

FINANCE AND PLANNING COMMITTEE PUBLIC MEETING AGENDA

Wednesday, October 16, 2024, 4:00 pm School Board Office 1040 Hollywood Road S Kelowna, BC

Finance and Audit Committee agendas can be accessed through the following electronic Board Meeting site: https://pub-sd23.escribemeetings.com/

The Central Okanagan Board of Education acknowledges that this meeting is being held on the unceded, Traditional Territory of the Okanagan People.

Pages

6

1. AGENDA

Additions/Amendments/Deletions

- 2. REPORTS/MATTERS ARISING
 - 2.1 <u>Finance and Planning Committee Public Meeting Report September 18, 2024</u>

 (Attachment)
- 3. RECOGNITION/PRESENTATIONS/DELEGATIONS
- 4. PUBLIC QUESTION/COMMENT PERIOD
- 5. COMMITTEE MEMBERS QUERIES/COMMENTS
- 6. DISCUSSION/ACTION ITEMS
 - 6.1 Capital Plan Bylaw No. 2024/2025-CPSD23-04

14

(Attachment)

STAFF RECOMMENDATIONS:

THAT: The Finance and Planning Committee recommends to the Board:

THAT: The Board of Education of School District No. 23 (Central Okanagan) give first reading to Capital Bylaw No. 2024/2025-CPSD23-04.

THAT: The Board of Education of School District No. 23 (Central Okanagan) give second reading to Capital Bylaw No. 2024/2025-CPSD23-04.

THAT: The Board of Education of School District No. 23 (Central Okanagan) give all three readings to Capital Bylaw No. 2024/2025-CPSD23-04 at the November 13, 2024, Public Board Meeting.

THAT: The Board of Education of School District No. 23 (Central Okanagan) give third reading and adopt Capital Bylaw No. 2024/2025-CPSD23-04.

6.2 Annual Integrated Pest Management Report

22

(Attachment)

STAFF RECOMMENDATION:

THAT: The Finance and Planning Committee recommends to the Board:

THAT: The Board of Education accept the Annual Integrated Pest Management Report as the Annual Report required in Policy 620 – Integrated Pest Management (IPM), as attached to the Agenda and presented at the October 16, 2024 Finance and Planning Committee Public Meeting.

7. DISCUSSION/INFORMATION ITEMS

7.1 Ministry of Education and Child Care 2024/2025 Preliminary Operating Grant Summary Tables

52

(Attachment)

7.2 Budget Pressures Overview – 2024/2025

58

(Attachment)

7.3 Student and Family Affordability Fund Update at June 30, 2024

62

(Attachment)

7.4 Feeding Futures Fund Update at June 30, 2024

(Attachment)

8. COMMITTEE CORRESPONDENCE

9. ITEMS REQUIRING SPECIAL MENTION

10. RECOMMENDATIONS/REFERRALS TO THE BOARD/COORDINATING COMMITTEE/OTHER COMMITTEES

11. ITEMS FOR FUTURE FINANCE AND PLANNING COMMITTEE MEETINGS

November

Finance:

- Financial Update at September 30th
- School District No. 23 (Central Okanagan) Budget Development Principles
- School District No. 23 (Central Okanagan) Budget Development Timeline
- 2023/2024 Statement of Financial Information
- Feeding Futures Fund Budget 2024/2025

January

Finance:

- Annual Review of Committee's Mandate, Purpose and Function.
- Amended Annual Budget for the Fiscal Year
- Ministry of Education and Child Care Recalculation Allocation
- Financial Update at December 31st
- Budget Survey Development

February

Finance:

- Budget Presentation
- School Fees Summary

Planning:

• Annual Facility Grant (AFG) Plan

April (1st Meeting)

Finance:

- Overview of Budget Allocation
- Budget Consultation Input Received
- Trustee Indemnity for the 2024/2025 Fiscal Year

April (2nd Meeting)

Finance:

- Central Okanagan School District Preliminary Budget Proposal –
 Superintendent's Budget Recommendations
- Financial Report at March 31st

May

Finance:

- Auditor's Report to the Finance and Audit Committee Initial Communication on Audit Planning for the Year
- Annual CommunityLINK Allocations
- Financial Update International Education Program
- Financial Update Feeding Futures Program

Planning:

- Annual Transportation Update
- Capital Plan Submission

June

Finance:

- School District No. 23 (Central Okanagan) Annual Budget for the Fiscal Year 2025/2026
- 2024/2025 Accumulated Operating Surplus Review
- Proposed Multi-Year Financial Plan (2025/2026 to 2027/2028)
- Annual Review of Financial Planning and Reporting Policy

Planning:

Energy and Sustainability Presentation

12. FUTURE FINANCE AND PLANNING COMMITTEE MEETINGS

- November 20, 2024
- January 29, 2025
- February 26, 2025

4:00 pm, Main Board Room Main Board Room, 1040 Hollywood Rd. S., Kelowna

13. MEDIA QUESTIONS

14. ADJOURNMENT



CENTRAL OKANAGAN PUBLIC SCHOOLS - BOARD COMMITTEE REPORT

Finance and Planning Committee Meeting

Public Meeting

Wednesday, September 18, 2024, 4:00 pm School Board Office 1040 Hollywood Road S Kelowna, BC

Board of Education: Trustee W. Broughton, Co-Chair

Trustee J. Fraser, Co-Chair

Trustee V. Johnson, Committee Member (by telephone)

Trustee L. Guderyan, Committee Member

Trustee C. Desrosiers Trustee A. Geistlinger

Trustee L. Tiede

Staff: Delta Carmichael, Secretary-Treasurer/CFO

Alicia Austen, Acting Assistant Secretary-Treasurer

Rob Drew, Director of Operations

Josh Currie, Assistant Director of Operations Jason Groetchen, Maintenance Manager

David Widdis, Planning Manager

Kevin Kaardal, Superintendent of Schools/CEO Terry Beaudry, Deputy Superintendent of Schools Lise Bradshaw, Executive Assistant (Recorder)

Partner Groups Teri Wishlow, CUPE President

Susan Bauhart, COTA President Nicola Baker, COPAC President

Nathan Hind, COPAC Member at Large

There were no representatives from COPVPA or District Student Council.

The Central Okanagan Board of Education acknowledged that this meeting was being held the unceded, Traditional Territory of the Okanagan People.

Trustee Broughton, Co-Chair, advised:

Due to the combination of the Finance and Audit Committee with the Planning and Facilities Committee effective September 1, 2024, Trustees have agreed that until the new Committee Chair is elected (at the October 30, 2024 AGM), Trustee Broughton will chair the September 18, 2024 Finance and Planning Committee meeting, and Trustee Fraser will chair the October 16, 2024 Finance and Planning Committee meeting.

Furthermore, as the two Action items on the Agenda relate to Finance, the voting committee members of the former Finance and Audit Committee will vote on the motions.

AGENDA

September 18, 2024 Committee Agenda - approved as presented.

REPORTS/MATTERS ARISING

Finance and Audit Committee Meeting Report - June 19, 2024

June 19, 2024 Committee Report - received as distributed.

Planning and Facilities Committee Meeting Report - May 1, 2024

May 1, 2024 Committee Report - received as distributed.

PRESENTATIONS

Report to the Finance and Planning Committee - Communication of Audit Results and Audited Financial Statements Fiscal Year 2023/2024

Tyler Neels of Grant Thornton LLP presented the Auditor's Report to the Finance and Planning Committee regarding the audit results of the audited financial statements for the fiscal year June, 30, 2024. The Report highlighted:

- Deliverables required,
- Audit risks and results,
- Accounting practices,
- Adjustments and uncorrected misstatements,
- Asset retirement obligations,
- Internal control observations journal entries.

The June 30, 2024 audit of the Central Okanagan Public Schools is substantially completed, and the final audited financial Statements as at June 30, 2024 will be provided, for final approval, at the next Public Board meeting scheduled for September 25, 2024. Once approved, the audited financial statements as at June 30, 2024 will be provided to the Ministry of Education and Child Care by the September 30, 2024 filing deadline.

Mr. Neels and staff responded to queries from the Committee regarding:

- Actuarial valuation by Mercer Consultants regarding employee future benefits,
- Adjustments and uncorrected misstatements,
- Management representation letter,
- Why sick leave funds are not classified as restricted or targeted funding.

The Superintendent of Schools/CEO thanked Mr. Neels and the team from Grant Thornton for their thorough work over the summer. Special mention also went to the Secretary-Treasurer/CFO and the short-staffed Finance team.

COMMITTEE MEMBERS QUERIES/COMMENTS

The COTA President queried the seemingly low student enrolment numbers and possible shortfall for the 2024/2025 school year, and the impact this may have to the 2024/2025 Classroom Enhancement Fund (CEF) request due to the Ministry of Education and Child Care in the fall. The Superintendent of Schools/CEO responded to say that the District works with the Ministry of Education and Child Care to anticipate the CEF funding request but there will likely be an impact this year.

The Superintendent of Schools/CEO shared that the Ministry of Education and Child Care had just announced the addition of an 8-classroom pre-fabricated addition to Webber Road Elementary School.

The COPAC President queried whether there is a list of requests for the pre-fabricated classrooms. The Director of Operations confirmed that these are all listed in the 5 Year Capital Plan that was submitted to the Ministry of Education and Child Care in June of 2024.

The CUPE President queried whether capital projects have holdbacks with contractors to ensure that projects are finished in a timely manner. The Director of Operations confirmed that there are holdbacks.

DISCUSSION/ACTION ITEMS

Audited Financial Statements Fiscal Year 2023/2024

The Secretary-Treasurer/CFO presented the Audited Financial Statements as at June 30, 2024, which included a Statement of Financial Position, Statement of Operations, Statement of Remeasurement Gains and Losses, Statement of Changes in Net Debt, and Statement of Cash Flows.

Outcomes:

The Finance and Planning Committee received the Audited Financial Statements Fiscal Year 2023/2024, as attached to the Agenda, and as presented at the September 18, 2024 Finance and Planning Committee Meeting;

The Committee recommended that the Board of Education receive and approve the Audited Financial Statements Fiscal Year 2023/2024.

2023/2024 Accumulated Operating Surplus

The Secretary-Treasurer/CFO presented information on the 2023/2024 Accumulated Operating Surplus. Board Policy 161 *Accumulated Operating Surplus* establishes the guidelines and resources on the accumulation and use of operating surplus.

Trustee Desrosiers thanked the Finance team for their hard work and recognized how difficult it is to have a surplus when the District is not funded for inflation.

Trustee Guderyan queried the recommended percentage for a surplus.

The Secretary-Treasurer/CFO and the Superintendent of Schools/CEO responded to queries.

Outcomes:

The Finance and Audit Committee received the 2023/2024 Accumulated Operating Surplus Report for the year ended June 30, 2024, as attached to the Agenda, and as presented at the September 18, 2024 Finance and Planning Committee Public Meeting.

The Committee recommended that the Board of Education receive and approve the 2023/2024 Accumulated Operating Surplus for the year ended June 30, 2024

DISCUSSION/INFORMATION ITEMS

Financial Statement Discussion and Analysis for the Year Ending June 30, 2024

The Secretary-Treasurer/CFO stated that the Ministry of Education and Child Care requires that the District provide a Financial Statement Discussion and Analysis Report to accompany the audited financial statements each year as supplementary information. This detailed report is prepared by District staff and is based on currently known facts, decisions and conditions. It includes a summary of significant events (capital projects), indicators of financial health, financial liabilities, operating revenues and expenses, FTE student enrolment data, expenditure overview, and comparisons.

2024 Summer Projects Update

The Director of Operations outlined the extensive work done by the Operations team over the summer months. During the summer, routine maintenance of facilities, grounds, transportation and custodial is carried out. In addition to this routine maintenance throughout the District, complex construction projects were completed, portables were moved and installed, and enhancement agreements were completed, all of which required dedication, skill and professionalism. Custodial and Transportation staff also worked diligently to ensure students and staff had a safe, and clean environment to return to in September. The Operations Department will continue to focus on completing outstanding or deficient items from these projects, moving quickly onto other key projects and priorities to continue supporting schools throughout the 2024/2025 school year.

The Director of Operations provided a PowerPoint Presentation showing photos of various school sites and projects. The Director of Operations, the Assistant Director of Operations and the Superintendent of Schools/CEO responded to comments and questions from Committee members regarding:

- The new kitchen space at Rutland Middle School, for Foods classes,
- Portables installed at Webber Road Elementary, now that the pre-fabricated classrooms will be constructed.
- The pre-fabricated classroom addition at Chief Tomat Elementary and the relocation of the new gaga ball pit,
- Hollywood Road Education Services' renovation and targeted completion date,
- École H.S. Grenda Middle School's gymnasium floor, the schedule for refinishing middle and secondary gymnasium floors, and the products used,
- Deductibles for insurance claims,
- Authentic community engagement with planned work done by the Operations team.

Committee members offered thanks to the Operations team for the immense amount of work done over the summer months which ultimately supports students.

ITEMS REQUIRING SPECIAL MENTION

Trustee Fraser thanked staff for the opportunity to tour the renovations at École Dr. Knox Middle School in June.

RECOMMENDATIONS/REFERRALS TO THE BOARD

Public Board Meeting – September 25, 2024

- Audited Financial Statements Fiscal Year 2023/2024 (Action)
- 2023/2024 Accumulated Operating Surplus (Action)
- Financial Statement Discussion and Analysis for the Year Ending June 30, 2024 (Information)
- 2024 Summer Projects Update (Information)

ITEMS FOR FUTURE FINANCE AND PLANNING COMMITTEE MEETINGS

October

Finance:

- Financial Update at September 30th
- Student and Family Affordability Fund Update as of June 30, 2024
- Feeding Futures Budget and Program Overview

Planning:

• Annual Integrated Pest Management Report

November

Finance:

- School District No. 23 (Central Okanagan) Budget Development Principles
- School District No. 23 (Central Okanagan) Budget Development Timeline
- 2023/2024 Statement of Financial Information

January

Finance:

- Annual Review of Committee's Mandate, Purpose and Function.
- Amended Annual Budget for the Fiscal Year
- Ministry of Education and Child Care Recalculation Allocation
- Financial Update at December 31st
- Budget Survey Development

February

Finance:

- Budget Presentation
- School Fees Summary

Planning:

• Annual Facility Grant (AFG) Plan

April (1st Meeting)

Finance:

- Overview of Budget Allocation
- Budget Consultation Input Received
- Trustee Indemnity for the 2024/2025 Fiscal Year

April (2nd Meeting)

Finance:

- Central Okanagan School District Preliminary Budget Proposal Superintendent's Budget Recommendations
- Financial Report at March 31st

May

Finance:

- Auditor's Report to the Finance and Audit Committee Initial Communication on Audit Planning for the Year
- Annual CommunityLINK Allocations
- Financial Update International Education Program
- Financial Update Feeding Futures Program

Planning:

- Annual Transportation Update
- Capital Plan Submission

June

Finance:

- School District No. 23 (Central Okanagan) Annual Budget for the Fiscal Year 2025/2026
- 2024/2025 Accumulated Operating Surplus Review
- Proposed Multi-Year Financial Plan (2025/2026 to 2027/2028)
- Annual Review of Financial Planning and Reporting Policy

Planning:

• Energy and Sustainability Presentation

FUTURE FINANCE AND PLANNING COMMITTEE MEETINGS

- -Wednesday, October 16, 2024
- -Wednesday, November 20, 2024
- -Wednesday, January 29, 2025

4:00 pm, Main Board Room 1040 Hollywood Rd. S., Kelowna, BC

MEDIA QUESTIONS

No media present.

ADJOURNMENT

The meeting adjourned at 5:24 pm.

Questions - Please Contact:

Trustee Broughton, Co-Chair at 250-718-9219 or <u>Wayne.Broughton@sd23.bc.ca</u> Trustee Fraser, Co-Chair at 250-718-8613 or <u>Julia.Fraser@sd23.bc.ca</u>

Delta Carmichael Secretary-Treasurer/CFO at 250-860-8888 or delta.carmichael@sd23.bc.ca

Wayne Broughton, Co-Chair	



Memorandum

Date: October 11, 2024

To: Finance and Planning Committee
From Rob Drew, Director of Operations

Action Item: Capital Plan Bylaw No. 2024/2025-CPSD23-04

1.0 ISSUE STATEMENT

The Ministry of Education and Child Care (the "Ministry") provided their written response to the 2024/2025 Capital Plan submitted last year. The response identifies the next steps for supporting major capital projects, and approval to proceed with the delivery of approved minor capital projects.

2.0 RELEVANT BOARD MOTION/DIRECTION

Main 23P-79 (June 14, 2023 Public Board Meeting)

THAT: The Board of Education approve the Capital Plan Resolutions for the 2024/2025 Capital Plan as outlined on the attached summary, as attached to the Agenda, and presented at the June 14, 2023 Public Board Meeting.

3.0 BACKGROUND

The Board of Education is to adopt a Capital Bylaw for its approved 2024/2025 Capital Plan, in accordance with section 143 (1) of the *School Act*, after receiving the Amended Capital Plan Response Letter from the Ministry.

The Ministry's amended response letter dated September 10, 2024, to the District's 2024/2025 Capital Plan submission, is attached (*Appendix A*) and the Board is now required to pass a Bylaw to enable School District No. 23 (Central Okanagan) to access the funding outlined in the letter.

4.0 POINTS FOR CONSIDERATION

None.

5.0 OPTIONS FOR ACTION

- a) Recommend that the Board of Education adopt the Capital Plan Bylaw.
- b) Provide alternate directions to staff.

6.0 DIRECTOR OF OPERATIONS COMMENTS

This Bylaw is part of usual business practice as outlined in the Capital Plan instructions for the 2024/2025 Five-Year Capital Plan Submission and should be processed as recommended. Failure to approve the Bylaw would result in the loss of funding. The Ministry's Amended Capital Plan Response Letter dated September 10, 2024 provides additional support and approvals for the following project:

 Webber Road Elementary – approval to construct an 8-classroom prefabricated modular addition.

7.0 STAFF RECOMMENDATIONS

THAT: The Finance and Planning Committee recommends to the Board:

THAT: The Board of Education of School District No. 23 (Central Okanagan) give first reading to Capital Bylaw No. 2024/2025-CPSD23-04.

THAT: The Board of Education of School District No. 23 (Central Okanagan) give second reading to Capital Bylaw No. 2024/2025-CPSD23-04.

THAT: The Board of Education of School District No. 23 (Central Okanagan) give all three readings to Capital Bylaw No. 2024/2025-CPSD23-04 at the November 13, 2024, Public Board Meeting.

THAT: The Board of Education of School District No. 23 (Central Okanagan) give third reading and adopt Capital Bylaw No. 2024/2025-CPSD23-04.

8.0 APPENDICES

- A. Ministry response to the Annual Five-Year Capital Plan Submission for the 2024/2025 dated September 10, 2024.
- B. Capital Plan Bylaw No. 2024/2025-CPSD23-04.



September 10th, 2024

Ref: 301505

To: Secretary-Treasurer and Superintendent School District No. 23 (Central Okanagan)

Capital Plan Bylaw No. 2024/25-CPSD23-04

Re: Ministry Response to the Annual Five-Year Capital Plan Submission for 2024/25

This letter is in response to your School District's 2024/25 Annual Five-Year Capital Plan submissions for Major Capital Programs and Minor Capital Programs and provides direction for advancing supported and approved capital projects. Please see all bolded sections below for information.

The Ministry has reviewed all 60 school districts' Annual Five-Year Capital Plan submissions for Major Capital Programs and Minor Capital Programs to determine priorities for available capital funding in the following programs:

- Seismic Mitigation Program (SMP)
- Expansion Program (EXP)
- Replacement Program (REP)
- Site Acquisition Program (SAP)
- Rural District Program (RDP)
- School Enhancement Program (SEP)
- Food Infrastructure Program (FIP)
- Carbon Neutral Capital Program (CNCP)
- Building Envelope Program (BEP)
- Playground Equipment Program (PEP)
- Bus Acquisition Program (BUS)

The following tables identify major capital projects that are supported to proceed to the next stage, if applicable, as well as minor capital projects that are approved for funding and can proceed to procurement.

MAJOR CAPITAL PROJECTS (SMP, EXP, REP, SAP, RDP)

New Projects

Project #	Project Name	Project Type	Comments
162031	Chief Tomat Elementary	Addition	Project has been approved for a 7-classroom prefabricated modular addition. Your Regional Director will contact you regarding next steps.
167823	Webber Road Elementary	Addition	Project has been approved for an 8-classroom prefabricated modular addition. Your Regional Director will contact you regarding next steps.

Projects in Development from Previous Years

Project #	Project Name	Project Type	Comments
150182	Burtch Road Middle School (formerly Glenmore Middle/Secondary)	New School	Please submit final business case (PDR) to Ministry as soon as possible.

Follow-up meetings will be scheduled by your respective Regional Director or Planning Officer regarding next steps. Also, note that Capital Project Funding Agreements (CPFA) are not issued for Major Capital Projects until after the Business Case and all other required supporting documentation is received, reviewed, and approved for funding by the Ministry.

NOTE: The Ministry encourages school districts to pursue simplified designs for new schools or expansion of existing schools. As projects proceed to Business Case, stakeholder engagement and design phases, please ensure simplified design parameters are considered as per the attached *Simplified Designs Guidelines*.

MINOR CAPITAL PROJECTS (SEP, FIP, CNCP, BEP, PEP, BUS)

Below are tables for the minor capital projects that are approved. The table identifies School Enhancement Program (SEP), Food Infrastructure Program (FIP), Carbon Neutral Capital Program (CNCP), Building Envelope Program (BEP), Playground Equipment Program (PEP), as well as the Bus Acquisition Program (BUS), if applicable.

New projects for SEP, FIP, CNCP, BEP, PEP

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing

Casorso Elementary	SEP - HVAC Upgrades	\$2,000,000	Proceed to design, tender & construction. To be completed by March 31, 2025.
Pearson Road	FIP - Kitchen Equipment and Upgrade	\$200,000	Proceed to design, tender & construction. To be completed by March 31, 2025.

New projects for BUS

Existing Bus Fleet # Type Amount Funded by Ministry New Route C (52-57) with 4 wheelchair spaces C (52-57) with 4 wheelchair Below		Next Steps & Timing		
			Proceed to ordering the school bus(es) between April 2nd and May 17th, 2024 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at http://www.astsbc.org	
8234	D (80+RE) with 0 wheelchair spaces	TBD - See Note Below	Proceed to ordering the school bus(es) immediately from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at http://www.astsbc.org	
A1230	C 76 with 0 wheelchair spaces	TBD - See Note Below	Proceed to ordering the school bus(es) immediately from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at http://www.astsbc.org	
New Route	D (80+RE) with 0 wheelchair spaces	TBD - See Note Below	Proceed to ordering the school bus(es) immediately from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at http://www.astsbc.org	
New Route	D (80+RE) with 0 wheelchair spaces	TBD - See Note Below	Proceed to ordering the school bus(es) immediately from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at http://www.astsbc.org	

NOTE: BUS funding amounts will be determined once school districts place their order(s) with bus manufacturer(s). Please contact Branch Director <u>Michael Nyikes</u> with any questions regarding this.

An Annual Programs Funding Agreement (APFA) accompanies this Capital Plan Response Letter which outlines specific Ministry and Board related obligations associated with the approved Minor Capital Projects for the 2024/25 fiscal year as listed above.

In accordance with Section 143 of the School Act, Boards of Education are required to adopt a single Capital Bylaw (using the Capital Bylaw Number provided at the beginning of this document) for its approved 2024/25 Five-Year Capital Plan as identified in this Capital Plan Response Letter. For additional information, please visit the Capital Bylaw website at:

https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/capital/planning/capital-bylaws

The Capital Bylaw and the APFA must be signed, dated, and emailed to the Ministry's Capital Management Branch at CMB@gov.bc.ca as soon as possible. Upon receipt the Ministry will issue Certificates of Approvals as defined in the APFA.

As the 2024/25 Capital Plan process is now complete, the Capital Plan Instructions for the upcoming 2025/26 Annual Five-Year Capital Plan submission process (using the Ministry's Capital Asset Planning System (CAPS) online platform) will be available on the Ministry's Capital Planning webpage by April 1st, 2024.

School districts' capital plan submission deadlines for the 2025/26 fiscal year, using the CAPS online platform, will be as follows:

- June 30, 2024
 - o Major Capital Programs (SMP, EXP, REP, RDP, SAP)
- July 1, 2024
 - o Major Capital Programs (BEP)
- September 30, 2024
 - o Minor Capital Programs (SEP, CNCP, PEP, BUS)
- October 1, 2024
 - o Minor Capital Programs (FIP)

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

Additionally, the Annual Facility Grant (AFG) project requests for the 2024/25 fiscal year are to be submitted using the CAPS online platform, on or before May 31, 2024.

NOTE: It is strongly encouraged that school districts discuss the draft versions of their intended capital projects and AFG project requests with Ministry staff well in advance of submission deadlines.

As a school district with a School Site Acquisition Charge (SSAC) scheme in place, please also be advised that the eligible school site requirement set out in the final resolution of the Board of Education in accordance with s. 574(5) of the *Local Government Act*, is duly accepted by the Ministry as part of the Board's approved capital plan for 2024/25.

The Board should forthwith adopt a bylaw setting the School Site Acquisition Charges for the School District, as s. 575(3) of the *Local Government Act* prescribes that a SSAC may only come into effect 60 days (inclusive of weekends and holidays) after that bylaw is adopted by a board of education. At that point, local government may commence the collection of an applicable per dwelling unit charge from residential developers on behalf of a board.

Please contact your respective Regional Director or Planning Officer as per the <u>Capital Management</u> <u>Branch Contact List</u> with any questions regarding this Capital Plan Response Letter or the Ministry's capital plan process.

Specific questions about SSAC should be directed to Regional Director <u>Travis Tormala</u>.

Sincerely,

Damien Crowell, Executive Director Capital Management Branch

min Crowll

pc: Geoff Croshaw, Director, Major Capital Projects, Capital Management Branch

Michael Nyikes, Director, Minor Capital Projects, Programs and Finance, Capital Management

Branch

CAPITAL PLAN BYLAW NO. 2024/2025-CPSD23-04 CAPITAL PLAN 2024/2025

WHEREAS in accordance with section 142 of the *School Act*, the Board of Education of School District No. 23 (Central Okanagan) (hereinafter called the "Board") has submitted a capital plan to the Minister of Education and Child Care (hereinafter called "the Minister") and the Minister has approved the capital plan or has approved a capital plan with modifications,

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

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

NOW THEREFORE the Board enacts as follows:

- 1. The Capital Bylaw of the Board for the 2024/2025 Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer, dated September 10, 2024.
- 2. This Capital Bylaw may be cited as Central Okanagan Capital Bylaw No. 2024/2025-CPSD23-04.

READ A FIRST TIME THE 13 th day of November, 2024. READ A SECOND TIME the 13 th day of November, 2024. READ A THIRD TIME, PASSED THE 13 th day of November, 2024.	
apply corporate seal	Board Chair
	Secretary-Treasurer/CFO
I HEREBY CERTIFY this to be a true and original Central Okanag 04 adopted by the Board the 13 th day of November, 2024.	an Capital Bylaw No. 2024/2025-CPSD23-
	Secretary-Treasurer/CFO



Memorandum

Date: October 11, 2024

To: Finance and Planning Committee

From Josh Currie, Assistant Director of Operations

Action Item: Annual Integrated Pest Management Report

1.0 ISSUE STATEMENT

The Board authorizes the use of all suitable techniques in an organized program to suppress pest populations in effective, economical and environmentally safe ways.

2.0 RELEVANT BOARD MOTION/DIRECTION

Policy 620 – Integrated Pest Management (IPM) states: "Each year a report shall be provided to the Board on the effective use of Integrated Pest Management (IPM), with appropriate recommendations for possible enhancements."

3.0 BACKGROUND

School District policy ensures that no chemical pesticides are used on district sites. This requires alternative measures to control landscape and structural surfaces.

4.0 POINTS FOR CONSIDERATION

None.

5.0 OPTIONS FOR ACTION

Continue the program in alignment and advice of our District Horticulturists and external expert consultants where required.

6.0 FOLLOW UP

Yearly report required as per Policy 620 – Integrated Pest Management (IPM).

7.0 DIRECTOR'S COMMENTS

The District will continue supporting a proactive and preventative approach to managing noxious weeds, invasive plants, vegetation and pests on all of our sites, (landscape or structural). Integrated Pest Management is a long-term program that reduces the reliance on pesticides and can lead to a reduction in their use. At this time no pesticides are utilized to control pests on any school site.

8.0 STAFF RECOMMENDATION

THAT: The Finance and Planning Committee recommends to the Board:

THAT: The Board of Education accept the Annual Integrated Pest Management Report as the Annual Report required in Policy 620 – Integrated Pest Management (IPM), as attached to the Agenda and presented at the October 16, 2024 Finance and Planning Committee Public Meeting.

9.0 APPENDICES

- A. District Grounds Coordinator, Eric Dion detailed 2023/2024 report
- B. Policy 620 Integrated Pest Management (IPM)
- C. BC Ministry of Environment Integrated Pest Management Act and Regulation.

Appendix "A"

Integrated Pest Management (IPM) Report

October 2023 to October 2024

Preventing pests through the design, construction of facilities and landscapes is an essential component of IPM and developing cost-effective maintenance regimes. Pests can easily take up residence in areas that are not landscaped appropriately or areas with inappropriate plant growth and materials.

We continue to work towards improving the efficiency and sustainability of the IPM program by using good sound physical and cultural practices.

The IPM approach is based on using proactive, preventative and cultural strategies and relies less on reactive measures for pest control. Cultural practices are referred to as sound plant health care practices; they focus on prevention of the pest by maintaining a healthy host through proper planting, mowing, pruning, and mulching. Cultural practices also focus on reducing pest establishment, reproduction, dispersal, and survival.

October 2023 to October 2024 the following occurred:

- All schools/sites were inspected on a regular basis for any pest issues;
- Irrigation systems were set on timers to ensure proper irrigation coverage;
- Two grass crews ensured the fields were mowed on a scheduled basis;
- All middle and secondary schools/sites were fertilized twice;
- Shrub beds were addressed to reduce weeds where possible;
- Any tree that was identified as a hazard was pruned or removed;
- Autumn leaves were mulched on site in the fall and then were spread on the turf and on the shrub beds.

School District No. 23 (Central Okanagan)

Grounds Coordinator

Eric Dion

APPENDIX "B"



School District No. 23 (Central Okanagan)

Policies And Procedures

"Together We Learn"

Section Six: School District Facilities

620 -INTEGRATED PEST MANAGEMENT (IPM)

Introduction

The Board of Education believes that an Integrated Pest Management (IPM) program, as recommended by the BC Ministry of Environment, is the most suitable method for maintaining sites in a safe, useable condition for current and future use.

Policy

- 1. The Board authorizes the use of Integrated Pest Management (IPM) to suppress pest populations in a safe, effective, economical and environmentally friendly way.
- 2. The essential components of the District's Integrated Pest Management (IPM) program include:
 - 2.1 identification of any problems through the examination of facilities and grounds conducted by the office of the Director of Operations or designate;
 - 2.2 regular monitoring of all sites (to determine the most appropriate time, method and follow-up necessary);
 - 2.3 determining appropriate action to manage problems identified, including an appropriate combination of:
 - physical or mechanical controls
 - cultural controls
- 3. Physical or cultural controls are required wherever possible. In situations where this is not possible, a certified pest control expert may be selected to mitigate pest issues. When a pest count indicates that a certified pest control expert is required, principals will be informed of the results and the anticipated dates for treatment of the sites. Principals will then inform their Parent Advisory Councils of the treatment plans.
- 4. Each year a report shall be provided to the Board on the effective use of Integrated Pest Management (IPM), with appropriate recommendations for possible enhancements.

Date Agreed: May 26, 1993; Date Amended: January 24, 2001

Date Reviewed/Amended: November 13, 2002

Date Amended: February 25, 2004; November 26, 2014;

February 28, 2024 Related Documents:

APPENDIX "C"

Integrated Pest Management Act and Regulation

Landscape/Structural Sector Review Paper

This is a summary prepared to provide general guidance on the use of pesticides in British Columbia. This is not a legal document and the contents should not be relied upon for legal purposes. In all cases the *Integrated Pest Management Act* and Regulation will prevail. Copies of the *Act* and Regulation may be obtained through the Queen's Printer.



Integrated Pest Management Program
April 2009

Table of Contents

1.	INTRO	DDUCTION – PURPOSE OF THIS REVIEW PAPER	Ĺ
2.	GENE	RAL INFORMATION	Ĺ
	2.1 2.2	WHO ADMINISTERS THE IPM ACT?	
	2.2	HOW IS INTEGRATED PEST MANAGEMENT (IPM) DEFINED UNDER THE ACT?	
	2.4	WHAT IS A "PESTICIDE" AND HOW ARE PESTICIDES CLASSIFIED UNDER THE ACT?	2
3.		RMATION FOR PEST MANAGERS IN THE LANDSCAPE AND STRUCTURAL	_
	SECTO	ORS	
	3.1	WHO REQUIRES A PESTICIDE USER LICENCE?	5
	3.2	WHAT CATEGORY OF LICENCE DO I REQUIRE?	5
	3.3	HOW DO I APPLY FOR A PESTICIDE USER LICENCE?	5
	3.4	WHAT ARE THE TERMS AND FEES FOR A PESTICIDE USER LICENCE?	
	3.5	WHAT GENERAL CONDITIONS MUST A LICENSEE FOLLOW?	7
	3.6	WHAT CERTIFIED STAFF IS A LICENSEE REQUIRED TO ENGAGE AND WHAT IS THEIR ROLE?	7
	3.7	HOW CAN A PESTICIDE APPLICATOR CERTIFICATE BE OBTAINED AND RENEWED? WHAT	
		FEES ARE REQUIRED? WHAT ARE THE TERMS AND CONDITIONS OF THE CERTIFICATE?	7
	3.8	WHAT ARE THE STANDARDS FOR USE OF INTEGRATED PEST MANAGEMENT	
	3.9	WHAT ARE THE PUBLIC NOTIFICATION REQUIREMENTS FOR USE OF A PESTICIDE IN OR AROUND SCHOOLS OR CHILD CARE FACILITIES, MULTI-RESIDENCE PROPERTIES, AND	0
	2.10	OUTDOOR PUBLIC USE AREAS?	3
	3.10	WHAT ARE THE STANDARDS FOR CONTAINMENT, TRANSPORT, STORAGE OR USE OF PESTICIDES?	2
	3.11	WHAT ARE THE REPORTING AND RECORD KEEPING REQUIREMENTS ASSOCIATED WITH	
		A PESTICIDE USER LICENCE?	1
	3.12	HOW IS THE ACT ENFORCED? WHAT PENALTIES MAY BE IMPOSED FOR	
		NON-COMPLIANCE WITH TERMS OF THE REGULATION?	5
APPE	NDIX I:	APPLICATION AND RECORD FORMS & CERTIFICATION INFORMATION1	7
APPE	NDIX II	: COMPLIANCE CHECKLIST AND LEGISLATIVE REFERENCES1	9

Introduction – Purpose of this Review Paper

This review paper provides information drawn from the *Integrated Pest Management (IPM) Act* and Regulation that will be of particular interest to pest managers **working in the landscape or structural industry sectors**. The *IPM Act* was brought into force on December 31, 2004, replacing the *Pesticide Control Act*. The legislation sets out requirements for the use and sale of pesticides in British Columbia.

This document presents a lay summary of the requirements set forth in the *IPM Act* and Regulation for landscape and structural pest management. Additional information – including a summary overview, other industry sector reviews of the *Act* and Regulation and links to application forms and the legislation – can be accessed by clicking on the address below, or from the Ministry of Environment homepage, by following the *Environmental Protection Division*, *Environmental Management Branch*, and *IPM* links. The IPM Program webpage address is: www.env.gov.bc.ca/epd/ipmp/index.htm

2. General Information

2.1 Who administers the IPM Act?

The B.C. Ministry of Environment is responsible for the protection of human health and the environment in British Columbia. The Integrated Pest Management (IPM) Program of the ministry promotes IPM and environmental stewardship, and ensures compliance with the *Integrated Pest Management Act* and Regulation.

The Act mandates the appointment of an Administrator for the legislation, with powers and duties to issue, amend or revoke licences, certificates or permits – as well as to delegate specific duties to assistant administrators, and to designate inspectors (employees of provincial, federal or local government). The legislation includes provisions for appeals of the Administrator's decisions to the Environmental Appeal Board (established under authority of the Environmental Management Act), and for establishment of an IPM Committee with representatives of identified government regulatory agencies to review issues referred to it by the Administrator.

2.2 What does the Act regulate? How?

The *Integrated Pest Management Act* and Regulation establish conditions for the sale and use of pesticides through a classification system and regulatory provisions and standards for licences, certification, permits, Pest Management Plans (PMPs) and pesticide use notices (PUNs). The Regulation also contains public notification, consultation, reporting and record keeping provisions – as well as standards for use of integrated pest management and for human health and environmental protection.

Under the *IPM Act*, a person must not "use a pesticide that causes or is likely to cause, or use, handle, release, transport, store, dispose of, or sell a pesticide in a manner that causes or is likely to cause an unreasonable adverse effect." This general prohibition, in concert with use of Integrated Pest Management (IPM), underpins the ministry's approach to regulation of pesticide use in British Columbia.

Key Regulatory Tools and Processes under the IPM Act:

Pesticide classes: using definitions, labeling and other standards set out in the federal Pest Control Products Act

Licences: for sale or use of specified pesticides

Certificates: for dispensing or applying specified pesticides

Permits: for use of pesticides of particular concern

Pest Management Plans and pesticide use notices: for specified large scale programs that require IPM plans and ministry notification

2.3 How is Integrated Pest Management (IPM) defined under the Act?

Because it requires a proactive and preventative approach, IPM reduces reliance on pesticides and can lead to a reduction in their use. The *Act* and Regulation require the use of Integrated Pest Management (IPM) for pesticide use on public land; on private land used for forestry, transportation, public utilities and pipelines; and for pest control service companies (including service companies managing landscape, structural, forestry, noxious weed or mosquito pests).

The Act defines IPM as "a process for managing pest populations that includes the following elements:

- a. Planning and managing ecosystems to prevent organisms from becoming pests;
- b. Identifying pest problems and potential pest problems;
- Monitoring populations of pests and beneficial organisms, damage caused by pests and environmental conditions;
- d. Using injury thresholds in making treatment decisions;
- e. Suppressing pest populations to acceptable levels using strategies based on considerations of:
 - Biological, physical, cultural, mechanical, behavioural and chemical controls in appropriate combinations.
 - Environmental and human health protection; and
- f. Evaluating the effectiveness of pest management treatments."

2.4 What is a "pesticide" and how are pesticides classified under the Act?

A **pesticide** is defined under the *Act* as a "micro-organism or material that is represented, sold, used or intended to be used to prevent, destroy, repel or mitigate a pest." This includes growth regulators, defoliators or desiccants; control products defined in the federal *Pest Control Products Act*; and other substances classed as a pesticide by regulation.

A number of micro-organisms, substances and control products are explicitly excluded from the definition of pesticide:

- Instruments or "gadgets" that are used as a means to control pests (directly or indirectly) (e.g., a trap);
- Control products used to control arthropods on or in humans, livestock or domestic animals and are administered internally by mouth or injection;
- Control products used to attack viruses, bacteria or other micro-organisms with the aim of treating, mitigating or preventing disease in humans or animals; and
- Control products used to attack mould, mildew or odors (except when used as a wood preservative).

The IPM Act and Regulation establish classes of pesticides, and requirements for licences, certification, permits and pesticide use notices for each class. The classification system utilizes definitions, labeling and other standards for sale and use of pesticides set out in the federal Pest Control Products Act. Pesticide classes under the IPM Act are:

Permit-restricted: the most strictly controlled pesticides, because the Administrator considers that
the risk of unreasonable adverse effects from their use should be evaluated for each proposed use,
requiring a permit for purchase or application;¹

¹ Permit-restricted pesticides listed in the Regulation are 4-aminopyridine, strychnine used to control bird populations and monosodium methanearsonate (MSMA).

- Restricted: a pesticide labeled under the federal Act with the product class designation "RESTRICTED" (and not a permit-restricted or an excluded pesticide), requiring a pesticide applicator certificate for purchase or use;
- Commercial: a pesticide that bears a product class designation on its label that is acceptable under the federal Act in relation to its general use in "commercial," "industrial," "agricultural" or other commercial activities (and is not a permit-restricted or an excluded pesticide);
- Domestic: required under the federal Act to be labeled with the product class designation "DOMESTIC" (and not an excluded pesticide) or pesticides that are contained in a fertilizer registered under the Fertilizers Act (Canada); and
- Excluded: specified pesticides assigned to this class because the Administrator considers that their use without a licence, permit² or pesticide use notice will not increase the risk of unreasonable adverse effects (see list of excluded pesticides on the following page).

The table below provides a summary of requirements for each class of pesticide under the *IPM Act* and Regulation. Excluded products named in the Regulation are listed on the following page.

Summary of Requirements for each Class of Pesticide under the IPM Act and Regulation

	Pesticide Classes				
Requirements	Permit- restricted	Restricted	Commercial	Domestic	Excluded
Permit required for purchase and all uses	Yes	No	No	No	No
Applicator certificate required for purchase and all uses	Yes	Yes	No	No	No
Purchase must be recorded by Vendor	Yes	Yes	Yes	No	No
Dispenser certificate required for selling pesticides	Yes	Yes	Yes	Yes	No
Vendor licence required for selling pesticides	Yes	Yes	Yes	Yes	No
User licence required for pesticide applications	Yes	Yes	Yes	Yes	No
Pesticide user licence required for use on specified private or public lands for specified purposes to a defined maximum area per year (see Compendium of IPM Legislation and Industry Sector Reviews)	Yes	Yes	Yes	Yes	No
Pesticide user licence required for use in a multi-resident building in rooms occupied as living accommodation, or to a common area (effective January 7, 2007)	Yes	Yes	Yes	Yes	No
Pest Management Plan and confirmation of receipt of pest- icide use notice required for specified pesticide use and lands (see Compendium of IPM Legislation and Industry Sector Reviews)	Yes	Yes	Yes	Yes	No
Applicator certificate required to supervise applications to public land or on fee-for-service basis	Yes	Yes	Yes	Yes	No
Pesticide use permit required for uses of high concern (e.g., aerial application over urban or residential areas)	Yes	Yes	Yes	Yes	Yes
Use must not cause an unreasonable adverse effect	Yes	Yes	Yes	Yes	Yes

Note that the Administrator may require a permit for a specified use of an excluded pesticide in some circumstances (e.g., aerial application).

_

The Regulation lists the following excluded pesticides:

- acetic acid (DOMESTIC)
- animal repellents (DOMESTIC and COMMERCIAL) except thiram
- anti-fouling paints (DOMESTIC and COMMERCIAL)
- antisapstain wood preservatives used on private, industrial land owned by the company or person responsible for the application (COMMERCIAL)
- asphalt solids (pruning paints) (DOMESTIC and COMMERCIAL)
- bacillus thuringiensis kurstaki (Btk) (DOMESTIC)
- bactericides used in petroleum products (DOMESTIC and COMMERCIAL)
- 8. boron compounds (DOMESTIC)
- boron compounds with up to 5 % copper for insect control and wood preservation (COMMERCIAL)
- capsaicin (DOMESTIC, COMMERCIAL and RESTRICTED)
- 11. cleansers (DOMESTIC and COMMERCIAL)
- 12. corn gluten meal (DOMESTIC and COMMERCIAL)
- 13. d-phenothryn (DOMESTIC)
- d-trans-allethrin, also referred to as d-cis, trans allethrin (DOMESTIC)
- deodorizers (DOMESTIC and COMMERCIAL)
- 16. fatty acids (DOMESTIC)
- ferric phosphate (DOMESTIC and COMMERCIAL)
- ferrous sulphate (DOMESTIC and COMMERCIAL)
- hard surface disinfectants (DOMESTIC and COMMERCIAL)
- insect bait stations (DOMESTIC)
- insect pheromones (DOMESTIC and COMMERCIAL)
- 22. insect repellents (DOMESTIC)
- 23. laundry additives (DOMESTIC and COMMERCIAL)

- material preservatives (DOMESTIC and COMMERCIAL)
- 25. methoprene (DOMESTIC)
- mineral oils for insect and mite control (DOMESTIC)
- n-octyl bicycloheptene dicarboximide (DOMESTIC)
- 28. naphthalene for fabric protection (DOMESTIC)
- paradichlorobenzene for fabric protection (DOMESTIC)
- 30. pesticides in aerosol containers (DOMESTIC)
- pesticides registered under the federal Act for application to pets (DOMESTIC & COMMERCIAL)
- 32. piperonyl butoxide (DOMESTIC)
- 33. plant growth regulators (DOMESTIC)
- polybutene bird repellents (DOMESTIC and COMMERCIAL)
- 35. pyrethrins (DOMESTIC)
- 36. resmethrin (DOMESTIC)
- 37. rotenone (DOMESTIC)
- silica aerogel, also referred to as silica gel, amorphous silica and amorphous silica gel (DOMESTIC & COMMERCIAL)
- silicon dioxide, also referred to as "diatomaceous earth" (DOMESTIC and COMMERCIAL)
- 40. slimicides (COMMERCIAL)
- 41. soaps (DOMESTIC and COMMERCIAL)
- sulphur, including lime sulphur sulphide sulphur and calcium polysulphide (DOMESTIC)
- 43. surfactants (DOMESTIC and COMMERCIAL)
- swimming pool algicides and bactericides (DOMESTIC and COMMERCIAL)
- 45. tetramethrin (DOMESTIC)
- 46. wood preservatives (DOMESTIC)

Information for Pest Managers in the Landscape and Structural Sectors

3.1 Who requires a pesticide user licence?

A pesticide user licence is required if a person provides, or offers to provide, a service involving the use of a non-excluded pesticide under a contract for services. This requirement for a licence includes services for the management of structural or landscape pests on public or private land.

A pesticide user licence is also required for a use that is not a service under a service contract, but is a use **on public land** of a non-excluded pesticide for the management of:

- Pests of structures and pests of goods; or
- Pests of gardens and pests of landscaping, including the management of weeds in sidewalks and on parking lots.

This requirement for a licence includes pesticide use by regional districts, municipalities, crown corporations, hospitals, schools and universities for structural or landscape pest management on public land.

Effective January 7, 2007, a licence will also be required for the use of pesticide that is not a service on private land for:

- The management of pests inside rooms used as living accommodation, or in areas to which more than
 one occupier has access, in a multi-residence property containing at least four separate units; and
- The management of pests on outdoor areas, to which more than one occupier has access, of a multiresidence property containing at least four separate units.

This requirement for a licence includes pesticide use by the owners or managers of multi-residence buildings for structural or landscape pest management on private land.

The Regulation includes provisions for a number of other pesticide uses (e.g., forestry, industrial vegetation, noxious weed and mosquito pest management) for which a licence, permit or Pest Management Plan and pesticide use notice confirmation may be required. Those wishing definitions and requirements concerning other industry sectors should consult the Integrated Pest Management Regulation and other industry sector review documents posted on the ministry's IPM website.

Who does not require a licence?

A licence for structural or landscape pest management is not required by a person who:

- Uses, sells or provides a service using an excluded pesticide;
- Uses a pesticide only as an employee or contractor of a licensee;
- Occupies, and uses a pesticide only within, his or her own living accommodations;
- Under a contract for paving services, uses a pesticide to manage vegetation on land before paving it;
 or
- Is a veterinarian, or an individual under direction of a veterinarian, who uses a pesticide for the treatment of animal pests.

A licence is not required for the use of excluded pesticides.

3.2 What category of licence do I require?

The Regulation prescribes pesticide user service and pesticide user non-service (as well as pesticide vendor) categories of licence. Pesticide users require a licence endorsed as either "service" or "non-service" (as appropriate to their situation and identified in their licence application).

A licence endorsed for the service category must be held by a person who:

- Provides, or offers to provide, a service respecting pesticides; or
- Purchases, directly or indirectly, a pesticide for the purpose of providing such a service.

A licence endorsed for the non-service category is required if a person uses, or if his or her employees use, a pesticide on public land managed by that person.

3.3 How do I apply for a pesticide user licence?

To be eligible for a licence, an applicant must maintain a business address in British Columbia for doing business in the province, (or provide a British Columbia address where that person may be served with documents) and hold (or employ a person who holds) the appropriate pesticide applicator certification (see sections 3.5 and 3.6 below). Information that is required from the applicant for a licence includes: the applicant's name and contact details; the business address from which pesticides are to be used; the intended uses of pesticides (e.g., structural or landscape pest management); whether the applicant intends to use a pesticide on public land; whether the applicant intends to use fumigants (e.g., methyl bromide or aluminum phosphide); the term requested (one to five years); and payment details.

Information on how to obtain licence application forms or assistance in completing the forms and where to send them is included in Appendix I of this Review Paper.

3.4 What are the terms and fees for a pesticide user licence?

An applicant may request a licence term of up to five years. A "year" means the period from the date a licence is issued until March 31 in the next calendar year. A full year fee is required for any portion of the year to which the application relates (i.e., fees are not prorated).

The fee for a non-service licence is \$250 for each year or part year to which the application relates.

The fee for a **service licence** depends on the number of business addresses to which the application relates. An applicant must include with the application the following fee **for each year** or part year to which the application relates:

- \$250 if the application is for pesticide use from one business address;
- \$500 if the application is for pesticide use from two or three business addresses; or
- \$1,000 if the application is for pesticide use from four or more business addresses.

A licensee is required to give notice to the Administrator within 30 days of a change that has the effect of increasing the fee payable in relation to the licence, and to accompany the notice with the appropriate fee. For example, if in any year within the term of a licence, a licensee increases the number of business addresses from which pesticides are used from one to two or more, the licensee must submit a notice informing the Administrator, accompanied by an additional fee payment.

3.5 What general conditions must a licensee follow?

All licence holders (licensees) are required to ensure compliance with standards for the use of integrated pest management and the protection of human health and the environment, as specified in the *Act* and Regulation.

The Administrator may suspend or revoke a licence for failure to comply with the *Act* or Regulation. A licence is not transferable without the written authorization of the Administrator. A licensee must provide the Administrator with written notice of a change in any information provided by the licensee in an application (e.g., classes and amounts of pesticides used, types of use, change in business location or contact information) within 30 days of the change.

If a licensee believes that the *Act* or Regulation has been contravened (by the licensee themselves, or another person) in a manner involving the release of pesticide into the environment, the licensee must give written notice to the Administrator as soon as possible after forming the belief.

3.6 What certified staff is a licensee required to engage and what is their role?

A pesticide licence holder (licensee) must hold, or employ one or more people who hold, a **pesticide** applicator certificate (certificate holder) endorsed for the appropriate category of pesticide use. The licensee must ensure that each pesticide use is performed by or supervised by a certificate holder. A certificate holder must not supervise more than four uncertified individuals and must be no more than 500 m from, and in continuous visual or auditory contact with, each person being supervised. The licensee must also ensure that a copy of the certificate of each individual using or supervising the use of a pesticide is at or near the treatment area during the pesticide use.

3.7 How can a pesticide applicator certificate be obtained and renewed? What fees are required? What are the terms and conditions of the certificate?

To be eligible for a pesticide applicator certificate for B.C., a person must be at least 16 years of age and have successfully passed the appropriate B.C. examination. The certification examination is based on a syllabus set out in the Regulation.³ The Administrator may also consider evidence of the applicant having passed an examination of another provincial government, and require an additional B.C. examination only to test the knowledge of an applicant in relation to the *IPM Act* and Regulation.

An applicant for a certificate must note on their application form personal information (including date of birth) and the category of certificate being applied for. A certificate is not transferable. An applicant must include a fee of \$90 for each examination required for the certificate. An applicant is deemed to have forfeited their application and fee if they fail (on two different occasions) to attend an examination for which they have been given notice of time and place.

Study materials for home study or use in classroom training to prepare for certification examinations are available (for specified charges) from the Distribution Centre Victoria of the B.C. Ministry of Management Services. Information on how to obtain study materials and to apply to write an examination is included in Appendix I of this Review Paper.

A certificate is valid on issue for the category endorsed on it, and for a period of up to five years, at the discretion of the Administrator.

³ The Regulation lists ten "certificate examination matters": general pesticide characteristics, *Act* and Regulations, labeling, human health, pesticide safety, environment, pest management, application technology, emergency response, and professionalism.

A certificate holder must comply with all applicable terms and conditions set out in the *Act* and Regulation (e.g., standards to minimize hazards to human health and the environment, safe handling and application, and reporting). If a certificate holder believes that a contravention of the *Act* and Regulation in a manner involving the release of pesticide into the environment has occurred, he or she must give written notice to the Administrator as soon as possible after forming that belief. A certificate holder must also ensure that his or her certificate is at or near the place of pesticide use.

The Administrator may renew a certificate before its expiry date, or within one year after that date, without requiring the applicant to sit an examination, if the certified individual has accumulated 20 continuing education credits⁴ relating to subjects set out in the examination syllabus within the five year period immediately preceding the application date for re-certification, or, if the applicant for certificate renewal has not completed 20 (but has completed at least five) continuing education credits and agrees as a term of the new certificate to obtain the additional continuing education credits within the period specified for that purpose. An applicant for a certificate renewal must include a non-refundable fee of \$25 with the application.

3.8 What are the standards for use of Integrated Pest Management

A licensee may use a pesticide only after undertaking all of the following actions in accordance with integrated pest management principles:

- Identify and implement, or identify and advise the owner or manager of the treatment area, of reasonable measures to prevent pests;
- Identify pest species and pest complexes to be managed;
- Monitor to determine the population of pests and their location;
- Determine the injury threshold for each pest and apply them to the determination of when to use a
 pesticide;
- Select pest treatment methods based on:
 - consideration of practical alternatives to pesticide use, and
 - protection of human health and the environment; and
- Evaluate, following each pesticide use, the effectiveness of that use.

3.9 What are the public notification requirements for use of a pesticide in or around schools or child care facilities, multi-residence properties, and outdoor public use areas?

The Regulation includes specific notification requirements for licensees who use pesticides on the property of a school or child care facility, indoors in areas occupied as a residence and in the common areas and restricted access areas of "multi-residence" buildings or properties. 5 As well, there are notification requirements for outdoor common use areas around residences 6 and other outdoor public use areas.

⁴ A "continuing education credit" is equal to one hour of training that is related to topics listed in the examination syllabus, and provided by a training provider that is approved (and provides training approved by) the Administrator and maintains (for at least five years) registration, attendance and course completion information for each student.

⁵ A "multi-residence building" is a building that contains two or more separate units occupied as living accommodation (including apartment buildings, hotels and strata titled buildings). A "multi-residence property" is a parcel of land on which is located two or more separate units occupied as living accommodation, whether the units are in the same building or detached.

⁶ An "outdoor multi-residence common area" is defined as being within 5 m of an entrance or a window, or an area of a multi-residence property that is maintained for the purposes of passage, parking or recreation.

The Regulation is intended to ensure that **advance notification** about pesticide use is provided to building managers and users of any indoor area used as living accommodation, and indoor and outdoor common areas associated with residences. Notification of the public about a pesticide use in other outdoor public use areas is required **immediately before** a pesticide treatment. Licensees are also required to provide the site owner or manager (or their representative) with written notice **immediately following** treatment using a pesticide – informing the individual that the pesticide use occurred and noting any differences between the information provided in the advance notification and the actual use of the pesticide.

What is a "Treatment Notice" and what information must it convey?

A "Treatment Notice" is required for public notification of pesticide use. A treatment notice must contain all of the following information:

- A description of the area to be treated;
- Name of the targeted pest;
- The federal Pest Control Products Act registration number of the pesticide to be used and its active ingredient;
- Proposed date and start time, and proposed alternate dates and times, of the pesticide use;
- Name and licence number of the licensee and a phone number at which the licensee or an employee can be reached for more information about the proposed pesticide use;
- Precautions that should be taken to minimize exposure to a pesticide or its residues, including a statement that indicates the period following the use during which people should not enter the treated area (re-entry period); and
- If fruit-bearing trees or other food crops are treated, the number of days before food can be harvested safely.

Posted treatment notices are to have the following characteristics:

- For signs posted in outdoor areas, be at least 550 cm² in size (a letter size sheet of paper), or for signs posted in indoor areas, be at least 200 cm² in size (one half a letter size sheet of paper);
- If the notice may be exposed to water, be constructed of water resistant material;
- Use type or letters that are clearly legible to a person approaching the treatment area;
- Contain a cautionary symbol (such as a stop sign or raised hand) that will draw the attention of a
 person approaching the treatment area; and
- Display, in bold block letters, the words "NOTICE OF PESTICIDE USE" or in place of the word "pesticide," the word "insecticide," "herbicide," or another category of pesticide.

On the property of a school or child care facility:

At least 72 hours before using a pesticide on the property of a **school or child care facility**, a licensee must provide a treatment notice that complies with the Regulation to the school or facility administrator, principal or manager (or their agent).

.

⁷ This notice period may be shortened only with the consent of each person who has access to the proposed treatment area and is entitled to notice of the proposed use either in writing or by posted notice.

In living accommodations:

A licensee intending to use a pesticide in any **area occupied as living accommodation** must provide a treatment notice, at least 72 hours prior to a proposed pesticide use, to the occupant of the living accommodations, and (if different from the occupant) to the owner or manager of the building, (or the agent of either).⁸

A licensee intending to use a pesticide in **unoccupied living accommodations** must provide a treatment notice, before or immediately following the use, to the owner or manager of the building (or the agent of either) and either:

- Provide a treatment notice to a person who will be occupying the living accommodations if that
 person will occupy the accommodations within 48 hours after the pesticide use; or
- Immediately following the use, post a treatment notice at each entrance to the unoccupied living accommodation.⁹

In common areas and restricted access areas of multi-residence properties:

At least 48 hours before using a pesticide in an indoor or outdoor multi-residence common area, ¹⁰ a licensee must provide a treatment notice to the owner or manager of the building (or the agent of either) and either:

- Provide a treatment notice to each person who has access to the common area within 48 hours after the pesticide use; or
- Post a treatment notice at each entrance to an indoor treatment area, at each gate or opening to fenced outdoor common areas, and at intervals around outdoor common areas that are not fenced.

Before or immediately following the use of a pesticide in a multi-residence restricted access area, ¹³ a licensee must provide a treatment notice to the owner or manager of the building (or the agent of either).

Also for the multi-residence restricted access area, a licensee must either:

- Provide a treatment notice to each person who has access to the treatment area within 48 hours after the pesticide use; or
- Immediately following the use, post a treatment notice at each entrance to the treatment area.¹⁴

⁸ This notice period may be shortened only with the consent of each person who has access to the proposed treatment area and is entitled to notice of the proposed use either in writing or by posted notice.

⁹ Treatment notices must not be removed by the licensee for 48 hours after the pesticide use.

¹⁰ A multi-residence common area is an indoor area of a multi-residence property to which all or most occupants of the property have access, or an outdoor area of a multi-residence property that is within 5 m of an entrance or window to living accommodations or maintained for purposes of passage, parking or recreation.

¹¹ So that the notice is clearly visible and will provide notice of the pesticide use to any person approaching the common area. Treatment notices must not be removed by the licensee for 48 hours after the pesticide use.

¹² This notice period may be shortened only with the consent of each person who has access to the proposed treatment area and is entitled to notice of the proposed use either in writing or by posted notice.

¹³ A multi-residence restricted access area is an area of a multi-residence property that is not used or intended to be used as living accommodation and is not accessible to the general public and most occupants of the property.

¹⁴ Treatment notices must not be removed by the licensee for 48 hours after the pesticide use.

In outdoor public use areas:

Before using a pesticide in an outdoor public use area, 15 a licensee must post a treatment notice:

- · At each gate or opening that provides access to treatment areas that are fenced; or
- At intervals around or along the treatment area if it is not fenced.¹⁶

Written notice following pesticide use:

Immediately following a pesticide use that required giving or posting a treatment notice, the licensee must provide written notice to the owner, manager, administrator or principal (or their agent), giving notice that the pesticide use occurred and of any differences between the information given in the treatment notice and the actual pesticide use.

Situations When the Notification Requirements May Be Altered

If a medical health officer has given direction in writing for a differing notification requirement – the licensee must comply with the medical health officer's direction.

The provision and posting of a treatment notice (except to the owner or manager, or their agent, where required) for pesticide use in a multi-residence common area, multi-residence restricted access area or outdoor public use area is not required if the pesticide is:

- · An insecticide applied in cracks and crevices;
- An insect gel, or insect gel bait in a bait station, that is placed in a concealed location not accessible to children or pets;
- An insecticide applied to a wasp nest that is outdoors, or is indoors and no person will have access to the treatment area within the 48 hour period after the use;
- A rodenticide and is used in accordance with requirements under the Regulation;
- A herbicide and is used to manage weeds along fences or in cracks in the pavement on roads, in sidewalks or in parking lots;
- A granular pesticide used in flower, vegetable or shrub beds and mixed into soil; or
- · A bacterial pesticide applied to water.

The notice period before use of a pesticide in occupied living accommodations, a multi-residence common area, or on the property of a school or a child care facility may be shortened only with the consent of each person who has access to the proposed treatment area and is entitled to notice of the proposed use (either in writing or by posted notice).

¹⁵ An outdoor public use area is an outdoor, landscaped area of **public land** that is maintained for the purposes of public passage or recreation (e.g., playing fields in a municipal park).

¹⁶ So that the notice is clearly visible and will provide notice of the pesticide use to any person approaching the treatment area. Treatment notices must not be removed by the licensee for 48 hours after the pesticide use.

3.10 What are the standards for containment, transport, storage or use of pesticides?

Standards set out in the Regulation are intended to ensure that any person storing, transporting or using a pesticide, does so only in a manner that minimizes hazards to human health and the environment.

Standards for pesticide containment

A pesticide must be kept, handled, stored or transported in the container in which it was originally packaged and with the label originally affixed by the manufacturer, or in an appropriately designed and labeled container.¹⁷

Standards for pesticide transport

Pesticides must be transported in a manner that is sufficient to prevent escape, discharge or unauthorized removal of the pesticide from the transport vehicle; and that prevents contamination of food or drink intended for human or animal consumption, or of household items such as furnishings, clothes, toiletries, or bedding.

Standards for pesticide storage

Pesticides (other than domestic or excluded pesticides) must be stored in a storage facility that is:

- · Separated from (and not used for storage of) food intended for human or animal consumption;
- Ventilated so that pesticide vapours are vented outside;
- Locked when unattended; and
- Accessible only to persons authorized by the person storing the pesticide.

Each door providing access to a pesticide storage facility must have a sign that is clearly visible to a person approaching, with the words "WARNING: CHEMICAL STORAGE – AUTHORIZED PERSONS ONLY" written in block letters. Fumigants and other pesticides that release vapours and bear a "poison" symbol on the label must be stored in a facility that is not attached to or within a building used for living accommodations.

Within 60 days after starting to store pesticides at a location, a pesticide licensee must provide notice of the storage location to the fire department closest to that location.

General standards for pesticide use

A container used to prepare, mix or apply a pesticide must not be washed or submerged in a body of water. Pesticides must be prevented from entering any body of water or irrigation system used to draw water from for the containment, preparation, mixing or application of a pesticide. ¹⁸

A licensee must ensure that:

- Each individual who will be using a pesticide (for which the licence is required) is informed of:
 - The boundaries of the proposed treatment area;
 - The requirements for personal protection;
 - The pesticide use procedures required to protect human health and the environment;

B.C. Ministry of Environment - October 2006

¹⁷ One designed for the containment of the pesticide, with a label that displays the pesticide's trade name, the name and concentration of the pesticide's active ingredient and the pesticide's registration number under the federal Act. This requirement does not apply to tanks being used for mixing pesticides, or for holding pesticides during use.

¹⁸ By maintaining a gap between the pesticide and the equipment used to draw water.

Integrated Pest Management Act and Regulation - Landscape/Structural Sector Review Paper

- The application equipment is in good working order and, if required, is calibrated to conform with the application rates on the pesticide label; and
- An inspection of the treatment area is carried out to ensure that the applicable regulatory requirements and standards can be met in carrying out the use.

A licensee must ensure that the following precautions are taken in carrying out pesticide use:

- Precautions to prevent unprotected human exposure to pesticide;
- Precautions to ensure that domestic water sources, agricultural water sources and soil used for agricultural crop production are protected for their intended use; and
- Avoiding the use of pesticide over vertebrate wildlife or domestic animals that are visible to the user. 19

A licensee must ensure that their use of a herbicide does not remove vegetation that is necessary to:

- Prevent erosion of a streambank:
- Prevent debris that would cause an unreasonable adverse effect from entering a stream; or
- Maintain slope stability in areas where landslides have occurred.

A licensee must not:

- Engage in broadcast spraying or foliar spraying outdoors if the wind speed exceeds 8 km an hour;
- Use a residual pesticide on water-saturated soil, during heavy rainfall or if heavy rainfall is imminent;
- Spray a pesticide on foliage covered by ice or frost or if water is flowing on the foliage; or
- Spray a pesticide between 30 minutes after sunset and 30 minutes before sunrise unless a lighting device is used so that the person applying the pesticide and the pesticide use are clearly visible from a distance of at least 30 m.

No-treatment zone standards for all licence holders

A 30 m no-treatment zone must be maintained around a water supply intake or well used for domestic or agricultural purposes¹⁹ (including water used for livestock or irrigation of crops) unless the licensee is "reasonably satisfied" that a smaller no-treatment zone is sufficient to ensure that pesticide from the use will not enter the intake or well.20

No-treatment zone means an area of land that must not be treated with pesticide

Body of water does not include a human made, self-contained body or structure for water.

The licensee must ensure that a no-treatment zone between an outdoor pesticide use area and a body of water is sufficient to prevent the release of pesticide spray or runoff into the body of water¹⁹. The licensee must also ensure that a no-treatment zone between an outdoor pesticide use area and an adjacent property is sufficient to prevent the release of pesticide spray or runoff onto the adjacent property (unless the adjacent property owner or manager agrees otherwise).

Standards for use of slug bait

If using a slug bait pesticide that may be harmful to children or domestic animals, a licensee must place the pesticide in slug bait stations that are resistant to tampering by children and animals, or in areas that are inaccessible to children and domestic animals.

¹⁹ This provision does not apply if the pesticide is a bacterial pesticide (e.g., Btk).

²⁰ A record must be kept of the information on which the decision was based for a smaller no-treatment zone that still ensures no pesticide enters the intake or well.

Standards for use of rodenticides

A licensee using a rodenticide must:

- Deploy rodenticide bait only in rigid walled bait containers that are fastened down to prevent tipping
 or removal and that remain securely closed for the period of time that they are in use, or in locations
 and in a manner so that unauthorized people and domestic pets cannot gain access to them;
- Ensure that any deployed container of a rodenticide is properly labeled with the word "Poison" or the symbol for poison, the name and phone number of the contact person who can provide information about the pesticide use, and the pesticide's active ingredient or its registration under the federal Act;
- If the rodenticide bait is applied (or deployed) in living accommodations, areas of multi-residence buildings or properties to which children have access, in playgrounds, or inside or outside schools, daycares, recreational facilities or other facilities likely to be frequented by children, the rodenticide bait must contain an agent (like denatonium benzoate) that causes a bitter taste, and the bait must be removed from the treatment area and destroyed when the baiting program is complete.

Standards for use of a fumigant gas

A licensee who uses a fumigant gas must:

- Post a treatment notice at each entrance to the structure prior to use of the fumigant, and ensure that
 the treatment notice remains posted until the licensee confirms that it is safe to enter the structure;
- Monitor the concentrations of the fumigant in the air and near the treatment area for the purposes of:
 - Detecting fumigant leaks from the treatment area,
 - Determining whether the pesticide use is effective,
 - Determining when concentrations are at a level that is safe for humans to re-enter the treatment area, and
 - If the fumigant is released into buildings or spaces where humans may be present, determining if concentrations are at a level that is safe for human exposure;
- Restrict access by unprotected individuals to the treatment area until a certified applicator has determined that the fumigant gas concentration levels are safe for human exposure; and
- When clearing a fumigant gas from a treatment area after the use, release the fumigant into the atmosphere in a manner that prevents human exposure to hazardous concentrations of the fumigant gas.

3.11 What are the reporting and record keeping requirements associated with a pesticide user licence?

If a licensee has not given prior notice to the Administrator through his or her licence application about the following pesticide uses, he or she must give written notice to the Administrator at least two business days before the first intended:

- Use of a pesticide on public land;
- Aerial application of a pesticide; or
- Use a fumigant gas pesticide.

Within 60 days after starting to store pesticides at a location, a pesticide licensee must provide notice of the storage location to the fire department responsible for fire protection at that location.

Integrated Pest Management Act and Regulation - Landscape/Structural Sector Review Paper

Licensees are required to maintain a record of pesticide use for each treatment location or day of use that includes:

- If the use was performed as a service, the name and address of the person for whom the service was performed;
- If the service was performed for another licensee (or permit holder or PMP confirmation holder), the number of the person's licence (or permit or confirmation);
- If the use was not performed as a service, the name and address of the owner or manager of the treatment location;
- The name and certificate number of the certified applicator who used or supervised the use of the pesticide;
- The date and time of the pesticide use;
- The name of the pest targeted by, or the purpose of, the pesticide use;
- The trade name of each pesticide used and its registration number under the federal Act;
- · For each pesticide used, the method and rate of application and total quantity used;
- If the use was outdoors, the prevailing meteorological conditions, including temperature, precipitation and velocity and direction of the wind;
- If the pesticide used was a fumigant gas, the results of monitoring concentrations of the fumigant in the air inside and outside the area being fumigated;
- Pest monitoring methods and injury thresholds used to fulfill the licensee's IPM requirements in relation to the use;
- Advice given to the owner or manager of the treatment area, including safe re-entry time, the number
 of days before a crop can be harvested safely (where applicable), and any additional precautions that
 should be taken to minimize exposure to the pesticide; and
- If the licensee decided that a no-treatment zone around a water supply intake or well used for domestic or agricultural purposes may be reduced, the information on which the licensee based the decision.

Records must be kept up to date, at the business location identified on the licence application (except as required during pesticide use) and for a period of three years after the use or application to which they relate. A licensee may keep records relating to a pesticide use at or near the treatment location during the use, provided that he or she ensures that these records are at the business location within 60 days after the completion of the pesticide treatment to which they relate.

What records of pesticide use must be submitted annually to the Administrator?

A pesticide user service and user non-service licensee must submit an annual report of pesticide use to the Administrator by January 31 of every year (for the previous calendar year's use). The annual report must include:

- The name and address of the licensee and their licence number;
- For each pesticide used in the calendar year, the trade name, registration number under the federal Act, active ingredient and amount in kilograms; and
- The total area treated.

The annual report of a pesticide service licensee must also provide separate records of the use of pesticides: a) used for another licensee or a permit holder or pesticide use notice confirmation holder; and b) used for a person who did not hold a licence, permit or pesticide use notice confirmation for the use.

3.12 How is the Act enforced? What penalties may be imposed for noncompliance with terms of the Regulation?

Under the *Act*, the minister may designate specified provincial, federal or local government employees as "inspectors," with authority to audit for compliance and enforce provisions of the Regulation.

If the Administrator considers that the holder of a pesticide service or non-service licence, or certificate has not been or is not complying with the *Act*, the licence or certificate may be revoked or suspended, and the person ordered to refrain from using a particular pesticide. The Administrator may also restrict the eligibility of the holder to apply for another licence or certificate – for the period of time that the Administrator considers appropriate.

If the Administrator believes on reasonable grounds that a person's handling, release, transport, storage, use or disposal of a pesticide has caused or is likely to cause an unreasonable adverse effect – or that a person has contravened the *Act* or Regulation – the Administrator may order the person to stop or refrain from the action, or take other actions to assess, repair, clean or decontaminate any premises, equipment or site.

The *Act* contains provisions for substantive penalties if deemed warranted (for a first offense, up to a maximum of \$200,000 for an individual or \$400,000 for a corporation), as well providing latitude to the Courts for sentencing options (e.g., directing payment of funds or services to environmental restoration).

Appendix I: Application and record forms & certification information

Application and Record Forms

Pesticide licence application forms are available by following the links to the ministry's IPM website, or directly, by clicking on the hyperlinks highlighted below.

The ministry IPM Program webpage address is: www.env.gov.bc.ca/epd/ipmp/index.htm
It can also be accessed by going to the B.C. Government web page at www.gov.bc.ca and in the search function inserting the words IPM Program or by doing a Google search for IPM BC

IPM Forms are all in portable document format (PDF). Adobe Acrobat PDF Reader may be downloaded for free by following the links from www.adobe.com or by clicking the following link (Download). This software will enable you to read and print the forms.

Application for a Pesticide Licence: to apply for a Pesticide Licence for retail sale of Domestic, Commercial or Restricted label pesticides, for the application of pesticides as a service / business, and for non-service pesticide uses prescribed by the *Integrated Pest Management Act* Regulation.

Licence Application Form

Application forms or information for completing the forms can also be obtained by telephoning the Environmental Management Branch receptionist in Victoria at (250) 387-3205 (you will be directed to the appropriate IPM Program person). Forms may be ordered by mail from the following address:

Pesticide Licence Processing Ministry of Environment PO Box 9377 Stn Prov Govt Victoria, BC V8W 9M1

Application forms may be returned to the ministry by mail or fax. The fax number is (250) 356-0299 in Victoria.

The following links provide an explanation and templates for recording and reporting pesticide use:

Pesticide Use Record: for pesticide users to record information about each pesticide application.

- Pesticide Use Records Explanatory Information
- Pesticide Use Record

Annual Summary of Pesticide Use: to record the total quantities of pesticides applied in the last calendar year, to be submitted with the annual licence renewal application form by Pest Control Service Licensees.

Annual report form for licence holders

Pesticide Certification Information

Pesticide certification for dispensers and applicators must be in the appropriate category (see <u>category</u> descriptions). There is a separate study kit and exam for each category.

Study Materials

Order study materials for the selected certification category from the B.C. Government's Distribution Centre (located in Victoria, BC). See the list of study kit contents and prices for each category on the second page of the Order Form (PDF: 116 KB / 2 pages).

It is usually easiest to order study materials by telephone and pay by credit card. Call 1-800-282-7955 (or 250-952-4460 outside B.C.).

To fax or mail in your order, use the Order Form.

Note:

- The study materials for most certification categories include a core manual which is the same for several categories, as well as category specific booklets.
- If you require certification in more than one category, you do not need to order duplicate materials.
- Any item can be ordered by itself, if you are missing that item or for purposes other than certification.

If you have a study kit that is more than one year old, check the <u>list of current editions</u> to find out if any documents have been revised, before using it to study for the certification exam. Order updated versions if yours have been revised.

Certification Examinations

When you have obtained the study materials and are prepared to write the exam, read the exam instructions (PDF: 38 KB / 7 pages) enclosed with the study materials. Candidates can arrange to write the B.C. certification exam at many government agents' offices and some colleges across B.C., and also outside of B.C., as listed in the exam instructions.

The fee for writing an examination is \$90, to be sent with the exam application – not when ordering study materials.

Appendix II: Compliance Checklist and Legislative References

The following checklist provides a summary of key requirements of pesticide licensees under the *IPM Act* and Regulation. A similar list will be used by ministry compliance officers when inspecting pesticide user service and non-service licensees. IPM practitioners working in the landscape or structural sectors may consider using the checklist as a guide to ensure that they are fulfilling their responsibilities under the legislation.

	Compliance Requirements	Yes	No
1.	Are non-excluded pesticides used? (If yes, a pesticide user service licence is required) (If only excluded pesticides are being used, a licence is not required)		
2.	Does the company posses a valid pesticide user service licence?		
3.	Is pesticide use being conducted by a certified applicator? (If others are being supervised, there are not more than 4 people per certified applicator)		
4.	Are records of use complete? If service, name and address of person for whom service was performed If service performed for licensee, or permit or confirmation holder, the applicable number Name and address of the owner or manager of the treatment location Name and certificate number of the certified applicator who used or supervised the use Date and time of pesticide use Name of pest targeted by the use, or the purpose of the use Trade name and registration number of each pesticide used Method, rate of application and total quantity used – for each pesticide used If use outdoors, the prevailing weather conditions (temperature, precipitation, wind) Pest monitoring methods and injury thresholds used to fulfill IPM requirements Fumigant gas monitoring results Advice given to owner/manager (e.g., safe re-entry time, crop harvest safety precautions)		
5.	Is an appropriate spill kit and material readily available on site?		
6.	Has the licensee provided appropriate public notification (if required)?		
7.	Do posted treatment notices (if required) contain appropriate and accurate information? Description of the treatment area Name of the targeted pest Registration number and active ingredient Proposed date and start time of the pesticide use Name and licence number of the licensee, contact name and phone number Precautions that should be taken to minimize exposure to a pesticide or its residues Safe re-entry time, days before food can be harvested safely Are the size, material and wording of notices appropriate and legible to an approaching person? Indoor at least 200 cm², outdoor at least 550 cm² Water resistant if the notice may be exposed to water Type and letters clearly legible to a person approaching the treatment area Clear cautionary symbol (stop sign/raised hand) draws attention of approaching person		
8.	Bold, block letters with the words "NOTICE OF PESTICIDE USE" (or "HERBICIDE", or "INSECTICIDE") Are appropriate transportation practices in place and used?		
	 Secured to prevent escape, discharge or unauthorized removal from a vehicle? Transported in a manner that prevents contamination of food or drink intended for human or animal consumption, household furnishings, toiletries, bedding, clothing, or similar items transported with the pesticide 		

	Compliance Requirements	Yes	No
9.	Are pesticides (all except domestic and excluded) stored in an appropriate manner? - Separately from food intended for human or animal consumption - Fumigants and pesticides that release vapours and bear a poison symbol on their label are in a facility that is not attached to or within a building used for living accommodation - Pesticide vapours are ventilated to the outside - Storage facility is locked when unattended and accessible only to authorized persons - Storage sign clearly visible to an approaching person posted on each access door with the words: "WARNING CHEMICAL STORAGE – AUTHORIZED PERSONS ONLY" written in block letters		
10.	Are pesticides kept, handled, stored and transported in their original containers with the manufacturer's labels intact?		
11.	If any pesticide is not in its original container, is it in a container designed to hold the pesticide and labeled with trade name, PCP number, active ingredient and concentration?		
12.	Are pesticide disposal protocols appropriate?		
13.	Have applicable fire departments been notified of pesticide storage?		
14.	If a certified applicator is supervising uncertified staff, is the applicator within 500 m of, and in continual visual or auditory contact with, the other pesticide users?		
15.	Has the licensee notified the ministry (Administrator of <i>IPM</i> Act) of particular pesticide uses (as required in the Regulation)? - Use on public land - Fumigation - Aerial use		
16.	Are IPM principles and practices being followed? - Prevention - Identification - Monitoring - Control Selection - Thresholds - Evaluation		
17.	Are all applicators aware of appropriate handling and use procedures required to protect human health and the environment?		
18.	Is application equipment properly calibrated and in good working order?		
19.	Has an inspection of the treatment area prior to pesticide use been conducted?		
20.	Have appropriate precautions been taken to prevent unprotected human exposure to pesticides?		
21.	Have appropriate precautions been taken to protect domestic and agricultural water sources, and agricultural soil?		
22.	Has a 30 m no treatment zone been maintained around water wells used for domestic or agricultural purposes?		
23.	Has an appropriate no treatment zone been identified and maintained, sufficient to prevent over- spray or runoff into adjacent water bodies?		
24.	Has an appropriate no treatment zone been identified and maintained, sufficient to prevent drift to adjacent properties?		
RO	DENTICIDE USE		
25.	If rodenticides have been deployed, are they in rigid walled bait containers?		
26.	If rodenticides have been deployed, are they in areas inaccessible to people and domestic pets?		
27.	Are all bait stations labeled with appropriate information: - Word "Poison" and/or symbol - Contact name and phone number - Active ingredient and PCP number		
28	Does the bait contain a bittering agent (if required)?		

	Compliance Requirements					
FU						
29.	If a fumigant gas has been applied, was the air in and around the treatment area monitored to detect leaks, determine treatment efficacy and identify time for safe re-entry?					
30.	Was access to the application area restricted until gas concentrations were determined to be safe?					
31.	When fumigant gas was cleared, was it released in a manner to prevent human exposure to hazardous concentrations?					

The following sections of the *IPM Act* and Regulation are of particular relevance to pest managers working in the landscape or structural industry sectors (these sections were used in the preparation of this review paper):

Integrated Pest Management Act:

- Section 3 (1)(a),(b) and (c). A person must not use, handle, release, transport, store, dispose of or sell a pesticide: 1) in a manner that causes, or is likely to cause, an unreasonable adverse effect; 2) other than in accordance with the Act and/or Regulation; or 3) in a manner that does not accord with the manufacturer's instructions specified on the label of the container or in the manufacturer's instructions.
- Section 3 (2)(a) and (b). A person must not use a pesticide registered under the Pest Control Products Act (Canada) unless it is used for the purpose for which it was registered under the Act, and must not use a pesticide not registered under the Act unless it is used in a manner and for a purpose expressly allowed under that Act
- ☐ Section 3 (2)(c). A. person must not use a fertilizer containing a pesticide, unless the mixture is used in a manner and for a purpose allowed under the Fertilizers Act (Canada).
- Section 4 (1) (b) and (c). A person must not use a pesticide for a prescribed use or provide, or offer to provide, a service using non-excluded pesticides on a fee-for-service basis without possessing a valid pesticide user or pesticide non-user service licence.
- □ Section 4 (1)(d). A person must not purchase a non-excluded pesticide for the purpose of providing a service to an individual without possessing a pesticide service licence.
- □ Section 5 (2). A licensee who provides a service using a prescribed class of pesticides must ensure that a certified individual performs all duties relating to pesticide use required by the Regulation.
- ☐ Section 21 (1). A person must not interfere with an inspector's right to enter lands or premises, inspect vehicles and/or seize items in accordance with Sections 17, 18 and 20 of the Act.

Integrated Pest Management Regulation:

General Requirements:

- Section 10. Public notification requirements prior to, or at the time of, pesticide treatment.
- Section 33 (1). Storage of pesticides in a manner that minimizes hazards to human health and the environment and is in accordance with applicable standards set out in the Regulation.
- Section 33 (2). Securing and transporting of pesticides in accordance with applicable standards set out in the Regulation.
- Section 33 (3). Use of pesticides in a manner that minimizes hazards to human health and the environment, and is in accordance with applicable standards for handling, mixing, applying or disposal of pesticides set out in the Regulation.

Integrated Pest Management Act and Regulation - Landscape/Structural Sector Review Paper

	Section 35. Maintenance of records of pesticide use with appropriate information as set out in the Regulation.
	Section 40. Notification of the Ministry of the licensee's intent to: use a pesticide on public land; aerially apply pesticide; or use a fumigant gas pesticide.
Requ	irements relating to Certified Applicators:
	Sections 46 and 49. A licensee providing a service involving use of a non-excluded pesticide must ensure that a certified individual conducts the pesticide use or supervises no more than 4 non-certified individuals who perform the use, and is within 500m and in continuous visual or auditory contact with each individual being supervised.
	Section 49 (1) (c). The licensee must ensure that a copy of the applicator's certificate is at or near the treatment area during pesticide use.
	Section 50 (3). An individual must hold a pesticide applicator certificate endorsed for the class of pesticide being used.
	Section 54 (a) and (d). A certified applicator must comply with all applicable regulations, and ensure that their certificate is at or near the location of pesticide use while they are performing any required duties under the Regulation.
Forn	n and Content of Treatment Notices:
	Section 63. A treatment notice, if required under the Regulation, must be of a type and contain all information specified in the Regulation.
Labe	eling and Storage Requirements:
	Section 65 (1). Pesticide must be kept in its original container with labeling intact, or in a specifically designed and labeled container.
	Section $66 (1)(a)$. Pesticides, other than excluded or domestic pesticides, must be stored in a manner that separates them from food intended for human or animal consumption.
	Section 66 (1)(b). Pesticides, other than excluded or domestic pesticides, must be stored in an appropriate storage facility.
	Section 66 (2). Each door providing access to a storage facility must bear a sign that has the words "WARNING: CHEMICAL STORAGE – AUTHORIZED PERSONS ONLY" written in block letters and is clearly visible to a person approaching the door.
	Section 66 (3). Fumigants, and other pesticides that release vapours and bear a "poison" symbol, must be stored in a facility that is not attached to, or within, a building used for living accommodation.
Integ	grated Pest Management Requirements:
	Section 68. A licensee must identify measures to prevent pests, pest species and complexes to be managed, population and location of pests, injury thresholds, selected treatment methods based on consideration of alternatives to pesticide use and protection of human health and the environment and effectiveness evaluation measures – following integrated pest management principles as specified in the Regulation.
Prot	ection of Water Sources when Preparing for Pesticide Use:
	Section 70. A container used to prepare, mix or apply a pesticide must not be submerged in a body of water, and any equipment used to draw water from a body of water or irrigation system for mixing or application of a pesticide must be maintained following direction set out in the Regulation.

Requ	nirements for the Protection of Human Health and the Environment:
	Section 71 (1)(a). A licensee must ensure that before a pesticide is used each individual who will be using it is informed of procedures required to protect human health and the environment, as well as the boundaries of the treatment area and requirements for personal protection.
	Section 71 $(1)(b)$ and (c) . A licensee must ensure that before a pesticide is used the application equipment is in working order and properly calibrated, and that an inspection of the treatment area is carried out to ensure that all applicable regulatory requirements and standards can be met.
	Section 71 (2). A licensee must ensure that in using a pesticide precautions are taken to prevent unprotected human exposure, protect domestic and agricultural water sources and agricultural soils, and avoid use of a pesticide over vertebrate wildlife or domestic animals that are visible to the user.
	Section 71 (3) and (4). A licensee must ensure that, except where noted in the Regulation, a 30 m no-treatment zone is maintained around a water supply intake or well used for domestic or agricultural purposes. This zone may be reduced only if the licensee is reasonably satisfied that the smaller zone will still ensure that pesticide from the use will not enter the water supply intake or well.
	Section 71 (5). A licensee must ensure that a no-treatment zone between an outdoor pesticide use area and a body of water is sufficient to prevent the release of pesticide spray or runoff into the body of water.
	Section 71 (6). A licensee must ensure that, unless an adjacent property owner or manager agrees otherwise, a no-treatment zone between an outdoor pesticide use area and the adjacent property is sufficient to prevent the release of pesticide spray or runoff onto the adjacent property.
	Section 71 (7). A licensee must not engage in broadcast spraying or foliar spraying outdoors if the wind speed exceeds 8 km an hour, unless specifically exempted from this requirement under the Regulation.
	Section 71 (8). Except in the case of pesticide use to manage adult mosquitoes, a licensee must spray pesticides only in the period between 30 minutes before sunrise and 30 minutes after sunset (daylight hours), unless a lighting device is used so that the person applying the pesticide and the pesticide use are clearly visible from a distance of at least 30 m.
	Section 71 (9). A licensee must not use a residual pesticide on water-saturated soil, during heavy rainfall or if heavy rainfall is imminent, or spray a pesticide on foliage covered by ice or frost, or if water is flowing on the foliage.
	Section 71 (10). A licensee must ensure that use of a herbicide does not remove vegetation that is necessary to prevent erosion of a stream bank, prevent debris that would cause an unreasonable adverse effect from entering a stream, or maintain slope stability in areas where landslides have occurred.
	Section 71 (11). If using slug bait that may be harmful to children or domestic animals, a licensee must use bait stations that are resistant to tampering and inaccessible to children or domestic animals.
Rode	enticide Application Requirements:
	Section 81 (1). A licensee must deploy rodenticide bait only in rigid walled bait containers, and in a location and manner specified in the Regulation.
	Section 81 (2). A licensee who deploys rodenticide bait in a container must ensure that it is appropriately labeled as a poison and in accordance with the Regulation.
	Section 81 (3), (4). A licensee who deploys rodenticide bait in living accommodations, in areas of multi-residence buildings or properties, in a playground or inside or outside a school, daycare, recreational facility or other facility to which children have access must ensure that the bait contains a bittering agent and is removed and destroyed when the baiting program is complete.

Integrated Pest Management Act and Regulation - Landscape/Structural Sector Review Paper

	Fumigant Gas Use Requirements: Section 82(1). A licensee who uses a fumigant gas must monitor the concentrations of the fumigant in the air, for the purposes specified in the Regulation.
	Section 82(2). A licensee using a fumigant gas must restrict access by unprotected individuals to the treatment area, until a certified applicator has determined that re-entry is safe.
	Section 82(3). When clearing a fumigant gas from a treatment area, a licensee must do so in a manner that prevents human exposure to hazardous concentrations of the gas.
Reco	ord Keeping Requirements:
	Section 83. A licensee must keep up to date records at the business location specified on his or her licence (except where and when required to keep records at or near treatment locations), and for a period of three years after the use or application to which they relate.

Estimated Operating Grants Overview - 2024/25 School Year

School District 23 (Central Okanagan)

September 2024 Enrolment Count				
	School-Age	Funding		
	Enrolment	Level	Funding	Total Supplement
Standard (Regular) Schools	24,711.8750	\$8,915	\$220,306,366	
Continuing Education	0.0000	\$8,915	\$0	
Alternate Schools	285.0000	\$8,915	\$2,540,775	
Online Learning	125.0000	\$7,200	\$900,000	
Home Schooling	69	\$250	\$17,250	
Course Challenges	18	\$279	\$5,022	
Total Enrolment-Based Funding (September)	25,121.8750			\$223,769,413
	Total Enrol.	Funding		
	Change	Level	Funding	Total Supplement
1% to 4% Enrolment Decline	278.3750	\$4,458	\$0	
4%+ Enrolment Decline		\$6,686	\$0	
Significant Cumulative Decline (7%+)	932.8125	\$4,458	\$0	
Supplement for Enrolment Decline				\$0
		Funding		Total
	Enrolment	Level	Funding	Supplement
Level 1 Special Needs	19	\$50,730	\$963,870	• •
Level 2 Special Needs	1,536	\$24,070	\$36,971,520	
Level 3 Special Needs	245	\$12,160	\$2,979,200	
English Language Learning	1,899	\$1,795	\$3,408,705	
Indigenous Education	3,213	\$1,770	\$5,687,010	
Adult Education	7.0000	\$5,690	\$39,830	
Equity of Opportunity Supplement			\$923,843	
Supplement for Unique Student Needs				\$50,973,978
			Funding	
Variance from Provincial Average	-\$253			
Estimated Number of Educators	1,396.049		-\$353,200	
		Funding		Total
	Enrolment	Level	Funding	Supplement
FTE Distribution	25,128.8750	\$180.33	\$4,531,490	
Supplement for Salary Differential				\$4,178,290
Supplement for Unique Geographic Factors				\$8,611,536
Funding Protection				\$0
Curriculum and Learning Support Fund				\$223,592
September 2024 Enrolment Count, Total				\$287,756,809
September 2024 Emounter Count, Total				Ψ207,730,609

July 2024 Enrolment Count		From alice of		
	Enrolment	Funding Level	Funding	Total Suppleme
Summer Learning Grade 1-7	0	\$255	\$0	Total Suppleme
Summer Learning Grade 1-7 Summer Learning Grade 8-9	0	\$255 \$255	\$0 \$0	
Summer Learning Grade 6-9 Summer Learning Grade 10-12	0	\$505	\$0 \$0	
		φ505		
Supplemental Summer Learning Funding		ΦΕΩΕ	\$15,162	
Cross-Enrolment, Grade 8 and 9 Summer Learning, Total	0	\$505	\$0	\$15,1
Summer Learning, Total			,	\$15,1
February 2025 Enrolment Count				
		Funding		
	Enrolment	Level	Funding	Total Suppleme
School-Age FTE - Continuing Education	10.0000	\$8,915	\$89,150	
Adult FTE - Continuing Education	1.0000	\$5,690	\$5,690	
K-Gr 9 School-Age FTE - Online Learning	1.0000	\$3,600	\$3,600	
Gr 10-12 School-Age FTE - Online Learning	50.0000	\$7,200	\$360,000	
Adult FTE - Online Learning	5.0000	\$5,690	\$28,450	
Level 1 Special Needs Enrolment Growth	0	\$25,365	\$0	
Level 2 Special Needs Enrolment Growth	20	\$12,035	\$240,700	
Level 3 Special Needs Enrolment Growth	0	\$6,080	\$0	
Newcomer Refugees	50.0000	\$4,458	\$222,900	
ELL Supplement - Newcomer Refugees	40	\$898	\$35,920	
February 2025 Enrolment Count, Total		·	· · · · · · · · · · · · · · · · · · ·	\$986,4
May 2025 Enrolment Count				
		Funding		Total
	Enrolment	Level	Funding	Supplement
School-Age FTE - Continuing Education	5.0000	\$8,915	\$44,575	
Adult FTE - Continuing Education	0.0000	\$5,690	\$0	
K-Gr 9 School-Age FTE - Online Learning	0.0000	\$2,400	\$0	
Gr 10-12 School-Age FTE - Online Learning	40.0000	\$7,200	\$288,000	
Adult FTE - Online Learning	3.0000	\$5,690	\$17,070	
May 2025 Enrolment Count, Total				\$349,6
				\$69,2
Indigenous Education Councils				
Indigenous Education Councils 2024/25 Full-Year Estimated Total				\$289,177,2
	Sorvicos Canada			\$289, 177 ,2 \$1,337,1

TABLE A SUMMARY OF GRANTS TO DATE, 2024/25

Updated June 2024

	2024/25	Preliminary	Learning		Annual		ı		
	Estimated	Classroom	Improvement		Facility Grant		Student	Feeding	Labour
School District	Operating	Enhancement	Fund - Support	Community-	(Total Oper.	Pay	Transportation	Futures	Settlement
	Grant Block	Fund Allocation	Staff	LINK	Portion)*	Equity	Fund	Fund	Funding
5 Southeast Kootenay	78,879,535	9,890,331	279,294	422,724	287,051	457,171	361,459	771,379	823,551
6 Rocky Mountain	46,962,614	3,980,254	166,284	445,058	195,843	207,823	369,399	459,217	457,169
8 Kootenay Lake	62,984,606	10,645,079	223,014	759,048	279,640	300,996		615,090	690,169
10 Arrow Lakes	10,854,510	261,711	38,433	107,344	62,466	40,560	42,675	350,000	92,389
19 Revelstoke	15,966,508	622,521	56,534	118,513	65,380	101,498	49,847	350,000	164,027
20 Kootenay-Columbia	51,876,065	6,429,874	183,681	769,086	193,904	248,239	242,977	509,312	546,335
22 Vernon	109,272,068	8,207,883	386,907	649,093	356,577	85,865	361,094	1,065,466	1,145,033
23 Central Okanagan 27 Cariboo-Chilcotin	289,177,257	29,633,959	1,023,909	1,296,051	785,498	1,238,323	600,000 730,034	2,828,440	<mark>3,167,139</mark> 619,736
28 Quesnel	62,458,200 42,250,003	4,435,232 2,387,915	221,150 149,597	737,288 568,856	311,807 179,130	665,837 379,632	739,024 274,209	609,911 413,291	421,894
33 Chilliwack	183,683,479	20,429,144	650,381	775,082	456,617	864,624	329,456	1,789,043	2,050,871
34 Abbotsford	230,230,095	18,416,145	815,191	1,325,905	692,103	118,014	313,969	2,241,132	2,495,507
35 Langley	282,951,032	47,856,129	1,001,864	2,365,238	680,306	551,875	260,000	2,752,652	3,377,037
36 Surrey	914,057,885	68,700,467	3,236,467	4,387,210	2,362,474	6,861,224	72,999	8,855,207	9,930,674
37 Delta	174,490,938	14,247,173	617,832	671,036	615,060	2,171,545	41,933	1,692,274	1,903,333
38 Richmond	248,336,889	49,289,631	879,303	869,538	829,289	2,215,706		2,410,619	3,097,063
39 Vancouver	582,787,459	37,588,197	2,063,515	10,647,334	2,238,404	7,294,124	53,423	5,653,374	6,219,357
40 New Westminster	88,810,934	7,325,756	314,459	1,738,062	235,916	521,853	6,073	858,454	965,355
41 Burnaby	305,091,112	18,455,683	1,080,257	2,714,667	931,106	1,441,995	24,841	2,953,560	3,288,515
42 Maple Ridge-Pitt Meadows	191,626,007	22,625,322	678,503	636,848	517,597	1,874,965	185,990	1,867,774	2,156,370
43 Coquitlam	369,979,525	47,630,766	1,310,012	1,735,490	1,139,837	706,353	81,641	3,576,667	4,221,290
44 North Vancouver	179,606,844	19,502,159	635,946	1,304,811	626,391	2,966,047	40,566	1,749,845	2,065,700
45 West Vancouver	79,537,229	3,308,226	281,623	326,583	267,433	678,422	84,722	768,214	823,046
46 Sunshine Coast	50,230,056	3,475,789	177,853	558,396	196,625	510,381	380,465	491,626	506,182
47 Powell River	41,885,919	2,170,552	148,308	230,412	122,953	243,304	91,754	403,803	421,422
48 Sea to Sky	63,096,755	7,316,023	223,411	344,007	191,174	371,793	265,534	615,622	662,818
49 Central Coast 50 Haida Gwaii	7,536,024 12,162,356	633,651 936,929	26,683 43,064	281,675 123,644	60,303 110,411	42,403 139,874	80,277 149,851	350,000 350,000	59,087 106,835
51 Boundary	20,935,315	1,479,458	74,127	172,818	113,371	105,245	•	350,000	203,225
52 Prince Rupert	27,071,177	2,783,420	95,853	582,790	135,659	706,027		350,000	275,269
53 Okanagan Similkameen	35,496,248	2,790,631	125,684	254,752	125,870	233,703		350,000	358,028
54 Bulkley Valley	25,856,507	1,307,730	91,552	265,112	141,686	225,459		350,000	244,642
57 Prince George	170,253,536	10,845,895	602,828	2,435,896	667,343	2,271,692		1,667,742	1,762,684
58 Nicola-Similkameen	28,033,229	4,648,676	99,259	322,729	125,854	120,216		350,000	313,238
59 Peace River South	53,081,177	4,036,510	187,948	416,681	285,789	944,395	441,458	516,303	528,087
60 Peace River North	79,810,872	4,936,345	282,592	647,478	299,020	241,350	425,785	771,931	802,803
61 Greater Victoria	230,854,057	21,476,410	817,401	4,277,695	810,431	2,896,617	20,027	2,264,368	2,516,010
62 Sooke	161,382,708	25,674,772	571,419	800,343	336,877	931,052		1,566,800	1,888,292
63 Saanich	89,611,020	10,421,305	317,292	486,599	305,872	377,315		853,981	989,678
64 Gulf Islands	22,552,788	2,215,597	79,854	164,268	103,649	102,398		350,000	207,813
67 Okanagan Skaha	71,012,871	4,434,484	251,440	403,065	268,518	441,194		693,860	732,463
68 Nanaimo-Ladysmith	170,608,922	14,539,319	604,087	2,630,683	555,746 100 383	160,000 936,176		1,665,804	1,849,594
69 Qualicum 70 Pacific Rim	53,217,746 48,206,805	4,629,319 4,603,315	188,432 170,689	442,357 1,019,659	199,383 211,812	936,176 595,220		517,809 468,724	548,676 505,745
71 Comox Valley	121,013,384	13,026,987	428,480	627,949	350,494	451,831		1,145,246	1,313,011
72 Campbell River	72,472,825	4,263,625	256,609	602,848	263,177	75,322		708,528	737,028
73 Kamloops-Thompson	195,475,047	15,691,547	692,132	1,697,265	701,984	575,959		1,901,769	2,042,693
74 Gold Trail	21,481,756	664,977	76,062	424,710	139,683	376,093		350,000	181,285
75 Mission	82,310,535	8,352,839	291,442	460,240	249,559	725,901		796,804	900,865
78 Fraser-Cascade	27,236,357	3,378,850	96,438	392,453	107,288	229,516		350,000	285,186
79 Cowichan Valley	102,531,394	10,382,748	363,040	768,315	384,142	363,682		999,443	1,116,029
81 Fort Nelson	10,827,914	1,125,401	38,339	155,054	64,624	79,311	32,744	350,000	100,940
82 Coast Mountains	57,141,072	7,170,791	202,323	655,464	308,323	1,160,795	557,786	559,169	592,441
83 North Okanagan-Shuswap	87,586,555	7,207,807	310,124	368,914	342,495	641,286		856,422	904,981
84 Vancouver Island West	10,274,434	1,162,154	36,379	148,081	79,225	55,087		350,000	84,202
85 Vancouver Island North	21,038,125	1,492,125	74,491	371,538	148,405	115,216		350,000	201,096
87 Stikine	6,920,666	473,102	24,504	606,403	60,762	124,935		350,000	54,773
91 Nechako Lakes	61,202,515	3,334,614	216,704	583,164	289,483	1,096,373	•	576,742	578,632
92 Nisga'a	9,573,921	945,367	33,899	158,239	54,315	116,874	130,091	350,000	86,457
93 Conseil scolaire francophone	108,762,338	10,552,614	385,102	140,301	277,866	100,251	750,415	1,066,583	956,182
Provincial Total	7,060,615,720	676,451,235	25,000,000	60,392,862	23,500,000	50,876,937	15,403,131	71,500,000	76,339,952

^{*}Includes total operating portion only; see Table D for capital portion

TABLE B CLASSROOM ENHANCEMENT FUND ALLOCATION, 2024/25 PRELIMINARY

Updated March 2024

	Staffing	Overhead	Annual	Total 2024/25 Preliminary Classroom
School District	Cost	Cost	Remedies*	Enhancement Fund Allocation
5 Southeast Kootenay	9,724,168	166,163		9,890,33
6 Rocky Mountain	3,764,274	215,980		3,980,25
8 Kootenay Lake	10,413,899	231,180		10,645,07
10 Arrow Lakes	200,087	61,624		261,7
19 Revelstoke	548,021	74,500		622,52
20 Kootenay-Columbia	6,059,094	370,780		6,429,87
22 Vernon	7,430,229	777,654		8,207,88
23 Central Okanagan	29,020,821	613,138		29,633,95
27 Cariboo-Chilcotin	3,800,854	634,378		4,435,23
28 Quesnel	2,148,520	239,395		2,387,93
33 Chilliwack	19,993,056	436,088		20,429,14
34 Abbotsford	17,930,719	485,426		18,416,14
35 Langley	46,844,629	1,011,500		47,856,12
36 Surrey	67,217,079	1,483,388		68,700,4
37 Delta		856,987		14,247,1
38 Richmond	13,390,186	•		
	43,885,038	5,404,593		49,289,6
39 Vancouver	33,081,421	4,506,776		37,588,1
40 New Westminster	6,909,292	416,464		7,325,7
41 Burnaby	15,744,517	2,711,166		18,455,6
42 Maple Ridge-Pitt Meadows	21,813,951	811,371		22,625,3
43 Coquitlam	45,181,042	2,449,724		47,630,7
44 North Vancouver	12,691,235	6,810,924		19,502,1
45 West Vancouver	3,103,343	204,883		3,308,2
46 Sunshine Coast	3,260,115	215,674		3,475,7
47 Powell River	2,036,105	134,447		2,170,5
48 Sea to Sky	6,945,003	371,020		7,316,0
49 Central Coast	573,726	59,925		633,6
50 Haida Gwaii	857,341	79,588		936,9
51 Boundary	1,451,440	28,018		1,479,4
52 Prince Rupert	2,567,556	215,864		2,783,4
53 Okanagan Similkameen	2,716,827	73,804		2,790,6
54 Bulkley Valley	1,216,570	91,160		1,307,7
57 Prince George	10,404,480	441,415		10,845,8
58 Nicola-Similkameen	4,311,665	337,011		4,648,6
59 Peace River South	3,709,406	327,104		4,036,5
60 Peace River North	4,528,548	407,797		4,936,3
61 Greater Victoria	20,692,223	784,187		21,476,4
62 Sooke	24,078,539	1,596,233		25,674,7
63 Saanich	9,473,934	947,371		10,421,3
64 Gulf Islands	1,853,364	362,233		2,215,5
67 Okanagan Skaha	4,196,824	237,660		4,434,4
68 Nanaimo-Ladysmith	12,974,000	1,565,319		14,539,3
69 Qualicum	4,182,759	446,560		4,629,3
70 Pacific Rim	4,469,538	133,777		4,603,3
71 Comox Valley	11,384,050	1,642,937		13,026,9
72 Campbell River	3,938,032	325,593		4,263,6
73 Kamloops-Thompson 74 Gold Trail	15,173,911	517,636		15,691,5
	655,002	9,975		664,9
75 Mission	8,063,479	289,360		8,352,8
78 Fraser-Cascade	3,263,855	114,995		3,378,8
79 Cowichan Valley	9,403,634	979,114		10,382,7
81 Fort Nelson	928,357	197,044		1,125,4
82 Coast Mountains	6,827,522	343,269		7,170,7
83 North Okanagan-Shuswap	6,852,076	355,731		7,207,8
84 Vancouver Island West	925,406	236,748		1,162,1
85 Vancouver Island North	1,354,848	137,277		1,492,1
87 Stikine	466,085	7,017		473,1
91 Nechako Lakes	3,049,003	285,611		3,334,6
92 Nisga'a	821,842	123,525		945,3
93 Conseil scolaire francophone	10,178,495	374,119		10,552,6
Provincial Total	630,681,035	45,770,200		676,451,2

^{*} To be determined in autumn 2024

TABLE C LEARNING IMPROVEMENT FUND - SUPPORT STAFF, 2024/25

Updated March 2024

	2024/25	% of	2024/25 Learning
School District	Estimated Operating	Total Operating	Improvement Fund - Support
School district	Grant Block	Grants	Staff
5 Southeast Kootenay	78,879,535	1.1%	279,29
6 Rocky Mountain	46,962,614	0.7%	166,28
8 Kootenay Lake	62,984,606	0.9%	223,01
10 Arrow Lakes	10,854,510	0.2%	38,43
19 Revelstoke	15,966,508	0.2%	56,53
20 Kootenay-Columbia	51,876,065	0.7%	183,68
22 Vernon	109,272,068	1.5%	386,90
23 Central Okanagan	289,177,257	4.1%	1,023,90
27 Cariboo-Chilcotin	62,458,200	0.9%	221,15
28 Quesnel	42,250,003	0.6%	149,59
33 Chilliwack	183,683,479	2.6%	650,38
34 Abbotsford	230,230,095	3.3%	815,19
35 Langley	282,951,032	4.0%	1,001,86
36 Surrey	914,057,885	12.9%	3,236,46
37 Delta	174,490,938	2.5%	617,83
38 Richmond	248,336,889	3.5%	879,30
39 Vancouver	582,787,459	8.3%	2,063,51
40 New Westminster 41 Burnaby	88,810,934 305,091,112	1.3% 4.3%	314,45 1,080,25
42 Maple Ridge-Pitt Meadows	191,626,007	2.7%	678,50
43 Coquitlam	369,979,525	5.2%	1,310,01
44 North Vancouver	179,606,844	2.5%	635,94
45 West Vancouver	79,537,229	1.1%	281,62
46 Sunshine Coast	50,230,056	0.7%	177,85
47 Powell River	41,885,919	0.6%	148,30
48 Sea to Sky	63,096,755	0.9%	223,41
49 Central Coast	7,536,024	0.1%	26,68
50 Haida Gwaii	12,162,356	0.2%	43,06
51 Boundary	20,935,315	0.3%	74,12
52 Prince Rupert	27,071,177	0.4%	95,85
53 Okanagan Similkameen	35,496,248	0.5%	125,68
54 Bulkley Valley	25,856,507	0.4%	91,55
57 Prince George	170,253,536	2.4%	602,82
58 Nicola-Similkameen	28,033,229	0.4%	99,25
59 Peace River South	53,081,177	0.8%	187,94
60 Peace River North	79,810,872	1.1%	282,59
61 Greater Victoria	230,854,057	3.3%	817,40
62 Sooke	161,382,708	2.3%	571,41
63 Saanich	89,611,020	1.3%	317,29
64 Gulf Islands	22,552,788	0.3%	79,85
67 Okanagan Skaha	71,012,871	1.0%	251,44
68 Nanaimo-Ladysmith	170,608,922	2.4%	604,08
69 Qualicum	53,217,746	0.8%	188,43
70 Pacific Rim	48,206,805	0.7%	•
71 Comox Valley	121,013,384	1.7% 1.0%	428,48
72 Campbell River73 Kamloops-Thompson	72,472,825 195,475,047	1.0% 2.8%	256,60 692,13
74 Gold Trail	21,481,756	2.8% 0.3%	76,06
75 Mission	82,310,535	1.2%	291,44
78 Fraser-Cascade	27,236,357	0.4%	291,42 96,43
79 Cowichan Valley	102,531,394	1.5%	363,04
81 Fort Nelson	10,827,914	0.2%	38,33
82 Coast Mountains	57,141,072	0.8%	202,32
83 North Okanagan-Shuswap	87,586,555	1.2%	310,12
84 Vancouver Island West	10,274,434	0.1%	36,37
85 Vancouver Island North	21,038,125	0.3%	74,49
87 Stikine	6,920,666	0.1%	24,50
91 Nechako Lakes	61,202,515	0.9%	216,70
92 Nisga'a	9,573,921	0.1%	33,89
93 Conseil scolaire francophone	108,762,338	1.5%	385,10
Provincial Total	7,060,615,720	100.0%	25,000,00

MINISTRY OF EDUCATION AND CHILD CARE 2024/2025 PRELIMINARY OPERATING GRANT SUMMARY TABLES **TABLE D**

ANNUAL FACILITY GRANT, 2024/25

Updated June 2024

	Total		Total		Withheld		Total
School District	Operating	Capital	2024/25 Annual	Gross	Capital Asset	Net	Allocation
	Portion	Portion	Facility Grant		Mgmt System		to Districts
5 Southeast Kootenay	287,051	1,547,633	1,834,684	287,051	24,430	262,621	1,810,254
6 Rocky Mountain	195,843	1,055,886	1,251,729	195,843	16,667	179,176	1,235,062
8 Kootenay Lake	279,640	1,507,678	1,787,318	279,640	23,799	255,841	1,763,519
10 Arrow Lakes	62,466	336,784		62,466	5,316	57,150	393,934
19 Revelstoke	65,380	352,497	417,877	65,380	5,564	59,816	412,313
20 Kootenay-Columbia	193,904	1,045,432	1,239,336	193,904	16,502	177,402	1,222,834
22 Vernon	356,577	1,922,483		356,577	30,347	326,230	2,248,713
23 Central Okanagan	785,498	4,235,007	5,020,505	785,498	66,851	718,648	4,953,655
27 Cariboo-Chilcotin	311,807	1,681,105	1,992,912	311,807	26,537	285,270	1,966,375
28 Quesnel	179,130	965,777	1,144,907	179,130	15,245	163,885	1,129,662
33 Chilliwack	456,617	2,461,847	2,918,464	456,617	38,861	417,756	2,879,603
34 Abbotsford	692,103	3,731,467	4,423,570	692,103	58,902	633,201	4,364,668
35 Langley	680,306	3,667,862	4,348,168	680,306	57,898	622,407	4,290,269
36 Surrey	2,362,474	12,737,245	15,099,719	2,362,474	201,064	2,161,413	14,898,658
37 Delta	615,060	3,316,088	3,931,148	615,060	52,346	562,714	3,878,802
38 Richmond	829,289	4,471,101	5,300,390	829,289	70,578	758,711	5,229,812
	·					·	
39 Vancouver	2,238,404	12,068,331	14,306,735	2,238,404	190,502	2,047,901	14,116,232
40 New Westminster	235,916	1,271,941	1,507,857	235,916	20,078	215,838	1,487,779
41 Burnaby	931,106	5,020,050		931,106	79,243	851,863	5,871,913
42 Maple Ridge-Pitt Meadows	517,597	2,790,618		517,597	44,051	473,546	3,264,164
43 Coquitlam	1,139,837	6,145,420	7,285,257	1,139,837	97,007	1,042,830	7,188,250
44 North Vancouver	626,391	3,377,180	4,003,571	626,391	53,310	573,081	3,950,261
45 West Vancouver	267,433	1,441,863	1,709,296	267,433	22,760	244,673	1,686,536
46 Sunshine Coast	196,625	1,060,102	1,256,727	196,625	16,734	179,891	1,239,993
47 Powell River	122,953	662,900		122,953	10,464	112,489	775,389
48 Sea to Sky	191,174	1,030,713		191,174	16,270	174,904	1,205,617
49 Central Coast	60,303	325,123	385,426	60,303	5,132	55,171	380,294
50 Haida Gwaii	110,411	595,280	705,691	110,411	9,397	101,014	696,294
51 Boundary	113,371	611,237	724,608	113,371	9,649	103,722	714,959
52 Prince Rupert	135,659	731,403	867,062	135,659	11,545	124,113	855,516
53 Okanagan Similkameen	125,870	678,629	804,499	125,870	10,712	115,158	793,787
54 Bulkley Valley	141,686	763,897	905,583	141,686	12,058	129,627	893,524
57 Prince George	667,343	3,597,971	4,265,314	667,343	56,795	610,548	4,208,519
58 Nicola-Similkameen	125,854	678,538	804,392	125,854	10,711	115,143	793,681
59 Peace River South	285,789	1,540,827	1,826,616	285,789	24,322	261,466	1,802,293
60 Peace River North	299,020	1,612,164		299,020	25,449	273,572	1,885,736
61 Greater Victoria	810,431	4,369,430		810,431	68,973	741,458	5,110,888
62 Sooke	336,877	1,816,271	2,153,148	336,877	28,670	308,207	2,124,478
63 Saanich	305,872	1,649,105	1,954,977	305,872	26,032	279,840	1,928,945
64 Gulf Islands	103,649	558,821	662,470	103,649	8,821	94,828	653,649
67 Okanagan Skaha	268,518	1,447,710		268,518	22,853	245,665	1,693,375
68 Nanaimo-Ladysmith	555,746	2,996,300		555,746	47,298	508,449	3,504,749
69 Qualicum	199,383	1,074,973		199,383	16,969	182,414	1,257,387
70 Pacific Rim	· ·					193,785	
	211,812	1,141,980		211,812	18,027		1,335,765
71 Comox Valley	350,494	1,889,684		350,494	29,829	320,665	2,210,349
72 Campbell River	263,177	1,418,916		263,177	22,398	240,779	1,659,695
73 Kamloops-Thompson	701,984	3,784,738	4,486,722	701,984	59,743	642,241	4,426,979
74 Gold Trail	139,683	753,101	892,784	139,683	11,888	127,795	880,896
75 Mission	249,559	1,345,497	1,595,056	249,559	21,239	228,320	1,573,817
78 Fraser-Cascade	107,288	578,441	685,729	107,288	9,131	98,157	676,598
79 Cowichan Valley	384,142	2,071,098		384,142	32,693	351,449	2,422,547
81 Fort Nelson	64,624	348,418	413,042	64,624	5,500	59,124	407,542
82 Coast Mountains	308,323	1,662,318		308,323	26,240	282,082	1,944,400
83 North Okanagan-Shuswap	342,495	1,846,557	2,189,052	342,495	29,148	313,346	2,159,903
84 Vancouver Island West	79,225	427,140	506,365	79,225	6,743	72,482	499,622
85 Vancouver Island North	148,405	800,126	948,531	148,405	12,630	135,775	935,901
87 Stikine	60,762	327,597	388,359	60,762	5,171	55,591	383,188
91 Nechako Lakes	289,483	1,560,746	1,850,229	289,483	24,637	264,846	1,825,592
92 Nisga'a	54,315	292,840	347,155	54,315	4,623	49,693	342,533
93 Conseil scolaire francophone	277,866	1,498,114		277,866	23,648	254,218	1,752,332
Provincial Total	23,500,000	126,700,000		23,500,000	2,000,000	21,500,000	148,200,000

TABLE E LABOUR SETTLEMENT FUNDING, 2024/25

Updated June 2024

	Lab	Labour Settlement Funding - Operatin		ng	Labour Settlement Funding -			Grand Total,
		Exempt (EN)	Teachers'	2024/25		om Enhancemen		2024/25 Labou
School District	Cost of Living	Salary	Professional	2024/25	Staffing	Overhead	2024/25	Settlement
C. Cavith coat Kantonav	Adjustment	Increases	Development*	Total	Cost	Cost	Total**	Funding
5 Southeast Kootenay	554,692	164,823		719,515	100,419	3,617	104,036	823,55
6 Rocky Mountain 8 Kootenay Lake	319,624	93,582		413,206	39,261	4,702	43,963	457,169
10 Arrow Lakes	444,966 69,555	131,796 19,433		576,762 88,988	108,375 2,060	5,032	113,407 3,401	690,169 92,389
19 Revelstoke	121,470	35,229		156,699	5,707	1,341 1,621	7,328	164,02
20 Kootenay-Columbia	366,527	108,581		475,108	63,156	8,071	71,227	546,33
22 Vernon	808,124	242,613		1,050,737	77,367	16,929	94,296	1,145,033
23 Central Okanagan	2,190,268	661,382		2,851,650	302,142	13,347	315,489	3,167,13
27 Cariboo-Chilcotin	438,238	128,107		566,345	39,582	13,809	53,391	619,73
28 Quesnel	304,634	89,714		394,348	22,335	5,211	27,546	421,89
33 Chilliwack	1,408,802	425,386		1,834,188	207,191	9,492	216,683	2,050,87
34 Abbotsford	1,764,569	533,961		2,298,530	186,410	10,567	196,977	2,495,50
35 Langley	2,202,033	666,430		2,868,463	486,555	22,019	508,574	3,377,03
36 Surrey	7,058,363	2,140,463		9,198,826	699,557	32,291	731,848	9,930,67
37 Delta	1,339,559	406,093		1,745,652	139,026	18,655	157,681	1,903,33
38 Richmond	1,936,024	587,098		2,523,122	456,291	117,650	573,941	3,097,06
39 Vancouver	4,433,007	1,344,308		5,777,315	343,937	98,105	442,042	6,219,35
40 New Westminster	679,131	205,099		884,230	72,060	9,065	81,125	965,35
41 Burnaby	2,352,319	713,343		3,065,662	163,835	59,018	222,853	3,288,51
42 Maple Ridge-Pitt Meadows	1,467,598	444,132		1,911,730	226,978	17,662	244,640	2,156,37
43 Coquitlam	2,837,369	860,189		3,697,558	470,406	53,326	523,732	4,221,29
44 North Vancouver	1,369,753	415,253		1,785,006	132,432	148,262	280,694	2,065,70
45 West Vancouver	604,229	182,062		786,291	32,295	4,460	36,755	823,04
46 Sunshine Coast	361,524	105,907		467,431	34,056	4,695	38,751	506,18
47 Powell River	306,431	90,936		397,367	21,129	2,926	24,055	421,42
48 Sea to Sky	448,593	133,493		582,086	72,655	8,077	80,732	662,81
49 Central Coast	41,106	10,735		51,841	5,942	1,304	7,246	59,08
50 Haida Gwaii	75,352	20,864		96,216	8,887	1,732	10,619	106,83
51 Boundary	145,481	42,061		187,542	15,073	610	15,683	203,22
52 Prince Rupert	188,488	55,325		243,813	26,758	4,698	31,456	275,26
53 Okanagan Similkameen	253,627	74,528		328,155	28,267	1,606	29,873	358,02
54 Bulkley Valley	178,118	51,858		229,976	12,681	1,985	14,666	244,64
57 Prince George	1,264,561	380,085		1,644,646	108,429	9,609	118,038	1,762,68
58 Nicola-Similkameen	201,894	59,216		261,110	44,792	7,336	52,128	313,23
59 Peace River South	372,267	109,550		481,817	39,149	7,121	46,270	528,08
60 Peace River North	575,077	171,597		746,674	47,252	8,877	56,129	802,80
61 Greater Victoria	1,752,845	531,546		2,284,391	214,549	17,070	231,619	2,516,01
62 Sooke	1,230,194	371,099		1,601,293	252,251	34,748	286,999	1,888,29
63 Saanich64 Gulf Islands	669,636	200,959		870,595	98,461	20,622	119,083	989,67
67 Okanagan Skaha	140,828 525,894	39,795 157,696		180,623 683,590	19,305 43,699	7,885 5,174	27,190 48,873	207,81 732,46
68 Nanaimo-Ladysmith	1,289,326	389,741		1,679,067	136,453	34,074	170,527	1,849,59
69 Qualicum	382,450	112,928		495,378	43,577	9,721	53,298	548,67
70 Pacific Rim	351,430	104,938		456,368	46,465	2,912	49,377	505,74
71 Comox Valley	891,760	266,837		1,158,597	118,649	35,765	154,414	1,313,01
72 Campbell River	530,406	158,313		688,719	41,221	7,088	48,309	737,02
73 Kamloops-Thompson	1,440,582	433,165		1,873,747	157,679	11,267	168,946	2,042,69
74 Gold Trail	136,015	38,201		174,216	6,852	217	7,069	181,28
75 Mission	623,515	187,127		810,642	83,924	6,299	90,223	900,86
78 Fraser-Cascade	192,525	56,160		248,685	33,997	2,504	36,501	285,18
79 Cowichan Valley	766,604	230,110		996,714	98,001	21,314	119,315	1,116,02
81 Fort Nelson	67,917	19,132		87,049	9,602	4,289	13,891	100,94
82 Coast Mountains	397,019	116,823		513,842	71,127	7,472	78,599	592,44
83 North Okanagan-Shuswap	637,100	188,779		825,879	71,358	7,744	79,102	904,98
84 Vancouver Island West	54,471	14,939		69,410	9,638	5,154	14,792	84,20
85 Vancouver Island North	142,691	41,300		183,991	14,116	2,989	17,105	201,09
87 Stikine	39,412	10,386		49,798	4,823	152	4,975	54,77
91 Nechako Lakes	417,923	122,670		540,593	31,822	6,217	38,039	578,63
92 Nisga'a	59,192	15,969		75,161	8,608	2,688	11,296	86,45
93 Conseil scolaire francophone	650,354	191,810		842,164	105,874	8,144	114,018	956,18
						996,337	7,560,835	76,339,95

^{*} To be determined. Please contact <u>Alison Jones</u> at BCPSEA for questions on district allocations.

^{**} Estimated 2024/25 COLA allocation for CEF. Any portion not required to cover actual staffing costs will be reallocated to the operating fund in the 2024/25 recalculated operating grants announced in December 2024. A separate allocation for remedies is not required as these will be funded based on actual costs submitted in July 2025.



Memorandum

Date: October 11, 2024

To: Finance and Planning Committee

From: Delta Carmichael, Secretary-Treasurer/CFO

Information Item: Budget Pressures Overview – 2024/2025

1.0 RELEVANT BOARD MOTION/DIRECTION

None.

2.0 BACKGROUND

Each year, in accordance with the *School Act*, the District is responsible for creating a budget plan for the upcoming school year. In the spring of 2024, the 2024/2025 Annual Budget was developed using the District Budget Development Principles and was approved by the Board of Education at the June 26, 2024, Public Board meeting.

The 2024/2025 Annual Budget was built on a projected student enrolment of 400 FTE which was aligned with prior year trends. The 3-year average of student enrolment growth is 520 FTE (2.22%) and the 6-year average of student enrolment growth is 434 FTE (1.90%).

3.0 INFORMATION STATEMENT

Two significant circumstances resulted in an unforeseen \$4.4M budget pressure for the 2024/2025 school year.

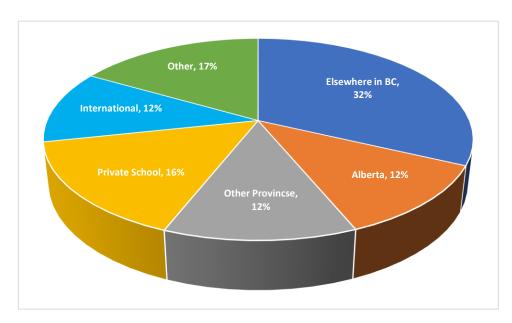
1) Year-end Pressures - As discussed at the September 18, 2024, Finance and Planning Committee meeting, there were many inflationary costs that exceeded the budget when the June 30, 2024 audited financial statements were presented. Due to these cost escalation pressures, the District was unable to commit as much funding to Local Capital as at June 30, 2024. The 2024/2025 Amended Budget was also adjusted to better reflect increased costs for such items as illness, software expenses and other services and supplies costs. Also, the work order recovery budget (relates to school and/or department recovery work supported by the Operations Department) was reduced to allow the Operations Department to continue to focus on the maintenance of buildings. These year-end pressures resulted in a budget pressure of approximately \$2,200,000 as calculated below.

2) <u>Enrolment Pressures</u> - As at September 30, 2024, the net increase to student enrolment compared to September 30, 2023 was 169 FTE (increase to headcount of 206, less a 37.25 FTE reduction of secondary course load). As well, the Province has seen an overall reduction in the speed of student growth across British Columbia.

The changes to student FTE, compared to budget, is illustrated below. These changes have resulted in an overall reduction of operating funding to the District in the amount of \$2,191,589 for the 2024/2025 school year.

					Local C	1,500,000		
					Post Annual Bu	700,000		
							2,200,000	
		Change in Student FTE						
Description	BC Resident	Course Load	ELL	Level 1	Level 2	Level 3	Total Lost Funding	
Budgeted FTE	400.0000	213.7500	1,941.0000	19.0000	1,536.0000	245.0000		
Actual FTE	(206.0000)	(176.5000)	(1,910.0000)	(22.0000)	(1,518.0000)	(262.0000)		
Shortfall / (Surplus)	194.0000	37.2500	31.0000	(3.0000)	18.0000	(17.0000)		
Per FTE Funding	8,915	8,915	1,795	50,730	24,070	12,160		
Net Decrease in Funding	1,729,510	332,084	55,645	(152,190)	433,260	(206,720)	2,191,589	
				Total E	for 2024/2025	4,391,589		

The graph below illustrates the student out migration from Central Okanagan Public Schools.



4.0 SECRETARY-TREASURER/CFO'S COMMENTS

As illustrated in *Appendix A*, the total net pressure for the 2024/2025 school year is approximately \$4.4M. Senior staff worked collaboratively to identify \$4.4M in savings. Where possible, unfilled positions were left vacant to avoid direct impact to existing positions. This plan was shared with the Board of Education, union executives (where applicable), school administrators and the District's school business officials.

5.0 APPENDIX

A. 2024/2025 Budget Pressure Plan

2024/2025 Budget Pressure Plan Appendix A

	District		Sc	hool	Total	
Description	FTE	\$	FTE	\$	FTE	\$
Int'l Ed. Revenue	0.0000	387,500	0.0000	0	0.0000	387,500
Increased Revenues	0.0000	387,500	0.0000	0	0.0000	387,500
Staffing	7.4000	1,146,980	7.8571	964,966	15.2571	2,111,946
Discretionary	0.0000	791,572	0.0000	440,571	0.0000	1,232,143
Capital	0.0000	660,000	0.0000	0	0.0000	660,000
Total Expenses	7.4000	2,598,552	7.8571	1,405,537	15.2571	4,004,089
Total	7.4000	2,986,052	7.8571	1,405,537	15.2571	4,391,589
		67.99%		32.01%		100.00%



Memorandum

Date: October 11, 2024

To: Finance and Planning Committee

From: Delta Carmichael, Secretary-Treasurer/CFO

Prepared by: Rhonda Ovelson, Director of Instruction – Feeding Futures

Information: Student and Family Affordability Fund Update at June 30, 2024

1.0 BACKGROUND

In August of 2022, the Province of British Columbia announced a one-time funding of \$60 million to school districts to help expand school meal programs, provide school supplies, and cover any additional fees so that students in need can take part in activities. School District No. 23 (Central Okanagan) (the "District") received a proportionate share being \$2,396,709. The expectation was that this funding would be fully spent by June 30, 2023, however the Ministry of Education and Child Care allowed districts to carry any unspent amounts into the 2023/2024 year.

As of June 30, 2023, \$2,019,298 (84%) of the Student and Family Affordability funding was spent, leaving \$360,541 (16%) to be carried forward into the 2023/2024 school year.

After staff consultation, a proposed plan of how the District's carry forward balance of \$360,541 would be spent was shared with the Board of Education as an information item at the November 8, 2023 Public Board Meeting. As a result, the carry forward funds were used during the 2023/2024 school year to support:

- The distribution of gift cards (for purchase of clothing and/or everyday essentials with priority given to families who were evacuated and/or lost homes as a result of forest fires).
- Waiving of school related fees.
 (NOTE: Food security was addressed through Feeding Futures Funding).

District staff worked alongside school administrators to ensure these remaining funds were spent to support students in need. Deputy Minister's Bulletin – Questions and Answers (*Appendix B*) provides a list of questions and answers including purpose, who qualifies, how to access, how the funds can be used etc.

2.0 RELEVANT BOARD MOTION/DIRECTION

None.

3.0 INFORMATION STATEMENT

As of June 30, 2024, the Student and Family Affordability Fund carry forward of \$360,541 was fully allocated in support of the following:

- Funds were distributed throughout the year to school principals for the purpose of waiving school related fees and for the purpose of purchasing gift cards. First priority was given to families who had been evacuated and/or lost their homes to the forest fires.
- As of March 2024, approximately \$150,000 in funds were distributed to schools based on family affordability need. This was determined using a locally developed Vulnerability Index. 22 schools with the highest levels of family affordability need received a prorated amount based on school enrolment. These funds were placed in restricted surplus accounts and used for the purpose of waiving school fees and/or the provision of gift cards.

Appendix A provides a summary of how the Student and Family Affordability funding was spent during the 2022/2023 and 2023/2024 school years.

As of June 30, 2024, the following statistics were reported to the Ministry of Education and Child Care with respect to how the District has supported families and students utilizing the Student and Family Affordability Fund carry forward amount.

- An estimated 594 students have been supported through offsetting costs for supplies and equipment because of the Student and Family Affordability Fund.
- An estimated 2,767 students have benefitted from fee relief because of the Student and Family Affordability Fund.
- 554 students have been supported with the provision of gift cards (for the purchase of clothing and/or everyday essentials).

In April of 2024, the Ministry of Education and Child Care allocated an additional \$18.9M to school districts to further support families. The District proportionate share was \$826,000 with the intent to continue to provide financial assistance to families in need.

As of June 30, 2024, the following plan was proposed to the Ministry of Education and Child Care with respect to how the District would be supporting families and students utilizing these funds:

- Every school to receive an allocation of \$15 per pupil.
- The Welcome Centre and Indigenous Education Department will also be given base funding to support families in financial need.

- The remaining funds will be distributed to 22 schools with the highest family affordability need. The locally developed Vulnerability Index will be used to prorate amounts distributed to these 22 schools. The Vulnerability Index was updated by the Assistant Secretary Treasurer and Planning Manager and took into consideration the following information from Baragar Software:
 - Percentage of lone parent families.
 - o Percentage of lone income families.
 - o Percentage of immigrated families.
 - It also took into consideration the percentage of SPED, ELL and Indigenous students in each school.

Once funds are distributed to school restricted surplus accounts, school principals will again use the funds to waive school fees and purchase supplies, clothing, eyewear, athletic wear, everyday essentials, for families facing financial hardship.

4.0 SECRETARY-TREASURER/CFO'S COMMENTS

The distribution of the \$826,000 is consistent with provincial funding guidelines and consistent with previous years' practice. Allocating and distributing funds in an equitable manner to schools allows for schools to be responsive to the needs of children and families in their communities. Schools, local teachers, and staff are best positioned to ensure that support reaches those students most in need within a process that reduces stigma.

5.0 APPENDICES

- A. Summary of Student and Family Affordability Fund Spending: 2022/2023 and 2023/2024
- B. Deputy Minister's Bulletin Questions and Answers

APPENDIX A SUMMARY OF STUDENT AND FAMILY AFFORDABILITY FUND SPENDING FOR 2022/2023 AND 2023/2024

	2022/2023			2023/2024		
	Budget	Actual	_	Budget	Actual	
Carry Forward Balance	0	0	=	360,541	360,541	
Revenue						
- MOE Funding	2,396,709	2,396,709		0	826,000	
- Interest Earned	0	0	_	0	28,689	
Total Revenue	2,396,709	2,396,709	_	0	854,689	
Expenses						
- Athletics	0	82,701		0	44,827	
- Cultural Support	49,370	58,550		0	2,300	
- Field Studies	575,000	648,578		0	22,875	
- Food Program	384,000	494,194		0	14,535	
- Land Based Learning	20,000	4,378		0	2,143	
- Supplies	1,348,339	730,897	_	360,541	272,282	
Total Expenses	2,376,709	2,019,298		360,541	358,963	
Capital						
- Furniture & Equipment	20,000	16,870	_	0	0	
Total Capital	20,000	16,870		0	0	
	_			(5)		
Net	0	360,541	=	(0)	856,267	

Deputy Minister's Bulletin





Student and Family Affordability Fund – Updated Questions and Answers

March 22, 2024

What is the purpose of the fund?

- Government recognizes that British Columbians have been struggling with rising costs for a range of goods and services.
- A replenishment of funding for the Student and Family Affordability Fund of \$18.9 million will go to public school districts and \$1.1 million to independent schools to directly support parents and guardians of K-12 students with costs associated with going to school that they may be struggling to pay.
- The aim is to make life more affordable for families who are temporarily facing financial challenges and need temporary assistance with the current costs of school supplies and education-related fees.
- The replenishment of the Student and Family Affordability fund is not intended to support school food programs now that districts have Feeding Futures funding to support these initiatives.

Who qualifies for this funding?

- School districts already have existing hardship policies, and the fund was created with the aim of working within those policies.
- The ministry expects the fund will be provided in a manner that is as flexible, private, and stigma-free as possible. In some cases, school districts may need to update their hardship policies accordingly.
- The decision to provide supports through this fund will be made at the local level, reflecting the knowledge that teachers, counsellors, and principals have of the local student population and their families.

How do I access this funding?

- School districts are very different with distinct geographies, local communities, and student populations.
- School districts will administer the fund in a manner that best reflects those operational realities, and consult
 with Indigenous Rightsholders, Indigenous Education Councils, District Parent Advisory Councils (DPACs), and
 other equity deserving groups to ensure their hardship process is best able to support students, guardians, and
 parents.
- The ministry expects that the funding will be provided in a manner that is as flexible, private, and stigma-free as possible. In many cases, local teachers, principals, and staff will be aware of students and families who may have need and support them accordingly.
- School districts have existing hardship policies and procedures, and we expect that those be utilized where
 possible.

What can this money be used for?

The funding can be used to:

- Directly off-set costs to parents, guardians, and students, such as school supplies or other cost pressures they are facing using existing mechanisms such as hardship policies.
- Spending by the district must directly offset costs for parents, guardians, and students and be **additional** to any planned or budgeted spending for hardship or family supports and to use existing processes where possible.
- Funding use includes, but is not limited to:
 - o Goods:
 - Providing basic school supplies that might otherwise be purchased by parents, guardians, and students (e.g., pens, paper); and
 - Supporting with clothing/footwear required for school sports or other school activities.

o Fees APPENDIX B

 Waiving education-related fees (e.g., additional supplies for shop, culinary and craft classes, workbooks, camps, field trips, relevant cultural events, other student society meetings including those related to equity, diversity, and inclusion, and instrument and equipment fees or other fees charged by school districts); and

Fees for school sports and other school activities.

Why are you giving the funding to school districts?

- School districts are already meeting a variety of needs in local areas for their local student populations and have existing hardship policies and processes to support families in need potentially facing financial hardship.
- School staff are often connected with students and families who may need extra support. School districts, schools, local teachers, and staff are best positioned to ensure that supports reach those students most in need within a process that reduces stigma.
- As a result, this is a fast, effective means to meet a range of needs within the time frame.

Why didn't you give parents the money directly?

- The ministry has no way of determining which students and families are facing financial hardship and so who should be receiving support.
- This fund provides a means of reaching diverse populations needing financial support with the costs of
 participating in school that may otherwise be missed. It allows for a more targeted approach to reach students
 most in need.

Is it a special purpose fund?

• Yes, this is a special purpose grant issued under Section 115.1(a) of the *School Act* and should be treated as a Special Purpose Fund on your financial statements.

When will we know how much we get?

• The ministry has calculated the amounts and districts have been made aware of their funding allocations for 2023/24. The online tables with all special grants will be updated later this spring.

What strings are attached to the funding?

- The instructions published in the Deputy Minister's Bulletin of Friday, March 22, 2024, are clear about the requirements and criteria for the funding.
- If you have specific questions that you need answered, please feel free to send them to us and we will answer them and send out an updated document to address those questions.

When will we get a copy of the reporting tool?

- The ministry will provide the reporting tool to school districts as soon as possible so it will be easier for staff to gather the necessary information as the funding is used.
- School districts will be required to return a completed report to the ministry by July 31, 2024 outlining how funds were spent in 2023/24 and plans for 2024/25.
- A high-level interim report will also be required in December 2024.

Can the funding be used over multiple years? For example, if we have \$800,000, can we plan to spend \$200,000 per year on school supplies for the next four years?

• It is anticipated that many districts will be unable use the full replenished Student and Family Affordability Fund in the 2023/24 school year. In this case, it is acceptable for districts to carry over funding to the 2024/25 school year.

How will we be able to sustain these supports in subsequent years?

- This is a replenishment of the Student and Family Affordability Fund, recognizing the historic levels of inflation across the world.
- Inflation in Canada as a whole has started to drop, and no-one is able to foresee what the needs will be in a year's time.

Can we buy computers or provide funds for internet service with this fund?

• The intent is to expand existing processes and practices at the *school level* where they can have the most impact rather than in purchasing capital items and equipment.

Can we offset school bus fees with this funding?

- School districts should not be using the Student and Family Affordability Fund for this purpose.
- School districts should already have processes in place to support students with transportation costs and should use these avenues to support students with bus fees that the districts are choosing to charge.

Can we pay fees for students to attend community sports and after-school activities?

The funding is intended to support school-related activities and sports only. Providing support for a student to
participate on the school soccer team, for example, is permitted, but paying fees to play on a community soccer
team is not.

Could the school district buy gift cards or provide some funding to a local food program via a third party to increase the amount of food provided to families with students in the school district?

- The ministry recognizes that there is a significant range of supports, services, and providers across the province. Different places, families, and students may require different means to access and receive the necessary support.
- This fund is intended to provide a means of reaching diverse populations needing financial support with the costs of returning to school that may otherwise be missed. It allows for a more targeted approach to reach those students most in need.
- The ministry encourages school districts to administer the fund in a manner that best reflects those operational realities, and to engage with Indigenous rightsholders, Indigenous Education Councils, District Parent Advisory Councils (DPACs), and other equity-deserving groups to ensure that school districts can find a range of means that will be effective for local students, families, and communities.
- This may mean a gift card in some cases, innovative new partnerships with-community agencies in others, or expanding programs that may already be provided in the local school.

Who do I contact if I have more questions?

Please contact <u>ECC.schoolfood@gov.bc.ca</u>



Memorandum

Date: October 11, 2024

To: Finance and Planning Committee

From: Delta Carmichael, Secretary-Treasurer/CFO

Prepared by: Rhonda Ovelson, Director of Instruction – Feeding Futures

Information Item: Feeding Futures Fund Update at June 30, 2024

1.0 BACKGROUND

In April 2023, the Ministry of Education and Child Care announced new funding of \$214 million over three years for school districts to create or expand local food programs in schools throughout British Columbia. The funds were to be used to purchase food and hire dedicated staff to co-ordinate providing meals and snacks to students. The District's proportionate share for the 2023/2024 school year was approximately \$2.8 million dollars.

After community, district and school consultation, a proposed summary for allocation of the funding was shared at the Finance and Audit Committee meeting on October 18, 2023 and then with the Board of Education on November 8, 2023. The proposed summary ensured that the already well-established District food programs (previously supported through the Community Link funding), were sustained and/or in most cases expanded. The proposed summary also reflected how schools were supported with funding, staffing and given financial support to partner with community, staff, students and parents to build and expand food programs that made sense within their local contexts. The proposed summary was also consistent with provincial funding guidelines.

As at June 30, 2024, \$2,441,730 (87%) of the Feeding Futures funding was spent, leaving \$367,063 to be carried forward into the 2024/2025 school year.

2.0 RELEVANT BOARD MOTION/DIRECTION

None.

3.0 INFORMATION STATEMENT

Appendix A provides a summary of how the Feeding Futures funding was spent during the 2023/2024 school year. The summary compares budgeted expenses with actual dollars spent.

As of June 30, 2024, the following statistics were reported to the Ministry of Education and Child Care with respect to how the District has supported families and students utilizing the Feeding Futures Funding.

- An estimated 2,790 students participated in Universal Breakfast Programs.
- An estimated 1,370 students participated in Brown Bag Lunch Programs.
- An estimated 1,220 students participated in School-based Lunch Programs.
- An estimated 3,000 students were supported through the District's Welcome Centre.
- An estimated 500 students were supported through Indigenous Education.
- An estimated 17,770 students were supported through snack programs (including StrongStart families)

In addition to the "operational" Feeding Futures funding, the District received \$150,000 of capital funding through the Minor Capital Program. These funds supported schools with small and large equipment orders, and supported the replacement of commercial kitchen equipment at Rutland Secondary School. At June 30, 2024, approximately \$90,000 of this capital funding was spent. The remaining \$60,000 will be carried forward into 2024/2025 to support future capital projects.

Appendix B is a Deputy Minister's Bulletin from April 2023 that outlines instructions for school districts as well as a question and answer section.

4.0 SECRETARY-TREASURER/CFO'S COMMENTS

The number of students accessing school food programs continues to increase as inflation and cost of living in the Central Okanagan rise. The Feeding Futures Fund allows districts to ensure students are properly fed to enhance positive learning in schools.

5.0 APPENDICES

- A. Feeding Futures Program Spending 2023/2024
- B. Deputy Minister's Bulletin Instructions to School Districts

APPENDIX A Feeding Futures Program Spending 2023/2024 as of June 30, 2024

	Budget	Actual
Paragrap		
Revenue	2 000 702	2 000 702
- MOE Funding Total Revenue		2,808,793 2,808,793
iotal Nevellue	2,808,793	2,808,793
District Expenses		
Staffing		
- Director of Instruction	224,119	244,729
- Clerical Support	20,829	18,782
Total District Staffing	244,948	263,512
Services & Supplies		
-Brown Bag Lunch Program	1,575,000	1,481,783
- Back Pack Program	10,000	118,450
- Strong Start Food Support	16,000	11,737
- Welcome Centre	75,000	36,475
- Indigenous Education (Land Based)	50,000	34,396
- Administration	6,000	1,470
Total District Services & Supplies	1,732,000	1,684,311
Total District Costs	1,976,948	1,947,823
School Expenses		
Staffing		
- Weekly Clerical Support in Schools	216,536	83,817
- Weekly CEA Support in Schools	216,536	267,793
- School Program Support	109,774	88,247
Total School Staffing	542,845	439,857
-		
Services & Supplies		
- Grants to Schools	289,000	54,051
Total School Services & Supplies	289,000	54,051
Total School Costs	831,845	493,908
Total Expenses	2,808,793	2,441,730
Net Carry Forward	0	367,063

Deputy Minister's Bulletin





Feeding Futures School Food Programs Fund – Instructions to School Districts

April 4, 2023

The Ministry is allocating \$71.5 million per year in dedicated, multi-year funding to school districts to increase food security for students by expanding or creating school food programs.

This new funding is part of government's broader Feeding Futures School Food Programs Framework, which is a commitment to ensure students are properly fed for learning in order to enhance positive academic and healthy outcomes. Feeding Futures School Food Programs (FFSFP) funding addresses the top two barriers identified by schools in the province: sustainable and consistent food funding and human resources.

Funding is allocated in a similar manner to the Student and Family Affordability Fund (SFAF). This means it is proportional to preliminary September operating grants, with a floor funding level of \$350,000. This first year of funding is intentionally flexible to provide districts with time to develop a longer-term approach to delivering school food programs.

School Year (SY) 23/24 Foundational Year

Districts will have the flexibility over the foundational year (SY 2023/24), to continue supports established with SFAF that increase student food security as longer-term food programming supports are put into place. Criteria will be adjusted over time; districts can expect standardized FFSFP spending criteria in place for SY 2025/26.

This new FFSFP funding may free up district operating funding that has been previously dedicated to school food program budgets to use for other non-educational supports (e.g., mental health).

FFSFP spending criteria:

- Food
 - Must be towards the delivery of food programs to feed students who need it most (e.g., maintain current programs, increase number of students served, increase nutrition of food).
 - Spending may support Culinary Arts programs if the food produced by the program is provided to students in need.
 - Program delivery may include the procurement of third-party food service providers, or expansion of existing contracts.
 - Districts are encouraged to use nutritious and B.C. grown/produced food where possible.
 - Program delivery should be stigma-free, flexible, and respect student privacy.
- Staff
 - Flexibility to hire up to one School Food Coordinator FTE if needed or offset existing costs to a School Food Coordinator.
 - Functions of role may include coordination and/or delivery of the program (e.g., prepare food, build community connections, seek local partnerships and procurement opportunities, work with local First Nations and Indigenous partners).
- Other (for foundational year only)
 - Small appliances or equipment to prepare, store, cook and transport food from a school with a kitchen to another school (e.g., kitchen utensils, insulated containers, microwaves).
 - Continuity of SFAF supports that improve student food security (e.g., grocery store gift cards, food for weekends and school closures).

Reporting

- Spending plans will be required in July 2023.
- A draft spending plan reporting template will be distributed shortly and will ask for budgeted Spending on Food
 Security including:
 - Utilization of third-party food service providers: caterers; food distributors; First Nations; and not-forprofit organizations or non-government organizations.
 - o Food purchased and provided using district staff: food produced in BC; and other.
 - Other goods, services and/or programs to feed students that are within the policy direction.
 - Spending to provide food security supports.
 - Staffing costs to directly support the provision of food programs: Administration;
 Management/Professionals; Teachers; and Support Staff.
 - Operational spending targeted to food programs prior to the FFSFP funding announcement redirected to supporting educational programs.
 - There should be no space enhancement spending in this category.
 - Administration or overhead spending (e.g., equipment, non-food supplies) in this category must be minimal and limited to SY 2023/24 only to transition to longer-term sustainable programming.
- An interim report will be required in early spring 2024 to support Ministry understanding of spending patterns.
- Reporting will be required at the end of the school year, in addition to the reporting in the Annual Budget and audited Financial Statements for 2023/24. Reporting categories will mirror those in the Spending Plan.
- School districts will also be asked to report on decisions making processes regarding the funding:
 - What processes were used to identify students who could benefit from this funding, including those from diverse communities where equity is a consideration?
 - Did you engage with your Indigenous Education Council (IEC or local equivalent) to identify the needs of Indigenous students?
 - If so, who did you engage with and how?
 - If not, what other engagement with Indigenous peoples did you undertake?
 - How did you support First Nations students living on reserve/other First Nations students and other
 Indigenous students attending your schools with this funding?
 - Number of students
 - Amount of funding
 - Types of support

Future Considerations

- Building the capacity in each district to work towards stigma-free access to nutritious food for any students who need it will take time.
- Each district's long-term delivery model of school food programs is expected to be stigma-free in addition to supplementing with coordination from the surrounding community.
- Community inclusion (e.g., non-profit organizations, corporate donors and parent advisory councils) will be an essential component of each district's long-term model. District Parent Advisory Councils should be included in the long-term planning process.
- The multi-year funding commitment supports districts to enter into long-term agreements (e.g., food service management companies, non-profit organizations, local catering companies and food suppliers/distributors).

Deputy Minister's Bulletin

Ministry of Education and Child Care



Feeding Futures School Food Programs Funding – Questions and Answers

April 4, 2023

What is the purpose of the new school food programs funding?

Budget 2023 commits \$214.5 million in operating funding over three years to make sure all students are fed and
ready to learn, by expanding existing school food programs in districts and schools that already have them and
creating new ones in districts and schools without.

How much funding has been committed to school food programs in the 2023/24 school year?

- For the 2023/24 school year, Budget 2023 includes:
 - \$71.5 million for districts for targeted food funding and school food coordinators staffing,
 - \$5.0 million for capital enhancements required for school food programs.
- The allocation formula is consistent with the one-time Student and Family Affordability Fund (SFAF), but with the funding floor increased to \$350,000.

Who qualifies for this funding?

- The 60 public school districts in B.C.
- The funding is expected to reach the 20% of the students who are facing food insecurity across the province.

When will we know each district's allocation?

District allocations are available here.

What can this money be used for?

- School districts will have the flexibility to use the funding provided in the 2023/24 school year to address the immediate need of feeding hungry students in a stigma and barrier-free manner.
- Funding can be used for food purchases and staffing up to one FTE for school food program coordination in their school district.
- Stable, on-going funding will help districts to enter into long-term agreements and partnerships with non-profit organizations, local catering companies and food suppliers/distributors.

Can salaries at the school level be paid for under this funding? For example, staff to organize and provide food services (food bags etc.)?

- The intent is to directly support students, making sure all students are fed and ready to learn.
- There are reasonable exceptions though, like where there are additional staff required, such as kitchen staff to make and prepare the additional food and meals.
- However, the intent is not to allow for administrative overhead (e.g., reporting costs, HR costs, costs of paperwork, additional insurance, the consultation, engagement costs, etc.).

Can the 2023/24 school year funding be used over multiple years? For example, if a district has an allocation of \$800,000 can they plan to spend \$200,000 per year on lunches for the next four years?

- No, this commitment provides multi-year funding to address the immediate need of student hunger in the province.
- There should be no need to hold back funding for future years as districts now have a commitment of on-going funding to plan for each year.

Is CommunityLINK funding impacted in any way by new school food funding?

- CommunityLINK is not changing at this time.
- Many districts use CommunityLINK funding for school food programs; you can expect funding to continue and, if food programs are already robust, districts can redirect this funding to other student supports.

Are districts expected to offer universal food programs to students? What about weekend and holiday supports?

- The funding is expected to reach the 20% of the students who are facing food insecurity across the province.
- Building the capacity in each school community to work towards stigma and barrier-free access to nutritious food for any students who need it, will take time.
- The delivery of food programs is expected to be stigma-free, considering models such as opt-in and pay-what-you-can, in addition to supplementing with coordination with the surrounding community.
- The support from community non-profit organizations, corporate donors and parent advisory councils will
 continue to play a vital role alongside schools to address student hunger for weekends and school closures (e.g.,
 spring break).

Can capital, for example fridges, or other equipment be purchased with this funding?

- The intent of the funding is that it should be used to expand existing processes and practices where it can have the most impact, rather than in purchasing capital items and equipment.
- However, if a school district can justify that it needs to purchase equipment to allow food programs to be delivered at a school, then this is permissible in the first year of funding.
- Alternatively, capital investments to enhance food security can be supported through the Feeding Futures
 School Food Infrastructure Program (FIP), a \$5 million per year program to assist boards of education with
 creating, improving, or expanding the delivery of food programs.
- Districts will receive FIP instructions in April.

Can we keep working with non-profit organizations or current community partners?

 Yes, community inclusion is essential for a long-term model of feeding students; non-profit organizations, corporate donors and parent advisory councils will continue to play a vital role alongside schools to deliver school food programs.

How do we start building a school food program in our district?

 Please visit <u>www.gov.bc.ca/bcschoolfood</u>, which contains information on how to start and/or expand a school food program. Additional resources will continue to be added to the website as they are developed.

Who do I contact if I have more questions?

Please reach out to your local school district or contact ECC.schoolfood@gov.bc.ca.