



**Chilliwack
School District**

THE BOARD OF EDUCATION

School District #33 (Chilliwack)

Regular Public Board Meeting

(Live Streamed; Attendees may be recorded)

AGENDA

April 22, 2025

6:30 pm

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 March 11, 2025 Regular Board Meeting and March 12, 2025 Special Regular Board Meeting be approved as circulated.)

2. INFORMATION ITEMS

- 2.1. Budget Advisory Committee Report – Minutes
- 2.2. Trustee Written Reports
- 2.3. Summer School Child Care
- 2.4. BCSTA Report
- 2.5. Indigenous Education Council Update

3. PUBLIC PARTICIPATION – COMMENTS/QUESTIONS CONCERNING THE AGENDA

4. ACTION ITEMS

- 4.1. 2025-2026 Capital Plan Bylaw
- 4.2. Policy 600 Financial Planning and Reporting – Amendment
- 4.3. Property Disposal Bylaw

5. MEETING SUMMARIES

6. PUBLIC PARTICIPATION – COMMENTS/QUESTIONS CONCERNING THE AGENDA

7. SUPERINTENDENT'S UPDATE

8. ADJOURNMENT

8.1. Next Board of Education Meeting: May 10, 2025 at 5:30pm

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

Date of Meeting: Tuesday, March 11, 2025

Location: School District Office

Members Present:

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

Staff Present:

Superintendent	Rohan Arul-pragasam
Secretary Treasurer	Simone Sangster
Assistant Secretary Treasurer	Mark Friesen
Assistant Superintendent	Paula Jordan
Assistant Superintendent	Kirk Savage
Assistant Superintendent	David Manuel
Executive Assistant	Talana McInally

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**

The Chair announced the results of the by-election, thanked all candidates who ran, and welcomed newly elected Trustee Laurie Throness to the Board. Trustee Throness will take his Oath of Office on March 12, 2025.

1.2. Adoption of the Agenda

13.25 Moved by: Trustee Reid
Seconded by: Trustee Reichelt

THAT the agenda be adopted as circulated.

CARRIED

1.3. Approval of the Minutes

14.25 Moved by: Trustee Westerby
Seconded by: Trustee Reichelt

THAT the minutes of the February 18, 2025 Regular Board Meeting be approved as circulated.

CARRIED

2. PRESENTATION**2.1. Strategic Plan Update – 90-Day Cycle**

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. Budget Advisory Committee Report**

The Board received the minutes of the Budget Advisory Committee meeting held on February 27, 2025.

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.

3.4. Indigenous Education Council (IEC) Update

The Board received an update from the Indigenous Education Council (IEC) on matters related to the Indigenous Education Council.

4. PUBLIC PARTICIPATION – COMMENTS/QUESTIONS CONCERNING THE AGENDA

- Longhouse Education Program and accessible bussing for students and staff

5. ACTION ITEMS**5.1. 2024-2025 Amended Annual Budget – 1st, 2nd, & 3rd Reading & Adoption**

The Assistant Secretary Treasurer presented the 2024-25 Amended Annual Budget, highlighting adjustments made since the February 18, 2025 Board meeting based on refined figures and Ministry feedback.

15.25 Moved by: Trustee Reichelt

Seconded by: Trustee Westerby

THAT the Board of Education approve three readings of the 2024/2025 Amended Annual Budget.

CARRIED

16.25

Moved by: Trustee Reichelt

Seconded by: Trustee Bondar

THAT the Board of Education approve the first, second, and third reading and adoption of 2024-2025 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 2024/2025 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 2024/2025.
3. The attached Statement 2 showing the estimated revenue and expense for the 2024/2025 fiscal year and the total budget bylaw amount of **\$248,394,300** for the 2024/2025 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 2024/2025.

CARRIED

6. MEETING SUMMARIES

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

7. PUBLIC PARTICIPATION – COMMENTS/QUESTIONS CONCERNING AGENDA ITEMS

- No questions or comments were received

8. SUPERINTENDENT'S REPORT

The Superintendent provided information on leadership practices that support success for all learners.

9. ADJOURNMENT

The meeting was adjourned at 6:29 p.m.

9.1. Next Board of Education Meeting Date

Special Regular Meeting (Trustee Oath of Office)
Wednesday, March 12, 2025
4:00 p.m.
School District Office

**Tuesday, April 22, 2025
5:30 p.m.
School District Office**

Board Chair

Secretary-Treasurer



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

Date of Meeting: Wednesday, March 12, 2025

Location: School District Office

Members Present:

Chair	David Swankey
Vice Chair	Teri Westerby
Trustee	Carin Bondar
Trustee	Richard Procee
Trustee	Willow Reichelt
Trustee	Margaret Reid
Trustee	Laurie Throness

Staff Present:

Superintendent	Rohan Arul-pragasam
Secretary Treasurer	Simone Sangster
Assistant Superintendent	Paula Jordan
Assistant Superintendent	David Manuel
Director of Facilities and Transportation	Allan Van Tassel
Executive Assistant	Talana McInally

1. CALL TO ORDER

1.1. Call to Order

The Board Chair called the meeting to order at 4:02 p.m. – Welcome, Acknowledgment of Traditional Territory and Diversity Statement

1.2. Adoption of the Agenda

The agenda was adopted by consensus.

2. ACTION ITEM

2.1. Trustee Oath/Affirmation of Office

I, **Laurie Throness**, do solemnly affirm that:

I am qualified to hold office as a trustee in School District No. 33 (Chilliwack) and meet the trustee qualification requirements set out in the School Act;

I have not, by myself or any other person, knowingly contravened the School Act respecting vote buying, intimidation or other election offences in relation to my election as a trustee;

I will abide by the School Act and I will faithfully perform the duties of my office, and will not allow any private interest to influence my conduct in public matters;

I will comply with the requirements of the School Act that relate to conflict of interest and, in particular, I will comply with the requirements relating to disclosure of pecuniary and indirect pecuniary interest in a matter.

The Oath of Office was signed by Laurie Throness and witnessed by the Secretary Treasurer.

3. **ADJOURNMENT**

The meeting was adjourned at 4:05 p.m.

Board Chair

Secretary-Treasurer

BOARD OF EDUCATION

INFORMATION REPORT

DATE: April 22, 2025
TO: Board of Education
FROM: David Swankey, Budget Advisory Committee Chair
RE: **BUDGET ADVISORY COMMITTEE MINUTES**

The Board of Education will receive the Budget Advisory Committee Minutes of April 10, 2025.

Minutes



Chilliwack
School District

REPORT OF THE BUDGET ADVISORY COMMITTEE

Meeting Held Thursday, April 10, 2025 – 4:00 p.m.

School District Office

Attendance:

Committee Members: David Swankey
Richard Procee
Laurie Throness
Lindsay Sanderson
Jessica Clarke
Niki Wiens
Bulvant Singh
Finny Bicycle
Olivia Bedard
Eliza Massey Gashi
Vicky Cho

Trustee (Chair)
Trustee
Trustee
CPVPA
DPAC
Management Group
Community Rep
Student Rep – IHS
Student Rep – SSS
Student Rep – CSS
Student Rep – CSS

Staff: Simone Sangster
Mark Friesen
Kevin Josephson
Talana McNally
Brittany Alendal

Secretary Treasurer
Assistant Secretary Treasurer
Management Group
Executive Assistant (Recorder)
Executive Assistant

Regrets: April Mancinelli
Reid Clark
Loren Muth
Rohan Arul-pragasam

CUPE
CTA
IEAC
Superintendent

1. Call to Order

Chair Swankey called the meeting to order called the meeting to order at 4:00 p.m. – Welcome and Indigenous Land Acknowledgement.

2. Approval of Agenda

The Agenda was approved by unanimous consent.

3. Approval of Minutes

The minutes of the February 27, 2025 meeting were approved by unanimous consent.

4. **Overview of Public Budget Assumptions and Presentation**

Assistant Secretary Treasurer Mark Friesen presented preliminary budget assumptions and pressures, which will be shared during the Public Budget Presentation on April 22nd. These assumptions will serve as the foundation for developing the 2025-26 Preliminary Budget, which will be presented to the committee on May 8th.

The draft Public Budget Presentation was shared with the committee for their review and feedback. In addition to the budget assumptions, this year's presentation focused on budget pressures.

The committee provided the following questions and feedback:

- Will the feeding futures program be renewed after 3 years and how does the district do that?
- Are there opportunities for the district/board to advocate for better public transportation?
- How many FTE's are in the Admin category?
- To the Indigenous Education funding slide, can the portion of the budget that the IEC manages be incorporated?
- Add the ADR project to the Capital slide
- There was some clarity needed on how the revenues for bus fees are applied or how they flow through to the expenses

5. **Other Business**

The Chair shared that this year's Public Budget Presentation will be provided through a Special Regular Board Meeting, scheduled during its usual time on April 22 at 5:30 p.m. This format provides a dedicated space for the presentation, where the rules of order can be relaxed to allow for questions throughout. It will also include an opportunity for virtual public participation via YouTube Q&A, with questions moderated and directed to members at the table for response.

The Regular Public Board Meeting will follow at 6:30 p.m.

The Committee was invited to a dinner following its May 8th Budget Advisory Committee at the School Board Office.

6. **Adjournment**

The meeting was adjourned 5:25 p.m.

TRUSTEE REPORT

Trustee: David Swankey

Report Date: April 14th, 2025

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.

- March 4th – Met with the Secretary Treasurer to review policy as board chair
- March 5th – Visited GWG for the Chilliwack School District Glow Up - 2SLGBTQIA+ Student Dance
- March 6th – Participated in BCSTA Board Chairs mtg
 - Presented on behalf of the BCSTA Bylaw Working Group as Committee Chair
- March 7th – Attended Public Education Partner Liaison mtg
- March 10th – Supported BCSTA Bylaw discussion as Working Committee Chair
- March 10th – Attended Chilliwack School District Accessibility Committee mtg
- March 12th – Participated in Board Partners mtg with Chilliwack DPAC
- March 13th – Participated in District Strategic Planning discussions at Shxwhá:y Village
- March 14th – Attended BCSTA Legislative mtg to finalize motion review for AGM 2025
- April 1st – Participated in accessibility discussions with middle school students from across the district
- April 1st – Participated in trustee on-boarding in accordance with [Policy 182](#)
- April 4th – Met with trustees in preparation for BCSTA AGM elections
- April 4th – Met with district staff to prepare for district presentation at BCSTA AGM
- April 7th – Attended school district facilitated learning session about AI and public education
- April 8th – Met with district staff to prepare for district presentation at BCSTA AGM
- April 10th – Chaired District Budget Committee mtg
- April 14th – Met with district staff to prepare for district presentation at BCSTA AGM
- April 14th – Met with trustees in preparation for BCSTA AGM Elections
- April 14th – Joined trustees for discussion with Minister of Education and Child Care, Lisa Beare

The Chair/Vice Chair committee met on March 4th, March 11th, April 1st, and April 8th.

UPCOMING EVENTS OF INTEREST TO THE BOARD

- April 24th-26th 2025 – BCSTA AGM
- June 19th-21st 2025 – Inclusion BC Annual Conference
 - [Everybody Belongs 2025](#)
- Nov 27th-29th 2025 – BCSTA Academy
- Dec 4th-6th 2025 – FNEESC Annual Conference

TRUSTEE REPORT

Trustee: Willow Reichelt

Report Date: April 16th, 2025

KEY ACTIVITIES SINCE LAST BOARD MEETING

I had the pleasure of visiting all of my liaison schools these past two weeks. Thank you to the administrators at Little Mountain Elementary, Robertson Elementary, Imagine High and Stitó:s Lá:lém Totí:lt for the tours and conversations!

It's always great for trustees to get out into the schools in our district. Actually seeing the school day in progress helps to inform our work.

It was wonderful to see kids busy and engaged in their learning and to see the creative projects up on the walls. The hard work and dedication of staff was evident throughout.

TRUSTEE REPORT

Trustee: Throness

Report Date: April 15, 2025

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.

- March 11 Attended regular board meeting as an observer
- March 12 Swearing in at District Office followed by DPAC meeting
- March 13 Attended Strategic Plan Refresh Indigenous Community Forum
- April 1 Met with Chair and Superintendent for on-boarding session
- April 10 Attended Budget Advisory Committee
- April 15 Attended Governance Pro D and Learning Session

BOARD OF EDUCATION

INFORMATION REPORT

DATE: April 22, 2025
TO: Board of Education
FROM: Rohan Arul-pragasam, Superintendent
RE: **SUMMER SCHOOL AGE CHILD CARE**

BACKGROUND:

As the next step in providing a continuum of care that is inclusive, accessible, and reliable, we are excited to offer a School District–operated School Age Summer Care program at our existing licensed space in the Unsworth Elementary School Annex. This new program will provide 54 licensed, full-day care spaces for children in Kindergarten through Grade 5. The annex is an ideal location, featuring two air-conditioned rooms with an accessible ramp, a playground, a kitchen, and both student and adult washrooms.

Financially, the program is sustainable through parent fees, the Child Care Operating Fund, the Child Care Fee Reduction Initiative, and the Affordable Child Care Benefit, making it more affordable for families. Priority registration will be given to families currently enrolled at one of our seven Before and After School sites. After surveying these families, 66 indicated that they need summer child care, totaling 82 children overall.

Staffing availability also appears promising, with 28 current Before and After School Care Assistants expressing interest in summer work. The program will run Monday through Friday, 7:00 a.m. to 5:30 p.m., for eight weeks during the summer, closing in the final week for cleaning. Families will register only for the weeks they require, at a weekly rate of \$209 for Kindergarten and \$260 for Grades 1–5, after the fee reduction.



SD33 School Age Summer Care



Kw'emét

**EARLY LEARNING
AND CHILD CARE**

CHILLIWACK SCHOOL DISTRICT #33

-Continuum of Care: Inclusive-Accessible-Reliable-

Location

Unsworth Elementary School Care site:

- 2 available rooms (Annex)
- Air Conditioned
- Accessible ramp
- Playground
- Kitchen
- Student & adult washrooms

Licensed Spaces

- 54 spaces

Funding

Sustainable/Cost-neutral through:

- Parent Fees
- Child Care Operating Fund
- Child Care Fee Reduction Initiative
- Affordable Child Care Benefit

Surveyed Current Before & After School Care Families

- 66/68 families that responded said they require summer child care
- **82 children**
- **45 families** require full-time care for the **full summer**
- All 68 families preferred full-day care over part-time care

Surveyed Current Before & After School Care Staff

- **28 current BASCA** are interested in summer work
- 8 staff would like to work the entire summer
- 11 would like to work 4-6 weeks of the summer
- 9 would like casual work

Hours of Operation:

8:00-4:30

Optional: early drop-off/late pick-up (additional cost)

Fees:

Kindergarten: \$209 per week

Gr. 1-5: \$260 per week

Note: this fee includes the Child Care Fee Reduction Initiative

Families register for the weeks they would like child care.

July 2nd-August 22nd

Summer Supervisors:

Laura Callaghan – Early Learning & Child Care Coordinator

Amie Jalava – Learning Services Business Manager



- **Supervision of program:** Laura Callaghan and Amie Jalava are 12-month Management employees and will oversee the program through the summer
- **School Protection Plan**
- **Summer Cleaning Schedule:** will close last week of summer
- **Supported Child Care Funding**





Questions?



Kw'emét

**EARLY LEARNING
AND CHILD CARE**

CHILLIWACK SCHOOL DISTRICT #33

BOARD OF EDUCATION

INFORMATION REPORT

DATE: April 22, 2025
TO: Board of Education
FROM: Margaret Reid, BCSTA Representative
RE: **BCSTA REPORT**

Margaret Reid, BCSTA Representative, will provide a BCSTA update.

BOARD OF EDUCATION

INFORMATION REPORT

DATE: April 22, 2025
TO: Board of Education
FROM: David Manuel, Assistant Superintendent
RE: **INDIGENOUS EDUCATION COUNCIL UPDATE**

BACKGROUND:

The IEC members and staff met on April 8th at A.D. Rundle Middle School. The group reviewed information about summer school, upcoming district meetings, BCTEA letters and approved funding to support the 67th Annual War Canoe Races (June 7th & 8th).

The IEC members (only) met to review current:

- partnership programs with Stó:lō Service Agency (SSA)
- enhancement teacher model
- department leadership structure

and supported the recommended changes in these areas.

Next scheduled IEC is on May 13th at S.A.Y building- Skowkale, Aitchelitz and Yakweakwioose (7256 Chilliwack River Road)

BOARD OF EDUCATION

DECISION REPORT

DATE: April 22, 2025

TO: Board of Education

FROM: Simone Sangster, Secretary Treasurer

RE: **CAPITAL PLAN BYLAW NO.2025/26-CPSD33-01, No.# 2025-02**

Simone Sangster, Secretary Treasurer will review the response received from the Ministry of Education to the Board of Education's Annual Five-Year Capital Plan Submission for 2025/26. The Ministry letter outlines which capital projects have been supported and approved and therefore funded. Because the district will be expending funds on these approved projects, this item is brought to the board for bylaw approval.

RECOMMENDATION:

1. THAT the Board approve three readings of Capital Project Bylaw No. 2025/26-CPSD33-01 at the April 22, 2025 Regular Board Meeting.
(*vote must be unanimous*)
2. THAT the Board approve first reading of Capital Project Bylaw No. 2025/26-CPSD33-01 (attached).

If recommendation 1 is approved continue with the following:

3. THAT the Board approve second reading of Capital Project Bylaw No. 2025/26-CPSD33-01 (attached).
4. THAT the Board approve third reading and adoption of Capital Project Bylaw No. 2025/26-CPSD33-01 (attached).

BACKGROUND:

School districts' annual Capital Plan submissions are used to inform the Ministry's selection of priority capital projects for the following fiscal year. They also provide the Ministry insight into future year priorities that are used in the Province's Three-Year Fiscal Plan and longer-term capital planning.

In accordance with Section 142(5) of the [School Act](#), the Ministry provides each school district a written response to their annual Five-Year Capital Plan submission once the assessment of all submissions are complete and funding for fiscal 2025/26 is announced by the Ministry. The Ministry response letter (attached) indicates which projects have been supported and provides direction as to the next steps and timing for advancing project development.

The Board of Education is required to adopt a single Capital Project Bylaw (attached) for its approved 2025/26 Capital Plan, then the District will sign a contract with the Ministry, and finally the Ministry will issue a Certificate of Approval (COA) for each project. The COA is official authority allowing the School District to draw capital funds from the Ministry.

CAPITAL BYLAW NO. 2025/26-CPSD33-01
CAPITAL PLAN 2025/2026, No. # 2025-02

WHEREAS in accordance with section 142 of the *School Act*, the Board of Education of School District No. 33 (Chilliwack) (hereinafter called the "Board") has submitted a capital plan to the Minister of Education (hereinafter called the "Minister") and the Minister has approved the capital plan or has approved a capital plan with modifications,

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

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

NOW THEREFORE the Board enacts as follows:

- 1. The Capital Bylaw of the Board for the 2025/26 Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated April 22, 2025, is hereby adopted.
- 2. This Capital Bylaw may be cited as School District No. 33 (Chilliwack) Capital Bylaw No.2025/26-CPSD33-01.

READ A FIRST TIME THE 22nd DAY OF April 2025.

READ A SECOND TIME THE 22nd DAY OF April 2025.

READ A THIRD TIME, PASSED THE 22nd DAY OF April 2025.

Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 33 (Chilliwack) Capital Bylaw No. __ No.2025/26-CPSD33-01 adopted by the Board the 22nd day of April 2025.

Secretary-Treasurer



March 25, 2025

Ref: 23223

To: Secretary-Treasurer and Superintendent
School District No. 33 (Chilliwack)

Capital Plan Bylaw No. 2025/26-CPSD33-01

Re: Ministry Response to the Annual Five-Year Capital Plan Submission for 2025/26

This letter is in response to your School District's 2025/26 Annual Five-Year Capital Plan submissions for Major Capital Programs and Minor Capital Programs. This letter also contains important information regarding your upcoming 2026/27 Annual Five-Year Capital Planning submission. The following tables identify major capital projects that are supported to proceed to the next stage of development and minor capital projects that are approved for funding and can proceed to procurement.

On March 13, 2025, the Province introduced legislation that identifies country of origin requirements for all procurements. What this means is U.S. bidders must be excluded, except in certain circumstances, for all future procurements. The Ministry will have further conversations with school districts as the tariff situation evolves and commit to working closely with you to navigate this challenging situation.

MAJOR CAPITAL PROJECTS

Major capital consists of the following program areas:

- Seismic Mitigation Program (SMP)
- Expansion Program (EXP)
- Replacement Program (REP)
- Site Acquisition Program (SAP)
- Rural District Program (RDP)

A variety of emergent issues including a significant number of school fires and a challenging fiscal environment have resulted in a limited ability to advance major capital projects. As a result, there are no new major capital projects in your School District that were supported to move forward at this time.

MINOR CAPITAL PROJECTS

The table below reflects approved minor capital projects for your School District in the following program areas:

- School Enhancement Program (SEP)
- Food Infrastructure Program (FIP)
- Carbon Neutral Capital Program (CNCP)
- Building Envelope Program (BEP)

- Playground Equipment Program (PEP)

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

Facility Name	Program Project Description	Amount Funded by Ministry
Sardis Secondary	SEP - HVAC Upgrades	\$1,057,298
Vedder Middle	SEP - Interior Construction Upgrades	\$305,000
East Chilliwack Elementary	CNCP - HVAC Upgrades	\$171,250
Cheam Elementary	CNCP - HVAC Upgrades	\$162,925
A D Rundle Middle , G W Graham Secondary, Leary Integrated Arts & Technology Elementary, Little Mountain Elementary, Mount Slesse Middle, Robertson Elementary On Elm Street, Rosedale Traditional Community School, Sardis Elementary, Stitos Elementary, Watson Elementary	FIP - Kitchen Equipment	\$50,000
G W Graham Secondary, Mount Slesse Middle, Rosedale Traditional Community School, Stitos Elementary	FIP - Kitchen Equipment	\$60,000
Chilliwack Middle, G W Graham Secondary, Little Mountain Elementary, Mount Slesse Middle, Rosedale Traditional Community School, Stitos Elementary, Unsworth Elementary, Vedder Elementary, Vedder Middle, Watson Elementary	FIP - Kitchen Equipment	\$25,000

All projects are now to proceed to design, tender and construction, and to be completed by March 31, 2026.

New projects for BUS

The table below identifies Bus Acquisition Program (BUS) approved projects, with BUS funding amounts to be confirmed after school districts place their order(s) with bus vendors during the upcoming bus standing offer timeframe which runs from April 2, 2025 to June 2, 2025. Only internal combustion engine buses are currently identified, with approval and funding for electric buses (if applicable) to be identified later through an amended Capital Plan Response Letter. Please refer to the attached *School Bus Letter* for additional school bus purchasing details.

New/Existing Bus Fleet #	New/Replacement Bus Type	Amount Funded by Ministry
A6333	INTERNAL COMBUSTION ENGINE - Type D (80+RE) with 0 wheelchair space(s)	TBD
A7330	INTERNAL COMBUSTION ENGINE - Type D (80+RE) with 0 wheelchair space(s)	TBD

An Annual Programs Funding Agreement (APFA) accompanies this Capital Plan Response Letter which outlines specific Ministry and Board-related obligations associated with the approved Minor Capital projects for the 2025/26 fiscal year. Please email a signed/dated copy of the Annual Programs Funding Agreement to the Ministry at CMB@gov.bc.ca

In accordance with Section 143 of the *School Act*, Boards of Education are required to adopt a single Capital Bylaw (template can be found on the Ministry [website](#)) using the Capital Bylaw Number provided at the beginning of this document, for the supported and/or approved 2025/26 Five-Year Capital Plan projects as identified in this letter. The Capital Bylaw must be adopted by your Board and uploaded onto your School District's online MyCAPS portal in order for the Ministry to issue Certificates of Approval. A step-by-step guide of this process is attached for your reference.

Please contact Branch Director [Michael Nyikes](#) with any questions regarding Minor Capital projects.

SCHOOL SITE ACQUISITION CHARGE

As part of the Board's 2025/26 approved capital plan, the eligible school site requirement set out in the final resolution of the Board of Education in accordance with s. 574(5) of the *Local Government Act*, is accepted by the Ministry.

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

Please contact Regional Director [Travis Tormala](#) with any questions regarding School Site Acquisition Charges.

2026/27 ANNUAL FIVE-YEAR CAPITAL PLAN SUBMISSIONS

Capital Plan Instructions for the 2026/27 Annual Five-Year Capital Plan submission process will be available on the Ministry's capital planning [website](#) in early April.

School districts' capital plan submission deadlines for the 2026/27 fiscal year are:

- **June 30, 2025**
 - Major Capital Programs (SMP, EXP, REP, RDP, SAP)
- **September 30, 2025**
 - Minor Capital Programs (SEP, CNCP, PEP, BEP, BUS)
- **October 1, 2025**
 - Minor Capital Programs (FIP)

Additionally, the Annual Facility Grant (AFG) project requests for the 2025/26 fiscal year are to be submitted using the MyCAPS portal, on or before **May 16, 2025**. The 2025/26 AFG Allocation Table will be available on the Ministry's capital planning [website](#) in early April.

The Ministry recommends school districts discuss draft versions of their intended capital projects and Annual Facility Grant project requests with minor capital staff in advance of submission deadlines.

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

Sincerely,

A handwritten signature in dark ink that reads "Damien Crowell". The signature is fluid and cursive, with the first name "Damien" and last name "Crowell" clearly distinguishable.

Damien Crowell, Executive Director
Education and Child Care Capital Branch
Ministry of Infrastructure

pc: Geoff Croshaw, Director, Major Capital Projects, Education and Child Care Capital Branch
Michael Nyikes, Director, Minor Capital Projects, Education and Child Care Capital Branch

BOARD OF EDUCATION

DECISION REPORT

DATE: April 22, 2025

TO: Board of Education

FROM: Simone Sangster, Secretary Treasurer

RE: **POLICY 600: FINANCIAL PLANNING AND REPORTING - AMENDMENT**

RECOMMENDATION:

THAT the Board of Education approve Policy 600 – Financial Planning and Reporting as amended.

BACKGROUND:

Policy 600, initially adopted in 2022 and amended on April 16, 2024, outlines the timelines and engagement opportunities for Financial Planning and Reporting Activities. The revisions currently proposed remove the calendar. This year the District was not in compliance with Policy 600 which outlines a calendar for Financial Planning and Reporting Activities because of delays by the Province. These delays resulted in the Province extending the deadline.

Given that June 30th is the only legislatively required date for submitting our annual budget, we recommend amending this policy to remove the calendar.

KEY CHANGES IN THE POLICY:

- Removal of outlined timelines and engagement opportunities for Financial Planning and Reporting Activities

POLICY 600 FINANCIAL PLANNING AND REPORTING

The Board recognizes its responsibility for the effective use of funds received from the Ministry of Education and Child Care (the “Ministry”) and other sources. The Board of Education (the “Board”) has a duty to govern the district in a fiscally responsible manner, while supporting the priorities and strategies of its Strategic Plan.

Governance over financial planning and reporting encompasses setting strategic objectives, and then providing resources to achieve those objectives. The Board of Education represents the community and should be open and transparent on the resource allocations along with seeking community input on those allocations. The Board cannot transfer its fiduciary responsibility to management, community, or partners, and must retain responsibility for the final approval and monitoring of the budget plan. Management is responsible to the Board for outlining performance measures to evaluate achievement of the objectives, identifying risks inherent in the budget plan, establishing internal controls over spending, and providing regular financial reporting.

The Board believes that establishing strategic objectives and associated operational plans will enhance student educational outcomes. The Board also believes that aligning funding and resources to those strategic objectives and engaging in multiyear financial planning is crucial for the effective and sustainable operation of the school district. The Board will develop a *Financial Plan* spanning three years and will provide Ministry with the plan.

Guiding Principles:

- The Board will establish a financial plan that allocates resources and reserves to the core operational needs of the district, and to support strategic and long-range plans of the district.
- In developing its *Financial Plan*, the Board will establish a consultation process to receive input from students, parents/guardians/caregivers, staff, First Nations and Métis Nation BC, community members and organizations on the strategic objectives and resource priorities.
- Throughout the fiscal year, management will provide regular reporting which will compare actual and forecasted expenditures to the budget plan.
- The Board will amend the budget plan as conditions change and will formally approve an annual budget plan by June 30 and amended budget plan by February 28.
- The Board will review the budget planning processes on an annual basis.

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~~Timelines and engagement opportunities for Financial Planning and Reporting Activities.~~

September	Regular Board Meeting	Audited Financial Statements, Financial Statement Discussion and Analysis
November	Budget Advisory Committee	1 st Quarter Financial Report, Financial Statement Discussion and Analysis, Budget Timeline and Process
November	Regular Board Meeting	1 st Quarter Financial Report, Budget Timeline and Process Approval
January	Budget Advisory Committee	Amended Annual Budget Review
January	Regular Board Meeting	Amended Budget 1 st Reading
February	Budget Advisory Committee	2 nd Quarter Financial Report, Budget Timelines, Public Budget Presentation/Consultation Planning
February	Regular Board Meeting	Amended Budget 2 nd & 3 rd Reading and Adoption, 2 nd Quarter Financial Report
April	Budget Advisory Committee	Preliminary Budget Assumptions, Overview of Public Budget Presentation/Consultation
April	Regular Board Meeting	Public Budget Presentation & Consultation
May	Budget Advisory Committee	3 rd Quarter Financial Report, Preliminary Budget Review, 3 Year Plan Review
May	Regular Board Meeting	Preliminary Budget 1 st Reading, 3 rd Quarter Financial Report, 3 Year Plan Review
June	Regular Board Meeting	Preliminary Budget 2 nd & 3 rd Reading and Adoption, 3 rd Quarter Financial Report, 3 Year Plan

BOARD OF EDUCATION

DECISION REPORT

DATE: April 22, 2025
TO: Board of Education
FROM: Simone Sangster, Secretary Treasurer
RE: **PORTABLE DISPOSAL BYLAW, 2025 NO. # 2025-03
(PORTABLE ON STÓ:LŌ LANDS)**

RECOMMENDATION:

1. THAT the Board approve three readings of Portable Disposal Bylaw, 2025 No. # 2025-03 at the April 22, 2025 Regular Board Meeting.
(*vote must be unanimous*)
2. THAT the Board approve first reading of Portable Disposal Bylaw, 2025 No. # 2025-03 (attached).

If recommendation 1 is approved continue with the following:

3. THAT the Board approve second reading of Portable Disposal Bylaw, 2025 No. # 2025-03 (attached).
4. THAT the Board approve third reading and adoption of Portable Disposal Bylaw, 2025 No. # 2025-03 (attached).

BACKGROUND:

To support the operation of the Mémiyelhtel (Indigenous Student Mentorship) program, the district has a portable on Stó:lō Lands. The portable structure comprises two joined portables that were manufactured in 1991 and 1993 and district has continued to maintain this over the years as part of the agreement to support the mentor program.

The value of the portable to supporting the educational attendance and success of Indigenous students is high and the Stó:lō Service Agency Society (Stó:lō) want to continue using it for the program. Whereas the value of the portable to the district from a potential sale, is less than the cost of moving the portable. Therefore, we have agreed that for nominal consideration, and subject to Board approval, the District will sell the portable to the Stó:lō and the Stó:lō will take over responsibility for maintenance.



**THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (CHILLIWACK)
PORTABLE DISPOSAL BYLAW, 2025, No. #2025-03**

WHEREAS The Board of Education of School District No. 33 (Chilliwack) (the “**Board**”) is a board of education constituted under the *School Act* (British Columbia);

AND WHEREAS Section 65(5) of the *School Act* (British Columbia) requires a board of education to exercise a power with respect to the acquisition or disposal of property only by bylaw;

AND WHEREAS the Board may, subject to the orders of the Minister, dispose of land or improvements, or both, pursuant to Section 96(3) of the *School Act* (British Columbia);

AND WHEREAS Section 3 of the *Disposal of Land or Improvements Order* (Ministerial Order M193/08) (the “**Disposal Order**”) provides that boards of education must not dispose of land or improvements by sale and transfer in fee simple or by way of lease or 10 years or more unless such disposal is to another board of education or an independent school for educational purposes or is approved by the Minister in accordance with Section 5 of the Disposal Order;

AND WHEREAS the *School Act* (British Columbia) defines “improvements” to mean improvements as defined in the *Assessment Act* (British Columbia);

AND WHEREAS the *Assessment Act* (British Columbia) defines “improvements” to mean any building, fixture, structure or similar thing constructed or placed on or in land, or water over land, or on or in another improvement, but does not include any of the following things unless that thing is a building or is deemed to be included in the definition of “improvements” in the *Assessment Act* (British Columbia) by Section 1(2) of the *Assessment Act* (British Columbia): (i) production machinery; (ii) anything intended to be moved as a complete unit in its day to day use; (iii) furniture and equipment that is not affixed for any purpose other than its own stability and that is easily moved by hand;

AND WHEREAS on March 25, 2025, the British Columbia Ministry of Infrastructure, Education and Child Care Capital Branch, confirmed to the Board that the disposal of portables are not subject to Disposal Order;

AND WHEREAS:

- A. Pursuant to a Partnership Agreement made and entered into July 1, 2023 (as amended from time to time, the “**Partnership Agreement**”) between the Board and Stó:lō Service Agency Society (the “**Society**”), the Board and the Society formed the Mémiyelhtel (Indigenous Student Mentorship) partnership to support Indigenous students’ social and educational success;



- B. In furtherance of the relationship pursuant to the Partnership Agreement, the Board contributed the following two portables which have been combined as one structure known as building #18:

Vendor Identification Label:	070-91
Manufacture:	BritCo
Year Built:	1991
Serial No.:	2109000-20A/20B; and
Vendor Identification Label:	097-93
Manufacture:	Shelter
Year Built:	1993
Serial No.:	924033-66/67

(collectively, the “**Portables**”);

- C. The Portables have been relocated to the lands and premises with a civic address of 7201 Vedder Road, Chilliwack, British Columbia V2R 4G5 and legally described as Parcel Identifier: 026-663-198, Parcel A District Lot 38 Group 2 New Westminster District Plan BCP23121 (the “**Property**”);
- D. The registered owner of the Property is His Majesty the King in Right of Canada as represented by the Minister of Crown-Indigenous Relations;
- E. The cost to remove the Portables by the Board would be in excess of the value of the Portables;
- F. The Society is continuing to use the Portables in connection with the Mémiyelhtel (Indigenous Student Mentorship) program in funding collaboration with the Board and the British Columbia Ministry of Children and Family Development;
- G. In furtherance of the Mémiyelhtel (Indigenous Student Mentorship) program and the relationship between the Board and the Society, the Board proposes to sell the Portables to the Society for \$1.00 (plus applicable taxes) (the “**Purchase Price**”) pursuant to a bill of sale to be entered into between the Board and the Society (the “**Bill of Sale**”);
- H. The Board confirms that the Portables will not be required for educational purposes, either now or in the future, in School District No. 33 (Chilliwack); and
- I. The Board is satisfied that the Purchase Price represents the fair market value of the Portables, and it would be in the best interests of the Board to enter into the Bill of Sale and, pursuant to the Bill of Sale, complete the sale of the Portables to the Society.



NOW THEREFORE be it resolved as a Bylaw of the Board that the Bill of Sale and the sale of the Portables to the Society be and are hereby authorized and approved.

BE IT FURTHER resolved that the Secretary-Treasurer be and is hereby authorized, on behalf of the Board, to execute and deliver the Bill of Sale with all such amendments thereto as the Secretary-Treasurer may, in her discretion, consider advisable, and the Secretary-Treasurer be and is hereby authorized, on behalf of the Board, to execute and deliver all related and ancillary documents required to complete the sale of the Portables by the Board to the Society on such terms and conditions as the Secretary-Treasurer may, in her discretion, consider advisable as witnessed by the signature of the Secretary-Treasurer.

This Bylaw may be cited as “School District No. 33 (Chilliwack) Portable Disposal Bylaw 2025”.

Read a first time this 22nd day of April, 2025.

Read a second time this 22nd day of April, 2025.

Upon unanimous agreement of the Trustees of the Board in attendance, this Bylaw was read a third time on the 22 day of April, 2025, and finally passed and adopted this 22 day of April, 2025.

Chair of the Board

Secretary-Treasurer

I HEREBY CERTIFY this to be a true original of the School District No. 33 (Chilliwack) Portable Disposal Bylaw 2025, adopted on the 22nd day of April, 2025.

Secretary-Treasurer