

**MEETING OF THE BOARD HELD IN PUBLIC
AGENDA**

TUESDAY, OCTOBER 13, 2026

5:00 PM – 7:00 PM

In person: Conference Room at Creston Hotel, 1418 Canyon Street in **Creston**

Via video conference: [Zoom](#) - Webinar ID: 657 3277 9733 – Password: 495118

1. Call to Order

2. Acknowledgement of Aboriginal Territory

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

3. Changes to the Proposed Agenda

4. Consent Package Questions (p. 4)

App. 4

5. Adoption of Agenda

Proposed Resolution:

THAT the Agenda for this October 13, 2026 meeting **BE ADOPTED**, as circulated.

6. Receiving Public Presentations – Nil

7. Comments or Questions from the Public regarding items on this Agenda

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

8. Adoption of Minutes (p. 13)

App. 8

Proposed Resolution:

THAT the minutes from the September 8, 2026 Meeting of the Board Held in Public **BE ADOPTED**, as circulated.

9. Future and Action Item Tracking (p. 19)

App. 9

10. Education – Reports from the Superintendent

A. Literacy Continuous Learning Report 2026-2027 (p. 20)

App. 10A

B. Remembrance Day Schedule 2026 (p. 21)

App. 10B

C. Support for Inclusive Education (p. 22)

App. 10C



11. Operations and Finance – Reports from the Secretary-Treasurer

- | | |
|---|----------|
| A. <u>Final Enrolment and Budget Implications</u> (p. 27) | App. 11A |
| B. <u>Amended Capital Budget Bylaw 2026-2027</u> (p. 32) | App. 11B |

Proposed Resolution:

THAT the Board of Education proceed to conclude three readings in one evening for the School District No. 8 (Kootenay Lake) Capital Plan Bylaw No. 2026/27-CPSD8-02.

Proposed Resolution:

WHEREAS in accordance with section 142 of the School Act, the Board of Education of School District No. 8 (Kootenay Lake) (hereinafter called the “Board”) has submitted a capital plan to the Minister of Education (hereinafter called the “Minister”) and the Minister has approved the capital plan or has approved a capital plan with modifications,

NOW THEREFORE in accordance with section 143 of the School Act, the Board has prepared this Amended Capital Bylaw and agrees to do the following:

- (a) Authorize the Secretary-Treasurer to execute a capital project funding agreement(s) related to the capital project(s) contemplated by the capital plan or the capital plan with modifications;
- (b) Upon ministerial approval to proceed, commence the project(s) and proceed diligently and use its best efforts to complete each project substantially as directed by the Minister;
- (c) Observe and comply with any order, regulation, or policy of the Minister as may be applicable to the Board or the capital project(s); and,
- (d) Maintain proper books of account, and other information and documents with respect to the affairs of the capital project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

- 1. The Amended Capital Bylaw of the Board for the 2026/27 Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent dated August 24, 2026, is hereby adopted.
- 2. This Amended Capital Bylaw may be cited as School District No. 8 (Kootenay Lake) Capital Bylaw No. 2026/27- CPSP8-02.”



READ A FIRST TIME the 13th day of October 2026;
READ A SECOND TIME the 13th day of October 2026;
READ A THIRD TIME, PASSED the 13th day of October 2026.

12. Governance and Policy – Nil

13. Human Resources – Nil

14. Trustee Verbal Reports

- A. Student Trustees
- B. Trustees
- C. Chair
- D. British Columbia School Trustee Association (BCSTA)
- E. British Columbia Public School Employers' Association (BCPSEA)
- F. District Parent Advisory Committee (DPAC)
- G. Other

15. Comments or Questions from the Public

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

16. Meeting Schedule and Reminders

- A. Board Meetings

The next Meeting of the Board held in Public is scheduled for November 10, 2026.

17. Adjournment



SCHOOL DISTRICT NO. 8 (KOOTENAY LAKE)
CONSENT PACKAGE – PUBLIC MEETING
OCTOBER 13, 2026

ITEM

The following Consent items are routine items received for information.

- | | |
|---|-------|
| 1. Board Correspondence Package | p. 5 |
| 2. Superintendent's Report October 2026 | |
| 3. Monthly Financial Report – for period ended August 31, 2026 | p. 6 |
| 4. Transactions over 50k – for period ended August 31, 2026 | p. 10 |
| 5. List of Trustee Recusals | p. 12 |
| 6. Indigenous Education Council (IEC) Meeting Minutes | |
| 7. New or significantly revised Administrative Procedures – Nil | |

SCHOOL DISTRICT NO. 8 (KOOTENAY LAKE)

BOARD CORRESPONDENCE PACKAGE

OCTOBER 13, 2026

ITEM

DATE



Monthly Financial Report

For the period ended August 31, 2026



COMMENTS

Operating Expenditure Report

- The budget information is based on the 2026-2027 Budget approved by the Board on May 12, 2026.
- The last column shows whether the salaries expense is incurred based on the school calendar (10 months), or for the whole year (12 months), or a combination of both.
- The Operating Expenditure Report reflects two months of actual District operations and no months of School operations.
- The salaries and benefits are trending as expected based on the budgeted amounts and the applicable months for all employee groups.

Special Purpose Expenditure Report

- The budget information is based on the 2026-2027 Budget approved by the Board on May 12, 2026.
- The Special Purpose Expenditure Report reflects two months of actual District operations and no months of School operations.
- Other than the Annual Facility Grant and Early Care and Learning Fund to Schools, spending for the special purpose funds generally occurs during the school year.



OPERATING EXPENDITURE REPORT

	August 2026 Actuals	2026- 2027 Budget	\$ Available Budget	% Available Budget	Applicable Months
Salaries					
Principal & Vice-Principal Salaries	749,376	4,603,689	3,854,313	84%	12
Teacher Salaries	109,598	23,235,849	23,126,251	100%	10
Educational Assistants	-	4,335,061	4,335,061	100%	10
Support Staff	856,061	7,744,557	6,888,496	89%	10/12
Other Professional Salaries	440,229	2,609,646	2,169,417	83%	12
TOCs/Relief Salaries	58,153	3,551,516	3,493,363	98%	10/12
Total Salaries	2,213,417	46,080,318	43,866,901	95%	
Employee Benefits	456,245	11,896,114	11,439,869	96%	10/12
Total Salaries and Benefits	2,669,662	57,976,432	55,306,770	95%	
Services & Supplies					
Services	115,564	2,250,829	2,135,265	95%	
Student Transportation	-	389,621	389,621	100%	
Professional Development & Travel	27,571	706,358	678,787	96%	
Rentals and Leases	17,198	94,116	76,918	82%	
Dues and Fees	3,606	115,788	112,182	97%	
Insurance	24,996	216,800	191,804	88%	
Supplies	310,485	3,567,869	3,257,384	91%	
Utilities	131,073	1,868,447	1,737,374	93%	
Total Services & Supplies	630,493	9,209,828	8,579,335	93%	
Total Operating Expense	3,300,155	67,186,260	63,886,105	95%	



SPECIAL PURPOSE FUND EXPENDITURE REPORT
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	August 2026 Actuals	2026 - 2027 Budget	\$ Available Budget	% Available Budget
Ministry of Education and Child Care Funds				
Annual Facilities Grant	65,773	279,640	213,867	76%
Classroom Enhancement Fund	-	11,370,783	11,370,783	100%
Community Link	3,980	759,048	755,068	99%
Early Care and Learning Fund to Schools	29,178	175,000	145,822	83%
Feeding Futures	30,053	589,425	559,372	95%
First Nation Transportation	-	30,851	30,851	100%
Health Career Work Experiential Learning	-	1,300	1,300	100%
Learning Improvement Fund	-	215,310	215,310	100%
Mental Health in Schools	-	55,000	55,000	100%
OLEP	2,641	109,758	107,117	98%
National School Food Program	19,958	183,350	163,392	89%
Ready Set Learn	1,011	44,100	43,089	98%
StrongStart	-	170,000	170,000	100%
Work Experience Enhancement Initiative	-	17,288	17,288	100%
Total MOECC Funds	152,594	14,000,853	13,830,971	99%
Other Provincial Special Purpose Funds				
ASSAI	-	50,000	50,000	100%
Health Promoting Schools	-	27,000	27,000	100%
Total MOECC Funds	-	77,000	77,000	100%
Other Special Purpose Funds				
School Scholarships and Bursaries	19,100	30,000	10,900	36%
School Generated Funds	-	2,015,000	2,015,000	100%
Donations	-	25,000	25,000	100%
Total MOECC Funds	19,100	2,070,000	2,050,900	99%
All Special Purpose Funds	171,694	16,147,853	15,958,871	99%



Monthly Transactions over 50K

For the period ended August 31, 2026



PAYMENTS IN AUGUST 2026 OVER \$50K (CHEQUES AND EFT)
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Vendor Name	Amount
Teachers' Pension Fund	\$110,725.46
Receiver General RP0001	\$169,064.12
Receiver General RP0002	\$53,886.78
Pacific Blue Cross	\$190,256.28
PEBT In Trust c/o Morneau Shepell	\$133,713.39
Trainor Mechanical Contractors Ltd	\$67,921.88
Venture Mechanical Systems	\$64,940.40
Receiver General RP0002	\$57,142.52
Receiver General RP0002	\$57,346.03
Minister of Finance	\$58,800.00



LIST OF TRUSTEE RECUSALS
2026-2027

**Date of Meetings held in the
absence of the public with one or
more declared Conflicts of Interest**

Nil

**MEETING OF THE BOARD HELD IN PUBLIC
MINUTES**

TUESDAY, SEPTEMBER 8, 2026

Board:

J. Bremner, Vice-Chair
M. J. Blackmore
S. Chew, Chair
K. Etheridge
A. Gribbin (*via video conference*)
S. Nazarov
M. Shunter
L. Trenaman (*via video conference*)

Student Trustees:

Nil

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
J. Tichauer, Assistant Superintendent
C. Kerr, Director of Operations
H. Kerr, Executive Assistant

Regrets:

D. Lang
C. Singh, Director of Human Resources

1. Call to Order

The meeting was called to order at 5:00 PM

2. Acknowledgement of Aboriginal Territory

3. Changes to the Proposed Agenda - Nil

4. Consent Package Questions - Nil

5. Adoption of Agenda

UPON a motion duly made and seconded it was **RESOLVED:** 26/27-001

THAT the Agenda for this September 8, 2026 meeting **BE ADOPTED**, as circulated.

The motion carried unanimously.

6. Receiving Public Presentations – Nil

7. Comments or Questions from the Public regarding items on this Agenda

8. Adoption of Minutes

UPON a motion duly made and seconded it was **RESOLVED:** 26/27-002



THAT the minutes from the June 9, 2026 Meeting of the Board Held in Public **BE ADOPTED**, as circulated.

The motion carried unanimously.

9. Future and Action Item Tracking

10. Education – Reports from the Superintendent

A. Temporary Superintendent Succession Designate 2026-2027

Superintendent Smillie provided information regarding temporary superintendent succession for the 2026-2027 school year in accordance with [Policy 190 Temporary Superintendent Succession](#). She reported that Assistant Superintendent Jason Tichauer has been designated to assume the responsibilities of Superintendent on an emergency basis should the Superintendent be suddenly unable to fulfil her responsibilities.

B. School Food Programs

Assistant Superintendent Holitzki reported to the Board on the 2025–2026 school food program. She noted that SD8 will receive \$589,425 in Feeding Futures funding along with \$183,350 from the new National School Food Program, which together will expand support for vulnerable students. She noted that approximately 85% of district students accessed food equity programs in 2025-2026. She outlined continued priorities related to equitable food access, Indigenous student food security, local food partnerships, and expanded school food programming.

Additional information was provided to answer trustee questions regarding accessibility of food in the schools and what cultural food offerings are in place.

C. Student Trustee Program and the District Student Voice Framework

Director Eaton provided an overview of the Student Trustee Program and District Student Voice Framework and their role in incorporating student perspectives into district decision-making. He highlighted opportunities for student participation at the Board, district, school, and classroom levels, including the District Student Voice Council and Student Trustee Program. He also highlighted some of the accomplishments of the students in the 2025-2026 school year including the Student Leadership Conference, Mental Health Matters. He noted that connections between Student Trustees and the District Student Voice Council would continue to be strengthened in 2026-2027 to support student input into district planning and continuous improvement.

D. National Day for Truth and Reconciliation

Director Carriere provided an overview of district activities and guiding principles for recognizing the National Day for Truth and Reconciliation on September 29, 2026 at all SD8 schools. She highlighted consultation with the Wuqanqankamik Education Council, which emphasized honouring survivors, strengthening relationships with local Aboriginal communities, including student voice, and ensuring Truth and Reconciliation learning



continued throughout the year. She noted that schools would continue to provide assemblies, learning activities, resources, and community-based opportunities informed by the Council's guidance.

11. Operations and Finance – Reports from the Secretary-Treasurer

A. 2025-2026 Audited Financial Statements

Secretary-Treasurer MacArthur reported that KPMG had presented School District No. 8 (Kootenay Lake) with a clean audit opinion. Secretary-Treasurer MacArthur presented financial results for the year ended June 30. The financial reporting covered the financial results for the operating, special purpose, and capital funds and the Statement of Financial Position.

She noted that the financial statements included a further appropriation within the operating fund of \$1,689,775, bringing the internally restricted operating surplus from \$4,398,277 to \$6,088,052 and the unrestricted operating surplus to \$3,143,944. The district remains in a strong financial position, with unrestricted accumulated operating surplus levels aligned with [Board Policy 621](#) and ministry guidelines. Superintendent Smillie was invited to speak to some of the plans for spending the unrestricted surplus over the next few years. Trustees' questions were answered, including clarification on the unrestricted surplus, and the Superintendent thanked Secretary-Treasurer MacArthur and her team for their work.

UPON a motion duly made and seconded it was **RESOLVED:** 26/27-003

THAT the appropriation of the accumulated surplus for the Operating Fund be increased by \$1,689,775 from \$4,398,277 to \$6,088,052 as stated in note 19 of the audited financial statements of the year ended June 30, 2026, **BE APPROVED.**

The motion carried unanimously.

UPON a motion duly made and seconded it was **RESOLVED:** 26/27-004

THAT the Audited Financial Statements and Financial Discussion & Analysis for the year ended June 30, 2026, **BE APPROVED.**

The motion carried unanimously.

B. 2025-2026 Statement of Financial Information

Secretary-Treasurer MacArthur presented the 2025–2026 Statement of Financial Information (SOFI) to the Board. She explained that the SOFI, required under the Financial Information Act, must be submitted by December 31, 2026, and includes audited financial statements, debt schedules, remuneration and expense reporting, and vendor payments. She confirmed that the report will be posted to the SD8 website.

C. Quarterly Capital Plans Update



Director Kerr presented the quarterly capital plans update, as outlined in the agenda package. In response to Trustees' questions, Director Kerr provided information on Salmo Elementary HVAC costs, Jewett fire smart project funding and described what was involved in the fire smart plan.

D. 2027-2028 Minor Capital Plans Submission

Secretary-Treasurer MacArthur presented the district's draft 2026/27 Minor Capital Plan to the Board as outlined in the agenda package. A submission is required annually by the Ministry of Education and Child Care and requires Board approval prior to submission to the ministry. She outlined proposed projects totaling \$1,864,250 million.

Director Kerr answered inquiries regarding the lifespan of diesel buses compared to electric busses and the process of obtaining them and applying for busses.

UPON a motion duly made and seconded it was **RESOLVED:** 26/27-005

THAT the Board of Education conclude three readings at this meeting for the approval of the submission of the Minor 2027/28 Capital Plan.

The motion carried unanimously.

UPON a motion duly made and seconded it was **RESOLVED:** 26/27-006

THAT the 2027/28 funding request of \$50,250 for kitchen equipment under the Food Infrastructure Program be approved. **READ A FIRST TIME** THE 8th DAY OF September 2026; **READ A SECOND TIME** THE 8th DAY OF September 2026; **READ A THIRD TIME, PASSED** THE 8th DAY OF September 2026.

The motion carried unanimously.

UPON a motion duly made and seconded it was **RESOLVED:** 26/27-007

THAT the 2027/28 funding request of \$1,000,000 for sprinkler upgrades under the School Enhancement Program be approved. **READ A FIRST TIME** THE 8th DAY OF September 2026; **READ A SECOND TIME** THE 8th DAY OF September 2026; **READ A THIRD TIME, PASSED** THE 8th DAY OF September 2026.

The motion carried unanimously.

UPON a motion duly made and seconded it was **RESOLVED:** 26/27-008

THAT the 2027/28 funding request for \$402,000 for HVAC upgrades under the School Enhancement Program be approved. **READ A FIRST TIME** THE 8th DAY OF September 2026; **READ A SECOND TIME** THE 8th DAY OF September 2026; **READ A THIRD TIME, PASSED** THE 8th DAY OF September 2026.

The motion carried unanimously.



UPON a motion duly made and seconded it was **RESOLVED:** 26/27-009

THAT the 2027/28 funding request of \$412,000 for the HVAC upgrades under the Carbon Neutral Capital Program be approved. **READ A FIRST TIME** THE 8th DAY OF September 2026; **READ A SECOND TIME** THE 8th DAY OF September 2026; **READ A THIRD TIME, PASSED** THE 8th DAY OF September 2026.

The motion carried unanimously.

UPON a motion duly made and seconded it was **RESOLVED:** 26/27-010

THAT the 2027/28 funding request for 8 buses be approved. **READ A FIRST TIME** THE 8th DAY OF September 2026; **READ A SECOND TIME** THE 8th DAY OF September 2026; **READ A THIRD TIME, PASSED** THE 8th DAY OF September 2026.

The motion carried unanimously.

12. Governance and Policy – Nil

13. Human Resources – Nil

14. Trustee Verbal Reports

A. Student Trustees - Nil

B. Trustees

- Trustee Trenaman attended the Crawford Bay Graduation Celebration in June with three graduates. It was a lovely celebration of community and family. She offered accolades to the staff and community for the success of the event.
- Trustee Gribbin made mention that Vern Ronmark passed away this week. He was a mentor for many educators in the Creston area.

C. Chair

Chair Chew thanked Trustee Shunter for attending the Salmo graduation ceremony in her place in June. She completed an audit inquiry questionnaire over the summer for the district audit. Coming up she has a Chair's call with BCSTA and BCPSEA, and Student Trustee Orientations.

D. British Columbia School Trustee Association (BCSTA) - Nil

E. British Columbia Public School Employers' Association (BCPSEA) - Nil

F. District Parent Advisory Committee (DPAC) - Nil

G. Other - Nil

15. Comments or Questions from the Public

Superintendent Smillie responded to further questions and comments from the public regarding Mount Sentinel Secondary School's foods course, the French immersion teacher posting at Canyon-Lister Elementary, purchase of diesel buses, and student trustee engagement with the IEC.



16. Meeting Schedule and Reminders

A. Board Meetings

The next Meeting of the Board held in Public is scheduled for October 13, 2026 in **Creston**.

17. Adjournment

The meeting adjourned at 7:10 PM.

Board Chair

Secretary-Treasurer



Board Meeting	Resolution #	Resolution Summary	Resolution	Assignment	Action Taken w/ Date	Complete
Resolutions in Progress						
February 26, 2019	18/19-092	Properties Sell or Defer	WHEREAS there are nine Board owned properties under consideration for sale in the existing 2016-2026 Facilities Plan, which the Board has previously resolved to sell; WHEREAS the Board is currently in the process creating a new facilities plan (the "2019-2029 Facilities Plan"), for which it is currently consulting with stakeholders and has contracted Baragar Systems to provide long-range enrolment projections and demographic analysis; Moved by Trustee Lang , seconded by Trustee Chew: NOW THEREFORE BE IT RESOLVED THAT in line with past Board resolutions, the following property interests be sold forthwith: 1. Former Crawford Bay maintenance yard; 2. Retallack land; 3. Former Yahk Elementary, and; 4. Ymir Land; THAT the sale of the following property interests be deferred until the Board adopts the new 2019-2029 Facilities Plan: 1. Former Al Collinson Elementary; 2. Former Gordon Sargent Elementary; 3. Kin Park in Creston, and; 4. Salmo tennis court & pool land	Secretary-Treasurer	As of July 2026, the following properties have not sold: - Former Crawford Bay maintenance yard; - Ymir Land; - Salmo Tennis Court & Pool Land	In Progress
Standing Resolutions						
Completed Resolutions						
September 8, 2026	26/27-010	Approve 2027-2028 Minor Capital Submission (5)	THAT the 2027/28 funding request for 8 buses be approved. READ A FIRST TIME THE 8th DAY OF September 2026; READ A SECOND TIME THE 8th DAY OF September 2026; READ A THIRD TIME, PASSED THE 8th DAY OF September 2026.			Complete
September 8, 2026	26/27-009	Approve 2027-2028 Minor Capital Submission (4)	THAT the 2027/28 funding request of \$412,000 for the HVAC upgrades under the Carbon Neutral Capital Program be approved. READ A FIRST TIME THE 8th DAY OF September 2026; READ A SECOND TIME THE 8th DAY OF September 2026; READ A THIRD TIME, PASSED THE 8th DAY OF September 2026.			Complete
September 8, 2026	26/27-008	Approve 2027-2028 Minor Capital Submission (3)	THAT the 2027/28 funding request for \$402,000 for HVAC upgrades under the School Enhancement Program be approved. READ A FIRST TIME THE 8th DAY OF September 2026; READ A SECOND TIME THE 8th DAY OF September 2026; READ A THIRD TIME, PASSED THE 8th DAY OF September 2026.			Complete
September 8, 2026	26/27-007	Approve 2027-2028 Minor Capital Submission (2)	THAT the 2027/28 funding request of \$1,000,000 for sprinkler upgrades under the School Enhancement Program be approved. READ A FIRST TIME THE 8th DAY OF September 2026; READ A SECOND TIME THE 8th DAY OF September 2026; READ A THIRD TIME, PASSED THE 8th DAY OF September 2026.			Complete
September 8, 2026	26/27-006	Approve 2027-2028 Minor Capital Submission (1)	THAT the 2027/28 funding request of \$50,250 for kitchen equipment under the Food Infrastructure Program be approved. READ A FIRST TIME THE 8th DAY OF September 2026; READ A SECOND TIME THE 8th DAY OF September 2026; READ A THIRD TIME, PASSED THE 8th DAY OF September 2026.			Complete
September 8, 2026	26/27-005	Reading of Minor Capital Plan Submissions	THAT the Board of Education conclude three readings at this meeting for the approval of the submission of the Minor 2027/28 Capital Plan.			Complete
September 8, 2026	26/27-004	Approve Audited Financial Statements	THAT the Audited Financial Statements and Financial Discussion & Analysis for the year ended June 30, 2026, BE APPROVED .			Complete
September 8, 2026	26/27-003	Approve Appropriation of Accumulated Surplus	THAT the appropriation of the accumulated surplus for the Operating Fund be increased by \$1,689,775 from \$4,398,277 to \$6,088,052 as stated in note 19 of the audited financial statements of the year ended June 30, 2026, BE APPROVED .			Complete
September 8, 2026	26/27-002	Approve Minutes	THAT the minutes from the June 9, 2026 Meeting of the Board Held in Public BE ADOPTED , as circulated.			Complete
September 8, 2026	26/27-001	Approve Agenda	THAT the Agenda for this September 8, 2026 meeting BE ADOPTED , as circulated.			Complete
June 9, 2026	25/26-064	Approve Policy 171	THAT policy 171 BE APPROVED .			Complete



Memorandum to the Board of Education PUBLIC

FROM: Trish Smillie, Superintendent
DATE: October 13, 2026
SUBJECT: Literacy Continuous Learning Report 2026-2027

For Information

Introduction

This memorandum provides an overview of [the Literacy Continuous Learning Report for the 2026-2027](#) school year.

Information

SD8 has a lifelong learning literacy goal for all students from kindergarten through grade twelve:

“Engage each learner to improve and excel in literacy”

The Literacy Continuous Learning Report 2026-2027 reviews student literacy trends in district data and provides a description of the supports, resources and goals that comprise SD8’s commitment to ensuring literacy success for all learners. Action items are prioritized to ensure continuous learning for all learners, including Indigenous learners, learners with diverse abilities, children and youth in care, and English language learners. These action items are connected to the priority areas outlined in the [September 2026 Enhancing Student Learning Report](#).

With the Ministry of Education and Child Care’s renewed focus on K-12 literacy, SD8 continues to strengthen a coherent district-wide approach to literacy assessment, instruction, professional learning, and intervention. Multiple sources of evidence demonstrate areas of student growth while also identifying persistent differences in outcomes, particularly for Indigenous learners and students with disabilities and diverse abilities. Through ongoing analysis, responsive instruction, and targeted supports, SD8 will continue to build on strengths, address areas for growth, and improve literacy outcomes for every learner.



Memorandum to the Board of Education PUBLIC

FROM: Trish Smillie, Superintendent
DATE: October 13, 2026
SUBJECT: Remembrance Day Schedule 2026

For Information

Introduction

This memorandum provides the schedule of 2026 Remembrance Day ceremonies.

Information

Remembrance Day ceremonies are held on the school day immediately preceding Remembrance Day. School staff take this time to ensure our past continues to be remembered at each stage of a student's life.

Trustees are invited to attend their local schools' ceremony. An invitation for November 10, 2026 will be sent by the principal to each trustee.



Memorandum to the Board of Education PUBLIC

FROM: Trish Smillie, Superintendent
DATE: October 13, 2026
SUBJECT: Support for Inclusive Education

For Information

Introduction

This memorandum provides an overview of the process for determining category designation with the Ministry of Education and Child Care for students with disabilities and diverse abilities, and the process for determining inclusive education supports and resources in School District No. 8 (Kootenay Lake).

Background

SD8 follows the direction of the BC Ministry of Education and Child Care with regard to determination of category designations for students. The Ministry's [Inclusive Education Services Manual of Policies, Procedures and Guidelines \(2024\)](#) describes the expectations of the Ministry of Education and Child Care for full inclusion of students with disabilities and diverse needs in their neighbourhood schools and provides procedures to guide the work of school and district staff.

The Ministry of Education and Child Care expects that districts create an inclusive education system where "students with [diverse] needs are fully participating members of a community of learners". In the inclusive system, "all students are entitled to equitable access to learning, achievement and the pursuit of excellence in all aspects of their educational programs".

The Ministry of Education and Child Care's direction to school districts is to "provide a student who has [diverse] needs with an educational program in a classroom where the student is integrated with other students who do not have [diverse] needs, unless the educational needs of the student with [diverse] needs or other students indicate that the educational program for the student with [diverse] needs should be provided otherwise".

Districts who have students with an approved Ministry of Education and Child Care diverse needs designation may receive supplemental funding from the Ministry of Education and Child Care, depending on the student's Ministry designation. This supplemental funding to districts is described by the Ministry of Education and Child Care in [K-12 Funding - Inclusive Education](#).

Unique student funding is determined by the number of students who meet criteria at Level 1, 2 or 3 unique needs, in Categories A-H.

These funds are not allocated to individual students; rather, they form a portion of the district's operating funds.

Unique student funding is provided in the following categories:

- **Level 1 (Categories A & B)** - Includes students with multiple needs who are Physically Dependent or Deaf Blind.



- **Level 2 (Categories C-G)** - Includes students with Moderate/Profound Intellectual Disabilities, with Physical Disabilities or Chronic Health Impairments, with Visual Impairments, with Autism Spectrum Disorder, or students who are Deaf or Hard of Hearing.
- **Level 3 (Category H)** - Includes students requiring Intensive Behaviour Interventions or students with Serious Mental Illness.

The district is not provided supplemental funding for all diverse education designations. Designation categories K-R are included as part of regular operational funds only; there is no supplemental unique needs funding received by the district from the Ministry of Education and Child Care for students in these categories.

Regardless of district funding from the Ministry of Education and Child Care, students are supported according to their presented needs, through classroom teacher adaptations to curriculum and learning environments, assistive technology, in school staff support and/or resources, and in some cases, district staff support and/or resources.

Each student with a Ministry of Education and Child Care category designation has an annually updated Individual Education Plan (IEP) that provides information about the student's strengths, interests, stretches and needs, and guides school and district staff in supporting the student. As the Ministry notes, "some students require small adaptations and minimum levels of support; other students with more complex needs may require detailed planning. The IEP will reflect the complexity of the student's need".

Students with diverse needs are supported in classrooms in a variety of ways. In its fundamental competency-based approach, [BC's curriculum](#) has built-in supports for all students including those with diverse needs. All students are supported to learn about big ideas and to develop their curricular competencies and core competencies.

The IEP for students with diverse needs describes supplemental strategies that staff will use to assist the student in their development and describes possible supports that students may need to access. In the classroom for example, these supports may include materials adapted by the teacher, adapted assessment strategies, learning environment changes, seating changes, augmentative technology, software and hardware in the classroom, tools that support student function, and other assistive supports based on the student's learning profile.

All education staff support students with diverse needs. However, the classroom teacher is the primary support for students with diverse needs and is responsible for designing programs for students with diverse needs and for implementing the strategies described in the IEP.

The teacher's role is described in Sections 17(1) and (2) of the [School Act](#) and the attendant [School Regulation Section 4](#), which prescribe that "the teacher responsible for a student with diverse needs is responsible for designing, supervising and assessing the educational program for that student".

School principals also have a significant role in supporting students with diverse needs, including, "ensuring that a school-based team is operational in the school and facilitating the collaborative efforts of the team members in meeting the diverse needs of students".





Education Assistants may be an additional resource for classrooms with students with diverse needs. In schools, not every classroom, nor every classroom with students with designations has an EA. EAs are assigned, scheduled, and supervised by the school principal. [Section 18 of the School Act](#) describes that "a board may employ persons other than teachers to assist teachers in carrying out their responsibilities and duties" and that education assistants "shall work under the direction of a teacher and the general supervision of a teacher or school principal".

Further background information describing inclusion, IEPs, student supports and roles and responsibilities of staff is included in the linked documents: [BC Ministry of Education and Child Care's Inclusive Education Services: A Manual of Policies, Procedures and Guidelines](#) the [BCTF/CUPE joint paper on the Roles and Responsibilities of Teachers and Education Assistants](#), and [SD8's Inclusive Education Procedures](#).

Information

SD8 promotes learning and well-being for all students including those with designations and works to build staff capacity to support students with designations in schools. Classroom teachers provide the primary support to students, with schools providing caring and inclusive learning environments for all students. SD8 provides resources and supports to help the students who require intensive interventions.

Students and school staff are supported where required, by the District's Inclusive Education Department. This support is in a variety of areas, such as the review and approval of files toward a Ministry of Education and Child Care designation, the review and confirmation of school levels of support for students, the allocation of resources requested by schools, consultation in strategies to support students, supports and/or interventions for students, and in the provision of professional learning, training and mentoring for staff. Inclusive Education staff also work closely with parents, outside agencies, and other government agency supports (such as [Community Living BC](#)).

As is their responsibility through the School Act, classroom teachers design learning experiences that provide students with access to the learning environment and to the curriculum, and support students to demonstrate learning in ways best suited to them.

For students with designated diverse needs, Individual Education Plans (IEPs) provide the classroom teacher and school Inclusion Support Teacher (IST) with information and strategies they can use to create meaningful and effective learning opportunities tailored to students' needs.

Each student in SD8 with a Ministry of Education and Child Care designation has an IEP. This document is a collaborative effort amongst classroom teachers, ISTs in schools, the school counsellor, the school principal, District Inclusive Education staff, the involved Education Assistants, the student, and the student's family. In addition to collaboration amongst the team above, some IEPs draw recommendations from psychoeducational assessment reports generated by school psychologists, as well as medical reports and reports from health agencies such as the Interior Health Children's Assessment Network (IHCAN). On a yearly basis, the IEP is updated at the school to reflect the student's growing strengths, interests, stretches, and needs and how these will be supported within the student's classroom.



There are many forms of support provided to students with diverse needs in SD8, including teaching strategies, environmental changes to the classroom and seating, assistive technology and adaptive software, structural changes such as different break times, and adaptations to classroom materials (such as one-point rubrics, different access points for curriculum, etc).

In some classrooms with students with diverse needs, Education Assistants have been assigned to provide universal supports (to all or groups of students) and potentially to provide more specific targeted and/or essential supports (for some students with specific needs). Essential supports draw information from the student's IEP and are directed by the classroom teacher, the principal, and the IST.

In order to assist schools with the provision of additional resources for each student with diverse needs through the IEP and other information, the parameters from the Ministry of Education and Child Care regarding audit criteria for each designation, the Board of Education's budget determinations, and timelines that guide our work, the District undertakes a comprehensive process each year to provide an allocation for staffing levels that may include Education Assistants and/or Youth and Family Workers.

Collection and Review of Student Support Files

In preparation for the following year's compliance with the Ministry of Education and Child Care's September 1701 reporting, Inclusive Education works with school staff starting in February each year.

According to the [Ministry of Education and Child Care Funding Allocation Category Checklists \(2024\)](#), staff at schools must submit complete information to Inclusive Education for each student for whom a diverse needs designation is being sought. The principal at each school must verify that the information submitted is complete, accurate, and meets the Ministry category checklist.

Submitted student support files are reviewed at the district office by a team of district staff, to determine whether the specific Ministry designation category checklist criteria have been met. Files that do not meet the criteria for Ministry designations are returned to schools to be updated, completed, and re-submitted for a further review if additional information is available.

Assignment of Resources and Supports to Schools

The classroom teacher, school IST, and school principal collaborate through the School-Based Team, to plan the supports needed at the school in order to ensure the inclusion of all students with diverse needs. These supports, as previously indicated, include a variety of possible strategies or resources such as classroom environment changes, adaptations by the teacher for learning activities, access to assistive technology, school IST time in the classroom, learning resources, teacher training, and so on.



In some cases, students in Level 1, 2, or 3 may also benefit from additional staff assigned to the classroom in the form of the IST and/or an education assistant to assist the classroom teacher to implement the IEP goals for a student. The district distributes allocations to schools for specialized teacher and education assistant staffing in the spring of each year so that these resources are ideally in place by September of the upcoming school year.

Conclusion

SD8 provides assistance and resources to schools for students with designated diverse needs in a variety of ways. Staff throughout the district support full inclusion of students with their peers in their classrooms so those students may achieve their IEP goals and ultimately graduate with dignity, purpose and options.



Memorandum to the Board of Education PUBLIC

FROM: Cathy MacArthur, Secretary-Treasurer
DATE: October 13, 2026
SUBJECT: Final Enrolment and Budget Implications

For Information

Introduction

This memorandum provides information on the enrolment determined in the 1701 verification process and the resulting budget update.

Background

The district is required to submit student enrolment data to the Ministry of Education and Child Care for enrolment on September 30th each year. After the initial submission is received, there is a period of data verification by the Ministry of Education and Child Care to account for duplicate enrolments and other anomalies. Once that process is complete, the district receives an echo report around the third week of October that confirms the enrolment.

Information

Overall Enrolments

Total student enrolment in SD8 schools includes online learning students and adult students, as well as students who are unique learners, but does not include homeschool students. The table below provides a comparison of actual Full-Time Equivalent (FTE) enrolments as of September 30, 2026, with both the projected FTEs for the same date and the actual FTEs recorded on September 30, 2025.

Student FTEs	Actual Sept 30, 2026 (A)	Projected Sept 30, 2026 (B)	Actual Sept 30, 2025 (C)	Variance from Projected Sept 30, 2026 (A)-(B)	Variance from Actual Sept 30, 2025 (A)-(C)
Standard, continuing education and alternate schools	4,221.2681	4,214.0000	4,324.0625	7.2681	(102.7944)
Online learning	287.0960	295.0000	299.4375	(7.9040)	(12.3415)
	4,508.3641	4,509.0000	4,623.5000	(0.6359)	(115.1359)

Based on the 1701 enrolment data as of September 30, 2026, total elementary and secondary enrolment in SD8 of 4,508.3641 student FTEs is consistent with the projected figure of 4,509.000 student FTEs. However, this represents a decrease of 115.1359 student FTEs (2.5%) compared to the actual enrolment reported on September 30, 2025.

Enrolment in standard, continuing education, and alternate schools accounts for 94% of the total, while online learning programs (Elev8 - DESK and Elev8 - Homelinks) comprise the remaining 6%. FTEs in standard, continuing education, and alternate schools are 7.2681 above projections and 102.7944 lower than the previous year. Conversely, for online learning enrolment, projected enrolments exceed actual enrolments by 7.9040 student FTEs and is 12.3415 FTEs lower than the prior year.



Unique Student Enrolments

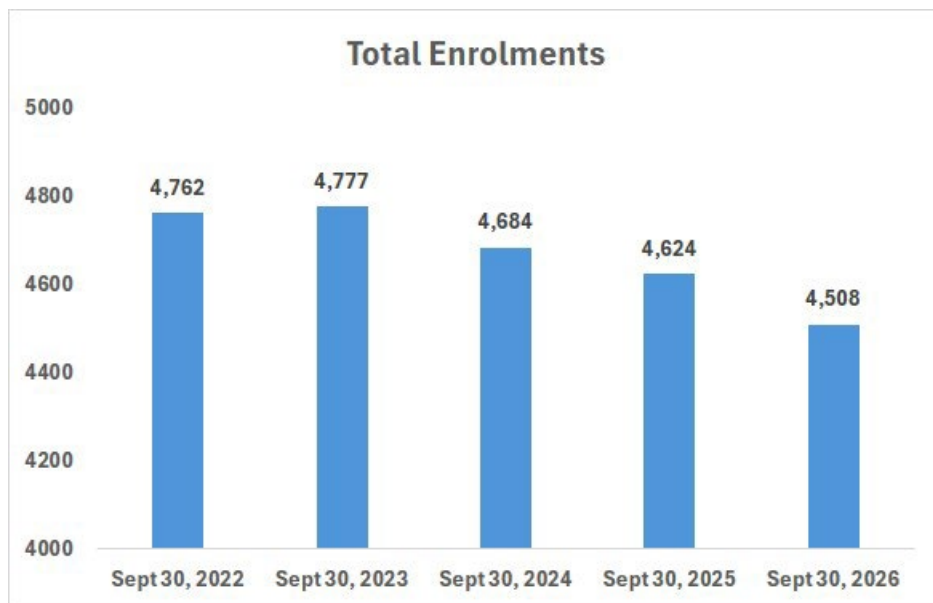
The table below compares actual Full-Time Equivalent (FTE) enrolments for unique student groups as of September 30, 2026, with both projected 2026 FTEs and actual FTEs from September 30, 2025.

Student FTEs	Actual Sept 30, 2026 (A)	Projected Sept 30, 2026 (B)	Actual Sept 30, 2025 (C)	Variance from Projected Sept 30, 2026 (A)-(B)	Variance from Actual Sept 30, 2025 (A)-(C)
Inclusive Education Level 1	-	1.0000	2.0000	(1.0000)	(2.0000)
Inclusive Education Level 2	232.0000	215.0000	224.0000	17.0000	8.0000
Inclusive Education Level 3	9.0000	12.0000	14.0000	(3.0000)	(5.0000)
Total Inclusive Education	241.0000	228.0000	240.0000	13.0000	1.0000
English/French Language Learning	43.0000	67.0000	66.0000	(24.0000)	(23.0000)
Indigenous Education	800.0000	759.0000	795.0000	41.0000	5.0000
Total for Students with Unique Needs	1,084.0000	1,054.0000	1,101.0000	30.0000	(17.0000)

Overall, unique student enrolment is 30 student FTEs above projections but 17 student FTEs lower than the previous year. Students with inclusive education needs are 13 student FTEs above projected levels and 1 student FTE above the 2025 actuals. English/French Immersion language learners for 2026 are below projections by 24 student FTEs and are 23 student FTEs below the prior year. Indigenous student enrolment is 41 student FTEs above projections and 5 student FTEs higher than in 2025.

Historical Enrolments

The chart below shows the September enrolments over the last five years, including September 30, 2026.



Appendix A provides further historical information on enrolments by school. September enrolments increased between September 30, 2022 and September 30, 2023 and have decreased since September 30, 2023.



Change in Operating Grant Funding Compared to Original 2026-2027 Budget

Funding rates have not changed from 2025/26 for the basic per-student allocation, students with inclusive education needs (Level 1 to 3), English/French language learners, Indigenous Education and non-graduated adult education. The following rates are applicable for 2026/27:

Per Student Funding Rates (\$)	Basis of Funding	Funding Per FTE or Headcount
Basic Allocation (standard, continuing education, and alternate schools)	FTE	\$ 9,015
Basic Allocation (online learning)	FTE	\$ 7,280
Students with Inclusive Education Needs - Level 1	Headcount	\$ 51,300
Students with Inclusive Education Needs - Level 2	Headcount	\$ 24,340
Students with Inclusive Education Needs - Level 3	Headcount	\$ 12,300
English / French Language Learners	Headcount	\$ 1,815
Indigenous Education	Headcount	\$ 1,790
Non-graduated Adult Education	FTE	\$ 5,755

The following table presents a comparison between the forecasted operating grant revenue, based on actual Full-Time Equivalent (FTE) enrolments as of September 30, 2026, and the budgeted operating grant revenue for the 2026-2027 school year.

	Student FTEs				\$			
	Actual Sept 30, 2026	Projected Sept 30, 2026	Variance from Projected Sept 30, 2026		Actual Sept 30, 2026	Projected Sept 30, 2026	Variance from Projected Sept 30, 2026	
Basic Allocation (standard, continuing) education, and alternate schools)	4,221.2681	4,214.0000	7.2681	0.2%	38,054,732	37,989,210	65,522	0.2%
Basic Allocation (online learning)	287.0960	295.0000	(7.9040)	(2.7%)	2,090,059	2,147,600	(57,541)	(2.7%)
Basic Allocations	4,508.3641	4,509.0000	(0.6359)	(0.0%)	40,144,791	40,136,810	7,981	0.0%
Students with Inclusive Education Needs - Level 1	0.0000	1.0000	(1.0000)	(100.0%)	-	51,300	(51,300)	(100.0%)
Students with Inclusive Education Needs - Level 2	232.0000	215.0000	17.0000	7.9%	5,646,880	5,233,100	413,780	7.9%
Students with Inclusive Education Needs - Level 3	9.0000	12.0000	(3.0000)	(25.0%)	110,700	147,600	(36,900)	(25.0%)
English / French Language Learners	43.0000	67.0000	(24.0000)	(35.8%)	78,045	121,605	(43,560)	(35.8%)
Indigenous Education	800.0000	759.0000	41.0000	5.4%	1,432,000	1,358,610	73,390	5.4%
Non-graduated Adult Education	4.2500	4.2500	0.0000	0.0%	24,459	24,459	-	0.0%
Unique Student Enrolments	1,088.2500	1,058.2500	30.0000	2.8%	7,292,084	6,936,674	355,410	5.1%
Homeschooling	31.0000	48.0000	(17.0000)	(35.4%)	7,750	12,000	(4,250)	(35.4%)
Other Funding	31.0000	48.0000	(17.0000)	(35.4%)	7,750	12,000	(4,250)	(35.4%)
Supplement for Enrolment Decline					286,059	283,193	2,866	1.0%
Supplement for Funding Protection					-	136,817	(136,817)	(100.0%)
					286,059	420,010	(133,951)	(31.9%)
					47,730,684	47,505,494	225,190	0.5%

The operating grant, excluding funding for salary differential, unique geographic factors and the curriculum learning support fund, is estimated to be \$47.7 million compared to \$47.5 million as originally projected.



Based on September 30, 2026 enrolments, the operating grant revenue from the basic allocation is forecasted to be consistent with the original projections, while revenue from unique student enrolments is expected to exceed projections by \$355,410. Conversely, other funding sources, including homeschooling and course challenges, are expected to decrease by \$4,250.

Within the basic allocation, the increase reflects an increase in funding for standard learners, offset by lower funding for online learners.

Funding for students with inclusive education needs is projected to exceed original projections by \$325,580 and funding for Indigenous Education is projected to exceed original projections by \$73,390. However, funding for English/French Language Learners is projected to be \$43,560 lower than originally projected.

The Enrolment Decline Supplement, which provides funding when school-age FTEs decline by more than 1% from the previous September, is expected to be consistent with the original projections. This supplement provides 50% of the standard per-student funding rate (\$4,508 per FTE) for the portion of the decline in student FTEs exceeding 1%.

Funding Protection is provided to safeguard districts from funding reductions greater than 1.5% compared to the previous fall. The additional funding for unique student enrolments of \$355,410 will result in the district not receiving any funding protection which was originally projected to be \$136,817.



APPENDIX

HISTORICAL ENROLMENTS BY SCHOOL

School	Actual Enrolment - Student FTEs				% Increase (Decrease)		
	Sept 30, 2026	Sept 30, 2025	Sept 30, 2024	Sept 30, 2023	2026 vs 2025	2025 vs 2024	2024 vs 2023
Adam Robertson Elementary	304.0000	309.0000	308.0000	308.0000	(1.6%)	0.3%	0.0%
Blewett Elementary	96.0000	91.0000	97.0000	105.0000	5.5%	(6.2%)	(7.6%)
Brent Kennedy Elementary	167.0000	174.0000	183.0000	203.0000	(4.0%)	(4.9%)	(9.9%)
Canyon Lister Elementary	116.0000	127.0000	119.0000	133.0000	(8.7%)	6.7%	(10.5%)
Crawford Bay Elementary Secondary	57.5471	63.2500	65.5625	68.3750	(9.0%)	(3.5%)	(4.1%)
Elev8 - DESK	154.7201	163.5000	139.1250	125.6875	(5.4%)	17.5%	10.7%
Elev8 - Homelinks	132.3759	135.9375	130.8125	153.6250	(2.6%)	3.9%	(14.8%)
Erickson Elementary	189.0000	191.0000	187.0000	184.0000	(1.0%)	2.1%	1.6%
Hume Elementary	199.0000	210.0000	203.0000	228.0000	(5.2%)	3.4%	(11.0%)
JV Humphries Elementary Secondary	201.0625	199.8125	189.0000	198.6250	0.6%	5.7%	(4.8%)
Jewett Elementary	7.0000	11.0000	19.0000	13.0000	(36.4%)	(42.1%)	46.2%
Kootenay River Secondary	502.9239	511.5000	563.4375	579.0000	(1.7%)	(9.2%)	(2.7%)
LV Rogers Secondary	554.0000	540.6250	562.5000	577.8750	2.5%	(3.9%)	(2.7%)
Mount Sentinel Secondary	300.6250	297.6250	291.7500	274.9375	1.0%	2.0%	6.1%
REACH Alternate	8.0000	11.0000	11.0000	7.0000	(27.3%)	0.0%	57.1%
Redfish Elementary	91.0000	107.0000	107.0000	98.0000	(15.0%)	0.0%	9.2%
Rosemont Elementary	111.0000	111.0000	125.0000	123.0000	0.0%	(11.2%)	1.6%
Salmo Elementary	155.0000	149.0000	139.0000	136.0000	4.0%	7.2%	2.2%
Salmo Secondary	127.3596	135.0000	150.9375	143.0000	(5.7%)	(10.6%)	5.6%
Sequoia Centre	6.0000	10.0000	15.0000	8.0000	(40.0%)	(33.3%)	87.5%
South Nelson Elementary	167.0000	180.0000	184.0000	203.0000	(7.2%)	(2.2%)	(9.4%)
Trafalgar Middle	518.0000	543.0000	558.0000	563.0000	(4.6%)	(2.7%)	(0.9%)
W. E. Graham Community	80.7500	82.2500	70.0000	74.0000	(1.8%)	17.5%	(5.4%)
Wildflower	174.0000	175.0000	172.0000	174.0000	(0.6%)	1.7%	(1.1%)
Winlaw Elementary	89.0000	95.0000	94.0000	96.0000	(6.3%)	1.1%	(2.1%)
	4,508.3641	4,623.5000	4,684.1250	4,777.1250	(2.5%)	(1.3%)	(1.9%)



Memorandum to the Board of Education PUBLIC

FROM: Cathy MacArthur, Secretary-Treasurer
DATE: October 13, 2026
SUBJECT: Amended Capital Budget Bylaw 2026-2027

For Approval

Introduction

This memorandum provides information on the approved minor capital projects under the Annual Capital Bylaw No. 2026/27 CPSD08-02 which includes additional funding of \$250,000 for a Salmo Elementary HVAC upgrade.

Information

The following minor capital projects have been approved under the School Enhancement Program (SEP), Carbon Neutral Capital Program (CNCP), and Bus Acquisition Program (BUS) and will proceed to design, tender, and construction. These projects are required to be completed by March 31, 2027:

Facility Name	Funding Source	Description	Amount
Trafalgar Middle School	SEP	Plumbing Upgrades	\$1,000,000
Hume Elementary	CNCP	HVAC Upgrades	\$463,000
Salmo Elementary	CNCP	HVAC Upgrades	\$250,000
District (10084)	BUS	ELECTRIC - Type C with wheelchair space(s)	TBD
District (10085)	BUS	INTERNAL COMBUSTION ENGINE - Type C with wheelchair space(s)	TBD
District (A3081)	BUS	INTERNAL COMBUSTION ENGINE - Type C with 0 wheelchair space(s)	TBD
			\$1,713,000

Attached is the Annual Capital Bylaw No. 2026/27-CPSD8-02 for the Board's consideration and approval.

Recommendation

To approve the Bylaw in one evening requires the unanimous consent of the Board. The motion below and the attached Annual Capital Bylaw is presented for the Board's consideration and approval:

...**THAT** the Board of Education proceed to conclude three readings in one evening for the School District No. 8 (Kootenay Lake) Capital Plan Bylaw No. 2026/27-CPSD8-02.



CAPITAL BYLAW NO. 2026/27-CPSD8-02
CAPITAL PLAN 2026/27

WHEREAS in accordance with section 142 of the School Act, the Board of Education of School District No. 8 (Kootenay Lake) (hereinafter called the "Board") has submitted a capital plan to the Minister of Education (hereinafter called the "Minister") and the Minister has approved the capital plan or has approved a capital plan with modifications,

NOW THEREFORE in accordance with section 143 of the School Act, the Board has prepared this Capital Bylaw and agrees to do the following:

- (a) Authorize the Secretary-Treasurer to execute a capital project funding agreement(s) related to the capital project(s) contemplated by the capital plan or the capital plan with modifications;
- (b) Upon ministerial approval to proceed, commence the capital project(s) and proceed diligently and use its best efforts to complete each capital project substantially as directed by the Minister;
- (c) Observe and comply with any order, regulation, or policy of the Minister as may be applicable to the Board or the capital project(s); and,
- (d) Maintain proper books of account, and other information and documents with respect to the affairs of the capital project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

- 1. The Capital Bylaw of the Board for the 2026/27 Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated August 24, 2026, is hereby adopted.
- 2. This Capital Bylaw may be cited as School District No. 8 (Kootenay Lake) Capital Bylaw No. 2026/27-CPSD8-02.

READ A FIRST TIME THE 13th DAY OF October 2026;
READ A SECOND TIME THE 13th DAY OF October 2026;
READ A THIRD TIME, PASSED THE 13th DAY OF October 2026.

APPLY CORPORATE SEAL

Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 8 (Kootenay Lake) Capital Bylaw No. 2026/27-CPSD8-02 adopted by the Board the 13th DAY OF October 2026.

Secretary-Treasurer





August 24, 2026
Our Ref. 28095

Trish Smillie
Superintendent
Kootenay Lake School District (SD08)

Email Address: trish.smillie@sd8.bc.ca

Dear Trish Smillie:

Thank you for your organization's Capital Plan Submission, which was provided last year to the Ministry of Infrastructure.

This **AMENDED** letter provides:

- 1) Direction for advancing supported capital projects in your submission (Appendix A):

Funding allocation for minor capital projects

Facility Name	Program Project Description	Amount funded by Ministry
Salmo Elementary	CNCP - HVAC Upgrades	\$250,000

- 2) Important information regarding your upcoming Capital Planning submission (Appendix B).

Due to the amendments, a newly signed/dated Capital Plan Bylaw will be required (using the Capital Plan Bylaw # shown at the top of Appendix A), which you will need to upload into MyCAPS.

.../2



If the amendment pertains to a minor capital project(s), then a newly signed/dated **AMENDED** Annual Programs Funding Agreement (see attached) will also be required, which you will need to email to CMB@gov.bc.ca

If the amendment pertains to a child care capital project(s), then a newly signed/dated Child Care Programs Funding Agreement (see attached) will also be required, which you will need to email to CMB@gov.bc.ca

Please see all **bolded** projects below for detailed information

If you have questions about the information provided, please reach out to me or the contacts provided in the attached materials.

Sincerely,



Damien Crowell
Deputy Minister

pc: Cathy Macarthur, Secretary-Treasurer, Kootenay Lake School District (SD08)

Education and Child Care Capital Branch



Appendix A **(AMENDED)**: Direction for advancing supported capital projects

Capital Bylaw No.: 2026/27-CPSD08-02

Projects in Business Case Development

New Projects

There are no new projects identified at this time to proceed to business case development.

Minor Capital Projects

The table below reflects minor capital projects that are approved for funding and can proceed to procurement in the following program areas:

- School Enhancement Program (SEP)
- Food Infrastructure Program (FIP)
- Carbon Neutral Capital Program (CNCP)
- Building Envelope Program (BEP)
- Playground Equipment Program (PEP)
- Bus Acquisition Program (BUS)

Funding allocation for minor capital projects

Facility Name	Program/Project Description	Amount funded by Ministry
Trafalgar Middle	SEP - Plumbing Upgrades	\$1,000,000
Hume Elementary	CNCP - HVAC Upgrades	\$463,000
Salmo Elementary	CNCP - HVAC Upgrades	\$250,000
10084	ELECTRIC - Type C with 2 wheelchair space(s)	TBD
10085	INTERNAL COMBUSTION ENGINE - Type C with 2 wheelchair space(s)	TBD
A3081	INTERNAL COMBUSTION ENGINE - Type C with 0 wheelchair space(s)	TBD

These projects are now to proceed to design, tender and construction and to be completed by March 31, 2027.

School bus purchase approvals will have funding amounts confirmed after school districts place their order(s) with bus vendors through the upcoming Bus Standing Offer process.



Note the Ministry will provide funding for Type A2 and Type C buses, however, will not provide funding towards new or replacement Type D buses. School districts that wish to purchase a Type D bus may do so, however will be required to pay the difference in cost between the Type D bus and the Type C funding provided by the Ministry.

Bus funding amounts will be as identified in the Bus Standing Offer for the base cost of the chosen Type A2 or Type C bus, plus up to \$20,000 per bus in options, plus cost of wheelchair spaces (if applicable), plus cost of seat belted seats (if applicable), plus GST and PST.

The Ministry will not provide additional funding or compensation for any costs or fees associated with the Bus Standing Offer.

Please refer to the attached 2026/27 School Bus Purchasing Letter for additional details.

If the amendments pertain to a minor capital project (s), then an **AMENDED** Annual Programs Funding Agreement (APFA) accompanies this Letter which outlines specific Ministry and Board-related obligations associated with the approved Minor Capital projects for the 2026/27 fiscal year. Please email a signed/dated copy of the **AMENDED** Annual Programs Funding Agreement to the Ministry at CMB@gov.bc.ca

If the amendments pertain to a child care capital project(s), then a Child Care Programs Funding Agreement (CCPFA) accompanies this Letter which outlines specific Ministry and Board-related obligations associated with the approved Child Care Capital projects for the 2026/27 fiscal year. Please email a signed/dated copy of the Child Care Capital Programs Funding Agreement to the Ministry at CMB@gov.bc.ca.

In accordance with Section 143 of the *School Act*, Boards of Education are required to adopt a single Capital Bylaw. A Capital Bylaw identifies the Board's acknowledgement of the approved project and its responsibility to meet capital projects scope, schedule, and budget. The template for the Capital Bylaw can be found on the Ministry's website in the [Publications and Resources](#) section. Please use the Capital Bylaw Number provided at the top of Appendix A for the supported and/or approved 2026/27 Five-Year Capital Plan projects as identified in this letter. The Capital Bylaw must be adopted by your Board and uploaded onto your School District's online MyCAPS portal in order for the Ministry to issue Certificates of Approval. A step-by-step guide of this process is attached for your reference.

Note on Public Announcements

Prior to any public announcements pertaining to any of the projects identified in this document, please have your communications staff contact the Ministry of Infrastructure's



communications lead - Preet Grewal, Communications Director, Ministry of Infrastructure Government Communications and Public Engagement, at preet.grewal@gov.bc.ca.

Project Signage

Projects proceeding to construction require a BC Government '[StrongerBC' construction sign](#). Signs should be affixed once fencing is up. Please connect with your Ministry of Infrastructure contact when you are ready to begin design work on the construction sign for the project.

Terms on Management of Capital Projects

Existing terms and conditions for capital projects remain in effect. For more information and resources, please visit the [Capital Management Site](#).

Capital Procurement

Please ensure that all procurement is undertaken in accordance with the [Capital Asset Management Framework \(CAMF\)](#) for public sector bodies. Specifically, procurement must be fair, open, competitive, transparent, and must effectively manage budget and schedule risk. This includes conducting conflict of interest checks to identify any business or professional relationships between members of the capital project procurement team (and their advisors) and the proponents.

All priority investment projects require a procurement options analysis and may be audited to confirm that all procurement activities have been undertaken in accordance with CAMF.

School Site Acquisition Charge

As part of the Board's 2026/27 approved capital plan, the eligible school site requirement set out in the final resolution of the Board of Education in accordance with s. 574(5) of the *Local Government Act*, is accepted by the Ministry.

The local government may commence the collection of an applicable per dwelling unit charge from residential developers on behalf of a Board after the Board's adoption of a bylaw setting the School Site Acquisition Charges for the School District as s. 575(3) of the *Local Government Act* prescribes. The School Site Acquisition Charge may only come into effect 60 days (including weekends and holidays) after that bylaw is adopted by a Board of Education.

Please contact CMB@gov.bc.ca with any questions regarding School Site Acquisition Charges.



Appendix B: Information for Annual Five-Year Capital Planning submissions

Updated Capital Plan Instructions for the Annual Five-Year Capital Plan submission process will be available on the Ministry's [Capital Management Site](#) in early April 2026.

School districts' capital plan submission deadlines are:

- **May 15, 2026 (Closed)**
 - 2026/27 Child Care Capital Program (SASG)
- **May 15, 2026 (Closed)**
 - 2026/27 Minor Capital Programs (AFG)
- **June 30, 2026 (Closed)**
 - 2027/28 Major Capital Programs (SMP, EXP, REP, RDP)
- **September 29, 2026**
 - 2027/28 Minor Capital Programs (SEP, CNCP, PEP, BUS, FIP, BEP)

For school district project planning purposes, the Annual Facility Grant (AFG) Allocation Table will be available on the Ministry's website in the [K-12 Capital Planning Resources](#) section in early April 2026.

The Ministry recommends school districts discuss draft versions of their intended capital projects requests with Child Care, Minor and Major [Capital Branch Staff](#) well in advance of the submission deadlines noted above.

The staggered deadlines are intended to provide the Ministry with input required to initiate planning for the current and next budget cycle, while enabling school districts additional time and flexibility to plan over the summer.



ANNUAL PROGRAMS FUNDING AGREEMENT

This **AMENDED** Annual Programs Funding Agreement dated for reference the 27th day of March 2026, is in effect for the 2026/27 fiscal year period of April 1, 2026 to March 31, 2027.

BETWEEN: His Majesty the King in Right of the Province of British Columbia,
represented by the Minister of Infrastructure (the "Ministry")

OF THE FIRST PART

AND: the Board of Education of School District No. 8 (Kootenay Lake) (the "Board")

OF THE SECOND PART.

The parties agree as follows:

1. DEFINITIONS

1.01 In this Agreement, unless the context otherwise requires:

"Agreement" means the Annual Programs Funding Agreement;

"Board" or "Board of Education" means a board of school trustees constituted under the *School Act* [RSBC 1996] c. 412 and any person designated by the Board to act with respect to a provision of this Agreement;

"Business Day" means a day, other than a Saturday or Sunday or Statutory Holiday, on which Provincial government offices are open for normal business in British Columbia;

"Capital Funding Grant" means a funding grant authorized by the Minister of Finance in accordance with section 56.1 of the *Financial Administration Act* [RSBC1996] c. 138;

"Certificate of Approval" means the Certificate of Approval described in paragraph 3.04;

"Eligible Expenditure(s)" means those expenditure(s) areas more particularly described in paragraph 3.04;

"Event of Force Majeure" means invasion, rebellion, hostilities, sabotage, government regulations or controls, acts of God, strikes, lockouts or labour disputes that are a major disabling event or circumstance in relation to the normal operations of the party concerned as a whole that is beyond the reasonable control of the party directly affected and results in a material delay, interruption or failure by such party in carrying out its duties, covenants or obligations under this Agreement;

"Minister" means the Minister of Infrastructure, and includes the respective Ministry Deputy Minister and/or any person designated by either of them to act with respect to a provision of this Agreement;

"Ministry" means the Ministry of Infrastructure of the Province of British Columbia;



"Project" means the project(s) described in paragraph 3.01;

"Schools Protection Program" means the risk management program administered and delivered by the Risk Management Branch of the Ministry of Finance in conjunction with the Ministry, and includes the "Schools Protection Program Reference Manual" and all amendments and updates to the program and manual;

"Treasury Board" means the Treasury Board established under the *Financial Administration Act* [RSBC 1996] c. 138.

2. SCHEDULES

2.01 The following Schedule(s) form an integral part of this Annual Programs Funding Agreement:

- A. Communications Protocol Agreement on Minor Capital Projects between the Ministry and School Districts

3. PROVINCIAL FUNDING CONTRIBUTIONS AND OBLIGATIONS

3.01 The Ministry will provide capital funding to the Board which is to be used for the purposes of the following Project(s):

Facility Name	Program Project Description	Amount Funded by Ministry
Trafalgar Middle	SEP - Plumbing Upgrades	\$1,000,000
Hume Elementary	CNCP - HVAC Upgrades	\$463,000
Salmo Elementary	CNCP - HVAC Upgrades	\$250,000
10084	ELECTRIC - Type C with 2 wheelchair space(s)	TBD
10085	INTERNAL COMBUSTION ENGINE - Type C with 2 wheelchair space(s)	TBD
A3081	INTERNAL COMBUSTION ENGINE - Type C with 0 wheelchair space(s)	TBD

School bus purchase approvals will have funding amounts confirmed after school districts place their order(s) with bus vendors through the upcoming Bus Standing Offer process.

Note the Ministry will provide funding for Type A2 and Type C buses, however, will not provide funding towards new or replacement Type D buses. School districts that wish to purchase a Type D bus may do so, however will be required to pay the difference in cost between the Type D bus and the Type C funding provided by the Ministry.



Bus funding amounts will be as identified in the Bus Standing Offer for the base cost of the chosen Type A2 or Type C bus, plus up to \$20,000 per bus in options, plus cost of wheelchair spaces (if applicable), plus cost of seat belted seats (if applicable), plus GST and PST.

The Ministry will not provide additional funding or compensation for any costs or fees associated with the Bus Standing Offer.

Please refer to the attached 2026/27 School Bus Purchasing Letter for additional details.

- 3.02 The Ministry may consider, under special circumstances, providing more than the amount listed above.
- 3.03 The Ministry will provide the capital funding in paragraph 3.01 in the form of a Capital Funding Grant.
- 3.04 Payment of a Capital Funding Grant is subject to the Ministry issuing a Certificate of Approval for the Project(s) in paragraph 3.01 in accordance with Treasury Board policies and directives and to the following conditions:
 - a) in no case may the Board make a draw against funds available under a Certificate of Approval, unless the draw is reimbursement for Eligible Expenditure(s) properly incurred by the Board in connection with the Project;
 - b) accrued cost-savings realized from completed capital projects may not be drawn from a Certificate of Approval (see paragraph 4.01(v) for additional details);
 - c) the Ministry may modify or withhold a Capital Funding Grant and applicable Certificate of Approval, or any portion thereof, in the event the Board fails to observe, perform and comply with any provision of this Agreement or if, in the opinion of the Ministry, there has been a material change in the Project;
- d) the Board will comply with all applicable policies and directives of the Treasury Board respecting Capital Funding Grants.3.05 Notwithstanding any other provision of this Agreement, the payment of funds by the Ministry to the Board, pursuant to this Agreement, is subject to the provisions of the *Financial Administration Act* ("the Act"), which makes that payment obligation subject to:
 - a) there being sufficient monies available in an appropriation, as defined in the Act, to enable the Ministry, in any fiscal year or part thereof when any payment of money by the Ministry to the Board falls due pursuant to this Agreement, to make that payment;
 - b) Treasury Board, as defined in the Act, not having controlled or limited, pursuant to the Act, expenditure(s) under any appropriation referred to in this subparagraph a).

4. BOARD OBLIGATIONS

- 4.01 The Board will:



- a) carry out the Project in a manner that ensures:
 - i) drawing against funds available under a Certificate of Approval on a regular basis throughout the fiscal year (monthly if possible) as reimbursement for Eligible Expenditure(s) as incurred by the Board;
 - ii) delivery within budget;
 - iii) completion by March 31, 2027;
 - iv) scope details are fully met upon completion;
 - v) accrued cost-savings realized from completed capital projects as approved in this Agreement are to be reported to the Ministry well in advance of the Certificate of Approval's expiration date, at which time the Ministry will determine if the surplus funds can be re-allocated or transferred into the school district's Minister-Restricted Capital account.
 - b) comply with all policies and best practices related to Capital Project Procurement, as documented in the Capital Asset Management Framework and Capital Procurement Checklist published by the Ministry of Finance;
 - c) procure the Project in accordance with the Capital Asset Management Framework;
 - d) include in any contracts all standard insurance and indemnification clauses required by the Schools Protection Program;
 - e) ensure all communication related to the Capital Project conforms to the "Communications Protocol Agreement on Minor Capital Projects between the Ministry and School Districts" (provided as Schedule A). This protocol may be amended from time to time by the Ministry, with the most current version of the protocol being used.
- 4.02 Provide written notice to the Ministry immediately upon completion of each Project. (Note: the Ministry will be follow up with school districts regarding delayed and/or incomplete projects in early January, at which time the Ministry may choose to re-allocate associated funds depending on the status of the Project).
- 4.03 At the request of the Ministry, prepare additional reports relating to the Project.
- 4.04 Notify the Ministry immediately, in writing, should any Event of Force Majeure arise that could materially affect the scope, costs or schedule of the Project.
- 4.05 Indemnify and save harmless the Province of British Columbia and its employees and agents from and against any losses, claims, damages, actions, causes of action, costs and expenses that the Province of British Columbia or any of its employees or agents may sustain, incur, suffer or be put to at any time, either before or after this agreement ends, which are based upon, arise out of or occur, directly or indirectly, by reason of, any act or omission by the Board or by any of its agents, employees, officers, directors, or contractors with respect to the Project.



4.06 Boards are to procure school buses using the bus standing offer process as directed by the Ministry in the 2026/27 School Bus Purchasing Letter (attached if applicable).

4.07 Enter into a tripartite agreement with the Ministry and BC Housing for all Building Envelope Program (BEP) projects and agree to carry out the projects in collaboration with BC Housing as defined in the tripartite agreement (if applicable).

5. EVENT OF FORCE MAJEURE

5.01 In the Event of Force Majeure:

- a) the Board will immediately notify the Ministry, in writing, describing the Event of Force Majeure.
- b) within five (5) Business Days of being notified of the Event of Force Majeure, the Ministry will communicate with the Board to explore what steps are to be taken to mitigate the Event of Force Majeure, determine an appropriate course of action, and establish an estimated cost related to the Event of Force Majeure.
- c) the course of action must be agreed to by the Ministry and the Board.
- d) either party may request the assistance of an independent cost consultant appointed by mutual agreement of the parties.
- e) the Ministry will not approve any expenditure(s) incurred prior to the agreed course of action unless the costs were demonstrably incurred for the preservation of life and/or safety.

6. PUBLIC ANNOUNCEMENTS

6.01 Any public announcement relating to the Project will be in accordance with the “Communications Protocol Agreement on Minor Capital Projects between the Ministry and School Districts” (provided as Schedule A).

7. NOTICE

7.01 Any notice or communication required or permitted to be given under this Agreement will be in writing and will be considered to have been sufficiently given if delivered by hand or electronic transmission to the physical address or electronic mail address of each party set out below:

- a) if to the Board:

School District No. 8 (Kootenay Lake)
811 Stanley St, Nakusp, BC, V0G 1R0
Attention: Cathy Macarthur, Secretary-Treasurer
Email: cathy.macarthur@sd8.bc.ca



- b) if to the Ministry:

Ministry of Infrastructure
PO Box 9192 Stn Prov Govt, Victoria, BC, V8W 9E6
Attention: Education & Child Care Capital Branch (Minor Capital Projects)
Email: CMB@gov.bc.ca

7.02 Any such notice or communication will be considered to have been received:

- a) if delivered by hand during business hours (and in any event, at or before 4:00pm local time in the place of receipt) on a Business Day, upon receipt by a responsible representative of the receiver, and if not delivered during business hours, upon the commencement of business hours on the next Business Day;
- b) if sent by electronic transmission during business hours (and in any event, at or before 4:00pm local time in the place of receipt) on a Business Day, upon receipt by a responsible representative of the receiver, and if not delivered during business hours, upon the commencement of business hours on the next Business Day, provided that:
 - i) the receiving party has, by electronic transmission or by hand delivery, acknowledged to the notifying party that it has received such notice; or
 - ii) within twenty-four (24) hours after sending the notice, the notifying party has also sent a copy of such notice to the receiving party by hand delivery.

7.03 Delivery by mail will not be considered timely notice under this Agreement.

7.04 In the event a contact name changes for either the Ministry or for the Board, then parties must be notified within five (5) Business Days.

Contact Branch Director [Michael Nyikes](#) with questions regarding this Annual Programs Funding Agreement.



IN WITNESS WHEREOF the parties have executed this Agreement, in duplicate, as of the day and year first above written.

SIGNED on behalf of His Majesty the King)
in Right of the Province of British Columbia)
by a duly authorized designate of the)
Minister of Infrastructure)

Authorized Signatory (For the Minister of Infrastructure)

Name (Print)

Title

Date Signed (Month/Day/Year)

SIGNED on behalf of the Board)
of Education of School District)
No. 8 (Kootenay Lake) by its duly)
authorized signatories)

Signatory (Secretary-Treasurer)

Name (Print)

Date Signed (Month/Day/Year)



SCHEDULE A

COMMUNICATIONS PROTOCOL AGREEMENT ON MINOR CAPITAL PROJECTS BETWEEN THE MINISTRY OF INFRASTRUCTURE (INF) AND SCHOOL DISTRICTS

News Release

Upon issuance of Capital Plan approvals and funding agreements to school districts, INF will issue public news releases regarding minor capital projects. School district(s) may be requested to provide a quote from a designated representative for such news releases.

Signage

Significant, high-profile minor capital construction projects and/or initiatives approved in the INF Capital Plan **may** be requested to be identified by signage prominently displayed at the site. INF will notify a school district(s) if this is the case.

If requested, signs must conform to Government of B.C.'s Infrastructure Sign Specifications and be produced by Government Communications and Public Engagement (GCPE) graphics department. In addition to the BC logo, school districts and other funding partners will be identified with their logos on signage. Signs are to be installed as soon as possible after announcement of the project, and amended to include the amount of investment and date of completion after award of the contract and preferably before the start of work. The signs are to remain on the site until the work is completed and after any completion ceremonies where applicable. A digital picture of the sign is to be sent to GCPE after it has been installed. Cost of the sign is to be funded from the approved project budget. School districts are responsible for installing the signs.

The steps from signage design to installation are as follows:

1. Project is announced;
1. GCPE will have their graphics department create a construction sign;
2. GCPE graphics department will create and send the approved file to Kings Printer for print production;
3. Kings Printer will notify GCPE when the sign is ready;
4. GCPE will notify the school district(s) when the sign is ready to be ordered and provide them with the online requisition form: <http://brokerage.qp.gov.bc.ca/submit-print/print-form.aspx>;
5. The school district(s) orders, pays and arranges for the sign to be installed. Signs are to be post mounted in a visible location;
6. School district(s) will notify GCPE when the sign is installed and send photo as confirmation.

Official Ceremonies

INF will notify a school district(s) if an official ceremony **may** be held to commemorate the launch and/or ground-breaking for a project. The parties shall co-operate in the organization ceremonies, and messages and public statements for such events should be mutually agreed upon.

Plaques

INF **may** request the district provide and install (upon completion of significant, high-profile construction projects and/or initiatives), a plaque bearing an appropriate inscription. The design, wording and specifications of such plaques must be approved by INF. Cost of the plaque is to be funded from the approved project budget.

