

**POLICY, OPERATIONS & FINANCE PARTNER ADVISORY COMMITTEE
AGENDA**

TUESDAY, FEBRUARY 11, 2025

3:00 PM – 4:30 PM PST

4:00 PM – 5:30 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. Receiving Presentations/Delegations - Nil

4. Changes or Omissions to Minutes (p. 2)

App. 4

5. New or Ongoing Business

A. 2024-2025 Amended Annual Budget Discussion (p. 4; *45 minutes*)

App. 5A

B. 2025-2026 Budget Development Schedule (p. 30; *10 minutes*)

App. 5B

C. Review of Policies (*30 minutes*)

1) Policy 173: Sustainability and Climate Action (p. 31; *new policy*)

App. 5C.1

2) Policy 410: School Choice and Catchment (p. 39; *regular review*)

App. 5C.2

For reference: draft Administrative Procedure 3101: School Choice,
Student Transfer and Catchment

6. Comments or Questions from the Public Regarding Items in this Agenda

7. Meeting Schedule & Reminders

The next meetings of the Committee are scheduled for April 22 and May 13, 2025.

8. Adjournment



**POLICY, OPERATIONS & FINANCE PARTNER ADVISORY COMMITTEE
MINUTES
TUESDAY, SEPTEMBER 10, 2024**

Board: K. Etheridge, Committee Co-Chair *(via video conference)*
J. Bremner, Committee Co-Chair and Vice Chair
D. Lang, Chair
M. J. Blackmore *(via video conference)*
S. Chew
A. Gribbin *(via video conference)*
S. Nazaroff
M. Shunter
L. Trenaman

Partners C. Bayly, DPAC *(via video conference)*
M. Bennett, CUPE *(via video conference)*
R. Bens, CUPE *(via video conference)*
K. Centrone, CUPE *(via video conference)*
J. Francis, KLPVPA
J. Konken, KLPVPA *(via video conference)*
A. Morrow, DPAC *(via video conference)*
N. Nazaroff, DPAC *(via video conference)*

District Staff: T. Smillie, Superintendent
C. MacArthur, Secretary-Treasurer
L. Carriere, Director of Aboriginal Education
B. Eaton, Director of Instruction – Innovative Learning
D. Holitzki, Assistant Superintendent
C. Singh, Director of Human Resources
S. Bruskowski, Executive Assistant

Guests: David Bond, KPMG *(for agenda item 5B)*

Regrets: C. Kerr, Director of Operations

1. Call to Order

The meeting was called to order at 3:30 PM.

2. Acknowledgement of Aboriginal Territory

3. Receiving Presentations/Delegations - Nil

4. Changes or Omissions to Minutes – Nil

5. New or Ongoing Business

A. 2024-2025 Terms of Reference

The 2024-2025 Terms of Reference were reviewed. As outlined in [Policy 160: Policy Development](#), suggested edits to the terms of reference or any policy can be submitted through a [Policy Pro Forma](#).



B. 2023-2024 Audited Financial Statements

Guest: David Bond, KPMG

Secretary-Treasurer MacArthur welcomed auditor David Bond from KPMG. Mr. Bond presented a clean audit final report. No issues were noted in the audit findings. No internal control deficiencies were flagged and there were no unadjusted errors.

A clean auditor’s opinion was provided to School District No. 8 (Kootenay Lake).

Secretary-Treasurer MacArthur thanked David Bond and his team for their work.

The Superintendent thanked Secretary-Treasurer MacArthur and her team for their work on the audited financial statements.

C. Policy Review

Updates on policies:

- Policy 770: Transportation
- Policy 771: Transportation for Independent School Students
- Policy 780: Transportation Assistance

Superintendent Smillie presented the proposed changes to Policy 770: Student Transportation.

The draft incorporates Policy 771: Transportation for Independent School Students as well as Policy 780: Transportation Assistance. Draft Policy 770 had been posted for field testing. No feedback was received from the public.

Policy 770 was brought to the Meeting of the Board held in Public for approval later that day while policies 771 and 780 were brought to the Board to be rescinded.

6. Comments or Questions from the Public Regarding Items in this Agenda – Nil

7. Meeting Schedule & Reminders

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

Partners were notified to watch out for Policy 173: Climate Action and Sustainability to be posted for field testing on the [district website](#).

8. Adjournment

The meeting was adjourned at 3:48 PM.

Board Chair

Secretary-Treasurer



FROM: Cathy MacArthur, Secretary-Treasurer
DATE: February 11, 2025
SUBJECT: 2024-2025 Amended Annual Budget Discussion

For Information

Background

This memorandum provides information on SD8's proposed 2024-2025 Amended Annual Budget Bylaw.

Information

During the May 14, 2024 Meeting of the Board Held in Public, the Board approved the 2024-2025 Annual Budget. This budget was based on the best information available at that time, including estimated enrolment information. Revenues were based on this estimate. Every year at the end of September all districts perform a student enrolment count and subsequently report the count to the Ministry of Education and Child Care. Provincial grants are adjusted based on the actual enrolment numbers and the Board approves the Amended Annual Budget Bylaw in February each year.

The attached Amended Annual Budget Bylaw and Amended Budget Discussion provides more information on the amended budget compared to the original budget approved at the May 14, 2024 Meeting of the Board Held in Public.

Amended Annual Budget

School District No. 08 (Kootenay Lake)

June 30, 2025



School District No. 08 (Kootenay Lake)

June 30, 2025

Table of Contents

Bylaw	1
Amended Annual Budget - Revenue and Expense - Statement 2	2
Amended Annual Budget - Changes in Net Financial Assets (Debt) - Statement 4	4
Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund - Schedule 1	5
Amended Annual Budget - Operating Revenue and Expense - Schedule 2	6
Schedule 2A - Amended Annual Budget - Schedule of Operating Revenue by Source	7
Schedule 2B - Amended Annual Budget - Schedule of Operating Expense by Object	8
Schedule 2C - Amended Annual Budget - Operating Expense by Function, Program and Object	9
Amended Annual Budget - Special Purpose Revenue and Expense - Schedule 3	11
Schedule 3A - Amended Annual Budget - Changes in Special Purpose Funds	12
Amended Annual Budget - Capital Revenue and Expense - Schedule 4	15

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



AMENDED ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 08 (KOOTENAY LAKE) (called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2024/2025 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. The Board has complied with the provisions of the *Act*, Ministerial Orders, and Ministry of Education and Child Care Policies respecting the Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 08 (Kootenay Lake) Amended Annual Budget Bylaw for fiscal year 2024/2025.
3. The attached Statement 2 showing the estimated revenue and expense for the 2024/2025 fiscal year and the total budget bylaw amount of \$86,135,057 for the 2024/2025 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2024/2025.

READ A FIRST TIME THE _____ DAY OF _____, 2025;

READ A SECOND TIME THE _____ DAY OF _____, 2025;

READ A THIRD TIME, PASSED AND ADOPTED THE _____ DAY OF _____, 2025;

Chairperson of the Board

(Corporate Seal)

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 08 (Kootenay Lake) Amended Annual Budget Bylaw 2024/2025, adopted by the Board the _____ DAY OF _____, 2025.

Secretary Treasurer



School District No. 08 (Kootenay Lake)

Amended Annual Budget - Revenue and Expense
 Year Ended June 30, 2025

	2025 Amended Annual Budget	2025 Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	66,960,772	66,637,000
Operating - Tangible Capital Assets Purchased	504,019	662,000
Special Purpose Funds - Total Expense	14,312,848	13,684,304
Special Purpose Funds - Tangible Capital Assets Purchased	150,000	150,000
Capital Fund - Total Expense	4,059,750	3,869,338
Capital Fund - Tangible Capital Assets Purchased from Local Capital	147,668	
Total Budget Bylaw Amount	86,135,057	85,002,642

Approved by the Board

Signature _____ Chairperson of the Board of Education	<h1 style="font-size: 100px; opacity: 0.5;">DRAFT</h1>	Date Signed _____
Signature _____ Superintendent		Date Signed _____
Signature _____ Secretary/Treasurer		Date Signed _____



School District No. 08 (Kootenay Lake)

Amended Annual Budget - Changes in Net Financial Assets (Debt)
 Year Ended June 30, 2025

	2025 Amended Annual Budget	2025 Annual Budget
	\$	\$
Surplus (Deficit) for the year	(885,477)	(1,226,945)
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(654,019)	(812,000)
From Local Capital	(147,668)	
From Deferred Capital Revenue	(5,812,692)	(3,158,689)
Total Acquisition of Tangible Capital Assets	(6,614,379)	(3,970,689)
Amortization of Tangible Capital Assets	4,059,750	3,869,338
Total Effect of change in Tangible Capital Assets	(2,554,629)	(101,351)
	-	-
(Increase) Decrease in Net Financial Assets (Debt)	(3,440,106)	(1,328,296)



School District No. 08 (Kootenay Lake)

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund
 Year Ended June 30, 2025

	Operating Fund	Special Purpose Fund	Capital Fund	2025 Amended Annual Budget
	\$	\$	\$	\$
Accumulated Surplus (Deficit), beginning of year	7,454,254	-	20,582,736	28,036,990
Changes for the year				
Net Revenue (Expense) for the year	(73,137)	150,000	(962,340)	(885,477)
Interfund Transfers				
Tangible Capital Assets Purchased	(504,019)	(150,000)	654,019	-
Net Changes for the year	(577,156)	-	(308,321)	(885,477)
Budgeted Accumulated Surplus (Deficit), end of year	6,877,098	-	20,274,415	27,151,513



School District No. 08 (Kootenay Lake)

Amended Annual Budget - Operating Revenue and Expense
Year Ended June 30, 2025

	2025 Amended Annual Budget	2025 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	64,245,428	63,605,094
Other	303,850	324,850
Federal Grants	116,410	
Tuition	1,002,150	1,196,250
Other Revenue	636,797	548,398
Rentals and Leases	105,000	90,000
Investment Income	478,000	380,000
Total Revenue	66,887,635	66,144,592
Expenses		
Instruction	49,255,691	49,022,573
District Administration	4,959,296	4,838,570
Operations and Maintenance	9,317,095	9,088,996
Transportation and Housing	3,428,690	3,686,861
Total Expense	66,960,772	66,637,000
Net Revenue (Expense)	(73,137)	(492,408)
Budgeted Prior Year Surplus Appropriation	577,156	1,154,408
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(504,019)	(662,000)
Total Net Transfers	(504,019)	(662,000)
Budgeted Surplus (Deficit), for the year	-	-



School District No. 08 (Kootenay Lake)

Amended Annual Budget - Schedule of Operating Revenue by Source
Year Ended June 30, 2025

	2025 Amended Annual Budget	2025 Annual Budget
	\$	\$
Provincial Grants - Ministry of Education and Child Care		
Operating Grant, Ministry of Education and Child Care	62,976,165	62,906,594
ISC/LEA Recovery	(135,431)	(87,632)
Other Ministry of Education and Child Care Grants		
Pay Equity	300,996	300,996
Funding for Graduated Adults	14,147	14,147
Student Transportation Fund	419,602	419,602
FSA Scorer Grant	8,187	8,187
Labour Settlement Funding	576,762	
NGN Self-Provisioned Site Grant	85,000	43,200
Total Provincial Grants - Ministry of Education and Child Care	64,245,428	63,605,094
Provincial Grants - Other	303,850	324,850
Federal Grants	116,410	-
Tuition		
Continuing Education	40,000	40,000
International and Out of Province Students	962,150	1,156,250
Total Tuition	1,002,150	1,196,250
Other Revenues		
Other School District/Education Authorities	426,018	367,018
Funding from First Nations	135,431	87,632
Miscellaneous		
Private School Bussing	51,348	67,348
Cultural Grants	10,000	10,500
Other Fees	-	11,900
After School Programs	14,000	4,000
Total Other Revenue	636,797	548,398
Rentals and Leases	105,000	90,000
Investment Income	478,000	380,000
Total Operating Revenue	66,887,635	66,144,592



School District No. 08 (Kootenay Lake)

Amended Annual Budget - Schedule of Operating Expense by Object
 Year Ended June 30, 2025

	2025 Amended Annual Budget	2025 Annual Budget
	\$	\$
Salaries		
Teachers	23,697,916	23,281,146
Principals and Vice Principals	4,482,435	4,393,591
Educational Assistants	3,930,582	3,925,608
Support Staff	7,818,666	8,112,498
Other Professionals	2,688,608	2,938,064
Substitutes	3,684,013	3,317,015
Total Salaries	46,302,220	45,967,922
Employee Benefits	11,601,723	11,582,652
Total Salaries and Benefits	57,903,943	57,550,574
Services and Supplies		
Services	2,551,938	2,423,721
Student Transportation	340,421	377,202
Professional Development and Travel	658,484	673,745
Rentals and Leases	122,551	120,751
Dues and Fees	99,210	101,485
Insurance	215,000	200,000
Supplies	3,269,321	3,419,644
Utilities	1,799,904	1,769,878
Total Services and Supplies	9,056,829	9,086,426
Total Operating Expense	66,960,772	66,637,000



School District No. 08 (Kootenay Lake)

Amended Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2025

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	20,410,791	-	-	-	-	2,209,451	22,620,242
1.03 Career Programs							-
1.07 Library Services	87,958	-	-	87,731	-	-	175,689
1.08 Counselling	280,996	-	-	-	-	-	280,996
1.10 Inclusive Education	1,931,883	-	3,775,719	51,830	-	472,061	6,231,493
1.31 Indigenous Education	986,288	-	154,863	-	-	6,219	1,147,370
1.41 School Administration	-	3,989,290	-	1,432,498	235,165	387,833	6,044,786
1.62 International and Out of Province Students	-	184,594	-	83,637	-	-	268,231
Total Function 1	23,697,916	4,173,884	3,930,582	1,655,696	235,165	3,075,564	36,768,807
4 District Administration							
4.11 Educational Administration	-	308,551	-	-	767,331	-	1,075,882
4.40 School District Governance	-	-	-	-	194,820	-	194,820
4.41 Business Administration	-	-	-	369,099	1,026,649	26,892	1,422,640
Total Function 4	-	308,551	-	369,099	1,988,800	26,892	2,693,342
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration	-	-	-	28,886	350,974	1,322	381,182
5.50 Maintenance Operations	-	-	-	3,730,398	-	366,390	4,096,788
5.52 Maintenance of Grounds	-	-	-	188,448	-	24,381	212,829
5.56 Utilities	-	-	-	-	-	-	-
Total Function 5	-	-	-	3,947,732	350,974	392,093	4,690,799
7 Transportation and Housing							
7.41 Transportation and Housing Administration	-	-	-	54,502	113,669	1,053	169,224
7.70 Student Transportation	-	-	-	1,791,637	-	188,411	1,980,048
Total Function 7	-	-	-	1,846,139	113,669	189,464	2,149,272
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	23,697,916	4,482,435	3,930,582	7,818,666	2,688,608	3,684,013	46,302,220

School District No. 08 (Kootenay Lake)

Amended Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2025

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2025 Amended Annual Budget	2025 Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	22,620,242	5,609,138	28,229,380	1,996,768	30,226,148	29,839,495
1.03 Career Programs	-		-	500	500	-
1.07 Library Services	175,689	46,818	222,507	29,800	252,307	174,639
1.08 Counselling	280,996	69,687	350,683	-	350,683	490,749
1.10 Inclusive Education	6,231,493	1,681,339	7,912,832	302,365	8,215,197	8,282,962
1.31 Indigenous Education	1,147,370	289,691	1,437,061	204,982	1,642,043	1,674,275
1.41 School Administration	6,044,786	1,430,121	7,474,907	199,148	7,674,055	7,481,194
1.62 International and Out of Province Students	268,231	42,594	310,825	583,933	894,758	1,079,259
Total Function 1	36,768,807	9,169,388	45,938,195	3,317,496	49,255,691	49,022,573
4 District Administration						
4.11 Educational Administration	1,075,882	235,875	1,311,757	284,592	1,596,349	1,381,143
4.40 School District Governance	194,820	43,835	238,655	244,250	482,905	469,534
4.41 Business Administration	1,422,640	313,703	1,736,343	1,143,699	2,880,042	2,987,893
Total Function 4	2,693,342	593,413	3,286,755	1,672,541	4,959,296	4,838,570
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	381,182	85,530	466,712	328,544	795,256	745,642
5.50 Maintenance Operations	4,096,788	1,113,760	5,210,548	824,300	6,034,848	5,989,135
5.52 Maintenance of Grounds	212,829	62,258	275,087	135,000	410,087	399,029
5.56 Utilities	-	-	-	2,076,904	2,076,904	1,955,190
Total Function 5	4,690,799	1,261,548	5,952,347	3,364,748	9,317,095	9,088,996
7 Transportation and Housing						
7.41 Transportation and Housing Administration	169,224	40,671	209,895	25,438	235,333	281,621
7.70 Student Transportation	1,980,048	536,703	2,516,751	676,606	3,193,357	3,405,240
Total Function 7	2,149,272	577,374	2,726,646	702,044	3,428,690	3,686,861
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	46,302,220	11,601,723	57,903,943	9,056,829	66,960,772	66,637,000

School District No. 08 (Kootenay Lake)

Amended Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2025

	2025 Amended Annual Budget	2025 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	12,721,500	12,431,170
Other	86,348	89,134
Other Revenue	1,640,000	1,300,000
Investment Income	15,000	14,000
Total Revenue	14,462,848	13,834,304
Expenses		
Instruction	14,156,345	13,529,967
Operations and Maintenance	129,640	129,640
Transportation and Housing	26,863	24,697
Total Expense	14,312,848	13,684,304
Net Revenue (Expense)	150,000	150,000
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(150,000)	(150,000)
Total Net Transfers	(150,000)	(150,000)
Budgeted Surplus (Deficit), for the year	-	-



School District No. 08 (Kootenay Lake)
 Amended Annual Budget - Changes in Special Purpose Funds
 Year Ended June 30, 2025

	Annual Facility Grant	Learning Improvement Fund	Special Education Equipment	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK
	\$	\$	\$	\$	\$	\$		\$	\$
Deferred Revenue, beginning of year	-	-		660,329	1,427,071	56,353	-	-	35,974
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	279,640	223,014				160,000	41,650	115,835	759,048
Provincial Grants - Other				30,000	1,600,000				
Other					15,000				
Investment Income									
	279,640	223,014	-	30,000	1,615,000	160,000	41,650	115,835	759,048
Less: Allocated to Revenue Recovered	279,640	223,014	-	30,000	1,615,000	216,353	41,650	115,835	795,022
Deferred Revenue, end of year	-	-	-	660,329	1,427,071	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education and Child Care	279,640	223,014				216,353	41,650	115,835	795,022
Provincial Grants - Other									
Other Revenue				30,000	1,600,000				
Investment Income					15,000				
	279,640	223,014	-	30,000	1,615,000	216,353	41,650	115,835	795,022
Expenses									
Salaries									
Teachers								26,530	51,509
Educational Assistants		173,555							325,927
Support Staff									
Other Professionals								26,360	
Substitutes							25,415		
	-	173,555	-	-	-	-	25,415	52,890	377,436
Employee Benefits		49,459					8,235	14,093	105,663
Services and Supplies	129,640			30,000	1,615,000	216,353	8,000	48,852	311,923
	129,640	223,014	-	30,000	1,615,000	216,353	41,650	115,835	795,022
Net Revenue (Expense) before Interfund Transfers	150,000	-	-	-	-	-	-	-	-
Interfund Transfers									
Tangible Capital Assets Purchased	(150,000)								
	(150,000)	-	-	-	-	-	-	-	-
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 08 (Kootenay Lake)

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2025

	Classroom Enhancement Fund - Overhead	Classroom Enhancement Fund - Staffing	Classroom Enhancement Fund - Remedies	First Nation Student Transportation	Mental Health in Schools	Changing Results for Young Children	Seamless Day Kindergarten	Early Childhood Education Dual Credit Program	Student & Family Affordability
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	-	-	18,261	-	-	8,303	15,934	84,975	203,904
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	236,212	9,304,972	62,084	26,863	55,000		55,400	-	-
Provincial Grants - Other									
Other									
Investment Income									
	<u>236,212</u>	<u>9,304,972</u>	<u>62,084</u>	<u>26,863</u>	<u>55,000</u>	<u>-</u>	<u>55,400</u>	<u>-</u>	<u>-</u>
Less: Allocated to Revenue Recovered	236,212	9,304,972	80,345	26,863	55,000	8,303	71,334	45,975	203,904
								39,000	
Deferred Revenue, end of year	-	-	-	-	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education and Child Care	236,212	9,304,972	80,345	26,863	55,000	8,303	71,334	45,975	203,904
Provincial Grants - Other									
Other Revenue									
Investment Income									
	<u>236,212</u>	<u>9,304,972</u>	<u>80,345</u>	<u>26,863</u>	<u>55,000</u>	<u>8,303</u>	<u>71,334</u>	<u>45,975</u>	<u>203,904</u>
Expenses									
Salaries									
Teachers		7,455,906			44,119				
Educational Assistants							55,100		
Support Staff	125,609								
Other Professionals	49,173								
Substitutes			67,686			7,427			
	<u>174,782</u>	<u>7,455,906</u>	<u>67,686</u>	<u>-</u>	<u>44,119</u>	<u>7,427</u>	<u>55,100</u>	<u>-</u>	<u>-</u>
Employee Benefits	46,430	1,849,066	12,659		10,881	876	15,734		
Services and Supplies	15,000			26,863			500	45,975	203,904
	<u>236,212</u>	<u>9,304,972</u>	<u>80,345</u>	<u>26,863</u>	<u>55,000</u>	<u>8,303</u>	<u>71,334</u>	<u>45,975</u>	<u>203,904</u>
Net Revenue (Expense) before Interfund Transfers	-	-	-	-	-	-	-	-	-
Interfund Transfers									
Tangible Capital Assets Purchased	-	-	-	-	-	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-



School District No. 08 (Kootenay Lake)

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2025

	SEY2KT (Early Years to Kindergarten)	ECL Early Care & Learning	Feeding Futures Fund	Health Career Grants	After School Sports and Arts Grant	Health Promoting School	Donations	Work Experience Enhancement Initiative	TOTAL
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	8,429	-	144,559	5,000	29,848	-	41,243	50,000	2,790,183
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	19,000	175,000	615,090	-					12,128,808
Provincial Grants - Other					50,000	27,000			77,000
Other							10,000		1,640,000
Investment Income									15,000
	19,000	175,000	615,090	-	50,000	27,000	10,000	-	13,860,808
Less: Allocated to Revenue	27,429	175,000	759,649	5,000	59,348	27,000	10,000	50,000	14,462,848
Recovered					20,500				59,500
Deferred Revenue, end of year	-	-	-	-	-	-	41,243	-	2,128,643
Revenues									
Provincial Grants - Ministry of Education and Child Care	27,429	175,000	759,649	5,000				50,000	12,721,500
Provincial Grants - Other					59,348	27,000			86,348
Other Revenue							10,000		1,640,000
Investment Income									15,000
	27,429	175,000	759,649	5,000	59,348	27,000	10,000	50,000	14,462,848
Expenses									
Salaries									
Teachers								21,658	7,599,722
Educational Assistants									554,582
Support Staff									125,609
Other Professionals		144,018	76,375						295,926
Substitutes									100,528
	-	144,018	76,375	-	-	21,658	-	-	8,676,367
Employee Benefits		30,982	16,866			5,342			2,166,286
Services and Supplies	27,429		666,408	5,000	59,348		10,000	50,000	3,470,195
	27,429	175,000	759,649	5,000	59,348	27,000	10,000	50,000	14,312,848
Net Revenue (Expense) before Interfund Transfers	-	-	-	-	-	-	-	-	150,000
Interfund Transfers									
Tangible Capital Assets Purchased									(150,000)
	-	-	-	-	-	-	-	-	(150,000)
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 08 (Kootenay Lake)Amended Annual Budget - Capital Revenue and Expense
Year Ended June 30, 2025

	2025 Amended Annual Budget			2025 Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Investment Income		6,000	6,000	8,000
Amortization of Deferred Capital Revenue	3,091,410		3,091,410	2,976,801
Total Revenue	3,091,410	6,000	3,097,410	2,984,801
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	4,059,750		4,059,750	3,869,338
Total Expense	4,059,750	-	4,059,750	3,869,338
Net Revenue (Expense)	(968,340)	6,000	(962,340)	(884,537)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	654,019		654,019	812,000
Total Net Transfers	654,019	-	654,019	812,000
Other Adjustments to Fund Balances				
Tangible Capital Assets Purchased from Local Capital	147,668	(147,668)	-	
Total Other Adjustments to Fund Balances	147,668	(147,668)	-	
Budgeted Surplus (Deficit), for the year	(166,653)	(141,668)	(308,321)	(72,537)



School District 8
Kootenay Lake

2022-2023 Amended Budget

Prepared February 14, 2023



sd8.bc.ca



**2024-2025 Amended Budget
Superintendent’s Recommendations**

Prepared February 11, 2025

Contents

2024-2025 Amended Annual Budget Summary	1
MOE Funded Full-Time Equivalents (FTE).....	1
Overview of the Amended Annual Budget	1
Operating Fund.....	2
Revenue.....	2
Salaries and Benefits	2
Services and Supplies	3
Special Purpose Funds.....	3
Net Revenue	3
Provincial Grants	4
Capital Fund.....	5
Revenue, Expenses, and Surplus (Deficit).....	5
Capital Acquisitions	6
Amended Annual Budget Bylaw Summary.....	6



2024-2025 Amended Annual Budget Summary

MOE Funded Full-Time Equivalents (FTE)

The table below shows anticipated enrolment of 4,685.875 FTEs compared to 4,754.75 FTEs in the annual budget. The lower enrolments are primarily related to regular students.

	2023-2024	2023-2024	Increase	
	Amended Budget	Annual Budget	FTEs	%
Ministry Operating Grant Funded FTEs				
School Age	4,726.8750	4,753.000	(26.125)	(0.5%)
Adult	3.2500	1.750	1.500	0
Total Ministry Operating Grant Funded FTEs	4,730.1250	4,754.750	(24.625)	(0.5%)

Overview of the Amended Annual Budget

The table below provides an overview of the 2024-2025 amended annual budget and budget bylaw amounts. The district continues to maintain focus on providing excellent student program delivery by keeping emphasis at the classroom level.

	Operating	Special Purpose	Capital	2024-2025	2024-2025	Increase (Decrease)	
				Amended Budget	Annual Budget	\$	%
	\$	\$	\$	\$	\$	\$	%
Revenues	66,887,635	14,462,848	3,097,410	84,447,893	82,963,697	1,484,196	2%
Expenses	66,960,772	14,312,848	4,059,750	85,333,370	84,190,642	1,142,728	1%
Surplus (Deficit) before Inter-fund Transfers	(73,137)	150,000	(962,340)	(885,477)	(1,226,945)	341,468	(28%)
Net Transfers (to) from other funds							
Tangible Capital Assets Purchased	(504,019)	(150,000)	654,019	-	-	-	-
Budgeted Surplus (Deficit), for the year	(577,156)	-	(308,321)	(885,477)	(1,226,945)	341,468	(28%)

In the 2024-2025 Amended Annual Budget, the Board will have an additional \$1.5 million (2%) in resources and will spend \$1.1 million (1%) more to provide educational services compared to the original 2024-2025 Annual Budget. The resulting deficit for all funds before inter-fund transfers is budgeted at \$0.9 million or \$0.3 million lower than originally budgeted.

The Operating Fund deficit of \$0.1 million before inter-fund transfers is budgeted at \$0.4 million lower than originally budgeted. Higher operating revenues (\$0.7 million) are offset by higher operating expenses (\$0.3 million).

The Special Purpose Funds surplus before inter-fund transfers has not changed. The revenues and expenses are \$0.6 million higher than originally budgeted due to available carryforward balances for Ministry of Education and Child Care grants and additional amounts for the School Generated funds. The additional expenses for Special Purpose Funds are related to services and supplies.

The Capital Fund deficit before inter-fund transfers is \$0.1 million higher than originally budgeted due to additional amortization expense.



Operating Fund

Revenue

The amended operating revenue is budgeted at \$66.9 million, \$0.7 million higher than the original budget.

	2024-2025	2024-2025	Increase (Decrease)	
	Amended Budget	Annual Budget	\$	%
	\$	\$	\$	%
Provincial Grants - Ministry of Education and Child Care				
Operating Grant, Ministry of Education and Child Care	62,976,165	62,906,594	69,571	0%
ISC/LEA Recovery	(135,431)	(87,632)	(47,799)	55%
Other Ministry of Education Grants				0%
Pay Equity	300,996	300,996	-	0%
Labour Settlement Funding	576,762	-	576,762	0%
Student Transportation Fund	419,602	419,602	-	0%
Other grants	107,334	65,534	41,800	64%
Total Provincial Grants - MOECC	64,245,428	63,605,094	640,334	1%
Provincial Grants - Other	303,850	324,850	(21,000)	0%
Federal Grants	116,410	-	116,410	0%
Tuition	1,002,150	1,196,250	(194,100)	0%
Other Revenue	636,797	548,398	88,399	0%
Rentals and Leases	105,000	90,000	15,000	0%
Investment Income	478,000	380,000	98,000	0%
	66,887,635	66,144,592	743,043	1%

Additional revenue relates to provincial grants from the Ministry of Education and Child Care (\$640K), federal grants (\$116K), and investment income (\$98K) offset by a reduction in tuition revenue from international students (\$194K) due to lower enrolments. The additional labour settlement funding of \$577K relates to the additional 1% COLA increase for the teachers, support staff and non-educator exempt positions and the 3% increase for educator exempt positions which was not included in the original budget.

Salaries and Benefits

Amended salaries and benefits are budgeted at \$57.9 million, \$0.3 million above the original budget with higher salaries for teachers, principals and vice-principals, and substitutes and lower salaries for support staff and other professionals.

	2024-2025	2024-2025	Increase (Decrease)	
	Amended Budget	Annual Budget	\$	%
	\$	\$	\$	%
Salaries				
Teachers	23,697,916	23,281,146	416,770	2%
Principals and Vice-Principals	4,482,435	4,393,591	88,844	2%
Educational Assistants	3,930,582	3,925,608	4,974	0%
Support Staff	7,818,666	8,112,498	(293,832)	(4%)
Other Professionals	2,688,608	2,938,064	(249,456)	(8%)
Substitutes	3,684,013	3,317,015	366,998	11%
Total Salaries	46,302,220	45,967,922	334,298	1%
Employee Benefits	11,601,723	11,582,652	19,071	0%
	57,903,943	57,550,574	353,369	1%



The differences between the amended and original budget relate to:

- Teachers – Salaries are \$0.4 million higher than originally budgeted due to additional staffing and unanticipated salary differences for budgeted positions.
- Principals and Vice-Principals - Salaries are budgeted \$0.1 million higher than originally budgeted due to less salaries and benefits funded by special purpose funding.
- Educational Assistants - Salaries are consistent with the original budget.
- Support Staff – Salaries are budgeted \$0.3 million lower than originally budgeted due to leaves which are offset by higher substitutes salaries.
- Other professionals – Salaries are budgeted \$0.2 million lower than originally budgeted due to the retirement of a staff member during the year and more salaries and benefits funded by special purpose funding.
- Substitutes – Salaries are budgeted \$0.4 million higher than originally budgeted due to additional support staff and principal and vice-principal costs.

Services and Supplies

Services and supplies as shown below are budgeted at \$9.1 million like the original budget with a higher budgeted amount for services offset by a lower amount for supplies.

	2024-2025	2024-2025	Increase (Decrease)	
	Amended Budget	Annual Budget	\$	%
	\$	\$	\$	%
Services and Supplies				
Services	2,551,938	2,423,721	128,217	5%
Student transportation	340,421	377,202	(36,781)	(10%)
Professional development and travel	658,484	673,745	(15,261)	(2%)
Rentals and leases	122,551	120,751	1,800	1%
Dues and fees	99,210	101,485	(2,275)	(2%)
Insurance	215,000	200,000	15,000	8%
Supplies	3,269,321	3,419,644	(150,323)	(4%)
Utilities	1,799,904	1,769,878	30,026	2%
Total Services and Supplies	9,056,829	9,086,426	(29,597)	(0%)

Special Purpose Funds

Net Revenue

As shown in the table below, net revenue before Inter-fund Transfers for the Special Purpose Funds as shown below is budgeted to remain at \$150K.



	2024-2025	2024-2025	Increase (Decrease)	
	Amended Budget	Annual Budget	\$	%
	\$	\$		
Revenue				
Provincial grants	12,807,848	12,520,304	287,544	2%
Other revenue	1,640,000	1,300,000	340,000	26%
Investment Income	15,000	14,000	1,000	0%
Total Revenue	14,462,848	13,834,304	628,544	5%
Expenses				
Teachers Salaries	7,599,722	7,649,657	(49,935)	(1%)
Principals and Vice-Principals Salaries	-	142,857	(142,857)	(100%)
Educational Assistants Salaries	554,582	574,655	(20,073)	(3%)
Support Staff Salaries	125,609	172,223	(46,614)	(27%)
Other Professionals Salaries	295,926	81,885	214,041	261%
Substitutes Salaries	100,528	31,200	69,328	222%
Total Salaries	8,676,367	8,652,477	23,890	0%
Employee Benefits	2,166,286	2,108,138	58,148	3%
Total Salaries and Benefits	10,842,653	10,760,615	82,038	1%
Services and Supplies	3,470,195	2,923,689	546,506	19%
Total Expenses	14,312,848	13,684,304	628,544	5%
Net Revenue before Inter-fund Transfers	150,000	150,000	-	0%

Revenues and expenses are budgeted at \$14.5 million and \$14.3 million respectively, \$0.6 million higher than originally budgeted. The additional provincial grants relate to carry forwards from 2023-2024. The additional other revenue relates to School Generated Funds. The additional expenses are primarily services and supplies for the School Generated Funds and Feeding Futures program.

Provincial Grants

Provincial grants as shown below are \$0.3 million higher than originally budgeted due to carryforward amounts for the Community Link, Feeding Futures Fund and Strong Start.



	2024-2025	2024-2025	Increase (Decrease)	
	Amended Budget	Annual Budget	\$	%
	\$	\$	\$	%
Provincial Grants				
After School Sports and Arts Grant	59,348	62,134	(2,786)	(4%)
Annual Facility Grant	279,640	279,640	-	0%
Classroom Enhancement Fund	9,621,529	9,610,352	11,177	0%
Community Link*	795,022	750,517	44,505	6%
Early Care & Learning (ECL) Funding to Schools	175,000	175,000	-	0%
Feeding Futures Fund*	759,649	615,090	144,559	24%
Learning Improvement Fund	223,014	223,017	(3)	(0%)
Mental Health in Schools	55,000	55,000	-	0%
Early Childhood Education Dual Credit Program	45,975	80,156	(34,181)	(43%)
OLEP	115,835	89,101	26,734	30%
Ready, Set, Learn*	41,650	39,200	2,450	6%
Seamless Day Kindergarten*	71,334	55,400	15,934	29%
Strong Start*	216,353	160,000	56,353	35%
Student & Family Affordability Fund	203,904	200,000	3,904	2%
Work Experience Enhancement Initiative	50,000	50,000	-	0%
Grants under \$25,000*	94,595	75,697	18,898	25%
Total for Special Purpose Funds	12,807,848	12,520,304	287,544	2%

*Note - Additional revenue relates to carry forwards from prior year not included in original budget

Capital Fund

Revenue, Expenses, and Surplus (Deficit)

The table below shows the budgeted revenue, expenses and deficit for the capital fund.

	2024-2025	2024-2025	Increase
	Amended Budget	Annual Budget	
	\$	\$	\$
Revenues			
Investment Income	6,000	8,000	(2,000)
Amortization Revenue	3,091,410	2,976,801	114,609
	3,097,410	2,984,801	112,609
Expenses			
Amortization Expense	4,059,750	3,869,338	190,412
Deficit before Inter-fund Transfers	(962,340)	(884,537)	(77,803)
Interfund Transfers	654,019	812,000	(157,981)
Surplus (Deficit) after Inter-fund Transfers	(308,321)	(72,537)	(235,784)

Amortization expense is an accounting entry that recognizes use of capital assets over time. It does not require any cash outlay or involve any cash flows. The amortization revenue is budgeted \$0.1 million higher than originally budgeted and amortization expense is budgeted \$0.2 million higher than originally budgeted. The Deficit before Inter-fund Transfers is \$1.0 million, \$0.1 million higher than originally budgeted.



Capital acquisitions funded from transfers are budgeted at \$654K, \$158K lower than originally budgeted. However, additional operations and vehicle purchases of \$147,668 are being funded from Local Capital. Further information on capital acquisitions and funding sources is shown below.

Capital Acquisitions

The table below shows the capital acquisitions and their funding sources.

Description of Capital Asset	Transfer from				2024-2025 Amended Budget
	Transfer from Operating Fund	Special Purpose Funds	Bylaw Capital	Local Capital	
	\$	\$	\$	\$	
Classroom Furniture and Equipment	136,687		33,924		170,611
Operations Equipment and Vehicles	17,332			147,668	165,000
Technology Equipment & Software	350,000				350,000
Building Upgrades		150,000	3,648,871		3,798,871
Buses			2,129,897		2,129,897
	504,019	150,000	5,812,692	147,668	6,614,379

The amended budget shows \$0.7 million in tangible capital asset purchases from the operating and special purpose funds compared to \$0.8 million in the original annual budget. The budgeted tangible capital asset purchases from the operating and special purpose funds include classroom furniture and equipment, operating vehicles, building upgrades and technology assets. The amended budget also includes \$5.8 million in additional capital expenditure funded by MOECC Bylaw Capital for furniture, building upgrades and buses. Operational vehicles are also being funded by Local Capital and operating funds.

Amended Annual Budget Bylaw Summary

The table below summarizes the district's total 2023-2024 Amended Annual Budget Bylaw Amounts.

	2024-2025 Amended Budget	2024-2025 Annual Budget	Increase (Decrease)	
	\$	\$	\$	%
Budget Bylaw Amounts				
Operating - Total Expense	66,960,772	66,637,000	323,772	0%
Operating - Tangible Capital Assets Purchased	504,019	662,000	(157,981)	(24%)
Special Purpose Funds - Total Expense	14,312,848	13,684,304	628,544	5%
Special Purpose Funds - Tangible Capital Assets Purchased	150,000	150,000	-	0%
Capital Fund - Total Expense	4,059,750	3,869,338	190,412	5%
Capital Fund - Tangible Capital Assets Purchased from Local Capital	147,668	-	147,668	0%
Total Budget Bylaw Amounts	86,135,057	85,002,642	1,132,415	1%

The Amended Budget Bylaw Amount of \$86.1 million has increased by \$1.1 million due to additional expenditures in the Operating, Special Purpose and Capital Funds. A portion of the tangible capital purchases are being funded from Local Capital rather than Operating Funds as originally budgeted.



Memorandum to the Board of Education Policy, Operations and Finance Partner Advisory Committee

FROM: Cathy MacArthur, Secretary-Treasurer
DATE: February 11, 2025
SUBJECT: 2025 - 2026 Budget Development Process

For Information

Introduction

This memorandum provides information on the 2025 - 2026 Budget Schedule.

Background

An internal and public consultation process is undertaken to identify budget priorities. The district incorporates those priorities into the preliminary operating budget as directed by the Board. By June 30th each year, the Board must adopt a budget for the upcoming school year.

Information

The public budget consultation process for the 2025-2026 school year is scheduled to commence on March 12, 2025. The schedule as outlined in the table below was approved at the May public Board meeting.

Date	Time	Meeting	Meeting Description/Tasks	Attendees/Responsible	Location
March 12, 2025	n/a	Surveys to KLPVPA, Students & Public	Invitation to comment. Preliminary Draft Budget Posted Online.	Public, Partner Groups and Students	Online Survey & Invitation to Comment
April 8, 2025	9:00PM – 3:00PM	Board Working Session	Preliminary Draft Budget Review.	Trustees	Board Office & Zoom
April 22, 2025	11:00AM – 12:30PM	Indigenous Education Council, KLPVPA, CUPE, KLTF, DPAC	Focused Draft Budget Discussions.	Trustees, Senior Staff & Partner Groups	Board Office & Zoom
April 22, 2025	1:00PM – 2:00PM	Policy, Operations & Finance Partner Advisory Committee Meeting	Preliminary Draft Budget Review.	Trustees, Senior Staff & Committee Members	Board Office & Zoom
April 24, 2025	6:00PM – 7:30PM	Public Webinar	Presentation of Updated Budget, Survey Results, Public Q&A.	Partner Groups & Public	Zoom Webinar
May 13, 2025	1:30PM – 2:30PM	Policy, Operations & Finance Partner Advisory Committee Meeting	Superintendent's Recommended Budget.	Committee Members	Board Office & Zoom
May 13, 2025	5:00PM – 7:00PM	Meeting of the Board held in Public	Superintendent's Recommended Budget. Planned Readings 1, 2 & 3 of Budget Bylaw.	Trustees	Board Office & Zoom



POLICY 173: Climate Action and Sustainability Policy

The Board of Education of School District No. 8 (Kootenay Lake) (“The Board”) commits to responding to climate change, as reinforced in the School District 8 (SD8) Strategic Plan, and this commitment will be demonstrated in an effective and measurable way in its services.

Climate change is being experienced by communities and individuals across the globe. Within SD8, the impacts of climate change have included changes to historical weather patterns, smoke from wildfires, extreme heat and precipitation events, flooding, drought, landslides, avalanches, evacuations, and disruptions to transportation and services, to name a few. It is acknowledged that this list is not exhaustive and that additional, yet unknown impacts can be expected. There is a desire to build widespread awareness and take action to address sustainability and climate change within the district.

The Board’s Sustainability Policy sets a vision for a desired positive future state regarding the School District response to climate change and sets high level direction for SD8 to decrease the impacts of climate change through preparedness, adaptation and climate action, and to contribute to climate change mitigation solutions.

The Board recognizes the interdependence of the environment, the economy and society, and the challenge of balancing all three in building a healthy, sustainable future. The Board believes in the concept of sustainable development as defined by the United Nations World Commission of Environment and Development and is committed to assuming a leadership role, corporately and in school communities, by modelling sound environmental education, operations, and management attitudes and practices.

This policy acknowledges the climate emergency as stated in sources including the Intergovernmental Panel on Climate Change (IPCC), United Nations Sustainable Development Goals, United Nations Climate Action Charter (2016) and B.C.’s Climate Action Charter.

The Board’s policy response to climate action aligns with the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), the Declaration on the Rights of Indigenous Peoples Act, and the Calls to Action from the Truth and Reconciliation Commission. SD8 recognizes and respects Indigenous rights and knowledge in response to climate action. Meaningful engagement and partnership with Indigenous communities is essential in developing sustainable solutions that honour both nature and culture.

Related Legislation: Nil
Related Contract Article: Nil
Adopted:
Amended: Nil



1. Board Responsibility

The Board's responsibilities with respect to this policy are to:

- Govern SD8 based on the educational aspirations of local communities and in accordance with policy direction established by the provincial government (BCSTA 2018).
- Foster opportunities for students and staff to learn about sustainability, climate change and climate action to help build a society that is socially responsible and environmentally sustainable.
- Recognize schools as an important part of healthy, sustainable communities.
- Encourage effective environmental practices and sustainable behaviours, and the development of environmental literacy.
- Act as a positive and constructive partner with communities to build awareness and support for an effective response to climate change.

2. Vision

SD8 envisions this climate action and sustainability policy and related planning and implementation contributing to a positive future in the following three areas:

- 2.1. Education, Awareness and Action - Learning through education, awareness-raising, engagement and action changes mindsets, behaviours and practices.
 - 2.1.1. Students, teachers, administrators, staff, trustees, parents, families, community members, rights holders and Metis partners ("all education partners"):
 - 2.1.1.1. Are engaged and have the critical thinking skills to understand the sustainability, climate and biodiversity crises, including the causes, related data and information, and how these are experienced in their communities now and into the future.
 - 2.1.1.2. Are empowered, have the skills and know how to make decisions and take action to address climate issues.
 - 2.1.1.3. Have a sense of ownership, responsibility and accountability to sustainability and climate action.
 - 2.1.2. Indigenous knowledge and ways of learning regarding climate change and sustainability are honoured and included.
- 2.2. Stewardship - Efficiency and resilience is increased and the SD8's climate impact is reduced.
 - 2.2.1. Efforts in the areas of sustainability, decreasing the impact of climate change, adaptation and resilience are focussed, with goals and targets used to monitor progress.
 - 2.2.2. Work in this area contributes to operational efficiencies and, in some cases, to financial efficiencies over time.

Related Legislation: Nil
Related Contract Article: Nil
Adopted:
Amended: Nil



2.3. Culture - SD8 inspires a response to climate change in schools and in other sectors.

- 2.3.1. SD8 leads by example and demonstrates commitment.
- 2.3.2. Action is informed by a diversity of voices.
- 2.3.3. SD8's commitment to climate action informs and drives decision-making at all levels.
- 2.3.4. Conversations about sustainability and climate change are encouraged.
- 2.3.5. Students are supported in their mental health, fostering the building of climate resilience.

3. Board Commitments

The Board commits to a response to climate change, to encouraging education and courageous conversations about climate change, and to promoting sustainability as part of their commitment to lessening climate impacts and adapting to a changing environment in the following areas:

3.1. Education, Awareness and Action

In support of students, teachers, administrators, staff, trustees, parents, families, community members, rights holders and Metis partners ("all education partners"):

- 3.1.1. Encouraging conversations, learning and action related to sustainability and climate change.
 - 3.1.1.1. Empower education partners to undertake climate action and sustainability projects and make a difference in and out of the classroom.
 - 3.1.1.2. Support opportunities to connect learners to the natural world, empower personal action, and support critical thinking.
 - 3.1.1.3. Support community development and other sustainability and climate action projects in collaboration with key District and community partners.
- 3.1.2. Promoting growth of environmental literacy and ethics
 - 3.1.2.1. Foster informed decision-making and action-planning, providing education partners with opportunities to learn about sustainability, climate change, climate action and transitioning to a more sustainable future.
 - 3.1.2.2. Educational resources are made available that support the development of critical thinking, helping education partners differentiate between reliable data and misinformation.
- 3.1.3. Fostering hope through knowledge, empowerment, engagement and action
 - 3.1.3.1. Project-based and community-oriented student engagement is encouraged in collaboration with education partners.
- 3.1.4. Incorporating Indigenous knowledge, worldview and ways of learning
 - 3.1.4.1. Findings of the Truth and Reconciliation Commission are considered and honoured.
 - 3.1.4.2. Elders are invited to share history and knowledge.

Related Legislation: Nil
Related Contract Article: Nil
Adopted:
Amended: Nil



- 3.1.4.3. First Peoples ecological knowledge is honoured and integrated, including the relationship to nature in which humans are a part of nature and not outside of it.
- 3.1.4.4. Sustainability efforts are aligned with other focus areas like inclusion and reconciliation.

3.2. Stewardship

- 3.2.1. Reducing carbon emissions, conserving energy and water, and making transitions in relation to buildings, infrastructure, transportation, properties, purchasing, programs and services
- 3.2.2. Fostering biodiversity associated with District properties.
- 3.2.3. Considering carbon emissions, biodiversity, energy and water consumption in all decision-making.
- 3.2.4. Fostering programs to reduce consumption and waste, and promoting reuse, recycling and regeneration.
- 3.2.5. Decreasing climate impact through mitigation and adaptation, including considerations regarding the cumulative effects of District decisions and activities.
- 3.2.6. Ensuring accountability by setting goals, measuring and reporting on progress, and using public reporting mechanisms.
- 3.2.7. Advocating for resources to facilitate a transition to more sustainable options.

3.3. Culture

- 3.3.1. Bringing a sustainability lens and considering opportunities for climate change mitigation and adaptation in all areas of planning and decision-making at every level.
- 3.3.2. Fostering collaboration and engagement with education partners in our sustainability and climate-related efforts.
- 3.3.3. Ensuring SD8's sustainability policy and process is understandable and accessible.
- 3.3.4. Cultivating kindness, mindfulness, empathy, adaptability, creativity, community and resilience within the context of climate change.
 - 3.3.4.1. Supporting the mental health of students and staff in relation to understanding and responding to climate change and climate anxiety
- 3.3.5. Leading by example and demonstrating SD8's commitment
 - 3.3.5.1. All education partners' roles are understood.
 - 3.3.5.2. Environmental issues and climate action projects are designed in ways that all learners can contribute.
 - 3.3.5.3. Sustainable behaviour is modeled at every level.
 - 3.3.5.4. Partnerships with organizations and businesses are fostered.

Related Legislation: Nil
Related Contract Article: Nil
Adopted:
Amended: Nil



- 3.3.6. Advocating for funding, including finding opportunities to partner with local and regional organization, to support sustainability and climate response commitments

4. Definitions

As much as possible, the following definitions seek to provide clear and basic understanding of ideas included in this policy. It is recognized that language changes with time, this policy should be regularly reviewed, and its terms and definitions revised as appropriate.

Please note that definitions are grouped and not necessarily in alphabetical order.

Sustainability

A dynamic process that guarantees the persistence of natural and human systems in an equitable manner. Sustainable development is development that meets the needs of the present without compromising the ability of future generations to meet their own needs (WCED, 1987) and balances social, economic and environmental concerns. (IPCC, 2018: Annex 1: Glossary)

Climate change

Climate change refers to long-term shifts in temperatures and weather patterns. Such shifts can be natural, due to changes in the sun's activity or large volcanic eruptions. But since the 1800s, human activities have been the main driver of climate change, primarily due to the burning of fossil fuels like coal, oil and gas.

Burning fossil fuels generates greenhouse gas emissions that act like a blanket wrapped around the Earth, trapping the sun's heat and raising temperatures.

The main greenhouse gases that are causing climate change include carbon dioxide and methane. These come from using fossil fuels for driving a car or heating a building, for example. Clearing land and cutting down forests can also release carbon dioxide. Agriculture, oil and gas operations are major sources of methane emissions. Energy, industry, transport, buildings, agriculture and land use are among the main sectors causing greenhouse gases.

<https://www.un.org/en/climatechange/what-is-climate-change>

Climate Action

Climate action refers to efforts taken to combat climate change and its impacts.

Climate Change Adaptation - Building climate resilience.

B.C.'s climate is changing, and climate scientists are projecting further changes over the next decades. Climate change adaptation involves preparing for these changes and the impacts they will have on natural systems and communities.

<https://www2.gov.bc.ca/gov/content/governments/local-governments/climate-action/adaptation>

Adaptation - adapting to life in a changing climate - involves adjusting to actual or expected future climate. The goal is to reduce our risks from the harmful effects of climate change (like more intense extreme weather events, wildfire, health impacts or food insecurity). It

Related Legislation: Nil
Related Contract Article: Nil
Adopted:
Amended: Nil



also includes making the most of any potential beneficial opportunities associated with climate change (for example, longer growing seasons or increased yields in some regions).
<https://climate.nasa.gov/solutions/adaptation-mitigation/>

Climate Change Mitigation - Reducing risks of climate change.

Climate change mitigation refers to efforts taken to reduce or prevent the emission of greenhouse gases.

<https://www2.gov.bc.ca/gov/content/governments/local-governments/climate-action/adaptation>

Mitigation - reducing climate change - involves reducing the flow of heat-trapping greenhouse gases into the atmosphere, either by reducing sources of these gases (for example, the burning of fossil fuels for electricity, heat, or transport) or enhancing the “sinks” that accumulate and store these gases (such as the oceans, forests, and soil). The goal of mitigation is to avoid human interference with Earth’s climate, “stabilize greenhouse gas levels in a timeframe sufficient to allow ecosystems to adapt naturally to climate change, ensure that food production is not threatened, and to enable economic development to proceed in a sustainable manner” (from the 2014 report on Mitigation of Climate Change from the United Nations Intergovernmental Panel on Climate Change, page 4).

<https://climate.nasa.gov/solutions/adaptation-mitigation/>

Biodiversity

Biological diversity is the variety of life on Earth and the natural patterns it forms. The biodiversity seen today is the result of 4.5 billion years of evolution and, increasingly, of human influence as well. It forms the web of life, of which humans are integral and upon which people and the planet so fully depend. (UNEP, 2020) See also, Canada’s 2030 National Biodiversity Strategy.

Ecological Literacy

A full understanding of the ecological principles of place, normally those aspects of place that are not human. Humans may have an influence or be intertwined in ecological attributes of an ecology but this term has a focus on the natural world and ecological systems.

Environmental literacy

Environmental literacy is knowledge of environmental concepts and issues; the attitudinal dispositions, motivation, cognitive abilities, and skills, and the confidence and appropriate behaviors to apply such knowledge in order to make effective decisions in a range of environmental contexts. Individuals demonstrating degrees of environmental literacy are willing to act on goals that improve the wellbeing of other individuals, societies, and the global environment, and are able to participate in civic life (Hollweg et al. 2011, 15-16).

<https://ed.stanford.edu/sites/default/files/news/images/stanfordsocialecologylab-brief-1.pdf>

Indigenous Knowledge and Climate Change

Indigenous knowledge systems are critical to understanding how climate change will impact communities and natural systems, and support how communities adapt and prepare for these

Related Legislation: Nil
Related Contract Article: Nil
Adopted:
Amended: Nil



changes. This knowledge is often broad, holistic, place based, relational, intergenerational and can be embodied through tangible or less tangible forms. While there is no one definition of Indigenous knowledge as it is unique to each Nation and knowledge holder, it can refer to the understandings, skills and philosophies developed by societies with long histories of interaction with their natural surroundings. For Indigenous Peoples, local knowledge informs decision-making about fundamental aspects of day-to-day life. These cumulative bodies of knowledge are integral to cultural systems that include language, systems of classification, resource use practices, social interactions, ritual and spirituality.

BC Climate Preparedness and Adaptation Strategy: Actions for 2022-2025, <https://www2.gov.bc.ca/assets/gov/environment/climate-change/adaptation/cpas.pdf>

Cumulative effects

Cumulative effects are defined as the changes in the environment caused by multiple interactions among human activities and natural processes, which accumulate across time and space. (Canadian Council of Ministers on the Environment, 2014)

Cumulative effects are changes to environmental, social and economic values caused by the combined effect of past, present and potential future human activities and natural processes. (BC Cumulative Effects Framework, 2024)

References

BC Climate Action Charter <https://toolkit.bc.ca/learn/climate-action-charter/>

BC Climate Preparedness and Adaptation Strategy: Actions for 2022-2025, <https://www2.gov.bc.ca/assets/gov/environment/climate-change/adaptation/cpas.pdf>

BC Cumulative Effects Framework, 2024. <https://www2.gov.bc.ca/gov/content/environment/natural-resource-stewardship/cumulative-effects-framework>

BC School Trustees Association (BCSTA), 2018. [THE-ROLE-OF-BOARDS-AND-TRUSTEES-IN-BC-Digital.pdf](https://www2.gov.bc.ca/assets/gov/education/schools/boards-and-trustees/the-role-of-boards-and-trustees-in-bc-digital.pdf)

Canada's 2030 National Biodiversity Strategy, [Canada's 2030 National Biodiversity Strategy - Canada.ca](https://www2030.ca/national-biodiversity-strategy)

Canadian Council of Ministers on the Environment, 2014. <https://www.canada.ca/en/services/environment/cumulative-effect/about.html>

Declaration on the Rights of Indigenous Peoples Act (Declaration Act, DRIPA), 2019. <https://www2.gov.bc.ca/gov/content/governments/indigenous-people/new-relationship/united-nations-declaration-on-the-rights-of-indigenous-peoples>

Related Legislation: Nil
Related Contract Article: Nil
Adopted:
Amended: Nil



Hollweg, K. S., J. R. Taylor, R. W. Bybee, T. J. Marcinkowski, W. C. McBeth, and P. Zoido. 2011. *Developing a Framework for Assessing Environmental Literacy*. Washington, DC: North American Association for Environmental Education.

IPCC, 2018

<https://www.ipcc.ch/2018/10/08/summary-for-policymakers-of-ipcc-special-report-on-global-warming-of-1-5c-approved-by-governments/>

IPCC, 2018: Annex 1: Glossary

https://www.ipcc.ch/site/assets/uploads/sites/2/2022/06/SR15_Annex1.pdf

United Nations Climate Action

<https://www.un.org/en/climatechange/what-is-climate-change>

United Nations Climate Action Charter, 2016

<https://www.un.org/sustainabledevelopment/climate-action/>

United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP)

https://www.un.org/development/desa/indigenouspeoples/wp-content/uploads/sites/19/2018/11/UNDRIP_E_web.pdf

United Nations Environment Program (UNEP), 2020.

<https://www.unep.org/unep-and-biodiversity>

World Commission on Environment and Development, 1987. *Report of the World Commission on Environment and Development: Our Common Future*.

<https://sustainabledevelopment.un.org/content/documents/5987our-common-future.pdf>

Related Legislation: Nil
Related Contract Article: Nil
Adopted:
Amended: Nil



POLICY 410: School ~~Choice and~~ Catchment Areas

~~As per the School Act, Section 75.1, The Board of Education of School District No. 8 (Kootenay Lake) has established that student admission to district schools shall be guided by the following:~~

- ~~• The admission process should maximize the number of students able to attend their catchment area school in accordance with their wishes.~~
- ~~• The admission process should maximize the student's and parent's ability to choose the school and education program which best meets the student's educational needs.~~
- ~~• The admission process should enable school and District staff to plan the allocation of space and instructional resources to best accommodate demand and to minimize the adjustments required at the beginning of the year.~~

~~the Board of Education of School District No. 8 (Kootenay Lake) will establish a catchment area for each school in the district.~~

~~The Board believes that students should be able to attend their catchment area school, where possible. The Board reserves the right to alter school catchment boundaries at any time and shall determine the nature of any such changes.~~

~~The Board of Education of School District No. 8 (Kootenay Lake) believes that consultation with staff, parents and the public is essential prior to the Board making its final decision with respect to catchment area changes of that school. Following the consultation process, the Board will make a decision on the catchment area. Further information on school catchment areas is provided in AP 3101: School Choice, Student Transfer, and Catchment. A catchment area map is provided on the SD8 website.~~

School Catchments

Wildflower Schools and Late French Immersion

- ~~• The catchment area for this program is open to all students in the District.~~

Adam Robertson Elementary

- ~~• West of 25th Avenue to Kootenay Pass, and North to Sanca Creek on Highway 3A, South to the U.S. border but not including the residences East of Highway 21 and South of 40th Street. The catchment also includes Wynndel Flats.~~

Blewett Elementary

Related Legislation: [School Act \[RSBC 1996, Part 6, Division 2, Section 75.14.1, 85.3, Family Law Act\]](#)

Related Contract Article: Nil

Adopted: May 27, 2003

Amended: October 12, 2010 - December 11, 2019 - April 23, 2019 - June 9, 2020 - June 21, 2022





- Commencing on the South side of the Kootenay River at the Eastern junction of Highway 3A and Granite Road and proceeding West on Granite Road to and including the City of Nelson Power Plant then commencing at and including the Residences on Cora Lynn Road east on Highway 3A to the point of commencement.

Brent Kennedy Elementary

- Commencing in the North on Highway 6 at, but not including, Fire Protection No. 4558, South to and including all of Passmore Back Road on the South side of Little Slokan River, South to the junction of Highways 6 and 3A, East to the junction of Highway 3A and Viewridge Road and including the residences in Cora Lynn Heights, but not including the residences on Cora Linn Road, and West to the established boundary between School District No. 20 (Kootenay- Columbia) and School District No. 8 (Kootenay Lake).

Canyon-Lister Elementary

- Commencing at the junction of Highway 21 and 40th street and then on a straight line East along the South Bank of the Goat River East and South to the International Border, along the International Border to Highway 21 then North on Highway 21 to and including 40th Street, East along Highway 3 to and including Kitchener Road, and East of Kitchener Road to Irishman Creek on Highway 3, South to the International Border.

Crawford Bay Elementary/Secondary

- North of Sanca Creek on Highway 3A.

Erickson Elementary

- From Bear Brook Road East on Lakeview Arrow Creek Road to Highway 3, South along 25th Avenue, East along the North bank of the Goat River to Highway 3.

Hume Elementary

- From Kootenay Lake, South on Park Street to Morgan Street, Southeast on Morgan to View Street, East on View to Regent Street, South on Regent to the Great Northern tracks including Trevor Street, and East along the tracks to Kootenay Lake beyond Bealby Point and from the City of Nelson Boundary to 500m west of Macgregor Road on Highway 3A.

Jewett Elementary

- Includes the communities of Lardeau, Cooper Creek, Meadow Creek, Argenta, Johnson's Landing and Howser.

J.V. Humphries Elementary/Secondary (K to Gr. 7):

- From Coffee Creek, North to Schroeder Creek and West along Highway 31 to Retallack.

J.V. Humphries Elementary/Secondary (Grades 8 - 12):

Related Legislation: [School Act \[RSBC 1996, Part 6, Division 2, Section 75.14.1, 85.3, Family Law Act\]](#)

Related Contract Article: Nil

Adopted: May 27, 2003

Amended: October 12, 2010 - December 11, 2019 - April 23, 2019 - June 9, 2020 - June 21, 2022





- From Coffee Creek North to the boundary between School District No. 8 (Kootenay Lake) and School District No. 10 (Arrow Lakes), along the East side of Kootenay Lake to the end of the road, and West along Highway 31 to Retallack.

Kootenay River Secondary

- East of Kootenay Pass, North to Sanca, South to the International Border and East to Irishman Creek.

L.V. Rogers Secondary

- In the West, commencing at and including the residences on Cora Lynn Road, East to Coffee Creek and South but not including Barrett Creek Road.

Mount Sentinel Secondary School (Grades 7 - 9)

- Commencing in the North on Highway 6 at, but not including, Fire Protection No. 4558 and on the West side of the Slocan River North to, but not including, Fire Protection No. 4680, South to and including all of the Vallican and Passmore Back Roads on both sides of the Little Slocan River to the junction of Highways 6 and 3A, East to the junction of Highway 3A and Viewridge Road and including the residences in Cora Lynn Heights but not including the residences on Cora Lynn Road, and West to the established boundary between School District No. 20 (Kootenay-Columbia) and School District No. 8 (Kootenay Lake), except for those students attending the Outdoor Education Leadership Program (OELP).

Mount Sentinel Secondary School (Grades 9/10 - 12)

- North end of School District No. 8 at Enterprise Creek, South on both sides of the Slocan River to the junction of Highways 6 and 3A, East to the junction of Highway 3A and Viewridge Road and including the residences in Cora Lynn Heights but not including the residences on Cora Lynn Road, and West to the established boundary between School District No. 20 (Kootenay-Columbia) and School District No. 8 (Kootenay Lake), except for those students attending the Valhalla Wilderness Program.

Redfish Elementary

- From 500m West of Macgregor Road on Highway 3A, East to Coffee Creek, including all of Procter and Harrop.

Rosemont Elementary

- From Kootenay Lake along the West shore of Cottonwood Creek to Hall Mines Road extending to the end of Silver King Road, from Silver King Road West to the junction of Knox Road and Granite Road, North to Highway 3A to Government Road, East on Government to Cottonwood Creek.

Salmo Elementary

Related Legislation: [School Act \[RSBC 1996, Part 6, Division 2, Section 75.14.1, 85.3, Family Law Act\]](#)

Related Contract Article: Nil

Adopted: May 27, 2003

Amended: October 12, 2010 - December 11, 2019 - April 23, 2019 - June 9, 2020 - June 21, 2022





- From the South side of Barrett Creek, South to the International Border, East along Highway 3 to Kootenay Pass and West along Highway 3 to the boundary between School District No. 8 (Kootenay Lake) and School District No. 20 (Kootenay Columbia).

Salmo Secondary

- From the South side of Barrett Creek, South to the International Border, East along Highway 3 to Kootenay Pass and West along Highway 3 to the boundary between School District No. 8 (Kootenay Lake) and School District No. 20 (Kootenay-Columbia).

South Nelson Elementary

- From the former Great Northern rail tracks, North on Regent Street to View Street, West on View to Morgan Street, Northwest on Morgan Street to Park Street, but not including the homes on Park Street, to a line drawn north of Park Street to Kootenay Lake, West along Kootenay Lake to the West side of Cottonwood Creek, along Cottonwood Creek, Perrier Road and South to the North side of Barrett Creek.

Trafalgar Middle

- In the West, commencing at and including the residences on Cora Lynn Road, East to 500m West of Macgregor Road on Highway 3A, and South but not including Barrett Creek Road.

W.E. Graham Community (Grades K-6):

- North end of School District No. 8 at Enterprise Creek, South to but not including Fire Protection No. 7487, on Highway 6.

W.E. Graham Community (Grades 7-10)

- North end of School District No. 8 at Enterprise Creek, South on Highway 6 to Williamson's turnaround, including Fire Protection No. 4558 and on the West side of the Slocan River to an including Fire Protection No. 4680, for those students who choose to attend the Outdoor Education Leadership Program (OELP) or the Valhalla Wilderness Program.

Winlaw Elementary

- Commencing South and including Fire Protection No. 7487 on Highway 6 to Williamson's turnaround and including Fire Protection No. 4558, on the West side of the Slocan River commencing at the North end of Avis Road, South to and including all of Vallican Back Road on the north side of the Little Slocan River.

Definitions

- 1.1. "catchment area student" means a person who is:
- of school age, and;

Related Legislation: [School Act \[RSBC 1996, Part 6, Division 2, Section 75.14.1, 85.3, Family Law Act\]](#)

Related Contract Article: Nil

Adopted: May 27, 2003

Amended: October 12, 2010 - December 11, 2019 - April 23, 2019 - June 9, 2020 - June 21, 2022





- ~~is ordinarily resident in the catchment area of the school.~~

1.2. ~~“continuing student” means a school age student in attendance at the school or a designated feeder school who is expected to continue in the educational program for the succeeding school, but does not include a non-District student, a student who withdraws or transfers from the school or educational program before the end of the previous school year, or a student who attended the previous year on a disciplinary transfer.~~

1.3. ~~“District choice programs” are unique programs approved by the Board, such as Late French Immersion, Outdoor Programs, and Academies which are offered at individual schools.~~

1.4. ~~“feeder schools” are schools whose students would normally proceed to the next higher grade in a “receiving school.”~~

1.5. ~~“non-catchment area student” means a person of school age, resident in the School District who is not a resident in the catchment area of the school.~~

1.6. ~~“non-district student” means a person of school age, resident in British Columbia who is not a resident in the School District.~~

1.7. ~~“parent” means “(a) a parent or other person who has guardianship or custody of the student or child, other than a parent or person who, under an agreement or order made under the *Family Law Act* that allocates parental responsibilities, does not have parental responsibilities in relation to the student’s or child’s education, or (b) a person who usually has the care and control of the student or child.”~~

1.8. ~~“ordinarily resident,” is the location where the student normally resides, and is deemed to be that of the student’s parent or guardian unless evidence is produced that the student’s ordinary place of residence during the school year is elsewhere.~~

1.9. ~~“previous school year” means the school year previous to the school year for which the student is applying to enroll in an educational program.~~

1.10. ~~“school district student” means a catchment area student or a non-catchment area student who is ordinarily resident within the boundaries of the School District.~~

2. ~~Determination of Available Space and Facilities~~

2.1. ~~The School Act establishes priorities for enrolment to apply if the Board determines space and facilities are available in a school.~~

2.2. ~~For the purposes of the School Act, space and facilities are available to enroll a student if:~~

2.2.1. ~~there is capacity to provide the student with an educational program appropriate to the student’s needs;~~

2.2.2. ~~there are both physical and educational resources after reasonable enrollment projections have been made, to allow for accommodating of continuing students and district programs located in the school; and,~~

2.2.3. ~~if applicable, there is a Kindergarten program adequate to accommodate the projected enrollment of catchment area students.~~

Related Legislation: [School Act \[RSBC 1996, Part 6, Division 2, Section 75.14.1, 85.3, Family Law Act\]](#)

Related Contract Article: Nil

Adopted: May 27, 2003

Amended: October 12, 2010 - December 11, 2019 - April 23, 2019 - June 9, 2020 - June 21, 2022





- ~~2.3. The Board of Trustees delegates to the Superintendent of Schools or their designate, the decisions whether space and facilities are available in individual schools and educational programs for the purposes of the School Act, in accordance with paragraphs 2.1. and 2.2.~~
- ~~2.4. Decisions will be made in consultation with the Principal of the affected school and will be based on program capacity, including consideration of the following factors in order:~~
- ~~2.4.1. the operating capacity of the school, as determined by the District;~~
 - ~~2.4.2. staff assigned to the school by the District;~~
 - ~~2.4.3. the physical space in which instructional programs operate in the school;~~
 - ~~2.4.4. the ability of the school to provide an appropriate educational program for the applicant and other students; and,~~
 - ~~2.4.5. the needs of other programs located in the school.~~
- ~~2.5. Schools will be organized to provide space for a new catchment cohort of sufficient size to allow the sustainable operation of the school in future years. The size of the new catchment cohort will be established by the Superintendent of Schools or designate.~~
- ~~2.6. Schools at, or approaching, capacity may be designated as ‘full’ by the District. Management of enrolment at schools determined to be full will be overseen by the District. The acceptance of any new out of catchment and/or late transfer applicants will be severely restricted and possibly prohibited altogether at these school sites.~~
- ~~2.7. If space and facilities are determined to be available, enrollment in educational programs at the school will be offered in the following priority order and deadlines, provided that application deadlines and other application requirements are met:~~
- ~~2.7.1. Firstly, any students in attendance in the previous year at the school or continuing on to the secondary or middle school from the feeder elementary school;~~
 - ~~2.7.2. Secondly, new catchment area students or siblings of students who were in attendance in the previous year at a school or continuing on to the middle or secondary school from the feeder elementary school;~~
 - ~~2.7.3. Thirdly, new non-catchment area students, provided they have made their application between 9:00 AM (PT) on the first Monday in January and 4:00 PM (PT) on the last Friday in March;~~
 - ~~2.7.4. Fourthly, new non-district students provided they have made their application between 9:00 AM (PT) on the first Monday in January and 4:00 PM (PT) on the last Friday in March;~~
- ~~2.8. Students who apply after the deadlines will be considered in priority order after students who registered prior to the set deadlines have been placed.~~
- ~~2.9. Waitlists will be established for those not accepted, to be maintained until September 30th.~~

Related Legislation: [School Act \[RSBC 1996, Part 6, Division 2, Section 75.14.1, 85.3, Family Law Act\]](#)

Related Contract Article: Nil

Adopted: May 27, 2003

Amended: October 12, 2010 - December 11, 2019 - April 23, 2019 - June 9, 2020 - June 21, 2022





~~2.10. Re-valuation of space availability will take place periodically from the last Friday in March until the Friday of the first week of school to ensure maximum numbers of requests are met at the earliest time possible.~~

~~2.11. Applicants for enrolment in District choice programs will be separately prioritized.~~

~~3. Tie-breaking~~

~~When applications made otherwise have the same priority, the time and date of application will determine priority between them, unless changes in the School Act allow a determination to be made by the Board, the Superintendent or the Superintendent's designate to determine priority.~~

~~4. Guarantee of an Educational Program~~

~~School District students who apply for enrolment in an educational program will be provided with an educational program in the District, unless a parent of the student consents to a placement outside the School District.~~

~~5. Commitment~~

~~5.1. Students may apply for more than one educational program but may only be enrolled in one. When a student is offered and accepts enrollment in an educational program (in or out of the District), applications for the other programs become invalid.~~

~~5.2. The Superintendent or designate is authorized to enter into reciprocal agreements with other School Districts to review waitlists and enrollment information in order to enforce this policy.~~

~~6. Program Requirements~~

~~Applicants for enrolment must meet all program requirements for the requested educational program and will be subject to any selection process established for that program.~~

~~7. Discretionary Acceptances: Suspended or Expelled Non-District Students~~

~~7.1. Enrolment applications from non-District children may be refused, to a child 16 or older if that student is refusing to comply with the code of conduct or other rules and policies of the Board, or has failed to apply themselves to their studies or is under suspension from a B.C. school and/or has been refused an educational program by a B.C. public school as per s.85 (3) of the School Act.~~

~~7.2. Such application will be referred to the Superintendent or designate for a decision on admission. Admissions may be made subject to terms and conditions.~~

~~8. Communication~~

~~Application periods and enrolment dates will be communicated to the school communities and to the community at large and may also be communicated to other communities within and outside the School District.~~



POLICY 410: School Catchment Areas

As per the School Act, Section 75.1, the Board of Education of School District No. 8 (Kootenay Lake) will establish a catchment area for each school in the district.

The Board believes that students should be able to attend their catchment area school, where possible. The Board reserves the right to alter school catchment boundaries at any time and shall determine the nature of any such changes.

The Board of Education of School District No. 8 (Kootenay Lake) believes that consultation with staff, parents and the public is essential prior to the Board making its final decision with respect to catchment area changes of that school. Following the consultation process, the Board will make a decision on the catchment area. Further information on school catchment areas is provided in AP 3101: School Choice, Student Transfer, and Catchment. A catchment area map is provided on the [SD8 website](#).

School Catchments

Wildflower Schools and Late French Immersion

- The catchment area for this program is open to all students in the District.

Adam Robertson Elementary

- West of 25th Avenue to Kootenay Pass, and North to Sanca Creek on Highway 3A, South to the U.S. border but not including the residences East of Highway 21 and South of 40th Street. The catchment also includes Wynndel Flats.

Blewett Elementary

- Commencing on the South side of the Kootenay River at the Eastern junction of Highway 3A and Granite Road and proceeding West on Granite Road to and including the City of Nelson Power Plant then commencing at and including the Residences on Cora Lynn Road east on Highway 3A to the point of commencement.

Brent Kennedy Elementary

- Commencing in the North on Highway 6 at, but not including, Fire Protection No. 4558, South to and including all of Passmore Back Road on the South side of Little Slokan River, South to the junction of Highways 6 and 3A, East to the junction of Highway 3A and Viewridge Road and including the residences in Cora Lynn Heights, but not including the residences on Cora Linn Road, and West to the established boundary

Related Legislation: [School Act \[RSBC 1996, Part 6, Division 2, Section 75.14.1, 85.3, Family Law Act\]](#)

Related Contract Article: Nil

Adopted: May 27, 2003

Amended: October 12, 2010 - December 11, 2019 - April 23, 2019 - June 9, 2020 - June 21, 2022





between School District No. 20 (Kootenay- Columbia) and School District No. 8 (Kootenay Lake).

Canyon-Lister Elementary

- Commencing at the junction of Highway 21 and 40th street and then on a straight line East along the South Bank of the Goat River East and South to the International Border, along the International Border to Highway 21 then North on Highway 21 to and including 40th Street, East along Highway 3 to and including Kitchener Road, and East of Kitchener Road to Irishman Creek on Highway 3, South to the International Border.

Crawford Bay Elementary/Secondary

- North of Sanca Creek on Highway 3A.

Erickson Elementary

- From Bear Brook Road East on Lakeview-Arrow Creek Road to Highway 3, South along 25th Avenue, East along the North bank of the Goat River to Highway 3.

Hume Elementary

- From Kootenay Lake, South on Park Street to Morgan Street, Southeast on Morgan to View Street, East on View to Regent Street, South on Regent to the Great Northern tracks including Trevor Street, and East along the tracks to Kootenay Lake beyond Bealby Point and from the City of Nelson Boundary to 500m west of Macgregor Road on Highway 3A.

Jewett Elementary

- Includes the communities of Lardeau, Cooper Creek, Meadow Creek, Argenta, Johnson's Landing and Howser.

J.V. Humphries Elementary/Secondary (K to Gr. 7):

- From Coffee Creek, North to Schroeder Creek and West along Highway 31 to Retallack.

J.V. Humphries Elementary/Secondary (Grades 8 - 12):

- From Coffee Creek North to the boundary between School District No. 8 (Kootenay Lake) and School District No. 10 (Arrow Lakes), along the East side of Kootenay Lake to the end of the road, and West along Highway 31 to Retallack.

Kootenay River Secondary

- East of Kootenay Pass, North to Sanca, South to the International Border and East to Irishman Creek.

L.V. Rogers Secondary

Related Legislation: [School Act, Section 75.1](#)

Related Contract Article: Nil

Adopted: May 27, 2003

Amended: October 12, 2010 - December 11, 2019 - April 23, 2019 - June 9, 2020 - June 21, 2022





- In the West, commencing at and including the residences on Cora Lynn Road, East to Coffee Creek and South but not including Barrett Creek Road.

Mount Sentinel Secondary School (Grades 7 - 9)

- Commencing in the North on Highway 6 at, but not including, Fire Protection No. 4558 and on the West side of the Slocan River North to, but not including, Fire Protection No. 4680, South to and including all of the Vallican and Passmore Back Roads on both sides of the Little Slocan River to the junction of Highways 6 and 3A, East to the junction of Highway 3A and Viewridge Road and including the residences in Cora Lynn Heights but not including the residences on Cora Lynn Road, and West to the established boundary between School District No. 20 (Kootenay-Columbia) and School District No. 8 (Kootenay Lake), except for those students attending the Outdoor Education Leadership Program (OELP).

Mount Sentinel Secondary School (Grades 9/10 - 12)

- North end of School District No. 8 at Enterprise Creek, South on both sides of the Slocan River to the junction of Highways 6 and 3A, East to the junction of Highway 3A and Viewridge Road and including the residences in Cora Lynn Heights but not including the residences on Cora Lynn Road, and West to the established boundary between School District No. 20 (Kootenay-Columbia) and School District No. 8 (Kootenay Lake), except for those students attending the Valhalla Wilderness Program.

Redfish Elementary

- From 500m West of Macgregor Road on Highway 3A, East to Coffee Creek, including all of Procter and Harrop.

Rosemont Elementary

- From Kootenay Lake along the West shore of Cottonwood Creek to Hall Mines Road extending to the end of Silver King Road, from Silver King Road West to the junction of Knox Road and Granite Road, North to Highway 3A to Government Road, East on Government to Cottonwood Creek.

Salmo Elementary

- From the South side of Barrett Creek, South to the International Border, East along Highway 3 to Kootenay Pass and West along Highway 3 to the boundary between School District No. 8 (Kootenay Lake) and School District No. 20 (Kootenay Columbia).

Salmo Secondary

- From the South side of Barrett Creek, South to the International Border, East along Highway 3 to Kootenay Pass and West along Highway 3 to the boundary between School District No. 8 (Kootenay Lake) and School District No. 20 (Kootenay-Columbia).

South Nelson Elementary

Related Legislation: [School Act, Section 75.1](#)

Related Contract Article: Nil

Adopted: May 27, 2003

Amended: October 12, 2010 - December 11, 2019 - April 23, 2019 - June 9, 2020 - June 21, 2022





- From the former Great Northern rail tracks, North on Regent Street to View Street, West on View to Morgan Street, Northwest on Morgan Street to Park Street, but not including the homes on Park Street, to a line drawn north of Park Street to Kootenay Lake, West along Kootenay Lake to the West side of Cottonwood Creek, along Cottonwood Creek, Perrier Road and South to the North side of Barrett Creek.

Trafalgar Middle

- In the West, commencing at and including the residences on Cora Lynn Road, East to 500m West of Macgregor Road on Highway 3A, and South but not including Barrett Creek Road.

W.E. Graham Community (Grades K-6):

- North end of School District No. 8 at Enterprise Creek, South to but not including Fire Protection No. 7487, on Highway 6.

W.E. Graham Community (Grades 7-10)

- North end of School District No. 8 at Enterprise Creek, South on Highway 6 to Williamson's turnaround, including Fire Protection No. 4558 and on the West side of the Slokan River to an including Fire Protection No. 4680, for those students who choose to attend the Outdoor Education Leadership Program (OELP) or the Valhalla Wilderness Program.

Winlaw Elementary

- Commencing South and including Fire Protection No. 7487 on Highway 6 to Williamson's turnaround and including Fire Protection No. 4558, on the West side of the Slokan River commencing at the North end of Avis Road, South to and including all of Vallican Back Road on the north side of the Little Slokan River.



AP 3101: School Choice, Student Transfer and Catchment

The District recognizes that a school-age resident of British Columbia can enrol in an educational program in any District and may attend any school, providing there is space available and an appropriate program can be provided for the student at no extra cost to the District.

Eligibility for enrolment is subject to Administrative Procedure 3100: Eligibility for Ministry Funded Enrolment.

All new students, including kindergarten students, must register in their catchment area school prior to beginning the process of transferring to another school.

Definitions

Catchment area student means a person who is:

- of school age, and;
- ordinarily resident (as defined in the School Act) in the catchment area of the school.

District choice programs are unique programs approved by the Board, such as Late French Immersion, Wildflower, and outdoor programs ATLAS and Valhalla Wilderness Program that are offered at individual schools.

Enrolment capacity is when the terms of the Collective Agreement dictate that only two (2) additional spaces are available in the class.

First Nation schools of choice is a school designated by a first nation to be a catchment area school for nominal roll students.

Non-catchment area student/child means a person of school age, resident in the School District who is not a resident in the catchment area of the school.

Non-district student/child means a person of school age, resident in British Columbia, who is not a resident in School District No. 8 (Kootenay Lake).

Ordinarily Resident are students along with their guardian(s) are ordinarily resident in British Columbia as outlined in the School Regulation.

Procedures

Available Space

1. Available space for enrolment in each school shall be determined by the Superintendent.
2. In determining available space, the Superintendent will consider the student enrolment capacity of a school. Student enrolment capacity is determined with reference to the



class size and composition restrictions outlined in the collective agreement. If, for any reason, there are unused classrooms in a school, those classrooms shall not be considered in determining student enrolment capacity.

3. In determining available space, the Superintendent shall also consider whether the school is able to provide an appropriate educational program while maintaining the terms of the collective agreement.

Registration Process

4. The Student Registration Form (3101 Appendix A) must be fully completed by parents/guardians prior to enrolment at the student's catchment school.
5. In addition to space availability, a child's catchment area is the area within which the child's ordinary residence is situated.
6. The District recognizes that whenever District programs exist that transcend school boundaries, the District shall be considered the catchment area for those particular programs.
7. A child's entitlement to enrol at any school or to transfer to another school shall be determined based, in descending order, on the following priorities:
 - 7.1 A nominal roll student in a School of Choice Designated School;
 - 7.2 A catchment area student who completed school at a non-catchment area school in the previous year;
 - 7.3 A catchment area student, including a kindergarten student;
 - 7.4 A non-catchment area student who completed school at a non-catchment area school in the previous year;
 - 7.5 A non-catchment area student with a sibling in the school;
 - 7.6 A non-catchment area student; and,
 - 7.7 A non-district student.
8. Waitlists and Tie-breaking
 - 8.1 Where a school's registration exceeds their available space, applications will be held on a waitlist maintained by the principal of the catchment area school or school of choice. Waitlisted registration will have the date and time of registration recorded.
 - 8.2 When applications have the same priority, the time and date of application will



determine priority between them.

9. The school registration deadline for catchment area schools for all grades is on the last Friday in February each year. Registrations received after this deadline are not guaranteed a space in their catchment area school. This will be subject to available space.
10. Transportation to and from any receiving school that is not in the child's catchment area shall be in accordance with Policy 770 - Transportation. There is no entitlement to public school bus service or transportation assistance for students enrolled in schools outside their catchment area or in Schools of Choice or programs of choice including outdoor academies, French immersion and Wildflower programs.
11. Once a non-catchment area student or a non-district student is accepted into a particular school, that student can remain at that school, with the exception of transfers that fall under section 26.

Transfer Process

Transfer Process Deadline

12. Each year, students and parents/guardians will be given notice that they may, starting on March 1, request transfer to another school for the upcoming school year. Such notice shall be publicized in school newsletters and on the District website.
13. A deadline for transfer requests shall be established by the Superintendent and publicized in school newsletters and on the District website. The deadline for submission of the Student Transfer Form, unless otherwise determined by the Superintendent, will be:
 - 13.1 Grade 10 - 12 Students - Noon (12:00 PM) on the last Friday in March, so students will have access to the graduation program of their choice.
 - 13.2 K- 9 students - Noon (12:00 PM) on the last Wednesday in August, so that students who move into the catchment area during the summer will have priority.
14. If a student wishes to transfer to a school other than their catchment school, the parent/legal guardian must submit a Student Transfer Request Form (3101 Appendix A) according to this administrative procedure.
15. The Student Transfer Request Form must be completed in full and hand- delivered, mailed or electronically sent to the catchment school's principal.
16. The time and date of receipt of the form will be stamped on the Student Request for Transfer Form at the catchment school.
17. Only transfer requests submitted in writing to the receiving principal and signed by



students' parents/guardians shall be considered.

18. School Principals will forward all transfer requests to the Assistant Superintendent who, in consultation with the receiving school principal, shall approve transfers in the following order and process for the next school year:

18.1 Grade 10 - 12 student transfer requests will be determined during the first week of April. The receiving school principal shall inform the previous school principal and the parent prior to April 15.

18.2 K- 9 student transfer requests will be determined by the end of day of the Friday prior to Labour Day. The receiving school principal shall inform the previous school principal and the parent prior to the end of the second week of school.

18.3 Students who have extenuating circumstances or have intensive individual needs and support requirements and request a transfer may have their transfer requests approved prior to the deadline to facilitate transition planning.

19 All transfer requests will be reviewed. In choosing amongst transfer requests of students in the same priority group, the following criteria shall be taken into consideration; that is, whether a transfer request is due to:

19.1 District programs, not single courses;

19.2 Medical needs, including social and emotional; and,

19.3 Family groupings.

Transfer Requests After the Deadline

20 If a non-catchment area student requests transfer after the established deadline, the request shall be determined by the Assistant Superintendent, in consultation with the principals of both schools on the basis of the priorities and criteria outlined in this administrative procedure, provided that there is available space.

21 When there is a transfer request from a middle or high school student after the established deadline, the Assistant Superintendent, according to these procedures and in consultation with the receiving principal shall determine the request as soon as possible or practicable in the case of a catchment area student who is enrolled at a different school, or at any time prior to the commencement of the spring semester in the case of a non-catchment area student.

22 Any transfer request from a non-catchment area student received after commencement of the spring semester shall be considered for the start of the next school year unless there are extenuating circumstances.



- 23 When there is a transfer request from an elementary school student after the established deadline, the Assistant Superintendent, in consultation with the receiving principal shall determine the request as soon as possible in the case of a catchment area child who is enrolled at another school, or at any time prior to February 1 for a non-catchment area child. Any transfer request from a non-catchment area child received after February 1 shall be considered for the start of the next school year unless there are extenuating circumstances.
- 24 At all times, until the student transfer request is approved by the Assistant Superintendent, the student will remain enrolled at their catchment area school.
- 25 At all times, the Assistant Superintendent, in consultation with the receiving principal may refuse a transfer request of a non-catchment area child if the receiving classroom is near enrolment capacity. A classroom is near enrolment capacity when the terms of the Collective Agreement dictate that only two (2) additional spaces are available in the class. The purpose of this discretion is to reserve space for future enrolment of catchment area children. To this extent, the meaning of available space is different for catchment and non-catchment area children.
- 26 Special circumstances may warrant that a non-catchment area student transfers to a secondary school for one semester at the discretion of the Assistant Superintendent. Such a placement does not entitle the student to priority enrolment status at that school.
- 27 Alternate program enrolment follows the Alternate Education Program Referral Inclusive Education Procedure and falls outside of this Student Transfer Process.
- 28 Determinations of transfer requests are not appealable under Board Bylaw #1 - Student/Parent Appeals.
- 29 In determining transfer requests under this administrative procedure, the Assistant Superintendent, in consultation with receiving principals, exercises a delegated legislative function.
- 30 In the case of conflict between the provisions of this administrative procedure and the *School Act*, the latter shall prevail.





Student Transfer Request Form

PLEASE SUBMIT A SEPARATE FORM FOR EACH STUDENT AND RETURN TO THE CURRENT CATCHMENT SCHOOL FOR PRINCIPAL'S SIGNATURE.

THE STUDENT MUST BE REGISTERED AT CATCHMENT AREA SCHOOL PRIOR TO REQUESTING A STUDENT TRANSFER.

Date of Application: _____ Transfer effective for: _____ Received by school: _____
dd/mm/yyyy School Year Date & Time

Student: _____ Date of Birth: _____ Grade: _____
First Name Last Name dd/mm/yyyy Present / For September

Physical Address: _____
Street, City, Postal Code

Phone: _____ Email: _____

Legal Guardian 1 Name: _____ Legal Guardian 2 Name: _____

Phone: _____ Phone: _____

Email: _____ Email: _____

Current or Catchment Area School: _____ Reason for Request: _____
Requested School: _____

Transportation: Bussing to schools outside the student's catchment area will only be provided if space is available on regular routes and is not guaranteed on an ongoing basis. Busing fees will apply. Please contact the Transportation department for availability at 250-354-4871.

Legal Guardian 1 Signature: _____ Date: _____

Legal Guardian 2 Signature: _____ Date: _____

Current Catchment Principal Signature: _____ Date: _____

RECEIVED AT BOARD OFFICE

Date: _____ Time: _____ Approved: Not Approved: Waitlist:

Comments: _____

Assistant Superintendent Signature: _____ Date: _____

