

Public Board of Education Meeting Agenda



June 23, 2025
6:30 p.m.
School District Office

1. Opening by Secretary-Treasurer

Pursuant to Section 50, c2 of the School Act:

On June 23, 2025, the Board of Education will hold its meeting, with the Secretary-Treasurer presiding.

Call to Order – acknowledgement that the meeting was being held on the traditional and unceded territory of Secwepemcúl'ecw, specifically T'exelc, and that Cariboo-Chilcotin School District is proud to serve the students and families of the Secwepemc, Tsilhqot'in and Dakelh Nations.

Trustee Melissa Coates has been declared the successful candidate for Zone 4 for the remainder of the current Cariboo-Chilcotin School District #27 Board term.

Trustee Oath of Office

The Secretary-Treasurer will conduct elections for the following position:

- BCPSEA Representative

MOTION to appoint Directors Aumond and Hiltz as scrutineers

2. Approval of Agenda

THAT the agenda for the June 23, 2025, Public Meeting of the Board of Education be approved.

2.1. Adoption of Minutes

THAT the minutes of the May 26, 2025, Public Meeting of the Board of Education be approved as presented.

THAT the minutes of the June 19, 2025, Special Public Meeting of the Board of Education be approved as presented.

2.2. In-Camera Meeting Report

THAT the report of May 26, 2025, In-Camera Meeting of the Board of Education be approved as presented.

THAT the report of June 19, 2025, Special In-Camera Meeting of the Board of Education be approved as presented.

“Learning, Growing, and Belonging Together”

3. Presentations

3.1. Foundry Cariboo Chilcotin

4. Delegation – None.

5. Reports

5.1. Superintendent Report / Acting Secretary-Treasurer

5.1.1. 2025-26 Annual Budget

***THAT** the Board of Education approves the Annual Budget Bylaw for fiscal year 2025-2026 for the amount of \$79,929,843, to be read for the **third** and final time at this meeting of the board on June 23, 2025.*

5.1.2. Major Capital

***THAT** the Board of Education of School District No. 27 (Cariboo-Chilcotin) approves the proposed Five-Year Major Capital Plan to be submitted for 2026/2027 to the Ministry of Education and Child Care at this meeting of the board on June 23, 2025.*

5.1.3. Procedural bylaw

***THAT** the Board of Education approves the **REPEAL** of Procedural bylaw B2702 at this meeting of the board on June 23, 2025.*

***THAT** the Board of Education approves Procedural bylaw B2702-1 for the **third** final time at this meeting of the board on June 23, 2025.*

5.1.4. Committee Policy

***THAT** the Board of Education of School District No. 27 (Cariboo-Chilcotin) adopt **amended** Policy 140 Board Committees, at this meeting of the Board, on June 23, 2025.*

5.1.5. Indigenous Council Terms of Reference.

5.2. Committee Reports

Draft - Finance, Facilities and Transportation Committee

Draft - Education Committee

5.3. Trustees' Report – None.

5.4. Liaison – None.

6. Information (Reading File)

7. Adjournment

***THAT** the public meeting of the Board of Education be adjourned at ____ p.m.*

8. Public Comments

Public Board of Education Meeting Minutes



May 26, 2025 (6:31 p.m.)

Trustees in Attendance: Angie Delaine (Chair), Anne Kohut, Michael Franklin, Willow Macdonald.

TEAMS: Linda Martens, Mary Forbes

Regrets:

Staff: Superintendent Cheryl Lenardon, Directors of Instruction Wendell Hiltz, Sean Cameron, Grant Gustafson, Director of Operations Marc Loewen, Manager of Operations Ben Bennison, Executive Assistant Jodi Symmes.

1. Acknowledgement that the meeting is being held on the traditional and unceded territory of the Secwepemc Nation.

Call to Order

THAT the Board amends the agenda to add the 100 Mile Junior Secondary School disposal of property bylaw.

THAT the Board remove item 3.1 Tsideldel LEA from the agenda, as they were unable to attend this evening.

2025.05.26-01

Moved: Trustee Franklin
Seconded: Trustee Macdonald

2. Approval of Agenda

THAT the agenda for May 26, 2025, Public Meeting of the Board of Education be approved.

2025.05.26-02

Moved: Trustee Kohut
Seconded: Trustee Franklin

Adoption of Minutes

THAT the minutes of April 28, 2025, Public Meeting of the Board of Education be approved as presented.

2025.05.26-03

Moved: Trustee Kohut
Seconded: Trustee Franklin

2.1 In-Camera Meeting Report

THAT the report of April 28, 2025, In-Camera Meeting of the Board be approved as presented.

2025.05.26-04

Moved: Trustee Kohut
Seconded: Trustee Macdonald

THAT the minutes of May 12, 2025, Special In-Camera Meeting of the Board of Education be approved as presented.

“Learning, Growing, and Belonging Together”

2025.05.26-05

Moved: Trustee Kohut
Seconded: Trustee Macdonald

3. Presentation

3.1 Tsideldel LEA

3.2 Foundry Cariboo Chilcotin – *moved to June meeting*

4. Delegation – None

5. Reports

THAT the Board move items 5.1.1 and 5.1.2 before item 5.1 Superintendent / Secretary Treasurer Report

2025.05.26-06

Moved: Trustee Kohut
Seconded: Trustee Macdonald

5.1 Superintendent / Secretary-Treasurer Report

Superintendent Lenardon presented a report on district events and activities. Director Gustafson shared information about the Indigenous Education TRU campus visit to Kamloops.

5.1.1 EMT Course

Lake City secondary teacher Rob Cook and students taking part in the EMR course provided an overview of the course and their experience this year.

5.1.2 Youth Community Connections

Carol Doherty, Manager of Youth Community Connections, and Heather Auger presented on the program to provide support to students and outreach to youth. The program is supported by an erase grant.

5.1.3 Trustee By-Election Update

Superintendent Lenardon provided an update on the polling dates and locations.

5.1.4 School Fees

THAT the Board approves the publication of the school fee schedule for the 2025-2026 school year.

2025.05.26-07

Moved: Trustee Macdonald
Seconded: Trustee Kohut

5.1.5 AMENDED - Minor Capital

THAT the Board of Education should approve Amended Capital Bylaw 2025/26-CPSD27-02 to be read first times at this meeting.

2025.05.26-08

Moved: Trustee Kohut

Seconded: Trustee Macdonald

THAT the Board of Education approve the Amended Capital Bylaw 2025/26-CPSD27-02 be read a second time at this meeting.

2025.05.26-09

Moved: Trustee Kohut

Seconded: Trustee Franklin

Approval of Third and Final Reading:

THAT the Board of Education unanimously approves Amended Capital Bylaw 2025/26-CPSD27-02, to be read for a third and final time at this meeting.

2025.05.26-010

Moved: Trustee Kohut

Seconded: Trustee Franklin

THAT the Board of Education approves Amended Capital Bylaw 2025/26-CPSD27-02, to be read for a third and final time at this meeting.

2025.05.26-11

Moved: Trustee Kohut

Seconded: Trustee Macdonald

5.1.6 100 Mile Junior Secondary School disposal of property bylaw.

THAT the Board approve BYLAW #2025-1, RE: DISPOSAL OF LAND at 485 and 495 Cedar Avenue in the District of 100 Mile House be read a first time at this meeting.

2025.05.26-12

Moved: Trustee Macdonald

Seconded: Trustee Kohut

THAT the Board approve BYLAW #2025-1, RE: DISPOSAL OF LAND at 485 and 495 Cedar Avenue in the District of 100 Mile House be read a second time at this meeting.

2025.05.26-13

Moved: Trustee Macdonald

Seconded: Trustee Franklin

Approval of Third and Final Reading at the Meeting:

THAT the Board unanimously approve BYLAW #2025-1, RE: DISPOSAL OF LAND at 485 and 495 Cedar Avenue in the District of 100 Mile House be read a third time at this meeting.

2025.05.26-14

Moved: Trustee Macdonald

Seconded: Trustee Franklin

THAT the Board approve BYLAW #2025-1, RE: DISPOSAL OF LAND at 485 and 495 Cedar Avenue in the District of 100 Mile House be read a third and final time at this meeting.

2025.05.26-15

Moved: Trustee Macdonald
Seconded: Trustee Kohut

5.2 Committee Reports

5.2.1 Finance & Facilities Committee meeting

5.2.2 Education Committee

5.3 Trustees

5.4 Liaison / Representation – None

6. Information (Reading File)

6.1 MusicFest FanFare Letter

7. Adjournment

The meeting adjourned at 7:57 p.m.

2025.05.26-13

Moved: Trustee Kohut
Seconded: Trustee Macdonald

8. Public Comments

Four members of the public joined at the board office, and two people joined online.

Cheryl Lenardon
Acting - Secretary-Treasurer

Angie Delainey
Chair

Special Public Board of Education Meeting Minutes



June 19, 2025 (5:15 p.m.)

Trustees in Attendance:

TEAMS: Angie Delaine (Chair), Anne Kohut, Willow Macdonald, Mary Forbes, Linda Martins, Mike Franklin.

Regrets:

Staff: Superintendent Cheryl Lenardon, Director of Human Resources Taryn Aumond, Directors of Instruction Wendell Hiltz, Sean Cameron, Grant Gustafson, Director of Operations Marc Loewen, Finance Manager Paul Wallin, Executive Assistant Jodi Symmes.

1. **Call to Order** The Board Chair called the meeting to order at 5:15 p.m. with the acknowledgement that the meeting was being held on the traditional and unceded territory of Secwepemcú'ecw, specifically T'exelc, and that Cariboo-Chilcotin School District is proud to serve the students and families of the Secwepemc, Tsilhqot'in and Dakelh Nations.

2. Approval of Agenda

THAT the agenda for June 19, 2025, Public Meeting of the Board of Education be approved.

2025.05.26-01

Moved: Trustee Macdonald
Seconded: Trustee Kohut

3. Presentation – None

4. Delegation – None

5. Reports

5.1.1 2025-26 Annual Budget

THAT the Board of Education approves the Annual Budget Bylaw for fiscal year 2025-2026 for the amount of \$79,929,843, to be read for the **first** time at this Special meeting of the Board, on June 19, 2025.

2025.06.19-02

Moved: Trustee Macdonald
Seconded: Trustee Kohut

THAT the Board of Education approves the Annual Budget Bylaw for fiscal year 2025-2026 for the amount of \$79,929,843, to be read for the **second** time at this Special meeting of the Board, on June 19, 2025.

2025.06.19-03

Moved: Trustee Fobes
Seconded: Trustee Macdonald

“Learning, Growing, and Belonging Together”

5.1.2 Procedural bylaw

An amendment to the Procedural bylaw, Inaugural Meeting 2.1.1 Month changed from December to November.

2025.06.19-04

Moved: Trustee Macdonald

Seconded: Trustee Martins

THAT the Board of Education of School District 27 (Cariboo Chilcotin), approves Procedural Bylaw B2702-1 to be read for the **first** time at this Special meeting of the Board, on June 19, 2025.

2025.06.19-05

Moved: Trustee Macdonald

Seconded: Trustee Kohut

THAT the Board of Education of School District 27 (Cariboo Chilcotin), approves Procedural Bylaw B2702-1 to be read for the **second** time at this Special meeting of the Board, on June 19, 2025.

2025.06.19-06

Moved: Trustee Macdonald

Seconded: Trustee Kohut

5.1.3 Committee Policy

Staff will rewrite the Committee Policy, with the direction that the Committee of the Whole, including ad hoc meetings as needed, encompasses all board members and special meetings as necessary.

6. Committee Reports

6.1.1 Finance & Facilities Committee meeting – None

6.1.2 Education Committee – None

6.2 Trustees

6.3 Liaison / Representation – None

7. Information (Reading File)

8. Adjournment

The meeting adjourned at 6:12 p.m.

2025.06.19 -07

Moved: Trustee Macdonald

Seconded: Trustee Kohut

9. Public Comments

Cheryl Lenardon
Acting - Secretary-Treasurer

Angie Delainey
Chair

In-Camera Meeting Notes provided pursuant to Section 72 (3) of the School Act:

"A board must prepare a record containing a general statement as to the nature of the matters discussed and the general nature of the decisions reached at a meeting from which persons other than trustees or officers of the board, or both, were excluded, and the record must be open for inspection at all reasonable times by any person, who may make copies and extracts on payment of a fee set by the board".

DATE:	May 26, 2025
TRUSTEE PRESENT:	Angie Delaine (Chair), Anne Kohut, Mary Forbes, Michael Franklin, Willow Macdonald.
TRUSTEE ATTENDING VIA TEAMS:	Linda Martens,
REGRETS:	
STAFF PRESENT:	Superintendent Cheryl Lenardon, Directors of Instruction Sean Cameron, Wendell Hiltz, Grant Gustafson, Director of Operations Marc Loewen, Manager of Transportation Ben Bennison, Executive Assistant Jodi Symmes.

1. Opening by Chair
 - 1.1. Call to Order – 5:04 p.m. and acknowledgment of traditional territory.
2. Approval of Agenda
 - 2.1. Agenda and Minutes April 28, 2025 and May 12, 2025 Special In-Camera
3. Action Items
 - 3.1. Briefing Note provided
 - 3.2. Board Meeting Dates 2025-26
4. Discussion Items
 - 4.1. Procedural Bylaw discussion
 - 4.2. Briefing Note Provided
 - 4.3. Summer working session and board working plan discussion
5. Information Items
 - 5.1. Property update
 - 5.2. Alternate Location update
 - 5.3. Staffing update
 - 5.4. Budget update
6. Adjournment – 8:46 p.m.

"Learning, Growing, and Belonging Together"

In-Camera Meeting Notes provided pursuant to Section 72 (3) of the School Act:

"A board must prepare a record containing a general statement as to the nature of the matters discussed and the general nature of the decisions reached at a meeting from which persons other than trustees or officers of the board, or both, were excluded, and the record must be open for inspection at all reasonable times by any person, who may make copies and extracts on payment of a fee set by the board".

DATE:	June 19, 2025
TRUSTEE PRESENT:	
TRUSTEE ATTENDING VIA TEAMS:	Angie Delaine (Chair), Anne Kohut, Mary Forbes, Willow Macdonald, Linda Martens, Michael Franklin.
REGRETS:	
STAFF PRESENT:	Superintendent Cheryl Lenardon, Directors of Instruction – Sean Cameron, Wendell Hiltz, Grant Gustafson, Director of Human Resources Taryn Aumond, Director of Operations, Marc Loewen, Manager of Finance, Paul Wallin, Executive Assistant, Jodi Symmes.

1. Opening by Chair
 - 1.1. Call to Order – 4:32 p.m. and acknowledgment of traditional territory.
2. Agenda and Minutes
 - 2.1. Approval of Agenda
3. Action Items
4. Discussion Items
 - 4.1. Budget Discussion
 - 4.2. Briefing Note Provided
5. Information Items
6. Adjournment – 5:02 p.m.

TO: Board of Education

FROM: Cheryl Lenardon, Superintendent/Acting Secretary-Treasurer

DATE: June 23, 2025

RE: Item #5.1.1 – 2025-26 Annual Budget

BACKGROUND

Section 113 of the B.C School Act states

113 (1)A board, by bylaw,

(a)must adopt an annual budget on or before June 30 of each year for the next fiscal year,

This BN outlines the draft annual budget that staff have prepared for the Board to consider.

DISCUSSION

Based on our student enrollment projections being lower by 48 students, we have finalized an Operating budget with \$61,149,101 million in government operating revenue for the 2025-26 school year. In addition to our Ministry operating funding, there is revenue we generate locally for a total anticipated operating revenue of \$64,573,012.

In addition, we also receive special-purpose funds such as CEF, LINKS, AFG, FF and other Grants.

2025-26 Op Block & LEA	CEF	LIF	LINK	AFG (Op portion)	Pay Equity	Transprtn	Feeding Futures	Labour Settlement
62,604,200	4,842,510	216,412	737,288	311,807	665,837	739,024	596,893	Not announced yet

As per Statement 2, the budget bylaw we are presenting for consideration is \$79,929,843 Senior Staff reviewed school enrollment projections and staffing levels for September 2025 prior to Spring Break. Elementary schools submit projections and proposed class configuration based on collective agreement (CA) language, while secondary plan based on an enrolling FTE allocation. Non-enrolling staffing is driven by the District Ratio under the CA. Since 85% of the budget is people, getting this as accurate as possible is important.

The no wage increases have been included as part of this budget as the funding has still not been announced so the 25/26 Budget is finalized without recognizing these additional revenues or expenses. This item will be updated in the Amended Budget once the Ministry released the funded increases.

As part of our Annual Budget, we budget based on a full staffing model, meaning we plan our costs based on having no vacancies. In reality we generally observe that some positions remain unfilled for a portion of the year or for the full year, this guarantee's that if we get a qualified candidate that we can fill the position.

“Learning, Growing, and Belonging Together”

Staffing levels are slightly lower over last year with some FTE decreases on the operating fund side tied to the projected enrollment decrease of 48 students. On the operating side we observed the following.

FTE Planned Changes:

Teachers	Reduction of 6 FTE's (Operating) (due to lower enrollment)
Principals/ VP's	Reduction of 1 FTE (due to lower enrollment)
EA's	Reduction of 5 FTE's (due to lower enrollment)
Support Staff	No changes (Some unfilled positions in the current year make it look like we are increasing, but staffing will remain the same.)
Other Professionals	No changes (Currently 2 unfilled positions & 2 positions that are being funded by SPF, had been included in Operating until funding is confirmed)

85% of the budget is comprised of Salaries and Benefits while the other 15% of the budget is everything else. Supplies, white fleet, gas, utilities We have maintained the additions from recent years as well as increasing school supply and field trip allocations by 5%.

Operating expenses are projected at \$63,869,012 which would leave an operating surplus of \$704,000 which is necessary to fund our computer leases and some minor operating capital.

Overall, the preliminary information for 2025-26 budget planning is positive with a fair, balanced budget draft for the Board to consider. However, we are seeing cost escalations, rising benefit costs and decreasing interest rates applied to a shrinking Local Capital balance.

See draft budget template.

RECOMMENDATION

THAT the Board of Education approve the Annual Budget Bylaw for fiscal year 2025-2026 for the amount of \$79,929,843, to be read for the **third** and final time at this meeting of the Board, on June 23, 2025.

Annual Budget

School District No. 27 (Cariboo-Chilcotin)

June 30, 2026

School District No. 27 (Cariboo-Chilcotin)

June 30, 2026

Table of Contents

Bylaw	1
Annual Budget - Revenue and Expense - Statement 2	2
Annual Budget - Changes in Net Financial Assets (Debt) - Statement 4	4
Annual Budget - Operating Revenue and Expense - Schedule 2	5
Schedule 2A - Annual Budget - Schedule of Operating Revenue by Source	6
Schedule 2B - Annual Budget - Schedule of Operating Expense by Object	7
Schedule 2C - Annual Budget - Operating Expense by Function, Program and Object	8
Annual Budget - Special Purpose Revenue and Expense - Schedule 3	10
Schedule 3A - Annual Budget - Changes in Special Purpose Funds	11
Annual Budget - Capital Revenue and Expense - Schedule 4	14

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

ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 27 (CARIBOO-CHILCOTIN) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2025/2026 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "*Act*").

1. The Board has complied with the provisions of the *Act*, Ministerial Orders, and Ministry of Education and Child Care Policies respecting the Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 27 (Cariboo-Chilcotin) Annual Budget Bylaw for fiscal year 2025/2026.
3. The attached Statement 2 showing the estimated revenue and expense for the 2025/2026 fiscal year and the total budget bylaw amount of \$79,929,843 for the 2025/2026 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2025/2026.

READ A FIRST TIME THE 19th DAY OF JUNE, 2025;

READ A SECOND TIME THE 19th DAY OF JUNE, 2025;

READ A THIRD TIME, PASSED AND ADOPTED THE 23rd DAY OF JUNE, 2025;

(Corporate Seal)

Chairperson of the Board

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 27 (Cariboo-Chilcotin) Annual Budget Bylaw 2025/2026, adopted by the Board the 23rd DAY OF JUNE, 2025.

Secretary Treasurer

School District No. 27 (Cariboo-Chilcotin)

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2026

	2026 Annual Budget	2025 Amended Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	4,520,000	4,565,000
Adult	-	3,000
Total Ministry Operating Grant Funded FTE's	4,520,000	4,568,000
Revenues	\$	\$
Provincial Grants		
Ministry of Education and Child Care	68,795,777	69,957,532
Other	425,000	249,812
Tuition		20,475
Other Revenue	4,082,911	4,498,513
Rentals and Leases	172,000	125,000
Investment Income	300,000	557,700
Amortization of Deferred Capital Revenue	3,023,310	3,017,022
Total Revenue	76,798,998	78,426,054
Expenses		
Instruction	52,137,140	55,353,259
District Administration	4,085,620	3,192,898
Operations and Maintenance	15,051,156	14,373,247
Transportation and Housing	6,451,927	6,485,851
Debt Services	4,000	4,000
Total Expense	77,729,843	79,409,255
Net Revenue (Expense)	(930,845)	(983,201)
Budgeted Allocation (Retirement) of Surplus (Deficit)		630,763
Budgeted Surplus (Deficit), for the year	(930,845)	(352,438)
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(930,845)	(352,438)
Budgeted Surplus (Deficit), for the year	(930,845)	(352,438)

School District No. 27 (Cariboo-Chilcotin)

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2026

	2026 Annual Budget	2025 Amended Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	63,869,012	65,150,843
Operating - Tangible Capital Assets Purchased	50,000	50,000
Special Purpose Funds - Total Expense	9,002,676	9,800,952
Capital Fund - Total Expense	4,858,155	4,457,460
Capital Fund - Tangible Capital Assets Purchased from Local Capital	2,150,000	3,600,000
Total Budget Bylaw Amount	79,929,843	83,059,255

Approved by the Board

Signature of the Chairperson of the Board of Education	Date Signed
Signature of the Superintendent	Date Signed
Signature of the Community Treasurer	Date Signed

DRAFT

DRAFT - Not Finalized

June 04, 2025 10:37

School District No. 27 (Cariboo-Chilcotin)

Statement 4

Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2026

	2026 Annual Budget \$	2025 Amended Annual Budget \$
Surplus (Deficit) for the year	(930,845)	(983,201)
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(50,000)	(50,000)
From Local Capital	(2,150,000)	(3,600,000)
Total Acquisition of Tangible Capital Assets	(2,200,000)	(3,650,000)
Amortization of Tangible Capital Assets	4,854,155	4,453,460
Total Effect of change in Tangible Capital Assets	2,654,155	803,460
	-	-
(Increase) Decrease in Net Financial Assets (Debt)	1,723,310	(179,741)

School District No. 27 (Cariboo-Chilcotin)

Schedule 2

Annual Budget - Operating Revenue and Expense

Year Ended June 30, 2026

	2026 Annual Budget \$	2025 Amended Annual Budget \$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	61,149,101	61,698,458
Other	70,000	80,000
Tuition		20,475
Other Revenue	3,081,911	3,134,147
Rentals and Leases	172,000	125,000
Investment Income	100,000	150,000
Total Revenue	64,573,012	65,208,080
Expenses		
Instruction	43,554,271	45,965,042
District Administration	4,085,620	3,192,898
Operations and Maintenance	10,747,818	10,404,618
Transportation and Housing	5,481,303	5,588,285
Total Expense	63,869,012	65,150,843
Net Revenue (Expense)	704,000	57,237
Budgeted Prior Year Surplus Appropriation	-	630,763
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(50,000)	(50,000)
Other	(654,000)	(638,000)
Total Net Transfers	(704,000)	(688,000)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 27 (Cariboo-Chilcotin)

Schedule 2A

Annual Budget - Schedule of Operating Revenue by Source

Year Ended June 30, 2026

	2026 Annual Budget	2025 Amended Annual Budget
	\$	\$
Provincial Grants - Ministry of Education and Child Care		
Operating Grant, Ministry of Education and Child Care	62,604,200	62,587,212
ISC/LEA Recovery	(2,931,911)	(2,931,911)
Other Ministry of Education and Child Care Grants		
Pay Equity	665,837	665,837
Funding for Graduated Adults		-
Student Transportation Fund	739,024	739,024
Support Staff Benefits Grant	27,764	27,764
FSA Scorer Grant	8,187	8,187
Labour Settlement Funding	-	566,345
NGN-PLNET Nemiah Valley	36,000	36,000
Total Provincial Grants - Ministry of Education and Child Care	61,149,101	61,698,458
Provincial Grants - Other	70,000	80,000
Tuition		
International and Out of Province Students	-	20,475
Total Tuition	-	20,475
Other Revenues		
Funding from First Nations	2,931,911	2,931,911
Miscellaneous		
Other Revenues	150,000	172,236
Trades TRU	-	10,000
Hard Rocks	-	20,000
Total Other Revenue	3,081,911	3,134,147
Rentals and Leases	172,000	125,000
Investment Income	100,000	150,000
Total Operating Revenue	64,573,012	65,208,080

School District No. 27 (Cariboo-Chilcotin)

Schedule 2B

Annual Budget - Schedule of Operating Expense by Object

Year Ended June 30, 2026

	2026 Annual Budget	2025 Amended Annual Budget
	\$	\$
Salaries		
Teachers	19,940,447	20,538,739
Principals and Vice Principals	5,154,482	5,459,210
Educational Assistants	3,858,572	4,051,654
Support Staff	10,087,616	9,847,592
Other Professionals	2,778,586	1,993,863
Substitutes	1,367,000	1,645,951
Total Salaries	43,186,703	43,537,009
Employee Benefits	10,806,542	10,874,043
Total Salaries and Benefits	53,993,245	54,411,052
Services and Supplies		
Services	2,199,053	1,849,750
Student Transportation	238,998	260,600
Professional Development and Travel	713,516	1,030,687
Rentals and Leases	204,000	252,000
Dues and Fees	364,200	384,150
Insurance	217,000	215,410
Supplies	4,317,850	5,082,194
Utilities	1,621,150	1,665,000
Total Services and Supplies	9,875,767	10,739,791
Total Operating Expense	63,869,012	65,150,843

School District No. 27 (Cariboo-Chilcotin)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2026

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	15,843,237	1,647,021	84,344	257,833	186,010	1,312,000	19,330,445
1.03 Career Programs		155,078		83,650			238,728
1.07 Library Services	490,177			160,332			650,509
1.08 Counselling	789,362						789,362
1.10 Inclusive Education	2,247,415	155,078	2,886,492	103,958		5,000	5,397,943
1.20 Early Learning and Child Care							-
1.30 English Language Learning			500				500
1.31 Indigenous Education	570,256	155,078	887,236	29,674			1,642,244
1.41 School Administration		3,042,227		1,068,858		35,000	4,146,085
1.64 Other				20,000		15,000	35,000
Total Function 1	19,940,447	5,154,482	3,858,572	1,724,305	186,010	1,367,000	32,230,816
4 District Administration							
4.11 Educational Administration					994,455		994,455
4.40 School District Governance				10,146	220,499		230,645
4.41 Business Administration				341,241	744,182		1,085,423
Total Function 4	-	-	-	351,387	1,959,136	-	2,310,523
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				61,552	524,670		586,222
5.50 Maintenance Operations				4,213,228			4,213,228
5.52 Maintenance of Grounds				614,070			614,070
5.56 Utilities							-
Total Function 5	-	-	-	4,888,850	524,670	-	5,413,520
7 Transportation and Housing							
7.41 Transportation and Housing Administration				122,180	108,770		230,950
7.70 Student Transportation				3,000,894			3,000,894
Total Function 7	-	-	-	3,123,074	108,770	-	3,231,844
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	19,940,447	5,154,482	3,858,572	10,087,616	2,778,586	1,367,000	43,186,703

School District No. 27 (Cariboo-Chilcotin)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2026

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2026 Annual Budget	2025 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	19,330,445	4,767,246	24,097,691	1,640,880	25,738,571	26,949,616
1.03 Career Programs	238,728	59,433	298,161	188,000	486,161	525,107
1.07 Library Services	650,509	162,127	812,636		812,636	873,402
1.08 Counselling	789,362	197,341	986,703		986,703	957,831
1.10 Inclusive Education	5,397,943	1,421,831	6,819,774	322,500	7,142,274	7,127,795
1.20 Early Learning and Child Care	-		-		-	300
1.30 English Language Learning	500	140	640		640	5,500
1.31 Indigenous Education	1,642,244	420,428	2,062,672	599,058	2,661,730	3,165,403
1.41 School Administration	4,146,085	1,027,771	5,173,856	333,000	5,506,856	6,159,883
1.64 Other	35,000	3,500	38,500	180,200	218,700	200,205
Total Function 1	32,230,816	8,059,817	40,290,633	3,263,638	43,554,271	45,965,042
4 District Administration						
4.11 Educational Administration	994,455	248,614	1,243,069	159,000	1,402,069	929,532
4.40 School District Governance	230,645	16,682	247,327	259,816	507,143	485,035
4.41 Business Administration	1,085,423	271,232	1,356,655	819,753	2,176,408	1,778,331
Total Function 4	2,310,523	536,528	2,847,051	1,238,569	4,085,620	3,192,898
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	586,222	146,556	732,778	202,500	935,278	882,700
5.50 Maintenance Operations	4,213,228	1,102,165	5,315,393	1,978,410	7,293,803	7,300,955
5.52 Maintenance of Grounds	614,070	153,517	767,587	130,000	897,587	615,963
5.56 Utilities	-		-	1,621,150	1,621,150	1,605,000
Total Function 5	5,413,520	1,402,238	6,815,758	3,932,060	10,747,818	10,404,618
7 Transportation and Housing						
7.41 Transportation and Housing Administration	230,950	57,736	288,686	20,000	308,686	347,723
7.70 Student Transportation	3,000,894	750,223	3,751,117	1,421,500	5,172,617	5,240,562
Total Function 7	3,231,844	807,959	4,039,803	1,441,500	5,481,303	5,588,285
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	43,186,703	10,806,542	53,993,245	9,875,767	63,869,012	65,150,843

School District No. 27 (Cariboo-Chilcotin)

Schedule 3

Annual Budget - Special Purpose Revenue and Expense

Year Ended June 30, 2026

	2026 Annual Budget	2025 Amended Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	7,646,676	8,259,074
Other	355,000	169,812
Other Revenue	1,001,000	1,364,366
Investment Income		7,700
Total Revenue	9,002,676	9,800,952
Expenses		
Instruction	8,582,869	9,388,217
Operations and Maintenance	311,807	312,373
Transportation and Housing	108,000	100,362
Total Expense	9,002,676	9,800,952
Budgeted Surplus (Deficit), for the year	-	-

School District No. 27 (Cariboo-Chilcotin)

Schedule 3A

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2026

	Annual Facility Grant	Learning Improvement Fund	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead
	\$	\$	\$	\$	\$		\$	\$	\$
Deferred Revenue, beginning of year	-	40,717	4,654	658,588	8,317	7,908	10,444	3,743	-
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	311,807	216,412			224,000	49,000	142,296	737,288	648,187
Provincial Grants - Other				1,000,000					
Other			1,000						
Investment Income									
	311,807	216,412	1,000	1,000,000	224,000	49,000	142,296	737,288	648,187
Less: Allocated to Revenue	311,807	239,262	1,000	1,000,000	232,317	56,908	152,740	741,031	648,187
Recovered									
Deferred Revenue, end of year	-	17,867	4,654	658,588	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education and Child Care	311,807	239,262			232,317	56,908	152,740	741,031	648,187
Provincial Grants - Other			1,000	1,000,000					
Other Revenue									
	311,807	239,262	1,000	1,000,000	232,317	56,908	152,740	741,031	648,187
Expenses									
Salaries									
Teachers							64,000		
Educational Assistants		191,410			180,371		13,224	507,235	337,212
Support Staff									72,568
Other Professionals						40,000			108,770
	-	191,410	-	-	180,371	40,000	77,224	507,235	518,550
Employee Benefits		47,852			45,093	10,000	19,306	126,809	129,637
Services and Supplies	311,807		1,000	1,000,000	6,853	6,908	56,210	106,987	
	311,807	239,262	1,000	1,000,000	232,317	56,908	152,740	741,031	648,187
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 27 (Cariboo-Chilcotin)

Schedule 3A

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2026

	Classroom Enhancement Fund - Staffing	Classroom Enhancement Fund - Remedies	First Nation Student Transportation	Mental Health in Schools	Changing Results for Young Children	Early Childhood Education Dual Credit Program	ECL Early Care & Learning	Feeding Futures Fund	Health Career Grants
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	-	8,448	107,555	15,555	180,699	4,668		4,463	17,500
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	4,194,323	-	88,565	55,000		36,000		596,893	25,000
Provincial Grants - Other									
Other									
Investment Income									
	4,194,323	-	88,565	55,000	-	36,000	-	596,893	25,000
Less: Allocated to Revenue	4,194,323	-	108,000	55,000	-	35,000	-	600,000	25,000
Recovered					180,699				
Deferred Revenue, end of year	-	8,448	88,120	15,555	-	5,668	-	1,356	17,500
Revenues									
Provincial Grants - Ministry of Education and Child Care	4,194,323	-	108,000	55,000	-	35,000	-	600,000	25,000
Provincial Grants - Other									
Other Revenue									
	4,194,323	-	108,000	55,000	-	35,000	-	600,000	25,000
Expenses									
Salaries									
Teachers	3,355,458								
Educational Assistants									
Support Staff			24,000						
Other Professionals									
	3,355,458	-	24,000	-	-	-	-	-	-
Employee Benefits	838,865		6,000						
Services and Supplies			78,000	55,000		35,000		600,000	25,000
	4,194,323	-	108,000	55,000	-	35,000	-	600,000	25,000
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 27 (Cariboo-Chilcotin)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2026

Schedule 3A

	Professional Learning Grant	Nenqayni	Health Promoting Schools	ERASE	National Food Program	TOTAL
	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	163,867	-	85,322	18,907	-	1,341,355
Add: Restricted Grants						
Provincial Grants - Ministry of Education and Child Care					133,194	7,457,965
Provincial Grants - Other		355,000				355,000
Other						1,000,000
Investment Income						1,000
	-	355,000	-	-	133,194	8,813,965
Less: Allocated to Revenue	65,000	355,000	30,000	18,907	133,194	9,002,676
Recovered						180,699
Deferred Revenue, end of year	98,867	-	55,322	-	-	971,945
Revenues						
Provincial Grants - Ministry of Education and Child Care	65,000		30,000	18,907	133,194	7,646,676
Provincial Grants - Other		355,000				355,000
Other Revenue						1,001,000
	65,000	355,000	30,000	18,907	133,194	9,002,676
Expenses						
Salaries						
Teachers		191,713				3,611,171
Educational Assistants		67,868				1,297,320
Support Staff						96,568
Other Professionals						148,770
	-	259,581	-	-	-	5,153,829
Employee Benefits		71,833				1,295,395
Services and Supplies	65,000	23,586	30,000	18,907	133,194	2,553,452
	65,000	355,000	30,000	18,907	133,194	9,002,676
Net Revenue (Expense)	-	-	-	-	-	-

School District No. 27 (Cariboo-Chilcotin)

Schedule 4

Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2026

	2026 Annual Budget			2025 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Investment Income		200,000	200,000	400,000
Amortization of Deferred Capital Revenue	3,023,310		3,023,310	3,017,022
Total Revenue	3,023,310	200,000	3,223,310	3,417,022
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	3,991,531		3,991,531	3,656,256
Transportation and Housing	862,624		862,624	797,204
Debt Services				
Capital Lease Interest		4,000	4,000	4,000
Total Expense	4,854,155	4,000	4,858,155	4,457,460
Net Revenue (Expense)	(1,830,845)	196,000	(1,634,845)	(1,040,438)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	50,000		50,000	50,000
Capital Lease Payment		654,000	654,000	638,000
Total Net Transfers	50,000	654,000	704,000	688,000
Other Adjustments to Fund Balances				
Tangible Capital Assets Purchased from Local Capital	1,500,000	(1,500,000)	-	
Tangible Capital Assets WIP Purchased from Local Capital	650,000	(650,000)	-	
Total Other Adjustments to Fund Balances	2,150,000	(2,150,000)	-	
Budgeted Surplus (Deficit), for the year	369,155	(1,300,000)	(930,845)	(352,438)

TO: Board of Education

FROM: Marcus Loewen, Director of Operations

DATE: June 23, 2025

RE: Item #5.1.2 - Major Capital Plan Submission 2026-2027

BACKGROUND

The School Act provides that the Minister of Education and Child Care may require a Board of Education to prepare and submit a capital plan for its school district to the Ministry. Under this authority, the Ministry has established that capital plans will be submitted annually for its review.

The capital plan must set out particulars for each capital project that a board proposes to undertake during a period specified by the Minister, with five years as the requested period for Government capital planning purposes. A key requirement for the submitted capital plan is an estimate of the capital funding that would be required for each proposed capital project.

Thus, each year the district submits minor and major capital requests to the Ministry that require additional funding beyond the Annual Facilities Grant (AFG). Major Capital requests are typically for large projects like the replacement of Marie Sharpe Elementary. Minor Capital typically involves newer school buses, HVAC, energy savings projects, playgrounds, roofing etc.

Similar to last year, the submission deadline dates are as follows:

- AFG – May 17th - **submitted**.
- Major Capital – June 30, 2025 – in this Briefing Note
- Minor Capital (SEP, CNCP, PEP, BUS) – September 30, 2025 – will come to the Sept committee/board meeting.

MAJOR CAPITAL

School Replacement Projects

Priority	Description
1	Marie Sharpe Elementary School – Replacement (REP)

The Major Capital information entered into MyCAPS (MECC's capital program) for the 2026-27 submission will be updated and refreshed based on the direction provided by our capital planning officers.

The MECC capital officers remain very much in support of moving a replacement school for Marie Sharpe forward in the capital planning cycle.

“Learning, Growing, and Belonging Together”

For long-term planning, the District will also submit replacing 100 Mile House Elementary as its second major capital priority after Marie Sharpe.

Rural Community Demolition Request Program

Rural Districts Program (RDP) funding is provided for the full or partial demolition of vacant board-owned buildings.

Priority	Description
1	McLeese Lake Elementary
2	Bridge Lake Elementary

RECOMMENDATION

The School Act states that prior to the Ministry's consideration of a school district's capital plan for approval, a board of education must approve the capital plan for its school district by Board Resolution.

THAT the Board of Education of School District No. 27 (Cariboo-Chilcotin) approves the proposed Five-Year Major Capital Plan to be submitted for 2026/2027 to the Ministry of Education and Child Care at this meeting of the board on June 23, 2025.

TO: Board of Education

FROM: Cheryl Lenardon, Superintendent/Acting Secretary-Treasurer

DATE: June 23, 2025

RE: Item: 5.1.3 - Procedural Bylaw

BACKGROUND

Arising from the internal review of Board functioning conducted in August 2024, there was an identified Board priority to revisit the procedural bylaw and how Board meetings and committees are organized and conducted. Superintendent Lenardon has been working with consultant Kevin Godden to draft a procedural bylaw to meet the stated goals of the Board.

DISCUSSION

The Board provided feedback on a number of specific details, including day of the week for meetings, advance notice for agenda items and delegation applications, agenda setting, committee of the whole as a feature, agenda sections and order. The procedure, as drafted, addresses that feedback and is ready for consideration by the Board. First and Second Reading passed at the Special Board Meeting of June 19, 2025.

RECOMMENDATION

THAT the Board of Education approves the REPEAL of Procedural bylaw B2702 at this meeting of the board on June 23, 2025.

THAT the Board of Education approves Procedural bylaw B2702-1 for the **third** and final time at this meeting of the board on June 23, 2025.

1. Purpose and Guiding Principles

The purpose of this policy is to explain how the Board of Education operates, including the role of the trustees, the management of meetings and public participation. The Board of Education exists to provide direction and oversight to the district with the aim of ensuring equitable, high-quality education for all students.

The Board believes that its ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of a sound organizational design. A quorum, which is a majority of the number of trustees holding office, must be present for every duly constituted meeting. The Board has adopted policies so that the business of the Board can be conducted in an orderly and efficient manner.

The Board believes that its fundamental obligation is to preserve and enhance the public trust in public education, generally, and in the affairs of its operations in particular. Consistent with its objective to encourage the general public to contribute to the educational process, the Board believes its affairs should be conducted in public to the greatest extent possible.

The Board also believes there are times when public interest is best served by private discussion of specific issues in “in-camera” sessions. The Board believes it is necessary to protect individual privacy and the Board's own position in negotiating either collective agreements or contracts and therefore expects to go “in-camera” for issues dealing with individual students, individual employees, land, labour, litigation or negotiation.

The Board further believes public interest can be enhanced by having members of the public make presentations at Board meetings. The Board also believes that public information meetings dealing with specific educational topics and held on a regular basis within the district can enhance communications and the effectiveness of the Board.

This bylaw reflects the Board’s commitment to focus on student learning and well-being, transparency in operations, efficient use of resources, meaningful community engagement, and strong trustee participation.

2. Board Meeting Operations

Definitions - for the purposes of this bylaw, meetings shall be defined as follows:

- **Regular meetings:** Public or in-camera meetings of the Board, or a standing committee scheduled to occur on specific dates and times during the current school year as determined by Board resolution at the inaugural or annual meeting.
- **In-camera meetings:** Meetings of the Board, or a standing committee, which are closed to the public in accordance with the criteria in 2.4.

Policy 140 Board Committees

Related Legislation: Nil

Related Contract Article: Nil

Adopted: November 2017

Amended: April 23, 2019

Amended: June 13, 2025

- **Special meetings:** Meetings of the Board, or a standing committee, either public or in-camera, which are called in addition to the regular meetings to deal with emergency issues or items requiring considerable time for debate.

2.1 Inaugural Meeting

- 2.1.1 Pursuant to section 67(1) of the School Act, the Secretary-Treasurer shall convene a first meeting of the board, open to the public, by the second Monday in November of a trustee election year, the sole purpose of the of the meeting being:
 - For trustees to make a prescribed oath of office, by oath or solemn affirmation; and
 - To elect the Chair and Vice-Chair of the Board.
- 2.1.2 Each trustee will take the oath of office immediately following the call to order of the inaugural meeting. Special provisions will be made for a trustee taking office following a by-election.
- 2.1.3 The Secretary-Treasurer shall act as Chair of the meeting through to the election of the new Board Chair, at which time the duly elected Board Chair will assume the role.

2.2 Organizational Meetings

- 2.2.1 In non-election years, officers of the Board shall be elected at the last meeting in December, with elected officers taking office on January 1st.
- 2.2.2 In election years, the presiding officer of the inaugural meeting shall be the Secretary-Treasurer until such time as the Chair has been elected.
- 2.2.3 The presiding officer shall call for nominations for Board Chair. Any trustee may be nominated for chair by any other trustee. A seconder for the nomination is not required.
- 2.2.4 If more than one nomination is received for chair, a secret vote by ballot will take place immediately. A majority of more than 50% of the ballots cast by those trustees present is required for election.
- 2.2.5 A similar election shall then be conducted by the duly elected Chair for the position of Vice-chair.
- 2.2.6 For each of the above elections, balloting shall continue until one trustee receives a clear majority of more than 50% of the ballots cast by those trustees present. At each successive ballot, the names of the trustee receiving the fewest votes shall be dropped from the ballot.

Procedural Bylaw B2702-1

Related Legislation: School Act [RSBC 1996, Part 4, Division 6, Section 50; and Part 6, Division 1, Sections 65-72]

Related Contract Article: Nil

Adopted: June 2014

Amended: May 28, 2019

Amended: June 13, 2025

- 2.2.7 If two or more candidates are tied and no candidate receives more than 50% of the votes cast, a second ballot will be taken. If, after a second ballot two or more candidates receive an equal number of votes, lots will be drawn to determine which candidate is successful.
- 2.2.8 Spoiled ballots will not be considered as cast ballots.
- 2.2.9 The term of office for Chair and Vice-Chair, shall be one year, commencing January 1st.
- 2.2.10 The Board Chair will, after consultation with all trustees, recommend trustees to committees and have the appointments approved at the next regular meeting of the Board.
- 2.2.11 The Chair shall preside at all meetings of the Board, except for committee meetings where a committee chair is appointed.
- 2.2.12 The Vice-Chair shall preside in the absence of the Chair or when the Chair vacates the Chair.
- 2.2.13 If neither the Chair nor the Vice-Chair is able or willing to take the Chair, the presiding officer shall be such person as the Board may elect for that meeting.
- 2.2.14 The Chair shall have the same rights as other trustees to offer resolution, to make or second motions, to discuss questions and shall vote without having to vacate the chair.

2.3 Regular Meetings

- 2.3.1 The purpose of the regular meeting is for the Board to conduct its business. Meetings will be open to the public and may be live streamed at the Board's discretion.
- 2.3.2 Regular board meetings are held according to a schedule approved by the Board each June. In the year of a general election the schedule is set until December.
- 2.3.3 Notwithstanding the schedule noted above, the Board may decide, by motion, to schedule additional meetings.
- 2.3.4 Schedules for regular Board meetings will be made publicly available on the district's website.

2.4 In-Camera (Closed) Meetings

- 2.4.1 Unless declared otherwise by the Chair, all in-camera meetings shall be closed to the public.
- 2.4.2 Items to be dealt with at in-camera meetings include:

Procedural Bylaw B2702-1

Related Legislation: School Act [RSBC 1996, Part 4, Division 6, Section 50; and Part 6, Division 1, Sections 65-72]

Related Contract Article: Nil

Adopted: June 2014

Amended: May 28, 2019

Amended: June 13, 2025

- legal matters;
- Freedom of Information and Protection of Privacy Act items deemed private;
- Board matters relating to safety, security and protection;
- personnel matters relating to safety, security and protection;
- specific student matters relating to medical, conduct, discipline, suspension, expulsion, safety, security and protection;
- personal contracts and collective bargaining matters;
- pre-tender discussions;
- acquisition and disposition of real property prior to finalization of the transaction;
- matters of housekeeping (e.g. scheduling of internal function dates, invitations and assignment of Trustee duties);
- other matters where the Board deems that the public interest is better served.

2.4.3 Except for the general statement referenced below, the proceedings of an in-camera meeting from which the public has been excluded, shall not be disclosed (unless a resolution is passed to allow such disclosure).

2.4.4 In compliance with the School Act, a general statement of the matters discussed and decisions reached at each meeting from which the public has been excluded shall be provided to the public at no charge. Such general statements shall include the name(s) of Trustees who are absent from the; and be attached, for information, the agenda of a regular Board meeting following the in-camera meeting.

2.5 Special (Extraordinary) Meetings

- 2.5.1 Occasionally, unanticipated or emergent issues require immediate Board attention and/or action.
- 2.5.2 Unless deemed to be in-camera, all special meetings are open to the public.
- 2.5.3 A special meeting of the Board may be called by the Chair or, upon written request of a majority of the trustees or the Superintendent in consultation with the Chair.
- 2.5.4 Written notice of a special meeting and an agenda shall be distributed to each trustee at least forty-eight (48) hours in advance of the meeting. Delivery of a written notice and the agenda may be waived by a majority vote of the Board, provided all reasonable steps have been taken to notify all trustees of the meeting. Such consent to waive notice shall be noted in the minutes of the meeting.
- 2.5.5 A special meeting must have as quorum a majority of the trustees holding office at the time.

Procedural Bylaw B2702-1

Related Legislation: School Act [RSBC 1996, Part 4, Division 6, Section 50; and Part 6, Division 1, Sections 65-72]

Related Contract Article: Nil

Adopted: June 2014

Amended: May 28, 2019

Amended: June 13, 2025

- 2.5.6 No business other than that for which the meeting was called shall be conducted at the meeting without unanimous consent of all trustees.

2.6 Public Information Meetings

- 2.6.1 Public information meetings are scheduled, open to the public and are called on an as-needed basis to seek input and/or provide information.
- 2.6.2 The Board may hold public information meetings on major issues to provide or obtain information on proposed changes in operational practices which will substantially affect instructional delivery; facility location; school closure; program relocation; and operating and capital budgets.
- 2.6.3 The Board Chair and/or designate shall chair the meetings accompanied by appropriate staff, as assigned by the Superintendent, to assist with proceedings.

2.7 Working Sessions

- 2.7.1 The Board will meet as necessary in a working session environment to discuss district goals and objectives, evaluate the Superintendent, receive in-service on budget and district programs and review other matters pertaining to the operation of the district.
- 2.7.2 At these working sessions, the Board shall take no actions that replace debate or actions at a public meeting.
- 2.7.3 The agenda will be prepared by the Superintendent, under the direction of the Chair, and be submitted for consideration to the Board prior to the working session being held. The Superintendent is expected to attend the working session and will determine if other staff are to attend.

2.8 Attendance at Meetings

- 2.8.1 If a trustee(s) is unable to attend a meeting, the Board, or Board committee may permit attendance through teleconferencing or videoconferencing, providing that all trustees in attendance are able to communicate with one another.

3. Agenda Management

3.1 Items may be placed on the agenda of a Board meeting in one of the following ways:

- By notifying the Board Chair at least ten (10) days prior to the Board meeting.
- By notice of motion at the previous meeting of the Board.
- As a request from a committee of the Board.
- As outlined in Items 3.5 and 3.7 below

Procedural Bylaw B2702-1

Related Legislation: School Act [RSBC 1996, Part 4, Division 6, Section 50; and Part 6, Division 1, Sections 65-72]

Related Contract Article: Nil

Adopted: June 2014

Amended: May 28, 2019

Amended: June 13, 2025

3.2 The Agenda Setting Committee consisting of the Board Chair, Vice Chair, Superintendent and Secretary-Treasurer shall establish items on the agenda for each Board meeting.

3.3 The regular meeting agenda shall generally follow the order outlined below:

- Opening by the Chair/Call to Order
- Land Acknowledgement
- Approval of Agenda
- Approval of Minutes
- Consent Items (minutes of previous meeting(s), correspondence)
- Delegations/Presentations
- Report on Progress (Superintendent's Report)
- Board Committee Reports
- New Business
- Trustee Reports
- Question and Comment Period
- Adjournment

3.4 The in-camera meeting agenda shall generally follow the order outlined below:

- Opening by Chair/Call to Order
- Land Acknowledgement
- Approval of Agenda
- Adoption of Minutes
- Action Items
- Discussion Items
- Information Items
- Adjournment

3.5 For all regular meetings, one (1) public question/comment period will be held to a maximum of ten (10) minutes. Only questions/comments that relate to agenda items at the meeting may be asked. The question/comment period is dedicated only for members of the public in attendance at a meeting.

3.6 Issues that require Board action may arise after the agenda has been prepared. The Board Chair, at the beginning of the meeting, shall ask for additions to and/or deletions from the agenda prior to agenda approval. Changes to the agenda may be made by a majority of those present.

3.7 The Board will follow the order of business set by the agenda unless the order is altered, or items are added or deleted by agreement of the Board.

Procedural Bylaw B2702-1

Related Legislation: School Act [RSBC 1996, Part 4, Division 6, Section 50; and Part 6, Division 1, Sections 65-72]

Related Contract Article: Nil

Adopted: June 2014

Amended: May 28, 2019

Amended: June 13, 2025

- 3.8 The agenda for all meetings will be supported by copies of letters, reports, contracts, policies and other materials as are pertinent to the business which will come before the Board.
- 3.9 The agenda information package will be distributed to each trustee at least four days in advance of regular Board meetings.
- 3.10 The list of agenda items shall be posted on the district website at least 24 hours prior to the regular public meeting.
- 3.11 The quorum for a meeting of the Board, shall be a majority of trustees holding office at that time or the majority of those trustees appointed to a committee. The exception to this will be the Agenda Setting Committee which, for quorum purposes, will require the Board Chair, or in the absence of the Board Chair, the Vice-Chair, to be present. In the case where the Board Chair or Vice Chair is not named (i.e., the inaugural meeting), the Secretary-Treasurer will be present.
- 3.12 At the appointed time for commencement of a meeting the presiding officer shall ascertain that a quorum is present before proceeding to the business of the meeting. If a quorum has not been made within one-half hour after the appointed time, the meeting shall stand adjourned until the next regular meeting date or until another meeting shall have been called in accordance with this Bylaw.
- 3.13 After a meeting has commenced, if notice is drawn to a lack of quorum, the presiding officer shall ascertain whether there is a lack of quorum and, if so found, adjourn the meeting to no more than 30 minutes later, or to the next regular meeting date, or a special meeting may be called in accordance with this bylaw, at the presiding officer's discretion.
- 3.14 In accordance with section 67(7) of the School Act, a trustee who participates in a meeting electronically will be counted for the purposes of establishing quorum. Trustees who participate electronically will have the same rights and privileges as any other trustee.
- 3.15 All meetings of the Board shall stand adjourned at three and a half (3.5) hours after commencement unless a resolution is passed by a two-thirds majority to extend the hour of adjournment.
- 3.16 Meetings of the Board will adjourn no later than 10:00 pm unless a majority of the trustees present approve an extension of the time. This extension cannot continue beyond 10:30 pm. Items remaining on the agenda after adjournment are to be directed to future meetings by the agenda setting committee.
- 3.17 Minutes shall be kept by the Secretary-Treasurer of all proceedings and motions passed at meetings of the Board. Such minutes are to be concise and to detail the proceedings of the Board, but not the contents of speeches or debates.

Procedural Bylaw B2702-1

Related Legislation: School Act [RSBC 1996, Part 4, Division 6, Section 50; and Part 6, Division 1, Sections 65-72]

Related Contract Article: Nil

Adopted: June 2014

Amended: May 28, 2019

Amended: June 13, 2025

4. Minutes

4.1 The Board shall maintain and preserve by means of minutes a record of its proceedings and resolutions. The minutes shall record:

- Date, time and place of meeting;
- Type of meeting (regular or special);
- Name of presiding officer;
- Names of those trustees and district administration in attendance;
- Approval of preceding minutes;
- A brief summary of the circumstances which gave rise to the matter being debated by the Board;
- All resolutions, including the Board's disposition of the same, placed before the Board, are to be entered in full;
- Points of order and appeals;
- Appointments;
- Summarized reports of committees;
- Trustee declaration pursuant to Section 56, 57 or 58 of the School Act.

4.2 The minutes shall:

- Be prepared as directed by the Superintendent or designate;
- Be reviewed by the Superintendent prior to submission to the Board;
- Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and
- Upon adoption by the Board, it shall be deemed to be the official and sole record of the Board's business.

4.3 The Superintendent or designate shall establish a codification system for resolutions determined by the Board which will:

- Provide for ready identification as to the meeting at which it was considered;
- Provide for cross-reference with resolutions of similar nature adopted by the Board at previous meetings; and
- Establish and maintain a file of all Board minutes.

4.4 All committees of the Board, unless otherwise directed, shall prepare and submit minutes or a report to the Board.

4.5 As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the Superintendent will institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all Board meetings.

Procedural Bylaw B2702-1

Related Legislation: School Act [RSBC 1996, Part 4, Division 6, Section 50; and Part 6, Division 1, Sections 65-72]

Related Contract Article: Nil

Adopted: June 2014

Amended: May 28, 2019

Amended: June 13, 2025

- 4.6 The approved minutes of a regular or special meeting shall be posted to the website as soon as possible following approval. The Superintendent or designate is responsible for distributing and posting the approved minutes.

5. Correspondence

- 5.1 The Board believes that it is the delegated responsibility of administrative staff to act for the Board within the bounds of Board policy. However, trustees are to be kept informed of non-routine items of business and are to be given the opportunity to seek further information on such matters.
- 5.2 A list of all non-routine correspondence addressed to the Board or received by the Superintendent or designate acting in their official corporate capacities will be forwarded to all trustees in a timely fashion.
- 5.3 A list of official correspondence received by the Board will be available at each regular meeting.
- 5.4 All district related correspondence or material addressed to a trustee in name or as chair of a committee will be forwarded to the Board and the Superintendent.

6. Motions (Resolutions)

6.1 Notice of Motion

- 6.1.1 The notice of motion serves the purpose of officially putting an item on the agenda of the next or future regular meetings and gives notice to all trustees of the item to be discussed. A notice of motion is not debatable and may not be voted on.

6.2 General

- 6.2.1 All matters relating to the formal agenda for the Board meeting shall be by a motion which has been moved and seconded before formal debate. Before a formal motion is placed before the Board by a trustee, an opportunity will be provided for questions and clarification.
- 6.2.2 The custom of addressing comments to the Board Chair is to be followed by all persons in attendance.
- 6.2.3 Motions shall be phrased in a clear and concise manner to express an opinion or to achieve a result. A preamble does not form part of a resolution when passed.
- 6.2.4 Movers and seconders of motions will appear in the official minutes. The Chair or recording secretary may request that the mover put a motion in writing to ensure accurate recording of the motion in the minutes.

Procedural Bylaw B2702-1

Related Legislation: School Act [RSBC 1996, Part 4, Division 6, Section 50; and Part 6, Division 1, Sections 65-72]

Related Contract Article: Nil

Adopted: June 2014

Amended: May 28, 2019

Amended: June 13, 2025

- 6.2.5 The presiding officer may divide a motion containing more than one subject if the Chair believes this would produce a fairer or clearer result and the same shall be voted on in the form in which it is divided.
- 6.2.6 No motion other than to postpone consideration of a question, or a procedural motion, shall be repeated during the calendar year except by the reconsideration or rescinding process.
- 6.2.7 A motion to reconsider cannot be applied to action that cannot be reversed; for example, entering into a contract.
- 6.2.8 A motion to reconsider can only be made at the same meeting where the original motion was voted upon and by a member who voted on the prevailing side. No question can be reconsidered twice.
- 6.2.9 A motion to rescind will be considered only if notice has been given at the previous meeting or in the call for the present meeting. A motion to rescind may be moved by any trustee, regardless of his/her original vote.
- 6.2.10 A motion to table is not debatable other than as to propriety. (There is no set time limit.)
- 6.2.11 A motion to postpone is debatable. (It can be postponed indefinitely or to a certain time.)
- 6.2.12 A motion can be withdrawn or modified by the mover without the consent of anyone before the motion is stated by the Chair. Once the motion has been stated by the Chair, it belongs to the assembly, and the mover must request permission to withdraw or modify it. If there is an objection, the Chair shall ask the trustees if the request should be granted, and a majority vote is needed for withdrawal.
- 6.2.13 An amendment to a motion or resolution does not require notice. Only one amendment to an amendment shall be allowed, and the same shall be dealt with before the original amendment is decided. An amendment may not change the intent of the original motion.
- 6.2.14 All motions to amend Board policy shall be submitted in writing to the Superintendent and presented to the Board at the regular meeting immediately preceding the meeting at which they are to be discussed. (Notice of Motion). The written Notice of Motion to amend Board policy shall contain the proposed action and rationale.
- 6.2.15 All members, including the Board Chair, are entitled to vote on all motions, except in the case of a conflict of interest, as defined by Section 58 of the School Act.

Procedural Bylaw B2702-1

Related Legislation: School Act [RSBC 1996, Part 4, Division 6, Section 50; and Part 6, Division 1, Sections 65-72]

Related Contract Article: Nil

Adopted: June 2014

Amended: May 28, 2019

Amended: June 13, 2025

6.2.16 While all trustees are encouraged to vote on all motions, except in the case of conflict of interest, a member has the right to abstain from voting. An abstention shall not be considered a vote for or against.

7. Debate

- 7.1 Debate shall be strictly relevant to the question and the presiding officer shall warn speakers who violate this rule.
- 7.2 No person shall speak until recognized by the Chair.
- 7.3 Subject to the discretion of the Chair, no person shall speak more than twice to a question unless a motion to extend debate is carried. The lone exception to this is that the mover of the motion will have the right to make a reply when all trustees who wish to speak have spoken. No trustee shall speak for a period in excess of five minutes at one time. The Chair may caution a trustee who persists in repetitious debate and may direct him/her to discontinue.
- 7.4 A matter of privilege (a matter dealing with the rights or interests of the Board as a whole or of a trustee personally) may be raised at any time and shall be dealt with forthwith before resumption of business.
- 7.5 No trustee shall interrupt another trustee who has the floor except to raise a point of order or a point of privilege.
- 7.6 A motion must be made by a member who has obtained the floor, while no question is pending. The maker of the motion if he/she desires may speak first.
- 7.7 Debate can be closed by a motion to end debate. This is not debatable, must have a seconder, and must be passed by two-thirds majority.
- 7.8 This policy shall govern points of order, and procedures not provided for or specified by the *School Act*. Where there is an inconsistency, the *School Act* shall apply. Where situations arise which are not covered by the *School Act* or policy, reference to *Robert's Rules* shall be in order.
- 7.9 The presiding officer shall rule on all points of order and shall state the reasons and the authority for ruling when making a ruling. The presiding officer's ruling shall be subject to appeal to the Board which will be decided without debate by a majority vote of trustees present. An appeal may only be requested immediately after a ruling and before resumption of business. A successful appeal does not necessarily set a precedent.

8. Voting

- 8.1 A quorum of the Board shall be four trustees.

Procedural Bylaw B2702-1

Related Legislation: School Act [RSBC 1996, Part 4, Division 6, Section 50; and Part 6, Division 1, Sections 65-72]

Related Contract Article: Nil

Adopted: June 2014

Amended: May 28, 2019

Amended: June 13, 2025

- 8.2 All trustees present at a meeting are expected to vote; although, a trustee must abstain from voting in the event that he/she has a conflict of interest by reason of having a direct pecuniary interest in a vote, as per Section 58 of the School Act. A trustee may also abstain from voting if he/she states at the meeting her/his reasons prior to a vote being taken.
- 8.3 Voting shall be conducted either by a show of hands or through any electronic means in use by the Board. Results will be recorded and will include a record of negative votes and abstentions. Upon request, where a conflict exists, the reason(s) for an abstention shall be recorded.
- 8.4 The Chair has the same right to vote and shall vote at the same time as the other members of the Board. In the case of an equality of votes for and against a motion, (a tie), the question is resolved in the negative, and the Chair shall so declare.
- 8.5 All questions shall be decided by a majority of the votes of the trustees present (quorum) and voting save as otherwise provided by this bylaw or the School Act.
- 8.6 Where an interpretation is required, the question at hand shall be deferred until the following meeting or, if emergent, to the end of the meeting to allow staff to research the appropriate interpretation based on Robert's Rules. The resulting interpretation may require a change to this policy and, if so, will be done by notice of motion. A notice of motion to update this policy will be made subsequent to the question at hand being dealt with.

9. Delegations

- 9.1 As an elected body, the Board recognizes its responsibility to assure fair and equitable hearing times for the public.
- 9.2 The Board will receive representations and delegations on any subject pertinent to Board business provided the item has been placed on the agenda.
- 9.3 Requests to present shall be made in writing to the Superintendent or designate ten (10) days prior to a regular Board meeting. In order to assist delegations with their presentations, "Guidelines for Delegations", will be made available at the time the request to present is made. Delegations may be referred to 'closed session' if necessary. The Board reserves the right to limit the number of delegations appearing at a particular Board meeting.
- 9.4 The delegation shall identify a spokesperson who will present the information to the Board, and act as a contact person to whom the Board may direct a reply at a later date.
- 9.5 To assist in agenda planning and to enable Trustees to study the issues, a brief written submission must be provided to the Superintendent for distribution before the meeting. Copies of written submissions may not be distributed to the general public on school district property. Authors of written submissions shall assume personal responsibility for all

Procedural Bylaw B2702-1

Related Legislation: School Act [RSBC 1996, Part 4, Division 6, Section 50; and Part 6, Division 1, Sections 65-72]

Related Contract Article: Nil

Adopted: June 2014

Amended: May 28, 2019

Amended: June 13, 2025

statements in the submission to the Board. Written or electronic materials will not be presented on screen at the meeting.

9.6 The delegation will be expected to limit any presentation to ten (10) minutes. The Board will ordinarily take the presentation under advisement and may take action after due deliberation.

9.7 Notwithstanding the above, and at the discretion of the Board, an individual or group may appear before the Board at a regular meeting without prior notice.

10. Title

This bylaw may be cited as “School District No. 27 (Cariboo-Chilcotin) Procedural Bylaw _____”.

11. Repeal

The following School District No. 27 (Cariboo-Chilcotin) Bylaws are repealed (Date)

Procedural Bylaw B2702-1

Related Legislation: School Act [RSBC 1996, Part 4, Division 6, Section 50; and Part 6, Division 1, Sections 65-72]

Related Contract Article: Nil

Adopted: June 2014

Amended: May 28, 2019

Amended: June 13, 2025

TO: Board of Education

FROM: Cheryl Lenardon, Superintendent/Acting Secretary-Treasurer

DATE: June 23, 2025

RE: Item: 5.1.4 – Policy 140 Board Committees

BACKGROUND

With the passing of Bill 40, the School Amendment Act, First Nations Education Council (FNEC) is now Indigenous Education Council (IEC) and is no longer a committee of the Board. Policy 140, Board Committees, requires updating to reflect this change.

The Board is in the process of updating its [Procedural Bylaw B2702](#) to modify the organization of its meetings and structures. The Board directed staff to prepare a draft amended Policy 140 to include a Committee of the Whole.

DISCUSSION

The Board discussed a draft Policy 140 at the Special Board Meeting on June 19, 2025 and provided direction to staff on changes, specifically the removal of specified standing committees. The amended draft is provided for the consideration of the Board for approval. With approval, the restructured committee format will be in place for the coming school year.

RECOMMENDATION

THAT the Board of Education of School District No. 27 (Cariboo-Chilcotin) adopt amended Policy 140 Board Committees, at this meeting, June 23, 2025.

The Board of Education believes that a committee structure is important to furthering Board governance. Consequently, the Board maintains various standing and ad hoc committees in order to develop recommendations to the Board.

1. General

- 1.1. A committee has no other authority except that which it is given in its terms of reference. All committee recommendations must be duly ratified or sanctioned by the Board before the Board can be legally bound by them.
- 1.2. All committees of the Board, unless otherwise directed, shall prepare and submit minutes or a report to the Board.
- 1.3. The Board Chair will make committee appointments annually at the December Regular Board Meeting or as necessary throughout the year. Committee appointments will be announced at a public board meeting and will carry a term of one-year.
- 1.4. The Committee Chair, with the assistance of the Superintendent (or designate), shall prepare agendas and related materials for distribution to the committee members prior to the meeting.
- 1.5. The Board Chair is a member ex-officio of all Board created committees.
- 1.6. Trustees not appointed to a given committee may attend for information, as appropriate. Additional trustees attending do so as part of the viewing gallery, and there is no intention that such a committee meeting is an official Board Meeting.
- 1.7. The Superintendent may appoint resource personnel to work with committees and shall determine the roles, responsibilities, and reporting requirements of the resource personnel.
- 1.8. Representatives from partner groups (Principal - CCPVPA; Teacher – CCTA; Support Staff – IUOE; District Parent Advisory Council; First Nations Representatives) are encouraged to attend public committee meetings.

2. Board Committee of the Whole

- 2.1. The purpose of the Committee of the Whole is to receive and consider background information on specific topics.
- 2.2. Powers and duties of the Committee of the Whole consist of reviewing the information presented, gathering additional and/or supplementary information, and referring matters to a meeting of the Board of Education, if desirable.
- 2.3. Membership: All trustees, Superintendent, Secretary-Treasurer or designate(s).
- 2.4. Meetings are held as required at the call of the Board Chair and may be public or private.

Policy 140 Board Committees

Related Legislation: Nil

Related Contract Article: Nil

Adopted: November 2017

Amended: April 23, 2019

Amended: June 13, 2025

3. Ad Hoc Committees

- 3.1. An Ad Hoc Committee may be established, as required, by the Board of Education, or a Standing Committee, to examine and make recommendations on a specific subject or task. Ad Hoc Committees will have a specific mandate, be time bound, report to the Board or a Standing Committee of the Board and be dissolved when their task is complete.
- 3.2. The terms of reference for each ad hoc committee will be established at the time of formation.

Policy 140 Board Committees

Related Legislation: Nil

Related Contract Article: Nil

Adopted: November 2017

Amended: April 23, 2019

Amended: June 13, 2025

TO: Board of Education

FROM: Michelle Archie- Vice Chair, Indigenous Education Council
Grant Gustafson - Director of Instruction

DATE: June 23, 2025

RE: Item: 5.1.5 - IEC Terms of Reference

BACKGROUND

Indigenous Education Councils (IEC) are intended to ensure Boards of Education meaningfully engage with First Nations. Bill 40 made changes to the School Act, requiring IEC's to be independent and not committees of the board. An independent council required stakeholders to construct new terms of reference for how the committee will function and operate.

IEC's will advise boards on:

- providing comprehensive and equitable educational programs and services to Indigenous students
- Improving Indigenous student achievement
- Integrating into learning environments Indigenous world views and perspectives
- advising on grants provided in relation to Indigenous students
- approve plans, spending, and reporting related to targeted funding

INFORMATION

It is the purpose of the presentation to present the terms of reference constructed by the local stakeholder group.

RECOMMENDATION

None. For information only.

INDIGENOUS EDUCATION COUNCIL TERMS OF REFERENCE

**Cariboo-Chilcotin Schools
School District 27 (Cariboo-Chilcotin)**

ROLE

Section 87.005 of the *School Act* authorizes an Indigenous Education Council (IEC) to make rules governing terms of reference in relation to the IEC that are consistent with the *School Act*, the regulations, or the orders of the Minister, including MO 217/2024, the Indigenous Education Council Order (the IEC Order).

As set out in the IEC Order, an IEC must comply with the following rules in the conduct of its business:

1. the protocols, laws, customs and traditions of local First Nations must be respected;
2. the Indigenous Education Council must:
 - a) be guided by the need to support strong and effective relationships between the board and local First Nations,
 - b) acknowledge its work is undertaken in the local First Nations' territory and have deference to the views and perspectives of members representing local First Nations, and
 - c) consider the distinctions and diversity of the Indigenous student population in advising the board.

RESPONSIBILITIES AND TASKS

The IEC will work in partnership with School District 27 (Cariboo-Chilcotin) regarding Indigenous education. IEC will:

1. Advise and consult on policies and procedures that affect Indigenous students and families.
2. Identify Indigenous education needs and gaps in services.
3. Develop and establish an orientation process for new members of the IEC.
4. Advise, consult and approve the annual budget for Indigenous Education:

- a) Ensure the allocation of targeted funding
 - b) An IEC budget working group will be determined in December of each school year
 - c) An IEC budget working group and District Principal of Indigenous Education will meet in January and February to develop a proposed annual budget
 - d) A final proposed budget will be presented to the IEC prior to Spring Staffing
 - a) Budget is a standing item on the IEC agenda
5. Participate in School District hiring decisions:
- a) The IEC will appoint a representative to participate on the hiring panels for Senior Administration position and any position designated to work with children within the IEC member schools.
6. Actively promote parental/guardian involvement in Indigenous education.
7. Review and make recommendations for approval of School District 27 (Cariboo-Chilcotin) locally developed curriculum.
8. Ensure there is a respect for and awareness of Indigenous peoples' cultures.
9. Review and make recommendations from the Annual Report for Indigenous Education.

MEETING PROTOCOLS

1. Treat people with care. Share ideas. Bring strength and kindness:
 - a) Bring out concerns in a tactful way
 - b) Be considerate of others
 - c) Be respectful of others
2. Be respectful of all cultural beliefs and customs:
 - a) Have respect and honour for all Indigenous beliefs and customs
 - b) Act and speak with pride and dignity of Indigenous peoples
 - c) Honour the belief of supporting unity amongst all Indigenous peoples
3. Respect opposing points of view and work cooperatively towards a common goal:
 - a) Be tolerant of diversity, honest with their opinion, and respectful of others even though they may disagree
 - b) Be open minded to listen and learn from other points of view
 - c) Recognize that time and energy may be limited
4. Provide support for one another:
 - a) Work cooperatively with each other to solve problems and support mutual concerns
 - b) Honour and respect commitments to family, community and organizations
 - c) Support the work toward the ongoing development of the IEC

- d) Recognize that all individuals bring benefits and insight to the circle from their communities and their own diverse life experiences
 - e) Commit to information sharing, cultural reinforcement, lifelong learning and a holistic approach to child and family development
- 5. Make decisions in the best interest of all Indigenous students:
 - a) Welcome information and the best available advice, but reserve the right to arrive at a decision based upon
 - b) your own judgments
 - c) Critique, when necessary, in a constructive way and suggest an alternative course
 - d) Endeavour to keep disagreements and controversies impersonal and to promote unity
 - e) Support all decisions made by the IEC
- 6. Meeting procedures:
 - a) Attend meetings on time
 - b) During discussions members indicate to the Chair they would like to speak on topic by raising their hand
 - c) Speaking order is recognized by the Chair
- 7. Breach of protocols:
 - a) Chair and Vice-Chair will meet with member to discuss the breach.
 - b) If the member is no longer determined to be eligible, based on the Terms of Reference, to participate on the IEC they will be informed by the Chair
 - c) A letter will be written to the First Nation/Agency to reappoint a representative will be invited to the council for the remainder of that term.

IEC Members

- 1. Members of an IEC are appointed in accordance with the Act and Ministerial Order.
- 2. Each member may designate one Alternate to attend an IEC meeting and participate on behalf of the member.
- 3. Voting Members consists of one representative or one alternate from each of the twelve bands (confirmed by Band Council Resolution or Letter of Support from Chief Administrative Officer to be stored with the Recording Secretary).
 - a) ?Esdilagh (Alexandria Band)
 - b) Tsideldel First Nation (Alexis Creek First Nation)
 - c) Esk'etemc (Alkali Lake Band)
 - d) Tl'etinqox Govt. (Anaham Band)
 - e) Tsq'escen' (Canim Lake Band)
 - f) Stswecem'c/Xgat'tem (Canoe Creek/Dog Creek Band)
 - g) Xení Gwet'in First Nation (Nemiah)
 - h) Xats'ull (Soda Creek Band)
 - i) Yunešit'in Government (Stone Band)
 - j) Tl'esqox (Toosey Band)

- k) Ulkatchot'en (Ulkatcho Band)
- l) T'exelc (Williams Lake First Nation)
- m) Cariboo-Chilcotin Métis Association.
- n) Cariboo Friendship Society

4. Non-Voting Members

- a) Director of Instruction, Education Services and District Principal, First Nations Education.
- b) A non-voting recording secretary.

Board Trustees and District Staff

1. The IEC will provide direction, to the District Principal of Indigenous Education on specific topics, including the planning, spending and reporting of Indigenous education targeted funds, and other grants supporting Indigenous students.
2. The IEC may, from time to time, invite or request school board trustees and district staff to attend meetings of the IEC.

IEC Member Resignation

1. Should an IEC member resign for any reason, that member will notify the Chair and the Recording Secretary in writing.

IEC Chair and Vice-Chair

1. The Chair and Vice-Chair of the IEC must each be a voting member of the IEC.
 - a) Chair and Vice-Chair is voted in through election process by consensus
 - b) Term – 4 years
 - c) Decision to be made at the June meeting after term is complete.
 - d) Should the chair or vice-chair position become vacant, for any reason, elections will be held at the next convened meeting.
2. The role of the Chair is to:
 - a) Chair meetings of the IEC,
 - b) Work with the Recording Secretary to establish meeting agendas, identify materials for meetings of the IEC and disseminate meeting minutes in rough form with Chair & Vice-Chair, distribute draft meeting minutes to members,
 - c) Review advice or recommendations to be submitted to the board to ensure it accurately reflects the advice of the IEC, or the members of the IEC who are providing the advice, as the case may be,
 - d) With the support of the Recording Secretary, identify, receive, and share with the IEC all information relevant to the IEC's business and needed to fulfill its purposes, including from the Ministry and/or the board,
 - e) Chair will ensure that the Terms of Reference is upheld,
 - f) Serve as spokesperson for the IEC, as needed.

3. In the absence of the Chair, the Vice-Chair will assume the role and carry out the duties of the Chair.
4. A Chair may delegate tasks or duties to a member of the IEC or, where appropriate, may request assistance of a non-voting guest of the IEC.

Secretariat

1. The IEC will develop administrative processes with the Secretariat associated with IEC business, for example member travel, meeting costs, room costs, food and beverages, and stipends or honoraria for members or guests.
2. Work solely with the Chair to establish meeting agendas, identify materials for meetings of the IEC.
3. The Secretariat will work with the Indigenous Lead Portfolio from School District #27.

Recording Secretary

1. The IEC Recording Secretary will ensure member travel, meeting rooms booked, accommodation book as required, arrange food and beverages for meetings
2. Recording of meeting minutes and review with Chair/Vice Chair for distribution to IEC members within 5 working days following a meeting.

IEC Meetings

1. The Chair, with support of the Secretariat, will establish an IEC meeting schedule that aligns with any *School Act* mandated reporting deadlines to ensure the IEC is able to have discussions and prepare advice, recommendations, or make decisions, to support the IEC board in a timely manner.
2. The IEC will meet a minimum of 8 times a year.
3. The Chair, with support of the Recording Secretary, will establish meeting agendas in consultation with the IEC members.
4. The IEC will provide direction to the Recording Secretary for communicating and sharing the dates, times, locations, agenda, and meeting materials to all IEC members at least 7 working days prior to each meeting.
5. Quorum for IEC meetings is: 6 voting members.
 - a. One vote per community or organization representing Indigenous students that resides at the IEC table.

6. If one or more meetings is missed by both the member and the alternate, without notice, the IEC Chair will contact the member.
7. Meetings are held on first Monday of each month unless it falls on a Statutory Holiday. They start at 10:00 a.m. and run until 3:00 p.m. with a half hour catered lunch provided.
8. Meetings are held at the School District #27 Board Office or Columetza Meeting room.
9. The Chair, with support of the Recording Secretary, will ensure meeting minutes are prepared and shared with all IEC members within 5 working days following a meeting.
10. When required, IEC meetings can be convened to in-camera. In camera meaning IEC members only with the Chair or Vice Chair recording minutes.

Decision-making Process

1. All matters will be decided through general discussion and consensus of the IEC. If a decision is not met by consensus, those not in favor, agree to disagree.
2. If the IEC cannot reach consensus or voting is tied, the IEC will conduct a majority vote or table to request further information for clarification.
3. Only the Secwepemc, Tsilhqot'in, Dakelh members of the IEC may have a voice to advise on their languages, cultures, customs, protocols, traditions, practices, history, world views, and perspectives.
4. Under the advisement of the voting members, only the Chair and Vice-Chair can seek direction from outside agencies.

Dispute Resolution Processes

1. The dispute must be set out in writing and sent to the chair. The chair must acknowledge receipt of the document within two working days.
2. The chair will use his/her discretion to bring the issue to the next IEC meeting or call an extraordinary meeting.
3. When raised at the IEC meeting all people involved in the dispute will be given the right to speak.
4. The matter should be discussed with all IEC members present, unless they have advised the chair, preferably in writing, that they are aware there is a dispute resolution meeting being held and they are unable to attend.
5. The chair will call for a motion from the IEC, e.g. Appoint an independent assessor, seek mediation, or to dismiss the complaint.
6. Chair will respond in writing to the complainant, within two working days, with the decision of the dispute.

Conflict of Interest

1. The following are not within the mandate of the IEC
 - a. Personal and confidential information on students, parents, teachers, other employees and members of the school community
 - b. Performance or conduct of students and parents
 - c. IEC members speaking on behalf of the IEC

Disclosure:

Every IEC member who is in any way directly or indirectly interested in any existing or proposed contract, transaction or arrangement with School District No. 27 (Cariboo-Chilcotin) and the IEC, or who otherwise has a conflict of interest, will declare the interest fully at IEC meetings and shall leave the meeting until such time as the conflict matter has been dealt with. The IEC member may give a prepared statement regarding the conflict of interest but shall leave the meeting for the decision-making process. The IEC reserves the right to recall the member to answer questions that would provide further clarification.

Time of Declaration:

A member will disclose any conflict of interest to the Chair and/or Vice-Chair prior to meeting when the issue will be discussed.

Effect of Declaration:

If an IEC member has made a declaration of his or her conflict of interest and has refrained from discussion and decision-making, they are not accountable for the decision made by the IEC.

Non-Disclosure:

When there is a perception of a conflict of interest another member may request an agenda item to ask the member to declare the conflict. The IEC will decide whether the member is in conflict and record its decision.

Nepotism:

A member who unjustifiably promotes a family member's interests over the interest of others is considered to be in a conflict of interest.

With the Board of Education

A meeting will be arranged with the Chair of the Board, the IEC Chair, the District Principal of Indigenous Education and the Superintendent.

Providing Advice to the School District Board

1. Recommendation and advice of the IEC will be provided to the board in writing through the Chair.

The Terms of Reference will be reviewed on a quarterly basis and may be amended with the written mutual consent of the IEC and School District #27.

Finance and Facilities & Transportation Committee Meeting Report

June 10, 2025 (4:15 p.m. – 5:09 p.m.)

Trustees in Attendance:	Angie Delainey (Chaired Mtg.), Michael Franklin, Anne Kohut (4:23).
TEAMS:	Willow Macdonald, Linda Martens.
Regrets:	Mary Forbes
Staff:	Superintendent Cheryl Lenardon, Directors of Instruction Sean Cameron, Wendell Hiltz, Grant Gustafson, Director of Human Resources Taryn Aumond, Director of Operations Marcus Loewen, Manager of Finance Paul Wallin, Matt Able, Executive Assistant Jodi Symmes.

Agenda Item	Notes	Action
Acknowledgment of Traditional Territory		
1. May 13, 2025, Report	No report to review	
2. Annual Budget Consultation Feedback	Superintendent/Acting ST Lenardon reviewed the updated budget feedback received from principals, teachers, support staff, and parents at the virtual meetings held since April 2025.	None. Information only.
3. 2025-26 Annual Budget	Superintendent/Acting ST Lenardon introduced Finance Manager Paul Wallin, who reviewed the budget information and answered questions that arose related to the 2025-2026 Annual Budget.	RECOMMENDATION: <i>THAT the Board of Education School District No. 27 (Cariboo-Chilcotin) approve the Annual Budget Bylaw for fiscal year 2025-2026 for the amount of \$79,929,843 to be read for the First and Second time at the 19th day of June 2025, Special Public Board meeting, and the Third reading take place on the 23rd day of June 2025.</i>
4. Major Capital Plan Submission 2026/27	Director of Operations Marc Loewen presented the Major Capital Plan request, which will be submitted to the ministry for SD27's 2026-2027. No response is expected for any of these requests until early 2027, except for AFG, for which we expect to hear by late fall 2025.	RECOMMENDATION: <i>THAT the Board of Education of School District No. 27 (Cariboo-Chilcotin) approves the proposed Five-Year Major Capital Plan to be submitted for 2026/2027 to the Ministry of Education and Child Care.</i>

“Learning, Growing, and Belonging Together”

Agenda Item	Notes	Action								
5. Trustee Remuneration	Superintendent/Acting ST Lenardon brought forward the 2025/26 Trustee Remuneration information is provided for the committee review.	None. Information only.								
Proposed Future Meeting Dates:										
<table><tr><th>MEETING</th><th>DATE</th><th>TIME</th><th>LOCATION</th></tr><tr><td colspan="4">See you in September!</td></tr></table>			MEETING	DATE	TIME	LOCATION	See you in September!			
MEETING	DATE	TIME	LOCATION							
See you in September!										
Also attending were representatives for: <i>DPAC:</i> <i>IUOE: Sue Sims, Ryan Lord (TEAMS)</i>										

Education Committee Meeting Report



June 11, 2025 (4:00 p.m. – 4:50 p.m)

Trustees in Attendance: Anne Kohut (Chaired Mtg.), Mary Forbes, Michael Franklin

TEAMS: Willow Macdonald

Regrets: Linda Martens

Staff: Superintendent: Cheryl Lenardon; Directors of Instruction: Sean Cameron, Wendell Hiltz, Grant Gustafson, Beulah Smith, Charlotte Lundeen, and Executive Assistant Jodi Symmes.

Agenda Item	Notes	Action								
Acknowledgment of Traditional Territory										
1. May 14, 2025 Report	No report to review	None.								
2. Early Learning Presentation	Director of Instruction Wendell Hiltz introduced Ms. Beulah Smith, Early Learning Coordinator, to the committee, who provided a presentation on the district's Early Learning initiatives. Changing Possibilities: Provincial funding has ended this year; however, due to the impact felt through the districts, the work will continue. The ability to have all the community resources and educators collectively working together to ensure that everyone involved with the children within the communities is being taken care of is enormous.	None. Information only.								
3. Speech and Language Program (SLA)	Directors of Instruction Sean Cameron introduced Ms. Charlotte Lundeen. Ms. Lundeen provided a comprehensive overview of the speech-language program's scope, detailing the program's components, including case studies and key initiatives from the past year.	None. Information only.								
4. Proposed Future Meeting Dates										
<table><tr><th>MEETING</th><th>DATE</th><th>TIME</th><th>LOCATION</th></tr><tr><td colspan="4">See you in September!</td></tr></table>			MEETING	DATE	TIME	LOCATION	See you in September!			
MEETING	DATE	TIME	LOCATION							
See you in September!										