

**MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF EDUCATION OF  
SCHOOL DISTRICT NO. 46 (SUNSHINE COAST)**

Wednesday, September 9, 2020, 7:00 p.m.  
School Board Office - Gibsons, BC  
494 South Fletcher Road  
Gibsons, BC

TRUSTEES: P. Ruth, Board Chair; S. Leech, Vice-Chair; A. Amaral, Trustee;  
M. Hampvent, Trustee; S. Haines, Trustee; S. Girard, Trustee;  
T. Ste. Marie, Trustee; A. Grunenberg, Student Trustee

STAFF: P. Bocking, Superintendent; N. Weswick, Secretary-Treasurer;  
P. Bishop, Director of Instruction; K. Kerr, Director of Instruction;  
E. Reimer, Executive Assistant (Recording Secretary)

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1. Call to Order

The meeting was called to order at 7:03 pm.

Chair Ruth acknowledged that the meeting was taking place on the unceded territory of the Squamish Nation and shíshálh Nation.

2. Swearing-in of Student Trustee

Secretary-Treasurer Weswick facilitated the swearing-in of incoming student trustee, Abby Grunenberg, to the Board of Education of School District No. 46 (Sunshine Coast).

Chair Ruth welcomed Student Trustee Grunenberg to the table.

3. Process for Questions from the Public

Questions and enquiries from the public were invited by email to [questions@sd46.bc.ca](mailto:questions@sd46.bc.ca) for discussion at the end of the meeting.

4. Adoption of the Agenda

**Moved:** Amaral

**Seconded:** Ste. Marie

**MOTION:** "THAT the agenda of September 9, 2020 be adopted."

**Carried**

5. Auditor's Report

Richard Wilson, Incorporated Managing Partner at Crowe MacKay LLP presented the independent auditor's report to the board noting that his firm had determined that the statements were presented fairly in all material aspects.

**Moved:** Haines  
**Seconded:** Amaral

**MOTION:** "TO receive the auditor's report as presented on September 9, 2020"

**Carried**

6. Approval of Minutes of Prior Meetings and Receipt of Records of Closed Meetings
- a. Regular Meeting Minutes - June 10, 2020
  - b. Special Regular Meeting Minutes - August 27, 2020
  - c. Record of Closed Meeting - June 10, 2020
  - d. Record of Special Closed Meeting - June 16, 2020
  - e. Record of Special Closed Meeting - June 30, 2020

**Moved:** Amaral  
**Seconded:** Haines

**MOTION:** "THAT the Regular Meeting June 10, 2020; the Special Regular Meeting Minutes of August 27, 2020; the Record of Closed Meeting of June 10, 2020; and the Record of Special Closed Meetings of June 16 and June 30, 2020, be approved."

**Carried**

7. Reports

a. Superintendent's Report

Superintendent Bocking, Director Bishop and Director Kerr reported on items highlighted in the Superintendent's report, including:

- A summary of the responses to the district-wide survey on return to school options, noting that 75.2% of families indicated option 1 (Full Time, In-Class Learning),
- An update on the new distributed learning program,
- The prioritization of a district wide focus on mental health and well-being,
- Adjustments to time tables at secondary schools,
- Health and safety plans for schools,
- COVID-19 informational materials and supports available on the district website,
- A recent DPAC meeting that took place on Zoom with special information on the September restart plan, and
- School preparations to welcome students back to class.

b. Strategic Plan Reports

1. Goal 1.a. - Student Voice / DSLT

Superintendent Bocking spoke to his written report, noting that the student leadership team was still in the process of appointing students to the team, due to delays relating to the spring closure.

2. Goal 3.f. - Transportation Strategies

Secretary-Treasurer Weswick spoke to his written report and highlighted changes to bussing practices in response to COVID-19. Additionally, the district is prioritizing active travel as an alternative to bussing. Secretary-Treasurer Weswick responded to inquiries regarding walk-limits, the prioritization of courtesy riders, safe walking routes to schools, and progress on an SCR D initiative in partnership with BC Transit.

c. Secretary-Treasurer's Report

Secretary-Treasurer Weswick reported on the following items:

- A recent announcement from the Conseil Scolaire Francophone (CSF) regarding their intention to shift to homogenous programming.
- An update on progress for the West Sechelt Elementary expansion project.
- An update on progress of the Sechelt Learning Centre daycare renovation.
- A newly signed license agreement with the Pender Harbour Community School that formalizes their use of a portable at Madeira Park Elementary.
- Information on the federal Safe Return to Class fund, which will increase the district budget by 1.6 million and must be fully expended by June 30, 2021.

1. Financial Statement Discussion and Analysis

The analysis report was provided as written.

2. Financial Statements

Secretary-Treasurer Weswick reported on the consolidated financial results and provided additional information on changes to the restricted and unrestricted surplus lines. In alignment with the board's surplus policy, the district will withhold 2% of the unrestricted surplus. A copy of Secretary-Treasurer's Weswick presentation will be included with these minutes.

**Moved:** Amaral

**Seconded:** Haines

**MOTION:** "THAT the Board of Education of School District No. 46 (Sunshine Coast) approve the 2020-21 Audited Financial Statements."

**Carried**

3. Larger Cheques Written in the Month of June, July and August 2020

The report was submitted as written.

d. Board Report

The report was submitted as written. Chair Ruth summarized trustee commitments over the summer months and thanked staff for their work in preparing for the September restart.

1. BCSTA Report

Trustee Haines reported that the Provincial Council motion submission deadline is September 18, 2020.

Chair Ruth noted that the Professional Learning Committee will be meeting on September 11, 2020 to review options for the November BCSTA Trustee Academy.

Vice-Chair Leech reported that the South Coast Branch is discussing items for consideration of shared training. The South Coast Branch is working on scheduling a meeting for the week of September 22, 2020.

2. BCPSEA Report

There were no items to report.

3. Student Trustee Report

Student Trustee Grunenberg reported that overall students are experiencing anxiousness and excitement for the return to school.

e. Committee of the Whole Notes - June 23, 2020

1. Statement on Anti-Racism Commitment

Trustee Hampvent, Trustee Leech, Trustee Ste. Marie, and Student Trustee Grunenberg were appointed to the newly created Ad Hoc Equity Committee.

**Moved:** Hampvent

**Seconded:** Ste. Marie

**MOTION:** "THAT the board establish an ad hoc committee to develop a policy that addresses the board's value of equity. The terms of reference and scope of the committee shall be determined at their first meeting and reported back to the board."

**Carried**

2. Bylaw 70 - Appeals

**Moved:** Leech

**Seconded:** Haines

**MOTION:** "THAT the updated bylaw, Appeal Bylaw 70.13, *"The Board shall conduct an annual review of this bylaw at least once per term, within the first year of the term."* be read for the first time."

**Carried**

**Moved:** Leech

**Seconded:** Haines

**MOTION:** "THAT the updated bylaw, Appeal Bylaw 70.13, *"The Board shall conduct an annual review of this bylaw at least once per term, within the first year of the term."* be read for second time."

Carried

Trustees agreed unanimously to move ahead with a third reading.

**Moved:** Leech

**Seconded:** Haines

**MOTION:** "THAT the updated bylaw, Appeal Bylaw 70.13, *"The Board shall conduct an annual review of this bylaw at least once per term, within the first year of the term."* be read for a third time, passed and adopted."

Carried

f. Operations Committee Notes - June 23, 2020

The notes were submitted as written.

g. Receipt of Reports

**Moved:** Amaral

**Seconded:** Ste. Marie

**MOTION:** "THAT the reports be received."

Carried

8. Questions and Enquiries from the Public Relating to the Board Meeting

- A member of the public asked what percentage of families responded to the district survey. Superintendent Bocking indicated that roughly 66% of families responded to the survey and that principals were reaching out directly to families that hadn't yet responded.
- A member of the public asked if the district had been in contact with the shíshálh Nation to address any concerns with the September startup. Superintendent Bocking responded that the district is working with the shíshálh Nation to ensure a safe restart for all students.
- A member of the public asked why bus routes were not being considered on a case to case basis with the recent change to courtesy riders, citing a change in practice on a run to Langdale Elementary that transported students residing inside the walk area across the highway to school. Secretary-Treasurer Weswick responded that the district will need to take a look at the route and has contacted the RCMP to request additional enforcement in the area in the meantime.
- A member of the press requested information on the planned consultation process for newly announced federal restart funding, including how the spending will be reported. Superintendent Bocking responded that consultations would take place with the SCTA, CUPE, school principals, DPAC, the Indigenous Advisory Committee in addition to the Operations Committee. Secretary-Treasurer Weswick indicated that the spending will be reported as part of the amended budget, as well as any additional reporting through the secretary-treasurer's report to the board.
- A member of the press asked if the chair supported recent requests from the SCTA to consult with individual families on remote options and provide those families with additional supports if necessary, as well as a request for smaller class sizes at

schools. Chair Ruth responded that the board has confidence in Superintendent Bocking's ongoing communication plan and that changes are taking place quickly at the current time. She further reported that communications with the SCTA are taken seriously. Superintendent Bocking provided information on the online learning option that has been made available to families.

- A member of the press asked for an update on custodial hiring. Secretary-Treasurer Weswick responded that the hiring process has begun for on-call custodians.
- A member of the press asked what "DISC Recovery / Local Education Agreement" meant. Secretary-Treasurer Weswick responded that it relates to a funding item for local education agreements with first nations in the province.
- A member of the press asked if reports from the closed meeting could be made available. Chair Ruth responded that those details could not be disclosed to the public.
- A member of the press asked if there is a way to improve public access for public board meetings. Chair Ruth responded that there isn't sufficient space to allow the public to be physically present at their meetings and would continue to use the "questions@sd46.bc.ca" email address for the purpose of public participation.

9. Next Meeting

The next public board meeting will be held on October 14, 2020.

a. Committee Agendas

Superintendent Bocking requested that the implementation report for year 2 of the strategic plan be shifted to the October Committee of the Whole.

**Moved:** Amaral

**Seconded:** Ste. Marie

**MOTION:** "TO approve the committee agendas, with "Implementation Plan: Year 2" removed from the the Committee of the Whole agenda."

**Carried**

10. Adjournment

There being no further business, the meeting adjourned at 9:12 pm.

**Moved:** Ste. Marie

**Seconded:** Amaral

**MOTION:** "TO adjourn."

**Carried**

*Signed original on file*

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Pammila Ruth - Board Chair

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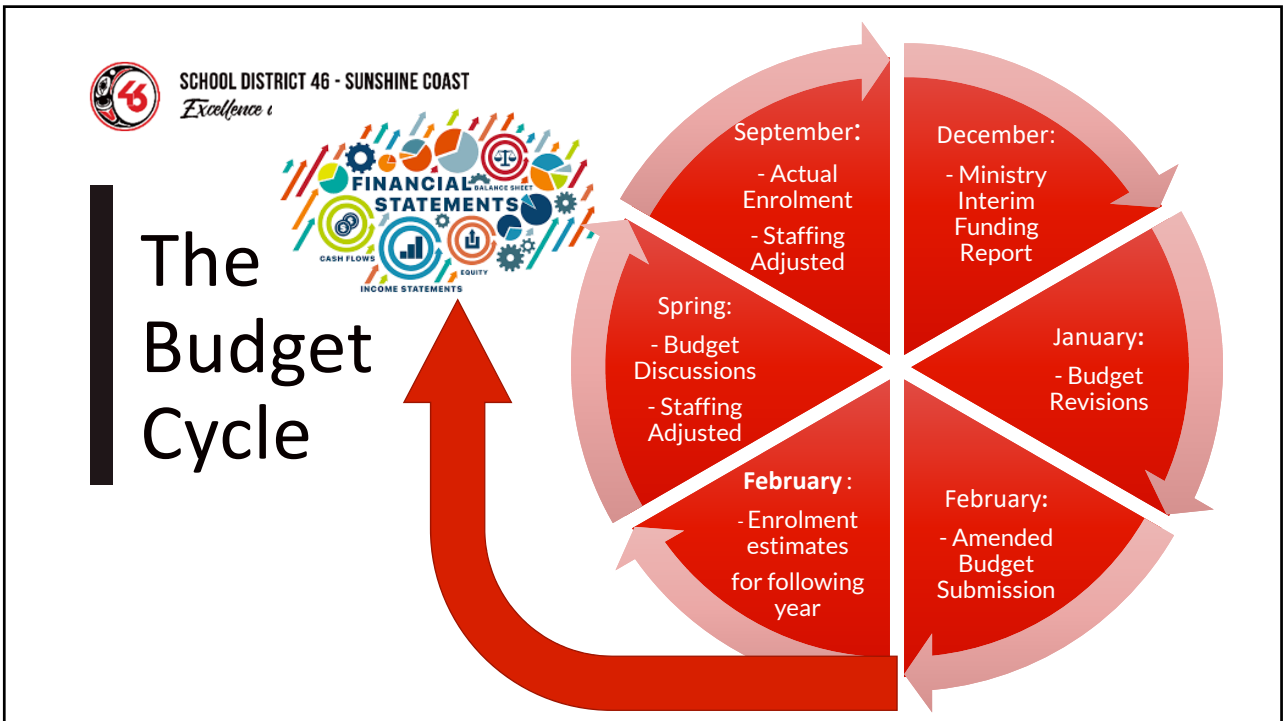
Nicholas Weswick - Secretary-Treasurer



SCHOOL DISTRICT 46  
SUNSHINE COAST

# 2019-20 FINANCIAL STATEMENTS

School Board Meeting – September 9, 2020





# CONSOLIDATED FINANCIAL RESULTS

## School District No. 46 (Sunshine Coast) Statement of Financial Position As at June 30, 2020

Statement 1

	2020 Actual	2019 Actual
	\$	\$
<b>Financial Assets</b>		
Cash and Cash Equivalents	16,346,824	12,863,479
Accounts Receivable		
Due from Province - Ministry of Education	147,063	174,165
Other (Note 3)	842,503	208,100
<b>Total Financial Assets</b>	<u>17,636,390</u>	<u>13,245,744</u>
<b>Liabilities</b>		
Accounts Payable and Accrued Liabilities		
Other (Note 4)	4,392,593	3,962,482
Unearned Revenue (Note 5)	21,189	50,596
Deferred Revenue (Note 6)	1,579,743	1,394,797
Deferred Capital Revenue (Note 7)	44,656,321	43,051,505
Employee Future Benefits (Note 8)	1,884,344	1,840,755
Debt (Note 10)	438,650	491,745
<b>Total Liabilities</b>	<u>52,972,840</u>	<u>50,791,880</u>
<b>Net Debt</b>	<u>(35,936,450)</u>	<u>(37,546,136)</u>
<b>Non-Financial Assets</b>		
Tangible Capital Assets (Note 11)	50,342,047	50,491,061
Prepaid Expenses	145,361	137,165
<b>Total Non-Financial Assets</b>	<u>50,487,408</u>	<u>50,628,226</u>
<b>Accumulated Surplus (Deficit)</b>	<u>14,550,958</u>	<u>13,082,090</u>

## School District No. 46 (Sunshine Coast) Statement of Operations Year Ended June 30, 2020

Statement 2

	2020 Budget	2020 Actual	2019 Actual
	\$	\$	\$
<b>Revenues</b>			
Provincial Grants			
Ministry of Education	41,895,971	44,962,899	48,466,873
Other	25,000	30,000	55,430
Tuition	71,060	81,085	121,178
Other Revenue	1,819,720	1,763,886	1,889,214
Rentals and Leases	60,000	73,887	75,232
Investment Income	182,000	215,870	210,110
Amortization of Deferred Capital Revenue	1,745,852	1,758,445	1,720,730
<b>Total Revenue</b>	<u>48,311,603</u>	<u>48,984,942</u>	<u>47,550,307</u>
<b>Expenses</b>			
Instruction	41,252,900	37,432,128	36,123,365
District Administration	2,281,157	2,165,588	2,098,442
Operations and Maintenance	7,907,874	6,673,565	6,696,939
Transportation and Housing	1,586,335	1,132,872	1,354,415
Public Services	-	32,881	6,011
<b>Total Expense</b>	<u>52,128,266</u>	<u>47,416,074</u>	<u>46,279,202</u>
<b>Surplus (Deficit) for the year</b>	<u>(3,816,663)</u>	<u>1,468,868</u>	<u>1,271,105</u>
<b>Accumulated Surplus (Deficit) from Operations, beginning of year</b>		<u>13,082,090</u>	<u>11,810,985</u>
<b>Accumulated Surplus (Deficit) from Operations, end of year</b>		<u>14,550,958</u>	<u>13,082,090</u>



# CONSOLIDATED FINANCIAL RESULTS

## School District No. 46 (Sunshine Coast) Schedule of Changes in Accumulated Surplus (Deficit) by Fund Year Ended June 30, 2020

Schedule 1 (Unaudited)

	Operating Fund	Special Purpose Fund	Capital Fund	2020 Actual	2019 Actual
	\$	\$	\$	\$	\$
Accumulated Surplus (Deficit), beginning of year	5,773,403		7,308,687	13,082,090	11,810,985
<b>Changes for the year</b>					
Surplus (Deficit) for the year	1,932,248		(463,380)	1,468,868	1,271,105
Interfund Transfers					
Tangible Capital Assets Purchased	(18,505)		18,505	-	-
Other	(142,839)		142,839	-	-
<b>Net Changes for the year</b>	<u>1,770,904</u>	<u>-</u>	<u>(302,036)</u>	<u>1,468,868</u>	<u>1,271,105</u>
<b>Accumulated Surplus (Deficit), end of year - Statement 2</b>	<u>7,544,307</u>	<u>-</u>	<u>7,006,651</u>	<u>14,550,958</u>	<u>13,082,090</u>





# CONSOLIDATED FINANCIAL RESULTS

## School District No. 46 (Sunshine Coast) Schedule of Changes in Accumulated Surplus (Deficit) by Fund Year Ended June 30, 2020

Schedule 1 (Unaudited)

	Operating Fund	Special Purpose Fund	Capital Fund	2020 Actual	2019 Actual
	\$	\$	\$	\$	\$
Accumulated Surplus (Deficit), beginning of year	5,773,403		7,308,687	13,082,090	11,810,985
Changes for the year					
Surplus (Deficit) for the year	1,932,248		(463,380)	1,468,868	1,271,105
Interfund Transfers					
Tangible Capital Assets Purchased	(18,505)		18,505	-	
Other	(142,839)		142,839	-	
Net Changes for the year	1,770,904	-	(302,036)	1,468,868	1,271,105
Accumulated Surplus (Deficit), end of year - Statement 2	7,544,307	-	7,006,651	14,550,958	13,082,090

## School District No. 46 (Sunshine Coast) Schedule of Operating Operations Year Ended June 30, 2020

Schedule 2 (Unaudited)

	2020 Budget	2020 Actual	2019 Actual
	\$	\$	\$
<b>Revenues</b>			
Provincial Grants			
Ministry of Education	40,095,059	40,843,057	39,149,703
Other	35,000	30,000	53,430
Tuition	71,000	81,085	121,178
Other Revenue	798,061	775,651	731,117
Rentals and Leases	60,000	73,557	75,272
Investment Income	175,000	204,557	217,026
<b>Total Revenue</b>	<u>41,234,180</u>	<u>42,007,907</u>	<u>40,347,726</u>
<b>Expenses</b>			
Instruction	36,118,917	32,508,963	30,952,532
District Administration	2,281,157	2,165,388	2,098,442
Operations and Maintenance	4,685,209	4,352,003	4,328,429
Transportation and Housing	1,502,768	1,049,305	1,257,718
<b>Total Expense</b>	<u>44,588,051</u>	<u>40,075,659</u>	<u>38,637,121</u>
Operating Surplus (Deficit) for the year	(3,353,871)	1,932,248	1,710,605
Budgeted Appropriation (Retirement) of Surplus (Deficit)	3,353,871		
Net Transfers (to) from other funds			
Tangible Capital Assets Purchased		(18,505)	(56,622)
Other		(142,839)	(101,725)
<b>Total Net Transfers</b>		<u>(161,344)</u>	<u>(158,347)</u>
Total Operating Surplus (Deficit), for the year		1,770,904	1,552,258
Operating Surplus (Deficit), beginning of year		5,773,403	4,221,145
Operating Surplus (Deficit), end of year		<u>7,544,307</u>	<u>5,773,403</u>
Operating Surplus (Deficit), end of year			
Internally Restricted		4,421,084	4,211,119
Unrestricted		3,123,223	2,073,690
Unfunded Accrued Employee Future Benefits			(511,406)
<b>Total Operating Surplus (Deficit), end of year</b>		<u>7,544,307</u>	<u>5,773,403</u>

OPERATING OPERATIONS





## RESTRICTED OPERATING SURPLUS

The District restricts a portion of its surplus for spending in subsequent years, as part of its multi-year approach to allocation of resources. The following schedule designates the current year's restricted surplus of \$4,421,084:

			Prior Year (2018/19)
School Surpluses	\$1,893,949		\$1,105,774
Years 2-3 Pilot Project - Behaviour Intervention	526,000		900,000
Subsequent Year Budget Allocation	1,032,284		1,519,026
Teacher Pro-D	68,399		\$220,000
CUPE Pro-D	80,784		56,087
Contractual Obligations	149,183		64,697
			8,248
			349,032
Indigenous Education	300,159		115,990
Donations re: Aboriginal Journey	2,861		4,016
English as a Second Dialect	79,701		66,290
English Language Learning	15,788		22,831
BC Ed Plan	88,716		49,833
Curriculum	8,328		8,610
Band Instruments	200,307		16,704
Careers Program (Plumbing)	94,944		17,299
Capital Projects	28,864		28,864
District Programs	819,668		6,850
			337,287
<b>Total Restricted Surplus</b>	<b>\$4,421,084</b>		<b>\$4,211,119</b>

## UNRESTRICTED OPERATING SURPLUS



	Estimates	Unspent / (Overspent) Budgets	Covid Pandemic	Total
<b>Salaries &amp; Wages:</b>				
Teachers	276,000	(303,000)		(27,000)
Principals/Other Professionals	12,000			12,000
Support Staff	134,000	(140,000)		(6,000)
<b>Benefits:</b>				
Teachers	269,000	(96,000)		173,000
Principals/Other Professionals	25,000			25,000
Support Staff	448,000	(54,000)		394,000
<b>Other:</b>				
Financial Provision - Surplus Policy Change		900,000		900,000
Sick Leave		285,000	155,000	440,000
Supplies & Services		455,000	(70,000)	385,000
Transportation		95,000	150,000	245,000
Utilities		95,000		95,000
Other (Miscellaneous)		145,000	(5,000)	140,000
Other Absences		23,000	40,000	63,000
Unfunded Employee Benefits Retired		(511,000)		(511,000)
<b>Revenue:</b>				
Labour Settlement Funding		562,000		562,000
Mid-Year Enrolment Changes		180,000		180,000
Investment Income	30,000			30,000
<b>Total</b>	<b>1,194,000</b>	<b>1,636,000</b>	<b>270,000</b>	<b>3,100,000</b>



## SURPLUS POLICY

- 24.3 The Board of Education will withhold an amount of unrestricted surplus during the budget process to address unforeseen events and fluctuations in budgetary estimates. The amount of the unrestricted operating surplus withheld will target approximately 2% of actual operating revenue of the previous fiscal year.
- i. Should the value of the unrestricted operating surplus exceed that target, funds in excess of that value will be included in the subsequent year's budget process.
  - ii. If the value of unrestricted operating surplus is lower than the 2% target, the Secretary-Treasurer will work to identify reductions in expenditures and allocations during the Amended Budget process. Surplus spending included in the operating budget would be reviewed as part of that process. Any remaining discrepancy will be included in the subsequent year's budget process.
  - iii. Priorities for use of unrestricted surplus funds are as follows:
    1. Ensure the District's operating budget is balanced
    2. Provisions for unforeseen/extraordinary events
    3. Supplemental allocations to school and departmental budgets
    4. Support for one time programs and purchases