

**POLICY PARTNER ADVISORY COMMITTEE
MEETING AGENDA
TUESDAY, FEBRUARY 13, 2024
1:30 – 2:30 PM PST
2:30 – 3:30 PM MST**

In person: School Board Office, 811 Stanley Street, Nelson BC
Via video conference: [Zoom](#) Webinar ID: 657 3277 9733 – Password: 495118

1. Call to Order

2. Acknowledgement of Aboriginal Territory

We acknowledge, respect and honour the First Nations in whose traditional territories the Kootenay Lake School District operates and all Aboriginal people residing within the boundaries of School District No. 8.

3. Changes to Proposed Agenda

4. Adoption of Agenda

5. Receiving Presentations - Nil

6. Opportunity for Comments by the Public regarding items on this Agenda

The public may post comments or questions in the Q&A area on the webinar. These will be read aloud during the meeting.

7. Correspondence - Nil

8. Adoption of Minutes (p. 2)

App. 8

9. Unfinished Business - Nil

10. New Business – Superintendent

A. Terms of Reference (p. 4)

App. 10A

B. Upcoming Sustainability Policy Development (p. 5)

App. 10B

C. Policies (p. 6)

App. 10C

- Policy 621: Accumulated Operating Surplus

11. Comments or Questions from the Public

12. Policy Schedule (p. 10)

App. 12

13. Meeting Schedule & Reminders

The next meeting of the Committee is scheduled for March 12, 2024.

14. Adjournment of Meeting



**POLICY PARTNER ADVISORY COMMITTEE
MEETING MINUTES
TUESDAY, JUNE 13, 2023**

Board: L. Trenaman, Chair
D. Lang, Vice-Chair
M. J. Blackmore
J. Bremner
S. Chew
K. Etheridge
A. Gribbin
S. Nazaroff
M. Shunter

District Staff: T. Smillie, Superintendent
C. MacArthur, Interim Secretary-Treasurer
B. Eaton, District Director of Instruction – Innovative Learning
D. Holitzki, District Director of Instruction – Equity, Inclusion & Diversity
C. Kerr, Director of Operations (via video conference)
C. Singh, Director of Human Resources
S. Bruskowski, Executive Assistant

Partners: N. Nazaroff, DPAC (*via video conference*)

Regrets: *Nil*

1. Call to Order

The meeting was called to order at 1:47 PM.

2. Acknowledgement of Aboriginal Territory

3. Opportunity for Comments by the Public regarding items on this Agenda

The format of this committee was changed by the previous Board to reflect that the Board holds responsibilities for policy creation. Policy 121 needs to be updated to reflect changes in the committee structure.

4. Adoption of Minutes

The minutes for the January 10, 2024 meeting were adopted as circulated.

5. Unfinished Business - Nil

6. New Business

A. Policies

- Policy 771: Transportation for Independent School Students

Superintendent Smillie outlined the changes in the policy. Incorporate a standing resolution into existing policy which is to recover all the cost for provision of these services.

7. Comments or Questions from the Public - Nil

8. Policy Schedule - Nil

9. Meeting Schedule & Reminders



The next meeting of the Committee is scheduled for November 14, 2023.

10. Adjournment of Meeting

The meeting was adjourned at 1:58 PM.

Committee Chair

Secretary-Treasurer



POLICY PARTNER ADVISORY COMMITTEE

2023-2024 TERMS OF REFERENCE

Reviewed: November 14, 2023

I. PURPOSE

1. The Policy Partner Advisory Committee is an advisory group and is chaired by the elected Trustee. In the absence of the elected Trustee the Board Vice-Chair will assume the chair.
2. The purpose of the Policy Partner Advisory Committee is to bring together, on an ongoing basis, partner groups, senior staff, and the Board of Education to have informal discussions about how to support the district and provide advice to Board.
3. The Policy Partner Advisory Committee will offer a venue for parties to discuss ways to work together in support of students, the school district and public education, building trust and sustaining strong functional relationships, and strengthening communication and information sharing. The discussions will be purposeful, constructive and team building in nature.
4. Policy Partner Advisory Committee input will be considered in all matters related to the district but will not replace the accountability of district management and the Board of Education in decision making.
5. An annual schedule of meetings will be developed by the Chair of the committee, in collaboration with the Board Chair. An agenda will be developed for each meeting. To facilitate open discussion, summary minutes shall be recorded, following the minute-taking standards in Policy 124.
6. Labour relations or personnel matters will be addressed through district labour management meetings.



CONFIDENTIAL

FROM: Trish Smillie, Superintendent
DATE: February 13, 2024
SUBJECT: Upcoming Sustainability Policy Development

For Information

Information

The Board of Education will undertake a comprehensive public engagement process to develop a sustainability policy. [SD8's Strategic Plan](#) commits to responding to climate change. By developing policy in this area, the Board of Education will set a vision for the school district to respond to climate change and set a direction for the district to develop operational plans and procedures to mitigate the impacts of climate change through preparedness and adaptation, and to contribute to climate solutions.

The Board of Education will strike a Sustainability Advisory Council to provide advice on the development of a policy related to responding to climate change in SD8, facilitated by an expert in policy development facilitation. Once the policy has been drafted and the Board has approved the draft policy for field testing, this will be brought to the Policy Partner Advisory Committee.

A final public engagement plan will be provided to the Board at a Meeting of the Board Held in Public for approval on February 13, 2024.



POLICY 621: Accumulated Operating Surplus

This policy ensures accountable and transparent financial planning and ensures compliance with the Ministry of Education and Child Care’s Accumulated Operating Surplus Policy by:

- guiding the accumulation, spending, and reporting of operating surplus;
- outlining how inter-fund transfers will be managed; and
- guiding how the Board will engage with local community and education partner groups, and rights holders as defined by Declaration on the Rights of Indigenous Peoples Act (DRIPPA).

The Board of Education for School District No. 8 (Kootenay Lake) (the “Board”) has the responsibility under the School Act to prepare balanced budgets. Revenues plus appropriated surpluses must fully fund the annual operating, special purpose and capital fund expenses, and tangible capital asset acquisitions.

Definitions

- A. **Accumulated Operating Surplus:** represents the extent to which operating revenue from all previous years exceeds operating expenditures from all previous years after any inter-fund transfers. The ability to approve inter-fund transfers and use previous year’s operating surplus in future years enables the Board to mitigate financial risk, support consistent programs and services to all students, and engage in long-term planning.
- B. **Restricted Operating Surplus:** means a portion of an Accumulated Operating Surplus that has been set aside through a board motion for specified use in future years.
- C. **Unrestricted Operating Surplus:** means the accumulated Operating Surplus built up in the School District’s Operating Fund that has not been designated for specific uses.

1. Restricted Operating Surplus

Categories of internally restricted operating surplus include:

1.1 Restricted Due to the Nature of Constraints on the Funds

- 1.1.1 The Board may receive grants or other revenue for specific or targeted purposes. The Board will maintain a surplus within a special purpose fund where it is beneficial to do so in achieving the intent of that fund and permitted by the grantor. If these grants/funds are not spent, the balance is internally restricted

Related Legislation: [School Act \[RSBC 1996, Part 8, Division 8\]](#), [K-12 Public Education Accumulated Operating Surplus Policy](#), [K-12 Public Education Financial Planning and Reporting Policy](#), [Declaration on the Rights of Indigenous Peoples Act \(DRIPPA\)](#)

Related Contract Article: Nil

Adopted: October 9, 2018

Revised: November 10, 2020; January 10, 2022; January 9, 2024

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to be used for the specified use in future years. Examples include:

- 1.1.1.1 Contractual obligations (i.e. professional development);
- 1.1.1.2 Indigenous Education targeted funding; or
- 1.1.1.3 School generated funds (not externally restricted).

1.2 Restricted for Anticipated Unusual Expenses Identified by the Board

1.2.1 To support effective planning, there will be situations where the District has identified one-time and intermittent projects that will not be funded by revenues in that year or where, if they are funded from annual Provincial Operating grants, this may cause fluctuations or reductions in educational service levels. Examples include:

- 1.2.1.1 Self-insurance for minor equipment loss and breakage;
- 1.2.1.2 Implementation of new initiatives; or
- 1.2.1.3 Impact of emerging events (i.e. global pandemic).

1.3 Restricted for Operations Spanning Multiple School Years

1.3.1 To support effective operational planning, there will be situations where operating surplus funds may need to be carried over to future years, such as:

- 1.3.1.1 Future years' operations/budget;
- 1.3.1.2 Schools and department surplus/carryforwards;
- 1.3.1.3 Operating projects in progress;
- 1.3.1.4 Technology, utilities, equipment and capital projects, including amounts to be transferred to local capital;
- 1.3.1.5 Purchase order commitments; or
- 1.3.1.6 Educational programs spanning multiple years.

1.4 Restricted for Future Capital Cost Share

1.4.1 To support major capital projects as identified in the Board's 5-year Capital Plan and approved by the Ministry of Education and Child Care for concept plan or business case development, the Board may restrict operating surplus at the time the project is brought forward for funding approval.

2. Unrestricted Operating Surplus (Contingency Reserve)

The Board is responsible for ensuring the district is protected financially from extraordinary circumstances which would negatively impact operations and the education of students. To discharge this responsibility, the Board will strive to maintain a contingency reserve of

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at least 3% of operating expenditures and not exceeding 5% of operating expenditures. The Board may approve the use of contingency reserve under the following circumstances:

2.1 Emergent Operating Issues

Major non-recurring costs related to emergency events or situations which cannot be anticipated and budgeted for or when it may not be feasible to absorb the cost of such events in other budget areas. Examples include:

- 2.1.1 Extraordinary costs associated with severe inclement weather, forest fires etc.;
- 2.1.2 Coverage for disaster recovery expenditures;
- 2.1.3 Replacement of equipment essential to the continuation of safe operations of District facilities;
- 2.1.4 Coverage for unexpected additional capital project costs not funded by the Ministry of Education and Child Care; or
- 2.1.5 Extraordinary or unknown cost pressures not known at time of budget development.

2.2 Offset Unrealized Revenues

Some revenue sources are cyclical in nature and subject to downturns in the economy and other factors. The Board cannot always anticipate such fluctuations or rely on budgetary savings or other revenues to offset these shortfalls. In these cases, the Board can use contingency funds to continue to provide educational services and maintain operations without implementing one-time service cuts. In recognizing that the use of the contingency reserve represents a one-time source of funding, the Board will incorporate strategies to re-establish the contingency reserve into its annual budget planning processes. Such strategies may be implemented over a period of three years.

3. Inter-Fund Transfers

Inter-Fund Transfers are funds transferred from one fund to another (e.g. between Operating Fund and Capital Fund/Local Capital). Inter-fund transfers must be made through board resolution. Approval of Inter-fund Transfers related to confidential matters or land, legal or personnel matters shall be considered in a closed board meeting.

4. Consultation and Engagement

Prior to approval of the annual budget, the Board will consult and engage with local community and education partner groups, and rights holders as defined by the Declaration on the Rights of Indigenous Peoples Act (DRIPPA) on proposed uses of the accumulated operating surplus. Consultation will include opportunities to provide input, feedback and

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ask questions regarding the Board's annual budget and operating surplus accumulation, reporting and planned use.

5. Reporting Requirements

The reporting of surpluses and Inter-fund Transfers are publicly provided through both the financial statement and budget reporting processes. The district budget reporting process outlines the initial plan for surpluses and transfers. The financial statements report on actual surpluses and transfers in any given budget year.

APPROVED FOR
FIELD TESTING

Related Legislation: [School Act \[RSBC 1996, Part 8, Division 8\]](#), [K-12 Public Education Accumulated Operating Surplus Policy](#), [K-12 Public Education Financial Planning and Reporting Policy](#), [Declaration on the Rights of Indigenous Peoples Act \(DRIPPA\)](#)

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2023-2024 Policy Priority List

Policy No.	Policy Name	Possible Action	Status
Policy 173	Sustainability	<ul style="list-style-type: none"> • New Policy • Public Engagement Plan 	Board Currently working on Engagement Plan
Policy Pro Forma 120	Board Meeting Procedures	Review	Review Feb 2024
Policy 121	Committee Structure	Update PAC agenda structure	Review Feb 2024
Policy 123	Board Representation and Liaison	Review/Revise	Reviewed by Policy Review Committee Jan 2024 to be presented at Feb Meeting of the Board
Policy 130	Trustee Code of Professional and Ethical Conduct	Review/Revise	Review Feb 2024
Policy 140	Communication Protocol for Trustees	Review/Revise	Review Feb 2024
Policy 141	Proposed Trustee Advocacy	New Policy	Review Feb 2024
Section 200	Health & Safety <ul style="list-style-type: none"> • 210 Provision of Menstrual Products to Students • 270 Memorials for Deceased Members of the School Community 	Regular Review 2023-24	Last completed October 2021
Policy 430	Fees, Deposits and Financial Hardship	Review/Revise	
Policy 490	School Closure	Review/Revise	
Section 700	Facility Operations & Transportation <ul style="list-style-type: none"> • 720 Asbestos • 730 Pesticides • 740 Playground Equipment • 750 Heritage • 760 Animals on School District Property • 770 Student Transportation • 771 Transportation for Independent School Students • 780 Transportation Assistance • 791 Naming / Re-Naming of Schools & Facilities 	Regular Review 2023-24	Last Completed September 2020



Section 800	Information & Communications Technology • 840 Use of Video Surveillance	Regular Review 2023-24	Last Completed May 2021
Section 300	Students		Completed March 2022
Section 400	Instruction and School Organization		Completed June 2022
Section 500	Human Resources		Amalgamated in new Policy 170: Human Resources. Rescinded May 09, 2023
Section 600	Finance & Business Operations		Completed February 2023
Section 900	Online Learning		Completed October 2021

Policies Posted for Field Testing

Policy No.	Policy Name	Reason for Revision	Status
Policy 621	Accumulated Operating Surplus	Align with Changes in Legislation	Approved for Field Testing January 2024

Policies Approved in 2023-2024

Policy No.	Policy Name	Reason for Revision	Status
Policy 113	Board Evaluation and Monitoring	Review/Revise	Approved Oct 2023

Policies Rescinded in 2023-2024

Policy No.	Policy Name	Reason for Revision	Status
Policy 230	Child Abuse and Neglect	Rescind	Rescinded January 2024
Policy 240	Anaphylaxis	Rescind	Rescinded January 2024
Policy 311	Illegal Use of Alcohol and Drugs	Rescind	Rescinded January 2024
Policy 320	Student Attendance	Of Operational Nature	Rescinded Oct 2023
Policy 340	Communication	Of Operational Nature	Rescinded Oct 2023





Policy 412	Independent Homeschooler	Of Operational Nature	Rescinded Oct 2023
Policy 440	Extra-Curricular and Co-Curricular Activities	Of Operational Nature	Rescinded Oct 2023
Policy 451	Physical Restraint and Seclusion of Students	Of Operational Nature	Rescinded Oct 2023
Policy 810	Use of Information and Communications Technology	Rescind	Rescinded January 2024
Policy 820	Freedom of Information and Protection of Privacy	Rescind	Rescinded January 2024
Policy 830	Wireless Technology in Schools	Rescind	Rescinded January 2024
Policy 831	Cell Phones & Personal Electronic Devices	Rescind	Rescinded January 2024
Policy 850	Cyber-misconduct	Rescind	Rescinded January 2024
Policy 860	Social Networking-Media	Rescind	Rescinded January 2024

