



**THE BOARD OF EDUCATION
School District #33 (Chilliwack)
Regular Public Board Meeting
(Recorded)
AGENDA
January 11, 2022
5:30 pm**

1. CALL TO ORDER – Zoom Webinar

- 1.1. Call to Order – **Welcome, Acknowledgment of Traditional Territory and Diversity Statement**
- 1.2. Adoption of the Agenda
(THAT the agenda be adopted as circulated.)
- 1.3. Approval of the Minutes
(THAT the minutes of the December 7, 2021 Regular Board Meeting, and the December 7 & 13 Special Regular Meetings be approved as circulated.)

2. PUBLIC PARTICIPATION – COMMENTS/QUESTIONS CONCERNING THE AGENDA

3. ACTION ITEMS

- 3.1. Coalition for Healthy School Food
- 3.2. Education Policy Advisory Committee Report / Policy Renovation Project
 - 3.2.1. Policy 231 – Advertising in Schools by Commercial Enterprises
 - 3.2.2. Policy 240 – Fundraising
 - 3.2.3. Policy 260 – Community School Society
 - 3.2.4. Policy 261 – Neighbourhood Learning Centres
 - 3.2.5. Policy 280 – Smudging
 - 3.2.6. Policy 290 – Educational Heritage
- 3.3. Policy Renovation Project: Policy 130 – Code of Conduct
- 3.4. Policy Renovation Project: Policy 131 – Conflict of Interest
- 3.5. Policy Renovation Project: Bylaw 4: Appeals – 3rd Reading and Adoption
- 3.6. Policy Renovation Project: Bylaw 5: Board Meeting Procedures – 3rd Reading and Adoption

- 3.7. 2021 – 2022 Amended Annual Budget – 1st Reading

Meeting Break 10 Minutes

4. INFORMATION ITEMS

- 4.1. Long Range Facilities Plan – Consultation Update
- 4.2. COVID-19 Update
- 4.3. BCSTA Report
- 4.4. Budget Advisory Committee Report
- 4.5. Trustee Written Reports
- 4.6. Meeting Summaries
- 4.7. **Next Board of Education Meeting: February 8, 2022 at 5:30 p.m.**

5. PUBLIC PARTICIPATION – QUESTIONS CONCERNING THE AGENDA

6. ADJOURNMENT



**MINUTES OF THE REGULAR MEETING
The Board of Education
School District #33 (Chilliwack)**

Date of Meeting: Tuesday, December 7, 2021

Location: Zoom Webinar

Members Present:

Chair	Mr. J. Mumford
Vice-Chair	Ms. W. Reichelt
Trustee	Dr. C. Bondar
Trustee	Dr. D. Furgason
Trustee	Mrs. H. Maahs
Trustee	Mr. B. Neufeld
Trustee	Mr. D. Swankey

Staff Present:

Superintendent	Mr. R. Arul-pragasam
Secretary Treasurer	Mr. G. Slykhuis
Director of Facilities and Transportation	Mr. A. Van Tassel
Assistant Superintendent	Ms. P. Jordan
Assistant Superintendent	Mr. K. Savage
Executive Assistant	Ms. T. McNally
Audio-Video/Desktop Foreman	Mr. M. Bakker

1. CALL TO ORDER – Zoom Webinar

1.1. Call to Order

The Board Chair called the meeting to order at 5:30 p.m. – **Welcome, Acknowledgment of Traditional Territory**

1.2. Adoption of the Agenda

284.21 Moved by: Trustee Reichelt
Seconded by: Trustee Bondar

THAT the agenda be adopted as circulated.

CARRIED

1.3. Approval of the Minutes

285.21 Moved by: Trustee Bondar
Seconded by: Trustee Reichelt

THAT the minutes of the November 9, 2021 Regular Board Meeting be approved as circulated.

CARRIED
For: Bondar, Furgason, Maahs, Mumford, Reichelt, Swankey
Opposed: Neufeld

2. PUBLIC PARTICIPATION – COMMENTS/QUESTIONS CONCERNING THE AGENDA

- No comments or questions were received.

3. ACTION ITEMS

3.1. EPAC Meeting Report

286.21 Moved by: Trustee Swankey
Seconded by: Trustee Reichelt

THAT the Board of Education receive the Education Policy Advisory Committee Meeting Reports of November 1, and November 15, 2021.

CARRIED
For: Bondar, Mumford, Reichelt, Swankey
Opposed: Neufeld, Furgason, Maahs

3.2. Policy Renovation Project: Policies 220, 221, 230, 270

287.21 Moved by: Trustee Reichelt
Seconded by: Trustee Bondar

THAT the Board of Education reaffirm Policy 220: Parents' Advisory Councils (PAC) - (904 School PACS) as presented. This policy was presented to the Education Policy Advisory Committee in draft form at its November 1, and 15, 2021 meetings.

CARRIED

288.21 Moved by: Trustee Reichelt
Seconded by: Trustee Bondar

THAT the Board of Education reaffirm Policy 221: District Parent Advisory Council (DPAC) - (903 DPAC) as presented. This policy was presented to the Education Policy Advisory Committee in draft form at its November 1, and 15, 2021 meetings.

CARRIED
For: Bondar, Furgason, Mumford, Maahs, Reichelt, Swankey
Abstained: Neufeld

289.21 Moved by: Trustee Reichelt
Seconded by: Trustee Swankey

THAT the Board of Education reaffirm Policy 230 Business and Community Partnerships - (907 Education, Business and Community Partnerships) as presented. This policy was presented to the Education Policy Advisory Committee in draft form at its November 1, and 15, 2021 meetings.

CARRIED

290.21 Moved by: Trustee Reichelt
Seconded by: Trustee Bondar

THAT the Board of Education reaffirm Policy 270 Community Use of Facilities - (906 Community Use of Facilities) as presented. This policy was presented to the Education Policy Advisory Committee in draft form at its November 1, and 15, 2021 meetings.

CARRIED

3.3. Policy Renovation Project: Policies 170, 191

291.21 Moved by: Trustee Bondar
Seconded by: Trustee Neufeld

THAT the Board approve Policy 170 Recording of Board Meetings and abandon existing Policy 233: Recording of Regular Public Meetings (found [HERE](#)) as it is made redundant by the new policy.

CARRIED

292.21 THAT the Board approve Policy 191 Trustee Expenses and abandon existing Policy 228: Trustee Expenses (found [HERE](#)) as it is made redundant by the new policy.

CARRIED

For: Bondar, Furgason, Maahs, Mumford, Neufeld, Swankey
Opposed: Reichelt

3.4. Policy Renovation Project: Policy 130 – Code of Conduct

293.21 Moved by: Trustee Bondar
Seconded by: Trustee Swankey

THAT the Board of Education approve Policy 130 – Code of Conduct as attached. Further, THAT the Board abandon existing Policy 205 – Code of Ethics for Trustees (found [HERE](#)) as it is made redundant by the new policy.

NO VOTE

294.21 Moved by: Trustee Swankey
Seconded by: Trustee Bondar

THAT Policy 130 be sent back to staff for revision based on input at this meeting and brought back to the Board at a future meeting.

CARRIED

Meeting break was called at 6:23 p.m.
Meeting was called to order at 6:35 p.m.

3.5. Policy Renovation Project: Bylaw 4: Appeals

295.21 Moved by: Trustee Swankey
Seconded by: Trustee Reichelt

THAT the Board approve three readings of Bylaw 4 Appeal Procedure (attached).
(vote must be unanimous)

DEFEATED

For: Bondar, Reichelt, Swankey
Opposed: Furgason, Maahs, Mumford, Neufeld

296.21 Moved by: Trustee Swankey

Seconded by: Trustee Reichelt

THAT the Board approve first and second readings of Bylaw 4 Appeal Procedure.

CARRIED
For: Bondar, Mumford, Reichelt, Swankey
Opposed: Furgason, Maahs, Neufeld

3.6. Policy Renovation Project: Bylaw 5: Board Meeting Procedures

297.21 Moved by: Trustee Swankey
Seconded by: Trustee Reichelt

THAT the Board approve first, and second readings of Bylaw 5 Board Meeting Procedures.

CARRIED
For: Bondar, Furgason, Mumford, Reichelt, Swankey
Opposed: Maahs, Neufeld

4. INFORMATION ITEMS

4.1. Flood Update

The Director of Facilities & Transportation and the Secretary Treasurer provided an update on the impact of the Fraser Valley flooding and road conditions on the District.

4.2. COVID-19 Update

Superintendent Rohan Arul-pragasam provided an update on COVID-19 as it relates to the Chilliwack School District.

4.3. BCSTA Report

Matters related to the British Columbia School Trustees' Association (BCSTA) were discussed.

4.4. Trustee Written Reports

Trustees submitted written reports listing key activities they've attended since the last board meeting as well as upcoming events.

4.5. Meeting Summaries

November 9, 2021 In-Camera Meeting Summary

Trustees: Willow Reichelt, Jared Mumford, Carin Bondar, Darrell Furgason,
Heather Maahs, Barry Neufeld, David Swankey

Staff: Rohan Arul-pragasam, Gerry Slykhuis, Tamara Ilersich, Talana McInally

1. Defer Agenda

November 15, 2021 Special In-Camera Meeting

Trustees: Willow Reichelt, Jared Mumford, Carin Bondar, David Swankey

Staff: Rohan Arul-pragasam, Gerry Slykhuis, Tamara Ilersich, Talana McInally

Regrets: Heather Maahs, Barry Neufeld

Absent: Darrell Furgason

1. Trustee Conduct

November 23, 2021 Learning Session

Trustees: Willow Reichelt, Jared Mumford, Carin Bondar, Heather Maahs, David Swankey

Staff: Rohan Arul-pragasam, Gerry Slykhuis, Kirk Savage, Paula Jordan, David Manuel, Allan Van Tassel, Tamara Ilersich, Brenda Point

1. Calls to Action

4.6. Next Board of Education Meeting Date

Tuesday, January 11, 2022

5:30 p.m.

Zoom Webinar

5. PUBLIC PARTICIPATION – QUESTIONS CONCERNING AGENDA ITEMS

- Policy 130 – Code of Conduct
- District’s Statement of Inclusion
- COVID-19 Vaccination Rates

6. ADJOURNMENT

The meeting was adjourned at 7:34 p.m.

Board Chair

Secretary-Treasurer



**MINUTES OF THE SPECIAL REGULAR MEETING
The Board of Education
School District #33 (Chilliwack)**

<u>Date of Meeting:</u>	Tuesday, December 7, 2021	
<u>Location:</u>	School District Office	
Members Present:	Chair	Mr. J. Mumford
	Vice-Chair	Ms. W. Reichelt
	Trustee	Dr. C. Bondar
	Trustee	Mr. D. Swankey
Regrets:	Trustee	Dr. D. Furgason
	Trustee	Mrs. H. Maahs
Absent:	Trustee	Mr. B. Neufeld
Staff Present:	Superintendent	Mr. R. Arul-pragasam
	Secretary-Treasurer	Mr. G. Slykhuis
	Executive Assistant	Mrs. T. McNally

1. CALL TO ORDER - School District Office

Call To Order - Welcome, Acknowledgment of Traditional Territory

Trustee Reichelt called the meeting to order at 3:05 p.m.

1.1. Adoption of the Agenda

277.21 Moved by: Trustee Swankey
Seconded by: Trustee Mumford

THAT the agenda be adopted as circulated.

CARRIED

2. ACTION ITEMS

2.1. Election of Board Chair

The Secretary-Treasurer called for nominations for the position of Board Chair.

Trustee Mumford was nominated by Trustee Reichelt for the position of Board Chair.

There were no further nominations.

Trustee Mumford accepted the nomination and was acclaimed Board Chair.

2.2. Election of Board Vice Chair

Board Chair Mumford called for nominations for the position of Board Vice Chair.

Trustee Reichelt was nominated by Trustee Bondar for the position of Board Vice Chair.

There were no further nominations.

Trustee Reichelt accepted the nomination and was acclaimed Board Vice Chair.

2.3. Election of BCPSEA Representative and Alternate

Board Chair Mumford called for nominations for the positions of BCPSEA Representative and Alternate.

Trustee Bondar was nominated by Trustee Swankey for the position of BCPSEA Representative.

There were no further nominations.

Trustee Bondar accepted the nomination and was acclaimed BCSTA Provincial Councilor.

Trustee Mumford was nominated by Trustee Reichelt for the position of BCPSEA Representative Alternate.

There were no further nominations.

Trustee Mumford accepted the nomination and was acclaimed BCPSEA Representative Alternate.

2.4. Election of BCSTA Provincial Councilor and Alternate

Board Chair Mumford called for nominations for the position of BCSTA Provincial Councilor and Alternate.

Trustee Swankey was nominated by Trustee Reichelt for the position of BCSTA Provincial Councilor.

There were no further nominations.

Trustee Swankey accepted the nomination and was acclaimed BCSTA Provincial Councilor.

Trustee Reichelt was nominated by Trustee Bondar for the position of BCSTA Provincial Councilor Alternate.

There were no further nominations.

Trustee Reichelt accepted the nomination and was acclaimed BCSTA Provincial Councilor Alternate.

3. MOTION TO DESTROY BALLOTS

278.21 Moved by: Trustee Bondar
Seconded by: Trustee Reichelt

THAT the ballots for the elections of Board Vice Chair, BCPSEA Representative and Alternate, and BCSTA Provincial Council Representative and Alternate be destroyed.

CARRIED

4. ADJOURNMENT

The meeting adjourned at 3:10 p.m.

Board Chair

Secretary-Treasurer

DRAFT



**MINUTES OF THE SPECIAL REGULAR MEETING
The Board of Education
School District #33 (Chilliwack)**

Date of Meeting: Monday, December 13, 2021

Location: School District Office

Members Present:

Chair	Mr. J. Mumford
Vice-Chair	Ms. W. Reichelt
Trustee	Dr. C. Bondar
Trustee	Dr. D. Furgason
Trustee	Mrs. H. Maahs
Trustee	Mr. B. Neufeld
Trustee	Mr. D. Swankey

Staff Present:

Superintendent	Mr. R. Arul-pragasam
Secretary-Treasurer	Mr. G. Slykhuis
Executive Assistant	Mrs. T. McInally

1. CALL TO ORDER - School District Office

Call To Order - Welcome, Acknowledgment of Traditional Territory

Trustee Reichelt called the meeting to order at 11:04 am.

1.1. Adoption of the Agenda

298.21 Moved by: Trustee Reichelt
Seconded by: Trustee Bondar

THAT the agenda be adopted as circulated.

CARRIED

2. ACTION ITEMS

2.1. Election of Board Chair

The Secretary-Treasurer called for nominations for the position of Board Chair.

Trustee Mumford was nominated by Trustee Reichelt for the position of Board Chair.

Trustee Maahs was nominated by Trustee Furgason for the position of Board Chair.

There were no further nominations

Trustee Mumford and Trustee Maahs accepted their nominations.

Trustee Mumford was elected Board Chair.

2.2. Election of Board Vice Chair

Board Chair Mumford called for nominations for the position of Board Vice Chair.

Trustee Reichelt was nominated by Trustee Bondar for the position of Board Vice Chair.

Trustee Furgason was nominated by Trustee Maahs for the position of Board Vice Chair.

There were no further nominations.

Trustee Reichelt and Trustee Furgason accepted their nominations.

Trustee Reichelt was elected Board Vice Chair.

2.3. Election of BCPSEA Representative and Alternate

Board Chair Mumford called for nominations for the positions of BCPSEA Representative and Alternate.

Trustee Bondar was nominated by Trustee Swankey for the position of BCPSEA Representative.

Trustee Neufeld was nominated by Trustee Maahs for the position of BCPSEA Representative.

There were no further nominations.

Trustee Mumford and Trustee Bondar accepted their nominations.

Trustee Bondar was elected BCPSEA Representative Alternate

Trustee Mumford was nominated by Trustee Reichelt for the position of BCPSEA Representative Alternate.

Trustee Maahs was nominated by Trustee Furgason for the position of BCPSEA Representative Alternate.

Trustee Neufeld was nominated by Trustee Maahs for the position of BCPSEA Representative Alternate.

Trustee Mumford and Trustee Neufeld accepted their nominations. Trustee Maahs declined her nomination.

Trustee Mumford was elected BCPSEA Representative Alternate.

2.4. Election of BCSTA Provincial Councilor and Alternate

Board Chair Mumford called for nominations for the position of BCSTA Provincial Councilor and Alternate.

Trustee Swankey was nominated by Trustee Reichelt for the position of BCSTA Provincial Councilor.

Trustee Neufeld was nominated by Trustee Furgason for the position of BCSTA Provincial Councilor.

There were no further nominations.

Trustee Swankey and Trustee Neufeld accepted their nominations.

Trustee Swankey was elected BCSTA Provincial Councilor.

Trustee Reichelt was nominated by Trustee Bondar for the position of BCSTA Provincial Councilor Alternate.

Trustee Neufeld was nominated by Trustee Furgason for the position of BCSTA Provincial Councilor Alternate.

There were no further nominations.

Trustee Reichelt and Trustee Neufeld accepted their nominations.

Trustee Reichelt was elected BCSTA Provincial Councilor Alternate.

3. MOTION TO DESTROY BALLOTS

299.21 Moved by: Trustee Reichelt
Seconded by: Trustee Bondar

THAT the ballots for the elections of Board Vice Chair, BCPSEA Representative and Alternate, and BCSTA Provincial Council Representative and Alternate be destroyed.

CARRIED

4. ADJOURNMENT

The meeting adjourned at 11:39 am.

Board Chair

Secretary-Treasurer

BOARD OF EDUCATION

DECISION REPORT

DATE: January 11, 2022
TO: Board of Education
FROM: Jared Mumford, Board Chair
RE: **COALITION FOR HEALTHY SCHOOL FOOD**

RECOMMENDATION:

THAT the Board of Education support the work of the Coalition for Healthy School Food by formally endorsing the organization and its call for the development of a universal cost-shared School Food program for Canada.

FURTHER, in Endorsing the Coalition, the Board of Education would agree with the Coalition's call for the development of a National School Food Program and give permission to list the Chilliwack School District's name, logo and description on the Coalition's website. There is no cost to the Chilliwack School District to be an endorser.

BACKGROUND:

Chilliwack Bowls of Hope is a major contributor to School Food Programs throughout our district, and is respected and acknowledged by both our School Community and the broader community as an integral part of our student's health and their readiness to learn. **Chilliwack Bowls of Hope** understands the need for a nationwide school food program and have recently endorsed the **Coalition for Healthy School Food** along with the **Chilliwack Food Council**. The creation of a national School Food Program would incorporate and build on current School Food Programs in our district such as **Chilliwack Bowls of Hope**, as well as other current school food programs currently run through volunteers, non-profits and churches. By endorsing the Coalition for Healthy School Food, the School District is asking the Federal government to commit to a universal, cost-shared, healthy school food program for all K-12 students in BC, based on a shared belief that all children and youth should have daily access to healthy food at school.

Beyond Chilliwack, over 180 education, health, agriculture and food policy organizations across the country have endorsed this coalition, including:

Vancouver School Board (see VSB motion [here](#), item 6.2.2.2, pg. 4)
City of Vancouver
City of Victoria
BC Alliance for Healthy Living
BC Agriculture in the Classroom
Canadian Paediatric Society
Canadian Medical Association

National Farmer's Union
Heart & Stroke Foundation

After years of advocacy, The Coalition for Healthy School Food is gaining traction at a Federal level. Recently, School Food Policy was mentioned in mandate letters for the Minister of Agriculture & Agri-Food, and the Minister of Children & Social Development (found [here](#) and [here](#) respectively):

"{To} Work with the Minister of Agriculture and Agri-Food and with provinces, territories, municipalities, Indigenous partners and stakeholders to develop a National School Food Policy and work toward a national school nutritious meal program."

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Excerpt from website: <https://www.healthyschoolfood.ca/>

The Coalition for Healthy School Food is a growing network of over 180 non-profit member organizations from every province and territory. We are advocating for public investment in and federal standards for a universal cost-shared school food program that would see all children having daily access to healthy food at school. Building on existing programs across the country, all schools will eventually serve a healthy meal or snack at little or no cost to students. These programs will include food education and serve culturally appropriate, local, sustainable food to the fullest extent possible. See our guiding principles for what our ideal school food program looks like.

Canada is one of the only industrialized countries without a federally supported school food program and was recently ranked 37th of 41 countries around providing healthy food for kids. A universal healthy school food program would support the health, wellbeing and education of all children in Canada.

Minutes



REPORT OF THE EDUCATION POLICY ADVISORY COMMITTEE

Meeting Held November 29, 2021 – 6:00 p.m.

Via Zoom

Attendance:	David Swankey Willow Reichelt Sharon Bernard Noel Sharman Niki Wiens Reid Clark Britt Hailstone Loren Muth Jessica Clarke Meghan Martel Reid William Jacobs Alexis Stollings Ella Chen Lamay Boshoff	Trustee Trustee CPVPA CPVPA Management Group CTA CTA Indigenous Education AC DPAC DPAC Student, Imagine High Student, SSS Student, CSS Student, GWG
Staff:	Rohan Arul-pragasam Kirk Savage Lisa Champagne	Superintendent Assistant Superintendent Executive Assistant

1. CALL TO ORDER

Trustee Swankey called the meeting to order at 6:01 p.m.

2. APPROVAL OF AGENDA

Moved by: Sharon Bernard

Seconded by: Loren Muth

THAT the Agenda be approved as circulated.

CARRIED

OLD BUSINESS

3. POLICY 231 – ADVERTISING IN SCHOOLS

The committee reviewed this revised policy and suggested changes. The committee requested further documentation on the term sound principles, as well as an expansion of the corporate logo portion of the policy.

It was recommended that staff review Policy 231 – Advertising in Schools considering all feedback from the committee and make adjustments prior to its return to the next Education Policy Advisory Committee meeting.

CARRIED

4. POLICY 240 – FUNDRAISING

The committee reviewed this revised policy and suggested changes.

Moved by: Britt Hailstone

Seconded by: Niki Wiens

THAT REVISED Policy 240 – Fundraising be referred to the Board of Education for approval.

OPPOSED

The committee had further conversation regarding verbiage and it was recommended that staff review Policy 240 – Fundraising, considering all feedback from the committee, and make adjustments prior to its return to the next Education Policy Advisory Committee meeting.

CARRIED

5. POLICY 260 – COMMUNITY SCHOOLS

The committee reviewed this revised policy and referred it to the Board of Education for approval after suggested changes.

Moved by: Sharon Bernard

Seconded by: Britt Hailstone

THAT REVISED Policy 260: Community Schools be referred to the Board of Education for approval.

CARRIED

6. POLICY 261 – NEIGHBOURHOOD LEARNING CENTRES

The committee reviewed this draft policy and suggested changes.

It was recommended that staff review Policy 261- Neighbourhood Learning Centres considering all feedback from the committee and make adjustments prior to its return to the next Education Policy Advisory Committee meeting.

Moved by: Britt Hailstone

Seconded by: Sharon Bernard

CARRIED

7. POLICY 280 – SMUDGING

The committee reviewed this draft policy and suggested changes. The committee also had questions and conversation around whether there should be definition of the term smudging in the policy.

It was recommended that staff review Policy 280 – Smudging considering all feedback from the committee and make adjustments prior to its return to the next Education Policy Advisory Committee meeting.

8. POLICY 290 – HISTORICAL RECORDS PERSERVATION

The committee reviewed this draft policy and suggested changes. There were conversations around abandoning this policy due to its brevity.

Moved by: David Swankey
Seconded by: Megan Martel Reid

THAT Policy 290 – Historical Records Preservation be abandoned

OPPOSED

The committee had would like more robust procedure and protocol within this policy. It was recommended that staff review Policy 290 – Historical Records Preservation considering all feedback from the committee and make adjustments prior to its return to the next Education Policy Advisory Committee meeting.

ADJOURNMENT 7:52 p.m.

Minutes



REPORT OF THE EDUCATION POLICY ADVISORY COMMITTEE

Meeting Held December 13, 2021 – 6:00 p.m.

Via Zoom

Attendance:	David Swankey Willow Reichelt Darrell Furgason Sharon Bernard Noel Sharman Niki Wiens Britt Hailstone Loren Muth Jessica Clarke Meghan Martel Reid Alexis Stollings Ella Chen Lamay Boshoff	Trustee Trustee Trustee CPVPA CPVPA Management Group CTA Indigenous Education AC DPAC DPAC Student, SSS Student, CSS Student, GWG
Staff:	Rohan Arul-pragasam Lisa Champagne	Superintendent Executive Assistant

1. CALL TO ORDER

Trustee Swankey called the meeting to order at 6:01 p.m.

2. APPROVAL OF AGENDA

Moved by: Noel Sharman

Seconded by: Sharon Bernard

THAT the Agenda be approved as circulated.

CARRIED

OLD BUSINESS

3. POLICY 231 – ADVERTISING IN SCHOOLS

The committee reviewed this revised policy and suggested changes.

Moved by: Niki Wiens

Seconded by: Jessica Clarke

THAT REVISED Policy 231 – Advertising in Schools be referred to the Board of Education for approval.

CARRIED

4. POLICY 240 – FUNDRAISING

Moved by: Alexis Stollings
Seconded by: Jessica Clarke

THAT Policy 240 – Fundraising be referred to the Board of Education for approval.

CARRIED

5. POLICY 261 – NEIGHBOURHOOD LEARNING CENTRES

The committee reviewed this revised policy and suggested changes.

Moved by: Sharon Bernard
Seconded by: Niki Wiens

THAT REVISED Policy 261 – Neighbourhood Learning Centres be referred to the Board of Education for approval.

CARRIED

6. POLICY 280 – SMUDGING

The committee reviewed this revised policy and suggested changes.

Moved by: Alexis Stollings
Seconded by: Noel Sharman

THAT REVISED Policy 280 – Smudging be referred to the Indigenous Education Advisory Committee for final approval prior to referring to the Board of Education for approval.

CARRIED

7. POLICY 290 – EDUCATIONAL HERITAGE

The committee reviewed this draft policy and suggested changes.

Moved by: Jessica Clarke
Seconded by: Sharon Bernard

THAT REVISED Policy 290 – Educational Heritage be referred to the Board of Education for approval.

CARRIED

ADJOURNMENT 7:03 p.m.

BOARD OF EDUCATION

DECISION REPORT

DATE: January 11, 2022
TO: Board of Education
FROM: Rohan Arul-pragasam, Superintendent
RE: **POLICY 231: ADVERTISING IN SCHOOLS BY COMMERCIAL ENTERPRISES**

RECOMMENDATION:

THAT the Board of Education reaffirm Policy 231: Advertising in Schools by Commercial Enterprises - (910 Advertising in Schools) as presented. This policy was presented to the Education Policy Advisory Committee in draft form at its December 13, 2021 meeting.

BACKGROUND:

These policy revisions continue the work that was commenced last year to enhance district policy in order to provide greater clarity, identify policies that are no longer current and/or assess board and administrative regulations that are primarily operational in nature.

Now that the governance section is complete, work will continue on subsequent policy sections. In accordance with current [Policy 161](#), the Board will have the benefit of the Education Policy Advisory Committee (EPAC) to advise the Board on matters related to education policies under Policies 500 – Students, 600 – Instructional-Education Programs and 900 – Community Relations (Policy 200 and 300 sections under the new policy structure).

The new policy structure is:

Bylaws
100 – Governance
200 – Partner & Community Relations
300 – Students, Instruction & Programs
400 – Health & Safety
500 – Human Resources
600 – Business & Support Services

POLICY 231 ADVERTISING IN SCHOOLS BY COMMERCIAL ENTERPRISES

Relationships between the Board, its schools, and commercial enterprises can enhance learning opportunities when aligned with the District's core values.

The sale, the promotion of sale or the support of sales by canvassing, advertising or by other means on the part of any commercial enterprise could be seen as a violation of the safe and secure environment for students. Therefore, there should be no actual or implied obligation to purchase any product or services.

There will be no use of corporate logos and slogans.

POLICY 231 ADVERTISING IN SCHOOLS BY COMMERCIAL ENTERPRISES

~~Relationships~~^[R1] between the Board, its schools, and ~~community~~^[AC2] ~~groups~~ ~~commercial enterprises~~ ~~that can enhance learning opportunities when based on sound principles~~^[RA3] ~~and aligned with the district core values.~~^[R4] are based on sound principles, and in alignment with the district core values, can enhance learning opportunities.

The sale, the promotion of sale or the support of sales by canvassing, advertising or by other means on the part of any commercial enterprise could~~may~~ be seen as a violation of the safe and secure environment for students. ~~;~~ T

~~As an educational institution, with a captive clientele, schools must not circulate materials intended primarily for commercial gain. All advertising must be in alignment with the district core values.~~

~~Therefore, shall be there should be no actual or implied obligation to purchase any product or services.~~

~~The use of~~ There will be no use of ~~corporate logos and slogans.~~ ~~are to be avoided~~^[R5].

BOARD OF EDUCATION

DECISION REPORT

DATE: January 11, 2022
TO: Board of Education
FROM: Rohan Arul-pragasam, Superintendent
RE: **POLICY 240: FUNDRAISING**

RECOMMENDATION:

THAT the Board of Education reaffirm Policy 240: Community School Society - (918 Fundraising) as presented. This policy was presented to the Education Policy Advisory Committee in draft form at its December 13, 2021 meeting.

BACKGROUND:

These policy revisions continue the work that was commenced last year to enhance district policy in order to provide greater clarity, identify policies that are no longer current and/or assess board and administrative regulations that are primarily operational in nature.

Now that the governance section is complete, work will continue on subsequent policy sections. In accordance with current [Policy 161](#), the Board will have the benefit of the Education Policy Advisory Committee (EPAC) to advise the Board on matters related to education policies under Policies 500 – Students, 600 – Instructional-Education Programs and 900 – Community Relations (Policy 200 and 300 sections under the new policy structure).

The new policy structure is:

Bylaws
100 – Governance
200 – Partner & Community Relations
300 – Students, Instruction & Programs
400 – Health & Safety
500 – Human Resources
600 – Business & Support Services

POLICY 240 FUNDRAISING

The Board of Education recognizes fundraising may support school communities by enhancing student activities and opportunities that may not have been allocated through School District budgets. Items purchased through fundraising become the property of the School District.

Fundraising activities must be consistent with the District's core values.

When school fundraising is undertaken, the principal, in consultation with staff, the parent advisory council or parent groups, and students involved or their representatives, has the authority to approve the raising and expenditure of funds in the name of the school.

While supporting fundraising activities, the Board does not support the concept of engaging a paid professional fundraiser.

POLICY 240 FUNDRAISING

The Board of Education recognizes ~~that~~ fundraising may support is a means by which a school communitiesy may enhance their school and community spirit, toby fund enhancing student activitiesupport their students, support extra-curricular activity and, or to provide for other school and student opportunitiesneeds that are not possible to fund frommay not have been allocated through School District budgets^[RA1] ~~allocations and/or purchase materials and/or equipment not supplied by the Ministry of Education~~^[R2] ~~or Board of Education~~. Items purchased through fundraising become the property of the Sschool District.

Fundraising activities must be consistent with the Ddistrict's core values.

When school fundraising is undertaken, ~~the responsibility for approval rests with the principal. (administration/vice principal?)~~ the pPrincipal, in consultation with staff, the parent advisory council orof parent groups, and students involved (or their representatives), has the authority to authorizeapprove the raising and expenditure of funds in the name of the school.

While supporting fundraising activities, the Board does not supportbelieve in the support^[RR3] ~~the concept of engaging a paid professional fundraiser being engaged to conduct a fundraising campaign.~~

BOARD OF EDUCATION

DECISION REPORT

DATE: January 11, 2022
TO: Board of Education
FROM: Rohan Arul-pragasam, Superintendent
RE: **POLICY 260: COMMUNITY SCHOOL SOCIETY**

RECOMMENDATION:

THAT the Board of Education reaffirm Policy 260: Community School Society - (911 Community Schools) as presented. This policy was presented to the Education Policy Advisory Committee in draft form at its November 29, 2021 meeting.

BACKGROUND:

These policy revisions continue the work that was commenced last year to enhance district policy in order to provide greater clarity, identify policies that are no longer current and/or assess board and administrative regulations that are primarily operational in nature.

Now that the governance section is complete, work will continue on subsequent policy sections. In accordance with current [Policy 161](#), the Board will have the benefit of the Education Policy Advisory Committee (EPAC) to advise the Board on matters related to education policies under Policies 500 – Students, 600 – Instructional-Education Programs and 900 – Community Relations (Policy 200 and 300 sections under the new policy structure).

The new policy structure is:

Bylaws
100 – Governance
200 – Partner & Community Relations
300 – Students, Instruction & Programs
400 – Health & Safety
500 – Human Resources
600 – Business & Support Services

POLICY 260 COMMUNITY SCHOOL SOCIETY

A Community School is created when a non-profit society is formed in partnership with the school and School District. This partnership provides enhanced services in our school communities. These important neighbourhood hubs are places where children, youth, families, residents, agencies, and local businesses work together to build a strong, caring, and supportive community.

Community School objectives include, but are not limited to, the following considerations:

- Use of schools as lifelong learning centres.
- Promotion of equitable and accessible educational opportunities for children, youth and adults.
- Use of school, district and community resources to enrich services to children, youth, families and the community.
- Improvement of community relations and community development.
- Strengthening inter-agency cooperation and coordination.
- Recognition of and response to identified community needs.

All public users of School District Facilities, including Community School partners, must adhere to Board of Education policies and be in alignment with the District's core values.

Community School organizers must request approval in principle from the Board of Education prior to proceeding with the planning of the creation of a Community School Society.

POLICY 260 COMMUNITY SCHOOLS SOCIETY

~~A Community Schools are created when a is created school partners with when a non-profit society is formed in partnership with the school and school district. This partnership provides to provide enhanced community services in our schools communities. These important neighbourhood hubs where are places where children, youth, families, residents, agencies, and local businesses work together to build a strong, caring, and supportive community. The Board of Education encourages and supports the development of community within the school district~~^[RR1].

~~In relation to c~~Community schools, objectives include, but are not limited to the following:

- Use of schools as lifelong learning centres.
- Promotion of equitable and accessible educational opportunities for children, youth and adults.
- Use of school, district and community resources to enrich services to children, youth, families and the community.
- Improvement of community relations and community development.
- Strengthening inter-agency cooperation and coordination.
- Recognition of and response to identified community needs.

All public users of School District Facilities, including Community School_s partners, must adhere to Board of Education policies, and be in alignment with the district core values^[RR2].

~~Community School organizers must request approval in principle from the Board of Education prior to proceeding with the planning of the creation of the a Community School hub~~Society.

BOARD OF EDUCATION

DECISION REPORT

DATE: January 11, 2022
TO: Board of Education
FROM: Rohan Arul-pragasam, Superintendent
RE: **POLICY 261: NEIGHBOURHOOD LEARNING CENTRES**

RECOMMENDATION:

THAT the Board of Education reaffirm Policy 261: Neighbourhood Learning Centres - (921 Neighbourhood Learning Centres) as presented. This policy was presented to the Education Policy Advisory Committee in draft form at its December 13, 2021 meeting.

BACKGROUND:

These policy revisions continue the work that was commenced last year to enhance district policy in order to provide greater clarity, identify policies that are no longer current and/or assess board and administrative regulations that are primarily operational in nature.

Now that the governance section is complete, work will continue on subsequent policy sections. In accordance with current [Policy 161](#), the Board will have the benefit of the Education Policy Advisory Committee (EPAC) to advise the Board on matters related to education policies under Policies 500 – Students, 600 – Instructional-Education Programs and 900 – Community Relations (Policy 200 and 300 sections under the new policy structure).

The new policy structure is:

Bylaws
100 – Governance
200 – Partner & Community Relations
300 – Students, Instruction & Programs
400 – Health & Safety
500 – Human Resources
600 – Business & Support Services

POLICY 261 NEIGHBOURHOOD LEARNING CENTRES

The Board of Education recognizes that the goal of creating Neighbourhood Learning Centres (NLCs) is to build strong partnerships with community organizations providing additional services and programming that complement and reflect the School District's priorities, values and beliefs.

The NLC's goal is for schools and organizations to partner together so that community members can better access educational and community services in one location.

The objectives of NLCs include, but are not limited to, the following considerations:

- Using schools as lifelong learning centres.
- Promoting equitable and accessible educational opportunities.
- Using resources collectively to enrich services for children, youth, families and community.
- Improving community relations and community development.
- Strengthening collaborative efforts between community agencies.
- Responding to community needs.

All public users of school district facilities, including NLC partners, must adhere to Board of Education policies and the following principles:

- All activities must be compatible with the core values of the School District.
- Delivery of public education services to students is a priority.
- Safety and security of students is of paramount importance.
- Fees may be collected in accordance with the Community Use of Facilities Policy.

POLICY 261 NEIGHBOURHOOD LEARNING CENTRES

~~The Board of Education recognizes Neighbourhood Learning Centres (NLC) as a partnership between schools and community organizations for the purpose of providing additional services and programming to their communities that complement and reflect the School District's priorities, values and beliefs.~~

The Board of Education recognizes that the goal of creating Neighbourhood Learning Centres (NLCs) is to build strong partnerships with community organizations providing additional services and programming to their communities that complement and reflect the School District's priorities, values and beliefs.

The NLC's goal is for schools and organizations to partner together so that community members can better access educational and community services in one location.

The objectives of NLC's include, but are not limited to, the following considerations:

- Using schools as life-long learning centres.₅₇
- Promoting equitable and accessible educational opportunities.₅₇
- Using resources collectively to enrich services for children, youth, families and community.₅₇
- Improving community relations and community development.₅₇
- Strengthening collaborative efforts between community agencies.₅₇
- Responding to community needs.

All public users of school district facilities, including NLC partners, must adhere to Board of Education policies and the following principles:

- All activities must be compatible with the beliefs and core values of the School District.
- Delivery of public education services to students is a priority.
- Safety and security of students is of paramount importance.
- ~~Facility use may include is on a cost recovery basis. Partner groups and users will be treated equitably and fairly, with fees and charges. Fees may be collected in accordance with the Community Use of Facilities Policy.~~
- Fees and charges may vary.
- _____

BOARD OF EDUCATION

DECISION REPORT

DATE: January 11, 2022
TO: Board of Education
FROM: Rohan Arul-pragasam, Superintendent
RE: **POLICY 280: SMUDGING**

RECOMMENDATION:

THAT the Board of Education reaffirm Policy 280 Smudging- (920 Smudging) as presented. This policy was presented to the Education Policy Advisory Committee in draft form at its December 13, 2021 meeting.

BACKGROUND:

These policy revisions continue the work that was commenced last year to enhance district policy in order to provide greater clarity, identify policies that are no longer current and/or assess board and administrative regulations that are primarily operational in nature.

Now that the governance section is complete, work will continue on subsequent policy sections. In accordance with current [Policy 161](#), the Board will have the benefit of the Education Policy Advisory Committee (EPAC) to advise the Board on matters related to education policies under Policies 500 – Students, 600 – Instructional-Education Programs and 900 – Community Relations (Policy 200 and 300 sections under the new policy structure).

The new policy structure is:

Bylaws
100 – Governance
200 – Partner & Community Relations
300 – Students, Instruction & Programs
400 – Health & Safety
500 – Human Resources
600 – Business & Support Services

POLICY 280 SMUDGING

The Board of Education recognizes that smudging is practiced by many nations across Canada and is an important part of shared concepts and teachings based on Indigenous Worldviews. Smudging is the burning of sacred plants, and it is done to begin a new day as part of a prayer, to cleanse a space, and to begin ceremonies, meetings, and gatherings.

The Board of Education is committed to the ongoing learning that respects the cultural diversity of Indigenous students. In partnership with the Ts'elxweyeqw, Pilalt, and Sema:th tribes, the Board of Education aims to be inclusive and culturally responsive by integrating First Nations, Métis, and Inuit perspectives into school planning and programming. This includes welcoming all students to learn about First Nations, Métis, and Inuit traditions.

Smudging is permitted on school district sites, subject to proper safety measures.

POLICY 280 -SMUDGING

The Board of Education recognizes that smudging is practiced by many nations across Canada and is an important part of shared concepts and teachings based on Indigenous Worldviews. Smudging is the burning of sacred plants, and it is done to begin a new day as part of a prayer, to cleanse a space, and to begin ceremonies, meetings, and ~~different~~ gatherings.

The Board of Education is committed to the ongoing learning that respects the cultural diversity of Indigenous students. In partnership with the Ts'elxweyegw, Pilalt, and Sema:th tribes, the Board of Education aims to be inclusive and culturally responsive by integrating First Nations, Métis, and Inuit perspectives into school planning and programming. This includes welcoming all students to learn about First Nations, Métis, and Inuit traditions.

Smudging is permitted on school district sites, subject to proper safety measures ~~in designated spaces.~~

The Board of Education is dedicated to the ongoing learning that respects cultural diversity of Indigenous students.

In partnership with local First Nations of the Ts'elxweyegw, Pilalt and Sema:th, the Board of Education aims to be inclusive and culturally responsive by integrating First Nation, Métis and Inuit perspectives into school planning and programming.

The Board of Education recognizes that smudging is practiced by many nations across Canada and is an important part of Indigenous traditional teachings; therefore, smudging is permitted on school district sites, in designated spaces, subject to proper safety measures.

The Board of Education is committed to the recognition and support of diversity. The Board of Education recognizes that smudging is a part of the Aboriginal traditional way of life and is, therefore, permitted on school district sites, during non-instructional hours[AC1], in designated spaces, subject to proper safety measures.

BOARD OF EDUCATION

DECISION REPORT

DATE: January 11, 2022
TO: Board of Education
FROM: Rohan Arul-pragasam, Superintendent
RE: **POLICY 290: EDUCATIONAL HERITAGE**

RECOMMENDATION:

THAT the Board of Education reaffirm Policy 290 Educational Heritage - (908 Historical Records Preservation) as presented. This policy was presented to the Education Policy Advisory Committee in draft form at its December 13, 2021 meeting.

BACKGROUND:

These policy revisions continue the work that was commenced last year to enhance district policy in order to provide greater clarity, identify policies that are no longer current and/or assess board and administrative regulations that are primarily operational in nature.

Now that the governance section is complete, work will continue on subsequent policy sections. In accordance with current [Policy 161](#), the Board will have the benefit of the Education Policy Advisory Committee (EPAC) to advise the Board on matters related to education policies under Policies 500 – Students, 600 – Instructional-Education Programs and 900 – Community Relations (Policy 200 and 300 sections under the new policy structure).

The new policy structure is:

Bylaws
100 – Governance
200 – Partner & Community Relations
300 – Students, Instruction & Programs
400 – Health & Safety
500 – Human Resources
600 – Business & Support Services

POLICY 290 EDUCATIONAL HERITAGE

The Board of Education supports the retention and preservation of educational artifacts and archival records that document the historical heritage of schooling within the district.

Guidelines

1. The district will encourage the compilation, collection, restoration and preservation of significant records, major reports, textbooks, school and classroom furnishings and objects, and any other item that has relevance to education in this region since public schools were established in 1870.
2. Items for resale, auction or other disposal are to be screened for heritage value.
3. The district will support the mission of the Chilliwack Museum and Historical Society in maintaining the educational heritage of the area. The curator for the Chilliwack Museum and Archives will judge the value of items for inclusion in its collection.

POLICY 290 EDUCATIONAL HERITAGE HISTORICAL RECORDS PRESERVATION

The Board of Education supports the retention and preservation of educational artifacts and archival records that document the historical heritage of schooling within the district.

~~values the significant role that public schools have played and will continue to play in the culture and history of our community. To ensure the history of the public school system is preserved for posterity, the Board agrees that items and records deemed of historical significance be donated to the appropriate organization to be catalogued, preserved and available for access by interested parties.~~

Guidelines

1. The district will encourage the compilation, collection, restoration and preservation of significant records, major reports, textbooks, school and classroom furnishings and objects, and any other item that has relevance to education in this region since public schools were established in 1870.
2. Items for resale, auction or other disposal are to be screened for heritage value.
3. The district will support the mission of the Chilliwack Museum and Historical Society, in maintaining the educational heritage of the area. –The curator for the Chilliwack Museum and Archives will judge the value of items for inclusion in its collections.

BOARD OF EDUCATION

DECISION REPORT

DATE: January 11, 2022
TO: Board of Education
FROM: Rohan Arul-pragasam, Superintendent
RE: **POLICY RENOVATION PROJECT – POLICY 130 CODE OF CONDUCT**

RECOMMENDATION:

THAT the Board of Education approve Policy 130 – Code of Conduct as attached. Further, THAT the Board abandon existing Policy 205 – Code of Ethics for Trustees (found [HERE](#)) as it is made redundant by the new policy.

BACKGROUND:

The revision of policies continues the work that was commenced last year to enhance district policy in order to provide greater clarity, identify policies that are no longer current and/or assess board and administrative regulations that are primarily operational in nature.

The work around this task commenced in March 2020 and was interrupted due to COVID-19, resuming in September 2020. Subsequent to two additional working sessions with the Board, the above policy supplements the initial grouping of governance policies presented for Board approval in December 2020.

As per the Ministerial Order No. M147, the attached Policy 130 – Code of Conduct is a revision of Board Policy 205 “Code of Ethics for Trustees” after the Board obtained and considered input from the school community.

As requested by the Board of Education at its December 7th, 2021 meeting, the term “Chair” was replaced with “Chair or the Secretary Treasurer” in the “Procedures to Address Alleged Code of Conduct Breaches” section in the policy.

POLICY 130 TRUSTEE CODE OF CONDUCT

Public confidence in, and respect for the Board is enhanced by adopting and adhering to a Trustee Code of Conduct.

Trustees recognize that as representatives of a diverse community, trustees and members of the School District community may hold different views on matters related to the Board's business. The Code of Conduct aims to promote the respectful and lawful expression of such points of view if done in a manner consistent with this Code of Conduct.

Integrity and Dignity of Office

- Trustees will carry out their duties faithfully, diligently and in a manner that will inspire public confidence in the ability and integrity of the Board.
- Trustees will conduct themselves in an appropriate, professional, and respectful manner when carrying out their duties.

Civil Behaviour and Decorum

- Trustees will act with decorum and be respectful of other trustees, staff, students, partner groups and the public at all times.
- Trustees will not make remarks that disparage other members of the Board, employees of the district or recognized partner groups.
- Trustees will acknowledge the differing points of view of other Trustees, staff, students and the public and will endeavor to work with other Trustees and staff of the Board in a spirit of respect, openness, courtesy, and co-operation.

Confidentiality

- Trustees will keep confidential any information disclosed or discussed in-camera, unless required to divulge such information by law or authorized by the Board to do so.
- Trustees will not divulge confidential information, including personal information about an identifiable individual.
- Trustees will not disclose information subject to solicitor-client privilege that they become aware of because of their position, except when required by law or authorized by the Board to do so.

Related Legislation: School Act [RSBC 1996, Part 6, Division 1, Section 65 (2)]

Related Contract Article:

Adopted: January 13, 1988

Amended: April 26, 1994, January 15, 2008, February 10, 2009, October 12, 2010, February 26, 2013, June 17, 2014, February 3, 2015, November 17, 2015, November 8, 2016, October 3, 2017, June 18, 2019

Amended: xxxxx

- No Trustee shall use confidential information for either personal gain or to the detriment of the Board.

Decision Making

- Decision making authority rests with the Board, and no Trustee has any individual authority other than that delegated by the Board.
- Trustees will be diligent in familiarizing themselves with all materials provided in advance of meetings in order to make informed and credible decisions.
- Trustees will keep an open mind and base decisions upon all available facts.
- Trustees will accept the decisions of the Board and support any proposed actions in the implementation of a decision, regardless of holding an opposing position in debate or casting an opposition vote.
- A Trustee should be able to explain the rationale for a resolution passed by the Board. A Trustee may respectfully state their position on a resolution provided it does not in any way undermine the implementation of the resolution.

Expressing Opinions

- When individual Trustees express their opinions in public through whatever forum, they must make it clear that they are not speaking on behalf of the Board.

Compliance with Legislation

- Trustees are elected to discharge the duties and obligations imposed upon them by law, and in particular, by the *School Act* and associated *Regulations and Ministerial Orders*.
- Trustees will comply with the *Freedom of Information and Protection of Privacy Act*, the *British Columbia Human Rights Code*, the *Labour Relations Code* and any other relevant legislation.

Procedures to Address Alleged Code of Conduct Breaches

- It is essential to establish and maintain clear, fair, and effective processes in response to allegations of Breach of the Trustee Code of Conduct. Those processes include:
- Bringing the alleged breach (“Complaint”) in writing to the attention of the Chair of the Board, designate or the Secretary Treasurer within 30 days of the alleged breach occurring. There may be exceptional circumstances which allow for an extension of the 30-day timeline. If an allegation is made against the Chair, the matter shall be managed by the Secretary Treasurer.
- The complaint must include the name of the Trustee who is alleged to have breached the Code; (ii) the alleged breach or breaches of the Code; (iii) information as to when the breach came to the Complainant's attention; (iv) the grounds for the belief by the Complainant that a breach of the Code has occurred; and (v) the names and contact information of any witnesses to the breach or any other persons who have relevant information regarding the alleged breach.
- Options to allow for consideration of an alleged breach even if the complainant withdraws the complaint.
- Providing all Trustees, including the subject of the alleged complaint, a copy of the Complaint within seven (7) days of receiving it.
- Complaint resolution options, including:
 - A recommendation by the Chair or the Secretary Treasurer if the alleged breach is by the Chair, not to proceed on the complaint.
 - Agreement that an informal resolution is appropriate.
 - Initiation of an investigation process, conducted with procedural fairness, concluding with the preparation and presentation of a report of the investigation's findings in a timely manner for the board's consideration.
 - Decision by the board (excluding the subject of the complaint) on the Chair's or Secretary Treasurer's recommendation for appropriate action to resolve the complaint.

POLICY 130 TRUSTEE CODE OF CONDUCT

Public confidence in, and respect for the Board is enhanced by adopting and adhering to a Trustee Code of Conduct.

Trustees recognize that as representatives of a diverse community, trustees and members of the School District community may hold different views on matters related to the Board's business. The Code of Conduct aims to promote the respectful and lawful expression of such points of view if done in a manner consistent with this Code of Conduct.

Integrity and Dignity of Office

- Trustees will carry out their duties faithfully, diligently and in a manner that will inspire public confidence in the ability and integrity of the Board.
- Trustees will conduct themselves in an appropriate, professional, and respectful manner when carrying out their duties.

Civil Behaviour and Decorum

- Trustees will act with decorum and be respectful of other trustees, staff, students, partner groups and the public at all times.
 - Trustees will not make remarks that disparage other members of the Board, employees of the district or recognized partner groups.
- Trustees will acknowledge the differing points of view of other Trustees, staff, students and the public and will endeavor to work with other Trustees and staff of the Board in a spirit of respect, openness, courtesy, and co-operation.

Confidentiality

- Trustees will keep confidential any information disclosed or discussed in-camera, unless required to divulge such information by law or authorized by the Board to do so.
- Trustees will not divulge confidential information, including personal information about an identifiable individual.
- Trustees will not disclose information subject to solicitor-client privilege that they become aware of because of their position, except when required by law or authorized by the Board to do so.

Related Legislation: School Act [RSBC 1996, Part 6, Division 1, Section 65 (2)]

Related Contract Article:

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Amended: xxxxx

- No Trustee shall use confidential information for either personal gain or to the detriment of the Board.

Decision Making

- Decision making authority rests with the Board, and no Trustee has any individual authority other than that delegated by the Board.
- Trustees will be diligent in familiarizing themselves with all materials provided in advance of meetings in order to make informed and credible decisions.
- Trustees will keep an open mind and base decisions upon all available facts.
- Trustees will accept the decisions of the Board and support any proposed actions in the implementation of a decision, regardless of holding an opposing position in debate or casting an opposition vote.
- A Trustee should be able to explain the rationale for a resolution passed by the Board. A Trustee may respectfully state their position on a resolution provided it does not in any way undermine the implementation of the resolution.

Expressing Opinions

- When individual Trustees express their opinions in public through whatever forum, they must make it clear that they are not speaking on behalf of the Board.

Compliance with Legislation

- Trustees are elected to discharge the duties and obligations imposed upon them by law, and in particular, by the *School Act* and associated *Regulations and Ministerial Orders*.
- Trustees will comply with the *Freedom of Information and Protection of Privacy Act*, the *British Columbia Human Rights Code*, the *Labour Relations Code* and any other relevant legislation.

Procedures to Address Alleged Code of Conduct Breaches

- It is essential to establish and maintain clear, fair, and effective processes in response to allegations of Breach of the Trustee Code of Conduct. Those processes include:
- ~~bringing~~ Bringing the alleged breach (“Complaint”) in writing to the attention of the Chair of the Board, ~~or~~ designate or the Secretary Treasurer within 30 days of the alleged breach occurring. There may be exceptional circumstances which allow for an extension of the 30-day timeline. If an allegation is made against the Chair, the matter shall be managed by the ~~Vice Chair~~ Secretary Treasurer.
- ~~the~~ The complaint must include the name of the Trustee who is alleged to have breached the Code; (ii) the alleged breach or breaches of the Code; (iii) information as to when the breach came to the Complainant's attention; (iv) the grounds for the belief by the Complainant that a breach of the Code has occurred; and (v) the names and contact information of any witnesses to the breach or any other persons who have relevant information regarding the alleged breach.
- ~~options~~ Options to allow for consideration of an alleged breach even if the complainant withdraws the complaint.
- ~~providing~~ Providing all Trustees, including the subject of the alleged complaint, a copy of the Complaint within seven (7) days of receiving it.
- Complaint resolution options, including:
 - ~~a~~ A recommendation by the Chair or the Secretary Treasurer if the alleged breach is by the Chair, not to proceed on the complaint.
 - ~~agreement~~ Agreement that an informal resolution is appropriate.
 - ~~initiation~~ Initiation of an investigation process, conducted with procedural fairness, concluding with the preparation and presentation of a report of the investigation's findings in a timely manner for the board's consideration.
 - ~~decision~~ Decision by the board (excluding the subject of the complaint) on the ~~chair's~~ Chair's or Secretary Treasurer's recommendation for appropriate action to resolve the complaint.

BOARD OF EDUCATION

DECISION REPORT

DATE: January 11, 2022
TO: Board of Education
FROM: Rohan Arul-pragasam, Superintendent
RE: **POLICY RENOVATION PROJECT – POLICY 131 CONFLICT OF INTEREST**

RECOMMENDATION:

THAT the Board of Education approve Policy 131 – Conflict of Interest as attached. Further, THAT the Board abandon existing Policy 219 – Conflict of Interest for Trustees (found [HERE](#)) as it is made redundant by the new policy.

BACKGROUND:

The revision of policies continues the work that was commenced last year to enhance district policy in order to provide greater clarity, identify policies that are no longer current and/or assess board and administrative regulations that are primarily operational in nature.

The work around this task commenced in March 2020 and was interrupted due to COVID-19, resuming in September 2020. Subsequent to two additional working sessions with the Board, the above policy supplements the initial grouping of governance policies presented for Board approval in December 2020.

The new policy structure is:

Bylaws

- 100 – Governance
- 200 – Partner & Community Relations
- 300 – Students, Instruction & Programs
- 400 – Health & Safety
- 500 – Human Resources
- 600 – Business & Support Services

POLICY 131 TRUSTEE CONFLICT OF INTEREST

A trustee is always required to act in the best interests of the Board as a whole, without regard to their personal interests. Trustees have an obligation to avoid conflicts of interest, to remain in a position to provide an unbiased, even-handed and disinterested consideration of matters that come before the Board. A trustee must never use their position for personal benefit.

Conflicts of interest can arise in a variety of ways, including a direct or indirect pecuniary conflict of interest, a conflict of interest arising by virtue of predetermination of a matter coming before the Board and conflict of interest arising as a result of a personal interest resulting from circumstances or relationships of individual trustees. A pecuniary interest is an interest in a matter that could monetarily affect the trustee and includes an indirect pecuniary interest referred to in the *School Act*.

Trustees need to be vigilant in avoiding engagement in discussion, debate, decision-making or being privy to information that can give rise to actual, or perceived, conflicts of interest.

In accordance with common law, a Trustee is not qualified to vote on a matter in which they have a personal interest that could lead a reasonably well-informed outsider to think that their judgment could be influenced by that interest leading to a reasonable apprehension of bias.

A trustee who has a conflict of interest in a matter before the Board must declare that interest – and not take part in the discussion, vote or attempt in any way to influence the outcome. The declared conflict of interest must be recorded in the Board meeting minutes.

The provisions of the *School Act* regarding disclosure do not apply to a pecuniary interest in any matter that a trustee may have by reason of the trustee having an interest in the matter which is an interest in common with electors generally.

Trustees are responsible to make themselves aware of the requirements of the *School Act*. Should a trustee knowingly contravene the requirements of section 58 of the *School Act*, the courts may declare the trustee's office vacant and require financial restitution.

Guidelines

1. It is expected that if a Trustee has any conflict of interest in any matter, and is present at a meeting of the Board at which the matter is considered, the trustee shall:
 - 1.1. disclose his/her interest and the general nature of the conflict of interest at the meeting;
 - 1.2. not take part in the discussion of or vote on any question in respect of the matter; and
 - 1.3. not attempt in any way, whether before, during or after the meeting, to influence the voting on any question in respect of the matter.
 - 1.4. If the meeting is not open to the public the trustee shall immediately leave the meeting or the part of the meeting during which the matter is under consideration.

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (CHILLIWACK) Policy Manual



2. The general nature of every disclosure made at a board or committee meeting open to the public will be recorded in the minutes of the meeting. If the meeting was closed to the public, the fact that a disclosure was made, but not the general nature of the interest, shall be recorded in the minutes of the next open meeting.
3. As there are many individual considerations and variations when considering issues of conflict of interest, individual trustees or Boards of Education may wish to seek external legal advice on such matters. In many situations, the individual circumstances must be considered before a determination of conflict can be made.

POLICY 131 TRUSTEE CONFLICT OF INTEREST

A trustee is always required to act in the best interests of the Board as a whole, without regard to their personal interests. Trustees have an obligation to avoid conflicts of interest, to remain in a position to provide an unbiased, even-handed and disinterested consideration of matters that come before the Board. A trustee must ~~avoid all conflicts of interest and must~~ never use their position for personal benefit.

Conflicts of interest can arise in a variety of ways, including a direct or indirect pecuniary conflict of interest, a conflict of interest arising by virtue of predetermination of a matter coming before the Board and conflict of interest arising as a result of a personal interest resulting from circumstances or relationships of individual trustees. A pecuniary interest is an interest in a matter that could monetarily affect the trustee and includes an indirect pecuniary interest referred to in the *School Act*.

Trustees need to be vigilant in avoiding engagement in discussion, debate, decision-making or being privy to information that can give rise to actual, or perceived, conflicts of interest.

In accordance with common law, a Trustee is not qualified to vote on a matter in which they have a personal interest that could lead a reasonably well-informed outsider to think that their judgment could be influenced by that interest leading to a reasonable apprehension of bias.

A trustee who has a conflict of interest in a matter before the Board ~~to~~ must declare that interest – and ~~to~~ not take part in the discussion, vote or attempt in any way to influence the outcome. Further, ~~the~~ The declared conflict of interest must be recorded in the Board meeting minutes.

The provisions of the *School Act* regarding disclosure do not apply to a pecuniary interest in any matter that a trustee may have by reason of the trustee having an interest in the matter which is an interest in common with electors generally.

Trustees are responsible to make themselves aware of the requirements of the *School Act*. Should a trustee knowingly ~~not declare a conflict of interest~~ contravene the requirements of section 58 of the *School Act*, the courts may declare the trustee's office vacant and require financial restitution.

Guidelines

1. It is expected that if a Trustee has any conflict of interest in any matter, and is present at a meeting of the Board at which the matter is considered, the trustee shall:
 - 1.1. disclose his/her interest and the general nature of the conflict of interest at the meeting;
 - 1.2. not take part in the discussion of or vote on any question in respect of the matter; and
 - 1.3. not attempt in any way, whether before, during or after the meeting, to influence the voting on any question in respect of the matter.

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (CHILLIWACK) Policy Manual



- 1.4. If the meeting is not open to the public the trustee shall immediately leave the meeting or the part of the meeting during which the matter is under consideration.
2. The general nature of every disclosure made at a board or committee meeting open to the public will be recorded in the minutes of the meeting. If the meeting was closed to the public, the fact that a disclosure was made, but not the general nature of the interest, shall be recorded in the minutes of the next open meeting.
3. As there are many individual considerations and variations when considering issues of conflict of interest, individual trustees or Boards of Education may wish to seek external legal advice on such matters. In many situations, the individual circumstances must be considered before a determination of conflict can be made.

BOARD OF EDUCATION

DECISION REPORT

DATE: January 11, 2022
TO: Board of Education
FROM: Rohan Arul-pragasam, Superintendent
RE: **POLICY RENOVATION PROJECT: BYLAW 4 - APPEAL PROCEDURE**

RECOMMENDATION:

1. THAT the Board approve third reading and adoption of Bylaw 4 Appeal Procedure.

BACKGROUND:

This new Bylaw continues the work that was commenced last year to enhance district policy in order to provide greater clarity, identify policies that are no longer current and/or assess board and administrative regulations that are primarily operational in nature. Board bylaws are being reviewed and updated as needed as part of this process.

BYLAW 4 APPEAL PROCEDURE

A BYLAW OF THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (Chilliwack) (hereinafter called "the Board") to establish the procedure for appeals under Section 11 of the School Act.

WHEREAS Section 11 of the School Act and School Act Regulation 24/08 provides that a parent/guardian/caregiver and/or student in the School District may appeal a decision of an employee or employees of the Board if that decision significantly affects the education, health or safety of the student;

WHEREAS the Board wishes to enact the process for the conduct of such appeals;

AND WHEREAS the Board believes that the resolution of concerns is best addressed at the point the concern occurred and appeals will generally not be heard unless the appellants have made efforts to resolve the issue with the decision-maker;

NOW THEREFORE the Board enacts as follows:

This bylaw may be cited as School District No.33 (Chilliwack) Appeal Procedure Bylaw 4.

The definitions contained in the School Act shall apply to this bylaw.

Fairness Principles

1. Students/parents/guardians/caregivers can expect fairness in the appeals process, including:
 - 1.1. the right to be heard,
 - 1.2. the right to adequate notice and timely receipt of relevant information,
 - 1.3. being provided with reasons for decisions,
 - 1.4. an impartial decision maker,
 - 1.5. a respectful process, free from retaliation, and
 - 1.6. confidentiality throughout the process.

Decisions Which May Be Appealed

2. The Board of Education recognizes the right of a student and/or parent/guardian/caregiver of a student under Section 11 of the School Act to appeal a decision of an employee of the Board where such decision significantly affects the education, health or safety of the student.
3. A "decision" for the purposes of this bylaw includes the failure of an employee to make a decision.
4. Examples of grounds for appeal include, but are not limited to:
 - 4.1. disciplinary suspension from school;

- 4.2. suspension from an educational program, if no other educational program is provided by the board;
- 4.3. expulsion from an educational program;
- 4.4. refusal to offer an educational program to a student who is sixteen (16) years of age or older;
- 4.5. requirement to complete all or part of an educational program by distributed learning, or in an alternate program, as a disciplinary measure, where space and facilities are available in a school;
- 4.6. exclusion from school for a health condition;
- 4.7. failure to provide an Individual Education Plan to a student with special needs;
- 4.8. failure to offer to consult with a parent/guardian/caregiver regarding the placement or Individual Education Plan of a student with special needs;
- 4.9. denial of an educational program by failure to take action in respect of a complaint of bullying, intimidation, harassment, racism or threat or use of weapons or violence by one or more students against another student; and
- 4.10. any other decision that, in the opinion of the Board, significantly affects the education, health or safety of a student.

Refusal to Hear Appeals

5. The Board may refuse to hear an appeal where:
 - 5.1. the appeal has not been filed within a reasonable time of the decision being appealed;
 - 5.2. the student or parent/guardian/caregiver appealing the decision has not first discussed the decision being appealed with any persons identified by the Board; or
 - 5.3. the Board determines that the decision does not significantly affect the student's education, health or safety, including school placement.

Before Filing an Appeal

6. Before an appeal is filed, it is the Board's expectation that the student and/or parent/guardian/caregiver will discuss (present the concern verbally) the issue in dispute in a constructive manner with those responsible at the school or district level.
 - 6.1. The Board encourages the use of the following steps before an appeal is filed:
 - Step 1: The student and/or parent/guardian/caregiver will discuss the issue with the teacher/employee who made the decision.
 - a. The teacher/employee will review information and will inform the parent/guardian/caregiver of their decision within one week.
 - Step 2: Should the decision in 7.1.1 be unsatisfactory, the student and/or parent/guardian/caregiver will discuss the issue with the principal where the decision was made at the school level, or the responsible administrator, where the decision was made at the district level; and
 - a. The principal or administrator will review information and will make a decision within one week.
 - Step 3: The student and/or parent/guardian/caregiver will discuss the issue with the Superintendent and/or administrator(s) appointed by the Superintendent.
 - a. The Superintendent or administrator will review information and will make a decision within one week.

- 6.2. The Principal's/Administrator's/ Superintendent's decision at Step 2 or 3, will be provided in writing, with reasons for the decision, along with a copy of the Board Appeal Procedure Bylaw 4.
 - 6.3. Notwithstanding the above, an appellant may file a formal appeal at any point in the process.
7. In order to facilitate resolution of an issue, the district can provide the services of an uninvolved staff member as a navigator and/or provide interpretive services.

Time Limit for Filing an Appeal

8. An appeal must be filed within thirty (30) days of the date the student or parent/guardian/caregiver was informed of the final decision in accordance with section 8 above.
 - 8.1. If the student or parent/guardian/caregiver initiating the appeal (the "appellant") can demonstrate that there are reasonable grounds to extend this time limit, the Board will consider same.
9. Upon receipt of the notice of appeal, it will be immediately forwarded to the Board, and the appellant will be notified of same.

Filing an Appeal

10. An appeal shall be initiated by filing a notice of appeal in writing with the Secretary Treasurer.
 - 10.1. The notice of appeal shall include the following information:
 - 10.2. the name, address, email address (if applicable), and telephone phone number of the appellant, including the student's name, school, grade level;
 - 10.3. a description of the decision that is being appealed and its effect on the education, health or safety of the student;
 - 10.4. the name of the employee who made the decision;
 - 10.5. the date the appellant was informed of the decision being appealed;
 - 10.6. the grounds of the appeal and the action requested; and
 - 10.7. the steps that the appellant has taken to discuss the matter directly with the person who made the decision or with other school or district employees.
11. The district will provide assistance with preparing an appeal if requested
 - 11.1. An Appeal Form is available, but not mandatory, provided the information in 12 is provided.
12. Upon receipt of the appeal, the appellant will be provided with details regarding:
 - 12.1. confidentiality and information-sharing;
 - 12.2. a description of how appeal will be conducted, such as an in-person hearing, through written submissions, or both;
 - 12.3. how and to whom appeal submissions can be made and a main, neutral contact person;
 - 12.4. who (what position(s), name of committee) will conduct the review, and how the district ensures an unbiased decision maker will be assigned; and

- 12.5. any time limits within the appeal process such as when an individual must submit all evidence to be considered on appeal, or time limits for a response to a request for additional information.
13. Where the appellant is a student under the age of nineteen (19) years, the Board shall provide a copy of the notice of appeal to the parent/guardian/caregiver (s) of the student.
14. The Secretary-Treasurer will, upon receiving the notice of appeal, notify the Board, the Superintendent, and the employee whose decision is being appealed.
15. The Superintendent may appoint a person to be responsible for carrying out the responsibilities of the Superintendent under this Bylaw.

Pre-Hearing Procedure

16. The Secretary-Treasurer or their designate is responsible for reviewing the notice of appeal and for communicating with the appellant and others on matters related to the appeal.
17. Where, in the opinion of the Secretary-Treasurer, the appeal does not comply with the requirements for an appeal established under this Bylaw or Section 11 of the School Act (e.g. it is not a decision of an employee which significantly affects the student's education, health or safety; the appeal was not filed in a timely manner), the Secretary-Treasurer shall refer the preliminary matter to the Board for a determination.
 - 17.1. The Board may ask for written submissions from the appellant and/or the Superintendent on the preliminary matter.
18. The Board shall notify the appellant and the Superintendent of any preliminary decision it may make, including a refusal to hear the appeal.
 - 18.1. The Board will make a preliminary decision, if required, within 10 working days of receipt of the appeal.
 - 18.2. The Board's preliminary decision not to hear an appeal is final.
19. The Board shall inform appellants of the preliminary decision, provide reasons for the decision and where the decision is not favourable to the appellant, provide information about the next level of appeal.
20. Where, in the opinion of the Secretary-Treasurer, there is no preliminary matter to be determined, arrangements will be made for the hearing of the appeal by the Board.
21. Prior to the date established for the hearing of the appeal, the Superintendent will provide a report to the Board regarding the matter under appeal. The appellants and the employee whose decision is being appealed shall receive a copy of this report.
22. The Board may, prior to the Board hearing the appeal or at any other time, require the appellant discuss the decision being appealed with persons directed by the Board.
23. The Board may make any interim decision it considers necessary pending the disposition of the appeal.

Board Hearing

24. The Board may hold an oral hearing in respect of the appeal and/or may decide the appeal based upon written submissions. Oral hearings, and sessions to consider written materials will be held in an in-camera session.
 - 24.1. The Board shall advise the appellant, the Superintendent and the employee whose decision is being appealed, whether the appeal will be determined based upon written submissions and/or an oral hearing and on any directions established for the hearing of the appeal, including the time frame for oral and/or written submissions.
25. Where the Board decides to hold an oral hearing, the appellant, the Superintendent and the employee whose decision is being appealed, shall be provided with written notice of the date, time and location of the hearing. The correspondence will outline the purpose of the hearing which is to provide:
 - 25.1. an opportunity for the parties to make representations in support of their respective positions to the Board. This information may include medical, psychological, and educational data and may be presented by witnesses. The information may be both written and verbal;
 - 25.2. the Board with the means to receive information and to review the facts of the dispute; and,
 - 25.3. a process through which the Board can reach a fair and impartial decision.
26. The Superintendent and/or designate(s) will have an opportunity to explain the decision, the reasons for the decision and to respond to information presented by the appellant.
27. The appellant will have an opportunity to respond to the information presented by the Superintendent or designate(s).
28. The Board will have the opportunity to ask questions or request clarification from both parties.
 - 28.1. No cross examination of the parties shall be allowed, however, the Board may ask questions of any person appearing at the appeal hearing.
29. The Board shall consider any requests for adjournments in relation to the hearing of appeals and will notify the parties in writing of their decision regarding the adjournment.
30. The Board may adjourn the hearing at any time to obtain additional information where it considers such information would assist the Board in determining the appeal. If the Board requires additional information or clarification in order to make its decision, both parties to the appeal will be requested to return to the hearing for the required information.
31. During the appeal process, the appellant may be accompanied by an advocate, support person and/or interpreter/translator.
32. Notes of the proceedings, excluding Board deliberations, will be recorded for the purpose of the Board's records.

Decision

33. The Board shall make any decision that it considers appropriate in respect of the matter that is being appealed and any preliminary matters.

34. The Board shall decide the appeal based on the oral and/or written submissions presented to it and any other information obtained by the Board in accordance with this Bylaw.
35. The Board must make a decision within 45 days from the date the notice of appeal was received.
36. The Board shall promptly notify the appellant, the Superintendent and the employee whose decision was appealed of the decision of the Board and shall provide written reasons for the decision within five days of the conclusion of the Board hearing.
37. An appellant may have a right to appeal a decision of the Board made under this Bylaw to the Student Appeals Branch of the Ministry of Education.

Postal Address: Registrar, Student Appeals
Ministry of Education, Student Appeals Branch
PO Box 9146 Stn Prov Govt,
Victoria, BC V8W 9H1

Email EDUC.studentappeals@gov.bc.ca
Telephone 1-877-387-8037 or 250-387-8037
Website <https://www2.gov.bc.ca/gov/content/education-training/k-12/support/student-disputes-and-appeals>

READ A FIRST TIME THE 7th day of December 2021
READ A SECOND TIME THE 7th day of December 2021
READ A THIRD TIME, RECONSIDERED AND ADOPTED THE 11th day of January 2022

Board Chair

Secretary Treasurer

BOARD OF EDUCATION

DECISION REPORT

DATE: January 11, 2022
TO: Board of Education
FROM: Rohan Arul-pragasam, Superintendent
RE: **POLICY RENOVATION PROJECT: BYLAW 5 – BOARD MEETING PROCEDURES**

RECOMMENDATION:

1. THAT the Board approve third reading and adoption of Bylaw 5 Board Meeting Procedures.

Further, THAT the Board abandon existing policies (found [HERE](#)) as they are made redundant by the new policies after the third reading of Bylaw 5 Board Meeting Procedures:

- Policy 201: Suspension of Policies and Board Approved Regulations
- Policy 207: Electronic Participation by Trustees
- Policy 209: Election of Trustees to Board Positions
- Policy 210: Inaugural Meeting
- Policy 211: Regular Public Meetings
- Policy 212: In-Camera Meetings
- Policy 213: Special Meetings
- Policy 215: Rules of Order
- Policy 216: Motions
- Policy 217: Debate
- Policy 218: Voting
- Policy 220: Public Participation
- Policy 221: Delegations and Representations
- Policy 236: Committee of the Whole

BACKGROUND:

This new Bylaw continues the work that was commenced last year to enhance district policy in order to provide greater clarity, identify policies that are no longer current and/or assess board and administrative regulations that are primarily operational in nature. Board bylaws are being reviewed and updated as needed as part of this process.

BYLAW 5 BOARD MEETING PROCEDURES

A BYLAW OF THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (Chilliwack) (hereinafter called "the Board") to establish Board meeting procedures.

WHEREAS the *School Act* provides that the Board may deal with such matters by bylaw.

AND WHEREAS the Board wishes to enact meeting procedures to ensure that meetings shall be conducted in a democratic and expeditious manner, with an intent to serve students and the public.

NOW THEREFORE the Board enacts as follows:

This bylaw may be cited as School District No. 33 (Chilliwack) Board Meeting Procedures Bylaw 5.

1. Oath of Office, Inaugural Meeting and Election of Board Officers

- 1.1. A person elected or appointed as a Trustee must take a prescribed oath of office, by oath or solemn affirmation, within the timelines outlined in the *School Act*, before taking their seat on the Board.
- 1.2. After the general local election of Trustees, the Secretary Treasurer will convene a first meeting of the Board as soon as possible and, in any event, within 30 days from the date that the new Board begins its term of office.
- 1.3. The Secretary Treasurer will call the meeting to order and will preside until a Chair has been elected.
- 1.4. The Secretary Treasurer will announce the results of Trustee elections and confirm that all Trustees have taken the oath of office, or will administer or cause the oath of office to be administered.
- 1.5. The Secretary Treasurer will call for nominations for the position of Board Chair.
 - 1.5.1. Trustees may not nominate themselves.
 - 1.5.2. Nominations do not require a seconder.
 - 1.5.3. After each nomination, the Secretary Treasurer will request that each candidate accept or decline their nomination.
 - 1.5.4. Once nominations are closed, Trustees, who have accepted a nomination, may address their colleagues for two minutes.
 - 1.5.5. Trustees who are not elected for one office may accept a nomination for another office.
- 1.6. The Secretary Treasurer will then conduct a vote by secret ballot. The Secretary Treasurer may designate one or more staff members as scrutineers to count the ballots. A person

Related Legislation: School Act [RSBC 1996, Part 4, Division 6, Section 50; and Part 6, Division 1, Sections 65-72] and [Local Elections Campaign Financing Act, Section 47(1)(a)] and Local Government Elections Regulation

Adopted: xxxx
Amended:

receiving a clear majority of votes cast shall be elected Board Chair. If no person receives a majority, further ballots will be taken.

- 1.6.1. If more than two candidates are on a ballot and no majority is reached, then candidate/s with one vote will be eliminated from the next ballot.
 - 1.6.2. In the event of a 3-2-2 vote the Trustees with two votes will be on a separate ballot and the winner will be included in a final ballot with the Trustee who received three votes.
 - 1.6.3. The Secretary Treasurer will declare the duly elected Chair of the Board for the ensuing year and will vacate the Chair.
 - 1.6.4. All ballots shall be destroyed by motion of the Board.
- 1.7. Upon assuming the chair, the Board Chair will call for nominations for Vice-Chair, and then for the BCSTA Provincial Councilor and BCPSEA representative (and their alternates) for the ensuing year and will conduct each election in the same manner as described in 1.5 and 1.6 above.
 - 1.8. The Chair and Trustees serve at the pleasure of the Board or until the annual special meeting in the following December.

2. Annual Special Meeting and Election of Board Officers

- 2.1. In the years when no inaugural meeting is required, an annual special meeting of the Board will be held no later than the second Tuesday in December. The Secretary Treasurer will preside as Chair at the meeting to elect a chair as per 1.5 and 1.6 above. When the Board Chair is elected, the Chair will then proceed as per 1.7 above.

3. Meetings of the Board - General Provisions

- 3.1. Annually, the Board of Education will determine the schedule of Board meetings for the following school year.
- 3.2. All meetings will begin with an acknowledgement of Traditional Stó:lō Territory.
- 3.3. A quorum of the Board is a majority of the Trustees holding office at the time of the meeting.
- 3.4. Any Trustee with a conflict of interest shall immediately declare so and leave the meeting or the part of the meeting during which the matter is under consideration.
- 3.5. At the appointed time for commencement of a meeting, the presiding officer will ascertain that a quorum is present before proceeding to the business of the meeting. If a quorum has not been made within one-half hour after the appointed time, the meeting shall stand adjourned until the next meeting date or until another meeting has been called in accordance with this Bylaw.
- 3.6. In the event both the Chair and Vice Chair are absent, a chair will be decided by drawing of lots of those trustees willing to have their name stand.

- 3.7. After a meeting has commenced, if notice is drawn to a lack of quorum, the presiding officer shall adjourn the meeting to the next regular meeting date or to another meeting called in accordance with this Bylaw.
- 3.8. Meetings of the Board shall be conducted in accordance with this Bylaw and, where the Bylaw is silent, using Robert's Rules of Order, Newly Revised.
- 3.9. A motion, when introduced, brings business before the meeting.
 - 3.9.1. The presiding officer may divide a motion containing more than one subject and it will be voted on in the form in which it is divided.
 - 3.9.2. A replacement or substitute motion or an amendment should be worded in a concise, unambiguous, and complete form and, if lengthy or complex, should be provided in writing. Staff can provide assistance with wording, if requested.
 - 3.9.3. All debateable motions shall be seconded.
- 3.10. Wherever possible, requests for information are to be addressed prior to the question being considered.
- 3.11. Debate shall be strictly relevant to the question before the meeting and the presiding officer will advise speakers when violating this rule.
 - 3.11.1. Speakers shall be recognized by the Chair and will address remarks to the Chair.
 - 3.11.2. Each Trustee has the right to speak twice on the same question on the same day but cannot make second comments so long as any Trustee who has not spoken on that question desires to speak. No Trustee shall speak for more than three minutes at one time.
 - 3.11.3. Debate may be extended, subject to a motion requiring a majority vote.
- 3.12. A matter of privilege (a matter dealing with the rights or interests of the Board as a whole or of a Trustee personally) may be raised at any time and will be dealt with forthwith before resumption of business.
- 3.13. No Trustee shall interrupt another Trustee who has the floor except to raise a point of order or a point of privilege, or to disclose a conflict of interest.
- 3.14. It is expected that all Trustees present at a duly constituted meeting of the Board will vote on each motion, unless a Trustee has a declared conflict of interest, in which case the Trustee must not vote.
 - 3.14.1. The Board chair shall vote at the same time as other Trustees.
 - 3.14.2. Voting, unless elsewhere stipulated, shall be by show of hands. The record will indicate Trustees in favour, opposed or abstained for each motion.
- 3.15. The Board-approved written minutes are the official record of a meeting.

4. Regular Public Meetings

- 4.1. Regular Board meetings shall be open to the public.

- 4.2. The Chair will ensure that a draft agenda and notice of meeting is prepared in consultation with the Vice Chair, the Superintendent and the Secretary Treasurer. Proposed items may be requested to be on the draft agenda in one of the following ways:
 - 4.2.1. By notifying the Board Chair, Vice Chair or Superintendent one week prior to the board meeting.
 - 4.2.2. By notice of motion at a previous meeting.
 - 4.2.3. As a request from a committee of the Board.
- 4.3. Where a Trustee has proposed an item for the agenda and it has not been included, the Chair will advise the Trustee and provide reasons.
- 4.4. The proposed agenda and supporting documentation will be posted on the district website on Friday afternoon prior to the meeting. Written notice of each meeting, together with the proposed agenda, will be provided to each Trustee by email using the school district provided email account at least 24 hours prior to the agenda being made public.
- 4.5. The order of business at regular Board meetings shall be:
 - 4.5.1. call to order, acknowledgement and inclusion statement
 - 4.5.2. adoption of agenda
 - 4.5.3. approval of minutes
 - 4.5.4. presentations
 - 4.5.5. public participation: comments and/or questions concerning the agenda
 - 4.5.6. action items
 - 4.5.7. information items
 - 4.5.8. written Board Advisory and Working Committee reports and/or minutes
 - 4.5.9. Trustee reports
 - 4.5.10. in-camera meeting summary
 - 4.5.11. public participation: comments and/or questions concerning the agenda
 - 4.5.12. adjournment
- 4.6. An addition or deletion to the agenda, or change to the order of business, may be proposed by any Trustee at the adoption of the agenda. Any addition to the agenda, or change to the order of business, shall require a majority vote.
- 4.7. Trustee Reports
 - 4.7.1. Trustees will prepare a short, written report regarding their liaison and representation assignments.
- 4.8. A regular meeting will stand adjourned at three hours after its commencement unless a resolution is passed by a majority vote to extend the hour of adjournment.
- 4.9. Minutes of the proceedings of regular meetings will be stored in digital format certified as correct by the Secretary Treasurer or other employee designated by the Board under the *School Act*, and signed by the Chair or other member presiding at the meeting or at the next meeting at which the minutes are adopted.
 - 4.9.1. The minutes of the regular public meeting will be open for inspection at all reasonable times.
 - 4.9.2. Copies and extracts will be made available in accordance with the *School Act*.

- 4.10. If the Secretary Treasurer is unable to attend the meeting, another employee must be appointed by Board motion to serve as acting Secretary Treasurer to record motions and their disposition.
- 4.11. In accordance with the *School Act*, the Chair may expel from the meeting a person, other than a Trustee, that the Chair considers is conducting themselves improperly.
 - 4.11.1. A majority of the Trustees present at a meeting of the Board may expel a Trustee from the meeting for improper conduct.

5. Public Participation in the Public Meeting

- 5.1. Communication with the public is extremely important. The public Board meeting is the formally designated means of transacting Board business. Two public participation periods are therefore provided solely as a means for ensuring that community members who are present in the audience have an opportunity to provide comments and/or ask questions about business or issues pertaining to the Board agenda.
- 5.2. The public participation periods are open to comments and/or questions from the public concerning the agenda.
 - 5.2.1. Each public participation period will generally be allotted fifteen minutes.
 - 5.2.2. Speakers must identify themselves before speaking.
 - 5.2.3. Individuals will be limited to a total of two minutes per speaker.
 - 5.2.4. Persons addressing the Board are reminded that, when requests or questions are directed to the Board, actions or answers to many questions may be deferred pending Board consideration.
 - 5.2.5. The Chair may indicate another means of response if a question cannot be answered at the time.
- 5.3. Community members who have other comments or questions are encouraged to contact Trustees or the Superintendent or, if desired, to appear as a formal delegation on the Board agenda in accordance with section six of this Bylaw.
- 5.4. Matters currently under negotiation or litigation, or related to personnel or student circumstances, are not permitted and will not be addressed in the public participation periods.
- 5.5. The Chair shall have the authority to terminate the remarks of any individual who does not adhere to this Bylaw.

6. Delegations

- 6.1. Delegations comprised of an individual or groups of students, parents, teachers and others are welcome at regular meetings.
- 6.2. Delegations that wish to appear before the Board shall submit a request in writing to the Secretary Treasurer ten days prior to the meeting, outlining the item(s) they wish to present and naming a spokesperson.
- 6.3. A maximum of ten minutes will be allowed for each delegation to make a presentation.

Related Legislation: School Act [RSBC 1996, Part 4, Division 6, Section 50; and Part 6, Division 1, Sections 65-72] and [Local Elections Campaign Financing Act, Section 47(1)(a)] and Local Government Elections Regulation

Adopted: xxxx
Amended:

- 6.4. The Secretary Treasurer will review the delegation request at the agenda review meeting and, if accepted, will then make the appropriate arrangements for the delegation to appear.
- 6.5. A delegation accepted to appear before the Board may present written material to the Board which must be provided at least five working days prior to the meeting for inclusion on the Board agenda.
- 6.6. The Board will hear the delegation's presentation and the Trustees may ask questions for clarification. The Board will ordinarily take the presentation under advisement and will take action after due deliberation, usually at a subsequent meeting.
- 6.7. If circumstances warrant, the Board may receive such individuals or delegations "in-camera".

7. In-camera Board Meetings

- 7.1. If, in the opinion of the Board, the public interest so requires, persons other than Trustees may be excluded from a meeting.
- 7.2. Unless otherwise determined by the Board, the following matters shall be considered in an in-camera meeting:
 - 7.2.1. salary claims and adjustments and consideration of requests of employees and Board officers with respect to collective bargaining procedures;
 - 7.2.2. accident claims and other matters where Board liability may arise;
 - 7.2.3. legal opinions respecting the liability or interest of the Board;
 - 7.2.4. the conduct, efficiency, discipline, suspension, termination or retirement of employees;
 - 7.2.5. medical reports;
 - 7.2.6. matters pertaining to individual students including the conduct, discipline suspension or expulsion of students;
 - 7.2.7. staff changes including appointments, transfers, resignations, promotions and demotions;
 - 7.2.8. purchase of real property including the designation of new sites, consideration of appraisal reports and accounts claimed by owners, determination of Board offers and expropriation procedures;
 - 7.2.9. lease, sale or exchange of real property prior to finalization thereof;
 - 7.2.10. matters pertaining to the safety, security or protection of Board property; and
 - 7.2.11. such other matters where the Board decides that the public interest is best served.
- 7.3. If the Secretary Treasurer is unable to attend the meeting, another employee must be appointed by Board motion to serve as acting Secretary Treasurer for the purpose of the meeting, to record motions and their disposition.
- 7.4. No Trustee shall disclose to the public the proceedings of an in-camera meeting unless a resolution has been passed at the in-camera meeting to allow such disclosure, except such as might be necessary to enforce the conflict of interest provisions of the *School Act*.

- 7.5. The Board will prepare a meeting summary listing the general nature of the matters discussed. The in-camera meeting summary will be presented at the next regular public meeting of the Board.
- 7.6. The Chair will ensure a draft agenda and notice of an in-camera meeting is prepared in consultation with the Vice Chair, the Superintendent and the Secretary Treasurer. Proposed items may be requested to be on the draft agenda in one of the following ways:
 - 7.6.1. By notifying the Board Chair, Vice Chair or Superintendent one week prior to the meeting.
 - 7.6.2. By notice of motion at the previous meeting.
 - 7.6.3. As a request from a committee of the Board.
- 7.7. Where a Trustee has proposed an item for the agenda and it has not been included, the Chair will advise the Trustee and provide reasons.
- 7.8. The proposed agenda and supporting documentation will be provided to each Trustee by email using the school district provided email account at least 48 hours prior to the meeting.
- 7.9. The order of business at in-camera meetings shall be:
 - 7.9.1. call to order
 - 7.9.2. meeting attendance
 - 7.9.3. adoption of agenda
 - 7.9.4. approval of minutes
 - 7.9.5. information items
 - 7.9.6. action items
 - 7.9.7. adjournment
- 7.10. A change to the order of business may be proposed by any Trustee at the adoption of the agenda. Any addition or deletion to the agenda, or change to the order of business, shall require a majority vote.
- 7.11. Any Trustee with a conflict of interest shall immediately declare so and leave the meeting or the part of the meeting during which the matter is under consideration.
- 7.12. An in-camera meeting shall adjourn or recess at least 15 minutes before the regular public meeting and shall not exceed a total of 2 hours unless a resolution is passed by a majority vote to extend the hour of adjournment.

8. Special Meetings

- 8.1. Special meetings are any Board meetings held between the regularly scheduled meetings.
- 8.2. A special public or special in-camera meeting of the Board may be called by the Chair or, upon written request by a majority of the Trustees, will be called by the Secretary Treasurer.
- 8.3. The agenda and supporting documentation will be provided to each Trustee by email using the school district provided email account at least 48 hours prior to the meeting.

Related Legislation: School Act [RSBC 1996, Part 4, Division 6, Section 50; and Part 6, Division 1, Sections 65-72] and [Local Elections Campaign Financing Act, Section 47(1)(a)] and Local Government Elections Regulation

Adopted: xxxx
Amended:

8.3.1. Delivery of a written notice and the agenda may be waived by a majority vote of Trustees holding office, provided all reasonable steps have been taken to notify all Trustees of the meeting.

8.4. No business other than that for which the meeting was called shall be conducted at the meeting unless waived unanimously by all Trustees present.

8.5. If the Secretary Treasurer is unable to attend the meeting, another employee must be appointed by Board motion as acting Secretary Treasurer for the purpose of the meeting, to record motions and their disposition.

9. Electronic Participation by Trustees

9.1. In accordance with the *School Act*, Trustees may participate in or attend a meeting of the Board by telephone or other means of communication, provided that all Trustees and other persons participating in or attending the meeting are able to communicate with each other.

9.2. If a Trustee participates in or attends a meeting of the Board by telephone or other means of communication, the Trustee is to be counted for the purpose of establishing a quorum.

READ A FIRST TIME THE 7th day of December 2021

READ A SECOND TIME THE 7th day of December 2021

READ A THIRD TIME, RECONSIDERED AND ADOPTED THE 11th day of January 2022

Board Chair

Secretary Treasurer

Related Legislation: School Act [RSBC 1996, Part 4, Division 6, Section 50; and Part 6, Division 1, Sections 65-72] and [Local Elections Campaign Financing Act, Section 47(1)(a)] and Local Government Elections Regulation

Adopted: xxxx

Amended:

BOARD OF EDUCATION

DECISION REPORT

DATE: January 11, 2021
TO: Board of Education
FROM: Gerry Slykhuis, Secretary Treasurer
RE: **2021-2022 AMENDED ANNUAL BUDGET – 1ST READING**

The Board of Education met at its January 4th, 2022 Learning Session to review the 2021-2022 Amended Budget as well as any significant changes after the ministry funding announcement on December 17, 2021. This was also presented at the January 6th Budget Advisory Committee meeting.

The Secretary Treasurer will present the 2021-2022 Amended Annual Budget for approval by the Board.

RECOMMENDATION:

THAT the Board of Education approve the first reading of 2021-2022 Amended Annual Budget Bylaw in the amount of \$181,012,800. *(Page 3 of the budget document)*

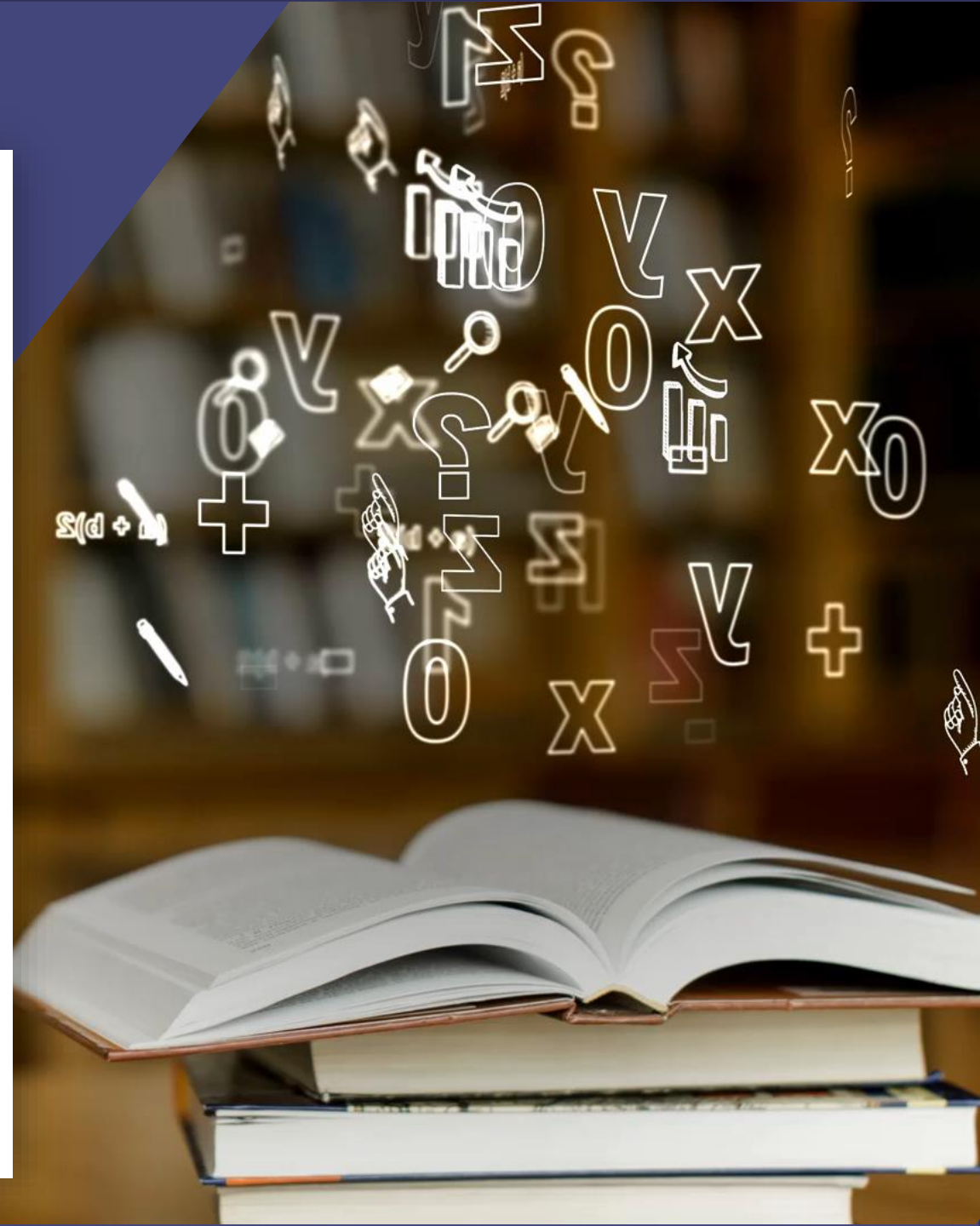
2021-2022 AMENDED BUDGET

Budget Review

“The Board of Education has a duty to govern the district in a fiscally responsible manner, while supporting the priorities and strategies of its Strategic Plan. .”

[Board Policy 234](#)

Budget Monitoring and Reporting



Sept 30
Student
Count



Oct-Jan

Budgets are reviewed & amended to reflect the Sep 30th student count, current staffing, and any events that impact the budget



Jan - Feb

Amended Budget discussed with Budget Advisory Committee, and to the Board of Education for 3 readings



We are here



Amended Budget and Bylaw due to MoEd by **Feb 28**

Amended

Current Year



Oct

Nov

Dec

Jan

Feb

Mar

Apr

May

June

Jul



Nov - Dec

Preliminary budget planning begins for the next school year.



Jan - Feb

Input from Budget Advisory Committee and Board on significant budget contractions and/or expansions



Mar - Apr

Budget Assumptions to Budget Advisory Committee, staff and public for review and input.



May - Jun

To Board of Education for 3 readings.



Preliminary Budget due to MoEd by **Jun 30**

Preliminary

Next Year

AMENDED BUDGET 2021/2022

Key Dates



2021/22 AMENDED BUDGET COMPARISON

Chilliwack School District 2021/22 AMENDED BUDGET COMPARISON

OPERATING FUND	2021/22 Preliminary Budget	2021/22 Amended Budget	Increase (Decrease)	%
REVENUE				
Provincial Grants, Ministry of Education	142,476,537	147,215,766	4,739,229	3.3%
LEA/Direct Funding From First Nations	2,356,455	2,356,455	-	0.0%
Provincial Grants, Other	150,000	150,000	-	0.0%
International Student Tuition	1,490,079	1,590,079	100,000	6.7%
Other Revenue	545,327	674,400	129,073	23.7%
Rentals & Leases	302,400	213,000	(89,400)	-29.6%
Investment Income	113,500	215,000	101,500	89.4%
Total Revenue	147,434,298	152,414,700	4,980,402	3.4%

2021/22 AMENDED BUDGET COMPARISON

Chilliwack School District 2021/22 AMENDED BUDGET COMPARISON

OPERATING FUND	2021/22 Preliminary Budget	2021/22 Amended Budget	Increase (Decrease)	%
EXPENSE				
Salaries				
Teachers	63,456,121	65,371,822	1,915,701	3.0%
Principals & Vice-Principals	8,610,912	8,837,422	226,510	2.6%
Education Assistants	12,698,322	13,740,714	1,042,392	8.2%
Support Staff	13,570,104	13,781,498	211,394	1.6%
Other Professionals	3,325,945	3,492,153	166,208	5.0%
Substitutes	5,665,242	5,770,605	105,363	1.9%
Total Salaries	107,326,646	110,994,214	3,667,568	3.4%
Employee Benefits	25,529,901	26,577,624	1,047,723	4.1%
Total Salary & Benefits	132,856,547	137,571,838	4,715,291	3.5%
Services & Supplies	14,986,248	16,315,097	1,328,849	8.9%
Total Expense	147,842,795	153,886,935	6,044,140	4.1%

2021/22 AMENDED BUDGET COMPARISON

Chilliwack School District 2021/22 AMENDED BUDGET COMPARISON

OPERATING FUND	2021/22 Preliminary Budget	2021/22 Amended Budget	Increase (Decrease)	%
Net Revenue (Expense)	(408,497)	(1,472,235)	(1,063,738)	-0.7%
School Surpluses Included	562,484	763,589	201,105	
Indigenous Ed Surplus Included	233,869	665,864	431,995	
Equity in Action	5,000	-	(5,000)	
Holdback Funds	-	446,782	446,782	
20/21 Vehicle Deferral	-	73,274	73,274	
Capital Asset Purchases	(392,856)	(477,274)	(84,418)	
Surplus (Deficit) for Year	-	-	0	

2021/22 AMENDED BUDGET COMPARISON

Chilliwack School District 2021/22 AMENDED BUDGET COMPARISON

OPERATING FUND	2021/22 Preliminary Budget	2021/22 Amended Budget	Increase (Decrease)	%
SERVICE & SUPPLIES BREAKDOWN:				
Services	3,762,493	4,096,221	333,728	8.9%
Student Transportation	33,000	34,000	1,000	3.0%
Professional Development & Travel	911,857	1,038,894	127,037	13.9%
Rentals & Leases	25,000	25,000	-	0.0%
Dues & Fees	326,500	219,625	(106,875)	-32.7%
Insurance	310,981	310,981	-	0.0%
Supplies	7,410,417	8,374,876	964,459	13.0%
Utilities	2,206,000	2,215,500	9,500	0.4%
Total Services & Supplies	14,986,248	16,315,097	1,328,849	8.9%

OPERATING BUDGET COMPARISON - Summary

	Revenues	Expenses	Capital	Surplus (Deficit)
Preliminary 21/22 Budget	\$ 147,434,298	\$(147,842,795)	\$ (392,856)	\$ (801,353)
<u>Changes</u>				
Enrolment	4,637,721	(3,653,644)		984,077
Labour Settlement Funding				
Other MoEd Funding	101,508			101,508
Other Revenues	141,173			141,173
Wage/Collective Agree. Incr.		214,488		214,488
Staffing Changes		(282,254)		(282,254)
One Time Items		(132,283)		(132,283)
International Program	100,000	(90,722)		9,278
Benefits		(62,646)		(62,646)
Indigenous Ed		(408,461)		(408,461)
Substitutes		(181,466)		(181,466)
School Budgets		(442,908)		(442,908)
Other Expenses		(480,886)		(480,886)
Holdback Funding		(523,359)		(523,359)
Capital			(84,418)	(84,418)
Amended 21/22 Budget	\$ 152,414,700	\$(153,886,935)	\$ (477,274)	\$ (1,949,509)
Indigenous Program Surplus Carry Forward				665,864
Holdback Funding from Reserves				446,782
School Surpluses				763,589
Vehicle Purch Deferred from 20/21				73,274
Budgeted Surplus (Deficit), for the Year				\$ (0)

INFLATIONARY COSTS

2021/22 Amended Budget	
Total Budget	Wages & Benefits
\$155,740,459	\$137,571,838
Surplus (Deficit)	Supplies, Services & Capital
\$0	\$16,781,621

INFLATIONARY COSTS

2021/22 Amended Budget

Total Budget

\$155,805,459

Wages & Benefits

\$138,536,838

Surplus (Deficit)

(\$1,452,000)

Supplies, Services & Capital

\$17,268,621

Annual Inflationary/Cost Increases:

Unfunded Wage Increases

2.0%

\$247,000

Employee Benefits

2.7%

718,000

Utilities

7.4%

130,000

Vehicle Fuel

14.8%

65,000

Supplies & Services

2.0%

292,000

Floods, Plagues, Pestilence

?

?

REVENUE CHANGES

(\$000s)

	Operating Grant	Other MoEd Funding	Other Revenue	Total Revenues
<u>Revenues Changes:</u>				
Enrolment	\$ 4,638			\$ 4,638
Other MoEd Funding	114	\$ (12)		102
Other Revenues				
International Students			\$ 100	100
Transportation Income			50	50
Investment Income			101	101
Proposed Savings			-	-
Other Income			(10)	(10)
	\$ 4,752	\$ (12)	\$ 241	\$ 4,981

WAGES & BENEFIT CHANGES

(\$000s)

	Teachers	EAs	Support	PVP / Other Prof	Subs	Benefits	Total Sal & Ben
<u>Wages & Benefits:</u>							
Enrolment	\$ 1,839	\$ 1,035		\$ 13		\$ 695	\$ 3,581
Staffing Changes	22		\$ 207	151		62	442
Holdback Funding	227					54	280
Wage/Collective Agree. Incr.	(269)		(4)	84		(26)	(214)
Indigenous Ed	97	8		129	\$ 30	65	329
Budget Adjustments		0	8			25	33
Substitutes					75	106	181
Benefits						63	63
One Time Items				16		4	20
	\$ 1,916	\$ 1,042	\$ 211	\$ 393	\$ 105	\$ 1,048	\$ 4,715

SUPPLIES & SERVICES CHANGES

(\$000s)

	Services	Transportation	Pro-D & Travel	Utilities	Dues & Fees	Supplies	Total Services & Supplies
Supplies & Services:							
School Budgets:							
Enrolment and Division increases						\$ 315	\$ 315
School Surpluses increase in use	\$ 20		\$ 5			176	201
International Student increases						73	73
AbEd funding increases	32	\$ 4	2			42	80
One Time Project Costs:							
Staff Recruiting Contract	35						35
Numeracy Resources						180	180
Holdback Initiatives	140						140
District Budgets:							
OT/PT Contracts to Salaries	(160)						(160)
International Student Recruiting	18	(3)	3			(1)	17
Vision Teacher Contract	50						50
Restored travel & conferences			96				96
Careers & WEX changes	3		(5)		\$ (109)	6	(105)
Fuel increases for bussing						145	145
Facilities & Transportation changes	121			\$ 10		41	172
Other	75		26		2	(13)	90
	\$ 334	\$ 1	\$ 127	\$ 10	\$ (107)	\$ 964	\$1,329

CAPITAL EXPENDITURES

	Preliminary Budget	Revisions	Amended Budget
<u>Capital Expenditures:</u>			
Vehicles	\$ 306,486	\$ (306,486)	\$ -
Transit Van-Electrical		61,000	61,000
Transit Van-Grounds		68,000	68,000
Transit Van-Custodial		53,000	53,000
Pickup Truck-Grounds		51,000	51,000
Pickup Truck-Grounds		49,000	49,000
Ranger Truck-Custodial		33,000	33,000
Equipment	60,370	(60,370)	0
Scissor Lift		15,000	15,000
Auto Scrubbers x 3		59,000	59,000
Software	26,000	(11,000)	15,000
Hardware	-		0
Vehicle Purch Deferred from 20/21	-	73,274	73,274
	\$ 392,856	\$84,418	\$477,274

PROGRAM COMPARISON

Percentage of Operating Budget					
	Wages	Subs	Benefits	Supplies & Services	TOTAL
<u>2021/22 Budget:</u>					
Instruction	60.2%	3.4%	15.2%	6.1%	84.9%
District Admin	2.0%	0.0%	0.4%	0.8%	3.2%
Operations & Maintenance	4.8%	0.2%	1.2%	3.0%	9.3%
Transportation	1.4%	0.1%	0.4%	0.7%	2.6%
	68.4%	3.7%	17.3%	10.6%	100.0%
<u>2018/19:</u>					
Instruction	59.2%	3.4%	14.7%	6.1%	83.4%
District Admin	2.1%	0.0%	0.4%	0.9%	3.4%
Operations & Maintenance	5.0%	0.3%	1.2%	4.3%	10.7%
Transportation	1.3%	0.2%	0.3%	0.7%	2.5%
	67.5%	3.9%	16.5%	12.1%	100.0%

RESERVE SUMMARY

Reserve Summary	Ending Balance	Ending Balance	Ending Balance	Ending Balance	2021/22 Budget		Budgeted Balance
	Jun.30/18	Jun.30/19	Jun.30/20	Jun.30/21	Surplus (Deficit)	Transfers	Jun.30/22
UNRESTRICTED:							
Unrestricted Surplus	5,272,913	2,208,342	1,969,168	1,729,699	0	(73,274)	1,656,425
Restricted Local Capital	292,715	1,293,334	2,293,334	5,028,301	0	(3,000,000)	2,028,301
	5,565,628	3,501,676	4,262,502	6,758,000	0	(3,073,274)	3,684,726

Outstanding Major Capital Commitments:

Southside School Project	1,728,301
Vedder Elementary Addition Project	300,000
	2,028,301

FUND ACCOUNTING

Operating Funds



Instruction
School & District Administration
Operations & Maintenance
Transportation

Special Purpose Funds



Funds provided by a third party for the sole purpose to carry out a function or activity, e.g. school generated funds, scholarships, ministry-designated activities.

Capital Funds



For the purpose of acquiring land, buildings, and major equipment.

SPF CHANGES FROM PRELIMINARY BUDGETS

Special Purpose Funds Summary of Changes to Funding			
<u>Fund</u>	2021-22 Preliminary	Change	2021-22 Amended
Annual Facilities Grant	\$ 456,531		\$ 456,531
Learning Improvement Fund	501,688		501,688
School Trust & Scholarship Funds	3,002,500		3,002,500
Early Learning Funds	273,000	\$ 39,200	312,200
French Language (OLEP)	145,607		145,607
Community Link	728,611		728,611
Classroom Enhancement Funds	8,573,803	1,993,786	10,567,589
Mental Health Initiatives		120,482	120,482
Restart Fund - Health & Safety		348,673	348,673
FN Student Transportation		219,700	219,700
Other		53,591	53,591
	\$ 13,681,740	\$ 2,775,432	\$ 16,457,172

Amended Annual Budget

School District No. 33 (Chilliwack)

June 30, 2022

School District No. 33 (Chilliwack)

June 30, 2022

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

AMENDED ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (CHILLIWACK) (called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2021/2022 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. Board has complied with the provisions of the Act respecting the Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 33 (Chilliwack) Amended Annual Budget Bylaw for fiscal year 2021/2022.
3. The attached Statement 2 showing the estimated revenue and expense for the 2021/2022 fiscal year and the total budget bylaw amount of \$181,012,800 for the 2021/2022 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2021/2022.

READ A FIRST TIME THE _____ DAY OF _____, 2022;

READ A SECOND TIME THE _____ DAY OF _____, 2022;

READ A THIRD TIME, PASSED AND ADOPTED THE _____ DAY OF _____, 2022;

Chairperson of the Board

(Corporate Seal)

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 33 (Chilliwack) Amended Annual Budget Bylaw 2021/2022, adopted by the Board the _____ DAY OF _____, 2022.

Secretary Treasurer

School District No. 33 (Chilliwack)

Statement 2

Amended Annual Budget - Revenue and Expense
Year Ended June 30, 2022

	2022 Amended Annual Budget	2022 Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	14,480,600	14,171,900
Adult	49,000	58,000
Other	74,125	17,000
Total Ministry Operating Grant Funded FTE's	14,603,725	14,246,900
Revenues	\$	\$
Provincial Grants		
Ministry of Education	162,680,990	154,943,385
Other	150,000	197,404
Tuition	1,590,079	1,490,079
Other Revenue	6,020,840	5,886,782
Rentals and Leases	213,000	302,400
Investment Income	232,500	131,000
Amortization of Deferred Capital Revenue	7,031,930	7,031,930
Total Revenue	177,919,339	169,982,980
Expenses		
Instruction	146,877,986	138,382,404
District Administration	4,866,295	4,652,244
Operations and Maintenance	24,228,215	24,077,991
Transportation and Housing	4,563,030	4,422,790
Total Expense	180,535,526	171,535,429
Net Revenue (Expense)	(2,616,187)	(1,552,449)
Budgeted Allocation (Retirement) of Surplus (Deficit)	1,876,235	801,353
Budgeted Surplus (Deficit), for the year	(739,952)	(751,096)
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(739,952)	(751,096)
Budgeted Surplus (Deficit), for the year	(739,952)	(751,096)

School District No. 33 (Chilliwack)

Amended Annual Budget - Revenue and Expense
Year Ended June 30, 2022

	2022 Amended Annual Budget	2022 Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	153,886,935	147,842,795
Special Purpose Funds - Total Expense	16,685,101	13,729,144
Capital Fund - Total Expense	9,963,490	9,963,490
Capital Fund - Tangible Capital Assets Purchased from Local Capital	477,274	392,856
Total Budget Bylaw Amount	181,012,800	171,928,285

Approved by the Board

Signature of the Chairperson of the Board of Education	Date Signed
DRAFT	
Signature of the Superintendent	Date Signed
Signature of the Secretary/Treasurer	Date Signed

School District No. 33 (Chilliwack)

Amended Annual Budget - Changes in Net Financial Assets (Debt)
Year Ended June 30, 2022

	2022 Amended Annual Budget	2022 Annual Budget
	\$	\$
Surplus (Deficit) for the year	<u>(2,616,187)</u>	<u>(1,552,449)</u>
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Local Capital	(477,274)	(392,856)
From Deferred Capital Revenue	(30,742,006)	(30,742,006)
Total Acquisition of Tangible Capital Assets	<u>(31,219,280)</u>	<u>(31,134,862)</u>
Amortization of Tangible Capital Assets	<u>8,175,882</u>	<u>8,175,882</u>
Total Effect of change in Tangible Capital Assets	<u>(23,043,398)</u>	<u>(22,958,980)</u>
	<u>-</u>	<u>-</u>
(Increase) Decrease in Net Financial Assets (Debt)	<u><u>(25,659,585)</u></u>	<u><u>(24,511,429)</u></u>

School District No. 33 (Chilliwack)

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund
Year Ended June 30, 2022

	Operating Fund	Special Purpose Fund	Capital Fund	2022 Amended Annual Budget
	\$	\$	\$	\$
Accumulated Surplus (Deficit), beginning of year	4,128,691	73,261	70,308,725	74,510,677
Changes for the year				
Net Revenue (Expense) for the year	(1,472,235)		(1,143,952)	(2,616,187)
Interfund Transfers				
Local Capital	(404,000)		404,000	-
Net Changes for the year	(1,876,235)	-	(739,952)	(2,616,187)
Budgeted Accumulated Surplus (Deficit), end of year	2,252,456	73,261	69,568,773	71,894,490

School District No. 33 (Chilliwack)

Amended Annual Budget - Operating Revenue and Expense
Year Ended June 30, 2022

	2022 Amended Annual Budget	2022 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	147,215,766	142,476,537
Other	150,000	150,000
Tuition	1,590,079	1,490,079
Other Revenue	3,030,855	2,901,782
Rentals and Leases	213,000	302,400
Investment Income	215,000	113,500
Total Revenue	<u>152,414,700</u>	<u>147,434,298</u>
Expenses		
Instruction	130,649,316	125,109,691
District Administration	4,866,295	4,652,244
Operations and Maintenance	14,369,802	14,219,578
Transportation and Housing	4,001,522	3,861,282
Total Expense	<u>153,886,935</u>	<u>147,842,795</u>
Net Revenue (Expense)	<u>(1,472,235)</u>	<u>(408,497)</u>
Budgeted Prior Year Surplus Appropriation	<u>1,876,235</u>	<u>801,353</u>
Net Transfers (to) from other funds		
Local Capital	(404,000)	(392,856)
Total Net Transfers	<u>(404,000)</u>	<u>(392,856)</u>
Budgeted Surplus (Deficit), for the year	<u>-</u>	<u>-</u>

School District No. 33 (Chilliwack)

Schedule 2A

Amended Annual Budget - Schedule of Operating Revenue by Source
Year Ended June 30, 2022

	2022 Amended Annual Budget	2022 Annual Budget
	\$	\$
Provincial Grants - Ministry of Education		
Operating Grant, Ministry of Education	148,142,785	143,391,556
ISC/LEA Recovery	(2,356,455)	(2,356,455)
Other Ministry of Education Grants		
Pay Equity	864,624	864,624
Funding for Graduated Adults	15,000	20,000
Student Transportation Fund	329,456	329,456
Support Staff Benefits Grant	213,356	213,356
FSA Scorer Grant	7,000	14,000
Total Provincial Grants - Ministry of Education	147,215,766	142,476,537
Provincial Grants - Other	150,000	150,000
Tuition		
International and Out of Province Students	1,590,079	1,490,079
Total Tuition	1,590,079	1,490,079
Other Revenues		
Funding from First Nations	2,356,455	2,356,455
Miscellaneous		
Bus Fees	465,000	415,000
Energy Program	30,000	30,000
Other Miscellaneous	179,400	100,327
Total Other Revenue	3,030,855	2,901,782
Rentals and Leases	213,000	302,400
Investment Income	215,000	113,500
Total Operating Revenue	152,414,700	147,434,298

School District No. 33 (Chilliwack)

Schedule 2B

Amended Annual Budget - Schedule of Operating Expense by Object
Year Ended June 30, 2022

	2022 Amended Annual Budget	2022 Annual Budget
	\$	\$
Salaries		
Teachers	65,371,822	63,456,121
Principals and Vice Principals	8,837,422	8,610,912
Educational Assistants	13,740,714	12,698,322
Support Staff	13,781,498	13,570,104
Other Professionals	3,492,153	3,325,945
Substitutes	5,770,605	5,665,242
Total Salaries	110,994,214	107,326,646
Employee Benefits	26,577,624	25,529,901
Total Salaries and Benefits	137,571,838	132,856,547
Services and Supplies		
Services	4,096,221	3,762,493
Student Transportation	34,000	33,000
Professional Development and Travel	1,038,894	911,857
Rentals and Leases	25,000	25,000
Dues and Fees	219,625	326,500
Insurance	310,981	310,981
Supplies	8,374,876	7,410,417
Utilities	2,215,500	2,206,000
Total Services and Supplies	16,315,097	14,986,248
Total Operating Expense	153,886,935	147,842,795

School District No. 33 (Chilliwack)

Amended Annual Budget - Operating Expense by Function, Program and Object
 Year Ended June 30, 2022

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	52,575,673	768,550	4,500	680,388	-	4,063,398	58,092,509
1.03 Career Programs	83,895	-	-	576,462	56,073	3,157	719,587
1.07 Library Services	1,392,934	78,184	-	23,504	-	96,739	1,591,361
1.08 Counselling	2,126,155	-	-	-	-	19,899	2,146,054
1.10 Special Education	7,056,370	1,023,171	12,329,339	249,331	-	768,018	21,426,229
1.30 English Language Learning	964,598	130,307	-	-	-	7,438	1,102,343
1.31 Indigenous Education	946,587	130,307	1,406,875	10,030	93,455	196,208	2,783,462
1.41 School Administration	-	6,381,135	-	2,505,458	516,619	61,348	9,464,560
1.60 Summer School	125,842	-	-	-	-	-	125,842
1.61 Continuing Education	-	-	-	-	-	-	-
1.62 International and Out of Province Students	99,768	130,307	-	23,069	37,382	-	290,526
1.64 Other	-	-	-	72,501	-	-	72,501
Total Function 1	65,371,822	8,641,961	13,740,714	4,140,743	703,529	5,216,205	97,814,974
4 District Administration							
4.11 Educational Administration	-	-	-	-	726,760	-	726,760
4.40 School District Governance	-	-	-	-	155,953	-	155,953
4.41 Business Administration	-	195,461	-	598,368	1,354,850	9,035	2,157,714
Total Function 4	-	195,461	-	598,368	2,237,563	9,035	3,040,427
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration	-	-	-	82,358	444,859	-	527,217
5.50 Maintenance Operations	-	-	-	6,169,103	-	344,716	6,513,819
5.52 Maintenance of Grounds	-	-	-	729,779	-	-	729,779
5.56 Utilities	-	-	-	-	-	-	-
Total Function 5	-	-	-	6,981,240	444,859	344,716	7,770,815
7 Transportation and Housing							
7.41 Transportation and Housing Administration	-	-	-	182,728	106,202	-	288,930
7.70 Student Transportation	-	-	-	1,878,419	-	200,649	2,079,068
7.73 Housing	-	-	-	-	-	-	-
Total Function 7	-	-	-	2,061,147	106,202	200,649	2,367,998
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	65,371,822	8,837,422	13,740,714	13,781,498	3,492,153	5,770,605	110,994,214

School District No. 33 (Chilliwack)

Amended Annual Budget - Operating Expense by Function, Program and Object
Year Ended June 30, 2022

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2022 Amended Annual Budget	2022 Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	58,092,509	13,491,104	71,583,613	6,923,693	78,507,306	75,684,233
1.03 Career Programs	719,587	192,129	911,716	349,297	1,261,013	1,274,000
1.07 Library Services	1,591,361	372,227	1,963,588	136,965	2,100,553	1,897,237
1.08 Counselling	2,146,054	505,195	2,651,249		2,651,249	2,574,846
1.10 Special Education	21,426,229	5,679,144	27,105,373	520,199	27,625,572	25,681,802
1.30 English Language Learning	1,102,343	255,498	1,357,841	27,527	1,385,368	1,337,276
1.31 Indigenous Education	2,783,462	715,377	3,498,839	956,449	4,455,288	3,953,245
1.41 School Administration	9,464,560	2,114,136	11,578,696	148,410	11,727,106	11,687,014
1.60 Summer School	125,842	29,731	155,573	1,200	156,773	99,748
1.61 Continuing Education	-	-	-	10,250	10,250	152,701
1.62 International and Out of Province Students	290,526	64,456	354,982	278,950	633,932	618,090
1.64 Other	72,501	25,630	98,131	36,775	134,906	149,499
Total Function 1	97,814,974	23,444,627	121,259,601	9,389,715	130,649,316	125,109,691
4 District Administration						
4.11 Educational Administration	726,760	146,394	873,154	128,060	1,001,214	986,708
4.40 School District Governance	155,953	8,366	164,319	171,871	336,190	320,838
4.41 Business Administration	2,157,714	467,527	2,625,241	903,650	3,528,891	3,344,698
Total Function 4	3,040,427	622,287	3,662,714	1,203,581	4,866,295	4,652,244
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	527,217	113,035	640,252	228,648	868,900	837,656
5.50 Maintenance Operations	6,513,819	1,589,528	8,103,347	1,895,003	9,998,350	9,992,386
5.52 Maintenance of Grounds	729,779	204,773	934,552	352,500	1,287,052	1,183,536
5.56 Utilities	-	-	-	2,215,500	2,215,500	2,206,000
Total Function 5	7,770,815	1,907,336	9,678,151	4,691,651	14,369,802	14,219,578
7 Transportation and Housing						
7.41 Transportation and Housing Administration	288,930	61,567	350,497	106,150	456,647	445,518
7.70 Student Transportation	2,079,068	541,807	2,620,875	924,000	3,544,875	3,415,764
7.73 Housing	-	-	-	-	-	-
Total Function 7	2,367,998	603,374	2,971,372	1,030,150	4,001,522	3,861,282
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	110,994,214	26,577,624	137,571,838	16,315,097	153,886,935	147,842,795

School District No. 33 (Chilliwack)

Amended Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2022

	<u>2022 Amended Annual Budget</u>	<u>2022 Annual Budget</u>
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	13,677,616	10,679,240
Other		47,404
Other Revenue	2,989,985	2,985,000
Investment Income	17,500	17,500
Total Revenue	<u>16,685,101</u>	<u>13,729,144</u>
Expenses		
Instruction	16,228,670	13,272,713
Operations and Maintenance	456,431	456,431
Total Expense	<u>16,685,101</u>	<u>13,729,144</u>
Budgeted Surplus (Deficit), for the year	<u>-</u>	<u>-</u>

School District No. 33 (Chilliwack)

Amended Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2022

	Annual Facility Grant	Learning Improvement Fund	Special Education Equipment	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK
	\$	\$	\$	\$	\$	\$		\$	\$
Deferred Revenue, beginning of year		8,861	2,536	289,381	918,560	-	12,317	23,924	4,819
Add: Restricted Grants									
Provincial Grants - Ministry of Education	456,531	501,688				224,000	49,000	145,607	728,611
Other				85,000	2,900,000				
Investment Income				2,500	15,000				
	456,531	501,688	-	87,500	2,915,000	224,000	49,000	145,607	728,611
Less: Allocated to Revenue Recovered	456,531	510,549	2,536	87,500	2,915,000	224,000	61,317	169,531	733,430
Deferred Revenue, end of year	-	-	-	289,381	918,560	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education	456,531	510,549	2,536			224,000	61,317	169,531	733,430
Other Revenue				85,000	2,900,000				
Investment Income				2,500	15,000				
	456,531	510,549	2,536	87,500	2,915,000	224,000	61,317	169,531	733,430
Expenses									
Salaries									
Teachers								50,337	
Principals and Vice Principals									
Educational Assistants		393,657							533,520
Support Staff						168,820	4,046		
Other Professionals									
Substitutes								2,517	
	-	393,657	-	-	-	168,820	4,046	52,854	533,520
Employee Benefits		116,892				55,180	1,322	11,893	148,244
Services and Supplies	456,531		2,536	87,500	2,915,000		55,949	104,784	51,666
	456,531	510,549	2,536	87,500	2,915,000	224,000	61,317	169,531	733,430
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-
Additional Expenses funded by, and reported in, the Operating Fund						15,531	31,067		

School District No. 33 (Chilliwack)

Amended Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2022

	Classroom Enhancement Fund - Overhead	Classroom Enhancement Fund - Staffing	Classroom Enhancement Fund - Remedies	First Nation Student Transportation	Mental Health in Schools	Changing Results for Young Children	Safe Return to School / Restart: Health & Safety Grant	Federal Safe Return to Class Fund
	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	-	387,203	261,725	91,671	22,007	13,403	-	-
Add: Restricted Grants								
Provincial Grants - Ministry of Education	390,638	10,139,916	37,032	219,700	120,482	4,200	348,673	
Other								
Investment Income								
	390,638	10,139,916	37,032	219,700	120,482	4,200	348,673	-
Less: Allocated to Revenue	390,638	10,139,916	37,032	311,371	142,489	17,603	348,673	-
Recovered		387,203	261,725					
Deferred Revenue, end of year	-	-	-	-	-	-	-	-
Revenues								
Provincial Grants - Ministry of Education	390,638	10,139,916	37,032	311,371	142,489	17,603	348,673	
Other Revenue								
Investment Income								
	390,638	10,139,916	37,032	311,371	142,489	17,603	348,673	-
Expenses								
Salaries								
Teachers		8,202,087						
Principals and Vice Principals	91,215							
Educational Assistants								
Support Staff	77,265						184,870	
Other Professionals	10,427							
Substitutes	150,095		28,589					
	329,002	8,202,087	28,589	-	-	-	184,870	-
Employee Benefits	39,292	1,937,829	8,443				53,114	
Services and Supplies	22,344			311,371	142,489	17,603	110,689	
	390,638	10,139,916	37,032	311,371	142,489	17,603	348,673	-
Net Revenue (Expense)	-	-	-	-	-	-	-	-
Additional Expenses funded by, and reported in, the Operating Fund	232,571							

School District No. 33 (Chilliwack)

Amended Annual Budget - Changes in Special Purpose Funds
 Year Ended June 30, 2022

	Seamless Day Kindergarten	After School Sports Initiative	Miscellaneous Grants	TOTAL
	\$	\$	\$	\$
Deferred Revenue, beginning of year	-	43,409	4,985	2,084,801
Add: Restricted Grants				
Provincial Grants - Ministry of Education	35,000	53,591		13,454,669
Other				2,985,000
Investment Income				17,500
	35,000	53,591	-	16,457,169
Less: Allocated to Revenue	35,000	97,000	4,985	16,685,101
Recovered				648,928
Deferred Revenue, end of year	-	-	-	1,207,941
Revenues				
Provincial Grants - Ministry of Education	35,000	97,000		13,677,616
Other Revenue			4,985	2,989,985
Investment Income				17,500
	35,000	97,000	4,985	16,685,101
Expenses				
Salaries				
Teachers				8,252,424
Principals and Vice Principals				91,215
Educational Assistants				927,177
Support Staff	27,450			462,451
Other Professionals				10,427
Substitutes				181,201
	27,450	-	-	9,924,895
Employee Benefits	7,550			2,379,759
Services and Supplies		97,000	4,985	4,380,447
	35,000	97,000	4,985	16,685,101
Net Revenue (Expense)	-	-	-	-
Additional Expenses funded by, and reported in, the Operating Fund				279,169

School District No. 33 (Chilliwack)

Amended Annual Budget - Capital Revenue and Expense
Year Ended June 30, 2022

	2022 Amended Annual Budget			2022 Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Provincial Grants				
Ministry of Education	1,787,608		1,787,608	1,787,608
Amortization of Deferred Capital Revenue	7,031,930		7,031,930	7,031,930
Total Revenue	8,819,538	-	8,819,538	8,819,538
Expenses				
Operations and Maintenance	1,787,608		1,787,608	1,787,608
Amortization of Tangible Capital Assets				
Operations and Maintenance	7,614,374		7,614,374	7,614,374
Transportation and Housing	561,508		561,508	561,508
Total Expense	9,963,490	-	9,963,490	9,963,490
Net Revenue (Expense)	(1,143,952)	-	(1,143,952)	(1,143,952)
Net Transfers (to) from other funds				
Local Capital		404,000	404,000	392,856
Total Net Transfers	-	404,000	404,000	392,856
Other Adjustments to Fund Balances				
Tangible Capital Assets Purchased from Local Capital	477,274	(477,274)	-	
Total Other Adjustments to Fund Balances	477,274	(477,274)	-	
Budgeted Surplus (Deficit), for the year	(666,678)	(73,274)	(739,952)	(751,096)

BOARD OF EDUCATION

INFORMATION REPORT

DATE: January 11, 2022
TO: Board of Education
FROM: Gerry Slykhuis, Secretary Treasurer
RE: LONG-RANGE FACILITIES PLAN – CONSULTATION UPDATE

Gerry Slykhuis, Secretary Treasurer, will present an update to the Draft Long-Range Facilities Plan as well as the findings of the Public Consultation process.

BACKGROUND:

In response to the localized flooding in the Fraser Valley, the working group consulted StudioHub (consultant/architect), to include further considerations within the Land Designations and Environmental Constraints section. Please see attached “Flood Plain” addendum which will be included in the final draft LRFP.

The consultation period ran from November 10 – December 10 and survey responses (28) and comment(s) (1) were collected. Please see attached “Project Report” document to review feedback.

The final draft of the LRFP will be presented to the Board for approval at its regular meeting on February 8th.

Consultation and Approval Process

The following are the steps to be followed to create the Long-Range Facilities Plan (LRFP) during the 2021/2022 school year:

- Established an internal working group made up of school district executive team (*Jun*)
 - Data and information gathered by the working group regarding the current circumstances of School District No. 33, Agricultural Land Reserve (ALR) documentation, enrollment projections and City of Chilliwack planning documents. (*Mar – Sep*)
 - Developed the Draft LRFP, including options and recommendations for facilities. (*Jul – Oct*)
 - Present the Draft LRFP to the **Board of Education** for feedback. (Nov 9)
 - Share the Draft LRFP with partner groups and the Ministry Capital Division for feedback and suggestions. (Nov 10 – Dec 10)
 - Post the Draft LRFP on the School District website, with on-line feedback provisions, to provide the school community, parents and the general public with an opportunity to review the plan and provide comments or feedback. (Nov 10 – Dec 10)
 - Present the Draft LRFP and feedback to Board of Education for consideration (Jan 11)
 - The working group reviews **Board of Education** and community feedback and prepares the final LRFP. (Jan 12 – 31)
 - Present final LRFP to the **Board of Education** for approval. (Feb 8)
-

Flood Plain

The Chilliwack School District land borders onto the Fraser River and has multiple rivers within or affecting its boundaries, including the Chilliwack River and the Nooksack River.

In November 2021, an 'Atmospheric River' weather event brought an extraordinary amount of rainfall to the region in a very short time span, causing extensive flooding, cutting the City of Chilliwack off from the Lower Mainland, and damaging agricultural businesses, homes, and critical infrastructure. Flooding was caused by local rivers breaching dikes.

Scientists believe that the changes to our climate will mean that we will see more frequent extreme weather events such as this one. This event has shown how prone the region is to flooding, and why floodplain restrictions are needed.



News images from the recent November 2021 floods, showing extensive flooding of the highway and surrounding areas, in the Chilliwack and Abbotsford regions.

Floodplain restrictions are in place for most of the Chilliwack area. In 2004, Bylaw 4519 was adopted. This bylaw serves to designate land as Floodplain and make provisions in relation to flood control, flood hazard management and development of land that is subject to flooding or erosion.

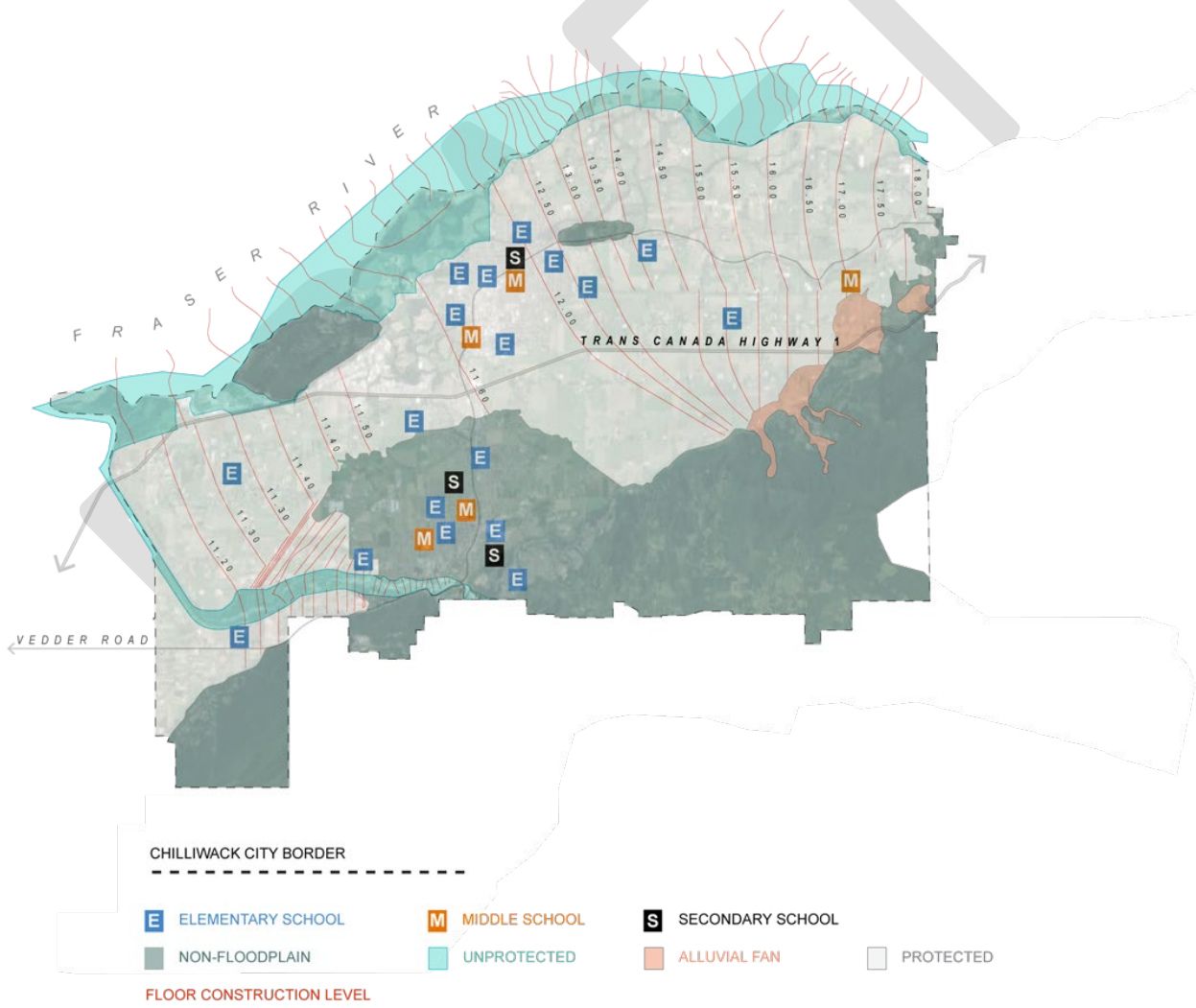
Some of the main items included in this bylaw are:

- Setbacks from bodies of water, where construction is restricted
- Elevation requirements for areas protected by a standard dyke
- Specialized flood protection requirements in Yarrow and Greendale
- Specialized flood protection requirements north and east of Shefford Slough, south of Cartmell Road and west of Young Road
- Flood protection requirements for areas not protected by a standard dike
- Flood protection requirements on an Alluvial Fan; and
- Flood protection requirements in Debris Flow hazard areas

In many cases, these restrictions do not outright prohibit construction, but rather dictate the build-up of sites for new development and/or a minimum elevation above floodplain levels for habitable spaces. Exemptions are included for agricultural and industrial uses.

See the map below for floodplain land designations within the School District:

- Unprotected floodplain at north end of the District at the Fraser River
- Mountain ranges to the south are designated as non-floodplain (but also impossible to build on)
- Majority of the District falls into the 'protected' floodplain category where minimum floodplain construction levels must be met. For many existing school sites, the floodplain construction levels are 1-2+ metres higher than the current grades, requiring significant site build-up and other architectural solutions to connect main floor levels to the surrounding site



Overview of SD33 boundary with floodplain designations and flood construction levels.

Looking at the map, we can see that more than half of the current school sites are affected by these requirements. For new schools, replacement schools and additions to schools that fall within these floodplain areas, there are a few options on how to deal with floodplain requirements:

1. Meet the floodplain clearance requirements by building up the site/land itself: this can mean a site buildup of over 10 feet, with consequences for connections to adjacent roadways, and connections to services.
2. Meet the floodplain clearance requirements by locating non-habitable space on the ground level of the building and locating all habitable space (teaching and staff spaces) on the upper floors: this can mean locating storage or parking below a building on the ground level.
3. Ask for dispensation from the floodplain requirements: the City of Chilliwack allows school district projects to be located below floodplain clearance levels, provided the school district clears the City in writing of any responsibilities with regards to flooding.

It should be noted that the risks and benefits for each option may vary considerably by site and project, therefore, the risks and benefits should be investigated for each unique project.

Summary

In order to facilitate successful future site development for the School District, the following should be considered when designing new schools and undertaking additions and renovations:

- For each new project, carefully study the site and determine if there are floodplain requirements. Do this early, in the PRFS and PDR stages of the project, as related costs as well as risks may be significant.
- For each unique project that is located within the floodplain, the School District should investigate all potential opportunities and weigh the risks and benefits when deciding to meet Flood Clearance Levels or ask for dispensation;
- For sites within the floodplain, site development costs will often be higher than average due to unique floodplain requirements.

Project Report

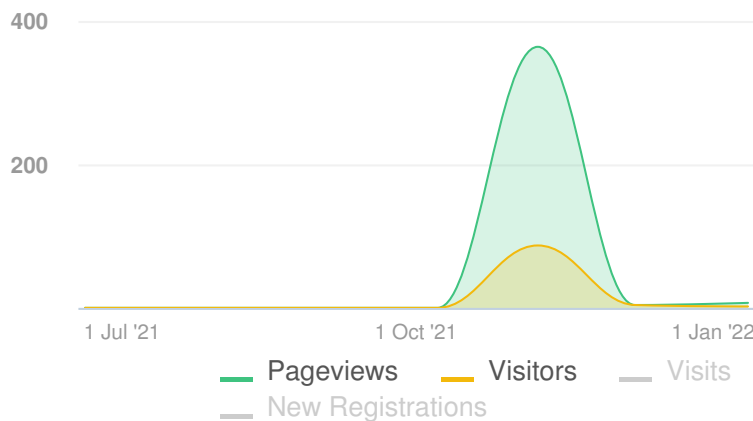
14 June 2021 - 05 January 2022

Let's Talk SD33

Let's Talk Long-Range Facilities Plan 2021-2025



Visitors Summary

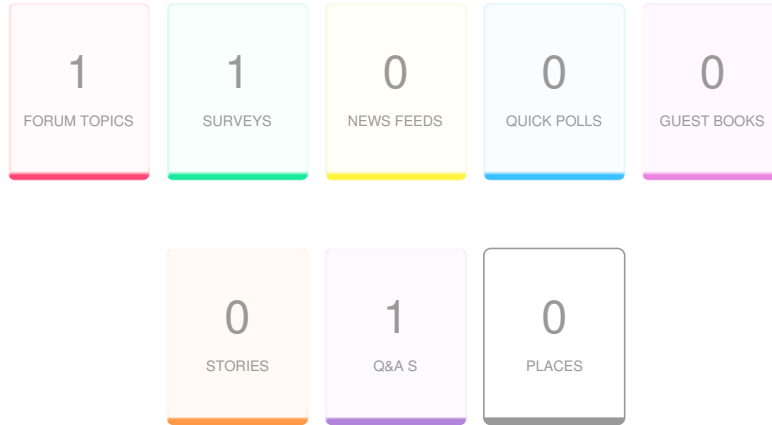


Highlights

TOTAL VISITS	122	MAX VISITORS PER DAY	29
NEW REGISTRATIONS	29	ENGAGED VISITORS	28
		INFORMED VISITORS	84
		AWARE VISITORS	105

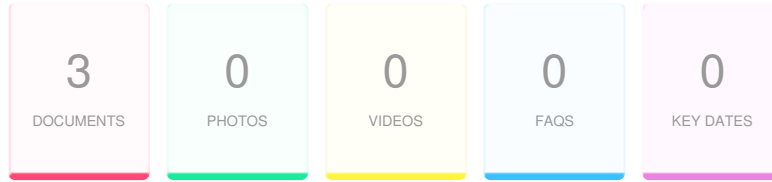
Aware Participants		Engaged Participants	
105		28	
Aware Actions Performed	Participants	Engaged Actions Performed	Registered Unverified Anonymous
Visited a Project or Tool Page	105	Contributed on Forums	1 0 0
Informed Participants	84	Participated in Surveys	28 0 0
Informed Actions Performed	Participants	Contributed to Newsfeeds	0 0 0
Viewed a video	0	Participated in Quick Polls	0 0 0
Viewed a photo	0	Posted on Guestbooks	0 0 0
Downloaded a document	53	Contributed to Stories	0 0 0
Visited the Key Dates page	0	Asked Questions	0 0 0
Visited an FAQ list Page	0	Placed Pins on Places	0 0 0
Visited Instagram Page	0	Contributed to Ideas	0 0 0
Visited Multiple Project Pages	54		
Contributed to a tool (engaged)	28		

ENGAGEMENT TOOLS SUMMARY



Tool Type	Engagement Tool Name	Tool Status	Visitors	Contributors		
				Registered	Unverified	Anonymous
Forum Topic	Tell us your thoughts on the proposed Long-Range Faciliti...	Published	1	1	0	0
Qanda	Ask Your Questions Here	Published	2	0	0	0
Survey Tool	Long-Range Facilities Plan Public Survey	Archived	42	28	0	0

INFORMATION WIDGET SUMMARY



Widget Type	Engagement Tool Name	Visitors	Views/Downloads
Document	Draft LRFP - Body of Report	50	58
Document	LRFP Animation	11	11
Document	Draft LRFP - Appendix	4	4

FORUM TOPIC

Tell us your thoughts on the proposed Long-Range Facilities Plan...

Visitors 1	Contributors 1	CONTRIBUTIONS 1
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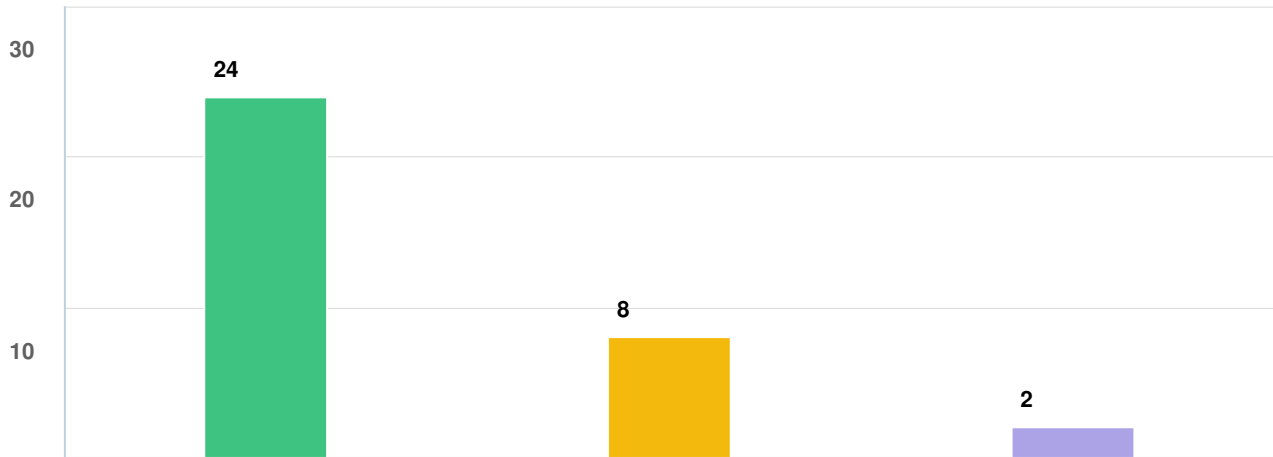
16 November 21		
natashataylor		
AGREES	DISAGREES	REPLIES
0	0	0
<p>The plan was an interesting read and one that most parents should be aware. I understand that brick and mortar school facilities are needed but I would like to see the district also consider virtual teachings and think outside the box. The pandemic has taught us that we can't take for granted the traditional way of learning moving forward. To decrease the stress on schools and portables, we could also be expanding an online learning platform that captures more students especially in the high school age range that don't necessarily have to be in person to learn. The pandemic has also taught us that we need to find healthier ways to build. I would also like to suggest that consideration on air flow in new builds be a priority. I have been watching reports on new architectural buildings that finally get the concept of air flow and healthy outdoor or covered spaces over esthetics or big box designs.</p>		

ENGAGEMENT TOOL: SURVEY TOOL

Long-Range Facilities Plan Public Survey

Visitors 42	Contributors 28	CONTRIBUTIONS 28
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Which categories best describe you?



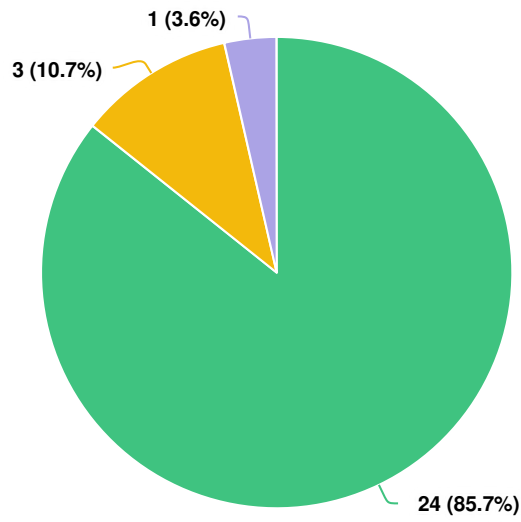
Question options

- Parent/Guardian of a student at SD33
- SD33 Staff
- Community Member

Mandatory Question (28 response(s))

Question type: Checkbox Question

Do you have one or more children enrolled in a school in our district?



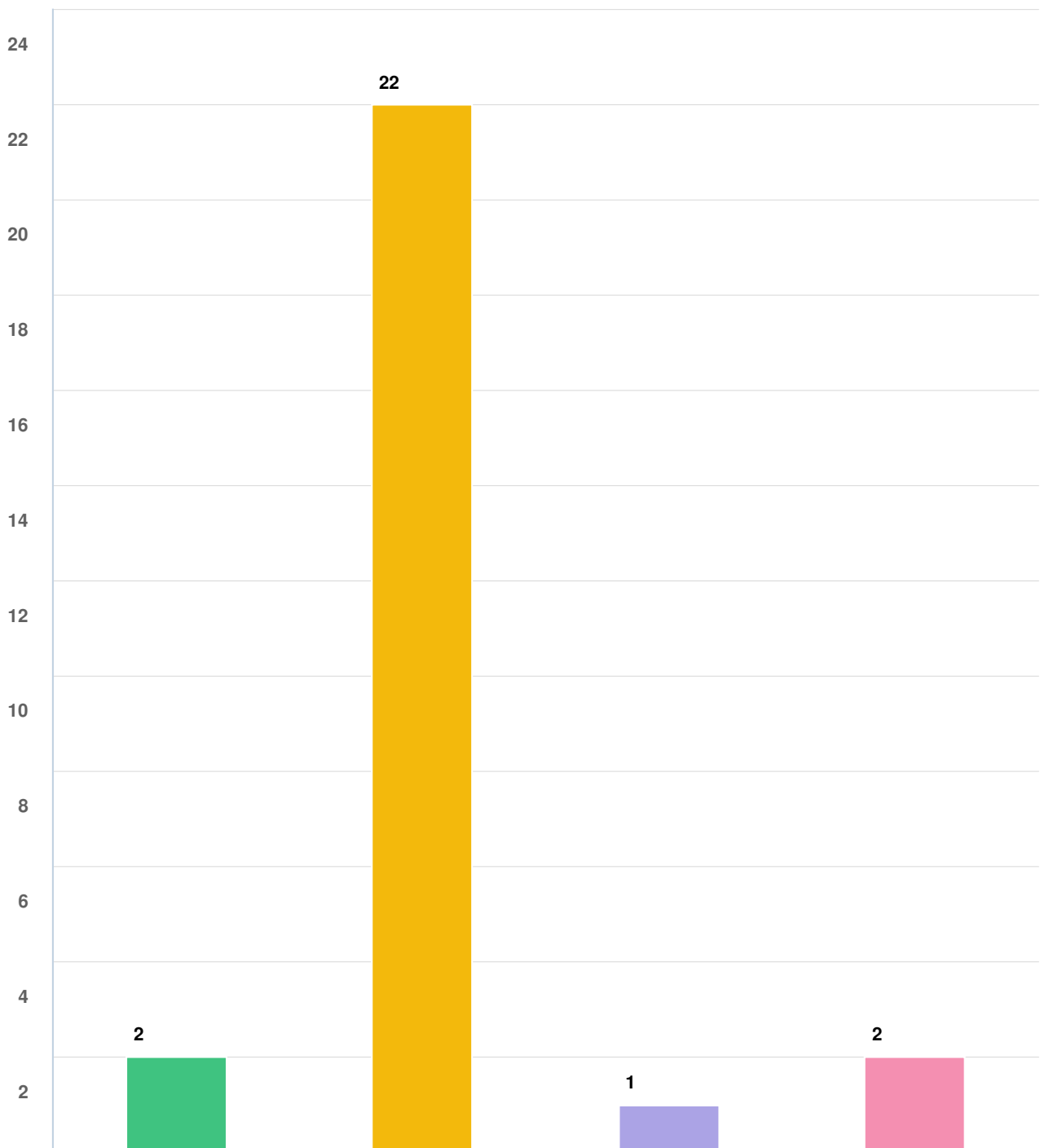
Question options

- Yes
- No
- No, but will enrol a child in the next 5 years

Optional question (28 response(s), 0 skipped)

Question type: Radio Button Question

In which area do you currently live?



Question options

- North of Highway 1 (Chilliwack side)
- South of Highway 1 (Sardis side)
- East Chilliwack (Rosedale/Popkum/Eastern Hillside)
- Other (please specify)

Optional question (27 response(s), 1 skipped)

Question type: Checkbox Question

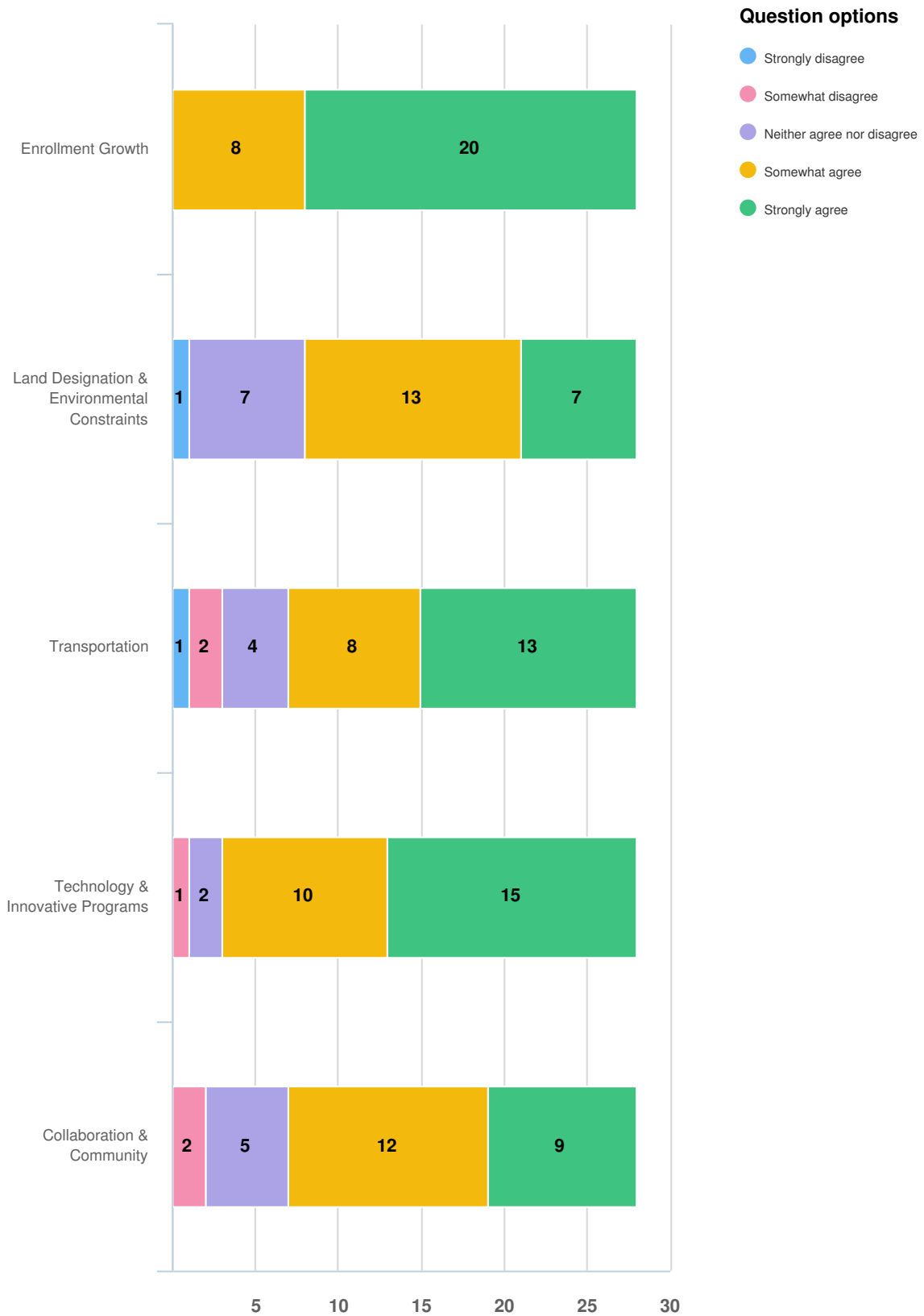
**When choosing a school, how important are the factors listed below? Please rate.
Ranking: 1 - most important, 4 - least important***

OPTIONS	AVG. RANK
Location of school in relation to current residence	1.71
Specialty educational programs offered at the school (e.g. French Immersion, Integrated Arts & Technology)	2.46
Siblings in school	2.59
Availability of before and after school programs and/or childcare	3.15

Optional question (28 response(s), 0 skipped)

Question type: Ranking Question

Based on the draft Plan, the District has identified 5 unique Challenges and Opportunities it faces. For each of these identified challenges, to what extent do you agree that they should be a priority for the School District:



Mandatory Question (28 response(s))

Question type: Likert Question

BOARD OF EDUCATION

INFORMATION REPORT

DATE: January 11, 2022
TO: Board of Education
FROM: Rohan Arul-pragasam, Superintendent
RE: COVID-19 UPDATE

Superintendent Rohan Arul-pragasam will provide an update on COVID-19 in the Chilliwack School District.

BOARD OF EDUCATION

INFORMATION REPORT

DATE: January 11, 2022
TO: Board of Education
FROM: Jared Mumford, Budget Advisory Committee Chair
RE: **BUDGET ADVISORY COMMITTEE REPORT**

The Board of Education will receive the Budget Advisory Committee report of January 6, 2022.

Minutes



REPORT OF THE BUDGET ADVISORY COMMITTEE

Meeting Held Thursday, January 6, 2022 – 4:00 p.m.

Remotely – via Zoom

Attendance:

Committee Members:	Heather Maahs	Trustee (Acting Chair)
	Carin Bondar	Trustee
	Darrell Furgason	Trustee
	Danielle Bennett	CTA
	Dale Obirek	CUPE
	Jessica Clarke	DPAC
	Niki Wiens	Management Group
	Andrew Unruh	Community Rep
	Daisy Dai	Community Rep
	Minjae Seo	Student Representative – SSS
	Jasmine Padgham	Student Representative – GWG
Staff:	Rohan Arul-pragasam	Superintendent
	Gerry Slykhuis	Secretary Treasurer
	Mark Friesen	Assistant Secretary Treasurer
	Talana McInally	Executive Assistant (Recorder)
Regrets:	Jared Mumford	Chair
Absent:	Gabe D'Archangelo	CPVPA
	Gail Point	Indigenous Education Advisory Committee
	Miguel Rillera	Student Representative – CSS
	Paloma Hochstetter	Student Representative – SSS
Also in Attendance:	David Swankey	Trustee

1. **Call to Order**

Acting Chair Maahs called the meeting to order at 4:01 p.m. – Welcome and Indigenous Land Acknowledgement.

2. **Approval of Agenda**

Mover: Dale Obirek

Seconder: Jessica Clarke

THAT the agenda be approved as circulated.

CARRIED

3. **Approval of Minutes**

Mover: Andrew Unruh
Secunder: Niki Wiens

THAT the minutes of the November 4, 2021 meeting be approved as circulated.

CARRIED

4. **Amended Budget Cycle / Key Dates**

Mark Friesen, Assistant Secretary Treasurer, provided information and timelines regarding the Amended Budget process.

5. **2021/2022 Amended Annual Budget Review**

The Secretary Treasurer and Assistant Secretary Treasurer provided an overview of the Amended Budget in comparison to the Preliminary Budget. Explanation was provided for any significant changes to the budget since the Preliminary Budget was approved last Spring. The Secretary Treasurer highlighted inflationary costs and how they affect the budget. Of note, Utilities and Vehicle fuel have increased by 7.4% and 14.8% respectively, while a 2.7% increase in employee benefit costs results in an additional \$718,000 of cost pressures on the budget.

The Amended Budget of \$181,012,800 will be presented to the Board of Education on January 11, 2022 for first reading.

6. **Adjournment**

The meeting was adjourned 5:00 p.m.

TRUSTEE REPORT

Trustee: Carin Bondar

Report Date: Jan 6

KEY ACTIVITIES SINCE LAST BOARD MEETING

List of key dates/activities related to the Trustee role, including school visits and school initiatives/events, committee attendance, conference attendance, etc.

Nov 2: CYC Meeting 9-11am
Nov 3: Special In-Camera meeting
Nov 4: UFV panel: Covid Research Solutions
Nov 9: In camera meeting, regular board meeting
Nov 15: special in-camera
Nov 16: Policy meeting
Nov 23: Board learning session
Nov 25: DPAC meeting
Dec 7: CYC Monthly
Dec 8: Central Instructional Day – grade 3
Dec 8: Central Instructional Day – grades 4,5
Dec 13: Special regular meeting – elections
Jan 4: Board Learning Session
Jan 6: Budget advisory meeting

UPCOMING EVENTS OF INTEREST TO THE BOARD

This semester, two of my UFV classes will participate in outreach activities with the Chilliwack District. Students in environmental science (Geog257) will work with city water managers, and students in sustainable fashion (Geog300) will create tik toks about the fashion industry for middle-school and high school students. I plan to present these as a 'sustainable fashion' module at my liaison schools in the spring.

MEETING SUMMARIES

In-Camera Meeting – December 7, 2021

Trustees: Willow Reichelt, Jared Mumford, Carin Bondar, David Swankey

Regrets: Darrell Furgason, Heather Maahs

Absent: Barry Neufeld

Staff: Rohan Arul-pragasam, Gerry Slykhuis, Tamara Ilersich, Talana McInally

1. HR Report
2. BCPSEA Report
3. Public Interest Disclosure Act (PIDA) Update
4. Statement of Financial Information (SOFI)
5. CTA Bargaining Update

Special In-Camera Meeting – January 10, 2022

Trustees: Jared Mumford, Carin Bondar, Darrell Furgason, Heather Maahs

Recused: Willow Reichelt, David Swankey

Absent: Barry Neufeld

Staff: Rohan Arul-pragasam, Mark Friesen, Tamara Ilersich, Talana McInally

1. BCPSEA Survey

Learning Session – January 4, 2022

Trustees: Jared Mumford, Willow Reichelt, Carin Bondar, Darrell Furgason, Heather Maahs, Barry Neufeld, David Swankey

Staff: Rohan Arul-pragasam, Gerry Slykhuis, Kirk Savage, Paula Jordan, Mark Friesen, David Manuel, Allan Van Tassel, Talana McInally

1. Amended Budget
2. EPAC Policies