



**THE BOARD OF EDUCATION  
School District #33 (Chilliwack)  
Regular Public Board Meeting  
(Live Streamed and Recorded)**

**AGENDA**

**January 23, 2024**

**5:30 pm**

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- 1. CALL TO ORDER – School District Office**
  - 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. Reading and Approval of the Minutes  
(THAT the minutes of the December 5, 2023 Special Regular (Elections) and Regular Board Meetings be approved as circulated.)
- 2. INFORMATION ITEMS**
  - 2.1. Budget Advisory Committee Report
  - 2.2. Trustee Written Reports
  - 2.3. BCSTA Report
- 3. PUBLIC PARTICIPATION – COMMENTS/QUESTIONS CONCERNING THE AGENDA**
- 4. ACTION ITEMS**
  - 4.1. 2023-2024 Amended Annual Budget – 1<sup>st</sup> Reading
  - 4.2. Policy 520 – Public Interest Disclosures (Amendment)
- 5. MEETING SUMMARIES**
- 6. PUBLIC PARTICIPATION – COMMENTS/QUESTIONS CONCERNING THE AGENDA**
- 7. SUPERINTENDENT’S UPDATE**

## **8. ADJOURNMENT**

8.1. Next Board of Education Meeting: February 13, 2024 at 5:30pm



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

**Date of Meeting:** Tuesday, December 5, 2023

**Location:** School District Office

**Members Present:**

Chair	Willow Reichelt
Vice-Chair	Carin Bondar
Trustee	Heather Maahs
Trustee	Richard Procee
Trustee	Margaret Reid
Trustee	David Swankey
Trustee	Teri Westerby

**Staff Present:**

Superintendent	Rohan Arul-pragasam
Secretary Treasurer	Simone Sangster
Assistant Superintendent	Paula Jordan
Assistant Superintendent	Kirk Savage
Assistant Superintendent	Dave Manuel
Assistant Director of HR	Rachael Green
Executive Assistant	Talana McNally

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**1. CALL TO ORDER - School District Office**

**Call To Order**

Secretary Treasurer Simone Sangster called the meeting to order at 5:00 p.m. –  
**Welcome and Acknowledgment of Traditional Territory**

**1.1. Adoption of the Agenda**

**227.23** Moved by: Trustee Westerby  
Seconded by: Trustee Reichelt

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

Trustee Swankey was nominated by Trustee Procee for the position of Board Chair. Trustee Swankey declined the nomination.

There were no further nominations.

Trustee Reichelt was acclaimed as Board Chair.

**2.2. Election of Board Vice Chair**

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

Trustee Bondar was nominated by Trustee Westerby for the position of Board Vice Chair. Trustee Bondar accepted the nomination.

Trustee Swankey was nominated by Trustee Procee for the position of Board Vice Chair. Trustee Swankey declined the nomination.

There were no further nominations.

Trustee Bondar was acclaimed as Vice Chair.

**2.3. Election of BCPSEA Representative and Alternate**

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

Trustee Swankey was nominated by Trustee Procee for the position of BCPSEA Representative. Trustee Swankey declined; he declared a conflict of interest.

Trustee Westerby was nominated by Trustee Reid for the position of BCPSEA Representative. Trustee Westerby accepted the nomination.

There were no further nominations.

Trustee Westerby was acclaimed as BCPSEA Representative.

Trustee Bondar was nominated by Trustee Westerby for the position of BCPSEA Representative Alternate. Trustee Bondar declined; she declared a conflict of interest.

Trustee Procee was nominated by Trustee Reichelt for the position of BCPSEA Representative Alternate. Trustee Procee accepted the nomination.

There were no further nominations.

Trustee Procee was acclaimed as BCPSEA Representative Alternate.

**2.4. Election of BCSTA Provincial Councilor and Alternate**

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

Trustee Reid was nominated by Trustee Westerby for the position of BCSTA Provincial Councilor. Trustee Reid accepted the nomination.

There were no further nominations.

Trustee Reid was acclaimed as BCSTA Provincial Councilor.

Trustee Swankey was nominated by Trustee Westerby for the position of BCSTA Provincial Councilor Alternate. Trustee Swankey declined the nomination.

Trustee Reichelt was nominated by Trustee Westerby for the position of BCSTA Provincial Councilor Alternate. Trustee Reichelt declined the nomination.

Trustee Procee was nominated by Trustee Reichelt for the position of BCSTA Provincial Councilor Alternate. Trustee Procee accepted the nomination.

There were no further nominations.

Trustee Procee was acclaimed as the BCSTA Provincial Councilor Alternate.

3. **MOTION TO DESTROY BALLOTS**

No ballots were required for the elections.

4. **ADJOURNMENT**

The meeting adjourned at 5:09 p.m.

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Secretary Treasurer



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

**Date of Meeting:** Tuesday, December 5, 2023

**Location:** School District Office

**Members Present:**

Chair	Willow Reichelt
Vice-Chair	Carin Bondar
Trustee	Heather Maahs
Trustee	Richard Procee
Trustee	Margaret Reid
Trustee	David Swankey
Trustee	Teri Westerby

**Staff Present:**

Superintendent	Rohan Arul-pragasam
Secretary Treasurer	Simone Sangster
Assistant Superintendent	Paula Jordan
Assistant Superintendent	Kirk Savage
Assistant Superintendent	Dave Manuel
Assistant Director of HR	Rachael Green
Executive Assistant	Talana McInally

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**1. CALL TO ORDER**

**1.1. Call to Order**

The Board Chair called the meeting to order at 5:31 p.m. – **Welcome, Acknowledgment of Traditional Territory and Diversity Statement**

**1.2. Adoption of the Agenda**

**228.23** Moved by: Trustee Westerby  
Seconded by: Trustee Reid

THAT the agenda be adopted as circulated.

**CARRIED**

**1.3. Approval of the Minutes**

**229.23** Moved by: Trustee Swankey  
Seconded by: Trustee Westerby

THAT the minutes of the November 7, 2023 Regular Board Meeting be approved as circulated.

**CARRIED**

**2. PRESENTATIONS**

**2.1. Delegation Presentation: Project AIM**

Project AIM delivered a presentation on how including education around menstruation and menstrual equity along with barrier-free access to menstrual products contributes to reducing the stigma around menstruation.

**2.2. Strategic Plan Presentation: 90-Day Cycle Update**

The senior leadership team provided an update on the 90-Day Cycle as part of a continuous improvement cycle and progress updates in reference to Strategic Plan goals.

**3. INFORMATION ITEMS**

**3.1. Board Performance Review Report**

The Chair provided a report on the Board's Annual Performance Review.

**3.2. Trustee Written Reports**

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

**3.3. BCSTA Report**

Trustee Reid provided an update on matters related to the BCSTA.

**4. PUBLIC PARTICIPATION – COMMENTS/QUESTIONS CONCERNING THE AGENDA**

- Bylaw 5 Amendment
- Board Performance Review
- Policy Repeals

Meeting Recessed at 6:14 pm  
Meeting called back to order at 6:25 pm

**5. ACTION ITEMS**

**5.1. 2024 – 2027 Three Year School Calendar**

Trustee Swankey and Trustee Reichelt acknowledged their conflict of interested and left the room for this item at 6:26 pm. Vice Chair Bondar assumed the Chair position.

**230.23** Moved by: Trustee Westerby  
Seconded by: Trustee Reid

THAT the Board of Education approve the 2024-2027 Three Year School Calendar as presented.

**CARRIED**

Trustee Swankey and Trustee Reichelt returned to the meeting at 6:32 pm. Chair Reichelt resumed as Chair.

**5.2. Bylaw 5 – Board Meeting Procedures (Revised), Withdrawal Request**

The following motion was referred from the November 7, 2023 Regular Meeting.

**231.23** Moved by: Trustee Bondar  
Seconded by: Trustee Westerby

THAT the Board approve first reading of Bylaw 5 – Board Meeting Procedures (REVISED).

**NO VOTE**

Trustee Bondar requested permission to Withdraw this motion and received consensus.

**5.3. Policy 161 – Education Policy Advisory Committee**

**232.23** Moved by: Trustee Reid  
Seconded by: Trustee Bondar

THAT the Board of Education amend Policy 161 – Education Policy Advisory Committee as presented.

**CARRIED**

**5.4. Policy Renovation Project – Policies to be Repealed**

**5.4.1. Policy 524 – Physical Restraint and Seclusion of Students in School Settings**

**233.23** Moved by: Trustee Westerby  
Seconded by: Trustee Bondar

THAT the Board of Education repeal Policy 524 Physical Restraint and Seclusion of Students in School Settings.

**CARRIED**

For: Bondar, Procee, Reichelt, Reid, Swankey, Westerby  
Opposed: Maahs

**5.4.2. Policy 704 – Violence Prevention**

**234.23** Moved by: Trustee Bondar  
Seconded by: Trustee Westerby

THAT the Board of Education repeal Policy 704 Violence Prevention.

**CARRIED**

For: Bondar, Procee, Reichelt, Reid, Swankey, Westerby  
Opposed: Maahs

**5.4.3. Policy 716 – Video Surveillance**

**235.23** Moved by: Trustee Bondar  
Seconded by: Trustee Westerby

THAT the Board of Education repeal Policy 704 Video Surveillance.

**CARRIED**

**For: Bondar, Procee, Reichelt, Reid, Swankey, Westerby**

**Opposed: Maahs**

**6. MEETING SUMMARIES**

Meeting summaries were provided listing In-Camera and/or Special In-Camera and Learning Session items since the last Regular Public Board Meeting.

**7. PUBLIC PARTICIPATION – COMMENTS/QUESTIONS CONCERNING AGENDA ITEMS**

- Thank you for Withdrawing Bylaw 5 Amendment motion

**8. SUPERINTENDENT’S REPORT**

The Superintendent provided an update on key items and events in the district since the last public board meeting.

**9. ADJOURNMENT**

The meeting was adjourned at 7:19 p.m.

**9.1. Next Board of Education Meeting Date**

**Tuesday, January 23, 2024  
5:30 p.m.  
School District Office**

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Secretary-Treasurer

## BOARD OF EDUCATION

### INFORMATION REPORT

**DATE:** January 23, 2024  
**TO:** Board of Education  
**FROM:** David Swankey, Budget Advisory Committee Chair  
**RE:** **BUDGET ADVISORY COMMITTEE REPORT**

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The Budget Advisory Committee met on January 11, 2024 and received a presentation on the district's 2023-24 Amended Annual Budget. The committee provided feedback on the draft amended budget. The amended budget will be shared during agenda item 4.1: 2023-24 Amended Annual Budget – 1<sup>st</sup> Reading at tonight's meeting.

The draft minutes of the Budget Advisory Committee meeting are attached for information.

# Minutes



## REPORT OF THE BUDGET ADVISORY COMMITTEE

Meeting Held Thursday, January 11, 2024 – 4:00 p.m.

School District Office

### Attendance:

Committee Members:	David Swankey Heather Maahs Reid Clark Tracey O'Hara Nicole Driscoll Jessica Clarke Niki Wiens Melissa Zhang	Trustee (Chair) Trustee CTA CUPE CPVPA DPAC Management Group Student Rep – SSS
Staff:	Rohan Arul-pragasam Simone Sangster Mark Friesen Kevin Josephson Talana McInally	Superintendent Secretary Treasurer Assistant Secretary Treasurer Manager of Financial Reporting and Analytics Executive Assistant (Recorder)
Regrets:	Jenna Kaplan	Student Rep – GWG
Absent:	Richard Procee Bulvant Singh Scarlett Mahadeo Jasper Oberst	Trustee Community Rep Student Rep – CSS Student Rep – Imagine High

### 1. Call to Order

Chair Swankey called the meeting to order at 4:04 p.m. – Welcome and Indigenous Land Acknowledgement.

### 2. Approval of Agenda

The Agenda was approved by unanimous consent.

### 3. Approval of Minutes

The Agenda of the October 26, 2023 meeting were approved by unanimous consent.

4. **Review of Budget Cycle and Key Dates for the Amended Budget**

A comprehensive review of the committee’s purpose in connection with the amended annual budget was presented, accompanied by details concerning the budget cycle and key dates of the amended budget process.

5. **Review of 2023-24 Amended Annual Budget**

The Assistant Secretary Treasurer provided an overview of the key changes to the amended budget from changes enrolment and revenue. Special purpose revenue includes an approved substantial increase to the district’s Classroom Enhancement Fund, which decreases teacher costs in the operating fund.

The Secretary Treasurer discussed how the positive overall operating budget variance will help to meet the district’s surplus policy of maintaining a contingency reserve of 3.5% of annual operating expenses, and support the Strategic Plan’s identified areas of need. An overview of the areas of need and proposed investments was provided and discussed. The budget committee provided feedback and the chair offered for members to send emails to staff and the Board for consideration before the final reading of the budget in February.

The 2023-24 Amended Budget will be presented to the Board of Education on January 23, 2024 for first reading.

6. **Adjournment**

The meeting was adjourned 5:43 p.m.

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# TRUSTEE REPORT

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Trustee: BONDAR

Report Date: January 16, 2024

## 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.*

- Dec 4 – Chair – Vice Chair weekly meeting
- Dec 5 – Monthly Board Meetings
- Dec 7 – McCammon Christmas Lunch
- Dec 11 – Chair – Vice Chair weekly meeting
- Dec 12 – Indigenous Advisory Committee Meeting
- Dec 12 – Unsworth School Christmas Concert
- Dec 12 – Special In-Camera Meeting
- Dec 12 - Mémiyelhtel Annual Christmas Dinner
- Dec 18 – Chair – Vice Chair weekly meeting
- Jan 8 – Chair – Vice Chair weekly meeting
- Jan 9 – Indigenous Advisory Committee Meeting
- Jan 9 – Board office meeting – brainstorming pseudoscience discussion
- Jan 9 – Lunch meeting with Ministry of Education and Child Care
- Jan 12 – Celebrate STEM event (poster below), UFV Chilliwack
- Jan 15 – Chair – Vice Chair weekly meeting
- Jan 18 – Science Fair Judging, CSS
- Jan 22 – Chair – Vice Chair weekly meeting
- Jan 23 – Monthly Board Meetings

## UPCOMING EVENTS OF INTEREST TO THE BOARD

- I am currently working with music and film teachers at CSS, GWG and SSS on a music video for the 2024 grad class. This video will feature grads from all 4 schools and will be a fun celebration of District 33.

# TRUSTEE REPORT

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Trustee: Willow Reichelt

Report Date: January 17<sup>th</sup>, 2024

## KEY ACTIVITIES SINCE LAST BOARD MEETING

Since the last board meeting, I have not attended any committees or events that were not also attended by many/most other trustees.

Every week (except over the holidays), I attend the Chair/Vice Chair Meeting with the superintendent, secretary treasurer, vice chair and executive assistant. We work on the agendas for the public and in-camera meetings and make sure that we spread work out in a logical way throughout the year. We also discuss questions that may have come up in trustees' emails and discuss whether there may be a need for a learning session on a given topic. I usually have several follow-up calls or emails throughout the week to clarify an agenda item, or to add things to the CVC agenda for the following week for discussion.

It's important for all trustees to feel empowered to bring forward ideas that are important to them. If you see an issue that you'd like to address and aren't sure how to bring it to the table, just ask.

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# TRUSTEE REPORT

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Trustee: Margaret Reid

Report Date: January 17th

## 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.*

- McCammon Elementary Christmas Breakfast – Dec 7<sup>th</sup>
- Board Learning Session – Dec 12<sup>th</sup>
- Sqwa First Nation Christmas Dinner – Dec 12<sup>th</sup>
- Chilliwack Middle School- Winter Band Concert Dec 14<sup>th</sup>
- Partner Meeting – MCFD – Jan 9<sup>th</sup>
- FNEESC Virtual Regional conference – Jan 11<sup>th</sup>
- Financial Resource Management Orientation (BCSTA) – Jan 11<sup>th</sup>
- Indigenous Tools For Living Course kick off – Jan 15<sup>th</sup>
- Board Learning Session – Jan 16<sup>th</sup>
- CHC Partner Meeting – Jan 23<sup>rd</sup>

## UPCOMING EVENTS OF INTEREST TO THE BOARD

- DPAC Meeting – Jan 25<sup>th</sup>
- BCSTA Leadership Series – Jan 27<sup>th</sup>
- BCSTA FV Branch meeting – Jan 29<sup>th</sup>
- CYC Meeting – February 6<sup>th</sup>
- BCSTA Provincial council – Feb 24<sup>th</sup>
- CHC Information and Networking Event – Feb 27<sup>th</sup>
- BCSTA AGM – April 18- 21<sup>st</sup>

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# TRUSTEE REPORT

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Trustee: David Swankey

Report Date: January 17<sup>th</sup>, 2024

## 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.*

- Dec 1<sup>st</sup>-2<sup>nd</sup> – Attended 27<sup>th</sup> Annual FNEESC Education Conference
  - <http://www.fnesc.ca/conference/>
- Dec 5<sup>th</sup> – Chaired BCSTA Legislative Committee Mtg
- Dec 12<sup>th</sup> – Participated in Board Learning Session
  - <https://sd33.bc.ca/board-strategic-learning-sessions-2023-2024>
- Dec 12<sup>th</sup> – Attended Special In-Camera Mtg of the Board of Education
- Dec 12<sup>th</sup> – Attended Christmas Concert at Leary Elementary
- Dec 14<sup>th</sup> – Participated in MCFD Symposium Speaker Series
  - <https://engage.gov.bc.ca/children-youth-support-needs/symposium/>
- Dec 19<sup>th</sup> – Attended Imagine Secondary School Deep Dive
  - Participated in Toddler Café
  - Attended Wiggles Tribute performance by IIAT students.
- Dec 21<sup>st</sup> – Attended Christmas Concert at Central Elementary
- Jan 9<sup>th</sup> – Participated in Board/MCFD Meeting discussing children/youth mental health and wellness
- Jan 9<sup>th</sup> – Attended Board Authority Authorized (BAA) Committee mtg as board liaison
  - Committee will reconvene in February
- Jan 10<sup>th</sup> – Chaired BCSTA Bylaw Review Committee Mtg
- Jan 11<sup>th</sup> – Chaired District Budget Advisory Committee Mtg
- Jan 11<sup>th</sup> – Attended BCSTA Learning Series – Financial and Resource Management
- Jan 16<sup>th</sup> – Participated in Board Learning Session
  - <https://sd33.bc.ca/board-strategic-learning-sessions-2023-2024>

## UPCOMING EVENTS OF INTEREST TO THE BOARD

- Jan 27<sup>th</sup> – FV Branch is hosting a BCSTA facilitated full-day Learning Session in Chilliwack
  - Working agenda includes presentations from FNEESC, MoECC & RCYBC
  - Registration is now open
- Jan 29<sup>th</sup> – BCSTA Fraser Valley Branch AGM in Maple Ridge
  - Registration is now open and nominations for elections are being received
- Feb 7<sup>th</sup>-8<sup>th</sup> – 3<sup>rd</sup> Annual Canadian Health and Wellbeing in Developmental Disabilities Conference
  - <https://www.healthandwellbeingindd.ca/?fbclid=IwAR2ln7xKUzp1r1noA5N-HxycpMEIjkstS4RaEAY2-dKlvhdaSURjNyCGAs>
- Feb 16<sup>th</sup>-17<sup>th</sup> – BCSTA Legislative Committee is convening to prep for AGM 2024
- April 18<sup>th</sup>-21<sup>st</sup> – BCSTA AGM
- Jan-Dec - Xwelítēm Siyáya: Allyship and Reconciliation Building facilitated by UFV
  - <https://www.ufv.ca/peace-and-reconciliation/allyship-building-program/>

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# TRUSTEE REPORT

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Trustee: Teri Westerby

Report Date: January 16<sup>th</sup> 2024

## 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.*

- December 11<sup>th</sup> – Focus Group for Chilliwack Building Youth Futures with the Tamarack Institute
- December 12<sup>th</sup> – Board Learning Session: Human Social Framework; SOGI Strategies
- December 12<sup>th</sup> – Special In Camera Meeting
- December 12<sup>th</sup> – Mémiyelhtel Annual Christmas Dinner
- December 14<sup>th</sup> - Kwíyeqel Secondary School Visit
- December 16<sup>th</sup> – Supported Pet Food Christmas Give-away Extravaganza at GW Graham in partnership with the Chilliwack Free Store Program and United Way of BC
- December 21<sup>st</sup> – All Leaders Breakfast at the Coast Hotel
- January 5<sup>th</sup> – FV BCSTA Branch Nominations Committee meeting
- January 8<sup>th</sup> – Accessibility Committee for Inclusive Education Meeting (ACIE)
- January 12<sup>th</sup> – Lunch Meeting with MCFD at the Board Office
- January 16<sup>th</sup> – Board Learning Session – Harris & Co Presentation RE Human Rights Code

## UPCOMING EVENTS OF INTEREST TO THE BOARD

- BCPSEA Oncore learning opportunities for Trustees for the remainder of the 2023-24 school year:
  - **Professional Boundaries in K-12**
  - **Foundations of diversity, equity, and inclusion**
  - **Investigating employee misconduct**
  - **Webinar: Productive workplace interactions**
  - **Investigating allegations of harassment**
  - **Facilitating difficult conversations**
  - **Grievances, Disputes and the Collective Agreement**
  - **Making the right hire**

## BOARD OF EDUCATION

### INFORMATION REPORT

**DATE:** January 23, 2024  
**TO:** Board of Education  
**FROM:** Margaret Reid, BCSTA Representative  
**RE:** **BCSTA REPORT**

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#### BCSTA Leadership Series

- Jan 27<sup>th</sup> 8am-4pm (Chilliwack Curling Club)
- Registration was encouraged before January 20<sup>th</sup>
- Link and agenda available in email

#### BCSTA Branch AGM

- Jan 29<sup>th</sup> 5:30pm to 9pm (Maple Ridge Secondary)
- Previous Minutes, Proposed Agenda, and Registration link available in email
- Registration was encouraged before January 22<sup>nd</sup> for quorum and accessibility considerations
- Nominations for Branch Exec are still open
  - Reach out to Nomination Team if you are interested
- No motion requests have come through branch for AGM

Provincial Council will be virtual this year and is being held February 24<sup>th</sup>

- Motion deadline is January 24<sup>th</sup>

A reminder that If you have stories or photos that highlight important information or events happening in your district, send them to [media@bcsta.org](mailto:media@bcsta.org) so that we can amplify your district's success stories.

Capital Planning and Accountability (new) and Financial & Resource Management (updated) are available on the Portal

BCSTA Working groups and committees continue to meet - meeting dates, deadlines and more on the K-12 Partners Calendar on the Portal

#### Additional Important dates:

- February PC motions: **January 24**
- AGM extraordinary motions: **February 8**
- AGM substantive motions: **February 16**

## BOARD OF EDUCATION

### DECISION REPORT

**DATE:** January 23, 2024  
**TO:** Board of Education  
**FROM:** Simone Sangster, Secretary Treasurer  
**RE:** **2023-2024 AMENDED ANNUAL BUDGET – 1<sup>st</sup> READING**

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The Secretary Treasurer will present the 2023-2024 Amended Annual Budget for Board consideration and approval. Under district Bylaw, the budget requires three readings. The amended budget must be approved and submitted to the Province by February 28, 2024; therefore, the Board's three readings must be completed by that date so that the amended budget can be filed with the Ministry by the deadline. This meeting represents at least the first reading.

The Amended Budget was presented for review and input to the board at the January 11<sup>th</sup> Budget Advisory Committee meeting and to the Board at the January 16<sup>th</sup> Board Learning Session.

#### **RECOMMENDATION:**

THAT the Board of Education approve the first reading of 2023-2024 Amended Annual Budget Bylaw per below:

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 2023/2024 pursuant to section 113 of the School Act , R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act ").

1. The Board has complied with the provisions of the Act , Ministerial Orders, and Ministry of Education and Child Care Policies respecting the 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 2023/2024.
3. The attached Statement 2 showing the estimated revenue and expense for the 2023/2024 fiscal year and the total budget bylaw amount of **\$227,126,284** for the 2023/2024 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 2023/2024.

Amended Annual Budget

**School District No. 33 (Chilliwack)**

June 30, 2024

DRAFT

# School District No. 33 (Chilliwack)

June 30, 2024

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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 2023/2024 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. The Board has complied with the provisions of the *Act*, Ministerial Orders, and Ministry of Education and Child Care Policies respecting the 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 2023/2024.
3. The attached Statement 2 showing the estimated revenue and expense for the 2023/2024 fiscal year and the total budget bylaw amount of \$227,126,284 for the 2023/2024 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 2023/2024.

READ A FIRST TIME THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024;

READ A SECOND TIME THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024;

READ A THIRD TIME, PASSED AND ADOPTED THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024;

( Corporate Seal )

\_\_\_\_\_  
Chairperson of the Board

\_\_\_\_\_  
Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 33 (Chilliwack) Amended Annual Budget Bylaw 2023/2024, adopted by the Board the \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

\_\_\_\_\_  
Secretary Treasurer

# School District No. 33 (Chilliwack)

Statement 2

Amended Annual Budget - Revenue and Expense  
Year Ended June 30, 2024

	2024 Amended Annual Budget	2024 Annual Budget
<b>Ministry Operating Grant Funded FTE's</b>		
School-Age	15,317,500	14,983,700
Adult	20,500	20,000
Other	98,880	90,625
<b>Total Ministry Operating Grant Funded FTE's</b>	<b>15,436,880</b>	<b>15,094,325</b>
<b>Revenues</b>	\$	\$
Provincial Grants		
Ministry of Education and Child Care	204,752,428	188,947,217
Other	304,163	200,000
Tuition	2,020,000	2,170,000
Other Revenue	7,001,612	6,197,551
Rentals and Leases	150,000	250,000
Investment Income	1,230,000	1,215,000
Amortization of Deferred Capital Revenue	9,842,649	9,909,668
<b>Total Revenue</b>	<b>225,300,852</b>	<b>208,889,436</b>
<b>Expenses</b>		
Instruction	182,617,211	172,346,985
District Administration	5,864,322	5,225,136
Operations and Maintenance	31,657,060	30,185,595
Transportation and Housing	5,445,036	5,115,044
<b>Total Expense</b>	<b>225,583,629</b>	<b>212,872,760</b>
<b>Net Revenue (Expense)</b>	<b>(282,777)</b>	<b>(3,983,324)</b>
<b>Budgeted Allocation (Retirement) of Surplus (Deficit)</b>	<b>536,461</b>	<b>3,003,305</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>253,684</b>	<b>(980,019)</b>
<b>Budgeted Surplus (Deficit), for the year comprised of:</b>		
Operating Fund Surplus (Deficit)	619,292	
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(365,608)	(980,019)
<b>Budgeted Surplus (Deficit), for the year</b>	<b>253,684</b>	<b>(980,019)</b>

# School District No. 33 (Chilliwack)

Amended Annual Budget - Revenue and Expense  
Year Ended June 30, 2024

	2024 Amended Annual Budget	2024 Annual Budget
<b>Budget Bylaw Amount</b>		
Operating - Total Expense	181,921,516	179,796,583
Special Purpose Funds - Total Expense	29,571,064	19,484,878
Capital Fund - Total Expense	14,091,049	13,591,299
Capital Fund - Tangible Capital Assets Purchased from Local Capital	1,542,655	300,000
<b>Total Budget Bylaw Amount</b>	<b>227,126,284</b>	<b>213,172,760</b>

## Approved by the Board

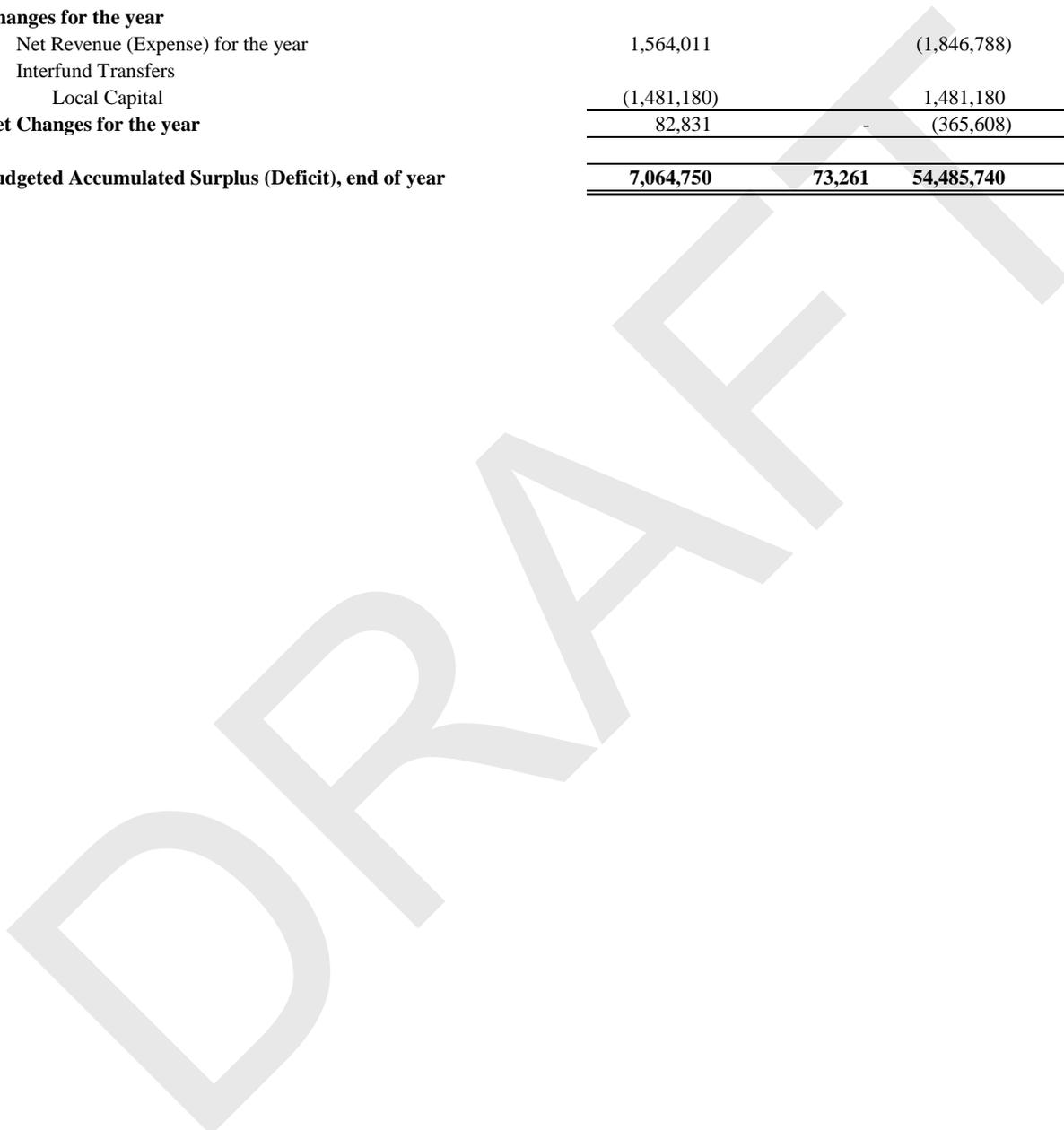
Signature of the Chairperson of the Board of Education	Date Signed
<b>DRAFT</b>	
Signature of the Superintendent	Date Signed
<b>DRAFT</b>	
Signature of the Secretary/Treasurer	Date Signed
<b>DRAFT</b>	



# School District No. 33 (Chilliwack)

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund  
 Year Ended June 30, 2024

	Operating Fund	Special Purpose Fund	Capital Fund	2024 Amended Annual Budget
	\$	\$	\$	\$
<b>Accumulated Surplus (Deficit), beginning of year</b>	6,981,919	73,261	54,851,348	<b>61,906,528</b>
<b>Changes for the year</b>				
Net Revenue (Expense) for the year	1,564,011		(1,846,788)	<b>(282,777)</b>
Interfund Transfers				
Local Capital	(1,481,180)		1,481,180	-
<b>Net Changes for the year</b>	<u>82,831</u>	<u>-</u>	<u>(365,608)</u>	<u><b>(282,777)</b></u>
<b>Budgeted Accumulated Surplus (Deficit), end of year</b>	<u><b>7,064,750</b></u>	<u><b>73,261</b></u>	<u><b>54,485,740</b></u>	<u><b>61,623,751</b></u>



# School District No. 33 (Chilliwack)

Amended Annual Budget - Operating Revenue and Expense  
Year Ended June 30, 2024

	2024 Amended Annual Budget	2024 Annual Budget
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education and Child Care	176,561,015	170,085,727
Other	200,000	200,000
Tuition	2,020,000	2,170,000
Other Revenue	3,374,512	3,207,551
Rentals and Leases	150,000	250,000
Investment Income	1,180,000	1,180,000
<b>Total Revenue</b>	<b>183,485,527</b>	<b>177,093,278</b>
<b>Expenses</b>		
Instruction	154,077,786	153,318,724
District Administration	5,864,322	5,225,136
Operations and Maintenance	17,390,871	16,914,547
Transportation and Housing	4,588,537	4,338,176
<b>Total Expense</b>	<b>181,921,516</b>	<b>179,796,583</b>
<b>Net Revenue (Expense)</b>	<b>1,564,011</b>	<b>(2,703,305)</b>
<b>Budgeted Prior Year Surplus Appropriation</b>	<b>536,461</b>	<b>3,003,305</b>
<b>Net Transfers (to) from other funds</b>		
Local Capital	(1,481,180)	(300,000)
<b>Total Net Transfers</b>	<b>(1,481,180)</b>	<b>(300,000)</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>619,292</b>	<b>-</b>

# School District No. 33 (Chilliwack)

Amended Annual Budget - Schedule of Operating Revenue by Source  
 Year Ended June 30, 2024

	2024 Amended Annual Budget	2024 Annual Budget
	\$	\$
<b>Provincial Grants - Ministry of Education and Child Care</b>		
Operating Grant, Ministry of Education and Child Care	174,468,587	168,730,453
ISC/LEA Recovery	(2,791,232)	(2,640,377)
Other Ministry of Education and Child Care Grants		
Pay Equity	864,624	864,624
Funding for Graduated Adults	5,000	5,000
Student Transportation Fund	329,456	329,456
Support Staff Benefits Grant	216,448	220,285
FSA Scorer Grant	14,329	14,329
Labour Settlement Funding	2,953,803	2,058,917
February supplemental special education enrolment	500,000	503,040
<b>Total Provincial Grants - Ministry of Education and Child Care</b>	<b>176,561,015</b>	<b>170,085,727</b>
<b>Provincial Grants - Other</b>	<b>200,000</b>	<b>200,000</b>
<b>Tuition</b>		
International and Out of Province Students	2,020,000	2,170,000
<b>Total Tuition</b>	<b>2,020,000</b>	<b>2,170,000</b>
<b>Other Revenues</b>		
Funding from First Nations	2,791,232	2,640,377
Miscellaneous		
Bus Fees	370,000	353,894
Energy Program	30,000	30,000
Other Miscellaneous	183,280	183,280
<b>Total Other Revenue</b>	<b>3,374,512</b>	<b>3,207,551</b>
<b>Rentals and Leases</b>	<b>150,000</b>	<b>250,000</b>
<b>Investment Income</b>	<b>1,180,000</b>	<b>1,180,000</b>
<b>Total Operating Revenue</b>	<b>183,485,527</b>	<b>177,093,278</b>

# School District No. 33 (Chilliwack)

Amended Annual Budget - Schedule of Operating Expense by Object  
Year Ended June 30, 2024

	2024 Amended Annual Budget	2024 Annual Budget
	\$	\$
<b>Salaries</b>		
Teachers	73,956,665	77,158,117
Principals and Vice Principals	9,887,132	9,654,663
Educational Assistants	16,975,830	16,885,671
Support Staff	16,518,611	16,220,419
Other Professionals	4,231,309	3,946,286
Substitutes	8,253,103	6,892,178
<b>Total Salaries</b>	<b>129,822,650</b>	<b>130,757,334</b>
<b>Employee Benefits</b>	<b>32,289,218</b>	<b>31,873,105</b>
<b>Total Salaries and Benefits</b>	<b>162,111,868</b>	<b>162,630,439</b>
<b>Services and Supplies</b>		
Services	5,170,206	4,515,399
Student Transportation	104,800	33,000
Professional Development and Travel	1,406,460	1,222,860
Rentals and Leases	25,000	25,000
Dues and Fees	271,331	268,433
Insurance	360,757	353,849
Supplies	9,841,594	8,227,603
Utilities	2,629,500	2,520,000
<b>Total Services and Supplies</b>	<b>19,809,648</b>	<b>17,166,144</b>
<b>Total Operating Expense</b>	<b>181,921,516</b>	<b>179,796,583</b>

# School District No. 33 (Chilliwack)

Amended Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2024

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>							
1.02 Regular Instruction	60,439,347	609,222	-	771,167	-	6,064,132	67,883,868
1.03 Career Programs	-	-	-	927,643	-	548	928,191
1.07 Library Services	1,752,353	81,423	-	26,339	-	55,244	1,915,359
1.08 Counselling	2,641,998	-	-	-	-	24,274	2,666,272
1.10 Special Education	6,840,843	1,192,272	15,483,263	525,022	-	1,097,165	25,138,565
1.30 English Language Learning	670,770	-	-	-	-	6,660	677,430
1.31 Indigenous Education	1,366,942	-	1,466,182	-	122,916	181,184	3,137,224
1.41 School Administration	-	7,713,417	-	2,823,685	421,715	136,497	11,095,314
1.60 Summer School	145,631	-	26,385	-	-	-	172,016
1.61 Continuing Education	-	-	-	-	-	-	-
1.62 International and Out of Province Students	98,781	145,399	-	54,219	50,958	-	349,357
1.64 Other	-	-	-	85,200	-	-	85,200
<b>Total Function 1</b>	<b>73,956,665</b>	<b>9,741,733</b>	<b>16,975,830</b>	<b>5,213,275</b>	<b>595,589</b>	<b>7,565,704</b>	<b>114,048,796</b>
<b>4 District Administration</b>							
4.11 Educational Administration	-	-	-	-	1,026,966	-	1,026,966
4.40 School District Governance	-	-	-	-	178,677	-	178,677
4.41 Business Administration	-	145,399	-	731,739	1,573,623	733	2,451,494
<b>Total Function 4</b>	<b>-</b>	<b>145,399</b>	<b>-</b>	<b>731,739</b>	<b>2,779,266</b>	<b>733</b>	<b>3,657,137</b>
<b>5 Operations and Maintenance</b>							
5.20 Early Learning and Child Care	-	-	-	-	-	-	-
5.41 Operations and Maintenance Administration	-	-	-	105,343	610,501	469,078	1,184,922
5.50 Maintenance Operations	-	-	-	7,321,493	-	32,637	7,354,130
5.52 Maintenance of Grounds	-	-	-	978,875	-	-	978,875
5.56 Utilities	-	-	-	-	-	-	-
<b>Total Function 5</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>8,405,711</b>	<b>610,501</b>	<b>501,715</b>	<b>9,517,927</b>
<b>7 Transportation and Housing</b>							
7.41 Transportation and Housing Administration	-	-	-	233,427	245,953	-	479,380
7.70 Student Transportation	-	-	-	1,934,459	-	184,951	2,119,410
<b>Total Function 7</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,167,886</b>	<b>245,953</b>	<b>184,951</b>	<b>2,598,790</b>
<b>9 Debt Services</b>							
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>73,956,665</b>	<b>9,887,132</b>	<b>16,975,830</b>	<b>16,518,611</b>	<b>4,231,309</b>	<b>8,253,103</b>	<b>129,822,650</b>

# School District No. 33 (Chilliwack)

Amended Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2024

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2024 Amended Annual Budget	2024 Annual Budget
	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>						
1.02 Regular Instruction	67,883,868	16,515,573	84,399,441	8,270,952	92,670,393	90,987,238
1.03 Career Programs	928,191	267,254	1,195,445	354,583	1,550,028	1,608,722
1.07 Library Services	1,915,359	471,082	2,386,441	150,448	2,536,889	2,937,704
1.08 Counselling	2,666,272	659,557	3,325,829		3,325,829	2,877,092
1.10 Special Education	25,138,565	6,738,586	31,877,151	986,580	32,863,731	33,554,085
1.30 English Language Learning	677,430	167,794	845,224	21,610	866,834	1,585,788
1.31 Indigenous Education	3,137,224	819,706	3,956,930	1,075,620	5,032,550	5,058,842
1.41 School Administration	11,095,314	2,576,859	13,672,173	143,892	13,816,065	13,662,385
1.60 Summer School	172,016	41,148	213,164	7,000	220,164	9,000
1.61 Continuing Education	-	-	-	5,750	5,750	2,250
1.62 International and Out of Province Students	349,357	82,276	431,633	597,925	1,029,558	875,039
1.64 Other	85,200	23,305	108,505	51,490	159,995	160,579
<b>Total Function 1</b>	<b>114,048,796</b>	<b>28,363,140</b>	<b>142,411,936</b>	<b>11,665,850</b>	<b>154,077,786</b>	<b>153,318,724</b>
<b>4 District Administration</b>						
4.11 Educational Administration	1,026,966	197,160	1,224,126	201,360	1,425,486	1,076,932
4.40 School District Governance	178,677	23,930	202,607	164,814	367,421	359,764
4.41 Business Administration	2,451,494	577,614	3,029,108	1,042,307	4,071,415	3,788,440
<b>Total Function 4</b>	<b>3,657,137</b>	<b>798,704</b>	<b>4,455,841</b>	<b>1,408,481</b>	<b>5,864,322</b>	<b>5,225,136</b>
<b>5 Operations and Maintenance</b>						
5.20 Early Learning and Child Care	-	-	-	-	-	-
5.41 Operations and Maintenance Administration	1,184,922	156,161	1,341,083	297,609	1,638,692	1,072,280
5.50 Maintenance Operations	7,354,130	2,013,981	9,368,111	2,126,908	11,495,019	11,666,272
5.52 Maintenance of Grounds	978,875	256,285	1,235,160	392,500	1,627,660	1,655,995
5.56 Utilities	-	-	-	2,629,500	2,629,500	2,520,000
<b>Total Function 5</b>	<b>9,517,927</b>	<b>2,426,427</b>	<b>11,944,354</b>	<b>5,446,517</b>	<b>17,390,871</b>	<b>16,914,547</b>
<b>7 Transportation and Housing</b>						
7.41 Transportation and Housing Administration	479,380	121,052	600,432	114,800	715,232	622,348
7.70 Student Transportation	2,119,410	579,895	2,699,305	1,174,000	3,873,305	3,715,828
<b>Total Function 7</b>	<b>2,598,790</b>	<b>700,947</b>	<b>3,299,737</b>	<b>1,288,800</b>	<b>4,588,537</b>	<b>4,338,176</b>
<b>9 Debt Services</b>						
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>129,822,650</b>	<b>32,289,218</b>	<b>162,111,868</b>	<b>19,809,648</b>	<b>181,921,516</b>	<b>179,796,583</b>

# School District No. 33 (Chilliwack)

Amended Annual Budget - Special Purpose Revenue and Expense  
Year Ended June 30, 2024

	<u>2024 Amended Annual Budget</u>	<u>2024 Annual Budget</u>
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education and Child Care	25,789,801	16,459,878
Other	104,163	
Other Revenue	3,627,100	2,990,000
Investment Income	50,000	35,000
<b>Total Revenue</b>	<u>29,571,064</u>	<u>19,484,878</u>
<b>Expenses</b>		
Instruction	28,539,425	19,028,261
Operations and Maintenance	1,003,953	456,617
Transportation and Housing	27,686	
<b>Total Expense</b>	<u>29,571,064</u>	<u>19,484,878</u>
<b>Budgeted Surplus (Deficit), for the year</b>	<u>-</u>	<u>-</u>

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# School District No. 33 (Chilliwack)

Amended Annual Budget - Changes in Special Purpose Funds  
Year Ended June 30, 2024

	Annual Facility Grant	Learning Improvement Fund	Special Education Equipment	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK
<b>Deferred Revenue, beginning of year</b>	\$ 547,336	\$ 7,219	\$ 2,536	\$ 342,419	\$ 1,278,965	\$ 25,879	52,893	\$ 63,877	\$ 18,910
<b>Add:</b> Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	456,617	638,668				224,000	51,450	317,941	764,105
Provincial Grants - Other				120,000	3,500,000				
Other				10,000	40,000				
Investment Income									
	456,617	638,668	-	130,000	3,540,000	224,000	51,450	317,941	764,105
<b>Less:</b> Allocated to Revenue Recovered	1,003,953	645,887	2,536	130,000	3,540,000	249,879	104,343	381,818	783,015
<b>Deferred Revenue, end of year</b>	-	-	-	<b>342,419</b>	<b>1,278,965</b>	-	-	-	-
<b>Revenues</b>									
Provincial Grants - Ministry of Education and Child Care	1,003,953	645,887	2,536			249,879	104,343	381,818	783,015
Provincial Grants - Other									
Other Revenue				120,000	3,500,000				
Investment Income				10,000	40,000				
	1,003,953	645,887	2,536	130,000	3,540,000	249,879	104,343	381,818	783,015
<b>Expenses</b>									
Salaries									
Teachers									
Principals and Vice Principals									
Educational Assistants		495,883						57,217	576,619
Support Staff						177,498			
Other Professionals									
Substitutes									
	-	495,883	-	-	-	177,498	-	57,217	576,619
Employee Benefits		150,004				46,502		13,734	164,624
Services and Supplies	1,003,953		2,536	130,000	3,540,000	25,879	104,343	310,867	41,772
	1,003,953	645,887	2,536	130,000	3,540,000	249,879	104,343	381,818	783,015
<b>Net Revenue (Expense)</b>	-	-	-	-	-	-	-	-	-

# School District No. 33 (Chilliwack)

Amended Annual Budget - Changes in Special Purpose Funds  
Year Ended June 30, 2024

	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	Seamless Day Kindergarten	Early Childhood Education Dual Credit Program	Student & Family Affordability
<b>Deferred Revenue, beginning of year</b>	\$	\$ 24,231	\$	\$ 299,699	\$ 18,223	\$ 5,439	\$ 37,462	\$ 100,905	\$ 454,562
<b>Add:</b> Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	427,537	19,601,035	306,314		51,000	11,250	55,400		
Provincial Grants - Other									
Other									
Investment Income									
	427,537	19,601,035	306,314	-	51,000	11,250	55,400	-	-
<b>Less:</b> Allocated to Revenue	427,537	19,601,035	306,314	27,686	69,223	16,689	92,862	100,905	454,562
Recovered		24,231		99,223					
<b>Deferred Revenue, end of year</b>	-	-	-	<b>172,790</b>	-	-	-	-	-
<b>Revenues</b>									
Provincial Grants - Ministry of Education and Child Care	427,537	19,601,035	306,314	27,686	69,223	16,689	92,862	100,905	454,562
Provincial Grants - Other									
Other Revenue									
Investment Income									
	427,537	19,601,035	306,314	27,686	69,223	16,689	92,862	100,905	454,562
<b>Expenses</b>									
Salaries									
Teachers		15,808,630							
Principals and Vice Principals									
Educational Assistants							72,548		
Support Staff	73,201								
Other Professionals	12,041								
Substitutes	276,873								
	362,115	15,808,630	-	-	-	-	72,548	-	-
Employee Benefits	22,086	3,792,405					20,314		
Services and Supplies	43,336		306,314	27,686	69,223	16,689		100,905	454,562
	427,537	19,601,035	306,314	27,686	69,223	16,689	92,862	100,905	454,562
<b>Net Revenue (Expense)</b>	-	-	-	-	-	-	-	-	-

# School District No. 33 (Chilliwack)

Amended Annual Budget - Changes in Special Purpose Funds  
Year Ended June 30, 2024

	JUST B4	SEY2KT (Early Years to Kindergarten)	ECL Early Care & Learning	Feeding Futures Fund	Health Career Dual Credit Expansion	After School Sports Initiative	Miscellaneous Grants	TOTAL
<b>Deferred Revenue, beginning of year</b>	\$	\$ 2,731	\$	\$	\$	\$ 38,725	\$ 7,100	\$ 3,329,111
<b>Add:</b> Restricted Grants								
Provincial Grants - Ministry of Education and Child Care	25,000	19,000	175,000	1,249,826	50,000			24,424,143
Provincial Grants - Other						65,438		65,438
Other								3,620,000
Investment Income								50,000
	25,000	19,000	175,000	1,249,826	50,000	65,438	-	28,159,581
<b>Less:</b> Allocated to Revenue	25,000	21,731	175,000	1,249,826	50,000	104,163	7,100	29,571,064
Recovered								123,454
<b>Deferred Revenue, end of year</b>	-	-	-	-	-	-	-	1,794,174
<b>Revenues</b>								
Provincial Grants - Ministry of Education and Child Care	25,000	21,731	175,000	1,249,826	50,000			25,789,801
Provincial Grants - Other						104,163		104,163
Other Revenue							7,100	3,627,100
Investment Income								50,000
	25,000	21,731	175,000	1,249,826	50,000	104,163	7,100	29,571,064
<b>Expenses</b>								
Salaries								
Teachers								15,808,630
Principals and Vice Principals			142,412					142,412
Educational Assistants								1,202,267
Support Staff								250,699
Other Professionals				67,360				79,401
Substitutes								276,873
	-	-	142,412	67,360	-	-	-	17,760,282
Employee Benefits			32,588	15,486				4,257,743
Services and Supplies	25,000	21,731		1,166,980	50,000	104,163	7,100	7,553,039
	25,000	21,731	175,000	1,249,826	50,000	104,163	7,100	29,571,064
<b>Net Revenue (Expense)</b>	-	-	-	-	-	-	-	-

# School District No. 33 (Chilliwack)

Amended Annual Budget - Capital Revenue and Expense  
Year Ended June 30, 2024

	2024 Amended Annual Budget			2024 Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
<b>Revenues</b>				
Provincial Grants				
Ministry of Education and Child Care	2,401,612		2,401,612	2,401,612
Amortization of Deferred Capital Revenue	9,842,649		9,842,649	9,909,668
<b>Total Revenue</b>	<b>12,244,261</b>	<b>-</b>	<b>12,244,261</b>	<b>12,311,280</b>
<b>Expenses</b>				
Operations and Maintenance	2,401,612		2,401,612	2,401,612
Amortization of Tangible Capital Assets				
Operations and Maintenance	10,860,624		10,860,624	10,412,819
Transportation and Housing	828,813		828,813	776,868
<b>Total Expense</b>	<b>14,091,049</b>	<b>-</b>	<b>14,091,049</b>	<b>13,591,299</b>
<b>Net Revenue (Expense)</b>	<b>(1,846,788)</b>	<b>-</b>	<b>(1,846,788)</b>	<b>(1,280,019)</b>
<b>Net Transfers (to) from other funds</b>				
Local Capital		1,481,180	1,481,180	300,000
<b>Total Net Transfers</b>	<b>-</b>	<b>1,481,180</b>	<b>1,481,180</b>	<b>300,000</b>
<b>Other Adjustments to Fund Balances</b>				
Tangible Capital Assets Purchased from Local Capital	1,542,655	(1,542,655)	-	
<b>Total Other Adjustments to Fund Balances</b>	<b>1,542,655</b>	<b>(1,542,655)</b>	<b>-</b>	
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(304,133)</b>	<b>(61,475)</b>	<b>(365,608)</b>	<b>(980,019)</b>



Chilliwack  
School District



# 2023-24 Amended Annual Budget

JANUARY 23, 2024

# Amended Current Year



**Sept 30**  
Student Count



## Oct-Jan

Budgets are reviewed & amended to reflect the Sep 30<sup>th</sup> 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 MoECC by **Feb 29**



Oct

Nov

Dec

Jan

Feb

Mar

Apr

May

June

Jul

## Nov - Feb

Preliminary budget planning begins for the next school year including input from staff and the Board. Budget Advisory Committee advises on Public Budget Presentation.



## Mar - Apr

Budget Assumptions to Budget Advisory Committee, the Board, staff and public for review and input on significant budget contractions and/or expansions.



## May - Jun

Preliminary Budget to the Board of Education for 3 readings.



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



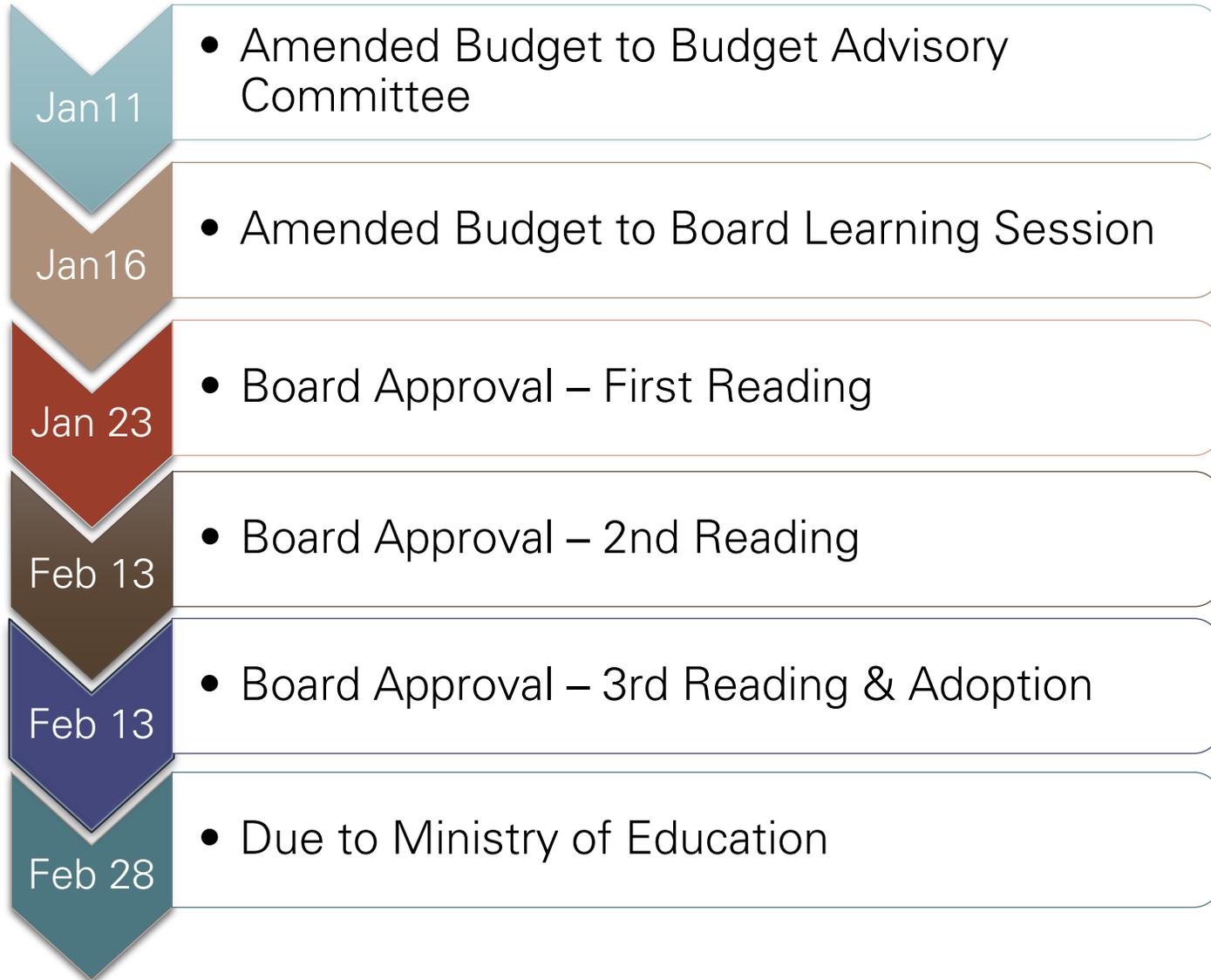
# Annual Budget Next Year

MoECC Next Year Funding Announcement



# Amended Budget 2023/2024

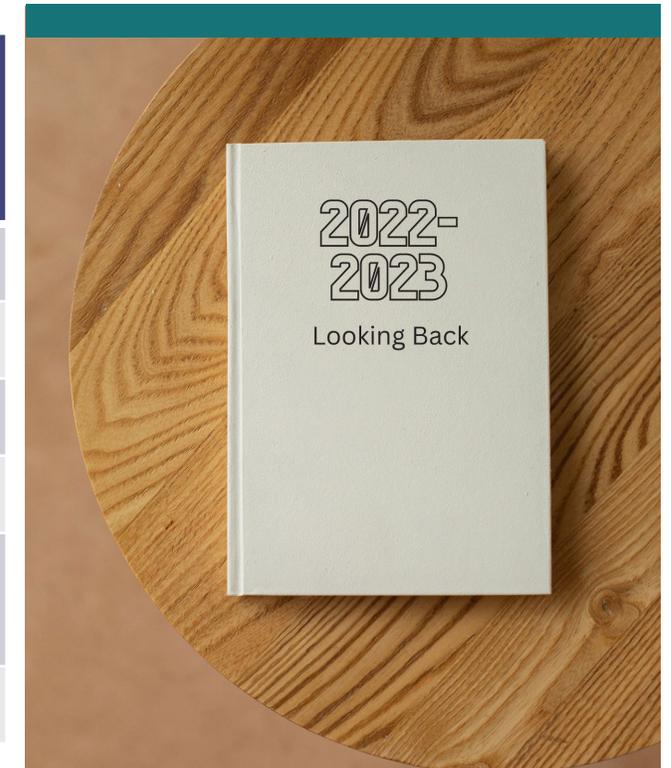
## Key Dates



# WE ENDED 2022-23 BETTER THAN EXPECTED

## Unrestricted Operating Surplus

\$'000's (thousands)	2022-23 Budget Projection	2022-23 Final	Change over 2023-24 Budget opening
Opening balance	3,568	3,568	
Revenue	164,539	165,587	
Expenses	(164,312)	(163,861)	
Transfers	1,045	663	
Net closing balance	4,840	5,957	+1,117
Policy Percentage	2.95%	3.63%	+0.68%



# SEPTEMBER 2023 ENROLMENT IS HIGHER THAN BUDGETED

	2022-23 February count	2023-24 Budget Projection	2023-24 Sept. count	2023-24 Count vs Proj.
K-12 enrolment	14,566.0000	14,800.7000	15,157.5000	+356.8000
Alternate	183.1250	183.0000	160.0000	-23.0000
Total K-12 school aged	14,749.1250	14,983.7000	15,317.5000	+333.8000
Other categories of students:				
Special Needs – Level 1	12	12	11	-1
Special Needs – Level 2	899	913	971	+58
Special Needs – Level 3	449	456	552	+96
Indigenous Ed.	2,479	2,519	2,670	+151



# 2023-24 ESTIMATED REVENUE IS HIGHER THAN BUDGET, BASED ON DECEMBER 15 ANNOUNCEMENT AND ENROLMENT INCREASE

\$'000 thousands	2022-23 February count	2023-24 Budget	2023-24 Sept. count	2023-24 Count V's Proj.
Student-Based Operating Grant*	146,252	162,910	168,573	
Other portions of Operating Grant (Equity, Transportation, Salary Differential)	6,046	6,324	6,395	
Operating Grant	152,298	169,234	174,969	
Other Ministry of Education Grants (Labour settlement, Pay Equity)		852	1,592	
Total Ministry Operating Revenue		170,086	176,561	+6,475

\* September count 2023-24 includes \$500,000 for February increase in special education count, which is not in the Ministry Funding Announcement



# OUR 2023-24 BUDGET IS STARTING BETTER, THERE ARE FEWER RESERVES TO USE, AND REVENUE HAS INCREASED

\$'000 thousands	2023-24 Amended		2023-24 Budgeted	
Opening Unrestricted Operating Surplus, prior year	\$5,957		\$4,840	
		3,490		3,537
2023-24 Budgeted Net Revenue (Expense) & Local Capital Tsf	(3,003)		(3,003)	
Use of Reserves (Indig, School Surplus)*	536		1,700	
Adjustments:				
Increase in Provincial Revenue	6,475			
Decrease in Other Revenue	(83)			
Net Revenue/ (Expense)	3,925		(1,303)	
<b>Updated Unrestricted Operating Surplus Project for 30 June 2024</b>	<b>\$9,882</b>	5.68%	<b>3,537</b>	1.96%
Contingency Reserve target 3.5% of budgeted expenditure	\$6,300		\$6,300	
<b>AVAILABLE</b>	<b>\$3,582</b>			

\* Using available school and indigenous reserves. These reserves were used up more in 2022-23 than we had anticipated leaving less to use in 2023-24





## CEF: CLASSROOM ENHANCEMENT FUND (IN SPECIAL PURPOSE FUND)

### **Description:**

Provides Provincial funding to districts that enables districts to assign teacher staff in accordance with contractual language that existed prior to the 2002 *Public Education Flexibility and Choice Act* and that were further affected by the 2012 *Education Improvement Act*. The “restored language” results in higher staffing of non-enrolling SERT positions (LA, RT, and ELL), librarians and counselors, and a recognition of the impact of student composition through reduced class sizes.

The impact of CEF varies across districts.



# RESTORATION OF BUDGET HOLDS AND ADDITIONS DUE TO INCREASE IN ENROLMENT



## **BUDGET HOLDS NOW RESTORED - \$1,548,000**

- Restore vehicle and large equipment maintenance plan purchases (\$707,000)
- Restore technology maintenance plan (\$639,000)
- Add facility position that was held (\$85,000)
- Spring '24 funding for release time for the ELC initiative (\$117,000)

## **ADDITIONAL COSTS DUE TO INCREASED ENROLMENT \$2,606,000**

- Additional teacher staff to support increase in enrolment (20.6 FTE; \$2,413,000)
- Additional school budget funding due to increase in enrolment (\$687,000)
- Support staff and PVP decreases (\$494,000)



# CAPITAL EXPENDITURES

Vehicle Type	Preliminary 2024	Amended
Bus Enhancements x 5	300,000	300,000
Ford F550 Dump		160,000
Scissor Lift Trailer tandem axle		28,000
Meyer Snowplow V Blade		15,000
Chev 3500 Cargo Van		80,000
Chev 2500 Cargo Van		80,000
GMC 2500 Cargo Van		80,000
Chev 3500 Cube Van		90,000
Ford Escape Hybrid		50,000
Chev Colorado 4x4		50,000
Fang 20T Walk Behind		16,000
FocusII Boost Rider		25,000
FocusII Boost Rider		32,000
Kettle for Feeding Futures		25,000
CSS Foods Room		350,000
Literacy Bus		100,000
Custodial Equipment (22-23 Unspent Local Capital)		61,655
	<b>\$ 300,000</b>	<b>\$ 1,542,655</b>
Use of Local Capital Reserve		<b>\$ (61,475)</b>
Net purchases of Local Capital		<b>\$ 1,481,180</b>

Restored Items:  
\$706,000

New/Blue Sky:  
\$475,000



# SUPPLIES & SERVICES ADJUSTMENTS - \$1,089,000

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## **ONE-TIME INCREASES - \$693,000**

- Air Conditioning upgrades in schools (\$100,000)
- Ed Psych Assessment contracts (\$257,000)
- Special Education equipment (\$70,000)
- Leased busses and additional fuel (\$111,000)
- Space upgrades, professional development (\$155,000)

## **INFLATIONARY AND ENHANCED SERVICES - \$396,000**

- Utilities, insurance and fuel cost increases (\$156,000)
- Learning Services
- Human Resources & International
- Educational research



# BUDGET UPDATED FOR REVISED ASSUMPTIONS AND OPERATING CHANGES

Resources Available \$'000 thousands	2023-24 Amended		2023-24 Budgeted	
<b>Unrestricted Operating Surplus before Expenditures</b>	<b>\$9,882</b>		<b>\$3,537</b>	
Transfer of More Teacher Staff to CEF	7,607			
Restoration of Budget Holds	(1,548)			
Additional costs due to increase in enrolment	(2,606)			
Supplies & Services	(1,089)			
Increase in teacher allowances and benefits	(296)			
Increase in costs due to fewer unfilled EA positions and benefit incr	(994)			
Increase in Support, PVP and Other Professional staff	(489)			
Increase in substitute cost, due to adequate staffing	(1,648)			
Changes in Expenditures	(1,063)		0	
<b>Updated Unrestricted Operating Surplus for 30 June 2024</b>	<b>\$8,819</b>	4.90%	<b>\$3,537</b>	1.96%
Contingency Reserve target 3.5% of budgeted expenditure	\$6,300		\$6,300	
<b>AVAILABLE FOR 2023-24 School Year (net of amt to get min reserve)</b>	<b>\$2,519</b>		<b>(2,763)</b>	



# STRATEGIC PLAN IDENTIFIED AREAS OF NEED



**Operations**

**Literacy**

**Human & Social Development**

**Numeracy**

**Transitions**

# STRATEGIC PLAN IDENTIFIED AREAS OF NEED

1. Lack of clarity and consistency in district communication (O)
2. Grade 4 & 7 FSA results in Numeracy, and Grade 10 Graduation Assessment results below provincial average (N)
3. Curriculum inconsistency via external providers, we have identified systemic discrimination against marginalized groups and the continuous need to build a safe and caring inclusive school community (HS)
4. Large number of elementary students not attending school, requiring intervention and supports (T)
5. Need for meaningful implementation of CBIEPs that will impact transition and graduation rates for secondary students with diverse abilities and exceptional needs (L, N, HS, T)
6. Staff burnout, performance and retention (O)
7. Aging assets that are inefficient and are not accessible (O)



# OPERATIONS INVESTMENTS (\$297,000)

**Areas of Need:** Over the years, the district infrastructure and support positions have been reduced or few additions are made. With the growth of the district, we are finding that certain workloads need additional support.

**Data:** Staff burnout, performance and retention

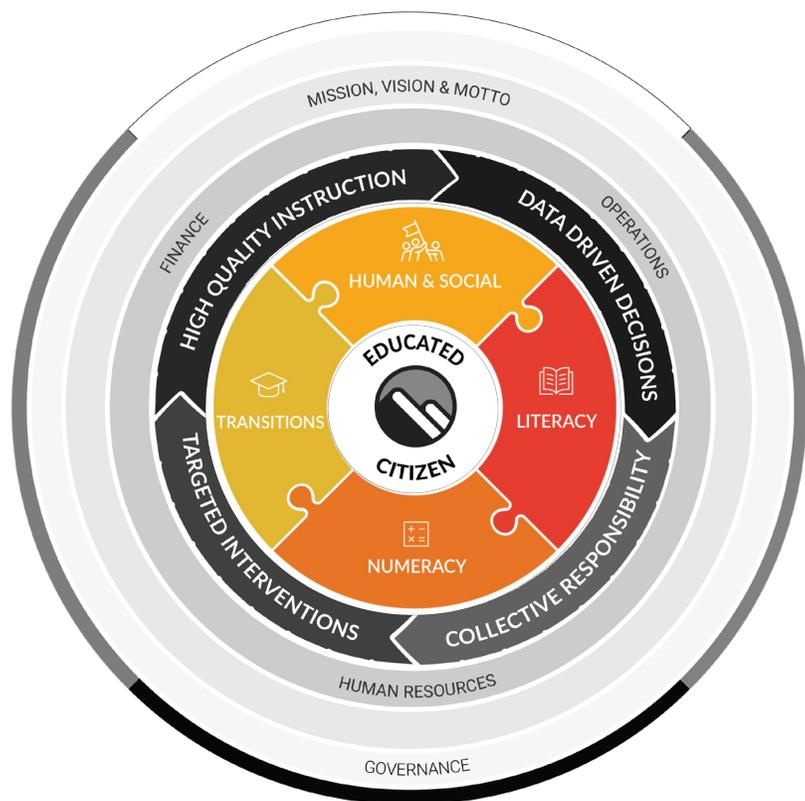
**Success Metrics:** Meet the needs of communicating with district stakeholders, ability to meet payrolls and Provincial regulations and legislation.

## Proposed investments:

- Communications Manager
- HR & Finance Supports
- Transportation Supports



# LITERACY, NUMERACY, HUMAN & SOCIAL DEVELOPMENT, AND TRANSITIONS (\$842,000)



**Areas of Need:** Currently, our non-enrolling teachers at secondary schools have classroom responsibilities in addition to supporting vulnerable students via case management, small group/individualized instruction, co-planning, co-teaching, EA support/scheduling, and parent communication. This initiative enhances service to students by creating time in the day for specialist teachers to support students and collaborate with staff and parents. Our elementary/middle schools are already structured to support students in this fashion.

*Our submission for CEF funds to the Ministry is directly connected to this staffing increase.*

**Data:** Successful implementation of CBIEP (Competency Based Individual Education Plan), and improved collaboration & communication with staff and parents.

**Success Metrics:** Improved student achievement in subgroups such as exceptional needs in successful grade-to-grade transitions and graduation rates.

# HUMAN & SOCIAL DEVELOPMENT (\$70,000)



**Areas of Need:** Our district has a noticeable gap in progressive approaches to teaching about and championing sexual health, gender identity/ expression, inclusion, equity, diversity, and accessibility. A district coordinator will help us improve our supports and structures – ensuring all students are supported and included equitably.

**Data:** Student feedback on the Student Learning Survey and MDI/YDI measures.

**Success Metrics:** Improved student results on these measures

# NUMERACY (\$140,000)

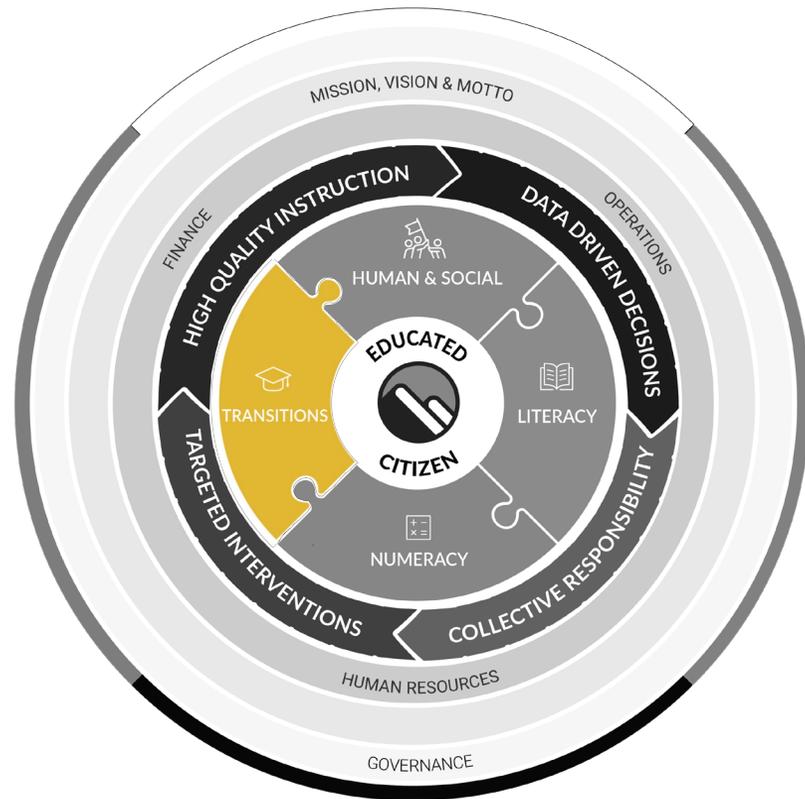


**Areas of Need:** As indicated in our FESL reports, our FSA, Grade 10 Numeracy, & SNAP data indicate achievement gaps in numeracy skills. FSA and Grade 10 Numeracy results show below provincial levels for grades 4, 7 & 10. SNAP data shows that roughly 40% of our students are not proficient in number sense and operations in grades 2-7.

**Data:** FSA (4 & 7); Numeracy Assessment (10); SNAP Data (2-7)

**Success Metrics:** Improved achievement in relation to current levels and provincial average

# TRANSITIONS (\$140,000)



**Areas of Need:** Following COVID we have some k-5 students, including Indigenous students have not returned to school with regular attendance. This is impacting their learning and achievement. Additional support (for students and their families) and alternate program delivery will be used to help these students and their families move towards more regular attendance.

**Data:** Daily attendance reporting in My Education BC; District and Provincial Assessments; Course mark analysis for Terms 1, 2 and 3. Monitoring referrals to the District Resource Team (DRT) - Elementary

**Success Metrics:** Improved attendance and achievement reported in schools and/or Distributed Learning (DL)/Hybrid programming

# EQUITY AND ALIGNMENT FOR EDUCATIONAL SERVICES (\$304,000)

Equity in School and Department Budget Allocation (\$253,000)

- All Elementary Schools
- Alternate School
- Learning Services
- Educational Administration for Professional Development

Aligned Support and Workflow Management Staffing at Learning Services and Schools (\$51,000)



# CURRENT IDENTIFIED AREAS OF NEED

1. Lack of clarity and consistency in district communication (O)
2. Grade 4 & 7 FSA results in Numeracy, and Grade 10 Graduation Assessment results below provincial average (N)
3. Curriculum inconsistency via external providers, we have identified systemic discrimination against marginalized groups and the continuous need to build a safe and caring inclusive school community (HS)
4. Large number of elementary students not attending school, requiring intervention and supports (T)
5. Need for meaningful implementation of CBIEPs that will impact transition and graduation rates for secondary students with diverse abilities and exceptional needs (L, N, HS, T)
6. Staff burnout, performance and retention (O)
7. Aging assets that are inefficient and are not accessible (O)

\$'000 thousands	Remainder of 23-24
Operations Investments	\$297
School Budget Allocation	253
Educational Services	51
IDEA Coordinator/Sexual Health Teacher	70
Non-enrolling Secondary	842
Numeracy K-8 In-service	140
Transitions K-5 Attendance & Personalized Programming	140
<b>Subtotal</b>	<b>1,793</b>
One-time: Food Room @ CSS + Early Learning bus	450
<b>Total from 2023-24 funds</b>	<b>\$2,243</b>
AVAILABLE 2023-24	\$2,519



# BEFORE INVESTMENT FUNDING INCLUDING ADDITIONAL ENROLMENT AND CEF GOING FORWARD

<b>\$'000 thousands</b>	<b>Remainder of 23-24</b>
<b>2023-24</b>	
2023-24 Additional Spending, proportionate	1,793*
One-time: Food Room @ CSS + Early Learning bus	450
Total added spending from 2023-24 funds	\$2,243
AVAILABLE FUNDS 2023-24	\$2,519
<b>2024-25</b>	
AVAILABLE FUNDS, Preliminary estimate	3,012*

\* The 2024-25 budget preparations have not yet started. Budgeted spending will be adjusted for one-time investments (some of which are part of the adjustments and some part of the areas of need), costing items out for a full fiscal year, and adjusting costs and revenue for changes in assumptions such as enrollment and inflation.



# STATEMENT 2 – Amended Annual Budget

## School District No. 33 (Chilliwack)

Statement 2

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2024

	2024 Amended Annual Budget	2024 Annual Budget
<b>Budget Bylaw Amount</b>		
Operating - Total Expense	181,921,516	179,796,583
Special Purpose Funds - Total Expense	29,571,064	19,484,878
Capital Fund - Total Expense	14,091,049	13,591,299
Capital Fund - Tangible Capital Assets Purchased from Local Capital	1,542,655	300,000
<b>Total Budget Bylaw Amount</b>	<b>227,126,284</b>	<b>213,172,760</b>

# THANK YOU!



**Chilliwack  
School District**

## BOARD OF EDUCATION

### DECISION REPORT

**DATE:** January 23, 2024  
**TO:** Board of Education  
**FROM:** Rachael Green, Asst. Director, Human Resources  
**RE:** **POLICY 520: PUBLIC INTEREST DISCLOSURES**

---

#### **RECOMMENDATION:**

THAT the Board of Education amend [Policy 520 Public Interest Disclosures](#) as presented.

#### **BACKGROUND:**

The [Public Interest Disclosure Act](#) (PIDA) came into force on December 1, 2019 with the intended purpose of establishing “whistleblower” protection for employees in the broader public sector. In this first phase, the PIDA currently applies only to ministries of the provincial government and to independent offices of the legislature.

In April 2022, the [Attorney General announced](#) that the Province is taking a phased approach to bringing public sector organizations under the PIDA and indicated that the K-12 public education sector are to implement the necessary changes brought by the act by December 2023.

In June 2023, we conducted a further review of the reporting requirements outlined in the Act. These requirements pertain to the obligation of making a report accessible to the public, which must encompass all disclosures of wrongdoing made within a school year in the Chilliwack School District. This includes disclosures reported to the Ombudsperson, provided that the Superintendent has been informed about these disclosures or ongoing investigations. This particular mandate has been integrated into the PIDA (Public Interest Disclosure Act) policy.

On November 27, 2023, government passed amendments to the *Government Body Designation (Public Interest Disclosure) Regulation*. These amendments confirmed that the *Public Interest Disclosure Act* would come into force for school districts on **December 1, 2023**, and also include a significant change that will affect the application of the *Act* for school districts. As such, both the policy and administrative procedure have been updated to reflect the changes.

To enhance transparency and accountability, we have introduced an additional reporting stipulation within the Administrative Procedure. Under this new provision, the public report will initially be presented to the Board of Education during an In-Camera meeting before its public release.

## POLICY 520 PUBLIC INTEREST DISCLOSURE

All employees, and others performing work on behalf of the District, are expected to conduct themselves in a professional manner, to adhere to applicable laws, regulations, policies and procedures that apply to their work activities and to demonstrate ethical behavior in all their decisions and interactions.

The Board is committed to honesty, integrity, and accountability in its operations, programs, and services and to promoting a culture of openness and transparency.

The Board encourages and supports all ~~personnel~~ employees in bringing forward reports of unlawful acts and acts of wrongdoing in a manner consistent with the provisions of the British Columbia *Public Interest Disclosure Act* (“PIDA”).

The purpose of this Policy and related Administrative Procedures is to establish a process, in compliance with the PIDA, for employees ~~and trustees~~ to report, in good faith, wrongful or unlawful conduct without fear of retaliation or reprisal.

This Policy applies to alleged wrongdoing related to the School District’s operations or personnel. This Policy does not displace other mechanisms set out in School District Policy for addressing and enforcing standards of conduct, disputes, complaints, or grievances, including issues of discrimination, bullying and harassment, occupational health and safety, or disputes over employment matters or under collective agreements.

### 1. Definitions

In this Policy the following capitalized terms are defined as indicated:

- 1.1. “Advice” means advice that may be requested in respect of making a Disclosure or a complaint about a Reprisal under this Policy or the PIDA.
- 1.2. “Discloser” means an Employee ~~or Trustee~~ who makes a Disclosure or seeks Advice or makes a complaint about a Reprisal.
- 1.3. “Disclosure” means a report of Wrongdoing made under this Policy.
- 1.4. “Employee” refers to a past and present employee of the School District.
- 1.5. “FIPPA” means the Freedom of Information and Protection of Privacy Act, and all regulations thereto.
- 1.6. “Investigation” means an investigation undertaken by the School District under this Policy or by the Ombudsperson under the PIDA.

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



- 1.7. "Personal Information" has the same meaning set out in FIPPA, namely "recorded information about an identifiable individual", and includes any information from which the identity of the Discloser or any person who is accused of Wrongdoing or participates in an Investigation can be deduced or inferred.
- 1.8. "Personnel" means Employees and Trustees.
- 1.9. "PIDA" means the Public Interest Disclosure Act of British Columbia, and all regulations thereto.
- 1.10. "Procedure" means the School District's Administrative Procedure associated with this Policy, as amended.
- 1.11. "Reprisal" means the imposition of, and any threat to impose, discipline, demotion, termination or any other act that adversely affects employment or working condition of [a member of Personnel](#) ~~an Employee~~ because they made a Disclosure, sought Advice, made a complaint about a Reprisal or participated in an Investigation; ~~and-~~
- ~~1.12. "Trustee" means a past or present member of the School District's Board of Education.~~
- ~~1.13.~~ 1.12. "Wrongdoing" refers to:
- ~~1.13.1.~~ 1.12.1. a serious act or omission that, if proven, would constitute an offence under an enactment of British Columbia or Canada.
- ~~1.13.2.~~ 1.12.2. an act or omission that creates a substantial and specific danger to the life, health or safety of persons, or to the environment, other than a danger that is inherent in the performance of an employee's duties or functions.
- ~~1.13.3.~~ 1.12.3. a serious misuse of public funds or public assets.
- ~~1.13.4.~~ 1.12.4. gross or systematic mismanagement.
- ~~1.13.5.~~ 1.12.5. knowingly directing or counselling a person to commit any act or omission described in paragraphs (a) to (d) above.

## 2. Statement of Principles

- 2.1. The School District is committed to supporting ethical conduct in its operations and seeks to foster a culture in which Employees ~~and Trustees~~ are encouraged to disclose Wrongdoing, including by receiving, investigating and responding to Disclosures and by providing information and training about the PIDA, this Policy and the Procedures.

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



2.2. The School District will investigate Disclosures that it receives under this Policy. Investigations under this Policy will be carried out in accordance with the principles of procedural fairness and natural justice.

2.3. The School District will not commit or tolerate Reprisals against any Employee or Trustee who, in good faith, makes a request for Advice, makes a Disclosure, participates in an Investigation or makes a complaint under this Policy.

2.4. The School District is committed to protecting the privacy of Disclosers, persons accused of Wrongdoing and those who participate in Investigations in a manner that is consistent with its obligations under the PIDA and FIPPA.

### 3. Privacy and Confidentiality

3.1. All Personal Information that the School District collects, uses or shares in the course of receiving or responding to a Disclosure, a request for Advice, a complaint of a Reprisal, or conducting an Investigation will be treated as confidential and will be used and disclosed as described in this Policy, the Procedures, the PIDA or as otherwise permitted or required under FIPPA and other applicable laws.

### 4. Reporting

4.1. Each year, the Superintendent shall prepare, in accordance with the requirements of the PIDA, and make available, a report concerning any Disclosures received, Investigations undertaken and findings of Wrongdoing. All reporting under this Policy will be in compliance with the requirements of FIPPA.

### 5. Responsibility

5.1. The Superintendent is responsible for the administration of this Policy and shall ensure that training and instruction is available to all Employees and Trustees concerning this Policy, the Procedures and the PIDA.

5.2. In the event that the Superintendent is unable or unavailable to perform their duties under this Policy, the Superintendent may delegate their authority in writing to the Secretary-Treasurer or other senior members of Personnel.

## **POLICY 520 PUBLIC INTEREST DISCLOSURE**

All employees, and others performing work on behalf of the District, are expected to conduct themselves in a professional manner, to adhere to applicable laws, regulations, policies and procedures that apply to their work activities and to demonstrate ethical behavior in all their decisions and interactions.

The Board is committed to honesty, integrity, and accountability in its operations, programs, and services and to promoting a culture of openness and transparency.

The Board encourages and supports all employees in bringing forward reports of unlawful acts and acts of wrongdoing in a manner consistent with the provisions of the British Columbia *Public Interest Disclosure Act* (“PIDA”).

The purpose of this Policy and related Administrative Procedures is to establish a process, in compliance with the PIDA, for employees to report, in good faith, wrongful or unlawful conduct without fear of retaliation or reprisal.

This Policy applies to alleged wrongdoing related to the School District’s operations or personnel. This Policy does not displace other mechanisms set out in School District Policy for addressing and enforcing standards of conduct, disputes, complaints, or grievances, including issues of discrimination, bullying and harassment, occupational health and safety, or disputes over employment matters or under collective agreements.

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In this Policy the following capitalized terms are defined as indicated:

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

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- 1.10. "Procedure" means the School District's Administrative Procedure associated with this Policy, as amended.
- 1.11. "Reprisal" means the imposition of, and any threat to impose, discipline, demotion, termination or any other act that adversely affects employment or working condition of an Employee because they made a Disclosure, sought Advice, made a complaint about a Reprisal or participated in an Investigation; and
- 1.12. "Wrongdoing" refers to:
  - 1.12.1. a serious act or omission that, if proven, would constitute an offence under an enactment of British Columbia or Canada.
  - 1.12.2. an act or omission that creates a substantial and specific danger to the life, health or safety of persons, or to the environment, other than a danger that is inherent in the performance of an employee's duties or functions.
  - 1.12.3. a serious misuse of public funds or public assets.
  - 1.12.4. gross or systematic mismanagement.
  - 1.12.5. knowingly directing or counselling a person to commit any act or omission described in paragraphs (a) to (d) above.

## 2. Statement of Principles

- 2.1. The School District is committed to supporting ethical conduct in its operations and seeks to foster a culture in which Employees are encouraged to disclose Wrongdoing, including by receiving, investigating and responding to Disclosures and by providing information and training about the PIDA, this Policy and the Procedures.
- 2.2. The School District will investigate Disclosures that it receives under this Policy. Investigations under this Policy will be carried out in accordance with the principles of procedural fairness and natural justice.

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2.3. The School District will not commit or tolerate Reprisals against any Employee who, in good faith, makes a request for Advice, makes a Disclosure, participates in an Investigation or makes a complaint under this Policy.

2.4. The School District is committed to protecting the privacy of Disclosers, persons accused of Wrongdoing and those who participate in Investigations in a manner that is consistent with its obligations under the PIDA and FIPPA.

### 3. Privacy and Confidentiality

3.1. All Personal Information that the School District collects, uses or shares in the course of receiving or responding to a Disclosure, a request for Advice, a complaint of a Reprisal, or conducting an Investigation will be treated as confidential and will be used and disclosed as described in this Policy, the Procedures, the PIDA or as otherwise permitted or required under FIPPA and other applicable laws.

### 4. Reporting

4.1. Each year, the Superintendent shall prepare, in accordance with the requirements of the PIDA, and make available, a report concerning any Disclosures received, Investigations undertaken and findings of Wrongdoing. All reporting under this Policy will be in compliance with the requirements of FIPPA.

### 5. Responsibility

5.1. The Superintendent is responsible for the administration of this Policy and shall ensure that training and instruction is available to all Employees concerning this Policy, the Procedures and the PIDA.

5.2. In the event that the Superintendent is unable or unavailable to perform their duties under this Policy, the Superintendent may delegate their authority in writing to the Secretary-Treasurer or other senior members of Personnel.

## ADMINISTRATIVE PROCEDURE 550 PUBLIC INTEREST DISCLOSURES

These procedures support the implementation of Policy 520 Public Interest Disclosure.

### Definitions

Capitalized terms in this Procedure have the meanings set out in the Policy, and the following additional terms shall have the following meanings.

- **Designated Officer:** the Superintendent and any other senior member of Personnel designated by the Superintendent from time to time, which includes, in accordance with section V. of this Procedure, the Secretary Treasurer, Assistant Director of Human Resources, and the Chair of the Board of Education.
- **Disclosure Form:** Form 510A: Whistleblower Complaint Report Form.
- **Ombudsperson:** The Ombudsperson of British Columbia.
- **Policy:** Policy 520: Public Interest Disclosures
- **Protection Official:**
  - in respect of a health-related matter, the provincial health officer.
  - in respect of an environmental matter, the agency responsible for the Emergency Program Act.
  - in any other case, a police force in British Columbia.
- **Referral:** a referral of allegations of Wrongdoing received from the Ombudsperson or another government institution for investigation by the School District in accordance with the PIDA
- **Respondent:** a person against whom allegations of Wrongdoing or a complaint of reprisal is made.
- **School:**
  - a body of students that is organized as a unit for educational purposes under the supervision of a principal, vice principal or director of instruction.
  - the teachers and other staff members associated with the unit, and the facilities associated with the unit.
  - and includes a Provincial resource program and a distributed learning school operated by a board.
- **Supervisor:**
  - an Employee's direct management supervisor.
  - for School-based Employees, the Principal or any Vice-Principal at the School where the Employee is assigned.
  - ~~for Trustees, the Board Chair or the Superintendent.~~
- **Urgent Risk:** when a member of Personnel reasonably believes that a matter constitutes an imminent risk of a substantial and specific danger to the life, health or safety of persons or to the environment.

## 1. Who May Make a Disclosure

1.1. Any Employee may report Wrongdoing under this Policy if the alleged Wrongdoing occurred while the Employee was employed or engaged by the School District.

~~1.2. Any Trustee may report Wrongdoing under this Policy if the alleged Wrongdoing occurred while the Trustee was holding office.~~

~~1.3.~~ 1.2. Complaints or reports received from members of the public, school trustees, or from Employees ~~or Trustees~~ who were not engaged by employed with the School District at the time that Wrongdoing occurred or is alleged to have occurred are outside the scope of the Policy and this Procedure.

## 2. How to Make a Disclosure

2.1. An Employee ~~or Trustee~~ who reasonably believes that a Wrongdoing has been committed or is about to be committed may make a Disclosure to any of the following:

2.1.1. that person's Supervisor.

2.1.2. the Superintendent.

2.1.3. a Designated Officer other than the Superintendent.

2.1.4. the Ombudsperson.

2.2. A Disclosure should be submitted in writing using the Disclosure Form or in other written form, and include the following information if known:

2.2.1. a description of the Wrongdoing.

2.2.2. the name of the person(s) alleged to be responsible for or to have participated in the Wrongdoing.

2.2.3. the date or expected date of the Wrongdoing.

2.2.4. if the Wrongdoing relates to an obligation under a statute or enactment, the name of that statute or enactment.

2.2.5. whether the Wrongdoing has already been reported, and if so, to whom and a description of the response received.

2.3. A Disclosure may be submitted to the School District on an anonymous basis but must contain sufficient information to permit the School District to conduct a full and fair investigation into the alleged Wrongdoing. If a Disclosure does not contain sufficient detail to permit investigation, the School District may take no action with respect to the Disclosure. Any notices required to be given to a Discloser under this Policy or the PIDA will not be provided to an anonymous Discloser, except at the discretion of the Designated Officer and where the Disclosure has provided contact information.

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- 2.4. A Discloser who is considering making a Disclosure may request Advice from any of their union representative or employee association representative, a lawyer, their Supervisor, a Designated Officer, or the Ombudsperson.
- 2.5. A Discloser should not make a Disclosure to a person if the allegations relate, in whole or in part, to Wrongdoing by that person, and any person who receives a Disclosure or Referral and reasonably believes that the allegations of Wrongdoing relate to their own acts or omissions must refer the allegations of Wrongdoing to another person under this Policy with responsibility for receiving a Disclosure.

### 3. How to Make a Disclosure About Urgent Risk

- 3.1. The PIDA permits Employees ~~and Trustees~~ to make public disclosures if the Employee ~~or Trustee~~ reasonably believes that a matter poses an Urgent Risk. An Urgent Risk only arises if there is reasonable and credible evidence of an imminent risk of a substantial and specific danger to the life, health or safety of persons or to the environment.
- 3.2. Before making a public disclosure of an Urgent Risk the Employee ~~or Trustee~~ must:
  - 3.2.1. consult with the relevant Protection Official (public health officer, Emergency Management BC, or police).
  - 3.2.2. receive and follow the direction of that Protection Official, including if the Protection Official directs the Employee not to make the public disclosure.
  - 3.2.3. refrain from disclosing, publishing or otherwise sharing Personal Information except as necessary to address the Urgent Risk.
  - 3.2.4. refrain from disclosing any information that is privileged or subject to a restriction on disclosure under the PIDA or any other enactment of British Columbia or Canada, including legal advice privilege, litigation privilege or another ground of common law privilege.
  - 3.2.5. seek appropriate advice if the Employee is uncertain about what Personal Information, privileged or other information may be disclosed as part of a public disclosure.
- 3.3. An Employee who makes a public disclosure in relation to an Urgent Risk is expected to provide timely notification to their Supervisor or the Superintendent about the public disclosure or submit a Disclosure in accordance Section 2: **How to Make a Disclosure**.
- 3.4. If the Employee decides not to make a public disclosure or is directed by a Protection Official not to do so, the Employee is nevertheless expected to report Urgent Risks without delay to the Superintendent or a Designated Officer.

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#### 4. Referral of Disclosure to Designated Officer

- 4.1. Each Supervisor ~~or other Personnel~~ and any other Employee who receives a Disclosure or Referral under this Policy must promptly refer the Disclosure or Referral, including all Disclosures Forms and other materials supplied, to the appropriate Designated Officer as follows:
- 4.1.1. Unless the allegations concern alleged Wrongdoing by the Superintendent, the Disclosure or Referral shall first be referred to the Superintendent, who may delegate their duties under the Policy and this Procedure to any other Designated Officer.
- 4.1.2. If the allegations concern alleged Wrongdoing by the Superintendent, then the Disclosure or Referral should be referred to a Designated Officer other than the Superintendent to assess whether the Disclosure falls within the scope of the PIDA or Board Policy 520. If so, then the Disclosure should be referred to the Office of the Ombudsperson.

#### 5. Responsibilities of the Designated Officer

- 5.1. The Designated Officer is responsible to:
- Receive and respond to any Disclosure or Referral.
  - Receive and respond to reports made by Personnel about Urgent Risks.
  - If the Designated Officer reasonably believes that an Urgent Risk exists, the Designated Officer may make a report to the relevant Protection Official.
  - Review allegations of Wrongdoing in a Disclosure or Referral and determine if they fall within the scope of the PIDA or the Board Policy 520.
  - Refer disclosures or allegations falling outside the scope of the PIDA or this Policy to the appropriate authority or dispute resolution process, as applicable.
  - If a Disclosure relates to Wrongdoing at another government body that is subject to the PIDA, refer the Disclosure to that institution.
  - Seek clarification of the allegations of Wrongdoing from the Discloser or referring institution as needed.
  - If appropriate, initiate an Investigation into allegations of Wrongdoing in accordance with section VIII. Below.
  - Assess the risk of any Reprisal to the Discloser, and take appropriate action, if any, to mitigate that risk.
  - Manage communications with the Discloser and Respondent.
  - Notify the Discloser and the Respondent of the outcome of the Investigation in accordance with Section 8: Investigations.

- Ensure that, in accordance with the Privacy and Confidentiality section of this Procedure, all Personal Information received by the School District related to the Disclosure, Referral, request for Advice or any Investigation is appropriately protected against such risks as unauthorized access, collection, use, disclosure, theft or loss in accordance with FIPPA and the PIDA.

## 6. Responsibilities of Employees

6.1. All Employees ~~and Trustees~~ are responsible to:

- 6.1.1. make any Disclosures in good faith and on the basis of a reasonable belief that Wrongdoing has or is expected to occur.
- 6.1.2. refrain from engaging in Reprisals and report all Reprisals in accordance with this Procedure and the PIDA.
- 6.1.3. maintain the confidentiality of Personal Information received in connection with a Disclosure, Referral, request for Advice or Investigation in accordance with the Policy, this Procedure, and the PIDA.
- 6.1.4. provide their reasonable cooperation with investigations by the School District or the Ombudsperson.
- 6.1.5. seek appropriate advice if an Employee is uncertain about whether to make a Disclosure or a public disclosure of an Urgent Risk.
- 6.1.6. comply with the requirements of this Procedure and the PIDA concerning Urgent Risks.

## 7. Investigations

- 7.1. Every person involved in receiving, reviewing and investigating Disclosures, Referrals or complaints of Reprisals must carry out those function in an expeditious, fair and proportionate manner as appropriate in the circumstances and as required under the PIDA.
- 7.2. The School District shall seek to complete all Investigations within 30 calendar days of receipt of a Disclosure or Referral or complaint of Reprisals, but the Designated Officer may shorten or extend this time period depending on the nature and complexity of the allegations.
- 7.3. The Designated Officer may expand the scope of any Investigation beyond the allegations set out in the Disclosure or Referral to ensure that any potential Wrongdoing discovered during an Investigation is investigated.
- 7.4. All Investigations shall be conducted by an internal or external investigator with sufficient qualifications and experience to carry out the Investigation.
- 7.5. The Designated Officer may consult with the Ombudsperson regarding a Disclosure or Referral or refer allegations of Wrongdoing in whole or in part to the Ombudsperson, provided that notice of the referral is provided to the applicable Discloser.

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- 7.6. The Designated Officer may refuse to investigate or postpone or stop an Investigation if the Designated Officer reasonably believes that:
  - 7.6.1. the Disclosure or Referral does not provide adequate particulars of the Wrongdoing.
  - 7.6.2. the Disclosure or Referral is frivolous or vexatious, has not been made in good faith, has not been made by a person entitled to make a Disclosure or Referral under the Policy or the PIDA, or does not deal with Wrongdoing.
  - 7.6.3. the Investigation would serve no useful purpose or could not reasonably be conducted due to the passage or length of time between the date of the alleged Wrongdoing and the date of the Disclosure or Referral.
  - 7.6.4. the Disclosure relates solely to a public policy decision.
  - 7.6.5. the allegations are already being or have been appropriately investigated by the Ombudsperson, the School District or other appropriate authority.
  - 7.6.6. the Investigation may compromise another investigation.
  - 7.6.7. the PIDA otherwise requires or permits the School District to suspend or stop the Investigation.
- 7.7. Subject to the School District's obligations under FIPPA and section II1. 3. above, the Discloser and the Respondent(s) will be provided with a summary of the School District's findings, including:
  - 7.7.1. notice of any finding of Wrongdoing.
  - 7.7.2. a summary of the reasons supporting any finding of Wrongdoing.
  - 7.7.3. any recommendations to address findings of Wrongdoing.

## 8. Privacy and Confidentiality

- 8.1. All Personal Information that the School District collects, uses or shares in connection with a Disclosure, Referral, or request for Advice, or an Investigation shall be treated as confidential and shall be used and disclosed by the School District only as described in the Policy, the Procedures and the PIDA unless otherwise permitted or required under FIPPA or other applicable laws.
- 8.2. Personal Information that is collected, used or shared by the School District in the course of receiving, responding to or investigating a Disclosure, a request for Advice, a Referral, or a complaint of a Reprisal shall be limited to the Personal Information that is reasonably required for these purposes.
- 8.3. Any person who ~~in their capacity as an employee or trustee of the School District,~~ receives information about the identity of a Discloser shall maintain the identity of the Discloser in confidence, and may only use or share that information for the purposes described in this Policy or the PIDA, except with the consent of the Discloser or as authorized or required by the PIDA or other applicable laws.

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8.4. The School District shall ensure there are reasonable security measures in place to protect all Personal Information that the School District collects or uses in the course of receiving or responding to a Disclosure, a request for Advice, a Referral, or complaint of a Reprisal or conducting an Investigation, including by ensuring that such information is subject to appropriate controls to ensure that it is only shared ~~by its employees and trustees~~ internally on a need to know basis.

## 9. Reprisals

9.1. The School District will not tolerate Reprisals against Employees ~~or Trustees~~.

~~9.1.1.~~ Any ~~member of Personnel~~ Employee who believes that they have been the subject of a Reprisal may make a complaint to the Ombudsperson, who may investigate in accordance with the procedures set out in the PIDA.

~~9.2.:~~

~~9.3. the Ombudsperson, who may investigate in accordance with the procedures set out in the PIDA.~~

~~9.3.1. to a Designated Officer, who shall investigate the complaint in accordance with the provisions of this Procedure.~~

~~9.4.9.2.~~ Any ~~member of Personnel~~ person who engages in any Reprisals shall be subject to disciplinary action up to and including, for an Employee, dismissal for cause.

## MEETING SUMMARIES

### **In-Camera Meeting – December 5, 2023**

Trustees: Willow Reichelt, Carin Bondar, Heather Maahs, Richard Procee, Margaret Reid, David Swankey, Teri Westerby

Staff: Rohan Arul-pragasam, Simone Sangster, Mark Friesen, Paula Jordan, Kirk Savage, Dave Manuel, Rachael Green, Talana McInally

1. Strategic Staffing and Resource Allocation
2. Property Update
3. Vehicle Provisions
4. Statement of Financial Information (SOFI) Report
5. HR Report
6. BCPSEA Report
7. PVP Appointments

### **Board Learning Session – December 12, 2023**

Trustees: Willow Reichelt, Carin Bondar, Heather Maahs, Richard Procee, David Swankey, Teri Westerby

Staff: Rohan Arul-pragasam, Simone Sangster, Mark Friesen, Paula Jordan, Dave Manuel, Kirk Savage, Allan Van Tassel, Sean Wicker

Regrets: Margaret Reid

1. Strategic Resource Allocation
2. SOGI Inclusive Practices

### **Special In-Camera Meeting – December 12, 2023**

Trustees: Willow Reichelt, Carin Bondar, Heather Maahs, Richard Procee, Margaret Reid, David Swankey, Teri Westerby

Staff: Rohan Arul-pragasam, Simone Sangster, Talana McInally

1. Trustee Conduct

### **Board Learning Session – January 16, 2024 – Part 1**

Trustees: Willow Reichelt, Carin Bondar, Heather Maahs, Richard Procee, Margaret Reid, David Swankey, Teri Westerby

Staff: Rohan Arul-pragasam, Simone Sangster, Paula Jordan, Kirk Savage, Dave Manuel, Allan Van Tassel, Rachael Green, Nadine Clattenburg, Talana McInally

Guest: Mike Hancock

1. Human Rights Law and Inclusive Education

**Board Learning Session – January 16, 2024 – Part 2**

Trustees: Willow Reichelt, Carin Bondar, Richard Procee, Margaret Reid, David Swankey, Teri Westerby

Staff: Rohan Arul-pragasam, Simone Sangster, Paula Jordan, Kirk Savage, Dave Manuel, Allan Van Tassel, Rachael Green, Nadine Clattenburg, Talana McInally

Regrets: Heather Maahs

2. 2023-24 Amended Annual Budget Overview