



**Chilliwack  
School District**

## **THE BOARD OF EDUCATION**

**School District #33 (Chilliwack)**

### **Regular Board Meeting Held in Public**

**(Live streamed; attendees may be recorded)**

## **AGENDA**

**May 19, 2026**

**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. Approval of the Minutes

(THAT the minutes of the May 12, 2026 Regular Board Meeting be approved as circulated.)

#### **2. PRESENTATION ITEM**

2.1. 2026-2027 Budget Presentation

#### **3. INFORMATION ITEMS**

3.1. Education Policy Advisory Committee Report

3.2. Budget Advisory Committee Report (Minutes)

3.3. Budget Advisory Committee Report (Quarterly Financial Report)

3.4. Trustee Written Reports

3.5. BCSTA Report

3.6. Indigenous Education Council Report

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

#### **5. ACTION ITEMS**

5.1. Bylaw 2: Trustee Elections (Revised)

5.2. Major Capital Bylaw - ADR

5.3. Policy Amendments – 200 & 300 Series Barrier Scan

**6. MEETING SUMMARIES**

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

**8. SUPERINTENDENT’S UPDATE**

**9. ADJOURNMENT**

9.1. Next Board of Education Meeting: June 16, 2026 at 5:30pm



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

**Date of Meeting:** Tuesday, May 12, 2026

**Location:** School District Office

**Members Present:**

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

**Regrets:** Trustee Teri Westerby

**Staff Present:**

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

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**1. CALL TO ORDER**

**1.1. Call to Order**

The meeting was called to order at 5:31 p.m.

The Chair opened the meeting with a welcome, an acknowledgment of Traditional Territory, and the Board's Diversity Statement.

**1.2. Adoption of the Agenda**

**60.26** Moved by: Trustee Reichelt  
Seconded by: Trustee Bondar

THAT the agenda be adopted as circulated.

**CARRIED**

**1.3. Approval of the Minutes**

**61.26** Moved by: Trustee Bondar

Seconded by: Trustee Reid

THAT the minutes of the April 21, 2026 Regular Board Meeting be approved as circulated.

**CARRIED**

## **2. PUBLIC PARTICIPATION – COMMENTS/QUESTIONS CONCERNING THE AGENDA**

- Consultation process length, impact for parents
- Phased implementation in transitions
- Well-being and transitions for students
- CUPE staff support in transitions

## **3. ACTION ITEMS**

### **3.1. Enrollment and Facilities Review**

The Superintendent provided an overview on the consultation process, enrolment trends, long-term planning considerations, and a high-level summary of the recommendations to balance Facilities and Enrollment, with implementation proposed for the 2027-2028 school year.

#### **3.1.1. South Side Middle School Late French Immersion Program**

**62.26**

Moved by: Trustee Reichelt  
Seconded by: Trustee Bondar

THAT the Board of Education approve the recommendation to maintain the District's Late French Immersion program at Vedder Middle School, rather than relocate it to Mount Slesse Middle School, recognizing that District programs remain subject to future Board review and decision.

**CARRIED**

#### **3.1.2. Yarrow and Greendale Middle School Transitions**

**63.26**

Moved by: Trustee Reid  
Seconded by: Trustee Reichelt

THAT the Board of Education approve the recommendation that students residing in the Yarrow and Greendale catchments continue to attend Stitó:s Lá:lém Totí:It and transition to Sardis Secondary School, except as otherwise determined through the District's administrative procedures, and recognizing that future pathway reviews may be required based on enrolment, capacity, and other District considerations.

**CARRIED**

#### **3.1.3. Watson Elementary Catchment**

**64.26**

Moved by: Trustee Reichelt  
Seconded by: Trustee Bondar

THAT the Board of Education direct the Superintendent to undertake a comprehensive review of the school catchment areas for Watson Elementary School, Unsworth Elementary School, Tyson Elementary School, and Stitó:s Lá:lém Totí:It during the 2026-2027 school year, and to bring forward any recommended catchment adjustments to the Board, aligned with all other recommendations effective the 2027-2028 school year.

**CARRIED**

**3.1.4. Cheam Elementary Catchment**

Trustee Reid acknowledged her conflict of interest on this recommendation and recused herself from the discussion and vote.

**65.26** Moved by: Trustee Reichelt  
Seconded by: Trustee Bondar

THAT the Board of Education approve the recommendation to reallocate the existing regular program Cheam Elementary catchment by redesignating its catchment areas to Little Mountain Elementary, Strathcona Elementary, and the new East Side Elementary school, effective 2027-28, as presented;

AND

THAT, in implementing the approved North Side changes, staff consider currently enrolled students through the District's administrative procedures, including sibling continuity, subject to available space and resource allocations, to minimize disruption for students and families.

**CARRIED**

**3.1.5. North Side Early and Late Middle School French Immersion Program**

Trustee Reid acknowledged her conflict of interest on this recommendation and recused herself from the discussion and vote.

**66.26** Moved by: Trustee Reichelt  
Seconded by: Trustee Bondar

THAT the Board of Education approve the recommendation to relocate the District's North Side Early and Late French Immersion program from Chilliwack Middle School to Rosedale Traditional Middle School, recognizing that District programs remain subject to future Board review and decision,

AND

THAT the Board directs staff, in implementing the approved North Side changes, to address transportation, equitable access, and the continuity and stability of the French Immersion program, to support a successful transition for students and families.

**CARRIED**

**3.1.6. District Early French Immersion Program**

Trustee Reid acknowledged her conflict of interest on this recommendation and recused herself from the discussion and vote.

**67.26** Moved by: Trustee Bondar

Seconded by: Trustee Reichelt

THAT the Board of Education approve the recommendation to relocate the Early French Immersion program from École Cheam Elementary School to the new East Side Elementary School, recognizing that District programs remain subject to future Board review and decision,

AND

THAT the Board direct staff, in implementing the approved North Side changes, to address transportation, childcare, and the continuity and stability of the French Immersion program, to support a successful transition for students and families.

**CARRIED**

**3.1.7. Integrated Arts and Technology Program Grade 6-12 Reconfiguration**

**68.26** Moved by: Trustee Reid  
Seconded by: Trustee Reichelt

THAT the Board of Education approve the recommendation to reconfigure Imagine High Integrated Arts and Technology Secondary School to a Grade 6-12 school.

**CARRIED**

**3.1.8. Rosedale Traditional School Reconfiguration**

Trustee Reid acknowledged her conflict of interest on this recommendation and recused herself from the discussion and vote.

**69.26** Moved by: Trustee Reichelt  
Seconded by: Trustee Bondar

THAT the Board of Education approve the recommendation to reconfigure Rosedale Traditional Community School from a K-8 Elementary/Middle school to a 6-8 Middle School, effective 2027-28.

**CARRIED**

**5. MEETING SUMMARIES**

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

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

- Playground and equipment moves
- Alternate Education site
- Traffic and walkability around the new eastside elementary school
- Transition processes and parent involvement
- Before and after school care at the new eastside elementary
- Little Mountain community catchments
- School Trustee Liaison(s)
- French Immersion program

**7. ADJOURNMENT**

The meeting was adjourned at 7:32 p.m.

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

**Regular Meeting  
Tuesday, May 19, 2026  
5:30 p.m.  
School District Office**

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

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

DRAFT

## BOARD OF EDUCATION

### PRESENTATION

**DATE:** May 19, 2026  
**TO:** Board of Education  
**FROM:** Simone Sangster, Secretary Treasurer  
**RE:** **2026-27 BUDGET**

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#### **BACKGROUND:**

The Secretary Treasurer and the Assistant Secretary Treasurer will present the draft 2026-27 budget.

# BUDGET PRESENTATION

May 19, 2026

School Board Meeting



**Chilliwack  
School District**



# Amended Budget

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.



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



Oct      Nov      Dec      Jan      Feb      Mar      Apr      May      June      Jul

We are here



### Nov - Feb

Annual 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

Annual Budget to the Board of Education for 3 readings.



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



MoECC Next Year Funding Announcement

# Annual Budget

Next Year



# Accumulated Surplus SY2025/26

	Amended			Q3 Projection		
	Accumulated Surplus/(Deficit)	Operating Expenses	Accumulated Surplus %	Accumulated Surplus/(Deficit)	Operating Expenses	Accumulated Surplus %
Accum. Surplus, June 30, 2024	7,250,166	181,695,319	3.99%	7,250,166	181,695,319	3.99%
Change in Accum. Surplus	680,201			680,201		
Accum. Surplus, June 30, 2025	7,930,367	195,534,259	4.06%	7,930,367	195,534,259	4.06%
Amended Budgeted Surplus/(Deficit)	(1,509,956)			(999,952)		
Projected Accum. Surplus, June 30, 2026	6,420,411	203,746,496	3.15%	6,930,415	203,746,496	3.40%

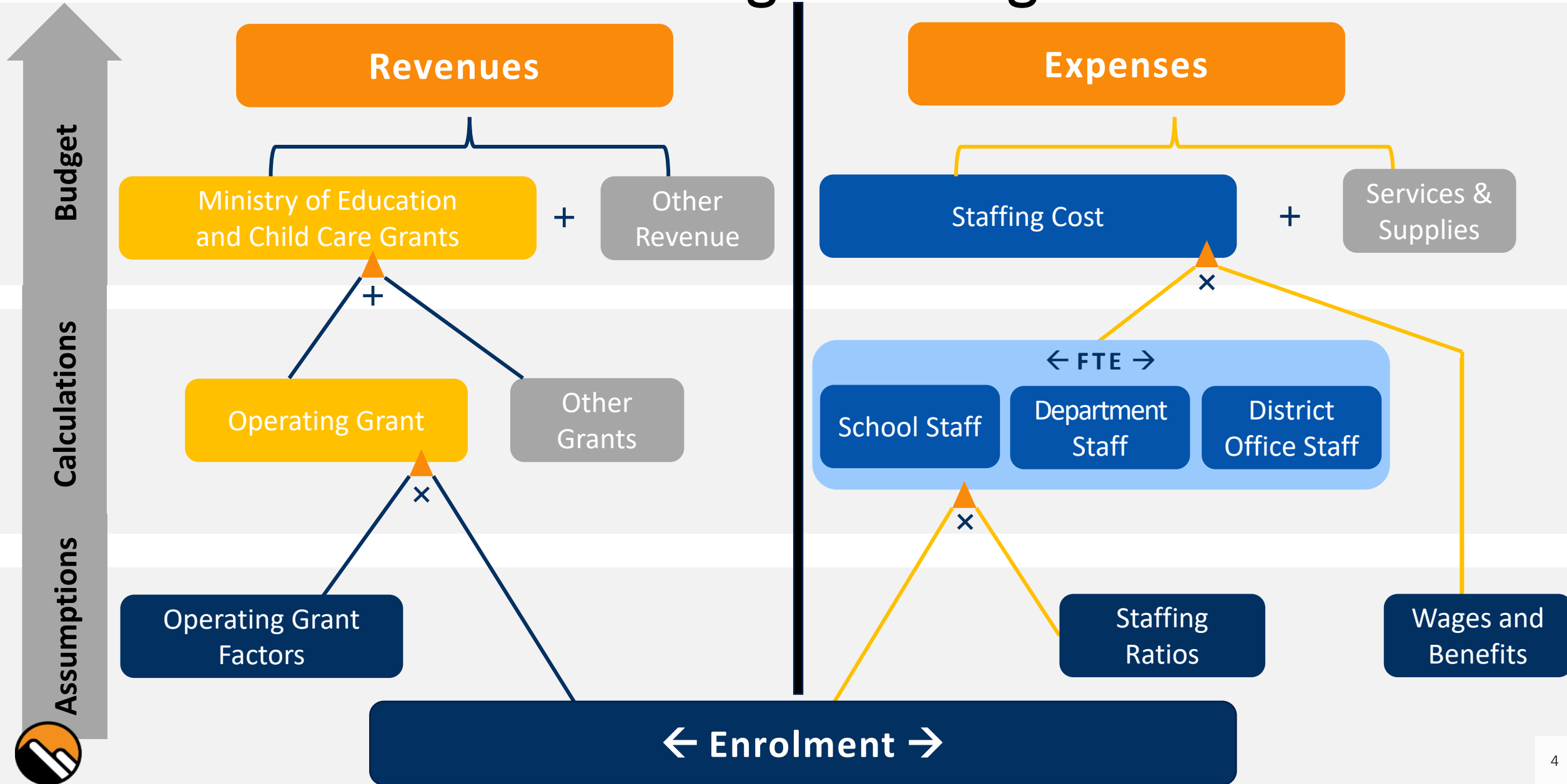
## Range of Acceptability

Target 2%	4,074,930
Target 4%	8,149,860

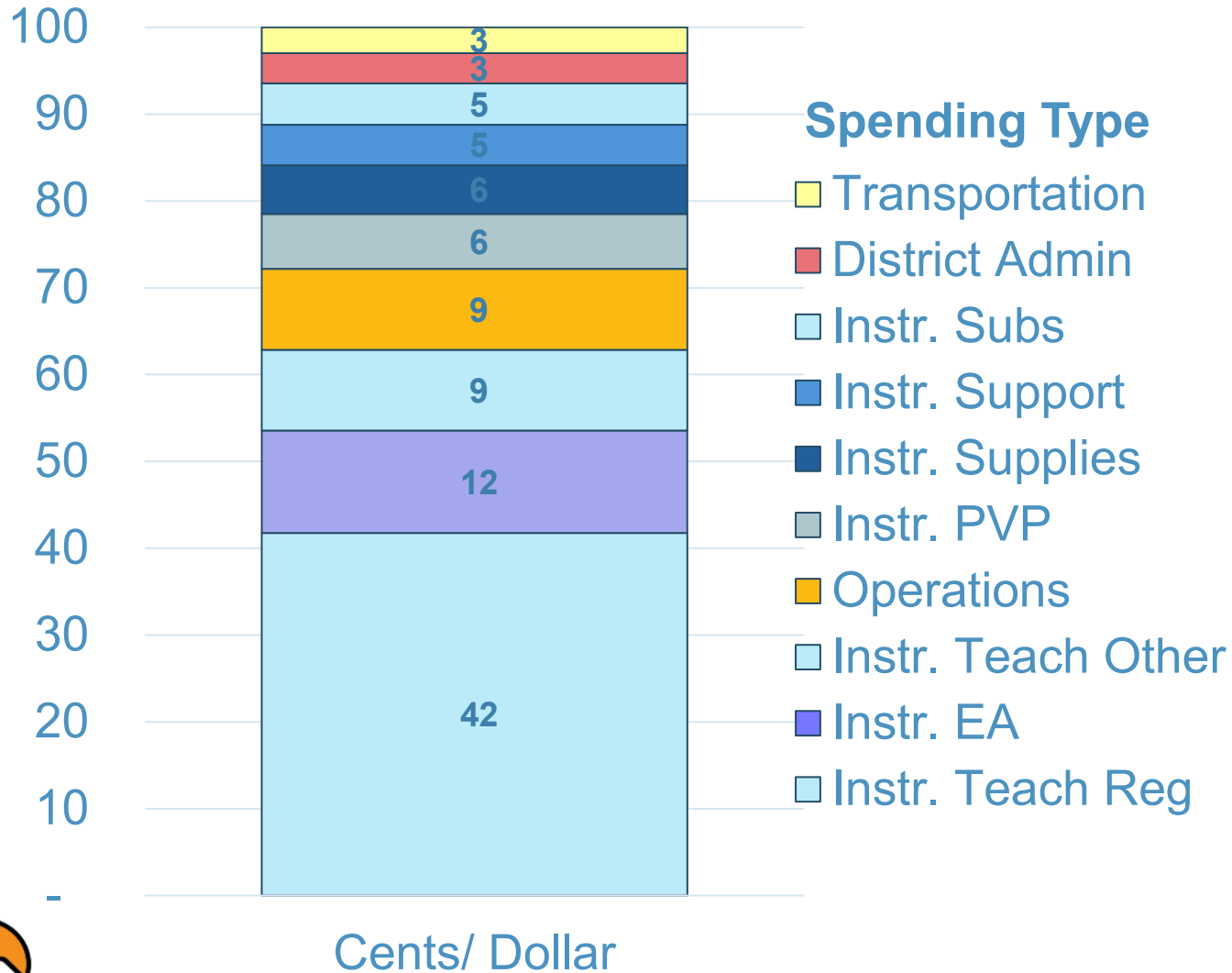
“ The Board acknowledges that an Accumulated Operating Surplus balance provides a measure of resiliency to mitigate against fluctuations in annual grant funding and other revenues and creates a contingency to manage one-time costs or unforeseen expenditures. Use of the Accumulated Operating Surplus cannot be relied upon to sustain on-going operations and services. The Board can restrict operating surplus for future years. ”



# How is the Budget Put Together?



# Where Does \$1 Go?



Spending Type	Cents/ Dollar
Transportation	3¢
District Admin	3
Instr. Subs	5
Instr. Support	5
Instr. Supplies	6
Instr. PVP	6
Operations	9
Instr. Teach Other	9
Instr. EA	12
Instr. Teach Reg	42
<b>Total</b>	<b>\$1.00</b>

# Next Year's Budget

## ■ What we know

1. Decline in enrollment means:
  - Less revenue
  - Reduction in direct costs; assuming same service-level
2. Starting assumption of a deficit (structural)
3. Cost increases; Revenue decline
  - One-time: mediation settlement, election, ERM transition costs, costs of enrollment and facilities review
  - Ongoing: FIPPA, tech license, benefits, step movements, fuel, insurance, and other inflationary pressures
  - Drop in investment income
4. Salary and Benefit changes from the Collective Bargains



# Next Year's Budget

- **What we don't know**
  - Provincial revenues related to changes from Collective Bargaining Agreements (ratio and salary adjustments)
  - Projecting this year is crucial to starting point and accumulated surplus



# SY2627 Budget Summary

Category	In Thousands ('000)
SY2627 Budget Pressures	(7,050)
Staffing & Services Impact Aligned with Reduced Enrollment	2,900
Resource Reallocations	2,450
<b>SY2627 Net Budget Position</b>	<b>(1,700)</b>
Use of Accumulated Operating Surplus	1,700
<b>SY2627 Balanced Budget</b>	<b>0</b>



# SY2627 Budget Pressures

Category	In Thousands ('000)
Decline in enrollment, net of enrl. decline suppl.	(2,700)
Increase in International enrollment	100
Reduction in interest income	(300)
Inc. in Benefits Prem., CA Grid Progressions, & Mediation Settlement	(2,050)
One-time costs	(600)
Ongoing costs	(1,500)
<b>SY2627 Deficit Position</b>	<b>(7,050)</b>



# Impact of Reduced Enrollment - Maintaining Service

Service Level means that what we did last year, we retain for the following year.

However,

- Funding is used for more than just teachers and EA's.
- Principals, District Administration, Operations, Infrastructure cannot all be reduced eg. A 300-student decrease might suggest a reduction in a principal, but we are not closing a school.



# Staffing & Services Impact Aligned with Reduced Enrollment

Category	In Thousands ('\$000)
Teachers (15 FTE)	1,900
Education Assistants (9 FTE)	600
Substitutes	150
Supplies and Services	250
<b>Net Budget Reduction</b>	<b><u>2,900</u></b>



# Resource Reallocations

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- Efficiencies
  - School teacher staff still within requirements (9 FTE)
    - Relief FTE's, secondary FTE's, early literacy coaches, physical literacy teacher
  - Reduction in Support staff, primarily in unfilled facilities positions (3 FTE)
  - Reduction in PVP & Other Professionals (2 FTE)
  - Reduction in Education Assistants (7 FTE)
    - Budget reassigned within Inclusive Education
      - Inclusion Teacher, Family Navigator, BCBA, Psychologist
  - Efficiencies in utilization of substitutes
  - Services and Supplies – school allocations, district administration, technology, instructional



# Resource Reallocations

Category	In Thousands ('\$000)
Teachers (9 FTE net)	1,100
Support Staff (3 FTE)	250
PVP & Other Professionals (2 FTE net)	200
Education Assistants (7 FTE)	400
Substitutes	500
Supplies and Services	500
Staffing Reconciliation (6 FTE net)	(500)
<b>Net Budget Reduction</b>	<b><u>2,450</u></b>



# Use of Accumulated Surplus

## One-time costs:

- CUPE Mediation Settlement
- Trustee Election
- ERP system
- Transportation revenue or savings to be identified
- Enrollment and Facility Costs (Boundary)
- Future Savings Opportunities



# Utilization of Accumulated Operating Surplus

Category	In Thousands ('\$000)
<b>SY2627 Net Budget Position</b>	<b><u>(1,700)</u></b>
Use of Accumulated Surplus**	
- Trustee Election	200
- CUPE mediation settlement	350
- ERP implementation	300
- Enrollment and facilities review	50
- Transportation	200
- Residual deficit (future savings opportunities)	600
<b>NET BUDGET, After use of Accumulated Surplus</b>	<b><u>0</u></b>



\*\* Unrestricted Accumulated Operating Surplus at the start of 2026-27 needs to be determined; once we know that we can calculate the ending balance and policy compliance.

# Accumulated Operating Surplus

The District will maintain an unrestricted operating surplus to support effective planning that includes risk mitigation. From time to time, the district may require emergency funds, or contingency funds for unexpected increases in expenses and/ or decreases in anticipated revenues. In these situations, the district needs to have access to enough funds to continue to provide educational services and maintain regular operations without implementing one-time service cuts.

The target balance for the Unrestricted Accumulated Operating Surplus is established in the range of **2 to 4 percent** of annual operating expenses as approved in the Annual Budget.

**Administrative Procedure 601**  
Accumulated Operating Surplus



# Accumulated Surplus SY2025/26 & SY2026/27

	Accumulated Surplus/ (Deficit)	Operating Expenses	Accumulated Surplus %
<b>Accum. Surplus, June 30, 2024</b>	<b>7,250,166</b>	<b>181,695,319</b>	<b>3.99%</b>
Change in Accum. Surplus	680,201		
<b>Accum. Surplus, June 30, 2025</b>	<b>7,930,367</b>	<b>195,534,259</b>	<b>4.06%</b>
Amended Budgeted Surplus/(Deficit)	(999,952)		
<b>Projected Accum. Surplus, June 30, 2026</b>	<b>6,930,415</b>	<b>203,746,496</b>	<b>3.40%</b>
<b>Amended Budgeted Surplus/(Deficit) for SY2026/27</b>	(1,700,000)		
<b>Projected Accum. Surplus, June 30, 2027</b>	<b>5,230,415</b>	<b>201,378,269</b>	<b>2.60%</b>

Range of Acceptability	
Target 2%	4,027,565
Target 4%	8,055,131

The Board acknowledges that an Accumulated Operating Surplus balance provides a measure of resiliency to mitigate against fluctuations in annual grant funding and other revenues and creates a contingency to manage one-time costs or unforeseen expenditures. Use of the Accumulated Operating Surplus cannot be relied upon to sustain on-going operations and services. The Board can restrict operating surplus for future years.

**Board Policy 601**

ACCUMULATED OPERATING SURPLUS





# Capital Projects Fund

## Projects approved by the Ministry:

NEW East Side Elementary

Sardis Secondary Addition

Waiting on funding approval for ADR Addition

Cheam & Central Elementary HVAC Upgrades

Mount Slesse Middle Roof Upgrade

Kitchen Equipment

Three Replacement Buses

## Locally funded projects:

Vehicles

Equipment

Custodial Equipment



**THANK YOU**



**Questions?**



## INFORMATION REPORT

### Regular Board Meeting

**DATE:** May 19, 2026

**TO:** Board of Education

**FROM:** Willow Reichelt, Education Policy Advisory Committee Chair

**RE:** **EDUCATION POLICY ADVISORY COMMITTEE REPORT**

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#### **BACKGROUND:**

As directed by the Board on September 23, 2025, the District has initiated a barrier scan of all Education Policy Advisory Committee (EPAC) policies (Sections 200 and 300 of the Policy Manual), in alignment with Board Policy 161. This review ensures that policies are accessible, inclusive, and aligned with equity principles, Truth and Reconciliation, and the Declaration on the Rights of Indigenous Peoples Act (DRIPA).

#### **UPDATE:**

At its meeting on April 27, 2026, the EPAC reviewed policies as part of the barrier scan process and recommended amendments to **Policies 220 Parents' Advisory Councils, 221 District Parents' Advisory Council, 31 Advertising in Schools by Commercial Enterprises, and 370 District Programs and Unique Learning Opportunities** to enhance clarity, align with Ministry requirements, and improve accessibility for all users.

#### **NEXT STEPS:**

The recommended amendments have been incorporated into the policies and are presented to the Board for approval under Decision Items.

# Minutes



## REPORT OF THE EDUCATION POLICY ADVISORY COMMITTEE

Meeting Held Monday, April 27, 2026 – 6:00 p.m.

Zoom

**Attendance:**

Willow Reichelt	Trustee
Richard Procee	Trustee
Iain Gardner	CPVPA
Ryan Pastorchik	CPVPA
Sarabpreet Riar	CTA
Aggie Malecki	CUPE
Katie Bartel	DPAC
Jessica Clarke	DPAC
Stuart Krestell	IEC
Madilyn Marchesi	Student, Imagine High
Abbi McClements	Student, CSS

**Staff:**

Rohan Arul-pragasam	Superintendent
Lisa Champagne	Executive Assistant

**Regrets:**

Teri Westerby	Trustee
Donna Dove	Management Group

1. **Call to Order – Welcome & Indigenous Land Acknowledgement**

Chair Willow Reichelt called the meeting to order at 6:04 p.m. – Welcome and Indigenous Land Acknowledgement.

2. **Approval of Agenda**

Mover: Trustee Procee  
Secunder: Sarabpreet Riar

THAT the Agenda be approved as circulated.

**CARRIED**

3. **Approval Minutes – March 30, 2026**

Mover: Stuart Krestell  
Secunder: Sarabpreet Riar

THAT the minutes of the March 30, 2026 meeting be approved as amended.

**CARRIED**

### **NEW BUSINESS**

4. **POLICY 220 PARENTS' ADVISORY COUNCILS**

The committee reviewed this revised policy and suggested changes.

Moved by: Katie Bartel

Seconded by: Ryan Pastorchik

THAT REVISED Policy 220 – Parents’ Advisory Councils be referred to the Board of Education for approval.

**CARRIED**

5. **POLICY 221 DISTRICT PARENTS’ ADVISORY COUNCIL**

The committee reviewed this revised policy and suggested changes.

Moved by: Iain Gardner

Seconded by: Aggie Malecki

THAT REVISED Policy 221 – District Parents’ Advisory Council be referred to the Indigenous Education Council for final review and, upon recommendation, to the Board of Education for approval.

**CARRIED**

6. **POLICY 231 ADVERTISING IN SCHOOLS BY COMMERCIAL ENTERPRISES**

The committee reviewed this revised policy and suggested changes.

Moved by: Katie Bartel

Seconded by: Sarabpreet Riar

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

**CARRIED**

7. **POLICY 370 DISTRICT PROGRAMS AND UNIQUE LEARNING OPPORTUNITIES**

The committee reviewed this revised policy and suggested changes.

Moved by: Iain Gardner

Seconded by: Katie Bartel

THAT REVISED Policy 370 – District Programs and Unique Learning Opportunities be referred to the Board of Education for approval.

**CARRIED**

**ADJOURNMENT 6:55 p.m.**

## INFORMATION REPORT

### Regular Board Meeting

**DATE:** May 19, 2026  
**TO:** Board of Education  
**FROM:** Margaret Reid, Budget Advisory Committee Chair  
**RE:** **BUDGET ADVISORY COMMITTEE MINUTES**

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The Board of Education will receive the Budget Advisory Committee Minutes of May 7, 2026.

## REPORT OF THE BUDGET ADVISORY COMMITTEE

Meeting Held Thursday, May 7, 2026 – 4:00 p.m.

School District Office

### Attendance:

Committee Members:	Margaret Reid	Trustee (Chair)
	Richard Procee	Trustee (Vice Chair)
	David Swankey	Trustee
	Niki Wiens	Management Group
	Nicole Driscoll	CPVPA
	April Mancinelli	CUPE
	Jessica Clarke	DPAC
	Michael Leone	Community Representative
	Yatinder Goel	Community Representative
	Anna Gilbank	Student Rep – CSS
Staff:	Rohan Arul-pragasam	Superintendent
	Simone Sangster	Secretary Treasurer
	Raman Brar	Assistant Secretary Treasurer
	Brittany Alendal	Executive Assistant (Recorder)
Regrets:	Reid Clark	CTA
	Maddi Ekelund	Student Rep – CSS
	Dana St. Denis	IEC

### 1. **Call to Order – Welcome & Indigenous Land Acknowledgement**

Chair Margaret Reid called the meeting to order at 4:03 p.m. – Welcome and Indigenous Land Acknowledgement.

### 2. **Approval of Agenda**

Mover: Jessica Clarke  
Seconder: Michael Leone

THAT the Agenda be approved as circulated

**CARRIED**

3. **Approval of Minutes – April 9, 2026**

Mover: Yatinder Goel  
Seconder: Niki Wiens

THAT the minutes of the April 9<sup>th</sup>, 2026 meeting be approved as circulated.

**CARRIED**

4. **Purpose of the Committee**

The Budget Advisory Committee advises the Board on key financial matters, including the Annual Budget. It reviews public consultation plans, enrollment and staffing projections, budget documents, and quarterly financial reports. The committee also assesses the impact of operational changes from a stakeholder perspective and supports community consultation.

5. **Review of March Quarterly Financial Report**

The Manager of Budget and Analysis presented the March Quarterly Financial Report. He reviewed the performance so far in 2025-26 and the projections to June 30, 2026. The report indicated that the projected Deficit was \$999,953 versus \$1,509,956 in the amended budget.

6. **Review of Annual Budget 2026-27**

The Secretary Treasurer and the Assistant Secretary Treasurer reviewed the 2026–27 Annual Budget, which falls within the targeted range of 2–4%. They also outlined budget adjustments that will be presented to The Board.

Individual members provided feedback and discussed concerns.

The DRAFT 2026 -27 budget will be presented to the Board of Education on May 19th, 2026.

7. **Adjournment**

The meeting was adjourned at 5:42 p.m. followed by a dinner provided in appreciation for the commitment and contributions to the Budget Advisory Committee this year.

## INFORMATION REPORT

### Regular Board Meeting

**DATE:** May 19, 2026

**TO:** Board of Education

**FROM:** Simone Sangster, Secretary Treasurer

**RE:** **BUDGET COMMITTEE QUARTERLY REPORT**

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#### **BACKGROUND:**

The Board of Education will receive the March 2026 Quarterly Report and Written Financial Report, as presented to the Budget Advisory Committee on May 7, 2026.

# Chilliwack School District

Quarterly Financial Report - July 1, 2025 to March 31, 2026

OPERATING FUND	Year-to-Date Jul 1, 2025 to Mar 31, 2026				
	July to Mar ACTUALS	June 30, 2026 PROJECTED ACTUALS	AMENDED ANNUAL BUDGET 2025- 2026	Variance Favorable (Unfavorable)	Variance %
<b>REVENUE</b>					
Provincial Grants, Ministry of Education	135,218,221	193,483,567	192,960,844	522,723	0.3%
LEA/Direct Funding From First Nations	2,210,348	3,259,145	3,785,418	(526,273)	-13.9%
Provincial Grants, Other	165,700	194,540	200,000	(5,460)	-2.7%
International Student Tuition	2,458,462	3,360,826	3,160,525	200,301	6.3%
Other Revenue	1,162,745	1,283,261	1,073,651	209,610	19.5%
Rentals & Leases	245,128	338,590	250,000	88,590	35.4%
Investment Income	657,894	864,175	1,085,000	(220,825)	-20.4%
<b>Total Revenue</b>	<b>142,118,497</b>	<b>202,784,104</b>	<b>202,515,438</b>	<b>268,666</b>	<b>0.1%</b>
<b>EXPENSE</b>					
Salaries					
Teachers	57,025,590	81,334,863	81,214,768	(120,095)	-0.1%
Principals & Vice-Principals	7,382,578	10,194,988	10,337,555	142,567	1.4%
Education Assistants	12,908,981	19,120,821	20,520,516	1,399,695	6.8%
Support Staff	13,520,603	19,285,827	18,377,858	(907,969)	-4.9%
Other Professionals	3,638,567	5,088,822	5,370,141	281,319	5.2%
Substitutes	6,052,449	9,040,378	8,780,555	(259,823)	-3.0%
Total Salaries	100,528,767	144,065,699	144,601,393	535,694	0.4%
Employee Benefits	25,251,547	38,684,557	38,914,583	230,026	0.6%
Total Salary & Benefits	125,780,314	182,750,256	183,515,976	765,720	0.4%
Services & Supplies	15,047,441	20,996,240	20,471,857	(524,383)	-2.6%
<b>Total Expense</b>	<b>140,827,756</b>	<b>203,746,496</b>	<b>203,987,833</b>	<b>241,337</b>	<b>0.1%</b>
<b>Net Revenue (Expense)</b>	<b>1,290,742</b>	<b>(962,392)</b>	<b>(1,472,395)</b>	<b>510,004</b>	
School Surpluses Included	720,687	720,687	720,687	-	
Capital Asset Purchases	(758,248)	(758,248)	(758,248)	-	
<b>Surplus (Deficit) for Year</b>	<b>1,253,181</b>	<b>(999,953)</b>	<b>(1,509,956)</b>	<b>510,004</b>	

# Chilliwack School District

## Quarterly Financial Report - July 1, 2025 to March 31, 2026

OPERATING FUND	Year-to-Date Jul 1, 2025 to Mar 31, 2026				
	July to Mar ACTUALS	June 30, 2026 PROJECTED ACTUALS	AMENDED ANNUAL BUDGET 2025- 2026	Variance Favorable (Unfavorable)	Variance %
<b>SERVICE &amp; SUPPLIES BREAKDOWN:</b>					
Services	4,404,035	5,983,499	5,516,772	(466,727)	-8.5%
Student Transportation	12,076	72,655	45,500	(27,155)	-59.7%
Professional Development & Travel	930,962	1,293,946	1,333,286	39,340	3.0%
Rentals & Leases	109,677	132,516	163,200	30,684	18.8%
Dues & Fees	563,932	590,799	363,799	(227,000)	-62.4%
Insurance	428,325	425,385	415,908	(9,477)	-2.3%
Supplies	6,990,747	10,250,130	10,128,892	(121,238)	-1.2%
Utilities	1,607,689	2,247,309	2,504,500	257,191	10.3%
<b>Total Services &amp; Supplies</b>	<b>15,047,441</b>	<b>20,996,240</b>	<b>20,471,857</b>	<b>(524,383)</b>	<b>-2.6%</b>



Chilliwack  
School District

# Quarterly Financial Report March 31, 2026

April 30, 2026

This report is provided in accordance with [Policy 610](#): Financial Planning and Reporting Policy; “Throughout the fiscal year, management will provide regular reporting which will compare actual and forecasted expenditures to the budget plan.”

This report is based on our Amended Budget and projections are updated with data through March.

The amended budget reflects maximum expected spending should all positions be filled and all budget allocations be spent. It provides authorized budget capacity given what we knew as of March. The projected actuals, show where we project to be at year end. We have not included the increased expenses due to negotiated wage increases, or their matching revenue increases.

The Projected Actuals have been trended to correspond with how we anticipate costs and revenues to be incurred.

## REVENUES

**Provincial Grants, Ministry of Education** – Funding received from government grants based on announcements from the Ministry of Education. This reflects revenues confirmed by the Ministry through March. The February recount was relatively close to the September recount. The provincial grants surplus offsets the LEA funding from First Nations; however, further review and confirmation are required to ensure the two positions offset each other at year end.

**LEA/Direct Funding From First Nations** – Adjustments have been made to the budget to align with the revised First Nations student enrolment count (nominal roll) from the Ministry’s per-student funding allocation in February. The LEA funding deficit offsets the provincial grants; however, further review and confirmation are required to ensure the two positions offset each other at year end.

**REVENUES**  
 continued

**Provincial Grants, Other** – Includes funding from Skilled Trades BC and is tracking to budget.

**International Students** – International student revenue is projected to finish at \$3,361,000, exceeding both this year's budget of \$3,161,000 and last year's actual revenue of \$3,019,000.

**Other Revenue** – Comprising Early Learning fees for service, student transportation fees, energy subsidies, and miscellaneous sources, this category is projected to finish \$210,000 over budget. Early Learning fee-for-service payments account for \$205,000 of that variance.

**Rental & Leases** – Rental income is projected to come in \$89,000 over budget, finishing on par with last year's actuals, which included revenue from two elections.

**Investment Income** – Investment income is projected to come in \$221,000 under budget due to a reduced cash position following the purchase of land in Promontory.

**WAGES & BENEFITS**

**Teachers** – Teacher wage expenses are tracking to budget.

**Principals & Vice-Principals** – Principal salaries are under budget by \$143,000.

**Education Assistants** – EA spending has increased from \$12,550,000 last year to \$12,909,000 year-to-date as of March. While the district budgets for full employment, vacancies result in ongoing underspending. Indigenous EA spending is projected to finish 14.6% under budget, and regular EA spending 7.1% under budget; resulting in a surplus position of \$800,000. The residual \$600,000 surplus is related to a classification error of budgetary dollars that should have been allocated to Support Staff.

**Support Staff** – Support Staff expenses are projected to come in \$308,000 over budget due to Clerical and Operations staff above budget. The residual \$600,000 deficit is related to a classification error of budgetary dollars that were allocated to the EA budget.

**Other Professionals** – Other professional expense is projected to come in \$281,000 under budget due to the timing of the hiring of various manager positions.

**Substitutes** – Substitute costs are projected to finish \$260,000 over budget. The key drivers are Teacher-on-Call (TTOC) costs at \$163,000 over, EA substitutes at \$65,000 over, and operations staff replacements at \$76,000 over. Partially offsetting these are savings in clerical, other support, and PVP substitutes, which are collectively \$44,000 under budget.

**Employee Benefits** – Benefit costs are \$230,000 under budget, consistent with wage trends across employee groups. Benefits are under budget for PVP, EAs, and management, while teacher, support staff, and substitute benefits are all tracking over budget.

## SERVICES &amp; SUPPLIES

**Services** – Services spending is projected to exceed budget. Key drivers of the variance include:

- International Program Growth – Higher-than-anticipated international student enrolment has driven \$60,000 in additional agent commissions and \$60,000 in Homestay service costs.
- Legal Fees – Costs associated with FOIPPA-related matters have resulted in \$80,000 in expenditures above budget.

*The above represent selected examples of cost pressures contributing to the overall services budget variance. The remaining variance is related to various expense items which individually are immaterial to note.*

**Professional Development & Travel** – Spending is currently tracking below budget; however, professional development activity typically increases toward year end and the variance is expected to narrow.

**Dues & Fees** – Dues and Fees are over budget by \$227,000 due to tuition expenses for students attending UFV. A further review is required to ensure the related budget for tuition fees is appropriately aligned to the Careers program.

**Supplies** – Supplies are projected to finish the year over budget, with transportation repairs and fuel accounting for \$50,000 of the increase.

**Utilities** – Utilities are projected to finish well under budget, driven primarily by lower than anticipated heating costs.

## OTHER ITEMS

**School Surpluses Included** – Under the district's school-based budgeting model, schools may carry forward any prior year surplus. These amounts are recorded in year-end reserves and subsequently transferred out for schools to draw upon in the current year.

**Capital Asset Purchases** – Reflects expenditures for the purchase of capital equipment, vehicles, and portables.

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# TRUSTEE REPORT

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Trustee: David Swankey

Report Date: May 11<sup>th</sup>, 2026

## 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.*

- April 15<sup>th</sup> – Attended Board Chairs Sector Call with BCPSEA
- April 16<sup>th</sup> – Participated in board discussion and debrief following District Facilities & Enrollment Review
- April 22<sup>nd</sup> – Attended BCSTA hosted Sector Call with Board Chairs & Joint Partners
- April 23<sup>rd</sup> – Attended Good Medicine Songs Concert at the Chilliwack Cultural Centre
  - Congratulations to the McCammon School Community for hosting an extraordinary evening
- April 24<sup>th</sup> – Participated in CYC's Annual Conversation at Stit'ós Lá:lém Tot'ít
  - This year's annual conversation focused on "Collaborative Practice in a Transitional Time"
- April 28<sup>th</sup> – Participated in Board Learning Session
  - <https://sd33.bc.ca/board-strategic-learning-sessions-2025-2026>
- April 29<sup>th</sup> – Visited Sardis Secondary School to support Big Brothers Big Sisters Smile Cookie Campaign
- April 30<sup>th</sup> – Chaired Special In-Camera Mtg of the Board
- April 30<sup>th</sup> – Attended Chilliwack DPAC for their regular business mtg
- May 5<sup>th</sup> – Joined members of the board for commencement address recordings
- May 5<sup>th</sup> – Attended Middle and Secondary Student Voice and Agency Presentations at CSS
- May 6<sup>th</sup> – Chaired Special In-Camera Mtg of the Board
- May 7<sup>th</sup> – Attended District Budget Advisory Committee Mtg
- May 7<sup>th</sup> – Joined Tyson Elementary for their regular PAC Mtg
- May 11<sup>th</sup> – Attended Jazz in SD33 at CSS
  - Congratulations to Middle and Secondary Students from across the district for a great performance

The Chair/Vice Chair Committee met on April 21<sup>st</sup>, 28<sup>th</sup> & May 5<sup>th</sup>

## UPCOMING EVENTS OF INTEREST TO THE BOARD

- July 2<sup>nd</sup>-4<sup>th</sup> 2026 – Deeper Learning Canada
  - <https://deeperlearningcanada2026.sched.com/>
- July 5<sup>th</sup>-9<sup>th</sup> 2026 – CSBA National Trustee Gathering on Indigenous Education
  - <https://bcsta.org/csba-gathering-2026/>
- October 17<sup>th</sup> 2026 – BC Municipal Elections
  - <https://bcsta.org/trustee-elections/>

## INFORMATION REPORT

### Regular Board Meeting

**DATE:** May 19, 2026

**TO:** Board of Education

**FROM:** Margaret Reid, BCSTA Representative

**RE:** **BC SCHOOL TRUSTEES ASSOCIATION (BCSTA) UPDATE**

---

Margaret Reid will provide an update on BCSTA matters.

## INFORMATION REPORT

### Regular Board Meeting

**DATE:** May 19, 2026

**TO:** Board of Education

**FROM:** David Manuel, Assistant Superintendent

**RE:** **INDIGENOUS EDUCATION COUNCIL UPDATE**

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#### **IEC Meeting Summary:**

Assistant Superintendent David Manuel will provide a meeting summary of the IEC Meeting held on Tuesday, May 12, 2026.

- Chilliwack Indigenous Education Department and IEC attended a one-day local retreat at Fraser River Lodge on April 28<sup>th</sup> and worked on establishing priorities for the Department and IEC.
- On May 4<sup>th</sup> and 5<sup>th</sup>, Chilliwack Indigenous Education Department and IEC hosted a Regional Retreat here in Chilliwack that was attended by the IECs from Fraser Cascade, Chilliwack, Mission, Abbotsford, Langley and Pitt Meadows/Maple Ridge. The Regional Retreat was organized by all the Indigenous Leads from each of the School Districts. It was a well-attended event and a highlight for the IECs was being able to meet and share with other IEC members from other districts. A guest speaker included Brad Baker, Associate Superintendent of Indigenous Education with the Ministry of Education and Child Care. It was a full day of sharing and learning from others about their IECs and their school districts.
- There is a NITEP Information session this Thursday evening at Sqwá First Nation from 4-6pm. This is the first information session for the Kw'ókw'etsxel Field Centre to be hosted here in Chilliwack on the Sqwá First Nation for the next 4 years.

**Next Meeting:** Regular IEC meeting is scheduled for Tuesday, June 9, 2026.

## DECISION REPORT

### Regular Board Meeting

**DATE:** May 19, 2026  
**TO:** Board of Education  
**FROM:** Simone Sangster, Secretary Treasurer  
**RE:** **BYLAW 2 – TRUSTEE ELECTIONS (REVISED)**

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#### RECOMMENDATION:

1. THAT the Board approve first reading of Bylaw 2 – Trustee Elections (Revised). (attached).

OR

2. THAT the Board approve three readings of Bylaw 2 - Trustee Elections (Revised) (*Vote must be unanimous*)

If the recommendation 2 is approved, continue with the following:

3. THAT the Board approve first reading of Bylaw 2 – Trustee Elections (Revised). (attached)

4. THAT the Board approve second and third reading and adoption of Bylaw 2 – Trustee Elections (Revised). (attached)

#### BACKGROUND:

The next general local election will be held on October 17, 2026. This election will include an opportunity for electors to vote for all trustee positions on the Board of Education School District #33 (Chilliwack). As we prepare for this election, we are reviewing the conduct of the election and the board's election bylaw.

We are fortunate that the City of Chilliwack (the "City") and the Fraser Valley Regional District ("FVRD") have conducted our elections, in the past. For the upcoming election, the City has agreed to continue conducting the election and for October 2026 the City will operate the election in the rural areas. We met with the Corporate Officers of the City of Chilliwack and the Fraser Valley Regional District and confirmed this approach. This enhances the overall operation of the General Election for both entities and for our local residents. We will do this under an amendment to our existing agreement with the City.

We have reviewed the District's Trustee Elections Bylaw 2 against the BCSTA recommended elections bylaw, as well as bylaws in a sample of other BC school districts, and we engaged with legal counsel. The result is the recommended bylaw that is attached. The amended bylaw reflects core procedural elements of conducting an election, aligns with the bylaw of the City of Chilliwack and acknowledges that the election will be conducted by the City of Chilliwack.

For your review, we highlight the following changes from our prior bylaw:

- Enhanced definitions.
- Acknowledgement of conduct of election by the City and the harmonization of our bylaw with the City's bylaw.
- Alignment of the order of names on the ballot to be alphabetical in alignment with the order used in the city ballots.
- Repeal of the earlier bylaw.

We recommend that the board adopt this resolution.

## BYLAW 2 TRUSTEE ELECTIONS

A BYLAW OF THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (Chilliwack) (hereinafter called "the Board") to establish procedures for the conduct of general school elections and by-law elections for trustees .

WHEREAS under the *School Act* a Board of Education may, by bylaw, determine various procedures and requirements to be applied in the conduct of trustee elections.

In School District No. 33 (Chilliwack), trustees are elected at large and elections are held in the following trustee electoral areas:

Trustee electoral area description:	# of trustees
City of Chilliwack	7
Electoral Area D, Fraser Valley Regional District	
Electoral Area E, Fraser Valley Regional District	
Electoral Area H, Fraser Valley Regional District	

NOW THEREFORE the Board enacts as follows:

The Board wishes to establish various procedures and requirements under the authority of the *School Act* for trustee elections.

The Board, in an open meeting of the Board, enacts as follows:

1. **Definitions:**

The terms used in this bylaw shall have the meanings assigned by the *School Act*, the *Local Government Act*, and the *Local Elections Campaign Financing Act*, except as the context indicates otherwise.

"Board" means the Board of Education of School District No. 33 (Chilliwack);

"By-election" means a trustee election to fill a vacancy on the board in any of the circumstances described in sections 36 of the *School Act*;

"Chief Election Officer" means the person appointed to perform the duties of chief election officer as set out in the *School Act*, *Local Government Act* and *Local Elections Campaign Financing Act*.

"City" means the City of Chilliwack;

“Election” means a trustee election including general school elections and by-elections;

“FVRD” Fraser Valley Regional District;

“General voting day” means the date on which general voting for a trustee election is to take place, whether part of the general school elections or a by-election.

2. **Scope of Bylaw**

This bylaw applies to both general school elections and by-elections, except as otherwise indicated.

3. **Voters List**

Voting in a trustee election shall be limited to only those electors registering to vote at the time of voting.

4. **Application of Local Government Bylaws**

For purposes of harmonizing trustee elections with local government elections, the election bylaws of the City, as they may be amended from time to time, apply to trustee elections conducted by the City on behalf of the Board, except for those sections of the bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nomination deposit, or any other matter on which the local government bylaws may not by law apply to a trustee election.

5. **Order of Names on the Ballot**

The order of names of candidates on the ballot will be alphabetical.

6. **Resolution of Tie Vote after Judicial Recount**

In the event of a tie vote after a judicial recount, the tie vote will be resolved by lot in accordance with the *Local Government Act*.

7. **Number of Nominators**

The minimum number of qualified nominators for a trustee candidate is two.

8. **Access to Candidate Nomination Documents and Campaign Financing Disclosure**

a. The Board authorizes public access to nomination documents of the trustee candidates:

- i. During regular office hours at the Board’s office from the time the nomination documents are delivered until 30 days after declaration of the election results; and
- ii. Through internet access or other electronic means until 30 days after declaration of the election results, except that that public access by the means set out in this subparagraph may not include the residential address of the person nominated, other than the municipality, electoral area or treaty lands in which the person is resident.

b. The Board will make available to the public by internet access, without charge, during the regular office hours of the Board’s head office, access to the disclosure statements or supplementary reports required to be made available by the BC chief electoral officer on an Elections BC authorized website, other than:

- i. a mailing address or residential address of a significant contributor, or

ii. a telephone number, mailing address, or residential address of a candidate,  
until 5 years after general voting day for the election to which the trustee's disclosure statements and supplementary reports relate.

9. **Title**

This bylaw is sited as School District No. 33 (Chilliwack) Trustee Elections Bylaw 2.

10. **Repeal**

School District No. 33 (Chilliwack) Trustee Elections Bylaw 2, adopted on June 1, 2021, is hereby repealed.

READ A FIRST TIME THE 19<sup>th</sup> day of May 2026

READ A SECOND TIME THE day of

READ A THIRD TIME, RECONSIDERED AND ADOPTED THE of

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

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

## BYLAW 2 TRUSTEE ELECTIONS

A BYLAW OF THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (Chilliwack) (hereinafter called "the Board") ~~to provide for the determination of various to establish~~ procedures for the conduct of general school elections and ~~by-law elections for other trustees elections.~~

WHEREAS under the *School Act* a Board of Education may, by bylaw, determine various procedures and requirements to be applied in the conduct of trustee elections.

In School District No. 33 (Chilliwack), trustees ~~are elected at large and~~ elections are held in the following trustee electoral areas:

Trustee electoral area description:	# of trustees
City of Chilliwack	7
Electoral Area D, Fraser Valley Regional District	
Electoral Area E, Fraser Valley Regional District	
Electoral Area H, Fraser Valley Regional District	

NOW THEREFORE the Board enacts as follows:

~~This bylaw is cited as School District No. 33 (Chilliwack) Trustee Elections Bylaw 2.~~

The Board wishes to establish various procedures and requirements under the authority of the *School Act* for trustee elections.

~~The Board of Education shall be comprised of seven members elected at large throughout the School District under the provisions of the School Act and the Local Government Act.~~

~~The Board has entered into an agreement with the City of Chilliwack and the Fraser Valley Regional District to conduct its elections. Therefore, the Board provides that the bylaws of the local government respecting elections apply to trustee elections.~~

The Board, in an open meeting of the Board, enacts as follows:

1. **Definitions:**

The terms used in this bylaw shall have the meanings assigned by the *School Act*, the *Local Government Act*, and the *Local Elections Campaign Financing Act*, except as the context indicates otherwise.

“Board” means the Board of Education of School District No. 33 (Chilliwack);

“~~b~~By-election” means a trustee election to fill a vacancy on the board in any of the circumstances described in sections 36 of the *School Act*;

“Chief Election Officer” means the person appointed to perform the duties of chief election officer as set out in the *School Act*, *Local Government Act* and *Local Elections Campaign Financing Act*.

“City” means the City of Chilliwack;

“eElection” means a trustee election including general school elections and by-elections; and

“FVRD” Fraser Valley Regional District;

“gGeneral voting day” means the date on which general voting for a trustee election is to take place, whether part of the general school elections or a by-election.

2. **Scope of Bylaw**

This bylaw applies to both general school elections and by-elections, except as otherwise indicated.

~~3. Following the filing of nomination papers, the Superintendent will act impartially to make information available to all candidates regarding the school system.~~

3. **Voters List**

Voting in a trustee election shall be limited to only those electors registering to vote at the time of voting.

4. **Application of Local Government Bylaws**

For purposes of harmonizing trustee elections with local government elections, the election bylaws of the City, as they may be amended from time to time, apply to trustee elections conducted by the City on behalf of the Board, except for those sections of the bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nomination deposit, or any other matter on which the local government bylaws may not by law apply to a trustee election.

4.5. **Order of Names on the Ballot**

The order of names of candidates on the ballot will be ~~determined by lot~~ alphabetical.

6. **Resolution of Tie Vote after Judicial Recount**

In the event of a tie vote after a judicial recount, the tie vote will be resolved by lot in accordance with the *Local Government Act*.

7. **Number of Nominators**

The minimum number of qualified nominators for a trustee candidate is two.

8. **Access to Candidate Nomination Documents and Campaign Financing Disclosure**

a. The Board authorizes public access to nomination documents of the trustee candidates:

- i. During regular office hours at the Board’s office from the time the nomination documents are delivered until 30 days after declaration of the election results;  
and

ii. Through internet access or other electronic means until 30 days after declaration of the election results, except that that public access by the means set out in this subparagraph may not include the residential address of the person nominated, other than the municipality, electoral area or treaty lands in which the person is resident.

b. The Board will make available to the public by internet access, without charge, during the regular office hours of the Board's head office, access to the disclosure statements or supplementary reports required to be made available by the BC chief electoral officer on an Elections BC authorized website, other than:

i. a mailing address or residential address of a significant contributor, or

ii. a telephone number, mailing address, or residential address of a candidate,

until 5 years after general voting day for the election to which the trustee's disclosure statements and supplementary reports relate.

**9. Title**

This bylaw is sited as School District No. 33 (Chilliwack) Trustee Elections Bylaw 2.

**10. Repeal**

School District No. 33 (Chilliwack) Trustee Elections Bylaw 2, adopted on June 1, 2021, is hereby repealed.

5.

READ A FIRST TIME THE 19<sup>th</sup> 4<sup>st</sup> day of ~~June 2021~~ May 2026

READ A SECOND TIME THE 4<sup>st</sup> day of ~~June 2021~~

READ A THIRD TIME, RECONSIDERED AND ADOPTED THE 4<sup>st</sup> day of ~~June 2021~~

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

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

## DECISION REPORT

### Regular Board Meeting

**DATE:** May 19, 2026  
**TO:** Board of Education  
**FROM:** Simone Sangster, Secretary Treasurer  
**RE:** **MAJOR CAPITAL FUNDING BYLAW - ADR**

---

Simone Sangster, Secretary Treasurer, will review an additional response received from the Ministry of Infrastructure to the Board of Education's Annual Five-Year Capital Plan. In June 2024, the Ministry approved an additional project for 2024/25. The additional approval was for an Addition to the A D Rundle Middle School; however, the details, including funding, for this addition were not agreed until recently.

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 first reading of Capital Bylaw B2026-03 (No. 2024/25 CPSD33-02) at the May 19, 2026 Regular Board Meeting (attached).

OR

2. THAT the Board approve three readings of Capital Bylaw B2026-03 (No. 2024/25 CPSD33-02) (*Vote must be unanimous*)

If recommendation 2 is approved, continue with the following:

3. THAT the Board approve first reading of Capital Bylaw B2026-03 (No. 2024/25 CPSD33-02) (attached).
4. THAT the Board approve second and third reading and adoption of Capital Bylaw B2026-03 (No. 2024/25 CPSD33-02) (attached).

#### BACKGROUND:

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 the fiscal year 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) to add to its approved 2026/27 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. B2026-03 (NO. 2024/25 CPSD33-02)  
CAPITAL PLAN 2024/25**

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 Infrastructure (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 Major capital project contemplated by the capital plan or the capital plan with modifications;
- (b) Upon ministerial approval to proceed, commence the capital project 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; and,
- (d) Maintain proper books of account, and other information and documents with respect to the affairs of the capital project, as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

- 1. The Capital Bylaw of the Board for the 2024/25 Capital Plan as approved by the Minister, to include the supported Major capital project specified in the letter addressed to the Superintendent and the Secretary Treasurer, dated *June 21, 2024*, is hereby adopted.
- 2. This Capital Bylaw may be cited as School District No. 33 (*Chilliwack*) Capital Bylaw No. B2026-03 (No. 2024/25 CPSD33-02).

READ A FIRST TIME THE 19th DAY OF *May 2026*;  
READ A SECOND TIME THE \_\_\_\_ DAY OF \_\_\_\_;  
READ A THIRD TIME, PASSED THE \_\_\_\_ DAY OF \_\_\_\_\_.

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

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

I HEREBY CERTIFY this to be a true and original School District No. 33 (*Chilliwack*) Capital Bylaw No. B2026-03 (No. 2024/25 CPSD33-02) adopted by the Board the \_\_\_\_ day of \_\_\_\_\_.

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



June 21, 2024

Ref: 297326

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

**Capital Plan Bylaw No. 2024/25-CPSD33-02**

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

---

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

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

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

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

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

**New Projects**

Project #	Project Name	Project Type	Comments
154952	A D Rundle Middle School	Addition	<b>Project has been approved for a 12-classroom prefabricated modular addition. Your</b>

			<b>Regional Director will contact you regarding next steps.</b>
--	--	--	---

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

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

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

<b>Facility Name</b>	<b>Program Project Description</b>	<b>Amount Funded by Ministry</b>	<b>Next Steps &amp; Timing</b>
Mount Slesse Middle School	SEP - Roofing Upgrades	\$410,000	Proceed to design, tender & construction. To be completed by March 31, 2025.
Sardis Secondary	SEP - HVAC Upgrades	\$895,000	Proceed to design, tender & construction. To be completed by March 31, 2025.
Vedder Middle School	CNCP - HVAC Upgrades	\$622,750	Proceed to design, tender & construction. To be completed by March 31, 2025.
East Chilliwack Elementary	CNCP - HVAC Upgrades	\$297,500	Proceed to design, tender & construction. To be completed by March 31, 2025.
A D Rundle Middle School, Bernard Elementary, Cheam Elementary, Chilliwack Central Elementary Community, Chilliwack Middle School, Chilliwack Secondary, Cultus Lake Community School, East Chilliwack Elementary, Evans Elementary, G W Graham Secondary, Greendale Elem	FIP - Kitchen Equipment	\$10,000	Proceed to design, tender & construction. To be completed by March 31, 2025.

Sardis Secondary	FIP - Kitchen Equipment	\$25,000	Proceed to design, tender & construction. To be completed by March 31, 2025.
A D Rundle Middle School, Bernard Elementary, Chilliwack Central Elementary Community, Chilliwack Middle School, Cultus Lake Community School, Evans Elementary, McCammon Elementary, Robertson Elementary, Strathcona Elementary, Watson Elementary	FIP - Kitchen Equipment	\$35,000	Proceed to design, tender & construction. To be completed by March 31, 2025.
Chilliwack Secondary	FIP - Kitchen Equipment	\$20,000	Proceed to design, tender & construction. To be completed by March 31, 2025.
Sardis Secondary	Building Envelope Upgrades	TBD	BC Housing will contact you regarding next steps in project development.
Cultus Lake Community School	Building Envelope Upgrades	TBD	BC Housing will contact you regarding next steps in project development.

**New projects for BUS**

Existing Bus Fleet #	New/Replacement Bus Type	Amount Funded by Ministry	Next Steps & Timing
New Route	C (34-45) with 2 wheelchair spaces	TBD - See Note Below	Proceed to ordering the school bus(es) between April 2nd and May 17th, 2024 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at <a href="http://www.astsb.org">http://www.astsb.org</a>

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

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

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

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

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

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

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

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

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

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

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

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

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

Please contact your respective Regional Director or Planning Officer as per the [Capital Management Branch Contact List](#) with any questions regarding this Capital Plan Response Letter or the Ministry's capital plan process.

Specific questions about SSAC should be directed to Regional Director [Travis Tormala](#).

Sincerely,

A handwritten signature in blue ink that reads "Damien Crowell". The signature is written in a cursive style.

Damien Crowell, Executive Director  
Capital Management Branch

pc: Geoff Croshaw, Director, Major Capital Projects, Capital Management Branch  
Michael Nyikes, Director, Minor Capital Projects, Programs and Finance, Capital Management Branch

# Capital Project Funding Agreement

**SCHOOL NAME:** A D RUNDLE MIDDLE SCHOOL

**SCHOOL DISTRICT NAME:** School District No. 33 (Chilliwack)

**PROJECT NUMBER:** 154952

**PROJECT DESCRIPTION:** 12 Prefabricated Classrooms creating 300 new spaces.  
150E/300S to 250E/500S

**MAXIMUM POTENTIAL  
PROJECT COST:** \$21,678,755

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**THIS CAPITAL PROJECT FUNDING AGREEMENT** made for the Board's signature and dated for reference the (e.g. 16th) day of (month) year.

**BETWEEN:** His Majesty the King in Right of the Province of British Columbia, represented by the Minister of Education and Child Care (the "Ministry")

OF THE FIRST PART

**AND:** the Board of Education of School District No. 33 (Chilliwack)  
(the "Board")

OF THE SECOND PART

## THE PARTIES AGREE AS FOLLOWS:

### 1. DEFINITIONS

#### 1.01 In this Capital Project Funding Agreement:

"Agreement" means the Capital Project Funding Agreement;

"Board" or "Board of Education" means a board of school trustees constituted under the *School Act* [RSBC 1996] c. 412;

"Business Day" means a day, other than a Saturday or Sunday, on which Provincial government offices are open for normal business in British Columbia;

"Capital Funding Grant" means a funding grant authorized by the Minister of Finance in accordance with section 56.1 of the *Financial Administration Act* [RSBC1996] c. 138;

"Capital Project" means the Capital Project described in Schedule A - Project Scope, and Schedule Parameters;

"Certificate of Approval" means the Certificate of Approval described in paragraph 2.04;

"Eligible Expenditure(s)" means those expenditure areas more particularly described in paragraph 2.01

"Event of Force Majeure" means invasion, rebellion, hostilities, sabotage, government regulations or controls, acts of God, strikes, lockouts or labour disputes that are a major disabling event or circumstance in relation to the normal operations of the party concerned as a whole that is beyond the reasonable control of the party directly affected and results in a material delay, interruption or failure by such party in carrying out its duties, covenants or obligations under this Agreement;

"Identified Risk Items" means those risks identified in paragraph 2.02;

"Minister" means the Minister of Education and Child Care, and includes the Deputy Minister of Education and Child Care and any person designated by either of them to act with respect to a provision of this Agreement;

"Ministry" means the Ministry of Education of Child Care of the Province of British Columbia;

"Minister Restricted Capital" refers to the Board's financial account containing any proceeds from the disposition of capital assets or surplus in respect of a capital project that may only be utilized by the Board for capital projects and with the Minister of Education and Child Care's approval, as per section 100 (4) and section 156 (10) of the *School Act* [RSBC 1996] c. 412, respectively;

"Project" means the project(s) described in paragraph 2.01(a);

"Province" means His Majesty the King as represented by the Province of British Columbia;

"Schools Protection Program" means the risk management program administered and delivered by the Risk Management Branch of the Ministry of Finance in conjunction with the Ministry of Education and Child Care, and includes the "Schools Protection Program Reference Manual" and all amendments and updates to the program and manual;

“Temporary Accommodations” means temporary facilities such as portable buildings and associated services (water, sewer, power), as well as the costs of moving into and out of such facilities;

"Treasury Board" means the Treasury Board established under the *Financial Administration Act* [RSBC 1996] c. 138.

## 2. PROVINCIAL FUNDING CONTRIBUTIONS AND OBLIGATIONS

### 2.01 Capital Plan Funding

- a) The Ministry will provide to the Board capital funding to be used for the purposes of the procurement, delivery and installation of prefabricated classrooms, including any site work, in the amount of:

Thirteen million five hundred and six thousand three hundred and sixty-three dollars

(\$13,506,363)

### 2.02 Estimated Economic Adjustment, Supplemental Items, and Identified Risk Items

If circumstances arise that may require the use of the “Not to Exceed” Contingency set by the Ministry, the Board must:

- a) immediately notify the Ministry Representative in writing, as soon as the Board recognizes there is the potential for any economic adjustment, supplemental items, or risks to materialize;
- b) provide to the Ministry Representative, in writing, the justification and estimated cost related to the additional economic adjustment, supplemental items, or risk, and a list of the steps taken by the Project Director to mitigate the additional cost;
- c) subject to these subparagraphs (a) and (b), the Ministry Representative may consider the Board’s request to access the “Not to Exceed” Contingency;
- d) if there is a disagreement between the Parties as to the “Not to Exceed” Contingency, the Board must notify the Ministry Representative of the disagreement, in writing;
- e) the Ministry will render a decision within thirty (30) Business Days of receiving the written notification;
- f) See the *Budget Review Guidelines* document for instructions on how to access economic adjustment, supplemental items, or Identified Risk Items; and

- g) notwithstanding this subparagraph (c), the Ministry will not approve, throughout the life of the project, an amount in excess of

Eight million one hundred and seventy-two thousand three hundred and ninety-two dollars

(\$8,172,392)

for **Estimated Economic Adjustment, Supplemental Items, and Identified Risk Items.**

**2.03** The Ministry will provide the capital funding in paragraph 2.01 in the form of a Capital Funding Grant.

**2.04** Payment of a Capital Funding Grant is subject to the Ministry issuing a Certificate of Approval for the Project in accordance with Treasury Board policies and directives and to the following conditions:

- a) on no account may the Board make a draw against funds available under a Certificate of Approval, unless the draw is reimbursement for eligible expenditure(s) properly incurred by the Board in connection with the Project;
- b) the Ministry may modify or withhold a Capital Funding Grant and applicable Certificate of Approval, or any portion thereof, in the event the Board fails to observe, perform and comply with any provision of this Agreement or if, in the opinion of the Ministry, there has been a material change in the Project;
- c) the Board will comply with all applicable policies and directives of the Treasury Board respecting Capital Funding Grants.
- d) any unexpended funds from paragraph 2.01 of this Capital Project Funding Agreement will be held by the Board as Ministry of Education and Child Care Restricted Capital funds; and
- e) any unexpended funds from paragraph 2.02 of this Capital Project Funding Agreement will be reallocated by the Ministry.

**2.05** Notwithstanding any other provision of this Agreement, the payment of funds by the Ministry to the Board, pursuant to this Agreement, is subject to the provisions of the *Financial Administration Act* ("the Act"), which makes that payment obligation subject to:

- a) there being sufficient monies available in an appropriation, as defined in the Act, to enable the Ministry, in any fiscal year or part thereof when any payment of money by the Ministry to the Board falls due pursuant to this Agreement, to make that payment;
- b) Treasury Board, as defined in the Act, not having controlled or limited, pursuant to the Act, expenditure(s) under any appropriation referred to in this subparagraph a).

## **BOARD OBLIGATIONS**

**2.06** The Board will:

- a) carry out the Project in a manner that ensures:
  - i) delivery within budget;
  - ii) target completion by **January 2028**;
  - iii) scope details in Schedule A are fully met upon completion.
- b) comply with all policies and best practices related to Capital Project Procurement, as documented in the Capital Asset Management Framework and Capital Procurement Checklist published by the Ministry of Finance;
- c) procure the Project in accordance with the Capital Asset Management Framework;
- d) include in any contracts all standard insurance and indemnification clauses required by the Schools Protection Program.

**2.07** Provide written notice to the Ministry immediately upon completion of the Project.

**2.08** At the request of the Ministry, prepare additional reports relating to the project.

**2.09** Notify the Ministry immediately, in writing, should any Event of Force Majeure arise that could materially affect the scope, costs or schedule of the Project.

**2.10** comply with the requirements of the Schools Protection Program respecting capital construction projects;

**2.11** Indemnify and save harmless the Province of British Columbia and its employees and agents from and against any losses, claims, damages, actions, causes of action, costs and expenses that the Province of British Columbia or any of its employees or agents may sustain, incur, suffer or be put to at any time, either before or after this agreement ends, which are based upon, arise out of or occur, directly or indirectly, by reason of, any act or omission by the Board or by any of its agents, employees, officers, directors, or contractors with respect to the Project.

### **3. EVENT OF FORCE MAJEURE**

**3.01** In the Event of Force Majeure:

- a) the Board will immediately notify the Ministry, in writing, describing the Event of Force Majeure.
- b) within five (5) Business Days of being notified of the Event of Force Majeure, the Ministry will communicate with the Board to explore what steps are to be taken to mitigate the Event of Force Majeure, determine an appropriate course of action, and establish an estimated cost related to the Event of Force Majeure.
- c) the course of action must be agreed to by the Ministry and the Board.

- d) either party may request the assistance of an independent cost consultant appointed by mutual agreement of the parties.
- e) the Ministry will not approve any expenditure(s) incurred prior to the agreed course of action unless the costs were demonstrably incurred for the preservation of life and/or safety.

#### **4. NOTICE**

**4.01** Any notice or communication required or permitted to be given under this Agreement will be in writing and will be considered to have been sufficiently given if delivered by hand or electronic transmission to the physical address or electronic mail address of each party set out below:

- a) if to the District Representative:

School District 33 (Chilliwack)  
8430 Cessna Drive, Chilliwack BC, V2P 7K4  
Attention: Simone Sangster, Secretary-Treasurer  
Email: simone\_sangster@sd33.bc.ca

- b) if to the Ministry Representative:

Ministry of Education and Child Care  
PO Box 9151 Stn Prov Govt, Victoria, BC, V8W 9H1  
Attention: Travis Tormala  
Email: Travis.Tormala@gov.bc.ca

**4.02** Any such notice or communication will be considered to have been received:

- a) if delivered by hand during business hours (and in any event, at or before 4:00 p.m. local time in the place of receipt) on a Business Day, upon receipt by a responsible representative of the receiver, and if not delivered during business hours, upon the commencement of business hours on the next Business Day;
- b) if sent by electronic transmission during business hours (and in any event, at or before 4:00 p.m. local time in the place of receipt) on a Business Day, upon receipt by a responsible representative of the receiver, and if not delivered during business hours, upon the commencement of business hours on the next Business Day, provided that:
  - i) the receiving party has, by electronic transmission or by hand delivery, acknowledged to the notifying party that it has received such notice; or
  - ii) within twenty-four (24) hours after sending the notice, the notifying party has also sent a copy of such notice to the receiving party by hand delivery.

**4.03** Delivery by mail will not be considered timely notice under this Agreement.

**4.04** In the event a contact name changes for either the Ministry or the Board, then both parties must be notified within five (5) Business Days.

IN WITNESS WHEREOF the parties have executed this Agreement, in duplicate, as of the day and year first above written.

SIGNED on behalf of His Majesty the King )  
in Right of the Province of British Columbia )  
by a duly authorized designate of the )  
Minister of Education and Child Care )

\_\_\_\_\_  
Authorized Signatory (For the Minister of Infrastructure)

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date Signed (Month/Day/Year)

SIGNED on behalf of **the Board** )  
**of Education of School District** )  
**No. 33 (Chilliwack)** by its duly )  
authorized signatories )

\_\_\_\_\_  
Signatory (Secretary-Treasurer)

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Date Signed (Month/Day/Year)

## SCHEDULE A

### PROJECT SCOPE AND SCHEDULE PARAMETERS

<b>School Name:</b>	<b>A D Rundle Middle</b>
<b>Project No:</b>	<b>154952</b>
<b>Project Description:</b>	<b>12 prefabricated classrooms for Grades 6-8</b>

#### 1.1 Scope

Funding is for prefabricated classrooms and other elements such as washrooms, tie ins/canopies, hallways and required off-sites that are directly related to the construction of the classrooms. The prefabricated modulars must:

- be durable structures with 30+ year life cycles;
- built to a LEED® Gold standard or equivalent criteria;
- have a classroom size of 80m<sup>2</sup>;
- be designed accessible for users with physical mobility issues;
- built with occupant health and safety in mind for things like thermal comfort (i.e. HVAC systems including partial cooling (heat pump, etc.)), energy efficient lighting, acoustic measures, and seismic resiliency; and
- have ability for horizontal and/or vertical (multi-storey) integration.

The installation of modular classrooms does not include other elements such as gym additions, seismic upgrades, renovations, etc.

#### 1.2 Schedule

Due to the emergent nature of the enrollment pressures throughout the province, the expectation is for design and construction to proceed as quickly and as reasonably possible. A budget will be provided to the Ministry to ensure the project is within the approved amount, or if risk may be required, and it is still expected that check ins through **Concept/Schematic Design** will be conducted to allow the Ministry to confirm the scope is in line with the approved project and bring up any concerns.

## DECISION REPORT

### Regular Board Meeting

**DATE:** May 19, 2026

**TO:** Board of Education

**FROM:** Willow Reichelt, Education Policy Advisory Committee Chair

**RE:** **POLICY AMENDMENTS – 200 & 300 SERIES BARRIER SCAN**

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#### RECOMMENDATION:

THAT the Board of Education approve the amendments to **Policies 220 Parents' Advisory Councils, 221 District Parents' Advisory Council, 31 Advertising in Schools by Commercial Enterprises,** and **370 District Programs and Unique Learning Opportunities** as recommended by the Education Policy Advisory Committee, in alignment with the District's barrier scan process and Board Policy 161.

#### RATIONALE:

These amendments are part of the Board's commitment to ensuring all policies are clear, accessible, and equitable. They reflect feedback from the EPAC Committee, aligning with current legislation and Ministry standards, and support the goals of the District's Accessibility Plan.

## **POLICY 220 PARENT ADVISORY COUNCILS (PACs)**

### **Purpose**

The Board of Education (The “Board”) of the Chilliwack School District (the “District”) recognizes that parents, guardians, and caregivers are an important part of the school community. The Board includes them as a valued Partner in Learning. Their involvement and input help schools meet the needs of students and the community.

A Parent Advisory Council (PAC) serves as the official collective voice of parents, guardians, and caregivers for a school community.

### **Principles**

1. The Board recognizes PACs as independent groups and values their contributions to education in the District.
2. A PAC can give advice to the Board, the principal, and the school staff about the school programs, policies, and activities. This is done through its elected officers.
3. Each school will encourage and support parents, guardians, and caregivers in forming a PAC.
4. A PAC becomes the school’s official PAC when the Board receives its constitution and bylaws.

### **References**

- [Administrative Procedure 210: Parents’ Advisory Councils and District Parents’ Advisory Council](#)

## **POLICY 220 PARENTS' ADVISORY COUNCILS (PACs)**

### **Purpose**

The Board of Education (The "Board") of the Chilliwack School District (the "District") believes recognizes that parents, guardians, and caregivers are an important part of the school community. The Board includes them as a valued important members of our educational community and partners in student learning with the Board of Education. They are also part of the school community.

Their involvement, engagement, and consultation is integral to and input help schools meet the present needs of our students and the our community.

A Parent Advisory Council (PAC) serves as the official collective voice of parents, guardians, and caregivers for a school community.

### **Principles**

1. The Board of Education recognizes Parents' Advisory Councils PACs as independent groups, autonomous bodies and it and values their role they play in supporting positive contributions to education in the school district.
1. Through its elected officers, a Parents' Advisory Council PAC can give advice to the Board, the principal, and the school staff about the of a school programs, policies, and activities. This is done through its elected officers respecting any matter relating to the school.
- 2.
3. Each school shall encourage and support parents, guardians, and caregivers to form a duly constituted in forming a Parents' Advisory Council PAC.
4. A PAC becomes the school's official PAC when the Board receives its constitution and bylaws.

**When the Board Upon receives the PAC's receipt of the completed constitution and bylaws, the Board it will shall formally recognize this organization the group as the official school's parents' advisory council.**

- Administrative Procedure 210: Parents' Advisory Councils and District Parents' Advisory Council

## **POLICY 221 DISTRICT PARENT ADVISORY COUNCIL (DPAC)**

### **Purpose**

The District Parent Advisory Council (DPAC) represents the voices of parents, guardians, and caregivers in the Chilliwack School District (the “District”). The Board of Education recognizes DPAC as a Partner in Learning.

DPAC represents all Parent Advisory Councils (PACs) as well as parents, guardians, and caregivers across the District. It serves as a collective voice advising the Board on district-wide issues, policy, and advocacy. DPAC has a legislated advisory role in assisting the District to achieve the goals of its [Strategic Plan](#).

### **Principles**

1. The Board will seek the advice of DPAC on matters relating to education in the District.
2. The Board will provide an annual grant to DPAC for the collaborative work they do with school Parents’ Advisory Councils (PACs) and District partners.
3. The funds allocated will support initiatives that:
  - Advance the goals of the DPAC membership.
  - Assist the Board in achieving the goals of the [Strategic Plan](#).
  - Align with the core values outlined in [Policy 110](#).

## POLICY 221 DISTRICT PARENTS' ADVISORY COUNCIL (DPAC)

### Purpose

The District Parents' Advisory Council (DPAC) representing the voices of parents, guardians, and caregivers' voices in the Chilliwack School District (the "District"). The Board of Education recognizes DPAC as a Partner in Learning.

DPAC represents all Parent Advisory Councils (PACs) as well as parents, guardians, and caregivers across the District. It serves as a collective voice advising the Board on district-wide issues, policy, and advocacy. DPAC has, the District Parents' Advisory Council (DPAC) plays a legislated advisory role in helping assisting the District to achieve the goals of its District Strategic Plan.

### Principles

1. The Board will seek the advice of the DPAC, as a recognized partner in learning, on matters relating to education in the school-district.
2. The Board is committed to will provide an annual grant to the DPAC for the collaborative work they do with the school Parents' Advisory Councils (PACs) and district District partners.
3. The funds allocated will support initiatives that:
  - Advance the goals of the DPAC membership.
  - Assist, the Board in achieving the goals of the's Strategic Plan Strategic Plan.
  - , and a Align with the core values outlined in Policy 110.

## **POLICY 231 ADVERTISING IN SCHOOLS BY COMMERCIAL ENTERPRISES**

### **Purpose**

The Board of Education (the “Board”) recognizes that schools may work with businesses. These partnerships can support student learning. All partnerships must reflect the values of the Chilliwack School District (the “District”).

### **Principles**

1. Businesses will not sell or promote products at school.
2. Students and families must not feel pressure to purchase any products or services.
3. Corporate logos and slogans are not allowed on permanent signs in the District.
4. Logos may be used temporarily, in print or online, to recognize sponsorship.

## POLICY 231 ADVERTISING IN SCHOOLS BY COMMERCIAL ENTERPRISES

### Purpose

The Board of Education (the “Board”) recognizes that ~~relationships between schools, and commercial enterprises may work with businesses. These partnerships can support student enhance learning opportunities. All partnerships They must match reflect the values of the when aligned with the~~ Chilliwack School District’s (the “District’s”) ~~core values.~~

### Principles

1. ~~Businesses will not sell or promote products at school.~~
2. ~~Businesses must not sell or~~ The sale, ~~promotion, products at school in a way that affects student safety. This includes~~ or support of sales by ~~canvassing, or advertising, or other means by any commercial enterprise could be seen as a violation of the safe and secure environment for students. Students and families must not feel pressure to buy~~ purchase anything ~~products or services. There should be no actual or implied obligation to purchase any product or services.~~
3. ~~The use of c~~ Corporate logos and slogans ~~are not allowed on permanent signs in the on any physical signage within the District is not allowed.~~
  - ~~Logos may be used for a short time~~ temporarily, in print or online, to recognize Temporary print and electronic media logos may be appended to district material to acknowledge sponsorships.
4.

## **POLICY 370 DISTRICT PROGRAMS AND UNIQUE LEARNING OPPORTUNITIES**

### **Purpose**

The Board of Education (the “Board”) offers district programs and other learning options to support student success and the Board’s [Strategic Plan](#). These programs help meet students’ learning needs.

### **Principles**

#### **Catchment Area Schools**

- Catchment area schools are important neighbourhood assets. Residents within a catchment area have priority for enrolment per [Policy 320 School Admission and Placement](#).

#### **District Programs**

- District programs (for example, French Immersion) offer a set program. These programs usually serve students from across the District.

#### **Unique Learning Opportunities**

- When possible, the District may offer programs or schools with a specific educational focus. These programs provide students with unique learning opportunities (for example, Integrated Arts & Technology).
- Schools with a special program must give priority to students who live in the school’s catchment area. This follows [Policy 320 School Admission and Placement](#).

### **References**

- [320 Policy](#): School Admission and Placement
- [337 Administrative Procedure](#): School Admission and Choice
- [371 Policy](#): French Immersion Program

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## POLICY 370 DISTRICT PROGRAMS AND UNIQUE LEARNING OPPORTUNITIES

### Purpose

The Board of Education (the “Board”) offers district programs and ~~unique-other~~ learning ~~options-ortunities-~~ to support student success and the Board’s [Strategic Plan](#).

These programs help meet ~~the studentstudents' learning needs-learning needs-of students.~~

### Principles

#### Catchment Area Schools

- ~~Catchment area schools are important neighbourhood assets. Residents within a catchment area have priority for enrolment per Policy 320 School Admission and Placement.~~
- ~~Catchment area schools are important to their neighbourhoods assets. They help meet the learningplay a key role in meeting the educational\_ needs of students in the Chilliwack School istrict (the “District”).~~

#### District Programs

- ~~District programs (for example, French Immersion) offer a set program. These programs usually serve students from across the District.~~

~~District programs (for example, French Immersion) offer a set provide a specific education program. These programs and usually serve students from across the District.~~

#### Unique Learning Opportunities

- ~~Whenre \_possible, feasible and appropriate,~~ the District may offer programs or schools ~~with a clearspecific educational focus. These programs giveprovide that provide unique learning opportunities for students,~~ ~~parents and staff different ways to learn with unique learning opportunities~~ (for example, Integrated Arts & Technology).
- Schools ~~with that offer~~ a special~~fic~~ program ~~must will~~ give priority to students who live in the school’s catchment area. ~~This follows,~~ ~~in accordance with~~ [Policy 320 School Admission and Placement](#).

### References

- [320 Policy: School Admission and Placement](#)

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

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- [337 Administrative Procedure: School Admission and Choice](#)
- [371 Policy: French Immersion Program](#)

## MEETING SUMMARIES

### **Special In-Camera Meeting – May 13, 2026**

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

Regrets: Teri Westerby

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

Guest Attendees: Michael Hancock, Legal Counsel  
Item 2: Parent, Paula Jordan (Assistant Superintendent)

1. Appeal Process
2. Appeal Hearing