scott Point, which takes brackish water and makes it potable for drinking water and is about the size we would anticipate (20 gpm) to meet irrigation needs.

We believe it is feasible to achieve your needs for irrigation water to allow two or more playing fields to receive the irrigation water. This will require coordination with the CRD as the provider.

- One option is for the CRD to provide the reclaimed water and be responsible for the treatment, conveyance, and pumping system, as well as an amendment to their Operating Certificate.

- The second option is for the CRD to provide the effluent, with the School District responsible for the works and applying for the Authorization for reclaimed water with the MoE.

The Rocky Point report addresses adequately the regulatory steps and fell short reasonably due to their insufficient knowledge of wastewater treatment and regulatory process to reclaimed water. The use of a reverse osmosis (RO) treatment system on the effluent from the Ganges Treatment Plant will overcome the hurdles in place and provide a viable supply to the irrigation needs.

Engineering Fees and Disbursements

As noted above, costs for the irrigation water including engineering and contingencies are considered at around \$1.5 million. The next steps for the school district after considering this budgetary viability of the supply is to receive a technical brief on the requirements of an RO system to meet both CRD and MoE regulatory requirements and meet with the CRD to support a school district application to the MoE with the CRD as the end owner.

The CRD has an interest in supporting this, as they retain a long term support. They are limited at this time to engage as the proponent and would support an initiative where they are supporting, rather than leading the process. We propose an initial budget allowance of \$20,000 which would be on a time and material basis. The report would include the following.

MSR proposes to work on a Time and Materials basis with an initial budget based on the following general scope of work to the upset of \$20,000 excluding GST. Works will be invoiced as per our chargeable rates as follows:

Senior Engineer	\$250.00/hr
Intermediate Engineer	\$160.00/hr
Technologist	\$145.00/hr

Item	Cost	Comments
Background Review		<ul style="list-style-type: none"> • Review of existing reports and documents • Review with School District on extent of irrigation proposes
Report of Findings and Recommendations		<ul style="list-style-type: none"> • Summary of findings on site conditions and regulatory requirements • Conceptual design of treatment and distribution system • Report of options and recommendations • Budgetary considerations for capital construction, operations and maintenance, engineering services and regulatory process, and regulatory timeline to authorizations for discharge

We trust that the above provides an initial understanding of the project needs. MSR has been in operation for 15 years, the Principal for more than 35 years, and has been involved in many developments throughout the CRD and outlying communities, with emphasis on treatment and reuse options. We look forward to the opportunity to assist you, and if you have any questions, or require additional information, please feel free to call, or email me.

Should you request we proceed with the works, please confirm by returning an email with a signed copy of the proposal.

Sincerely,
MSR SOLUTIONS INC.



Mike Seymour, P.L. Eng.
Principal

Terms of Engagement

1. General

MSR Solutions Inc. ("MSR") shall render the Services, as specified in this proposal, to the Client for this Project in accordance with the following terms of engagement. Each party shall designate a representative who is authorized to act on behalf of that party and receive notices under this Agreement.

MSR will confirm in writing before proceeding with additional services as required by the Client. Rates will be either hourly or on a task specific basis.

2. Compensation

Fees for Services provided are due and payable upon invoicing. Accounts in excess of 30 days from the date of invoice are surcharged with carrying charge interest. Interest is calculated on overdue amounts at 2% per month based on a 30-day month, 360-day year, compounded monthly (26.8% per annum). Payments toward arrears will be credited on a first-in, first-out basis on date of payment receipt, and prorated based on day within the 30-day month.

Obtaining agency approvals is not a prerequisite for payment for Services rendered.

Client overpayments will be held as credit-on-account against future invoices without interest paid. Credits-on-account resulting from overpayments will be returned to the Client upon request in writing.

3. Termination

Either party may terminate this engagement without cause upon thirty (30) days' notice in writing. On termination by either party under this paragraph, the Client shall forthwith pay to MSR all charges for the Services performed, including all expenses and other charges incurred by MSR for this Project, up to the date of Termination.

If either party breaches this engagement, the non-defaulting party may terminate this engagement after giving seven (7) days' notice to remedy the breach. On termination by MSR under this paragraph, the Client shall forthwith pay to MSR all charges for the Services performed to the date of termination, including all fees and charges for this Project, up to the date of Termination.

4. Environmental

MSR's field investigation, laboratory testing and engineering recommendations will not address or evaluate pollution of soil or pollution of groundwater. MSR will cooperate with the Client's environmental consultant.

5. Professional Responsibility

In performing the Services, MSR will provide and exercise the standard of care, skill and diligence required by customarily accepted professional practices and procedures normally provided in the performance of the Services contemplated in this engagement, at the time when, and in the location which, the Services are performed.

6. Insurance

As required under the policies of the Engineers and Geoscientists of BC (EGBC), MSR hereby informs the Client that it carries \$1,000,000 Professional Liability insurance with ENCON Insurance Managers Inc. and \$3,000,000 Commercial General Liability Insurance with Travelers Canada.

7. Limitation of Liability

MSR shall not be responsible for:

- a) The failure of a contractor, retained by the Client, to perform the work required in the project in accordance with the applicable contract documents.
- b) The design of, or defects in, equipment supplied or provided by the Client for incorporation into the Project.
- c) Any cross-contamination resulting from subsurface investigations.
- d) Any damage to subsurface structures and utilities which were identified and located by the Client.
- e) Any Project decisions made by the Client if the decisions were made without the advice of MSR, or contrary to, or inconsistent with, MSR's advice.
- f) Any consequential loss, injury or damages suffered by the Client, including, but not limited to, loss of use, earnings, and business interruption.
- g) The unauthorized distribution of any confidential document or report prepared by or on behalf of MSR for the exclusive use of the Client.

For the purposes of the limitation of liability provisions contained in the Agreement of the parties herein, the Client expressly agrees that it has entered into this Agreement with the Consultant, both on its own behalf and as agent on behalf of its employees and principals.

The Client expressly agrees that the Consultant's employees and principals shall have no personal liability to the Client in respect of a claim, whether in contract, tort and/or any other cause of action in law. Accordingly, the Client expressly agrees that it will bring no proceedings and take no action in any court of law against any of the Consultant's employees or principals in their personal capacity.

The total amount of all claims the Client may have against MSR under this engagement, including, but not limited to, claims for negligence, negligent misrepresentation, and breach of contract, shall be strictly limited to the amount of any professional liability insurance MSR may have available at the time such claims are made. No claim may be brought against MSR in contract or tort more than two (2) years after the Services were completed or terminated under this engagement.

8. Documents

All of the documents, including digital information, prepared by MSR or on behalf of MSR in connection with the Project are instruments of service for the execution of the Project. MSR retains the property and copyright in these documents, whether the Project is executed or not. These documents may not be used on any other project without the prior written agreement of MSR. Such an agreement is not to be unreasonably withheld.

In the event the Client furnishes MSR with any documents, information, surveys, and reports, MSR shall be entitled to rely on their accuracy and completeness. Any contracts for the provision of such documents, information, surveys, and reports shall be considered direct contracts with the Client unless explicitly provided otherwise.

All materials, written or oral, provided to MSR in the course of completing the work could be confidential information and will not be disclosed to any party without the written permission of Client, such permission not to be unreasonably withheld, or as required by law. Further, MSR and the Client are bound by the terms of the Freedom of Information and Protection of Privacy Act.

9. Field Services

Where applicable, field services recommended for the Project are the minimum necessary in the sole discretion of MSR, to observe whether the work of a contractor retained by the Client is being carried out in general conformity with the intent of the Services. Any reduction from the level of Services recommended will result in MSR providing modified certifications for the work.

10. Dispute Resolution

If requested in writing by either the Client or MSR, the Client and MSR shall attempt to resolve any dispute between them arising out of or in connection with this agreement by entering into structured, non-binding negotiations with the assistance of a mediator on a without prejudice basis. The mediator shall be appointed by agreement of the parties.

IN WITNESS WHEREOF the parties have executed this Agreement on _____, 2023.

MSR SOLUTIONS INC.,
by its authorized signatory:

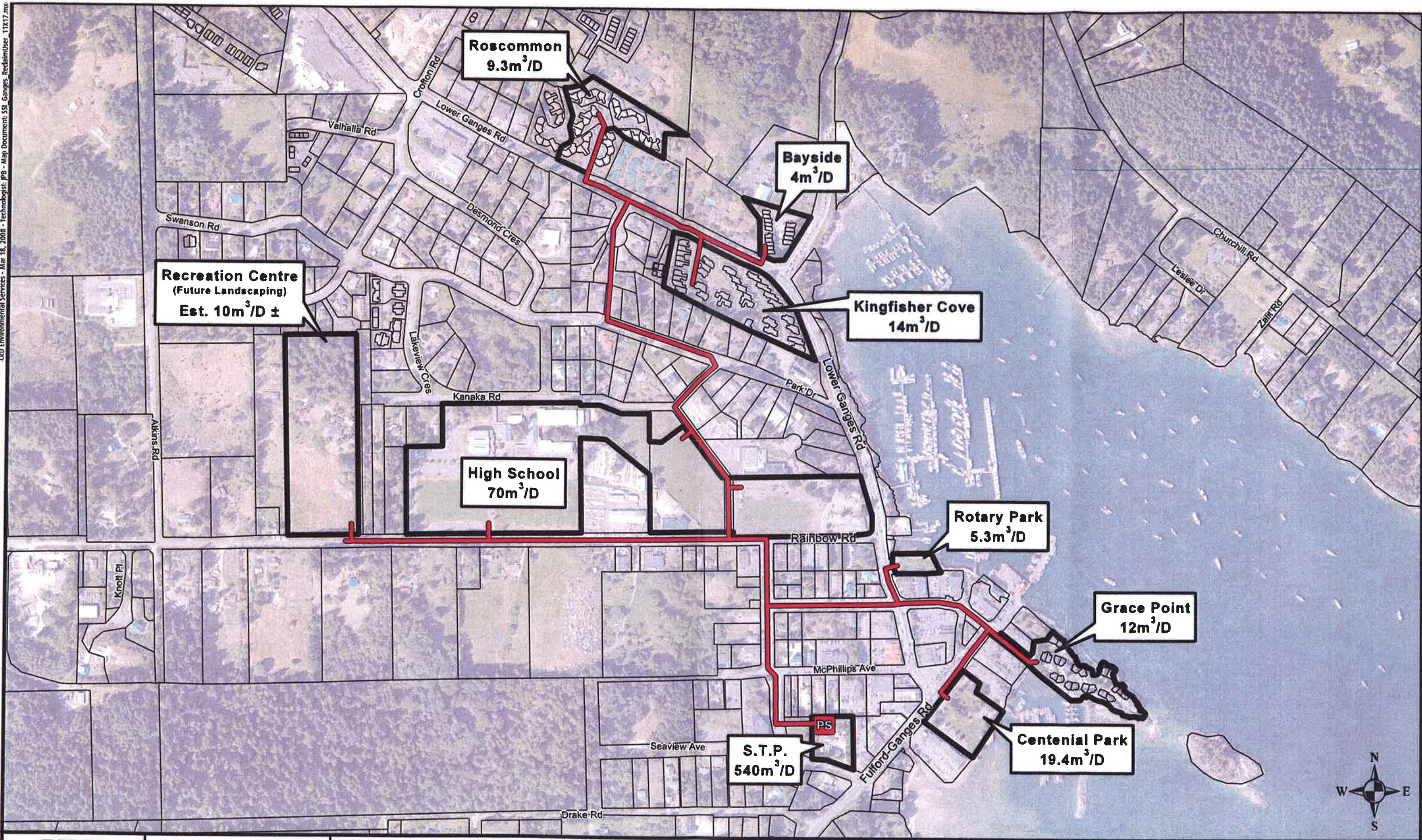
by its authorized signatory

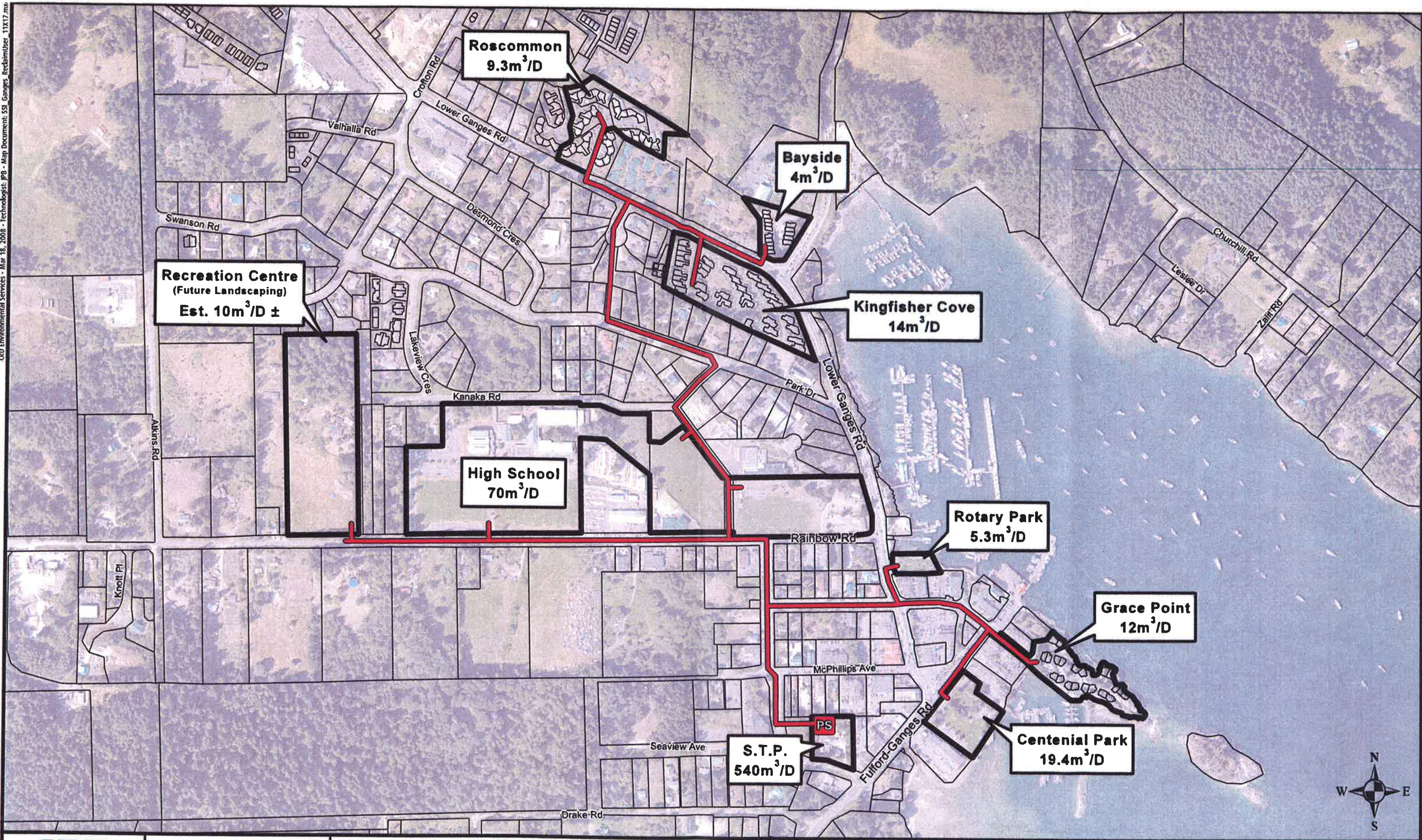


(signature)

Mike Seymour, P.L. Eng.

(print name)







Making a difference...together

GANGES SEWER SYSTEM

RECLAIMED WATER FEASIBILITY STUDY

SALT SPRING ISLAND, BC

**Prepared by Capital Regional District
March, 2009**

Contents

EXECUTIVE SUMMARY	4
CHAPTER 1 - INTRODUCTION.....	7
1.1 AUTHORIZATION	7
1.2 GENERAL.....	7
1.3 STUDY AREA	8
1.4 LAND USE.....	8
1.5 TYPICAL USES FOR RECLAIMED WATER	8
1.6 RECLAIMED WATER OPPORTUNITIES IN THE GANGES VILLAGE CORE.....	8
1.7 ALTERNATE, FUTURE USES FOR RECLAIMED WATER.....	9
CHAPTER 2 – RECLAIMED WATER PRODUCTION VS PROJECTED USAGE	11
2.1 PRODUCTION - ACTUAL.....	11
2.2 PRODUCTION MAXIMUM	11
2.3 ESTIMATED INITIAL RECLAIMED WATER DEMAND	12
CHAPTER 3 – PROGRAM DESIGN AND IMPLEMENTATION CRITERIA	13
3.1 GENERAL.....	13
3.2 CONTROL AND CUSTODY	13
3.3 SYSTEM FUNDING.....	13
3.4 NORTH SALT SPRING WATER DISTRICT CAPITAL UPGRADE	14
3.5 SYSTEM DESIGN- GENERAL	14
3.6 HYDRAULIC DESIGN	14
3.7 DISTRIBUTION	16
3.8 DISTRIBUTION OPERATION	16
3.9 CRITERIA FOR USER SELECTION	16
3.10 MUNICIPAL SEWAGE REGULATION	17
3.11 DIVERSION FROM NSSWD SUPPLY AND DISTRIBUTION	17
CHAPTER 4 - EXISTING PRODUCTION, STORAGE AND DISTRIBUTION INFRASTRUCTURE	18
4.1 GENERAL.....	18
4.2 GANGES WASTEWATER PLANT.....	18
4.2.1 PROCESSING	19
4.2.2 PRODUCTION	19
4.3 RESERVOIR STORAGE.....	19
4.4 DISTRIBUTION MAINS.....	20
4.5 RIGHTS-OF-WAY.....	20
CHAPTER 5- PROPOSED RECLAIMED WATER DELIVERY SYSTEM.....	21
5.1 GENERAL.....	21
5.2 BOOSTER PUMPING STATION.....	21
5.3 STORAGE.....	22
5.4 DISTRIBUTION SYSTEM.....	22
5.5 SYSTEM CONTROLS.....	22
CHAPTER 6 - SYSTEM IMPLEMENTATION / COSTS.....	23
6.1 GENERAL.....	23
6.2 CAPITAL COST SUMMARY	23
6.3 FUNDING OPTIONS.....	23

CHAPTER 7– OPERATION OF THE RECLAIMED WATER SYSTEM.....	25
7.1 GENERAL.....	25
7.2 OPERATIONAL AND MAINTENANCE BUDGET	25
7.3 OPERATING BUDGET.....	25
CHAPTER 8 - FINANCIAL ANALYSIS.....	26
8.1 ESTIMATED CAPITAL DEBT AND ANNUAL REPAYMENT	26
8.2 COST RECOVERY	26
CHAPTER 9 - CONCLUSIONS AND RECOMMENDATIONS	28
9.1 CONCLUSIONS	28
9.2 RECOMMENDATIONS.....	29
SCHEDULE A	30
PROPOSED RECLAIMED WATER DISTRIBUTION SYSTEM.....	30
SCHEDULE B	31
DISTRIBUTION SYSTEM COST ESTIMATING FORM.....	31

EXECUTIVE SUMMARY

The Capital Regional District (CRD) operates the Ganges wastewater treatment plant on Salt Spring Island. The plant is capable of producing approximately 40 cubic metres of reclaimed quality water each hour of operation and presently produces about 450 – 500 cubic metres of the material daily. Disposal of the material is to ocean outfall. The Ganges Sewer Local Service Committee, which administers the Ganges sewer local service area, was approached by the Gulf Islands School District some years ago to determine whether the committee and CRD would support an application for the school district to utilize reclaimed water for irrigation of the playing fields. The school district was pleased to support the fields use by both the school and the greater community but was concerned for the high volume and cost of domestic water needed to maintain the fields. The CRD completed an initial study of the concept, and registered the Ganges wastewater treatment plant under the Municipal Sewage Regulations (MSR) to provide for reclaimed water use for the playing field irrigation. It was evident at the time that while the concept was well supported; the cost to distribute the product from the source to the school property was too high to be viable.

The CRD applied for funds from the Ministry of Community Services under an Infrastructure Planning Grant to undertake a further feasibility study to look at other potential uses for the product and to develop costs for distribution of reclaimed water to the community, in consideration that more users would equate to reduced unit costs of capital and operating for a system. It was determined initially that knowledge of reclaimed water and its uses were very limited in the community. Landscape irrigation, especially for users who now employ domestic water for irrigation, was one use that the public could identify as being potentially beneficial to the overall community. It was decided that the focus of this phase of the study would be to develop a distribution system allowing substitution of reclaimed water for domestic water currently used for landscape irrigation. The primary benefits to the community include conservation of the domestic water source currently used for landscape irrigation at a large strata development, maintenance of green turf for sports fields and parks and opportunities for alternate water use proposals by other agencies in future.

Potential for Usage

An initial survey of water use for parks and recreation indicated there is significant domestic water applied to green space. Large domestic water use in summer for irrigation was also evident with a number of the strata developments. This primary group, parks, recreation and strata communities was considered for the study on the basis that conversion of the group to reclaimed water would have a significant benefit to the greater community through reduction in usage from the domestic system. From the initial survey it is projected that daily use of water for landscape irrigation from the target user group was in the order of 145 cubic meters. By contrast the volume of water available at this time is about three times that amount.

Distribution

Distribution of the product for use requires pumping, storage, disinfection, control and a distribution network to be constructed. To keep capital costs as low as possible the distribution network would be installed in a relatively small area allowing for a number of the larger potential user properties to be serviced. There are a number of potential users outside of the initial construction area which could be serviced but not without significant increases in pipe installation. On this basis it was considered that the demonstration of the concept would be the initial goal, with system expansion following, as demand for the product increased.

System Design

Reclaimed water produced at Ganges would be held in storage at the site and delivered over a three hour irrigation period between the hours of 2 a.m. and 5 a.m. by a variable speed pumping station. The

material would be routed through an ultraviolet disinfection device and then chlorinated to obtain a residual through the system. The mains would be a combination of 100mm and 150mm diameter with a total length of approximately 2,500m. To reduce the size of the pumping station, water for large demand, short duration applications such as the school district, would be pumped through the day to storage tanks provided by the user. In this manner, the tanks will be filled during the prime production period for the Ganges plant, and be available for distribution by on-site pumps to the irrigation system during the early morning hours of the following day. Connections to each user would be metered, with backflow prevention installed on the domestic service to prevent cross connection contamination from entering the domestic system. As system demand increased, it will be necessary to increase storage on the system. The most efficient process would be to follow conventional water system design, with elevated storage provided at sufficient elevation to provide the necessary peak balancing for the irrigation demand period without augmenting pumping capacity at the plant. As the points of elevation are equally distributed around the perimeter of the downtown core, it will be necessary in future to extend the system by some 1,200 metres which, depending on site selection, will offer future opportunities for new users to be added.

Control and Operation

The system is proposed to be operated as a component of a North Salt Spring water service when created. This concept assumes the residents and property owners of the water district and the CRD agree to conversion of the improvement district to a new service of the CRD. As has been proposed in California, user agreements between CRD and private and public agencies would be utilized to set out the terms and conditions of reclaimed water use to ensure viability of the program and protection of the public health and environment.

Capital Costs

The cost for construction of the proposed system is \$1,640,925. It is evident that the cost of the system is well beyond that which the identified user group or even the largest benefiting group, North Salt Spring Waterworks District (NSSWD) would be able to support. On this basis, it was decided that the project will only move forward if senior government funding assistance was obtained.

Infrastructure Application

The CRD has been in ongoing discussions with the NSSWD for the past few years respecting the opportunity of the improvement district being converted to a CRD service. The CRD has carried out a number of planning studies to identify the extent of capital works upgrading that would be expected to be completed as a condition of such a conversion and owing to the large capital cost of the upgrade program, has agreed to make application for an infrastructure grant.

As the grant program appears to favour projects which consider energy recovery, water conservation and long term strategic planning, and as the proposed reclaimed water would seem to be a key component for the water district's long term commitment to supply of water to Salt Spring Island, it was agreed the two grant applications would be combined. In this regard, the NSSWD may improve its opportunities for consideration under the program and therefore be able to justify expenditures for one-third of the funding for the construction of the reclaimed system. CRD is currently working with the NSSWD to look at scheduling of the works required by the conversion process into phases. It is possible there is benefit to the CRD and senior government if the conversion project is phased. If an amended application for infrastructure funding is submitted, it is likely the portion of the project outlined in this report, for development of a reclaimed water distribution system, would not be contemplated in the first phase of construction.

Future Considerations

With the agreement to fund the construction of the reclaimed system, CRD staff would seek to commence a longer term plan strategic plan for best use of reclaimed water in the village core and beyond. The plan would allow for considerable public input to the proposed use for landscape irrigation while exploring

opportunities for other uses to be considered, timing of implementation of such works, registration of new uses under the Municipal Sewage Regulations, and need for and funding for extensions to the system.

CHAPTER 1 - INTRODUCTION

1.1 AUTHORIZATION

The Ganges Sewer Local Service Committee, the North Salt Spring Waterworks Improvement District and the Southern Gulf Islands School District have expressed further interest in developing a strategy for beneficial reuse of reclaimed water produced by the Ganges wastewater treatment plant. The CRD had already developed an initial study document which identified the preliminary requirements for reuse of the product for irrigation of the local school playing fields. The initial study concluded the project would require additional participation to make the project more cost effective. The groups supporting this project have concurred there is potential for a larger system in the Ganges area which would provide a benefit to Salt Spring Island through additional diversion of irrigation or process water from the domestic water system.

CRD staff estimated the cost of the study to be \$15,000. The participating agencies agreed to fund \$5,000 and the CRD applied to the Ministry of Community Services for an infrastructure planning grant to provide the \$10,000 for the study. The CRD received notification of the grant from the Ministry in February of 2008.

1.2 GENERAL

The Phase 1 feasibility study conducted previously was intended to identify in general terms the required process to realize use of reclaimed water from the Ganges wastewater treatment plant. The primary objective of the requirement for the project was to complete a registration of the plant under the MSR and to include the production and use of reclaimed water for irrigation of school fields as a component of the application. The same study concluded that the installation cost of the distribution works necessary to transfer and utilize the product for the intended irrigation project was far higher than could be supported by a single agency. Further, the distribution of water reclaimed or not, did not entirely fit into the mandate of the Ganges sewer local service area, which is to collect, treat and dispose of sewage. On this basis, the CRD turned to the agency which would most benefit from the production and use of reclaimed water and which has responsibility for the supply and distribution of water to the Ganges area, the NSSWD. The diversion of irrigation and process water from the NSSWD system to a reclaimed water system would result in less demand on the source of water, and less peak demand on the water distribution system infrastructure. The NSSWD trustees were interested in the project for these reasons and agreed to assist with the funding for the next phase of the study. The tasks to be performed under the study included:

- Identify a likely market area for reclaimed water in the Ganges area considering the proximity of the customers to the source of production for the product and with access to distribution main routes proposed for the project. The intent is to maximize the number of potential customers for the minimum investment in additional infrastructure.
- Prepare a survey document to collect data on type of usage considered, irrigation, industrial process or other use, anticipated volume and frequency of usage contemplated, and duration of the usage, seasonal or year round.
- Host information sessions with target area customers to identify the goals and objectives of the project and to solicit support for completion of survey documents and to participate in a future program.
- Identify the extent of infrastructure necessary to accommodate all or portions of the Ganges townsite area which would benefit from the use of the product.
- Summarize the information into a working paper; use a geographical presentation to determine the most cost effective area to receive service, given the number of customers, usage and cost of servicing.
- Prepare a strategy to obtain the support for a project, with estimated costs for implementation.
- Identify a strategy for the CRD develop a project, likely through the establishment of a new service.

1.3 STUDY AREA

The Ganges Village area is identified in the Islands Trust Official Community Plan (OCP). The Village plan boundary roughly follows the boundary of the CRD Ganges sewer local service area. The Islands Trust has, through the OCP, encouraged growth of commercial and institutional development within the Village core owing to the availability of services such as sewer and water necessary to support higher density than on other areas of Salt Spring Island. This study envisions that the demand for reclaimed water will also be generated within the village area, however there are large users of water outside of the boundary area which might be interested in the product if the distribution infrastructure could be extended in future cost effectively.

1.4 LAND USE

The Ganges village core is predominantly a mix of residential, commercial and institutional zoning. The Islands Trust encourages and envisions higher density of residential development in the village than in other areas of Salt Spring Island. The village area hosts the high school, an elementary school, several senior's housing projects, the island's hospital and some associated health care facilities. Housing includes single family and multi family units with a move to develop alternate low cost housing developments. A large 160 plus unit mobile home park, tributary to the sewer system, has been providing cost effective housing for the island for some years. The multi family units are predominantly townhouse and semi detached developments. There is a commercial core with tourist accommodation, restaurants, locations for service related business and retail stores. Heavy industry is not represented in the village core. There is secondary industry such as a ready mix concrete plant, however little of this industry needs or makes use of any significant volume of water. The area also is home to a new recreation complex, a community arts centre, several churches, a public library and a fire station, although the latter is considering relocation. There is some agriculture practiced in the area, however this is limited to pasture, and newly planted vineyard, with minimal irrigation requirements.

1.5 TYPICAL USES FOR RECLAIMED WATER

The quality of the reclaimed water product from the Ganges plant has the potential for a number of uses including irrigation to crops, irrigation for landscape purposes, process water, cooling water, institutional or commercial use for toilet and urinal flushing, ornamental ponds and stream augmentation and habitat restoration and enhancement.

1.6 RECLAIMED WATER OPPORTUNITIES IN THE GANGES VILLAGE CORE

Although there are potentially numerous opportunities to utilize reclaimed water, there is a requirement to focus initially on those opportunities which are most easily implemented and which convey the largest benefit to greater Salt Spring and the more local village core area. The cost of development of a system to distribute reclaimed water to users will be significant. By contrast, the cost to dispose of the same reclaimed water to the outfall is minimal.

It was originally intended to develop a survey which could be used for assessing potential uses and users of reclaimed water. It was determined that the survey was premature as there was limited knowledge of what reclaimed water was, why it would be a benefit to use, how it would be used, and how much it would cost. Although there are many potential uses for the product, it was felt the initial focus should be limited to an area which most people can identify with, that being irrigation.

To obtain a buy in from the public for a more extensive usage program for reclaimed water will require an overall plan identifying just what the product is, how it can and should be used to replace domestic water use in certain situations, what the potential costs are and how the public health will be considered and protected. It would appear that the diversion of irrigation water from the domestic water system would be a good example of the benefits of such a program. It is generally acknowledged that water demand on Salt Spring Island will continue to increase, that available sources may be impacted negatively by climate change and that conservation and water reuse are key components to stretching available supply sources to ensure there is adequate water for all needs in future.

A review of the water flow consumption trends by season for the Village suggests a number of properties use significant water for landscape irrigation from the NSSWD system. Some of these users, such as the Gulf Islands School District have already indicated interest in reclaimed water as an alternate for the domestic supply currently used for irrigation, although it is likely the school district's interest is motivated by the cost of irrigation from the domestic supply. Another user, the community recreation centre has demonstrated interest in the product and has cooperated with the CRD to facilitate installation of several hundred metres of reclaimed water supply main in concert with installation of the sewer extension needed for servicing its facility. NSSWD has provided records for the summer use period. Some of its higher usage customers have been used to estimate landscape irrigation demand for the greater village area and the potential diversion of water from the domestic system by substitution of reclaimed water. The study has not considered single family residential use of reclaimed water in the irrigation demand calculation, rather the focus would remain on large multifamily developments, institutional properties and public parks. Although it is evident that irrigation by single family parcels is significant and that diversion would add to the overall benefit of the program and further reduce unit costs, the deployment of such a program could add considerable complexity to the program owing to the need of the water purveyor to maintain full care and control of the product at all times.

1.7 ALTERNATE, FUTURE USES FOR RECLAIMED WATER

There has also been some interest shown by developers wishing to have CRD consider making the product available for use in toilet flushing as a green initiative for new comprehensive housing projects. It is conceivable that such projects could be promoted at such time as when a functioning reclaimed water distribution system is in place. CRD Environmental Services Department has been considering such use as a component of a wastewater treatment project for Greater Victoria and has estimated toilet usage in excess of 8m³/year per unit. While the potential savings from this use would be significant, the retrofit cost for a dual plumbing system makes this type of program difficult to integrate into existing facilities unless it is carried out when the facility is undergoing general renovation.

Given the potential benefit of such projects, it is recommended that CRD Environmental Services Department and Building Inspection Division staff work with the Islands Trust and North Salt Spring Waterworks District to identify the requirements for design and implementation of toilet flushing reclaimed water projects.

There has also been interest in the product from the local golf course. The course however is removed from the village core area and the proposed reclaimed water distribution network would require considerable extension to provide service to the facility. The course also does not currently use domestic water from the NSSWD for irrigation, relying instead on rainwater catchment and storage on site. That said the golf course, owing to the volume of material it could use, would be a significant partner to cost share operating costs in a functioning system.

Ganges Creek flows through the village core and there have been considerable efforts in past to preserve and enhance habitat. Although not evaluated specifically by this study, there may be an opportunity to consider reclaimed water for stream flow enhancement as a further use for the product. There are a number of conservation minded agencies on the island which should be consulted on potential habitat enhancement should a reclaimed water distribution program move forward.

A greenhouse operation would be an example of a project allowing reclaimed water demand to be extended beyond the summer irrigation period. At this time no such commercial enterprise exists in the proposed distribution area.

The NSSWD has a long term program for upgrading mains in the village core and in future will be able to provide water supply for fire fighting to the commercial area. The reclaimed water system could be designed to augment that capability but the duplication of systems in the same area may not be needed nor desirable owing the different handling procedures for the two systems. For this reason, fire fighting is not considered a priority for the distribution system establishment, but the design process will consider the option to add hydrants later should it prove desirable.

A relatively new land use has been initiated in the area, a vineyard. It is interesting that the Napa Valley in California has been working diligently to develop a strategic plan for irrigation of the vast vineyards of the Napa Valley with recycled or reclaimed water. There have been numerous studies completed on the suitability of the product for irrigation and the summary reports from these investigations appear to accept and support irrigation by reclaimed water. The single vineyard in the Ganges area has not been approached respecting irrigation and the vineyard, at least under the initial implementation plan, remains some distance from the terminus of the distribution system, however the vineyard might be considered in future expansion plans for the distribution system.

An industrial site does exist just outside the village boundary which could use reclaimed water. A ready mix concrete plant does not use a lot of water however and is not currently drawing water from the NSSWD system.

None of the future uses identified here have been used in the demand calculations provided in this report.

CHAPTER 2 – RECLAIMED WATER PRODUCTION VS PROJECTED USAGE

2.1 PRODUCTION - ACTUAL

The following table summarizes production of reclaimed water currently disposed of to outfall. This monthly production is available for diversion to a reclaimed water distribution system. The daily production during the irrigation period, April to September, will vary between 400 and 500 m³/day.

Reclaimed Water Production Potential, 01April to 30 September						
Cubic metres						
	April	May	June	July	August	September
Year						
2004	12,689	12,683	14,591	16,106	16,758	15,271
2005	14,457	14,997	14,325	15,799	14,903	13,314
2006	14,076	14,768	14,161	16,329	17,248	15,059
2007	13,239	14,346	15,665	15,665	15,752	14,023
2008	13,424	14,532	14,353	15,101	15,773	14,744
Sum	67,885	71,326	73,095	79,000	80,434	72,411
Average	13,577	14,265	14,619	15,800	16,087	14,482

The plant will produce similar quantities of reclaimed water throughout the year. As it is not intended at this time to develop a user base outside of landscape irrigation, there will be limited demand for reclaimed water except in the months shown.

2.2 PRODUCTION MAXIMUM

The Ganges plant is a modular design. The present MBR system has a daily capacity of approximately 1000 m³/day or over double the present production rate. The maximum capacity is determined based on the present limits of the membrane throughput and the available volume of the membrane batch reactor (MBR) . While it is expected that new technology membranes will yield higher throughput in future, the limit to future increases in capacity of the Ganges treatment system will be tied to MBR volume. The plant is likely to receive expansion by way of new modular units being added to the facility, with additional volume for proper MBR operation and new membranes for additional production. The long term limiting factor for the plant will be the disposal outfall. The present outfall has a capacity in excess of 1000m³/day. It is interesting that if reclaimed water demand could be cultivated on a more continuous basis throughout the year the need for the outfall upgrade could be delayed, possibly forever.

2.3 ESTIMATED INITIAL RECLAIMED WATER DEMAND

Using seasonal water use records, CRD technicians developed a summary of potential water usage for landscape irrigation purposes only. As previously noted, there was no attempt made at this time to consider broader uses for the product, although if the distribution system were in place, the opportunity to expand use of the product to new projects is very much a possibility. The type of development or land use, with its estimated irrigation demand, is summarized in the following table.

Land Use	Unit Daily Demand m3	Annual Demand m3
Salt Spring Island (SSI) Recreation Centre	10m3 (estimated)	1200
SSI School District (Playing Fields)	70m3 (July/ Aug) 40m3 June/ Sept	6,700
Community Parks irrigation	25	3,000
Multi Family Developments	40	4,800
Total	145	15,700

CHAPTER 3 – PROGRAM DESIGN AND IMPLEMENTATION CRITERIA

3.1 GENERAL

The use of reclaimed water in British Columbia is regulated by the Municipal Sewage Regulation. A document, the "Code of Practice for the Use of Reclaimed Water", a companion document to the MSR, is the reference document for this study.

The CRD funds systems such as the Ganges sewer system or a reclaimed water system as services established under the *Local Services Act* and the *Community Charter*.

Design of the reclaimed water distribution system will be sensitive to Vancouver Island Health Authority (VIHA) guidelines respecting offset of mains to domestic water system mains.

3.2 CONTROL AND CUSTODY

The intent of the Code of Practice is ultimately to ensure the use of reclaimed water is practiced safely respecting the public's health and the environment. As the CRD has control of the production of the product, it will be considered under the regulations as having responsibility for production and control of the product to meet the intent of the regulations and Code of Practice.

The North Salt Spring Waterworks District, which provides water for domestic and other uses to the property owners in the Ganges sewer area, is not associated with the CRD at this time. The water district however will be the agency which most benefits from the provision of the reclaimed water product and most likely will be the purveyor of reclaimed water to the community. The resource, if it can be distributed to customers, will reduce the volume of domestic water currently supplied for irrigation purposes. This same volume of water is then available to accommodate future growth or to reduce the requirements for additional supply of fresh water for the island.

Napa Valley users complete agreements with the water purveyor setting out terms and conditions of use. This may be a good model to consider for the Ganges system as well.

3.3 SYSTEM FUNDING

As with all CRD services, the Ganges sewer local service area is independent of other CRD services and has limitations on what it can assume responsibility for and also levy costs for. In this service as established the ratepayers in the Ganges local service area fund the operation of the Ganges sewer and wastewater plant. Funding of additional programs such as reclaimed water distribution is likely to be considered beyond the scope of the present service.

North Salt Spring Waterworks District is an independent water system incorporated as an Improvement District in the Province of BC. The cost of development of the separate water system infrastructure, necessary for distribution of reclaimed water, may not be considered as a priority for the water district at this time. Although the proposed system will benefit the district in the long term, the short term funding of the project is expected to be a difficult sell unless the CRD can access financial support or cost sharing with users or senior government.

Likewise the Ganges sewer local service area, which having already funded its disposal system and which has supported the initiative conceptually will not wish to expend further funds on a reclaimed water project unless it can realize some future financial benefit. The most obvious is to avoid the need to increase the capacity of its disposal outfall; however, to obtain this benefit the diversion of reclaimed water would need to be throughout the year rather than just for summer irrigation as is initially envisioned.

The CRD could seek the approval of the property owners of the Village area to support the establishment and funding of a new Reclaimed Water Service. The approval would require a majority of owners or residents, in a pre defined area to agree to fund the new service, capital and operating. The opportunity for CRD to receive a favourable response to such an initiative is also questionable.

3.4 NORTH SALT SPRING WATER DISTRICT CAPITAL UPGRADE

The NSSWD has approached the CRD with a proposal for the CRD to take over the assets of the water district and to convert the improvement district to a service of the CRD. The CRD has, by separate study, completed an evaluation of the water district's system and has identified a significant capital upgrade program the CRD considers would be necessary to be completed as a condition of CRD establishing the service. The costs of the upgrade are very significant and include new water treatment plants for St. Mary Lake and for Maxwell Lake, a number of new water interconnections to permit more integrated water distribution from the two sources, SCADA and controls to provide more consistent water distribution and water quality and some energy recovery and water reuse programs including the proposed reclaimed water distribution network. As the costs are more significant than the property owners of the NSSWD are likely to support, the CRD has submitted an infrastructure grant application to the Province and Canada to seek assistance with the project. Should senior government fund the application, Salt Spring Island would be well on its way to better manage its largest water system, would provide opportunities to fund projects such as the reclaimed water project which might not find support elsewhere and commence a much longer term planning process to ensure all areas on Salt Spring Island might share in the available water supply on the island, when needed. At the date of drafting this study, no word has been received on the NSSWD application. Owing to the relatively large scale of the project, it is likely CRD and NSSWD staff will need to identify an implementation strategy for the project which might result in a phased upgrade. Should this be the case, reclaimed water would not likely be considered in the initial phase of the upgrade.

3.5 SYSTEM DESIGN- GENERAL

The reclaimed water system will be entirely independent of the water distribution system with every effort made to ensure cross connections between the two systems are managed to ensure protection of the domestic system. Water quality delivered by CRD to the water purveyor will be ensured by proper design and operation of facilities at the Ganges wastewater plant, and by redundancy of disinfection systems between the present plant and the new reclaimed system.

It is intended to develop the system on a modular platform, where storage can be added in future to meet future demands and pumping systems can be operated over longer periods of time to supply the necessary product. While elevated storage is proposed in future phases, the cost to deliver water to a remote location with sufficient elevation is significant and therefore not considered in the initial design. In the initial period, the demand for water will be met with on site storage at Ganges plant and higher delivery volume pumps to meet the needs of most users. It is not intended to supply water in this manner to those users requiring a high volume, short duration, high application rate. Rather it is intended in these instances that the storage and delivery pumping system be site based, installed and maintained by the user.

It is proposed that landscape usage be coordinated to optimize the delivery system while minimizing storage time for the product in system, that all connections be metered, and that domestic system connections also have backflow protection to prevent potential contamination of the domestic system from cross connections on private lands.

3.6 HYDRAULIC DESIGN

Some of the design criteria used for sizing and design of a conventional water system continue to be applicable to the design of the reclaimed water system, others are not.

The following design criteria have been used to determine the capacity of the various components for the Ganges Village reclaimed water system:

1. **Maximum Day Demand**
Max day demand is used to ensure the source of supply is adequate to meet the needs of the community. As supply from the plant greatly exceeds present and even long term demand, this calculation is not particularly relevant.

2. Daily Irrigation Demand

Normally considered as a peak hour demand used to evaluate the pipeline and pumping capacity. In the reclaimed water system design, it is assumed that demand, in the initial design, will be provided by a pump system with no elevated storage. This requires a pumping system capable of delivering the necessary irrigation demand during the irrigation period of 2 a.m. to 5 a.m. each day. To minimize the pumping demand, irrigation usage will be scheduled on a day to day for the various users. Ultimately, construction of elevated remote storage on the system will diminish the requirement for peak hour pumping.

For large high volume users, such as the school district wishing to water fields at a high application rate over a relatively short period of time, on site storage will be required to reduce the peak pumping demand on the system. The flow needed to replenish storage for these users will be available during the daylight or off peak irrigation hours.

3. Fire Flows

Fire Flows were not specifically considered for the design of the system. The available storage could be utilized in future if main sizing of 150mm is in place.

4. Distribution System Pressure

The range of system pressures, such as would be found on a traditional water distribution system, should be between 100 and 35 psi under all normal supply conditions. High volume users will deploy independent pumping systems to deliver the required pressure and flow for their individual applications.

5. Reservoir Storage

There are three major components of reservoir storage in a typical water system, peak hour balancing, fire protection and emergency storage. In the proposed reclaimed water system, there is no immediate intention to provide fire protection from the system, as elevated storage will preclude water from being available during most periods of the day. As continuity for irrigation would not be considered in the same category as potable drinking water or fire protection, the system will not consider emergency storage either. As the reclaimed water system is a secondary not primary disposal point for the plant, storage is also not required for the reclaimed water as it might be if there was no disposal outfall available.

As the demand for irrigation at this time is limited to a three hour window, the volume of water required to be stored for daily system operation is the projected total irrigation volume required for any particular daily operating period. As the plant will not necessarily be producing reclaimed water during the irrigation period, the entire volume needed for a daily cycle must be held in storage. A value of 1.25 times the irrigation daily demand is proposed for the initial storage requirements on the Ganges site.

The design anticipates that off site storage for large volume users will be replenished during daylight hours when continuous reclaimed water production from the plant can be expected. For the remaining users, the storage volume at the Ganges site will be sufficient to meet the irrigation cycle of the max day, assuming a discharge period of 2 a.m. to 5 a.m. each day. As additional users connect to the system, storage at Ganges will be relocated to a remote site at sufficient elevation to deliver the necessary pressure and flow for the irrigation period with reservoir recharge during the peak production periods during daylight hours. Emergency storage also is not expected to be provided as the loss of storage for a short time period is not considered to be a major impact on the water usage proposed at this time.

6. Summary of Requirements

Reclaimed Water Avg. daily production	500 m ³
Estimated initial daily demand	145m ³
Irrigation period demand	75m ³
Pump delivery rate (75m ³ /3hour delivery)	6.85 l/s, 110 USgpm
Normal Distribution Pressure	120 - 35 psi
Reservoir Storage Daily (1.25 X Period demand)	100m ³
Reservoir Storage Total (imperial)	22,500 lg
Reservoir Storage Total (metric)	100 m³

3.7 DISTRIBUTION

Distribution mains for a water system expected to convey fire flows need to be a minimum of 150mm diameter. As anticipated flows in the distribution system are low, branch lines with no projected need to extend could be undersized to 100 or 75mm. Main lines proposed for extension would remain at 150mm.

3.8 DISTRIBUTION OPERATION

The reclaimed water will receive two or more disinfection methods, UV + Secondary Chlorination. Those systems with on site storage may receive a further re-chlorination of their product if testing indicates a decay in the residual. The purveyor will test residual levels at various users to ensure dosage rates at the Ganges plant are adequate for safe operation of the system. This may include the need to provide supplementary re-chlorination of the product at a user location or on the system.

3.9 CRITERIA FOR USER SELECTION

The water purveyor and the CRD will establish criteria for determining whether a property or project is eligible to receive and use reclaimed water. These criteria have not been determined as at the date of this report however the following criteria were used to identify the initial properties in this study. The users selected for preliminary design of a distribution network are identified on the attached village area map, contained in Schedule A. There have been no firm commitments made to or by users identified on the map.

The primary criteria for selection of users at this time would be the limitation of use to non residential landscape irrigation. Other suggested criteria include:

- Ownership by a public body understood to have the resources available to maintain safe use of the product on public lands.
- Ownership by a multi-family development with installed landscape irrigation which can be isolated from the domestic supply.
- Owner currently is connected to NSSWD and uses system water for landscape irrigation.
- Property is located within the Ganges Village core, preferably clustered to permit a reduced footprint for the distribution system.
- User has a demonstrated a significant volume of usage for irrigation purposes.

For the proposed distribution system to be considered cost effective, more users for additional water will need to be identified. The benefits, risks and costs associated with each proposal will need to be actively considered and debated with the water purveyor the water producer and the general public in advance of the product actually put to use. One of the largest potential users of reclaimed water, the local golf course, would meet a number of the suggested criteria, but owing to its relative remoteness from the source of water, would not be considered cost effective at this time. On the other hand, use of the product for habitat enhancement might be cost effective to connect to the system, but could have significant environmental concerns which would need to be evaluated, rated and discussed openly with the public before being considered.

3.10 MUNICIPAL SEWAGE REGULATION

The CRD has, at this time, identified through the MSR, its intention to produce reclaimed water for the purposes of irrigation of the local school fields. CRD has not proposed irrigation to other users, and will need to seek an amendment to the MSR for the Ganges plant for this purpose. The development of criteria for end use will be required as a component of this application to satisfy the Ministry the product will be applied in a responsible manner with due consideration of public health and protection of the environment.

3.11 DIVERSION FROM NSSWD SUPPLY AND DISTRIBUTION

The water supplied to the community for irrigation sources listed in the Table in section 2.0, is currently supplied from the NSSWD system. The Ganges Village, owing to distribution system hydraulics, is supplied from two different sources, St. Mary Lake and Maxwell Lake. Diversion of the flows identified for landscape irrigation, from the NSSWD system, will preserve water supply in the two sources which in turn will assist NSSWD to meet its long term requirements for water supply to its customers. Even if the present supply sources are adequate for the normal growth expected in the water district area, there will be pressure for the water district to also make available surplus water to other areas of the island which are already undergoing water shortages during the dry summer months or which are experiencing water quality issues arising from salt water intrusion or other groundwater contamination.

CHAPTER 4 - EXISTING PRODUCTION, STORAGE AND DISTRIBUTION INFRASTRUCTURE

4.1 GENERAL

There is little infrastructure installed to date to facilitate the distribution of reclaimed water. The CRD has been proactive with the community centre construction project to install a distribution main along Rainbow Road which ultimately will provide for the transfer of reclaimed water along the Rainbow Road corridor to both the School Board properties (irrigation of school fields), and to the newly constructed recreation centre. The main terminates however some distance from the source of reclaimed water. The school district has acquired some used storage tanks it proposes to employ to receive and store reclaimed water for irrigation of its fields. As previously noted, users who need to deploy a large volume of the product over a short period will be expected to provide on site storage and pumping rather than depending on the system to deliver the required flow rate.

The water produced at the Ganges plant is at present, pumped to an ocean outfall for disposal. There are currently no facilities for handling of reclaimed water on site, or pumping works to transfer the material off site. The facility however has sufficient area for installation of the necessary pumping and or storage works required.

NSSWD is responsible for supply and distribution of domestic water to the Ganges area and to a significant portion of the remainder of Salt Spring Island. The water district has not yet embarked on installation of any reclaimed water mains, but has considered the routing of such mains in the area in concert with CRD staff.

There are a number of NSSWD customers utilizing significant volumes of water for irrigation purposes during the dry months of the year. There is little use of water for commercial use in the Ganges Village core area. Reclaimed water could be used to replace the irrigation component and could be used for water intensive commercial use in future, should there be a demand.

4.2 GANGES WASTEWATER PLANT

The Ganges wastewater treatment plant was constructed in the late 1980's to resolve a long standing issue of failing on site systems in the Village Core area and in recognition that further development of the area was severely limited by the lack of a community sewerage strategy. The CRD Ganges Sewer Local Service Committee (the committee), which oversees the administration of the system has been very proactive over the years to strive for increased effluent quality to minimize the impact on the receiving environment. The committee was willing to support this objective many years ago with the conversion of the extended aeration treatment process to a membrane bioreactor (MBR). The plant became one of the first large scale MBR plants constructed by Zenon Environmental. The plant has been upgraded on a number of occasions since the initial installation both to increase capacity and to also ensure the consistent quality of production. The committee in approving these upgrade works has understood the potential value that reclaimed water has to offset ever increasing demand for water from the islands finite surface water supplies. In its current configuration the plant has the capacity to produce in the order of 800 – 1000m³ of reclaimed water each day. The plant has now received approval to produce and use reclaimed water for an initial project, that being irrigation of the local school fields under a recent application process pursuant to the MSR. The registration of the plant for this purpose is considered within the mandate of the Ganges sewer local service.

4.2.1 Processing

All wastewater received at the plant is first screened through a 1mm screen. Screenings removal ensures protection for the membrane filaments against abrasion, ensuring production quality does not degrade due to physical damage. The MBR process consists of bundles of hollow microfilament suspended in an aeration basin. The basin is partitioned to provide an anoxic and an aerobic zone. The internal core of the membrane bundles are held at a negative pressure to facilitate the movement of water molecules through the membrane surface. The high quality water is then routed through an ultraviolet disinfection unit to ensure any residual virus or bacterial are disabled. The product at this stage is routed to a pump station for disposal to outfall. The MBR typically is in operation for 15 hours on an average day in the proposed irrigation period. The operation is ceased when wastewater flow to the plant drops off, and storage of wastewater is utilized. The shut down period corresponds with the time irrigation water is desired to be applied. Storage of the reclaimed water will be necessary to compensate for the plants operation.

A reclaimed water distribution network would take the material from the plant outlet, downstream of the UV system and measurement station, provide secondary disinfection through chlorine injection, monitor dosage with a continuous chlorine concentration monitoring system, meter the product, provide storage of the material until required and then pump the material to a newly constructed distribution network separated from the normal domestic supply system.

4.2.2 Production

While annual production of reclaimed water would be considered to reasonably consistent through the year, the demand for the product will be largely tied to the irrigation season on Salt Spring Island, May through October. The plant production for 2008, identified on a monthly basis in Section 2.1, would average 450 m³/day for the irrigation period. This would represent the present availability for product which could theoretically be distributed at this time. As can be expected in such a small collection system, daily production will be influenced by day of the week, occupancy in or attendance at local tourist establishments and weather. Generally the highest plant production occurs on weekends. Production is equalized over the day by on site storage. Sewage flow to the facility is highest mid morning through the supper hour than tapers off. To allow more consistent operation of the membranes the raw material is stored on site to provide a more consistent feed to the MBR. Production of reclaimed water then is available predominantly during the daylight hours and tapers considerably, with little or no production occurring during the period irrigation should be in use, midnight to 6 a.m.

For the proposed irrigation period, the plant can be expected to produce approximately 40m³/hour of reclaimed water. As the proposed storage on site for daily irrigation use is in the order of 100m³, the tank can be replenished in a three hour period. There is considerable opportunity for additional users to be connected to the system however storage will be required if the period use exceeds the hourly capacity of the MBR or the usage occurs at a time of day when the MBR is not on line due to low inflow of wastewater.

4.3 RESERVOIR STORAGE

To be fully functional, the location of elevated storage facilities on the system will be needed. During the initial phases of the system installation and operation, it is proposed not to install elevated storage. The reason is one of cost. The only two areas in the 70 to 80m range in reasonable proximity to the Ganges Core, one to the south on the side of the Ganges Hill, and the second to the north above the Norton Road area would require a further extension of the system of some 1200m. Extending the system to the south might yield more cost effective construction, however the benefit to other potentially large water users would be more limited in this area. Extending the system to the north would provide more opportunities for reclaimed water use in future.

For purposes of initial construction of the system, it is suggested that storage with higher rate pumping be installed at the Ganges plant, and that limitations be placed on users such as the school district, which has need for large volume delivery in short period of time.

At this time the school district has acquired some large vessels for their immediate use for irrigation of school fields. There are no other storage facilities which can be used for the system at present.

4.4 DISTRIBUTION MAINS

The initial proposal for the distribution system would see the installation of some 2500m of new mains. At present only one link of the system has been installed, that being a 600 metre section along Rainbow Road. The system is envisioned to consist of mostly 150 and 100 diameter mains. A tentative layout for the distribution system mains is attached as Appendix A.

4.5 RIGHTS-OF-WAY

The CRD has acquired a number of rights of way for the wastewater system which might be of use in the selecting the most cost effective routing of services. Most of the infrastructure for both systems is installed in road right of way. The availability or use of existing rights of way for the proposed distribution networks will need to be evaluated on a case by case basis. Regulations for installation of the system will favour the routing of mains in concert with sewer rights of way.

CHAPTER 5- PROPOSED RECLAIMED WATER DELIVERY SYSTEM

5.1 GENERAL

The system will include storage and a stand alone pumping station located at the Ganges wastewater plant, distribution mains to key areas of the village, individual metered connections for each user, and on site storage as necessary. The pump station will allow for variable rate pumping into the system ultimately balancing on elevated storage tanks in the system. As the primary period for generating reclaimed water through the plant is during daylight hours and as the optimum irrigation period for most locations will be late night to early morning, storage volume equating to overnight usage requirements will be necessary.

A continuously monitored chlorine injection system will be provided at the station. The station will receive reclaimed water from the MBR via an Ultraviolet (UV) disinfection system as currently installed. Pump station output may also be routed through a UV unit, pre chlorination, providing a further redundancy of equipment.

System controls will allow for maximum turnover of product in the system. It is intended to work with landscape irrigation users to stagger irrigation periods or days to try to balance usage from available storage each day. As demand grows for the product, balancing storage for the system will be added or augmented. Some larger volume users with high demand facilities (School District playing fields) are expected to require independent storage facilities where it is necessary or desirable to be able to deploy large volumes over short periods of time at night.

The delivery system will be designed essentially as the domestic water system with waterworks fittings rated at normal delivery pressure prescribed. The distribution system mains will follow sewer rights of way where practical and will observe offsets as prescribed by health regulations to sanitary sewers and to domestic water mains. Storage facilities when required will be implemented with recirculation systems UV disinfection or re-chlorination as required to address any bacterial re-growth issues arising within the system. Mains, valves and appurtenances will be colour coded.

Separate connections to each user parcel participating in the program will be provided, coded and signed for easy recognition. Backflow protection will be added to the domestic service line as a further precaution against cross connections on an individual property backfeeding to the domestic system. Each system connection will be fitted with meters with radio read meter heads installed for periodic checks for system leakage which might lead to oversaturation and runoff of reclaimed water.

5.2 BOOSTER PUMPING STATION

Water from the MBR is routed to the UV system, measured through a parshall flume, collected in a wet well and pumped by submersible pumps to the Ganges sewer outfall. A portion of the flow from the discharge of the final station will be piped to the on site storage tank. The new booster station which will pressurize the system will consist of the following components:

- Redundant end suction centrifugal pumps, nominal rating of 6.8 l/s @ 125psi
- Variable speed drive
- UV disinfection
- Continuous chlorine monitor
- Secondary disinfection
- Controls, School reservoir demand, flow demand, future elevated storage
- Separate electrical service
- Self contained in wood frame building to match existing.

5.3 STORAGE

The interim storage required at the Ganges site is in the order of 100m³. The proposed tank will be bolted steel prefabricated for permanent installation at the site. In future, new elevated storage will be required off site. Locations considered include the bench beyond the north end of Norton Road, the west end of Mouat Park off Rainbow Road and Pallot Way, and a CRD sewer right of way accessed from south of Drake Road.

5.4 DISTRIBUTION SYSTEM

The proposed distribution network is set out on the drawing attached as Schedule A. Primary mains will be 150 diameter PVC, with non extendable mains either 75mm or 100mm diameter. The initial design for the system permits delivery of water to the largest number of large water users in the village core for the least length of pipe. Total pipe length required to be constructed for Phase 1 is 3,500 m. Elevated storage of water is remote from the proposed design. A further 1,200m of main will need to be installed to access sufficient elevation in one of three potential locations to operate the system in future without need to sustain pressure by pumping.

5.5 SYSTEM CONTROLS

System control to interface to CRD SCADA systems will be used to monitor and control the system. Level control for the School on site storage tanks will control the booster station to ensure the tanks do not overflow. Local control will provide for filling the local storage tank from the plant, control the booster pump speed and output, measure chlorine residual to ensure accurate residual is maintained and potentially automatic scheduling and metering of flows to users.

CHAPTER 6 - SYSTEM IMPLEMENTATION / COSTS

6.1 GENERAL

The recommended initial system design will include the follow components.

- a) Ganges WWTP reclaimed water storage tank/clear well
- b) Ganges WWTP booster station
- c) Distribution mains
- d) Monitoring and controls

6.2 CAPITAL COST SUMMARY

The following section provides unit costs for various work items. The accurate projection of costs on the islands has been difficult in the past few years owing to the large variety of work projects on Vancouver Island and the lack of interest from contractors to consider small jobs on the islands. At the date of publication of this report, the economic situation in the area appears to be reversing. The costs provided are therefore presented as being acceptable at this time.

The estimated costs associated with the reclaimed water system, initial phase are as follows:

Storage Tank, Ganges WWTP	\$20,000
Booster Station, Ganges WWTP	150,000
Disinfection system, equipment and mechanical	30,000
Controls, Monitoring	25,000
Watermains, 100 diameter	495,000
Watermains, 150 diameter	210,000
Paving, rock	267,000
Distribution valves, connections	18,000
Sub-total	\$1,215,500
Engineering and Contingency	303,875
Inflation	\$121,550
Total	\$1,604,925

6.3 FUNDING OPTIONS

There is no present funding structure in place under the CRD which could fund the capital or operation of the proposed reclaimed water system. The CRD could fund the project through the existing Ganges sewer local service area; however it would need to obtain the assent of a majority of property owners in the sewer area boundary. As has been indicated, while reclaimed water is supported by the Ganges Sewer Local Service Committee, it is unlikely the funding of the project would be considered by the service area as it has already committed funding to the disposal of the product.

CRD could seek to identify a new service area and then to obtain the assent of the new area to fund the project. The most likely area participants would be the property group who wish to obtain the product for use. While the users no doubt obtain benefit of the availability of reclaimed water, the small number of users, especially in the early years of system operating and the high costs of installation of the equipment are unlikely to support a project either. It would seem the largest benefactor for the program would be the North Salt Spring water district, and the residents of greater Salt Spring Island. While obtaining support from greater Salt Spring Island might be feasible, it would seem, at least initially, that the water district should play a key roll in the project. While the water district will benefit from the success of a reclaimed water program, the district also currently has a number of very key projects, and is ill equipped to take on the necessary capital construction program at this time.

CRD and NSSWD engineers have been exploring the concept of conversion of the improvement district to the CRD. The CRD has undertaken initial feasibility studies and has determined the NSSWD has a large number of capital projects which will also require funding as conditions of CRD recommending acceptance of the improvement district infrastructure. As the costs of these projects are considerable and as the CRD, as with the reclaimed water project, would like to support a more comprehensive and inclusive approach to water usage and conservation on the island for all water users, the CRD has agreed to support an application for senior government infrastructure funding. In accordance with the application on behalf of the water district, the CRD has added value to the project by inclusion of the reclaimed water project and other energy and water conservation strategies. If successful in the application, the water district would be asked to support the funding for the local government share of the project and if the water district was supportive, the CRD Board would be requested to establish a new service, with the installation and operation of a reclaimed water system as a component of the new service.

CHAPTER 7– OPERATION OF THE RECLAIMED WATER SYSTEM

7.1 GENERAL

The costs for operation and maintenance of the reclaimed water system will be dependent on the model chosen for operation and administration of the system. The CRD has a standard format for budgets which it utilizes for all of its water local services. It is assumed that as the construction of the proposed system is tied to the infrastructure grant application by CRD for the NSSWD conversion to a CRD service, that the reclaimed system will ultimately be operated by a CRD NSSWD service and hence will not follow the standard budget model which would provide for full cost recovery of the system as a stand alone facility. As the system would be operated for the irrigation period only, and as the system initial installation is intended specifically to offset future costs of potable water capacity development, it is expected that the costs of operation of the facility will be considered simply as a component of the overall water system operation. In order to encourage the movement of users from the domestic system to reclaimed water, the pricing for irrigation water needs to be set at rates less than the rates currently charged to users under the domestic water pricing system. As users are added to the system, the revenue from water sales will continue to recover a larger portion of the actual additional cost for operations.

The cost of production of reclaimed water is not considered to be a cost to the new service as these costs are already incurred by the Ganges wastewater plant local service area. The costs for the service commence with the reclaimed water pump station.

7.2 OPERATIONAL AND MAINTENANCE BUDGET

The additional cost of operation of the reclaimed water system, if set up as an independent system, would be inclusive of:

- a) Insurance - public liability, fidelity, fire, group accidents and service contract.
- b) Reclaimed water sampling and lab testing.
- c) Repair and maintenance allowance for unforeseen repairs to pipelines and equipment.
- d) Purchased contract maintenance allowance for factory recalibration or equipment repair or repairs to structures by outside agencies and local equipment rental.
- e) Staffing - all staff time charged on an as-required basis to carry out daily, weekly, monthly and annual scheduled maintenance and operations with allowances for emergency repairs, special programs and technical support from staff.
- f) Electricity for the pump station.
- g) Supplies - chemicals (disinfection and treatment) operating electrical, instrument and mechanical consumables, office supplies.
- h) Infrastructure replacement funds – to provide long term funds for renewal of infrastructure.

7.3 OPERATING BUDGET

Although not proposed to be used as a cost on which to base the rate for sale of reclaimed water, the additional costs to the water system, for operation of the reclaimed water pump station and system, during the irrigation period, are estimated as follows:

1. Insurance	750
2. Water testing	1,440
3. Repair and maintenance	860
4. Purchased maintenance	1,500
5. Staffing - operations	8,000
6. Electricity	600
7. Supplies, instrumentation, operating, chemicals	1,000
Total	<u>\$14,150</u>

CHAPTER 8 - FINANCIAL ANALYSIS

The analysis assumes that the project will be completed as a component of the upgrade and conversion of the North Salt Spring Water District to a CRD service, in which case, it is assumed that the project has been partially funded through infrastructure grants.

8.1 ESTIMATED CAPITAL DEBT AND ANNUAL REPAYMENT

The estimated capital debt to be financed has been calculated for the initial system construction. Construction cost estimates for the pumping, initial storage, and initial distribution system design are included in the attached Schedule B.

The financing and annual repayment costs have been based on the following criteria:

Source of financing	Municipal Finance Authority
Interest rate	6%
Debt repayment term	15 years
Infrastructure Grant contribution	2/3 of total eligible costs

The interest rate used is conservative. Actual rates charged would be based on the MFA rate at the time of borrowing. The payments to be made are fixed.

The annual cost of borrowing is calculated as follows:

Capital Cost	\$1,604,925
Infrastructure Funding	(1,069,950)
Net to Borrow	\$534,975
Annual Borrowing Cost	\$58,820

There are 2045 taxable folios in the NSSWD. If the annual borrowing costs were recovered by way of a parcel tax, the cost per taxable folio would amount to about \$29. The Ganges sewer local service area contains 379 taxable folios. If the annual borrowing costs for the project were to be recovered as a parcel tax to the Ganges sewer area rather than the much larger NSSWD area (which would include Ganges sewer area residents) the parcel tax would be \$155.20.

8.2 COST RECOVERY

The determination of a suitable cost recovery model will be difficult, especially in the early years of the project. To encourage users to switch from using domestic water to reclaimed water will presumably require some financial incentive, typically lower user rates or alternatively, raising rates for domestic water use for irrigation purposes. The cost recovery for water use in initial years will likely need to be subsidized by the general water area customer. To obtain support for this recovery model, the case will need to be made that irrigation of public parks, playing fields and community facilities is an overall community benefit which needs support and that use of reclaimed water by residential (multi family) users, while for landscape purposes, is also necessary as it is expected, in the long term to pay a larger share of capital and operating costs for the system. The commitment to expand the use of the product to reduce unit operating costs would need to be a component of the cost recovery model. While the public may support the program on the basis of its merits to save water, if the system is a continual drain on operating funds, support for the system may soon disappear.

The increase in use of reclaimed water, if it continues to decrease demand for domestic water, is a potential and significant long term benefit for other water districts on the island, some of which currently depend on a dwindling groundwater source. If surplus source supply can be demonstrated through the conversion process, there may be a case for interconnection of those outside districts to the NSSWD grid, perhaps receiving in return support in the form of capital to compensate water district users for funding the initial system.

Ganges sewer local service area recovers cost of operation of its system on the basis of relative water use by its customers. This program was put in place to encourage water conservation in the household, at least for purposes which ultimately lead to loading on the wastewater plant. Care should be exercised not to suggest that conversion of facilities from domestic water for toilet flushing to reclaimed water, will reduce the sewer bill as the facility will continue to receive the water for processing, regardless of where it came from. It should be noted that irrigation water is not considered in the Ganges sewer equation as relative water use is calculated outside of the irrigation season.

CHAPTER 9 - CONCLUSIONS AND RECOMMENDATIONS

9.1 CONCLUSIONS

The following conclusions have been made with respect to the proposed Ganges Village area reclaimed water system:

- a) The availability of a high quality water product from the Ganges wastewater plant should be seen as a benefit to the Island. The water is a suitable replacement for domestic water currently being used to irrigate community assets such as playing fields and parks.
- b) While potential uses for the product are many, it is suggested the initial use, for design purposes, be limited to landscape irrigation. Once the system funding is approved, the detailed design could consider additional uses for the product which could be accommodated within the design assuming it was in the same area serviced by the grid.
- c) Potential uses within the serviced area include toilet flushing and makeup water for habitat restoration. In the area bounding the service area, additional uses would include watering for the golf course, limited industrial use process water and potentially agricultural (vineyard) irrigation. The limit to expanding the system to these uses is cost.
- d) The Ganges plant can produce product at this time, at a rate of about 40 cubic metres per hour when operational with an average daily production of 450 to 500 cubic metres.
- e) The estimates for initial demand for irrigation amount to 145 cubic metres of product daily, through the peak July August season with reduced requirements on the shoulder months and little outside of the June to October time frame.
- f) Of the suggested demand sources, recreation and parks would use approximately 105 cubic metres daily with the remainder for landscape use for larger multi family strata developments.
- g) The production of water would remain a function of the Ganges sewer local service area.
- h) The distribution of water to users would be proposed for a new CRD North Salt Spring Island Water service, at a time when the NSSWD and CRD Board agreed to establish the service.
- i) A rather compact service area was selected for the initial design to provide options for servicing of those customers, currently using significant volumes of domestic water for landscape irrigation.
- j) The design includes a requirement for limited storage at the Ganges wastewater plant, variable speed pumping to meet daily demand conditions, multi stage disinfection and a dedicated distribution system consisting of some 2500 meters of main.
- k) The initial design will deliver water to the system for irrigation in the early morning hours of 2:00am to 5:00 am only.
- l) As additional users are added, the increased delivery required will require elevated storage to avoid peak period pumping and further increases in storage at the Ganges site. Owing to limited points of elevation in the area, the initial system will need to be extended some 1200 metres. The extension should be made in consideration of benefit to add new customers outside of the initial service area boundary.
- m) The initial design process will need to identify users willing to complete an agreement for use, will need to amend the MSR for the Ganges plant to permit extension of the system (CRD has obtained approval for the School site irrigation project at this time only), and will need to secure a funding mechanism for capital and operating costs.
- n) The agency to benefit most from the construction, operation and expansion of use of reclaimed water would be the North Salt Spring Water District as it ultimately reduces peak demand on their system, and reduces supply requirements as irrigation water is redirected from the domestic to the reclaimed system.
- o) CRD and NSSWD are currently in discussions on conversion of the improvement district to a new service of the CRD. CRD requirements for the conversion process include considerable water system upgrades. CRD has submitted to the Province, an infrastructure grant application to support the upgrade of the system and the conversion process. The proposed reclaimed water system construction has been included in the application submitted as one of several green initiatives which, given the criteria for application evaluation, seems to strengthen the application.

- p) The total estimated cost of the capital works for reclaimed water, initial phase, is \$1,640,925. The annual cost of borrowing for the project will increase the parcel tax in the NSSWD area by approximately \$29. If the inclusion of the reclaimed water and other green initiatives assist to secure funding for the greater infrastructure program, the net cost to a homeowner in the water area will be reduced considerably over the cost to fund the infrastructure upgrade at full cost.
- q) The annual operating costs will not be particularly significant in relation to the overall water system costs, however an additional cost of approximately \$14,150 annually is projected to operate and maintain the system for the irrigation period. It would be projected to recover this cost directly from users, however the water district will need to balance the cost charged against the cost to provide the same service from the domestic system. In this regard it may be necessary to subsidize operating costs for the initial years of operation.
- r) In the long term, the project would be intended to reduce demand for water from available supplies. This, in turn, might allow for the extension of the domestic water systems to other areas of Salt Spring such as the Cedar Lane water district, which is managing at present with limited ground water, but which in future may need an alternate supply if the present groundwater supply in the area continues to show decline. Similar situations are currently or are anticipated in future to be a problem for other areas of the island, especially if climate change affects groundwater levels in these areas.

9.2 RECOMMENDATIONS

The following process should be applied to this project:

- a) Forward the draft report to the North Salt Spring water district trustees and the Ganges sewer local service committee for review and comments.
- b) Meet with the committee to review proposal, costs, options.
- c) Continue to explore opportunities for an infrastructure grant, possibly with a phased approach, for implementation of the reclaimed water project as a component of a more comprehensive application to upgrade the NSSWD infrastructure and conversion of the improvement district to a new CRD service.
- d) If the grant application is successful, conduct a petition or referendum in the community for approval to proceed with the conversion of the water district to a new service of the CRD and to fund the NSSWD and reclaimed water project.
- e) As part of the design process, explore opportunities to formalize agreements for use with users suggested in this report, and other potential users who can add value to the proposal without adding significant capital costs.

SCHEDULE A

PROPOSED RECLAIMED WATER DISTRIBUTION SYSTEM

SCHEDULE B

DISTRIBUTION SYSTEM COST ESTIMATING FORM

CAPITAL COST ESTIMATES - RECLAIMED WATER						
Description	Length (meters)	Dia. (mm)	Quantity	Cost Each	Unit Cost	Total Cost
Watermains	1800	100			\$275	\$495,000
Watermains	700	150			\$300	\$210,000
Buried Shut off valves			12	\$500		\$6,000
Connections to Irrigation Systems			8	\$1,500		\$12,000
Water Storage Reservoir			1	\$20,000		\$20,000
Paving	2000				\$55	\$110,000
Trench Rock	700				\$225	\$157,500
Pump Station			1	\$150,000		\$150,000
UV and Chlorination			1	\$30,000		\$30,000
Controls for Irrigation Zones			1	\$25,000		\$25,000
					Sub Total	\$1,215,500
					Engineering and Contingency 25%	\$303,875
					Inflation Factor 10%	\$121,550
					TOTAL	\$1,640,925

GULF ISLAND SECONDARY RECLAIMED WATER FEASIBILITY STUDY



February 13, 2019

Submitted To:
School District #64- Gulf Islands
Attention: Dave Henshall, Manager of Facilities
112 Rainbow Road
Salt Spring Island, BC, V8K 3W5
Telephone: 250-537-5723

Submitted By:
Rocky Point Engineering Ltd.
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ENGINEERING LTD.
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RPE File 18445-S

Table of Contents	Page No.
1.0 Purpose of the Report.....	3
2.0 Project Description	3
3.0 Design Criteria.....	3
4.0 References	4
5.0 Regulatory Requirements	4
5.1 Application:.....	4
5.2 General Requirements:	5
5.3 General Design and Construction Principles:	7
5.4 End Users of Reclaimed Water	8
6.0 Guidelines:	8
6.1 Signage, Labelling, and Fencing.....	9
6.2 Signage:	9
6.3 Labelling and Identification:.....	9
6.4 Fencing:.....	10
7.0 Water quality	10
8.0 Irrigation Water Demand	11
8.1 Storage Capacity.....	11
9.0 Recommendations	13
9.1 Discussion	13
9.2 Watering Efficiencies	14
9.3 Water Source	14

1.0 PURPOSE OF THE REPORT

Rocky Point Engineering Ltd. has been hired to review the potential code implications and requirements of using the effluent from the waste water treatment plant located in Ganges Harbour for irrigation at Gulf Islands Secondary's sports fields.

During our review we have considered the different regulations and organizations involved. Including the BC Plumbing Code, the BC Water Act, CRD requirements, Island Health Authority and others.

Several of the requirements may have an alternate solution as approved by the director (as referenced in the water act.) We have reviewed all the requirements and provided recommended strategies to reduce the operational cost and improve the quality of the sports fields at Gulf Islands Secondary School and the surrounding area. We understand that there could be some potential grant funding to help reduce the water consumption on the island and we will assist with any necessary documentation required to apply for such grants.

We have reviewed the existing irrigation system, current irrigation demands, storage retention capability, and potential for expansion. We have also reviewed the existing field drainage system to see if there is an opportunity for further storm retention inside the existing field storm drainage. One concept discussed was potentially leaving the pipe in place and raising the outlet so water will be retained in the fields with an overflow going to drain.

Where commentary and interpretations are provided, these are our best engineering judgements and are subject to approval by the authority having jurisdiction.

2.0 PROJECT DESCRIPTION

Water conservation on Salt Spring Island is critical in the summer months, as the Gulf Island relies largely on rainfall collected in lakes for its drinking water. The playing fields at Gulf Islands Secondary School have been irrigated with drinking water in the past, but water conservation restrictions have resulted in costly deterioration of the sports fields each summer, which can take several months to recover in the fall. The school has repurposed three tanks for storage of rainwater, but they do not have the capacity to sustain the fields for the entire summer.

The Ganges Harbour Wastewater Treatment, operated by the CRD, is produces approximately 450 to 500 cubic metres of reclaimed water daily – disposal of the material is to ocean outfall. Distribution of the product for use requires pumping, storage, disinfection, control, and a distribution network to be constructed. The Ganges effluent is of a high quality and has likely even improved with the recent membrane upgrade at the treatment plant.

This report discusses regulatory requirements, water quality concerns, irrigation water volume, water storage, and some alternative measures.

3.0 DESIGN CRITERIA

All systems will be designed in accordance with applicable codes, local city bylaws, and industry best practices.

Relevant Codes/Standards:

- 2018 British Columbia Building Codes
- Workers Compensation Act

- Municipal Wastewater Regulation (B.C. Reg. 87/2012)
Province of British Columbia – Ministry of Environment
- Reclaimed Water Guideline (Jul. 2013)
- Summary of Water Quality Guidelines: Aquatic Life, Wildlife & Agriculture (Mar. 2018)
- Summary of Water Quality Guidelines: Drinking Water Sources (Dec. 2017)

4.0 REFERENCES

Capital Regional District (CRD)

- Ganges Sewer System Reclaimed Water Feasibility Study (Mar. 2009)
- Gulf Islands and Port Renfrew Wastewater and Marine Environment Program - 2017 Annual Report

5.0 REGULATORY REQUIREMENTS

Part 7 of the Municipal Wastewater Regulations include requirements for both Providers and Users of reclaimed water. The use of reclaimed water at this site is categorized as having “Greater Exposure Potential, being uses for which public contact is likely or that present a risk to the receiving environment”, for which there are some additional requirements.

Providers of reclaimed water are authorised dischargers providing reclaimed water to end *Users*. Although the term “provider of reclaimed water” is not defined in the MWR, it can be taken to mean the same thing as “discharger” (i.e. the individual authorised to provide reclaimed water). End users must abide by all local bylaws and only use reclaimed water for purposes that their reclaimed water provider is expressly authorised for.

This section outlines items which will affect the Users of the reclaimed water, and includes requirements for Providers where the Users are affected. The following are general requirements from the Water Act with an explanation of how they would apply to this project.

5.1 APPLICATION:

The application for use of reclaimed water requires the following information:

- Provide the location and boundaries of the site(s) where reclaimed water will be used.
 - ❖ This would be in the form of a plan drawing of suitable scale, indicating the irrigation coverage.
- Provide the name of the registered land owner(s) of the land where reclaimed water will be used.
 - ❖ i.e. School District #64
- Provide the street address (where available), and legal description of the site(s) where reclaimed water will be applied.
 - ❖ i.e. 232 Rainbow Road; Lot 1, Plan EPP9917; Property ID 028-419-502
- Provide comments on known public health risks associated with the proposed reuse (e.g. food handling, public access, etc...)

- ❖ Public access is clearly a risk, but they would also need to know whether food vendors ever operate near the fields, as an example.
- Irrigation Plan
 - ❖ Documents the timing of reclaimed water use, maximum application rate and growing season based on the crop or vegetation, site specific loading, and nutrient and metals limits.

5.2 GENERAL REQUIREMENTS:

- A Provider of reclaimed water must ensure that windblown spray will not:
 - ❖ Go beyond the boundaries of the property to which the reclaimed water is applied, or
 - ❖ Reach areas accessible to the public.
- A provider of reclaimed water must ensure that the maximum ground surface slope when applying the reclaimed water is not more than 20%.

The fields themselves are irrigated, but the sloped areas around the fields do not appear to be irrigated (see photos below). By limiting the watering to the flat playing surface, the surrounding areas act as a buffer to contain the windblown spray and runoff. Signage and fencing, negotiated with the municipality and discussed below, with further separate the public.



Figure 1: Photo showing typical irrigation boundaries around the fields.



Figure 2: 2005 aerial photo of irrigation coverage

Water with Greater Exposure Potential has the following quality and monitoring requirements:

Parameters	Greater Exposure Potential	
	Quality Requirements	Monitoring Requirements
pH	6.5 to 9	weekly
BOD5, TSS, flow volume	10 mg/L	weekly
Turbidity	average 2 NTU, maximum 5 NTU	continuous monitoring
fecal coliform (/100 mL)	median < 1 CFU or < 2.2 MPN; maximum 14 CFU	daily (1)

Table 1 – Quality Requirements and Monitoring Requirements for Reclaimed Water

Note: the daily monitoring for fecal coliform may be reduced to weekly in accordance with section 110 (3) of the Municipal Wastewater Regulation

- Reclaimed water quality must be met at the point of use. If quality is measured at the point of distribution, precautions and controls must be in place to ensure the quality at the final point of use is maintained.
- ❖ Contaminants can be introduced through distribution or storage infrastructure, and residual chlorine can diminish either through off-gassing or oxidation of organic matter. In addition, storage at moderately warm temperatures can foster the growth of bacteria. Periodic testing of water at the point of use will have to be undertaken to verify that treatment measures are sufficient.

- The irrigation system must be designed following the standards in the BC Sprinkler Manual and operated so that the application rate matches the crop water requirement throughout the growing season.
 - ❖ Excessive watering can also be avoided by use of soil moisture sensors and smart weather-predicting irrigation controllers, discussed below.
- Spray head systems are available in many patterns and can spray water up to 6 m. Spray heads are often used in small, narrow turf and landscape areas. They have a very high application rate and should therefore be operated for short durations (15 minutes or less) to prevent runoff.

5.3 GENERAL DESIGN AND CONSTRUCTION PRINCIPLES:

- All reclaimed water valves, outlets, quick couplers, and sprinkler heads must be of a type or secured in a manner that only permits operation by personnel authorized by the user.
 - ❖ This would require that the valve boxes in the field are not accessible. Potentially Locks could be applied on the valves to prevent unauthorized operation.
- All piping must be of a distinct colour to differentiate reclaimed water from domestic water. Purple is typically used for this purpose, where available.
 - ❖ Any new piping would need to be purple, banding and marking would need to be applied to existing exposed piping
- All piping, valves, outlets, and controllers must be marked with labelling to identify that reclaimed water is used.
 - ❖ Signage would need to be added near all existing valves
- Use or installation of hose bibbs on any irrigation system presently operating, or designed to operate with reclaimed water, regardless of the hose bibb construction or identification, is not permitted unless it can be demonstrated to a regional director that special circumstances justify their use.
 - ❖ Existing hose bibbs would need to be confirmed that they are not connected to the non potable system
- Impoundments must be designed, operated, and maintained to minimize fluid leakage. Any leakage must not aggravate or produce soil or bedrock instability or erosion elsewhere or impact ground or surface water quality.
 - ❖ Annual inspections of holding tanks would meet the intent of this clause
- Temperature of water in impoundments should be kept at below 20° Celsius.
 - ❖ The easiest way to accomplish this would be to keep the tanks in the ground or design tanks of sufficient mass not to exceed 20°C during the summer
- The perimeter of the disposal area must be graded to prevent ponding along public roads or other public areas.
 - ❖ Site is relatively flat but a detailed survey would need to be done and potentially slight changes near low points.
- Drinking water facilities must be protected from direct or windblown reclaimed water spray.
 - ❖ Sprinkler location and spray patterns would need to be analyzed to ensure that reclaimed water is not going to mix with drinking water.
- Food facilities (where food is handled or consumed) must be protected from direct or windblown reclaimed water spray.
 - ❖ This clause could present a problem due to the food cart located across the street, consideration would need to be done and potential changes to the sprinkler heads on the road side of the field.

- Adequate measures must be taken to prevent the breeding of insects and other vectors of health significance, and the creation of odors, slimes, or unsightly deposits.
 - ❖ Tanks would need to be enclosed and system designed to mitigate contamination risks.
- Direct public contact with reclaimed water must be minimized.
 - ❖ Fields would have to be closed during periods of watering with no public access.

5.4 END USERS OF RECLAIMED WATER

- It is expected that end users will maintain close communications with their reclaimed water provider and keep up to date with all procedures, training and guidelines for safely using reclaimed water.
 - ❖ A program of reporting and feedback should be established between the school district and the CRD to ensure information and procedures are being kept up to date.
- End users must abide by all local bylaws and only use reclaimed water for purposes that their reclaimed water provider is expressly authorised for.
 - ❖ This could be clarified in procedures that the water is not be used for anything but the field irrigation.
- Where applicable, end users of reclaimed water must be trained and certified in cross connection control.
 - ❖ Training may be required to ensure that someone on staff is certified in cross connection control.

6.0 GUIDELINES:

The BC Ministry of Environment has provided a Reclaimed Water Guideline as a Companion Document to the Municipal Wastewater Regulation. This manual recommends the following:

- Irrigation systems should be designed following standards outlined in the BC Sprinkler Irrigation Manual and the BC Trickle Irrigation Manual.
- Irrigation shall be applied to provide crop water needs over an irrigation interval, providing an allowance for some leaching, but minimizing leaching to groundwater.
- Reclaimed water contains higher levels of metals than most fresh water supplies. Water samples should be taken to ensure that metals and specific ions do not exceed BC or Canadian Water Quality Guidelines.
- Reclaimed water may not be used for irrigation within 30m of any well or in-ground reservoir used for domestic supply, unless it can be demonstrated to the regional director that special circumstances justify lesser distances to be acceptable. A QP may also recommend a greater distance where appropriate.
- There must be no surface runoff of reclaimed water from irrigated lands.
- Reclaimed water irrigation systems must be managed to avoid aerosol drift to areas where food is handled or consumed.
- Adequate disinfection (minimum chlorine residual of 0.5 mg/L) must be maintained in reclaimed water discharged from the disinfection system to the irrigation system i.e., minimum residual chlorine must be present at the point of use.
- Irrigation with reclaimed water must not occur within 60m of areas where food is handled or consumed.
- When using reclaimed water on parks, playgrounds and school grounds, the reclaimed water provider must ensure that no direct contact between the reclaimed water and any person occurs while irrigation is underway.

- An irrigation system must have a winterization port at its connection to the reclaimed water distribution system, allowing an air compressor to drain the irrigation lines prior to winter. A shutoff valve must also be provided for winterizing the system.
- Irrigation must be controlled to prevent ponding and run-off of reclaimed water.
- Provide adequate signage and notification so the public is aware that reclaimed water is being used.

6.1 SIGNAGE, LABELLING, AND FENCING

Signage and labelling are needed to advise workers and the general public that reclaimed water is being used and that certain precautions are necessary. Fencing is required to control access if needed when irrigating with reclaimed water to help restrict public access.

It is recommended that reclaimed water providers and users seek legal advice on what constitutes due diligence for the placement of signage, labelling, and fencing at their respective sites. Some suggestions are provided below.

6.2 SIGNAGE:

- Suitable signs bearing the emergency contact phone numbers should be erected at the main entrance to reclaimed water storage reservoirs, evaporation basins, and infiltration sites.
- Prominent no trespassing signs should appear around the reclaimed water storage reservoirs advising that the water is not potable. The wording must be in language or symbols readily comprehensible by the general public (e.g., NO TRESPASSING - RECLAIMED WATER - DO NOT DRINK).
- Prominent no trespassing signs should be erected around agricultural and silvicultural sites irrigated with reclaimed water, warning of the possible health hazard during the irrigation season and advising that the water used for irrigation is not potable. The wording should be in language or symbols that are easily understood by the general public (e.g., NO TRESPASSING - RECLAIMED WATER - DO NOT DRINK).
- Impoundments should have perimeter signs indicating that the reclaimed water stored is not safe for drinking (e.g., ATTENTION: RECLAIMED WASTEWATER - DO NOT DRINK).
- At areas irrigated with reclaimed water, warning signs should be posted in sufficient numbers and size and at strategic locations to advise the public that reclaimed water is being used and is not safe for drinking purposes and for the restricted public use category for personal contact as well (e.g., WARNING -RECLAIMED WATER- AVOID CONTACT - DO NOT DRINK).
- Tank trucks and other equipment which are used to distribute reclaimed water should be clearly identified with warning signs.

6.3 LABELLING AND IDENTIFICATION:

- Pipes and equipment conveying reclaimed water should be easily identifiable and properly labelled.
- Piping installations must also conform to the BC Building Code. Reclaimed water piping should be purple in colour, where available.
- Where purple piping is not available from suppliers, some other uniquely identifying colour or stripe-coloured pipe may be used. When off coloured pipes are used, it becomes increasingly important to have proper labelling.
- All piping and equipment conveying reclaimed water should be labelled to easily identify that reclaimed water is being used. The labeling should be easily readable and understandable by someone not familiar with the operation of the system, or in the case of a building, to someone who may come into contact with the piping, whether it is a trade person or a resident.

- Unless indicated otherwise by the BC Building Code, pipe should be labelled with the text “RECLAIMED WATER”. The text should be placed longitudinally (i.e. along the length of pipe) and the font should be sized for easy readability.
- Labels should be spaced at reasonable intervals, according to the application, to avoid long lengths of unlabelled piping.
- Each text label should also feature an adjacent arrow label to indicate the direction of normal pipe flow.

6.4 FENCING:

- A chain-link security fence at least 6 feet high or functional equivalent is recommended around reclaimed water storage reservoirs to prevent public access. Also, a suitable fence should be erected and maintained around all restricted public areas irrigated with reclaimed water.
 - ❖ If tanks were added inside or below the facilities yard this clause would be met.

7.0 WATER QUALITY

The 2017 Annual Report for the Gulf Islands and Port Renfrew Wastewater and Marine Environment Program indicates that five substances exceeded BC Water Quality Guidelines (WQG) in undiluted effluent: Weak Acid Dissociable (WAD) Cyanide, Copper, Zinc, Chrysene, and Benzo(a)pyrene. These substances, and all others, were well below the BC WQG after the minimum near surface dilution calculation was applied, however it is the undiluted effluent which would be supplied to the fields. In 2016 WAD Cyanide, Sulfide, Copper, Zinc, total PCB, and Chrysene exceeded the BC WQG.

Parameter	Effluent (µg/L)	BC WQG (Marine) (µg/L)	BC WQG (Irrigation) (µg/L)	BC WQG (Drinking) (µg/L)
Copper	9.40	3	200	1000
Zinc	43.50	10	1000 for soil pH < 6 2000 for soil pH ≥ 6 and < 7 5000 for soil pH ≥ 7	5000
WAD Cyanide	1.39	1		200

Table 2 – 2017 Annual Report Concentrations

While the BC Water Quality Guidelines (WQG) for Irrigation are much less stringent, the property drains into active streams and so BC WQG for Aquatic Life would also apply. These substances which exceed the BC WQG for marine environments in the raw effluent are evaluated for the WWTP by their predicted concentration in the marine water column at a distance of 100m away from the outfall. The streams into which these sports fields drain would not have a dilution factor applied. Moreover, as the fields are irrigated over the summer, metal concentrations will accumulate until a significant stormwater event washes them into the streams.

We can see no viable means of remediating this issue and think that this would disqualify the usage of reclaimed water for irrigation on the sports fields.

8.0 IRRIGATION WATER DEMAND

The *Ganges Sewer System Reclaimed Water Feasibility Study* prepared by the CRD indicates an estimated water demand of 70 m³/day in July and August, and 40 m³/day in June and September (see Table 3 below).

Land Use	Unit Daily Demand m ³	Annual Demand m ³
Salt Spring Island (SSI) Recreation Centre	10 m ³ (estimated)	1200
SSI School District (Playing Fields)	70 m ³ (July/ Aug) 40 m ³ (June/ Sept)	6,700
Community Parks irrigation	25	3,000
Multi Family Developments	40	4,800

Table 3 – Estimated Water Demands (CRD)

We reviewed water consumption and rainfall data for the school from January 2007 until December 2014 and, coupled with historical recollections from end users, determined that 20 m³ per day has historically been enough to minimally sustain the fields in July and August. It is difficult to separate water usage within the school from irrigation usage in June and September, but those months average approximately 2 m³ more rain per day on the two fields than in July and August.

8.1 STORAGE CAPACITY

Stormwater at the site can be diverted from a 1,000 gal skimmer tank at the southeast corner of the fields, where the site drains into the municipal system, into two existing 20,000 gal and one 10,000 gal storage tanks. This water can feed back into the irrigation main, after the backflow preventer, to irrigate the fields.

Plumbing record drawings for the school indicate a 15-minute storm load of 76,400 L, draining to the southeast corner of the facility (see stormwater drainage plan below). Using Crofton as the nearest city in the BC Building Code (with a 15-minute rainfall of 8mm), this corresponds to 9,550 m² of roof area. Assuming all of the rainwater from the roofs and half of the rainwater from the 5,200 m² and 7,000 m² fields can be diverted to storage, the 86.2mm rainfall in an average March (see Climate Normals table below) would provide enough water to minimally sustain the fields for 68 days, and would require 360,000 gal of storage.

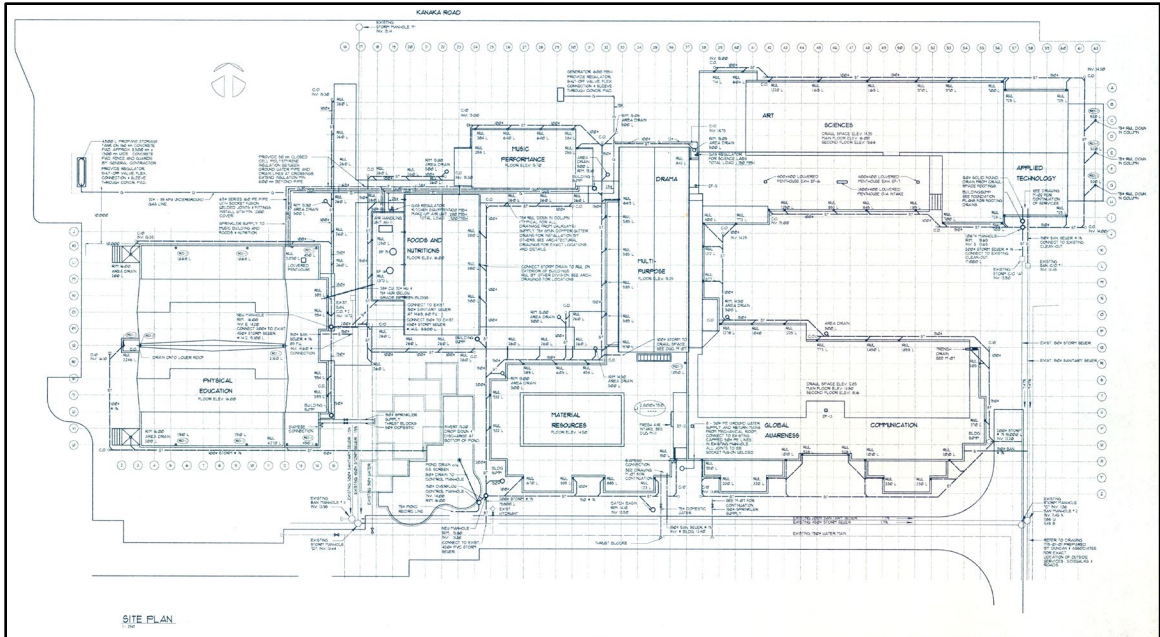


Figure 3: Facility Stormwater Drainage

Saltspring Island Typical Rainfall (mm)												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year
152	95.5	86.2	56.8	43	37.4	23.2	28	33.1	93.5	163.5	142.8	955

Table 4 – Saltspring Island Climate Normals (1981-2010)



Figure 4: Aerial photo of irrigation boundaries

9.0 RECOMMENDATIONS

9.1 DISCUSSION

The usage of reclaimed water does not appear to meet regulatory requirements of this site due to the application of aquatic guidelines on the run off to the creek. Metals and CN accumulation would exceed allowable limited and it **does not appear to be viable** to connect to the reclaimed water both for direct code reasons and logical reasons (accumulation in the soil.) There is a risk that the metals and CN would accumulate in the soil during the summer months and then proceed to discharge off into the stream after the first heavy rains and exceed guidelines by an even larger margin.

Since it is not viable to use the reclaimed water from the wastewater treatment plant to irrigate the fields, we would recommend strategies to reduce water consumption, increase stormwater collection and stormwater catchments to alleviate pressure on the fields and the islands irrigation system.

9.2 WATERING EFFICIENCIES

Several measures can be taken to reduce the water usage requirements and recovery time of the fields during periods of drought:

- Change the grass type from a blue grass mix to a rye grass, as they are more drought tolerant, have deeper roots, and recover quickly. There are some other more drought resistant strains but they have less protection against freezing but a mix of more drought tolerant grasses may be viable.
- Use less frequent deep watering to promote deeper root growth, resulting in better water absorption and more resilient grass.
 - ❖ Regular aeration also assists with water penetration, promoting deeper root growth. It is recommended that aeration be completed in the spring and avoided in the summer months.
- Schedule irrigation to occur during the coolest time of night, to minimize evaporation.
- Edging should only be completed during periods of wet weather.
- Switch to a mulching style blade on the mowers to reduce water loss from the soil. Do not collect grass clippings during the periods of infrequent watering.
- Increase the cut length of the grass to 2" when the field is in use, and 3" when the field is not in use.
- Do not cut more than 1/3 of the total grass length at a time
- Re-dress the top surface with a 60-40 mix of sand and organic mulch to maintain the resilience of the sand while retaining more of the water.
- Use a smart irrigation controller to monitor weather forecasts and soil moisture levels to optimize watering.

Further efficiencies could be obtained by:

- Testing and verifying the uniformity of spray distribution.
- Installing a drip irrigation system, ideally with a layer of sand/organic mix applied on top.
- Reduce the surrounding grass area by changing some of the shoulders to gravel or landscaping with drought-tolerant plants.
- Moisture sensors to detect depth of moisture along with grass core samples to confirm root depth so that demand based water can be implementing.

9.3 WATER SOURCE

Based on the concerns with the stormwater flow and the site's drainage via a designated spawning stream, we believe that the aquatic guidelines would be applied to this project and would exceed the allowable levels by more than a 4 to 1 ratio for some substances.

Either the plant would need to be upgraded to reduce the exceeding contaminants, or another means of filtration would need to be applied to allow for use of reclaimed water on this site. As an alternate strategy, we recommend using increased stormwater retention rather than reclaimed wastewater, due to the concentrations of metals and other substances in the water.

The existing storage tanks should have non-destructive testing to verify their structural integrity. They should either be replaced or supplemented with new tanks to provide a total storage of at least

360,000 gal. Care should be taken to maintain the temperature in storage tanks below 20°C, to prevent bacterial growth, this could potentially be accomplished by installing the tanks in the ground or by calculation based off thermal massing.

DISCLAIMER OF LIABILITY

The material in this report reflects our professional opinion based on information available to us, photographs and documentation provided of the mechanical/refrigeration systems/equipment and building owners comments. This report is a conceptual study only and is not intended for tender or construction use. Any use which a third party makes of this report or reliance on decisions made based on it, are the responsibilities of such third parties. Rocky Point Engineering Ltd. accepts no responsibility for damages, if any suffered by any third party as a result of decisions made or actions based on this report.

A desktop review has been carried out by Rocky Point Engineering Ltd. on photographs of readily accessible mechanical systems and equipment and as-built drawings of the facility. No physical testing of systems/equipment capacities have been undertaken to ascertain the capacities to meet HVAC requirements or compliance with current code requirements.



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March 26, 2024

Ref: 295427

Tisha Boulter, Chair
Board of Education
School District No. 64 (Gulf Islands)
Email: tboulter@sd64.org

Dear Tisha Boulter:

I am responding to a letter dated December 4, 2023, from Scott Benwell, Superintendent, requesting approval for the Gulf Islands Board of Education to underspend its targeted Indigenous Education funding amount for the 2022/23 school year. As this is targeted funding under Section 106.4 of the *School Act*, Boards of Education must request permission from the Minister of Education and Child Care to underspend their target on an annual basis. As Deputy Minister of Education and Child Care, I am pleased to respond on the Minister's behalf.

Pursuant to section 106.4(2) of the *School Act*, approval is granted for the Board to underspend its 2022/23 school year Indigenous Education target in an amount up to \$35,373. This variation of direction is granted on the condition that these funds will be brought forward and added to the 2023/24 school year Indigenous Education targeted amount to be expended on Indigenous Education programs. I encourage you to discuss your Indigenous Education targeted funding plans with the District Indigenous Education Council or equivalent to ensure respectful and meaningful engagement with Indigenous Peoples on the use of these funds.

The attachment to this letter contains statistics about your school district's Indigenous student outcomes. I hope we will see you build upon these achievements and strive for strong academic results for all your students in the current and subsequent school years.

If you have any questions or require further information regarding the financial reporting of Indigenous Education expenses, please contact Ian Aaron, Director, School District Financial Reporting, Resource Management Division, by phone at (250) 415-1073 or by email at Ian.Aaron@gov.bc.ca.

.../2

If you have any questions or require further information regarding how the Ministry of Education and Child Care is supporting delivery of Indigenous Education programs, please contact Francis Recalma, Manager, Indigenous Education, System Liaison and Supports Division, by phone at (250) 882-6273 or by email at Francis.Recalma@gov.bc.ca.

Again, thank you for writing.

Sincerely,



Christina Zacharuk
Deputy Minister

Attachment – SD64 (Gulf Islands) Indigenous Student Achievements

cc: Ian Aaron, Director, School District Financial Reporting, Resource Management Division,
Ministry of Education and Child Care
Caroline Ponsford, A/Executive Director, Resource Management Division,
Ministry of Education and Child Care
Amber Shilling, Executive Director, System Liaison and Supports Division,
Ministry of Education and Child Care
Francis Recalma, Manager, Indigenous Education, System Liaison and Supports Division,
Ministry of Education and Child Care
Jill Jensen, Superintendent, School District No. 64 (Gulf Islands)
Scott Benwell, Acting Secretary-Treasurer, School District No. 64 (Gulf Islands)
Shannon Johnston, District Aboriginal Coordinator, School District No. 64 (Gulf Islands)

Attachment – SD64 (Gulf Islands) Indigenous Student Achievements

Foundation Skills Assessment

In 2022/23 on the Grade 4 Literacy assessment, 60% of Indigenous students were “On Track” or “Extending” expectations on the revised FSA compared to 80% of Non-Indigenous students in SD64.

In 2022/23 on the Grade 4 Numeracy assessment, 70% of Indigenous students were “On Track” or “Extending” expectations on the revised FSA compared to 65% of Non-Indigenous students in SD64.

In 2022/23 on the Grade 7 Literacy assessment, 67% of Indigenous students were “On Track” or “Extending” expectations on the revised FSA compared to 91% of Non-Indigenous students in SD64.

In 2022/23 on the Grade 7 Numeracy assessment, 67% of Indigenous students were “On Track” or “Extending” expectations on the revised FSA compared to 74% of Non-Indigenous students in SD64.

Six-year Completion Rate

Six-year completion rate for Indigenous students has increased from 56.6% in 2018/19 to 95.8% in 2022/23.

Six-year completion rate for Non-Indigenous students has increased from 86.3% in 2018/19 to 100.0% in 2022/23.

Transitions to BC Public Post-Secondary Institutions

Of 4 Indigenous graduates from SD64 in 2017/18, 1 (25%) immediately transitioned to B.C. public post-secondary institutions, and within 4 years after grad, 2 (50%) had transitioned into post-secondary.

Of 98 Non-Indigenous graduates from SD64 in 2017/18, 28 (29%) immediately transitioned to B.C. public post-secondary institutions, and within 4 years after grad, 53 (54%) had transitioned into post-secondary.

2024 AGM MOTIONS



LEAD STRONG

future-ready governance for public schools

BCSTA

British Columbia
School Trustees
Association

EXTRAORDINARY MOTIONS

- E1. 1.2 FS Values
- E2. Bylaw 10c, 10e, 10f, 11a, 7I - Motions and Late Motions
- E3. Bylaw 4 - Vacancies on the Board of Directors
- E4. Bylaw 8 - General Meetings

SUBSTANTIVE MOTIONS

- 5. Legislation Review of Conflict of Interest for Trustees
- 6. Legislative Framework for Voting Student Trustees
- 7. Fully Fund Supports for Students Who Have a Special Education Designation.
- 8. Impact of Climate Change on Student Outcomes
- 9. Non-Voting Student Delegates at BCSTA Annual General Meetings
- 10. Targeted Funding for Children In Care
- 11. Universal Food Program
- 12. Anti-bullying Measures
- 13. Funding for Programs at Provincial Correctional Centres
- 14. Gender-based Violence Education
- 15. Eliminate Barriers of Employment for Early Childhood Educators and Education Assistants
- 16. Human Resources Capacity in Northern Districts
- 17. K-12 Workforce Census on Diversity, Equity & Inclusion
- 18. Neurodiverse Training in Public Education
- 19. Northern Teacher Bursary
- 20. Accessibility Funding
- 21. Funding for StrongStart BC Programs
- 22. Mid Year Funding for Temporary Registrants
- 23. Stable Operating Funding to Support Coordination of School District Child Care Spaces
- 24. Targeted Funding for Language Support of English Language Learner Students



25. Capital Funding Acknowledging Projected Enrollment Growth
26. Funding CleanBC Goals
27. Increase Capital Funding to Retrofit Existing Buildings & Reduce Greenhouse Gas Emissions
28. Increase the Annual Facilities Grant to address Deferred Maintenance
29. Increased funding for Aging Infrastructure
30. Maintenance Funding for Aging Portables
31. New Funding to Make Existing Playgrounds Accessible for All Children
32. Accessible and Affordable Internet Connectivity
33. Communication from British Columbia Emergency Management System
34. Public Disclosure of Trustee Residential Addresses
35. Vulnerable Sector Criminal Record Check



EXTRAORDINARY MOTIONS

E1. 1.2 FS Values

Submitted by: North Vancouver

Submitted Motion for Consideration:

BE IT RESOLVED:

That the BCSTA append the following text to section 1.2FS VALUES, of the Policy Book: BCSTA aspires to embody and work in support of anti-racism, **anti-ableism**, diversity, equity, and inclusion in the public schools of British Columbia.

BCSTA strives to:

- eliminate discrimination in policies, procedures, programs, and services (~~anti-racism~~).
- value human differences within the organization (~~diversity~~).
- ensure that factors such as ancestry, skin colour, place of residence, socio- economic or educational background, gender identity or expression, physical condition, intellectual or cognitive difference, etc. do not determine the outcomes a person achieves (~~equity~~).
- ensure that people of all backgrounds feel they are welcome and valued (~~inclusion~~).

To those ends, BCSTA commits to:

- Educating ourselves and our members about anti-racism, **anti-ableism**, diversity, equity, and inclusion and how they may be achieved.
- Ensuring that anti-racism, **anti-ableism**, diversity, equity, and inclusion are evident in all that we do.
- Ensuring that policies and practices of the organization do not contravene the British Columbia Human Rights Code.
- Supporting equity through our policies, procedures, programs, and services.
- Advocating for policies and practices that promote anti-racism, **anti-ableism**, diversity, equity, and inclusion in the public schools of British Columbia.
- Measuring our progress in ensuring anti-racism, **anti-ableism**, diversity, equity, and inclusion.

Rationale:

As part of the Anti-Racism, Equity, Diversity and Inclusion work that BCSTA is currently undertaking and along with the Accessibility Act, including the term ableism/anti-ableism ensures that the Foundational Statement is inclusive of people with disabilities/diverse abilities. The words in brackets limits the idea of the statement, where by all the bullets intersect with each other. Removing the words from the brackets allows for the intersectionality of the statement supporting all and being more inclusive.

Reference(s):

Ableism 101 <https://www.accessliving.org/newsroom/blog/ableism-101/>

BCSTA Strategic Plan – 2022-2025

BCSTA Policy Book

This is an Extraordinary Motion.

This Motion relates to Foundational Statement No. 1.2 FS; 5.2 FS; 5.3 FS; 5.4 FS

E2. Bylaw 10c, 10e, 10f, 11a, 7I - Motions and Late Motions

Submitted by: BCSTA Board of Directors

Submitted Motion for Consideration:

That BCSTA amend Bylaws 11a, 10c, 10e, 10f, 7I as follows:

Bylaw 10c (Late Motions)

Notice of motion submitted **after the deadline set out in bylaw 10(b)** ~~too late to meet requirements of section b) herein shall be considered by the general meeting only when such a motion deals with **emergent** matters arising **subsequent to the deadline set out in bylaw 10(b)** from events occurring or legislation introduced subsequent to the stated sixty (60) day deadline for submission of motions. **Prior to any consideration by the membership in a General Meeting, such motion must be referred to the Legislative Committee to determine, by simple majority, whether to present such motion to the General Meeting.** A motion meeting these criteria shall be referred to the Legislative Committee for consideration and then, if in order, be submitted to the general meeting; a simple majority is required for approval.~~

Bylaw 10e (Late Motions)

Should a member ~~Board~~ **motion sponsor** wish to appeal a Legislative Committee **or Board of Directors** decision ruling a late motion out of order under section c), the following procedure is to be followed:

- i. Written notice of intention to appeal the Legislative Committee **or Board of Directors** decision shall be forwarded to the Chief Executive Officer **within 24 hours of the Legislative Committee or Board of Directors decision** as soon as possible.
- ii. The Chief Executive Officer shall place the appeal of the Legislative Committee's **or Board of Directors'** decision before the general meeting. Those present will then decide, by simple majority vote, whether or not to sustain the Legislative Committee's **or Board of Directors'** decision.
- iii. In the event that the Legislative Committee's **or Board of Directors'** decision is not sustained by the membership on a simple majority vote, then the late motion will be included in the order of business.

Bylaw 10f (General Meeting Motions)

Should the Legislative Committee **edit, reject, correlate, order, or consolidate any notices of motion submitted within the time frames set out in bylaw 10(b), the motion sponsor will be notified of the decision and the motion sponsor** ~~reject, consolidate, alter or in any other way amend the motion of any Board, it will notify the moving Board of its decision in writing and the Board shall have the right to challenge the Legislative Committee's decision at the opening of the general meeting proceedings. **The motion sponsor shall advise the CEO of its challenge within 7 days of the Legislative Committee's decision so that the original motion and the Legislative Committee's rationale can be published in advance of the General Meeting.** In such a case, the Legislative Committee will publish the Board's motion and the Legislative Committee's rationale for its decision and then request the general meeting to sustain its decision.~~

Bylaw 11a (Late Motions)

The President shall appoint a Legislative Committee within thirty (30) days of the President assuming office. The Committee shall consist of not less than three (3) members, one of whom shall be a member of the Board of Directors of the Association (other than the Chief Executive Officer) who shall also act as a liaison between the Committee and the Board of Directors. The Legislative Committee shall, inter alia, prepare all notices of motion for printing on the agenda of a general meeting, **and will consider late notices of motion as outlined in bylaw 10c.** ~~and shall act during a general meeting to prepare late notice of motion for the consideration of the membership.~~

The Legislative Committee **may, in its absolute discretion, and subject to the decisions of the membership at the Annual General Meeting, edit, reject, correlate, order, consolidate and report upon late notices of motion submitted in accordance with bylaw 10.** ~~shall have the power to examine, correlate, amend, reject and report upon notices of motion submitted to it. All the actions of the Legislative Committee with respect to notices of motion shall be subject to the approval of the membership at the general meeting or the meeting of the Provincial Council and the membership may, upon simple motions from the floor of the meeting, sustain the Committee's action, or refer back the notice of motion to the Committee with special instructions.~~

Bylaw 7I (Provincial Council Duties - Late Motions)

The Chief Executive Officer will establish submission deadlines for motions for consideration by Provincial Council. Motions received by the submission deadline must be reviewed by the Legislative Committee to ensure they are of an emergent nature. Emergent shall be defined as: business that, if delayed until the Annual General Meeting, will impact negatively on the Association's ability to influence public policy, or a public education issue.

Motions received after the submission deadline will be reviewed for their emergent nature by the **Board of Directors which, in its absolute discretion, may determine whether the motion will be considered at the Provincial Council Meeting.** ~~Provincial Council and must receive approval to be added to the agenda as a late motion.~~

Rationale:

There are several interconnected factors and processes at play when dealing with a motion that has not met the published timelines.

The language revisions are intended to clarify and simplify the processes that are underway should a motion be presented to an Annual General Meeting where the motion was not presented within the timelines established to submit motions for consideration at an Annual General Meeting. Providing the membership with ample time to review and consider their vote on a motion is important which is why timelines exist in the bylaws. Changes to these bylaws (10c, 10e, 10f, 11a and 7I) contemplate some notice and ability to review late motions so that there could be some advance preparation to the members should an emergent issue arise.

The amendments have been reviewed by legal counsel.

This is an Extraordinary Motion.

E3. Bylaw 4 - Vacancies on the Board of Directors

Submitted by: BCSTA Board of Directors

Submitted Motion for Consideration:

That BCSTA amend Bylaw 4 as follows:

~~Elected offices on the Board of Directors which fall vacant shall be filled in the following manner:~~

Elections for the President, Vice-President and Directors will be conducted at an Annual General Meeting.

Should a vacancy occur amongst the President, Vice-President or Directors between Annual General Meetings the following process shall apply:

- a. ***The Board of the Directors, in accordance with Bylaw 8, may call a General Meeting to fill, through an election of the membership, any vacant position on the board.***
- b. ***General meetings for the purposes of filling a vacancy, other than the Annual General Meeting, may be held virtually.***
- c. If the office of President falls vacant the Vice-President shall advance to the office of the President.
- d. If the office of Vice-President falls vacant, an interim Vice-President shall be elected by the Board of Directors from its own members ***who shall serve until the election of a new Vice President at the next General Meeting.***, ~~and shall serve until an election for Vice-President is held at the next Provincial Council. Should this election take place at a Provincial Council meeting and the interim Vice-President is not elected at that time, they would revert to the position of Director for the remainder of the term.~~
- e. ***If the Director serving as interim Vice-President is not elected to that position at the next General Meeting, they will revert to their position of Director with the corresponding remaining term they would hold as director by virtue of their election at a prior Annual General Meeting.*** ~~If the office of Director falls vacant the Provincial Council shall elect one (1) of their members to fill the vacancy until the next Annual General Meeting.~~
- f. ***Any vacancy existing amongst the Directors shall be resolved at the same General Meeting.***
- g. ***Should the time period from a vacancy occurring until the next Annual General Meeting exceed nine months, the Board of Directors shall call a General Meeting for the purposes of electing a new office holder.***

Rationale:

The proposed changes were to capture the processes and events that should take place should a vacancy occur in-between Annual General Meetings. Having recently dealt with the matter, a shift in the organizational structure of the process needed to be addressed. The committee was clear that the election for a vacancy on the board should be made by the entire membership, and not a subset of the members.

The amendments have been reviewed by legal counsel.

This is an Extraordinary Motion.

E4. Bylaw 8 - General Meetings

Submitted by: BCSTA Board of Directors

Submitted Motion for Consideration:

That BCSTA amend Bylaw 8 as follows:

- a. The Association shall hold an Annual General Meeting at a time and place **determined** selected by the Board of Directors, **or, lacking agreement, by the President, and additional general meetings as called in accordance with these bylaws.** ~~and additional general meetings may be called if deemed necessary by the Board of Directors.~~
- b. ***For the Association to conduct business at an Annual General Meeting or other General Meeting, a quorum must be present.***
- c. ~~Fifty delegates shall constitute a quorum.~~ ***For the purposes of these bylaws, a quorum means 50% of eligible voting trustees, and representatives of 50% of the Association's branches.***
- d. ***For the purposes of these bylaws, an eligible voting trustee must be a person from a member board (1) who currently holds the office of trustee in a School District in British Columbia; (2) who has registered to attend the Annual General Meeting or General Meeting, and (3) who is present at the Annual General Meeting or General Meeting.***
- e. The President of the Association, or such other person as ~~they~~ **he/she** designates, shall chair all sessions.

Rationale:

Changes proposed included a tightening of the language about calling an Annual General Meeting, in addition to clarifying what constitutes a quorum and what it meant to be in attendance in light of the potential for virtual meetings. The committee was also responding to ensuring that a quorum included voices from across the province and included language to reflect regional representation.

The amendments have been reviewed by legal counsel.

This is an Extraordinary Motion.



SUBSTANTIVE MOTIONS



British Columbia
School Trustees
Association

**CATEGORY:
BOARDS OF EDUCATION**

5. Legislation Review of Conflict of Interest for Trustees

Submitted by: Langley

Submitted Motion for Consideration:

That the BCSTA advocate to the Provincial Government and the Ministry of Education and Child Care, to review and revise legislation on conflict of interest for trustees that have been hampering the effectiveness of Boards of Education during bargaining as a result of the implementation of the PSEC 2012 Mandate.

Rationale:

There are challenges faced by trustees with the limitations imposed by current conflict of interest rules, particularly regarding trustees who have union affiliations. There is need to review and advocate for fair treatment of trustees associated with unions covered by the PSEC bargaining mandate. BCSTA should advocate for a fair and balanced approach that considers the spirit of the *School Act*, which was written before the founding of PSEC, and ensure that trustees are not unduly restricted from fulfilling their governance roles due to union affiliations. It is important to ensure that the current restrictions aren't placing unnecessary limitations on Trustees that could be deemed as unfair and discriminatory.

The *School Act* defines conflict of interest primarily in pecuniary terms, related to financial benefits for oneself or family members. The *School Act* provides that a pecuniary interest does not preclude a trustee participating in or influencing a decision of the board if that interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence the trustee.

Currently, a trustee or trustee family member affiliated with a union under the PSEC bargaining mandate is automatically in a conflict of interest, creates significant hurdles and limitations for trustees in fulfilling their duties.

Presently, conflict-of-interest law in conjunction with the implementation of the PSEC 2012 Mandate, has resulted in an increasing number of boards making court applications for remedies because they can not achieve quorum, due to the number of conflict trustees on their board. This challenges the effective functioning of elected trustees and limits the pool of potential trustee candidates.

Reference(s):

[Public Sector Bargaining Mandates & Agreements](#)

This is an action motion and does not change or contradict any existing Foundational Statement or Policy Statement.

6. Legislative Framework for Voting Student Trustees

Submitted by: Maple Ridge-Pitt Meadows and Fraser Valley Branch

Submitted Motion for Consideration:

That the BCSTA advocate for the amendment of the *School Act* by the Province of British Columbia to establish Student Trustee positions with full voting rights.

Rationale:

The BCSTA, recognizing the importance of student input in effective decision-making, has passed two motions since 2014 advocating for the legislative implementation of Student Trustees: Motion 18: A201418 and Motion 11 A201811. Despite these efforts, substantive action by the province has yet to be taken. This proposal seeks to strengthen student voices in alignment with Article 12 of the United Nations Convention on the Rights of the Child, emphasizing the need for student representation.

Inspired by Ontario's successful model dating back to 1977, the introduction of voting student trustees onto BC Boards of Education aims to provide a structured platform for gathering student input. Under this proposal, each secondary school within a school district would establish a student council. These councils would serve as forums for student engagement and discussion on educational matters within the school community. From these student councils, representatives would be internally elected to form a district student council, ensuring diverse and broad representation from across the district. This district student council would then internally elect their student trustee, who would serve as the voice of the student body on the Board of Education, ensuring a representative and democratic process.

While some British Columbian School Boards have implemented non-voting student trustees with success, legislative provisions similar to Ontario are lacking, resulting in a critical gap in student representation. The proposed motion seeks to bridge this gap by advocating for an amendment to the *School Act* to grant school districts the discretion to establish student trustee positions with full voting rights. Enabling a student presence at the decision-making table ensures informed decision-making and advocacy for issues directly impacting students' educational experiences. Beyond representation, student trustees empower students by providing a platform for free expression, fostering civic engagement, while increasing student participation in educational governance.

The introduction of voting student trustees onto BC Boards of Education is a necessary step towards a more inclusive and dynamic education system. By aligning our actions with our words, student voices will actively contribute to decision-making processes, enriching the educational experience for all stakeholders.

Reference(s):

Begin , M., Caplan, G. L., & Ontario. Royal Commission on Learning. (1995, January).

For the Love of Learning: Report of the Royal Commission on Learning.

For the Love of Learning Report. Government of Ontario .

Ontario Provincial Parliament. (2022, June). Ontario Regulation 7/07. *Student Trustee* . Toronto , Ontario.

United Nations General Assembly 44/25. (1989, November 20). Convention on the Rights of the Child.

This Motion relates to Foundational Statement No. 4.7 Student Voice

This is an action motion and does not change or contradict any existing Foundational Statement or Policy Statement.



British Columbia
School Trustees
Association

**CATEGORY:
STUDENTS**

7. Fully Fund Supports for Students Who Have a Special Education Designation.

Submitted by: Kootenay Boundary Branch and Southeast Kootenay

Submitted Motion for Consideration:

That the BCSTA requests the Ministry of Education and Child Care (MECC) to fund the actual cost of supports for students identified in all special education categories.

Rationale:

Boards of Education have a duty to provide equitable education to all students. As of the 2022 -23 school year, the Ministry of Education and Child Care (MECC) reported 86,596 students with diverse needs in the province --3,830 more than the year prior. However, boards continue to struggle with providing students who have --or are awaiting -- special education designations with the supports they need and are entitled to. Many Boards have, and continue to, supplement special education funding out of their general block funding. Educational staffing required to support students far exceeds what districts receive in funding.

The percentage of high incident category students often outstrip the number of low incident category students and these students are often more disruptive to a classroom if left unsupported. Yet, high incident category students continue to receive no funding, despite their need and right to receive supports. Special Education funds should provide supports for all special education categories recognized by the Ministry.

Reference(s):

MECC Fact Sheet --<https://news.gov.bc.ca/factsheets/education-by-the-numbers>

Annual EA salaries --<https://www.workbc.ca/career-profiles/elementary-and-secondary-school-teacher-assistants>

SPED designations & funding (SD40 website) --

https://newwestschools.ca/resources/parent-guide-to-inclusive-education/ministry-of-education-special-needs-categories/https://www.sd48seatosky.org/apps/pages/index.jsp?uREC_ID=1129213&type=d&pREC_ID=1384221

BCTF Report Inclusive Funding Gap --

<https://www.bctf.ca/whats-happening/news-details/2019/10/01/bc-s-inclusive-education-funding-gap>

BCTF Education Funding Brief 2022; Section 7: Building Inclusive School Communities pgs 31 - 34 --

<https://files.eric.ed.gov/fulltext/ED616940.pdf>

This is an action motion and does not change or contradict any existing Foundational Statement or Policy Statement.

8. Impact of Climate Change on Student Outcomes

Submitted by: Sooke

Submitted Motion for Consideration:

That the BCSTA request the Ministry of Education and Childcare, to develop a framework for assessing and measuring the impacts of climate change on student outcomes to support timely and improved decision- making, policies and planning at a local and provincial level.

Rationale:

Recognizing the significance of the ministry’s role in identifying suitable methods to gauge the influence of climate change on student outcomes, in this rationale, we are offering several considerations to support and enhance these efforts.

Considerations:

- *Create Ministry **policy and procedural guidelines** to track attendance and withdrawal patterns that reflect absences or withdrawals due to climate events.*
- *Update student **attendance reason codes** to reflect student absences or withdrawals associated with climate change.*
- *Include question on climate change in the Ministry’s **Student Learning surveys** to understand how students, parents and staff are responding to climate change.*

1. Policy and Procedural Guidelines: If the Ministry of Education and Child Care were to establish policies and procedures for systematically tracking student outcomes affected by climate change this would provide important data for decisions.

2. Student Attendance Reason Codes:

Reason Codes are designed by the Ministry of Education and Childcare and delivered through My Education BC for teachers to record student attendance. Currently, the following reason codes are available (these are not editable at the District or School level):

Parent/Guardian Excuse	Illness	Vacation
Appointment	Alternate Program Field	Cultural Activity
Emergency Closure	Trip	In School Activity
Suspension – In	School Counsellor Team	Principal / VP
Suspension – Out	Activity Transport/Bus Issue	Weather
School Authorized		Work Experience

While emergency closure and weather are listed, they are not associated with climate change, therefore, are not reliable for tracking the impact of climate change on student attendance.

3. Student Learning Surveys:

There is a common objective to enhance student engagement. Presently, there is no mechanism for boards of education to assess the impact of climate change on students. To address this, the proposed incorporation of climate change- related questions into the student learning survey, allow us to engage with students in a safe and constructive manner on this challenging and difficult topic.

The Student Learning Surveys are designed to invite students in grades 4, 7, 10 and 12, their parents and all staff in B.C. public schools to participate in an annual online survey about their school experience. The questions give us the opportunity to delve into crucial aspects such as understanding the extent to which climate change affects students' well- being. Additionally, we can inquire about students' preferences regarding learning about climate change and their interest in engaging in activities aimed at mitigating its impact.

Additional Rationale: Climate Justice and Student Outcomes

Displacement of Indigenous communities due to wildfire are disproportionately impacted in Canada. "In Canada, 5% of the population identifies as Indigenous — First Nation, Métis or Inuit — with an even smaller percentage living in predominantly Indigenous communities. Yet more than 42% of wildfire evacuations have been from communities that are more than half Indigenous, said Amy Cardinal Christianson, an Indigenous fire specialist with Parks Canada." It is important that trustees understand how student outcome rates are being impacted due to hardship caused by climate change specifically for Indigenous students.

The escalating environmental impact of climate change can inherently cause inequitable social conditions if not adequately addressed. By measuring the effect on student outcomes, we can identify trends in disparities stemming from climate change, fostering a better understanding of these inequities and informing targeted interventions.

Reference(s):

[Climate Change Adaptation Governance in BC.pdf \(sfu.ca\)](#)

Daily Attendance Setup and Management: [Remote Desktop Redirected Printer Doc \(myeducationbc.info\)](#)

Information on Student Learning Surveys:

[Student Learning Survey for Grades 4, 7, 10 and 12 - Province of British Columbia \(gov.bc.ca\)](#)

[Kindergarten-12 Data Collections - Province of British Columbia \(gov.bc.ca\)](#)

[Canadian wildfires hit Indigenous communities hard, threatening their land and culture | AP News](#)

This is an action motion and does not change or contradict any existing Foundational Statement or Policy Statement.

9. Non-Voting Student Delegates at BCSTA Annual General Meetings

Submitted by: Maple Ridge-Pitt Meadows and Fraser Valley Branch

Submitted Motion for Consideration:

That the BCSTA develop a process for the inclusion of non-voting student delegates at BCSTA Annual General Meetings, and that a report on progress be provided by the 2025 Annual General Meeting.

Rationale:

The inclusion of non-voting student delegates at BCSTA AGMs represents a significant step forward in acknowledging and integrating the perspectives of those most affected by our education policies—students themselves. Student Voice is a core pillar that guides the Association in its work, evidenced by Foundational Statement 4.7. By providing students with full speaking privileges at AGMs, we not only enrich the decision-making processes of the Association with diverse insights but also demonstrate a commitment to fostering a more inclusive, student-centered approach to governance. Not only do we enhance our own decision-making processes, but we provide a platform for youth to witness the democratic process first-hand and inspire a new generation of youth leaders to consider running as School Board Trustees in their own districts.

If adopted, a process could be designed to support school districts in possibly sending 1-2 students to the business portion of the BCSTA AGM. School districts could be responsible for determining their own process for selecting students they would like to see represented at an AGM. This initiative aligns with BCSTA's broader goals of enhancing Student Voice and ensuring that our educational policies benefit from the invaluable contributions of student voices, ultimately leading to more effective and responsive educational outcomes. Other notable provincial advocacy organizations across Canada, such as the PEI Home and School Federation (PEIHSF) and Union of BC Municipalities (UBCM) invite students to their AGMs as non-voting student delegates and are proud of the contributions their voices bring to the decision-making process.

The inclusion of student delegates at AGMs reflects a commitment to Student Voice, acknowledging that students are not just recipients of education but active contributors to the ongoing evolution of the educational system. BCSTA, by embracing this forward-thinking approach, positions itself as an advocate for dynamic, student-centered educational practices.

Reference(s):

[BCSTA-Policy-Book-Student Voice](#)

This Motion relates to Foundational Statement No. 4.7 Student Voice

This Motion relates to Policy Statement No. 4.7.1 Principles of Student Voice

This is an action motion and does not change or contradict any existing Foundational Statement or Policy Statement.

10. Targeted Funding for Children In Care

Submitted by: West Vancouver

Submitted Motion for Consideration:

That the BCSTA advocates to the Ministry of Education and ChildCare and the Ministry of Children and Family Development for targeted funding for children in care.

Rationale:

There is currently no targeted funding to support children in care.

Discussions took place during the Ministry of Education and Child Care funding model review, but no action was taken.

The need for this funding is clearly outlined in Room for Improvement report and supported by British Columbia's Representative for Children and Youth, Dr. Jennifer Charlesworth.

Reference(s):

<https://rcybc.ca/wp-content/uploads/2020/01/RCY-Education-Support-FINAL.pdf>

Room for Improvement Report

<https://rcybc.ca/wp-content/uploads/2020/01/RCY-Education-Support-ExecSummary-2017.pdf>

This is an action motion and does not change or contradict any existing Foundational Statement or Policy Statement.

11. Universal Food Program

Submitted by: Kootenay Boundary Branch

Submitted Motion for Consideration:

That the BCSTA request the Ministry of Education and Childcare, the Ministry of Agriculture and Food, the Ministry of Social Development and Poverty Reduction, permanently fund a Universal Food Program for all public schools.

Rationale:

A Universal Food program has been widely supported by the BCSTA membership and a similar motion was passed at the 2022 Annual General Meeting.

Feeding Futures is a welcome program but we believe, as does the BC Chapter of the Coalition for Healthy School Food, that all children and youth in British Columbia should have daily access to healthy food at school.

While the federal government has started consulting on the need for a pan-Canadian school food program, they have not provided any province or territory with the necessary funding to support these initiatives.

Reference(s):

<https://www.cbc.ca/news/canada/canada-national-school-food-program-advocates-1.6980950>

[Government of Canada launches consultations on a pan-Canadian school food policy -](#)

[Canada.ca](#)

Motion A20227 from BCSTA 2022 AGM

BC Coalition for Healthy Schools

This Motion relates to Foundational Statement No. 4.3

This is an action motion and does not change or contradict any existing Foundational Statement or Policy Statement.



British Columbia
School Trustees
Association

**CATEGORY:
EDUCATIONAL PROGRAMS**

12. Anti-bullying Measures

Submitted by: Kootenay Boundary Branch and Southeast Kootenay

Submitted Motion for Consideration:

That the BCSTA advocate to the Provincial Government and the Ministry of Education and Child Care to update their definition of bullying to recognize power imbalance in alignment with Public Safety Canada definitions and that the ERASE program be updated to align with this change.

Rationale:

Currently, the Provincial ERASE website describes bullying as ***"intentional, hurtful and aggressive behaviour that makes others feel uncomfortable, scared or upset."*** and further describes ***"a person who shows bullying behaviour"*** as someone who ***"usually picks on another person's culture, disability, ethnicity, gender identity, looks, religion, or sexual orientation."*** This definition, while somewhat useful, minimizes the damage caused by bullying and does nothing to provide context or insight into how or why the bullying happens.

The definition used by Public Safety Canada states: ***"Bullying is characterized by acts of intentional harm, repeated over-time, in a relationship where an imbalance of power exists."***

Without the knowledge that power imbalances are a key component of bullying, this definition makes it difficult for the reader to extrapolate upon and thereby identify the basis for other acts of bullying such as intellectual or social standing, socio-economic status, sociocisgender (male superiority over female), mental health, position/rank/authority or any other perceived advantage one individual may have over another individual.

The inclusion of "power imbalance" is even more important than defining bullying as a repetitive behaviour, as there are examples of very harmful incidents of bullying that have occurred a single time, some of which have resulted in the death of the victim.

In his pioneering research on bullying, Swedish-Norwegian psychologist, Dan Olweus indicated that changing the environment and addressing power imbalances among students, peer groups, and in classrooms have been associated with reductions of bullying behaviour and conversely, that anti-bullying programs focused on improving socio-emotional skills such as empathy, problem-solving skills, and self-control while **ignoring the dynamics of a power imbalance were less effective in reducing bullying.**

Reference(s):

Gov BC ERASE website: <https://www2.gov.bc.ca/gov/content/erase>

Gov.BC on bullying: <https://www2.gov.bc.ca/gov/content/erase/bullying>

Definition of bullying: <https://violence.chop.edu/bullying-schools>

International Journal of Bullying Prevention: <https://link.springer.com/article/10.1007/s42380-023-00170-0#Sec2>

Public Safety Canada Brochure: <https://www.publicsafety.gc.ca/cnt/rsracs/pblctns/blng-prvntn/blng-prvntn-eng.pdf>

This is an action motion and does not change or contradict any existing Foundational Statement or Policy Statement.

13. Funding for Programs at Provincial Correctional Centres

Submitted by: Maple Ridge-Pitt Meadows

Submitted Motion for Consideration:

That the BCSTA request the Minister of Education and Child Care and the Minister of Public Safety and Solicitor General provide an update on the review of the funding and resources, and next steps in supporting learners in our provincial correctional centres.

Rationale:

A similar motion was submitted to the cancelled 2020 BCSTA AGM and subsequently passed by the October 2020 BCSTA Provincial Council. Both the Ministry of Education and the Ministry of Public Safety and Solicitor General have agreed to the need for the funding; however, progress seems to have stalled.

Work toward establishing sustainable and comprehensive funding for the much-needed adult graduation education programs in our correctional facilities began while the system was experiencing and recovering from the COVID pandemic. Then Minister of Education, Jennifer Whiteside, and Minister of Public Safety and Solicitor General, Mike Farnworth, were both in agreement that our most vulnerable and at-risk benefit from participation in education and that experiencing academic success has a significant positive impact on future outcomes. The intrinsic value of supporting adults of all backgrounds in their journey to complete school was recognized.

On March 29, 2022 Minister Farnworth stated that work continued on “the funding model review to examine the funding and resources required to support vulnerable learners with life-altering educational opportunities.”

Securing funding to districts for the 2024/25 school year would provide educators with the necessary resources to design effective, sustainable programs and continue encouraging inmate participation.

This is an action motion and does not change or contradict any existing Foundational Statement or Policy Statement.

14. Gender-based Violence Education

Submitted by: Kootenay Boundary Branch and Southeast Kootenay

Submitted Motion for Consideration:

That the BCSTA requests the Provincial Government, the Ministry of Education and Child Care and the Parliamentary Secretary for Gender Equity to, develop and fully fund, evidence-based curriculum on gender- based violence including resources and professional development.

Rationale:

At present, the BC curriculum provides age-appropriate grade markers that help to build a strong foundation for exploration and meaningful discussion around sexual health to encouraging students to develop healthy and respectful relationships for grades K – 10. It fails to provide educators with the training or resources needed to support the emotional, pedagogical, and socially sensitive needs of students in grades eleven (11) and twelve (12)-- the student population most likely to experience –or perpetrate—Gender-Based Violence (GBV).

The World Health Organization (WHO) describes GBV as:

- a major public and clinical health problem
- a violation of women's human rights
- rooted in and perpetuating gender inequalities

In 2022, the Provincial Government took the step of engaging a panel to inform *BC's Action Plan on Gender Based Violence*. There are a number of key insights in the Summary Report which is on the right track. The *Roundtable on Prevention and Awareness* identifies some root environmental causes, but fails to acknowledge that GBV is rooted first and foremost in sexual inequality, toxic masculinity and rape culture as exemplified by culturally rooted social attitudes that continue to stereotype male expectations and normalize or trivialize sexual assault and abuse, negatively impacting all of society.

The Report does recognize that GBV disproportionately affects:

- women and girls
- women with disabilities
- Indigenous women
- racialized women
- trans and non-binary people
- women who are homeless or underhoused,

but fails to identify GBV as inclusive of the following activities/incidents:

- domestic violence
- honour killings
- missing and murdered Indigenous women and girls
- the École Polytechnique massacre
- violent acts against men and boys with (real or perceived) non-cis-gender identities, behaviours or sexual partners, and
- other gender-related crimes

The Roundtable identifies the need to educate children, youth and young adults and, while discussion included ideas around how to reach young adults who do not attend post-secondary education institutions, the importance of engaging secondary school students --both male and female-- in fulsome and thoughtful conversation, carefully navigated by trained educators, was missed. This oversight, given the statistics below, as provided by various institutions and organizations in Canada regarding sexual offences:

- Sexual offences were the most reported crimes among girls aged 12–17
- Police-reported violence against females in Canada peaked at age 15
- Women are five (5) times more likely than men to experience sexual assault.
- Approximately 4.7 million women fifteen (15) years of age and older report having experienced sexual assault at least once
- There is a crisis of sexualized violence at post-secondary institutions

While it is imperative that this work be undertaken in classrooms by trained educators who can provide safe and inclusive environments while supporting honest and thoughtful conversations between all genders and gender identities, teachers cannot –and should not be expected to—provide students with what *Teaching and Teacher Education, Volume 116, August 2022 (Vanner, Holloway, Almansori)* describes as **“difficult knowledge” that is “complicated and nuanced, constituting an act of bravery and involving increased emotional and intellectual labour”** without the resources evidence-based GBV programs such as The Fourth R (relationships), Safe Dates, Shifting Boundaries or other proven- effective programs and resources can provide. It is also imperative that these programs and resources be fully funded and distributed provincially to ensure student learning is consistent and free from individual or regional biases.

Until gender inequality is addressed, the good work in which we are presently engaged toward Truth and Reconciliation, SOGI, anti-racism, anti-bullying and other forms of discrimination or intimidation will be less effective for cisgendered women and trans-gendered women and men than for cisgendered males, and GBV will continue to adversely affect these cis and trans-gendered female populations.

Reference(s):

Quick stats: [Gender-based Violence \(GBV\) in Canada: A Snapshot - Women and Gender Equality Canada](#)

Quick facts: [Gender Based Violence in Canada | Learn the Facts \(canadianwomen.org\)](#)

Post secondary letter: [Open Letter to BC Government on Sexualized and Gender-Based Violence in Post-Secondary — Alliance of BC Students](#)

GBV is a human rights violation: [Violence Against Women: 6 ways women’s human rights are violated around the world - CanWaCH](#)

Why curriculum is needed: [Teaching and learning with power and privilege: Student and teacher identity in education about gender-based violence - ScienceDirect](#)

Federal Government Action Plan: <https://femmes-egalite-genres.canada.ca/en/gender-based-violence/intergovernmental-collaboration/national-action-plan-end-gender-based-violence.html>

BC's Action Plan on Gender Based Violence: <https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/services-policies-for-government/gender-equity/summary-of-engagement.pdf>

The Fourth R: <https://youthrelationships.org/>

Safe Dates: <https://crimesolutions.ojp.gov/ratedprograms/142>

Shifting Boundaries: <https://crimesolutions.ojp.gov/ratedprograms/226>

This is an action motion and does not change or contradict any existing Foundational Statement or Policy Statement.



**CATEGORY:
TEACHERS/PERSONNEL
AND EMPLOYEE RELATIONS**

15. Eliminate Barriers of Employment for Early Childhood Educators and Education Assistants

Submitted by: Vancouver

Submitted Motion for Consideration:

That the BCSTA advocate to the Ministry of Education and Child Care and the Ministry of Post Secondary Education and Future Skills, to address recruitment and retention barriers for Early Childhood Educators, and Education Assistants.

Rationale:

Early Childhood Educators (ECEs) and Education Assistants (EAs) play an important role in providing a quality public education and support to children and youth, laying the foundation for lifelong learning and success.

However, there are significant barriers to entry into these professions and to future employment opportunities. These barriers include the high cost of post-secondary education and training, lack of access to financial assistance, and limited opportunities for professional development and advancement.

This advocacy aligns with the commitment to equity and inclusion, and the goal of ensuring that all children and youth have access to high-quality public education and support services.

The removal of these barriers will not only benefit ECEs and EA's but will also have a positive impact on the quality of a public education and support services provided to children and youth. It will lead to a more diverse and inclusive workforce, better student outcomes, and a stronger public education system.

Reference(s):

WorkBC (EA/SSAs): <https://www.workbc.ca/career-profiles/elementary-and-secondary-school-teacher-assistants>
(5,510 job openings for 2022-2032)

Work BC (ECE): <https://www.workbc.ca/career-profiles/early-childhood-educators-and-assistants>
(12, 410 openings for 2022-2032)

Canada wide shortage: <https://globalnews.ca/news/10055804/violence-against-education-workers-canada-shortages/>

This is an action motion and does not change or contradict any existing Foundational Statement or Policy Statement.

16. Human Resources Capacity in Northern Districts

Submitted by: Northern Interior Branch

Submitted Motion for Consideration:

That the BCSTA advocate to Ministry of Education and Child Care to address the inadequate and inequitable Human Resources capacity in Northern Districts.

Rationale:

It is important to recognize the increased efforts for human resources departments recruiting qualified and high-caliber staff in northern districts.

Northern districts continue to face a significant increase in investigations, support and mental health needs, mentorship needs and professional development needs for our new teachers, teachers on Letter of Permission, uncertified TTOC's and other educational staff.

Northern districts have a small number of senior leaders who take on a plethora of responsibilities, including this ever-increasing human resources load. While larger districts may have departments, many districts rely on their experienced senior staff to manage the ever-evolving human needs in districts.

Support needs to be **systemic and ongoing** in order to keep strong leaders in northern districts which will support the path to recruit qualified and talented employees for the education sector.

It is clear, supporting recruitment and retention in all areas of district operations remains a challenge.

Northern districts have been managing shortages for a number of years now and this is at a critical point which must be addressed.

Reference(s):

[Draft British Columbia Rural Education Report Results and Recommendations Developed Through Citizen Engagement. 2017 pg 10 and pg 40](#)

This Motion relates to Foundational Statement No. 2.1.2b Equitable Access

This Motion relates to Policy Statement No. 5.1.2 P Rural Education

This is an action motion and does not change or contradict any existing Foundational Statement or Policy Statement.

17. K-12 Workforce Census on Diversity, Equity & Inclusion

Submitted by: Vancouver

Submitted Motion for Consideration:

That the BCSTA request that the Ministry of Education and Child Care in collaboration with the Parliamentary Secretary for Anti Racism Initiatives conduct a voluntary census of all K-12 employees to provide data on Diversity, Equity & Inclusion in the workforce.

Rationale:

It's important to address equity diversity and inclusion in the K-12 workforce across our province. This motion aims to initiate the collection of workforce data province-wide that will assist in supporting a workforce that reflects the diversity of the students that we serve.

- The promotion of equity in the workplace is a fundamental value that contributes to a fair and inclusive work environment.
- Ensuring equity in staff hiring is essential for creating a workforce that reflects the diverse backgrounds and experiences of our community.
- Anonymous data collection is an effective method to evaluate the current state of equity within an organization and identify areas for improvement.

Reference(s):

<https://www2.gov.bc.ca/assets/gov/erase/documents/mental-health-wellness/k-12-anti-racism-action-plan-english.pdf>

This is an action motion and does not change or contradict any existing Foundational Statement or Policy Statement.

18. Neurodiverse Training in Public Education

Submitted by: Kootenay Boundary Branch and Southeast Kootenay

Submitted Motion for Consideration:

That the BCSTA request the Ministry of Education and Child Care to fully fund neurodiverse awareness training for employees currently working in the education system and that they work with the Provincial Government, and the Ministry of Post-Secondary Education and Future Skills, ensuring post secondary institutions are including neurodiverse awareness training into the curriculum for education professions.

Rationale:

Inclusion of neurodiverse awareness training in the curriculum for teachers, support staff and early childhood educators would reduce the incidents of student-to-staff violence in schools and increase the opportunity for all students to thrive. No longer having to mask their unique ways of being, neurotypical students can begin to recognize and accept these students' diversity as normative within the context of human experience and diversity.

As these students grow into adulthood, these authentic interactions between neurotypical and neurodiverse students can positively redefine the inclusion of neurodiverse citizens in our communities, workplaces and society – which is the ultimate goal of inclusion.

Education and training *must be built into post-secondary curriculum* for new teachers, support staff and early childhood educators for the safety of our staff, the successful learning environment of our students and the future inclusion of neurodiverse citizens in society, and professional development needs to be fully funded and made available to the professionals currently working in the education system.

Given the vast selection of post-secondary institutions across BC --which have autonomy to determine their own program curriculum-- and that these programs are set by the regulatory bodies for these professions, combined with the need for public education professionals to receive a *standard level* of competency in educating students who present neurodiverse ways of thinking/being, it is imperative that these conversations take place at the provincial level rather than by individual school districts.

Reference(s):

[University Act, Senate of a special purpose, teaching university 35.2 5 \(c\) College and Institute Act](#)

[BC recognized ece institutions](#)

[Provincial Government; BC Teachers' Council Bill S-203](#)

[Why it matters](#)

[2019 Scientific American Article Masking and Mental Health Neurodivergent Workforce Statistics](#)

This is an action motion and does not change or contradict any existing Foundational Statement or Policy Statement.

19. Northern Teacher Bursary

Submitted by: Northern Interior Branch

Submitted Motion for Consideration:

That the BCSTA advocate to the Ministry of Education and Child Care to create and manage a northern student-teacher bursary.

Rationale:

Graduating teachers have numerous opportunities for employment in BC and across Canada which is exacerbating the enduring teacher shortage crisis in northern BC school districts.

At this time our students do not have equitable access to a quality education offered by certified teachers.

Number of teachers on letter of permission continues to increase in the north.

A northern student-teacher bursary would capture students in their third and fourth year of education programming and obtain commitments to northern districts prior to their graduation. A bursary similar to Northern Alberta's Development Council would be well received in the northern districts.

Current initiatives such as the Northern Pilot incentives and bursary for graduating student teachers to do practicums in the north are appreciated but do not establish a systemic long-term approach to addressing the issue of equitable access to education in the north.

Reference(s):

[Northern Alberta Teacher Bursary](#)

[Current bursary in BC for French only](#)

This Motion relates to Foundational Statement No. 2.1.2b Equitable Access This Motion relates to Policy Statement No. 5.1.2 P Rural Education

This is an action motion and does not change or contradict any existing Foundational Statement or Policy Statement.



British Columbia
School Trustees
Association

**CATEGORY:
EDUCATION FINANCE**

20. Accessibility Funding

Submitted by: North Vancouver

Submitted Motion for Consideration:

That the BCSTA advocate to the Minister of Education and Child Care, the Parliamentary Secretary for Accessibility and the Minister of Finance, for new funding to support school districts in addressing non physical and attitudinal barriers identified in their accessibility plans developed under the *Accessibility British Columbia Act*.

Rationale:

The *Accessible BC Act* identifies a barrier as anything that hinders a person's full and equal participation in society with an impairment. Barriers can be caused by environments, attitudes, practices, policies, information, communications or technologies and can be affected by intersecting forms of discrimination. As prescribed organizations, school districts will require additional resources and funding to work towards their goals of removing barriers experienced by people with visible and invisible disabilities. This could include but is not limited to providing education and training on Ableism, accessibility, removing barriers to access technology, communication supports, services and implementing purposeful actions to prevent attitudinal barriers.

Reference(s):

<https://www2.gov.bc.ca/gov/content/governments/about-the-bc-government/accessibility/legislation>

<https://www.concordia.ca/accessibility/invisible-disabilities.html#:~:text=An%20invisible%20or%20non%2Dapparent,or%20at%20least%20not%20initially.>

<https://canadianequality.ca/what-are-invisible-disabilities/>

<https://www.accessliving.org/newsroom/blog/ableism-101/>

<https://www.bcdisability.com/inclusive-employment-resources>

<https://circa.educ.ubc.ca/autism-in-the-workplace/>

This is an action motion and does not change or contradict any existing Foundational Statement or Policy Statement.

21. Funding for StrongStart BC Programs

Submitted by: Maple Ridge-Pitt Meadows and Pacific Rim and Vancouver Island Branch

Submitted Motion for Consideration:

That the BCSTA request that the Minister of Education and Child Care fully fund StrongStart BC programs to address the critical funding shortfalls experienced by school districts in operating these early learning opportunities.

Rationale:

BACKGROUND/RATIONALE:

School Districts across the province continue to support early learning initiatives with StrongStart Centres serving as models for early learning best practices. These programs play a pivotal role in providing invaluable support to young families, offering play-based learning experiences for children aged birth to five^[1]. Moreover, they create opportunities for facilitators to engage in positive and supportive conversations with parents and caregivers. These interactions address the importance and value of play-based early learning activities, social-emotional wellness, and child development and connect families with valuable community resources.

Since the Province began expanding StrongStart BC programs in BC in 2006/07^[2], StrongStart has proven to be a cornerstone in fostering the growth of our youngest learners. Regrettably, the program's funding from the Ministry of Education and Child Care has remained stagnant since 2012/13.

This outdated funding model is insufficient to cover the increasing operational expenses incurred by StrongStart Centres impacted by inflation on salaries, benefits, and supplies. While the funding has remained stagnant, the 12-month average consumer price index for BC has increased more than 26% from June 2013 to June 2023^[3]. Without a corresponding increase in funding, school districts have needed to subsidize these Special Purpose Fund programs from Operating Fund budgets; however, this is unfair and not sustainable.

In light of the invaluable contributions these programs make to the overall well-being and development of our community's youngest members, immediate action is necessary to address the funding shortfall and ensure the sustained success of StrongStart programs throughout British Columbia.

Reference(s):

[\[1\] StrongStart BC - Province of British Columbia \(gov.bc.ca\)](https://www2.gov.bc.ca/gov/content/education/child-care/strongstart/strongstart-bc)

[\[2\] New StrongStart BC Centre opens doors to young learners | BC Gov News](https://www2.gov.bc.ca/gov/content/education/child-care/strongstart/news/new-strongstart-bc-centre-opens-doors-to-young-learners)

[\[3\] Consumer Price Index \(CPI\) - Province of British Columbia \(gov.bc.ca\)](https://www2.gov.bc.ca/gov/content/finance/economy/cpi)

This Motion relates to Policy Statement No. 5.1.1

This is an action motion and does not change or contradict any existing Foundational Statement or Policy Statement.

22. Mid Year Funding for Temporary Registrants

Submitted by: Burnaby

Submitted Motion for Consideration:

That the BCSTA request the Ministry of Education and Child Care provide funding for temporary resident registrations enrolled after September 30th.

Rationale:

Temporary resident registrations (TRRs) who meet operational grant funding requirements may *only* receive funding if they are registered prior to September 30 in a given school year. TRRs mean school-aged students who enroll in a BC school due to the status of their parents/legal guardians as Temporary Foreign Workers and/or Study Permit Holders.

Enrolment in BC's public schools has dramatically increased over the last few years. A major contributing factor to this increase in school registrations is the federal government's boost to immigration levels as part of Canada's post-pandemic recovery. This immigration includes newcomer refugee claimants as well as temporary residents legally entering Canada under work and/or study permits.

As an example, using 2022-2023 enrolment numbers, the Burnaby School District has experienced a 500% increase in TRRs since the 2015-2016 school year.

Using registration numbers from the current year, the Burnaby School District enrolment trend continues to see an even higher growth in TRRs. As reported by staff and trustees at the ELL Consortium in January 2024, this growth trajectory is comparable in all Metro school districts at similar percentages.

Many of the school-age students who enroll in BC public schools as refugees or as TRRs (publicly funded international students) require additional supports from schools such as counselling services, support from Settlement Workers in Schools (SWIS), English Language Learning (ELL) programming, and/or Assistance from Education Assistants.

Both newcomer refugees and TRRs are eligible for publicly funded education in BC per [provincial policy](#) insofar as specific criteria are met. However, only newcomer refugees are eligible for mid-year funding under the February data collection (1701). Mid-year funding is calculated at 50 percent of the Basic Allocation as well as applicable supplementary funding where student qualify (e.g. ELL funding). As noted in BC's public school policy "[K-12 Funding – Newcomer Refugees](#)," issued in 2011:

“Policy Statement

School-age students who are refugees, ordinarily resident, and enroll in a British Columbia public school for the first time after September 30 and by the February enrolment data collection date in a given school year are eligible for mid-year funding.

Rationale or purpose of policy

Some school-aged immigrants arrive in Canada as refugees. Many of these high needs newcomers enroll in B.C. public schools after the September 30 enrolment reporting deadline to the Ministry of Education and Child Care.”

This discrepancy is extremely problematic as we know that many TRRs also enroll in BC public schools after the September 30 enrolment reporting deadline to the Ministry of Education and Child Care. In fact, the overwhelming majority of TRRs in Metro school district enroll after September 30 in a given school year. This leaves these learners as unfunded students who are legally entitled to a publicly funded education in BC.

School Districts service these unfunded learners at their own expense, often by splitting resources that were intended for other students in the district, which adds further stress to staff workloads, overextends finite resources, and may result in potential loss of service for other students.

It is necessary for the Ministry of Education and Child Care to provide mid-year funding under the February enrolment data collection (1701 Form) to TRRs to resolve this inequity of service for these learners and to release school districts of this additional financial burden.

Reference(s):

[BC Government: K-12 Funding – Newcomer Refugees](#)

[BC Government: Eligibility of Students for Operating Grant Funding](#)

[School Act, Section 82 – Fees and deposits](#)

This is an action motion and does not change or contradict any existing Foundational Statement or Policy Statement.

23. Stable Operating Funding to Support Coordination of School District Child Care Spaces

Submitted by: South Coast Branch

Submitted Motion for Consideration:

That the BCSTA advocate to the Ministry of Education and Child Care to allocate additional funds to support and maintain current and existing child care facilities in school district facilities.

Rationale:

The province of British Columbia has committed to affordable, accessible, and inclusive child care as part of its government's overall strategic plan.

The government is in year 5 of the 10-year plan and districts have stepped up and supported the vision of universal, affordable child care by creating many new child-care spaces in school district facilities. While districts appreciate that the New Spaces Grant now provides funding for a consultant/staff to assist, there are still many tasks to maintain, coordinate and support these licensed child cares.

Districts, particularly in small, rural, and remote areas, often have their senior leaders tasked with many of the infrastructure responsibilities and the oversight of third-party licensees required to maintain the childcare centres.

Very few districts have rental departments and the burden on district facilities and dispatch systems, is quite significant, and has added workload to these departments.

With the growth of more child care spaces in school districts, additional funds are necessary and critical for the continued successful operation of these child care spaces.

Reference(s):

https://www.ubcm.ca/sites/default/files/2023-04/UBCM_CCCABC_Child_Care_Needs_in_Small_Rural_and_Remote_Communities_August_2018_FINAL.pdf

https://www.campbellriver.ca/docs/default-source/planning-building-development/campbell-river-child-care-report-2020.pdf?sfvrsn=1e16b08_0

<https://www.bcbudget.gov.bc.ca/2023/sp/pdf/ministry/educ.pdf>

This is an action motion and does not change or contradict any existing Foundational Statement or Policy Statement.

24. Targeted Funding for Language Support of English Language Learner Students

Submitted by: Langley

Submitted Motion for Consideration:

That the BCSTA advocate to the federal government for targeted funding, provided to the province and distributed to school districts to support programs for new immigrant and refugee students who are English Language Learners.

Rationale:

There are currently unprecedented immigration numbers of school aged children who do not speak English or French arriving in Canada.

Immigration is a federal responsibility, but the government is not providing sufficient support for the infrastructure that some may need to successfully integrate into their new country and communities. Students arriving in BC schools may not only need language support, but possibly counselling and other supports.

It's important that there is the necessary funding to help these students.

This is an action motion and does not change or contradict any existing Foundational Statement or Policy Statement.



**CATEGORY:
SCHOOL PREMISES, FACILITIES, SERVICES**

25. Capital Funding Acknowledging Projected Enrollment Growth

Submitted by: Langley

Submitted Motion for Consideration:

That the BCSTA advocate to the Ministry of Education and Child Care for a comprehensive review and reform of the school construction funding and approval process, ensuring a plan that acknowledges and funds projected enrollment growth.

Rationale:

Certain areas of the province are experiencing rapid growth, leading to a significant increase in student enrollment. The Provincial Government recently passed Bill 44 which will further impact and increase density in the provinces fastest growing districts.

The reliance on portables as a temporary solution is proving inadequate, as they are funded from districts budgets, encroaching on crucial education funds, and often lack essential facilities, such as bathrooms, or face challenges such as providing proper heating and cooling.

The current system, which requires schools to be over capacity before the approval for a new school commences, followed by a lengthy construction period, is causing delays in addressing the urgent need for space which significantly impacts our students in providing them with adequate learning environments.

Districts want to proactively plan for new schools in their five year capital plan, which should include possible school expansions or new school builds to address expected enrollment based on increased density as projected in neighbourhood planning processes. In the past, school districts were funded on planned and expected growth as opposed to existing numbers.

By shifting the funding model for projected enrollment, districts can properly support students not only in K-12, but ensure facilities can also supply child care demands as we pivot to onsite affordable child care for the families in our communities.

This is an action motion and does not change or contradict any existing Foundational Statement or Policy Statement.

26. Funding CleanBC Goals

Submitted by: Thompson Okanagan Branch

Submitted Motion for Consideration:

That the BCSTA requests that the Ministry of Education and Child Care and the Ministry of Environment and Climate Change Strategy, develop a provincially-funded plan, in collaboration with boards of education, to achieve the CleanBC goals.

Rationale:

The development and implementation of sustainable practices, energy-efficient infrastructure, and environmentally focused curriculum to reduce carbon footprint is key in the work that needs to be done.

Environmental sustainability is crucial for the well-being of future generations. Education plays a vital role in shaping environmentally conscious individuals.

The greater frequency of fires, floods and other natural disasters requires a comprehensive carbon reduction effort within the sector.

Promotion of a greener and a more sustainable educational environment benefits current and future students.

Reference(s):

Capstone project links

<https://blogs.ubc.ca/melceencapstoneprojects/ceen2022capstoneprojects/reducing-emissions-inbc-public-schools>

CleanBC <https://cleanbc.gov.bc.ca/> CleanBC Roadmap to 2030

https://www2.gov.bc.ca/assets/gov/environment/climate-change/action/cleanbc/cleanbc_roadmap_2030.pdf

This is an action motion and does not change or contradict any existing Foundational Statement or Policy Statement.

27. Increase Capital Funding to Retrofit Existing Buildings & Reduce Greenhouse Gas Emissions

Submitted by: Comox Valley

Submitted Motion for Consideration:

That the BCSTA advocate to the Ministry of Education and Child Care and Ministry of Environment and Climate Change Strategy to increase capital funding for retrofitting of existing buildings in order to ensure school districts are able to meet their 2030 Greenhouse Gas emission targets as required by BC's *Climate Change Accountability Act*.

Rationale:

Addressing climate change is far more than a policy choice for boards of education in British Columbia. Under the province's *Climate Change Accountability Act*, addressing climate change is both a legislative requirement well as an economic reality that requires budgetary consideration for all school boards.

BC's *Climate Change Accountability Act*, [SBC 2007] chap. 42, requires all public institutions, including school districts, to reduce their GHG emissions by 40% by 2030 and to become net-zero by 2050. That law also requires each school district to report its GHG emissions in an annual report to the province and then purchase carbon credits to offset its GHG emissions.

As an example, our district (Comox Valley Schools) paid \$53,500 in off-sets in 2022, and this amount will increase to over \$330,000 per year in 2030 if no further reductions are made before the 40% requirement takes effect that year. That's a lot of operating funds diverted from improving student achievement.

The 2022 Climate Change Accountability Report for *all 60* school districts in BC showed that 80% of the GHG emissions are from school buildings, 16% are from the fuels used in transportation, and 4% from paper usage. Replacing boilers with heat pumps or condensing boilers and replacing lighting systems with LED lighting are the most common practices to reduce GHG emissions at public schools. School districts need more targeted funding from the province for these measures to retrofit existing buildings and achieve the legislated GHG reduction targets.

Reference(s):

BC's Climate Change Accountability Act , [SBC 2007] chap. 42:

https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/07042_01

Comox Valley 2022 Climate Change Accountability Report: https://www2.gov.bc.ca/assets/gov/environment/climate-change/cnar/2022/sd/sd71_2022_ccar.pdf

Wong, Christopher & Yuen, Rebecca, "Reducing emissions in BC Public Schools" for British Columbia School Trustees Association (UBC, November 30, 2022)

This is an action motion and does not change or contradict any existing Foundational Statement or Policy Statement.

28. Increase the Annual Facilities Grant to address Deferred Maintenance

Submitted by: Central Okanagan Public Schools

Submitted Motion for Consideration:

That the BCSTA advocate to the Ministry of Finance to increase the Ministry of Education and Child Care's Annual Facilities Grant so school districts may address the accumulating costs of deferred maintenance in order to improve accessibility, ensure student safety, enhance learning environments, extend facility lifespan, and support long-term fiscal responsibility.

Rationale:

Increasing the Annual Facilities Grant is a crucial step for boards of education when school districts are burdened with millions (billions provincially) in deferred maintenance. This investment would allow boards of education to allocate funds specifically to tackle this backlog. Here are several considerations for the necessity of investing in this fund.

Ensuring Student Safety and Well-Being: Deferred maintenance often involves critical repairs related to safety, such as fixing electrical systems, addressing structural issues, or dealing with health hazards. A well-maintained school environment is essential for the safety and well-being of students, teachers, and staff

Enhancing Learning Environments: Adequate funding for maintenance and facilities improvement contributes to a better learning environment. Updated and well-maintained facilities can positively impact student engagement, motivation, and overall academic performance.

Extending Facility Lifespan: Regular maintenance and timely repairs extend the lifespan of facilities and infrastructure. By addressing deferred maintenance, the district can prevent further deterioration and ultimately reduce long-term costs associated with major repairs or replacements.

Increasing Energy Efficiency: Investing in facility improvements can include implementing energy-efficient upgrades. These upgrades not only reduce the environmental footprint but also lead to cost savings in the long run, thus optimizing resource allocation.

Enhancing Community Relations: Having well-maintained and modern school facilities positively impacts the community's perception of the district. It demonstrates a commitment to providing a quality education and a safe environment for students, fostering a positive relationship between the district and the community.

Attracting and Retaining Staff: Upgraded facilities can help in attracting and retaining staff. A positive work environment can be a deciding factor for educators considering employment in the district, ultimately benefiting the quality of education provided.

Meeting Regulatory Standards: Adequate funding for facilities is essential to ensure compliance with local, provincial, and national building codes and regulations. Noncompliance can result in legal and financial consequences, making it imperative to allocate sufficient funds for maintenance and upgrades

Long-Term Fiscal Responsibility: Addressing deferred maintenance and investing in facility improvements now can result in substantial cost savings over time. Proactive maintenance is often more cost-effective than addressing larger issues that arise from neglect.



Environmental Standards: Addressing the need for fire-hardening of our schools.

Cost Efficiency: The future costs do not include inflation. The increased costs of supply, transportation, labour, etc could end up doubling the original estimate of work. It is a better use of tax dollars and more prudent to do the work immediately instead of deferring it to the future.

This is an action motion and does not change or contradict any existing Foundational Statement or Policy Statement.

29. Increased funding for Aging Infrastructure

Submitted by: Kootenay Boundary Branch and Southeast Kootenay

Submitted Motion for Consideration:

That the BCSTA request the Provincial Government and the Ministry of Education and Child Care to equitably increase capital funding specifically to address the replacement and renovation needs of aging school facilities in regions that are remote, rural and located in areas at risk from a seasonal natural disaster.

Rationale:

Funding needs to be provided equitably across the province, ensuring that aging facilities in northern, remote and/or rural districts are approved for renovation or replacement proportionally with aging facilities in larger, urban districts. Many districts are now prone to massive, seasonal forest fire occurrences and need to receive priority when considering which schools across the province need to receive ventilation and filtration upgrades.

Aging facilities have increased maintenance costs and contribute to unacceptable levels of greenhouse gas emissions; increased flooding and fire activities have become "the norm" in BC. As facilities await government approval for renovation/replacement, costs for capital projects continue to escalate as material and labour costs increase with inflation.

In July 2022, the Vancouver Sun noted that 250 schools in B.C. have yet to be upgraded for earthquake safety. In addition to aging and seismic infrastructure concerns there are a number of schools requiring additional classrooms to service growing student populations.

BC's 2021-22 fiscal year finished with a \$1.3-billion surplus. Despite this one-time surplus and the apparent need for capital spending in education, no additional surplus monies were provided to the MECC to assist with this infrastructure "crisis" and the province's ageing school facilities continue to be chronically underfunded.

In the 2022/23 school year a total of eight (8) additions to existing schools, four (4) new school projects, one (1) replacement school and seventeen (17) seismic projects were funded. In this same budget year, government delayed funding for seven (7) previously promised K - 12 capital funding projects — two (2) new schools and five (5) seismic upgrades for existing schools— due to the " financial impacts of COVID-19 and last year's flooding".

According to the Province's Fact Sheet, *Budget 2023* commits \$3.4 billion in capital projects over the next three (3) years. For the 2023/24 budget year, \$865 million is slated for new and expanded schools, seismic upgrades, maintenance, playgrounds and property purchases for future schools and \$41 million will be spent to upgrade heating, ventilation and air-conditioning (HVAC) systems at 101 schools throughout the province. It is unclear whether these upgraded systems have also been prioritized for those districts, like the Central Okanagan and East and West Kootenays where extreme smoke conditions now exist yearly due to climate change and pose a significant risk to students in poorly ventilated, aging facilities.

Over the three year budget period, \$763 million has been earmarked for seismic upgrades which, according to "*Table 1.8, Capital Expenditure Projects Greater Than \$50 million*", page 75 of the *Budget & Fiscal Plan*, has a completion date of 2030.



We cannot delay any longer. Aside from providing safe, comfortable learning environments for students, continued delay adds an undue economic burden to taxpayers by way of money wasted on temporary maintenance fixes to aging facilities, unnecessary carbon emissions that are costly to districts and further harm the environment, contributing to extreme weather conditions, and a higher renovation/replacement price tag down the road, as construction costs continue to rise.

Reference(s):

[Vancouver Sun Article quoting BCSTA President](#)

[Gov.bc finance](#)

[Gov.bc school maintenance](#)

[Gov.bc fact sheet](#)

[BC Budget 2022/23 - 2024/25 \(pages 63 - 65, 75\)](#)

This is an action motion and does not change or contradict any existing Foundational Statement or Policy Statement.

30. Maintenance Funding for Aging Portables

Submitted by: Kamloops/Thompson

Submitted Motion for Consideration:

That the BCSTA advocates to the Ministry of Education and Child Care to provide maintenance funding to districts that rely on aging portables to manage enrolment growth.

Rationale:

Some BC school districts have been waiting for new schools and managing enrolment growth by relying on portables that are now aging and requiring the following kinds of maintenance (outside railings, stairs, decks, ramps, roofing upgrades, flooring upgrades, and mechanical system upgrades). While it is understood that the Ministry of Education and Child Care may not be able to provide additional funding for portables, it would be important for the Ministry to consider the costs of aging portables in providing funding to school districts, acknowledging the maintenance costs. The 2023 AGM approved a motion that requested funding for new portables for enrolment growth, this motion reflects the need to maintain the existing ones in school districts while awaiting capital builds or the delivery of new portables.

In review of the [Report on 2024 Budget Consultation](#), challenges with K-12 education operational and capital funding, including growth and maintenance, were highlighted. However, it is timely to share that portables become long-term rather than short-term solutions for districts to manage overcrowding in schools, so consideration ought to be given for the age of the portables and the numbers that districts are having to manage and to provide funding to address the costs of maintaining portables.

Reference(s):

[Report on BC Budget Consultation](#)

This is an action motion and does not change or contradict any existing Foundational Statement or Policy Statement.

31. New Funding to Make Existing Playgrounds Accessible for All Children

Submitted by: Kamloops/Thompson

Submitted Motion for Consideration:

That the BCSTA advocates to the Ministry of Education and Child Care to provide new funding to enable Boards of Education to collaborate with their district accessibility committees to make existing playgrounds accessible for all children.

Rationale:

Districts provincially have established Accessibility Committees with accessibility plans based on provincial requirements of the [BC Accessible Act](#). One aspect of ensuring accessibility is to make provincial environments easy to navigate for individuals using mobility aids (canes, walkers, scooters, wheel chairs) to walk, swing (saucer swings), and climb.

The costs of providing existing playgrounds with this equipment or physical adjustments is typically through fundraising by Parent Advisory Councils (PACs). The problem is not only financial; it is the delay in raising funds and then waiting for installation that causes a child limited or no access to existing playgrounds. It is important to provide children with accessibility issues, barrier-free access to playgrounds from Kindergarten to later years to ensure that they are not being discriminated against in accordance with the BC Human Rights Code.

The Ministry of Education and Child Care has already established funds for replacement playgrounds that are expected to be fully accessible based on funding provided. This motion addresses the need to upgrade existing playgrounds that are not accessible and the necessary funding to ensure that all schools, regardless of age, have playgrounds that meet the needs of all of students.

Reference(s):

[BC Accessible Act](#)

[BC Human Rights Code](#)

This is an action motion and does not change or contradict any existing Foundational Statement or Policy Statement.

**CATEGORY:
OTHER**

32. Accessible and Affordable Internet Connectivity

Submitted by: Thompson Okanagan Branch

Submitted Motion for Consideration:

That the BCSTA requests an update from the Federal and Provincial Governments on the status of the expansion of internet connectivity in the province.

Rationale:

BCSTA has previously advocated for reliable, consistent and affordable internet connectivity. Both at the 2018 AGM and 2021 AGM, delegates carried motions for assurances that all communities have this and that the government make it a priority. While we understand the work is underway, there is still work to be done.

Within the Province of BC, the presence of gaps in high-speed internet connectivity is causing students and families to experience educational deficits. The inaccessibility and unaffordability of Wifi are contributing to this issue, creating a scenario of Wifi inequity that significantly affects families seeking access to fulfill their educational opportunities. Addressing these gaps is paramount to ensure an inclusive and accessible learning environment for all.

Reference(s):

[2018 Motion: Internet Connectivity](#)

[2021 Motion: Equity and Internet Connectivity](#)

[Connectivity in B.C.](#)

This Motion relates to Foundational Statement No. 4.2, 4.3,

1.1 This Motion relates to Policy Statement No. 5.12

This is an action motion and does not change or contradict any existing Foundational Statement or Policy Statement.

33. Communication from British Columbia Emergency Management System

Submitted by: Northern Interior Branch

Submitted Motion for Consideration:

That the BCSTA request Ministry of Education Child Care work with the Ministry of Emergency Management and Climate Readiness to ensure that the British Columbia Emergency Management System includes school districts in communications related to evacuation orders and alerts.

Rationale:

The British Columbia Emergency Management System coordinates responders, including school districts.

During recent forest fires some school districts were not included in communications related to evacuation orders and alerts. School districts serve a number of municipalities, regional district areas and First Nations Communities.

Ensuring timely communication and participation in Emergency Operations Center (EOC) discussions is essential for the best response in the event of a disaster.

Reference(s):

Emergency Management Planning Guide for Schools, Districts and Authorities BC Ministry of Education 2015
- see page 15

https://www2.gov.bc.ca/assets/gov/education/administration/resource-management/k12funding/funding-model-review/stakeholder-perspectives-and-reports/bc_k12_draft_rural_education_report.pdf

Deputy Minister Presentation on Provincial Emergency Management at Partner Liaison Meeting Feb. 9, 2024

This Motion relates to Foundational Statement No. Mission 1.1 FS

This Motion relates to Policy Statement No. 9.1 FS Safe Environment

This is an action motion and does not change or contradict any existing Foundational Statement or Policy Statement.

34. Public Disclosure of Trustee Residential Addresses

Submitted by: Burnaby

Submitted Motion for Consideration:

That the BCSTA request Elections BC, the Provincial Government, and other regulatory bodies to redact individual trustees' residential addresses on publicly available records such as election forms and disclosure forms.

Rationale:

With increases in aggressive communication towards local elected officials, there is growing concern that the public disclosure of residential addresses may contribute to safety and privacy concerns for individual candidates and elected officials.

Although some jurisdictions redact candidate residential addresses from published candidate declaration forms, there is inconsistency across the province.

Redacting individual trustee candidate and trustee residential addresses from public records pertaining to their election and term of office will protect the privacy of trustee candidates and elected trustees.

Reference(s):

Searchable Elections BC Local Election Scanned Financial Contribution Reports:

<https://contributions.electionsbc.gov.bc.ca/pcs/LESearch.aspx>

Local Report - Addresses not disclosed:

https://www.sd51.bc.ca/wp-content/uploads/Form-No-8-8_Declaration-of-Candidates_without-addresses.pdf

<https://www.sd69.bc.ca/Board/TrusteeElections/Documents/Declaration%20of%20Candidates%202022.pdf>

Local Report - Addresses disclosed:

<https://www.sIRD.bc.ca/sites/default/files/pdfs/Elections-2022/2022%20Dec%20of%20Candidates%20%28Form8-8%29.pdf>

https://www.acrd.bc.ca/dms/documents/elections/form_no_8_11_declaration_of_election_sd_70.pdf
<https://srd.ca/wp-content/uploads/2022/09/2022-SD72-Declaration-of-Candidates.pdf>

This is an action motion and does not change or contradict any existing Foundational Statement or Policy Statement.

35. Vulnerable Sector Criminal Record Check

Submitted by: Vancouver Island Branch

Submitted Motion for Consideration:

That the BCSTA advocate the Provincial Government to include a recent criminal record check including a vulnerable sector check in the Nomination Package for School Trustee Candidates.

Rationale:

The Nominations Package for Local Election Candidates currently is the publicly available document that gives electors information on the candidates for election. Currently, the package requires financial information but does not require information about any criminal history. In general, A criminal record check will determine if you have been charged or convicted of a crime. Further, A vulnerable sector check is a police information check plus a check to see if a person has a record suspension (pardon) for sexual offences. Vulnerable sector checks were created in 2000 to protect children and vulnerable persons and is governed by section 6.3(3) of the Criminal Records Act. Policies and procedures related to vulnerable sector checks can be found in the Dissemination of Criminal Record Information policy and the Ministerial Directive Concerning the Release of Criminal Record Information by the Royal Canadian Mounted Police. Vulnerable Sector Checks are generally required for people who volunteer or have jobs where they are in positions of trust or authority over children or vulnerable persons. Being in a position of trust or authority is more than just having contact with children or vulnerable persons. To meet the legal requirements for a vulnerable sector check, the nature of the position – not the person – must cause the person to have authority over, or trust of, children or vulnerable persons. School Trustees have authority over the children in the schools within their districts. In many districts, School Trustees are required to obtain such record checks, however, this information is not reliably available to electors at the time of the election. By making this a part of the Nominations package, electors can make decisions at election time. School Trustees have a primary responsibility to keep students safe. Generally, districts and the province require these checks to act as a volunteer or to work in the Education Sector. School Trustees need to be treated with the same level of oversight that volunteers have. We must require Criminal Record and Vulnerable Sector Checks for all those people who are running for election as a School Trustee.

Reference(s):

[Dissemination of Criminal Record Information policy](#)

[Ministerial Directive Concerning the Release of Criminal Record Information by the Royal Canadian Mounted Police](#)

[Criminal Records Review Act](#)

[Criminal Records Act](#)

This is an action motion and does not change or contradict any existing Foundational Statement or Policy Statement.



March 7, 2024

Ref: 296267

Jill Jensen, Superintendent
School District No. 64 (Gulf Islands)
Email: jjensen@sd64.org

Dear Jill Jensen:

As you know, the Ministry of Education and Child Care (the Ministry) is committed to meaningful truth and reconciliation with Indigenous Peoples. It is imperative that we continue progress towards that important objective and one way is to improve the education outcomes and attendance of Indigenous students in our province.

The “Aboriginal How Are We Doing?” Report (AHAWD) is an annual, public-facing report focusing on Indigenous students in BC. The data in this report provides administrators, teachers, schools, school districts, and the Ministry with important information on Indigenous student outcomes and identifies areas for intervention or further action. This information should inform areas of action identified within your district strategic plan and your annual Enhancing Student Learning report to the Ministry. Your commitment to focusing on this data and determining how you will align district resources in response is critical to increasing equity in our system.

Across the province, the 2022/23 six-year completion rate for Indigenous students in public schools was 74.3 percent compared to 94.5 percent for non-Indigenous students. Looking at the five-year completion rate, 63.4 percent of Indigenous students completed in five years, compared to 91.0 percent of non-Indigenous students. This information must inform our collective work.

Another piece of data that needs our attention is the number of Indigenous students receiving Adult Dogwood credentials who are under 19 years of age. In 2022/23, 58 percent were Indigenous students compared to 38 percent for non-Indigenous students. This is an area of priority focus at the provincial level, and I understand, for many of you at the district level.

First Nations Rightsholders and Indigenous partners have expressed the importance of the Foundation Skills Assessment that provides an important line of sight for all of us into the learning trajectories for Indigenous students and all students.

.../2

For information, specifically in your school district, the Indigenous six-year completion rate has increased by 39.2 percentage points from 56.6 percent in 2018/19 to 95.8 percent in 2022/23. We should be curious to understand the story of these students behind the numbers and look forward to learning more through your annual Enhancing Student Learning reports.

In your school district, with 83 percent participation, the Grade 4 FSA Literacy results were 60 percent on-track or extending for Indigenous students, compared to 80 percent for non-Indigenous students. This data as an early indicator of success is paramount and ensuring students are participating in this assessment is critical.

You have already received a link to a secure SharePoint site that contains your district's AHAWD Report. If you need this link again, please reach out to Jeremy Higgs, Executive Director, Governance and Analytics Division via email at: Jeremy.Higgs@gov.bc.ca. This version is different from the public version as it contains unmasked results, even where cohort numbers are below 10 individuals. Key highlights of your school district's AHAWD Report are attached (Appendix 1).

Public versions of the provincial and local 2022/23 AHAWD Reports (including your FSA results) are available on the [Student Success](#) website.

Indigenous students are a priority under the Framework for Enhancing Student Learning and recently you heard from the Ministry with a summary of feedback on your Enhancing Student Learning Report. The data and insights from the AHAWD Report should go hand in hand with district continuous improvement processes and adapting strategies to improve outcomes and attendance of all Indigenous students.

I encourage you to continue to strengthen relationships with the local First Nation(s) and your Indigenous Education Council using these results as a foundation for the conversation. Honest discussions about the present state of achievement are one way for districts, First Nations, and Indigenous partners to work collaboratively to benefit and improve learning for Indigenous students and all students.

Sincerely,



Christina Zacharuk
Deputy Minister

Appendix 1 – Highlights SD64 Gulf Islands

pc: Tisha Boulter, Chair, School District No. 64 (Gulf Islands)
Shannon Johnston, Indigenous Education Lead
Jeremy Higgs, Executive Director, Governance and Analytics Division, Ministry of
Education and Child Care

Appendix 1 Highlights – SD64 Gulf Islands

Foundation Skills Assessment

Grade 4 Literacy assessment: 40% of Aboriginal learners participated in 2018/19 compared to 83% in 2022/23. Persistent gap in On Track & Extending between Aboriginal and non-Aboriginal learners in 2022/23 (60% vs. 80%).

Grade 4 Numeracy assessment: 40% of Aboriginal learners participated in 2018/19 compared to 83% in 2022/23. Persistent gap in On Track & Extending between Aboriginal and non-Aboriginal learners in 2022/23 (70% vs. 65%).

Grade 7 Literacy assessment: 23% of Aboriginal learners participated in 2018/19 compared to 100% in 2022/23. Persistent gap in On Track & Extending between Aboriginal and non-Aboriginal learners in 2022/23 (67% vs. 91%).

Grade 7 Numeracy assessment: 23% of Aboriginal learners participated in 2018/19 compared to 100% in 2022/23. Persistent gap in On Track & Extending between Aboriginal and non-Aboriginal learners in 2022/23 (67% vs. 74%).

Completion Rate

Five-Year Completion Rate for Aboriginal learners has increased 45.2 percentage points from 33.0% in 2018/19 to 78.2% in 2022/23. The rate for non-Aboriginal learners has increased 17.0 percentage points from 76.4% in 2018/19 to 93.4% in 2022/23.

Six-Year Completion Rate for Aboriginal learners has increased 39.2 percentage points from 56.6% in 2018/19 to 95.8% in 2022/23. The rate for non-Aboriginal learners has increased 13.7 percentage points from 86.3% in 2018/19 to 100.0% in 2022/23.

Six-Year Completion Rate without Adult Dogwood (Adjusted Rate) for Aboriginal learners has increased 29.5 percentage points from 50.3% in 2018/19 to 79.8% in 2022/23.

Ministry Mandate: Build and expand BC school food programs so that MORE students can have access to healthy food and meals so that they can focus on learning. The Ministry will do this by providing 3-years of funding to purchase infrastructure, food and hire staff to coordinate these programs. **Our funding = \$350,000 every year, for 3 years.**

SD64 Program Objective: Build sustainable, school food programs to address food insecurity and ensure that the students who need it, have access to safe, nutritious and sufficient food that meets their dietary needs and food preferences.

Experience of Food Insecurity in our Student Population:

- Middle Years Development Index (MDI) 2021/2022 (Students grades 5 and 8) and the Youth Development Index (YDI) 2022/2023 for grades 11 students
- Student Learning Survey
- Student and Family Affordability Fund
- School-level surveys related to hunger and food security and mouths fed in schools
- Community-level surveys (The Hunger Project, McCreary survey 2019 and 2023)
- **Approximate 9-13% student need and actual participation in programs**

Current Progress:

- **Galiano:** Approximately 10 students receiving lunch and whole school healthy snack program in place (**Partners: *the Galiano Club and The Market***).
- **Mayne:** Whole school lunch augmentation and healthy snack program (**Partner: *South Island Food Hub***).
- **Pender Island:** Lunch program secured and ramping up with start date of April 15, anticipated to serve up to 20 students. Whole school snack program available (**Partners: *The Stand and Tru Value***).
- **Saturna Schools:** Snacks and lunch augmentation for all, (**Partners: *the Saturna Store***)
- **Fernwood, Fulford and SSE:** 70 students receiving lunch and whole school snack program (**Partners, *Harvest Kitchen, Thrifty Foods and Grow Local***).
- **GISS:** 25 students receiving daily lunch and up to 50 students/day are receiving snacks through the GISS Culinary Program. Outreach students also receiving food cards and meals.
- **Feeding Futures Infrastructure Grant:** \$40,000 to Galiano School Community kitchen reno, \$50,000 to GISS kitchen upgrades.
- **Food Safety and excellent nutrition:** 6 CUPE staff received Food Safe certification and additional time to support school programs. All meals and snacks have been assessed by Island Health dieticians.

Feeding Futures School Food Programs Fund – Instructions to School Districts

March 22, 2024

The Ministry is allocating \$71.5 million per year in dedicated, multi-year funding to school districts to create and expand school food programs.

District by district allocations for 2024/25 school year are in the [Summary of Grants to Date table](#). This funding is being disbursed under section 115(1)(a) of the *School Act*, should be treated as a Special Purpose Fund on the school district financial statements, and should be fully spent by June 30, 2025.

School Year (SY) 24/25

Districts will continue to have the flexibility that was in place during the foundational year (SY 2023/24), to continue to support students and families as longer-term approaches for school food programs are put into place. Although criteria will remain the same in 2024/25, criteria may be adjusted over time and districts can expect standardized spending criteria in place for the 2025/26 school year.

Feeding Futures School Food Program spending criteria:

- Food
 - Must be towards the delivery of food programs to feed students who need it most (e.g., maintain current programs, increase number of students served, increase nutrition of food).
 - Spending may support food for Culinary Arts programs if the food produced by the program is provided to students in need.
 - Program delivery may include the procurement of third-party food service providers and/or expansion of existing contracts.
 - Districts are encouraged to use nutritious and B.C.-grown/produced food where possible.
 - Program delivery should be stigma-free, flexible, and respect student privacy.
- Staff
 - Flexibility to hire up to one School Food Coordinator FTE if needed or offset existing costs to a School Food Coordinator.
 - Functions of role may include coordination and/or delivery of the program (e.g., prepare food, build community connections, seek local partnerships and procurement opportunities, work with local First Nations and Indigenous partners).
 - Within reason, districts may use a portion of Feeding Futures funding to offset staffing costs for staff directly involved in the delivery of school food programs.
- Other
 - Small appliances or equipment to prepare, store, cook, and transport food from a school with a kitchen to another school (e.g., kitchen utensils, insulated containers, microwaves).
 - Continuity of Student and Family Affordability Fund supports that improve student food security (e.g., grocery store gift cards, food for weekends and school closures).

Reporting

- School districts will be required to return a completed report to the ministry by July 31, 2025 outlining how funds were spent in 2024/25.
- A high-level interim report will also be required in December 31, 2024.
- As a reminder, year-end financial reporting for 2023/24 Feeding Futures funding will be required by July 31, 2024.
- A reporting template will be distributed and will ask for **Spending on School Food Programs** including:

- School food programs offered and number of students served.
- Utilization of third-party food service providers.
- Food purchased and provided using district staff.
- Other goods, services and/or programs to feed students that are within the policy direction.
- Spending to provide home food security supports.
- Staffing costs to directly support the provision of food programs.
- Operational spending targeted to food programs prior to the Feeding Futures funding announcement redirected to supporting educational programs.
- Administration or overhead spending (e.g., equipment, non-food supplies).
- Engagement and decision making processes regarding Feeding Futures funding, including engagement with Indigenous Education Council (IEC or local equivalent) and how Indigenous students are supported.
- Reporting will be required at the end of the school year, in addition to the reporting in the Annual Budget and audited Financial Statements for 2024/25.

Future Considerations

- Building the capacity in each district to work towards stigma-free access to nutritious food for any students who need it will take time.
- Each district's long-term delivery model of school food programs is expected to be stigma-free in addition to supplementing with coordination from the surrounding community.
- Community inclusion (e.g., local First Nations and other Indigenous partners, non-profit organizations, corporate donors, parent advisory councils) will be an essential component of each district's long-term model. District Parent Advisory Councils should be included in the long-term planning process.
- The multi-year funding commitment supports districts to enter into long-term agreements (e.g., food service management companies, non-profit organizations, local catering companies, food suppliers/distributors).

Deputy Minister's Bulletin

Ministry of Education and Child Care



Feeding Futures School Food Programs Funding – Questions and Answers

March 22, 2024

What is the purpose of the new school food programs funding?

- Budget 2023 committed \$214.5 million in operating funding over three years to make sure all students are fed and ready to learn by expanding existing school food programs in districts and schools that already have them and creating new ones in districts and schools without.

How much funding has been committed to school food programs in the 2024/25 school year?

- For the 2024/25 school year, the following funding has been allocated:
 - \$71.5 million for districts for targeted food funding and school food coordinators,
 - \$5.0 million for minor capital enhancements required for school food programs through the Food Infrastructure Program.
- The allocation formula is consistent with the 2023/24 Feeding Futures allocation formula.

Who qualifies for this funding?

- The 60 public school districts in B.C.
- The funding is expected to reach approximately 20% of students in each district who need it most.

When will we know each district's allocation?

- District allocations for 2024/25 are available [here](#).

What can this money be used for?

- School districts continue to have the flexibility to use the funding provided in the 2024/25 school year to address the immediate need of feeding hungry students in a stigma- and barrier-free manner.
- Funding can be used for food purchases and staffing for up to one school food coordinator in each school district. Within reason, districts may use a portion of Feeding Futures funding to offset staffing costs for staff directly involved in the delivery of school food programs.
- Stable, ongoing funding will help districts to enter into long-term agreements and partnerships with non-profit organizations, local catering companies, and food suppliers/distributors.

Can salaries at the school level be paid for under this funding? For example, staff to organize and provide food services (food bags etc.)?

- The intent of the Feeding Futures funding is to directly support students and move towards ensuring that all students are fed and ready to learn.
- Within reason, districts may use a portion of Feeding Futures funding to offset staffing costs for staff directly involved in the delivery of school food programs.
- However, funding is not intended to be used for administrative costs (e.g., reporting costs, HR costs, travel costs, additional insurance, etc.).

Can the 2024/25 school year funding be used over multiple years? For example, if a district has an allocation of \$800,000 can they plan to spend \$200,000 per year on lunches for the next four years?

- No, this commitment provides multi-year funding to address the immediate need of student hunger in the province.

- There should be no need to hold back funding for future years as districts now have a commitment of ongoing funding to plan for each year.

Is CommunityLINK funding impacted in any way by new school food funding?

- There have been no changes to CommunityLINK. However, with Feeding Futures funding now available to support school food programs, districts are encouraged to utilize CommunityLINK funding for other student supports.

Are districts expected to offer universal food programs to students? What about weekend and holiday support?

- The funding is expected to reach approximately 20% of students in each district who need it most.
- Building the capacity in each school community to work towards stigma- and barrier-free access to nutritious food for any students who need it will take time.
- The delivery of food programs is expected to be stigma-free, considering models such as opt-in and pay-what-you-can, in addition to supplementing with partnerships with the surrounding community.
- Support from community non-profit organizations, corporate donors, and parent advisory councils continues to play a vital role alongside schools to address student hunger for weekends and school closures (e.g., spring break).

Can capital, for example fridges, or other equipment be purchased with this funding?

- The intent of the funding is to create and expand school food programs to directly support students, rather than to purchase capital items and equipment.
- However, if a school district can justify that it needs to purchase equipment to allow food programs to be delivered at a school, then this is permissible.
- Alternatively, capital investments to enhance food security can be supported through the Feeding Futures School Food Infrastructure Program (FIP), a \$5 million per year program to assist boards of education with creating, improving, or expanding the delivery of food programs.

Can we keep working with non-profit organizations or current community partners?

- Yes, community partnerships are essential for a long-term model of feeding students; non-profit organizations, corporate donors, and parent advisory councils will continue to play a vital role alongside schools to deliver school food programs.

Who do I contact if I have more questions?

- Please reach out to your local school district or contact ECC.schoolfood@gov.bc.ca.



March 15, 2024

Ref: 297326

To: Secretary-Treasurer and Superintendent
School District No. 64 (Gulf Islands)

Capital Plan Bylaw No. 2024/25-CPSD64-01

Re: Ministry Response to the Annual Five-Year Capital Plan Submission for 2024/25

This letter is in response to your School District's 2024/25 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)
- Food Infrastructure Program (FIP)
- Carbon Neutral Capital Program (CNCP)
- Building Envelope Program (BEP)
- Playground Equipment Program (PEP)
- Bus Acquisition Program (BUS)

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.

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

Below are tables for the minor capital projects that are approved. The table identifies School Enhancement Program (SEP), Food Infrastructure Program (FIP), 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, FIP, CNCP, BEP, PEP

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
Salt Spring Elementary	SEP - HVAC Upgrades	\$1,043,167	Proceed to design, tender & construction. To be completed by March 31, 2025.
Mayne Island School	CNCP - HVAC Upgrades	\$239,750	Proceed to design, tender & construction. To be completed by March 31, 2025.
Gulf Islands Secondary, Pender Islands Elem-Secondary, Salt	FIP - Kitchen Equipment	\$9,500	Proceed to design, tender & construction. To be completed by March 31, 2025.
Galiano Community School	FIP - Kitchen Equipment and Upgrade	\$40,000	Proceed to design, tender & construction. To be completed by March 31, 2025.
Gulf Islands Secondary	FIP - Kitchen Equipment and Upgrade	\$40,000	Proceed to design, tender & construction. To be completed by March 31, 2025.

New projects for BUS

Existing Bus Fleet #	New/Replacement Bus Type	Amount Funded by Ministry	Next Steps & Timing
A9640	A2 Under 6350Kg (1-24) with 1 wheelchair spaces	TBD - See Note Below	Proceed to ordering the school bus(es) between April 2nd and May 17th, 2024 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at http://www.astsbc.org

NOTE: BUS funding amounts will be determined once school districts place their order(s) with bus manufacturer(s). Please contact Branch Director [Michael Nyikes](#) with any questions regarding this.

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 2024/25 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 2024/25 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 the Ministry's Capital Management Branch at CMB@gov.bc.ca as soon as possible. Upon receipt the Ministry will issue Certificates of Approvals as defined in the APFA.

As the 2024/25 Capital Plan process is now complete, the Capital Plan Instructions for the upcoming 2025/26 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 1st, 2024.

School districts' capital plan submission deadlines for the 2025/26 fiscal year, using the CAPS online platform, will be as follows:

- **June 30, 2024**
 - Major Capital Programs (SMP, EXP, REP, RDP, SAP)
- **July 1, 2024**
 - Major Capital Programs (BEP)
- **September 30, 2024**
 - Minor Capital Programs (SEP, CNCP, PEP, BUS)
- **October 1, 2024**
 - Minor Capital Programs (FIP)

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.

Additionally, the Annual Facility Grant (AFG) project requests for the 2024/25 fiscal year are to be submitted using the CAPS online platform, on or before May 31, 2024.

NOTE: It is strongly encouraged that school districts discuss the draft versions of their intended capital projects and AFG project requests with Ministry staff well in advance of submission deadlines.

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,

A handwritten signature in blue ink that reads "Damien Crowell". The signature is written in a cursive style.

Damien Crowell, Executive Director
Capital Management Branch

pc: Geoff Croshaw, Acting Director, Major Capital Projects, Capital Management Branch
Michael Nyikes, Director, Minor Capital Projects, Programs and Finance, Capital
Management Branch

**CAPITAL BYLAW NO. 2024/25-CPSD64-01
CAPITAL PLAN 2024/25**

WHEREAS in accordance with section 142 of the *School Act*, the Board of Education of School District No.64 (*Gulf Islands*) (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 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 Capital Bylaw of the Board for the 2024/25 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 *March 15, 2024*, is hereby adopted.
- 2. This Capital Bylaw may be cited as School District No.64 (*Gulf Islands*) Capital Bylaw No. 2024/25-CPSD64-01.

READ A FIRST TIME THE 10th DAY OF *April* 2024;
READ A SECOND TIME THE 10th DAY OF *April* 2024;
READ A THIRD TIME, PASSED THE 10th DAY OF *April* 2024.

Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No.64 (*Gulf Islands*) Capital Bylaw No. 2024/25-CPSD64-01 adopted by the Board the 10th DAY OF *April* 2024.

Secretary-Treasurer



Summary Committee of the Whole (COW) – SD 64 (Gulf Islands)

In attendance:

Committee: Tisha Boulter (chair), Chaya Katrensky (vice chair), Jeannine Georgeson (trustee), Greg Lucas (trustee), Deborah Luporini (trustee), Nancy Macdonald (trustee), Rob Pingle (trustee)

Staff: Jill Jensen (superintendent/acting secretary-treasurer), Boe Beardsmore (associate superintendent), Lyall Ruehlen (director of instruction), Lori Deacon (director of corporate services), Anna Szul (executive assistant)

Guests: Candice Arthur (DPAC), Angela Thomas (CUPE), Ian Mitchell (GITA), Adrian Pendergast (GIPVP)

Called to order: 11:06 am by Chair Boulter

1. Adoption of Agenda

Adopted by consensus as presented.

2. Approval of Summary

Add Nancy Macdonald to the regrets of the 2023 09 13 COW Summary.
Summary from September 13, 2023, approved as amended.

3. Business Arising

a. Strategic Plan

Chair Boulter gave a summary of the strategic planning process thus far and asked Jill Jensen her opinion of the current document. Vice Chair Katrensky gave a summary of the information received from BCSTA and the options for external support for assistance with the strategic plan development and fine tuning.

Jill Jensen emphasizes the significance of the strategic plan as the fundamental guiding document for the board, reflecting their values and aspirations for every student in the district. Student achievement is a common theme across all districts' strategic plans. While there are shared themes, each board's plan is unique to its context. Core values are central to the plan, driving actions and decisions. The superintendent must ensure alignment from the ministry level to classroom practices, promoting coherence and consistency. The strategic plan should inform decision-making across the organization and serve as a unifying narrative for the board and district, defining their identity and purpose.

The strategic plan in its current state does not meet these criteria. There is an agreement that there is no need to go to an external source like BCSTA for assistance with the strategic plan. Reaching out to our community, PAC's and partners is emphasized as an important step at this point.

Action: The Committee of the Whole direct staff to review the draft strategic plan, circulate to partner groups for feedback to produce a document that could then be circulated to the general public in April.



At the April meeting the Board direct staff to begin a consultation process to further refine the strategic plan.

4. New Business

5. Other Business

6. Next Meeting: TBD

7. Adjournment: 12:02



Summary Finance, Audit, and Facilities Committee – SD 64 (Gulf Islands)

In attendance

Committee: Greg Lucas (committee chair), Jeannine Georgeson, Rob Pingle, Tisha Boulter (board chair, ex-officio),

Trustees: Deborah Luporini, Chaya Katrinsky, Nancy Macdonald

Staff: Jill Jensen (superintendent of schools), Boe Beardsmore (associate superintendent) Lyall Ruehlen (director of instruction), Lori Deacon (director of corporate services), Anna Szul (executive assistant)

Guests: Ian Mitchell (GITA), Angela Thomas (CUPE), Dan Sparanese (GIVPA), Angela Thomas (CUPE), Dan Sparanese (district principal)

Regrets:, Adrian Pendergast (district principal)

The meeting was called to order at 1:01 p.m. by Committee Chair Lucas. Chair Lucas acknowledged that this meeting is held on the territories of the Hul'qumi'num, and SENĆOŦEN speaking peoples – huy tseep q'u.

1. Adoption of Agenda

Adoption of agenda as presented by consensus.

2. Approval of Summary

Adoption of the January 10, 2024 Summary by consensus.

3. Business Arising

4. New Business

a) Phoenix Elementary School Site – Possible Options

1:06 p.m. Angela Thomas joined the meeting

1:08 p.m. Dan Sparanese joined the meeting

This meeting is called as a result of Motion 03/24 carried at the January 10, 2024, in camera meeting which states: That the Board of Education instruct staff to present possible options for the use of the Phoenix Elementary School site at the February 21, 2024, Finance, Audit, and Facilities Committee meeting.

Lori Deacon and Tisha Boulter provided a summary of the groups currently interested in the Phoenix Elementary Site including local government, local not-for-profit organizations and input from concerned parents. The property is zoned Residential 9, which allows:

- Single-family dwellings
- Dental and medical office services for a maximum of two medical practitioners
- Elementary schools, pre-schools and child day care centres



- Hospitals and public health care facilities
- Community halls
- Non-commercial outdoor active recreation
- Churches
- Agriculture, excluding intensive agriculture
- Public service uses

The building is surplus to need and we need to balance our budget.

Action: The board instructs staff to update our long-range facilities plan to include this building surplus.

There is a discussion around keeping the space maintained so it doesn't get used for unintended reasons. Discussion about the use of the site is tabled until the return of Jesse Guy, Secretary Treasurer.

5. **Next Meeting:** April 10, 2024

6. **Adjournment:** 1:47 p.m.



Summary Policy Committee – SD 64 (Gulf Islands)

In attendance

Committee: Deborah Luporini (committee chair), Rob Pingle, Chaya Katrensky, Tisha Boulter (board chair, ex-officio)

Trustees: Jeannine Georgeson, Nancy Macdonald, Greg Lucas

Staff: Jill Jensen (superintendent of schools), Boe Beardsmore (associate superintendent), Lyall Ruehlen (director of instruction), Lori Deacon (director of corporate services), Anna Szul (executive assistant)

Guests: Anne Cooper (AZ Cooper Consulting), Angela Thomas (CUPE), Ian Mitchell (GITA)

Regrets:

The meeting was called to order at 9:15 a.m. by Committee Chair Luporini. Chair Luporini acknowledged that this meeting is held on the territories of the Coast Salish peoples. – huy tseep q'u.

1. Adoption of Agenda

Adoption of agenda as presented by consensus.

2. Approval of Summary

Adoption by consensus of December 13, 2023 Summary

3. Business Arising – Anne Cooper

a. Draft Policy 1.40 Board Committees

Anne Cooper shared the draft policy. There was a discussion about guideline three, specifically around reaching consensus at committee level.

Action: The Policy 1.40 Board Committees will be brought to the April 10, 2024, regular meeting of the board for notice of motion and circulated for feedback, with minor corrections.

iv. Policy Committee Terms of Reference

Action: Policy Committee Terms of Reference will be adopted with the approval of the policy

b. Draft Policy 1.41 Board Liaison and Representation

Action: The Policy 1.41 Board Liaison and Representation will be brought to the April 10, 2024, regular meeting of the board for notice of motion and circulated for feedback, with minor corrections.

Chair called for pause 10:25 a.m. – 10:30 a.m.

4. New Business

a. Anne Cooper – Section 100 Governance Content Overview



i. Draft Policy 1.20 Board Authority and Role

Action: The Policy 1.20 Board Authority and Role will be brought to the April 10, 2024, regular meeting of the board for notice of motion and circulated for feedback, with minor corrections.

ii. Draft Policy 1.21 Role of the Chairperson & Vice Chairperson

Action: The Policy 1.21 Role of the Chairperson & Vice-Chairperson will be brought to the April 10, 2024, regular meeting of the board for notice of motion and circulated for feedback, with minor corrections.

iii. Draft Policy 1.22 Trustee Remuneration

Action: The Policy 1.21 Role of the Chairperson & Vice-Chairperson will be brought to the April 10, 2024, regular meeting of the board for notice of motion and circulated for feedback, with minor corrections.

b. Anne Cooper – Field Trips

There was a discussion about extended experiences. Looking to receive guidance before we start drafting a policy. Recommendation to revise this as a priority, therefore out of order. There was a high level of comfort to have this drafted as an administrative practice.

5. New Business

6. Other Business

a. Repeal Policy 220 Information Systems: Acceptable Use and Protection of Privacy

Tabled until our administrative practice on developing administrative practices is reviewed.

7. Next Meeting: April 24, 2024 in person at the School Board Office

8. Adjournment: 11:45 a.m.



Policy 1.40 Board Committees

The Board of Education recognises committee work as a valuable means of gathering input from rightsholders and partner groups, to assist the Board in its decision-making processes. The Board may establish Standing and/or Working Committees supported by Board approved ~~terms~~ [Terms of reference-Reference](#) to clarify committee membership, roles, and jurisdiction and to guide committee functioning.

Committees may not exercise the rights, duties and powers of the Board and, on completion of deliberations, committees shall report findings to the Board. Such reports cannot be acted upon unless approved by the Board.

Types of Committees

Standing Committees provide advice to the Board on an ongoing basis, meeting on a regular or as needed basis to review, advise and/or make recommendations to the Board as a whole.

Standing Committees will normally include:

- Committee of the Whole
- Education Committee
- Finance, Audit and Facilities Committee
- Policy Committee

Membership may include rightsholders and partner representatives, along with trustees.

Working Committees are formed for time-limited, specific purposes, sometimes referred to as an ad hoc committee, established by the Board to accomplish a particular task. Membership may include stakeholder representatives, along with trustees. Working Committees may be assigned a Budget not exceeding \$3,000 per fiscal year.

Terms of Reference

The Board will provide ~~terms-Terms~~ [reference-Reference](#) for standing and working committees that will not conflict with the mandate of any other committee.

A comprehensive Terms of Reference will be established for each committee and will include:

- whether the committee is a standing or working committee



- a clear description of the purpose of the committee, and any specific deliverables
- description of membership considering an appropriate number of members suited to the role of the committee
- designation of a chairperson
- designation of district staff supports for the committee
- budget provisions
- a determination regarding what constitutes a quorum
- meeting dates and times
- expectations regarding agendas and supporting materials
- clarity as to the manner in which any advice will be provided to the Board

Guidelines

1. The Board Chairperson shall appoint the members to, and designate the chairperson of each Standing and Working Committee at the first regular meeting of each year or as soon thereafter as possible. The Board Chairperson may fill vacancies as they occur on any standing committee.
2. Should the committee chairperson be unable to attend the meeting, the Board Chairperson will chair the meeting in their place.
- ~~3. All Any trustee esincluding the Chairperson of the Board Superintendent of Schools are ex-officio members of each of the Standing Committees. Trustees may attend meetings of any committee of the Board and may take part in any discussion but may not vote.~~
- ~~3.4. The Chairperson of the Board is an ex-officio member of each of the Standing Committees.~~
- ~~4.5. The committee chairperson will establish the agenda and future agenda items may be identified in committee.~~
- ~~5.6. Recommendations will normally be based on a consensus model. If consensus is not achievable, the issue will be decided by a majority vote.~~



Policy 1.41 Board Liaison and Representation

Liaison

Liaison assignments for individual trustees provide an opportunity for increased communication between trustees and school communities or parent groups.

The purpose of trustee liaison assignments is to:

- provide opportunities for trustees to become acquainted with schools;
- act on behalf of the Board when a Board representative is required for a school event;
- advise the Board or Superintendent of any emerging issues at assigned schools or with parent groups.

The liaison role is limited to speaking only for what the Board has already decided, to receive input, and to bring matters back to the Board for consideration.

Board Representation

Trustees may be appointed to provincial and local organizations and committees to represent the Board within the province and locally.

Representatives will provide regular reports to the Board at open meetings regarding developments or events pertaining to the ~~district~~ District and will keep the Board informed of any developments which affect education of students.

An election will determine representatives to:

- B.C. School Trustees Association Provincial Council (representative and alternate)
- B.C. Public School Employers' Association ~~Dual Bargaining Council~~ (representative and alternate)
- Indigenous Education Advisory Council (two recommended representatives)

The Board Chairperson will appoint trustees to represent the Board at:

- Bargaining Team (C-U-P-E)
- Bargaining Team (G-I-T-A)
- District Health and Safety Committee
- ~~District Parent Advisory Council (D.P.A.C)~~
- Professional Growth Committee (G-I-T-A-) (2)

Legislative References: *School Act* [RSBC 1996, Section 65]

Collective Agreement References: Nil

Date of Adoption: March 11, 1998

Date of Revision: November 8, 2000, June 13, 2018

Circulated: Jan 16, 2024



- Secondary School Apprenticeship Steering Committee

In addition, trustees will represent the Board as follows:

- Galiano Activity Centre Society (GACS) - Galiano trustee
- Saturna Ecological Education Centre (SEEC) - Saturna trustee

The Board Chairperson will recommend a trustee for appointment to:

- Salt Spring Ferry Advisory Committee
- Southern Gulf Islands Ferry Advisory Committee

In the event the trustee representative is not able to attend a meeting, they are to so advise the [Board Chairperson](#) who will appoint an alternate for that meeting.



Policy 105-1.20 Board Authority and Role ~~and Governance and Administration~~

From Policy 105

The Board of Education's authority is established within the *School Act* and its regulations. The authorities and responsibilities of the Board rest only with the legally constituted Board, and not with committees of trustees or individual trustees. ~~As the corporate body elected by the voters, the~~

The Board has, as its primary role, the governance of the district and is responsible for the improvement of student achievement in the school district. The Board fulfills this role, in part, through the development of a strategic plan that establishes the direction for the district and aligns the work of staff and directs district resources.

The Board exercises its governance responsibilities through ~~for the development of goals and policies to guide the provision of educational services to students attending District schools and programs bylaws and policies which provide a framework within which the Superintendent can discharge their duties.~~
~~, in keeping with the requirements of government legislation and the values of the electorate.~~

The Board has a foundational responsibility to protect the interests, image and integrity of the district; to ensure its financial viability and to act in accordance with all applicable laws, regulations and policies.

The Board delegates responsibility for administration of its policies ~~and the day-to-day operations of the District to the Superintendent as Chief Executive Officer.~~
~~believes that its ability to discharge its governance and administration obligations is enhanced when leadership and guidance is both forthcoming from its membership, and when the superintendent of schools is assigned responsibility for overall administration of the District.~~

From Procedure 105

~~(The board is the school district's governing body. It comprises seven elected trustees who, together, represent all district school communities. The board delegates responsibility for administration of its policies and procedures, through the superintendent of schools.)~~



Policy 1.21 Role of the Chairperson & Vice-Chairperson

— From Procedure 105

~~The chairperson and vice chairperson shall be elected at the first meeting of the board following municipal elections. In non-municipal election years, the chair and vice chair shall be elected at the last meeting of the calendar year and shall take office immediately. The incumbents shall hold office at the pleasure of the majority of the board.~~

1. The Board Chairperson:

The ~~B~~board delegates to the ~~C~~chair~~hairperson~~ the following powers and duties:

~~1.1.1.~~ Preside over all ~~board~~Board meetings and ensure that such meetings are conducted in accordance with the *School Act* and the bylaws and policies ~~and procedures~~ as established by the ~~board~~Board and where those are silent, *Robert's Rules of Order*, Newly Revised.

~~2.1.2.~~ Prior to each ~~board~~Board meeting, consult with the trustees and confer with the ~~superintendent~~Superintendent on the items to be included on the agenda, the order of these items, and become thoroughly familiar with them.

~~3.~~ Perform the following duties during ~~board~~Board meetings:

~~— Maintain the order and proper conduct and decorum of the meeting so that motions may be formally debated;~~

~~— Ensure that all issues before the board~~Board are well-stated and clearly expressed;

1.3. Display firmness, courtesy, tact, impartiality and willingness to give everyone an opportunity to speak on the subject under consideration in order that collective opinion can be developed and a corporate decision reached.;

~~— Ensure that debate is relevant. In keeping with the C~~chair's responsibility to ensure that debate must be relevant to the question, ~~shall, when the C~~chair is of the opinion that the discussion is not relevant to the question, remind members that they must speak to the question;



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-
- ~~_____ Decide questions of order and procedure, subject to an appeal to the rest of the board. The chair may speak to points of order in preference to other members.~~
 - ~~_____ Submit motions or other proposals to the final decision of the meeting by a formal show of hands;~~
 - ~~4. _____ Extend hospitality to other trustees, officials of the board, the press and members of the public.~~
 - ~~_____ Keep informed of significant developments with the sector.~~
 - ~~1.4. _____~~
 - ~~5.1.5. Keep the board and the Superintendent informed in a timely manner of all matters coming to the chairperson's attention that might affect the in district.~~
 - ~~6. _____ Be in regular contact with the superintendent to maintain a working knowledge of current issues and events and ;~~
 - ~~_____~~
 - ~~7.1.6. Convey directly to the superintendent such any concerns as are related relayed to him/her them by from trustees, parents, students, or employees which may affect the administration of the district.~~
 - ~~8.1.7. Act as the chief-spokesperson for the Board except for those instances where the Board has delegated this role to another individual or group.~~
 - ~~9. _____ Act as an ex-officio member of all committees appointed by the board.~~
 - ~~10.1.8. _____ Act as a one of the signing officers for the school district.~~
 - ~~1.9. _____ Extend hospitality to other trustees, officials of the Board, the press and members of the public.~~
 - ~~11.1.10. _____ Represent the board, or arrange alternative representation, at official meetings or other public functions.~~
 - ~~12. _____ Address inappropriate behaviour on the part of a trustee.~~
 - ~~_____~~



~~13. Ensure that the board Board engages in regular assessments of its effectiveness as a board Board.~~

2. The Board Vice-Chairperson:

The ~~B~~board assigns to the ~~vice-Vice-C~~chairperson specific responsibilities:

~~1.2.1.~~ The ~~Vice-C~~chairperson ~~vice-chair~~ shall act on behalf of the ~~board-Board~~ Board Chairperson ~~chair~~, in the latter's absence and shall have all the powers, duties and responsibilities of the ~~board-Board~~ Board Chairperson.

~~2.2.2.~~ The ~~Vice-C~~chairperson ~~vice-chair~~ shall assist the ~~Board Chairperson~~ board chair in ensuring that the ~~board-Board~~ board operates in accordance with its own ~~bylaws and~~ policies and ~~and procedures~~ and in providing leadership and guidance to the ~~B~~board.

~~3.2.3.~~ The ~~Vice-C~~chairperson ~~vice-chair~~ shall attend agenda setting meetings for regular scheduled ~~board-Board~~ meetings.

~~4.~~ The ~~Vice-C~~chairperson ~~vice-chair~~ may be assigned other duties and responsibilities by the ~~Board Chairperson~~ board chair.

~~— The items below are contained in district Role descriptions, with the Superintendent role approved by the Board.~~

~~— Superintendent of Schools:~~

~~— The board recognizes the need for one person to be in charge of the management of the district in order to provide coordinated leadership. Therefore, the board designates the superintendent as the Chief Executive Officer of the Board and the Chief Education Officer of the district and delegates to the superintendent responsibility for overall administration of the district. The superintendent makes reports which focus on governance implications and is accountable to the corporate board for the conduct and operation of the district, for providing leadership in administration and instructional programs for students, and for ensuring compliance with legislative requirements. All board authority delegated to the staff of the district is delegated through the superintendent.~~

~~— The Secretary Treasurer:~~

~~— The board's secretary treasurer ensures board compliance with accounting and an administrative procedure specified by the Minister of Education, keeps a record of the proceedings of the board, including those assigned by the board in relation to its~~



~~corporate affairs, and performs duties outlined in School Regulation 265/89, as amended from time to time.~~

~~Principals, Vice Principals and the Director of Instruction:~~

2.4. ~~These operate under the direction of the superintendent of schools to enact the powers and discharge the duties outlined in School Regulation 265/89, as amended from time to time. Principals and vice principals are responsible for administering and supervising the schools to which they are assigned. The director of instruction works, in consultation with principals and vice principals, to improve instruction, and has free access to any school, classroom, or school record.~~



Policy 6550 Trustee Remuneration and Expenses 1.22 Trustee Remuneration

In accordance with the provisions of the *School Act*, the Board of Education may authorize the payment of remuneration to the Chairperson, Vice-Chairperson and other tTrustees. t

The role of trustee is complex and requires a significant time commitment. While trustees provide their service and time willingly because of their belief in the public education system, the Board recognizes that trustees should receive financial recognition by means of remuneration for their service.

The annual tTrustee remuneration paid to the Chairperson, Vice-Chairperson-, and tTrustee effective July 1, 2023, is hereby authorized:

<u>Chairperson</u>	<u>\$19,632.05</u>
<u>Vice-Chairperson</u>	<u>\$18,275.40</u>
<u>Trustee</u>	<u>\$16,918.78</u>

The tTrustee stipend remuneration shall be adjusted annually effective July 1st. The adjustment shall reflect the Canadian Consumer Price Index established for July of each year.

Guidelines

1. Remuneration in the form of an annual stipend at the level set by the Board of Education is hereby authorized. Such stipend Annual remuneration is taxable.
- 1.2. Payments are shall be payable made on a monthly basis. The stipend, and is taxable and will be included on a T4.
- 2.3. a. \$15 Fifteen dollars will be deducted each month, post tax income, as a hospitality fee for trustee discretionary hosting expenses.
3. The trustee stipend shall be adjusted annually effective July 1st. The adjustment shall reflect the Canadian Consumer Price Index established for July of each year.



- Trustees will be ~~provided with~~ reimbursed for an internet connection services, up to five hundred dollars annually, and provided with a portable device ~~from which~~ to conduct school district business during the term of office.