



SCHOOL DISTRICT NO. 35 (LANGLEY)  
REGULAR MEETING OF THE BOARD OF EDUCATION

AGENDA

Tuesday, April 25, 2023  
7:00 p.m.  
Langley School Board Office

Pages

1. AUDIO VISUAL RECORDING (WEBCASTING) OF REGULAR BOARD MEETING
2. CALL TO ORDER
3. REPORT FROM "IN CAMERA"
4. CONSENT AGENDA

Recommendation:

That the Board of Education adopts the consent agenda items as provided.

- |         |   |         |
|---------|---|---------|
| 4.1     | <u>CONSIDERATION OF MINUTES</u>                           | 1 - 12  |
| 4.2     | <u>COMMITTEE REPORTS</u>                                  |         |
| 4.2.1   | <u>AUDIT COMMITTEE</u>                                    | 13 - 13 |
| 4.2.2   | <u>EDUCATION/STRATEGIC PLAN COMMITTEE</u>                 | 14 - 14 |
| 4.2.3   | <u>FINANCE AND FACILITIES COMMITTEE</u>                   | 15 - 15 |
| 4.2.4   | <u>POLICY COMMITTEE</u>                                   | 16 - 16 |
| 4.2.5   | <u>COMMUNICATIONS COMMITTEE</u>                           | 17 - 17 |
| 4.3     | <u>BOARD LIAISON COMMITTEE REPORTS</u>                    |         |
| 4.3.1   | <u>BCSTA</u>  |         |
| 4.3.1.1 | <u>METRO BRANCH (Trustee Fox)</u>                         | 18 - 19 |
| 4.3.2   | <u>DISTRICT PARENT ADVISORY COUNCIL (Trustee Neufeld)</u> | 20 - 31 |
| 4.4     | <u>SCHOOL DISTRICT COMMITTEE REPORTS</u>                  |         |

4.4.1	<u>ABORIGINAL / ya:yəstəl' (Assistant Superintendent Moino)</u>	32 - 32
4.4.2	<u>EMERGENCY PREPAREDNESS (Assistant Superintendent Moino)</u>	33 - 35
4.5	<u>COMMUNITY COMMITTEE REPORTS</u>	
4.5.1	<u>CITY OF LANGLEY ADVISORY DESIGN PANEL (Trustee Ward)</u>	36 - 41
4.5.2	<u>CITY OF LANGLEY / SCHOOL DISTRICT NO. 35 LIAISON (Trustee Ward)</u>	42 - 43
4.5.3	<u>JOINT SCHOOL DISTRICT NO. 35 / TOWNSHIP OF LANGLEY MUNICIPAL LIAISON (Trustee Rai)</u>	44 - 48
4.5.4	<u>TOWNSHIP OF LANGLEY RECREATION, CULTURE AND PARKS ADVISORY (Trustee Dickinson)</u>	49 - 58
4.6	<u>2023-2024 BOARD MEETING SCHEDULE</u>	59 - 59
5.	<u>CONSIDERATION OF AGENDA</u>	
	Recommendation: That the Agenda be approved as presented.	
6.	<u>DELEGATIONS</u>	
6.1	<u>DAY OF MOURNING FOR WORKERS KILLED AND INJURED</u>	
7.	<u>SUPERINTENDENT'S REPORTS</u>	
7.1	<u>I.D.E.A. SUMMIT AND IDEA-X CHALLENGE 2023</u>	60 - 63
	Recommendation: That the Board of Education receives the report on the 2023 I.D.E.A. Summit and IDEA-X Challenge for information, as presented.	
7.2	<u>SCHOOL CALENDARS 2023-2024</u>	64 - 73
	Recommendation: That the Board of Education approves the School Calendars for the 2023-2024 school year, as presented.	
7.3	<u>NOTICE OF MOTION RETURN - DISTRICT CALENDAR 2025-2026</u>	74 - 76
	Recommendation: That the Board of Education approves the District Calendar for 2025-2026, as presented.	
8.	<u>SECRETARY-TREASURER'S REPORTS</u>	
8.1	<u>ANNUAL FACILITIES GRANT 2023-2024</u>	77 - 80
	Recommendation:	

That the Board of Education approves the Annual Facilities Grant 2023/2024 spending plan, as presented.

8.2 ANNUAL FIVE-YEAR CAPITAL PLAN BYLAW 2023-2024

81 - 94

Recommendation:

That the School District No. 35 (Langley) (Capital Plan 2023/2024) Capital Bylaw No. 2023/24-CPSD35-01 be given first reading.

Recommendation:

That the School District No. 35 (Langley) (Capital Plan 2023/2024) Capital Bylaw No. 2023/24-CPSD35-01 be given second reading.

Recommendation:

That the Board of Education of School District No. 35 (Langley) approves having all three readings of the (Capital Plan 2023/2024) Capital Bylaw No. 2023/24-CPSD35-01 at tonight's meeting.

Recommendation:

That the School District No. 35 (Langley) (Capital Plan 2023/2024) Capital Bylaw No. 2023/24-CPSD35-01 be given third reading, passed and adopted on this 25th day of April 2023.

8.3 STUDENT TRANSPORTATION WALK LIMITS

95 - 114

Recommendation:

That the Board of Education receives the information on the Student Transportation Walk Limits Study for information, as presented.

9. POLICY COMMITTEE

9.1 NOTICE OF MOTION RETURN - POLICY 8: BOARD COMMITTEES

115 - 123

Recommendation:

That the Board of Education approves Policy 8: Board Committees, as presented.

9.2 NOTICE OF MOTION RETURN - POLICY 18: STUDENT TRANSPORTATION

124 - 126

Recommendation:

That the Board of Education approves Policy 18: Student Transportation, as presented.

9.3 POLICY 17: ACCUMULATED OPERATING SURPLUS

127 - 132

Recommendation:

That the Board of Education serves Notice of Motion to the District's education community and its education partner groups that it intends to adopt the revisions to Policy No. 17: Accumulated Operating Surplus at the April 25, 2023 Regular Board Meeting.

10. NEW BUSINESS

11. TRUSTEE COMMENTS

12. QUESTION PERIOD

Question Period is provided at Board Meetings. The purpose is to ensure that those present in the audience have an opportunity to obtain clarification concerning business conducted during that meeting. Priority will be given to responding to one question per person before considering further questions from any individual.

The following will help the public develop questions for Question Period at a Board Meeting that is keeping with the goal of a respectful and focused meeting.

Questions:

1. Need to be directed to the Chair and not to staff;
2. Need to be related directly to the topic on the agenda;
3. Need to be succinct, focused and not be a statement;
4. May not be asked that are related to personnel or directed at an individual trustee;
5. May not be asked that are related to contract negotiations; and
6. The questioner shall provide their name so that it can be reflected in the minutes.

All of the above are directions provided for in Board Policy No. 7 - Board Operations. The Chair may answer, may defer to staff or indicate a question may not be in keeping with the above guidelines.

The Board appreciates the public's interest and wants to ensure a professional meeting is conducted, with Question Period focused on providing guests with the clarification they seek.

Trustees also welcome questions from members of the public apart from Question Period. Their contact information is available on the School District website.

13. ADJOURNMENT

Recommendation:

That the meeting be adjourned at \_\_ p.m.



**SCHOOL DISTRICT NO. 35 (LANGLEY)  
REGULAR MEETING OF THE BOARD OF EDUCATION**

**MINUTES**

**Date:** Tuesday, February 21, 2023  
**Location:** Langley School Board Office

<b>Trustees Present:</b>	<b>Holly Dickinson</b>	<b>Acting Chairperson</b>
	<b>Charlie Fox</b>	<b>Trustee</b>
	<b>Joel Neufeld</b>	<b>Trustee</b>
	<b>Sarb Rai</b>	<b>Trustee</b>
	<b>Tony Ward</b>	<b>Trustee</b>
	<b>Marnie Wilson</b>	<b>Trustee</b>
<b>Trustees Absent:</b>	<b>Candy Ashdown</b>	<b>Chairperson</b>
<b>Staff Present:</b>	<b>Mal Gill</b>	<b>Superintendent</b>
	<b>Brian Iseli</b>	<b>Secretary-Treasurer</b>
	<b>Woody Bradford</b>	<b>Deputy Superintendent</b>
	<b>Lisa Lainchbury</b>	<b>Assistant Superintendent</b>
	<b>Marcello Moino</b>	<b>Assistant Superintendent</b>
	<b>Shind Chand</b>	<b>Assistant Secretary-Treasurer</b>
	<b>Joanne Abshire</b>	<b>Communications Manager</b>
	<b>Dale Vo</b>	<b>IT Manager, Infrastructure and Security</b>
	<b>Pol Babao</b>	<b>Technical Support Specialist 3</b>
	<b>Vincent Montefrio</b>	<b>Technical Support Specialist 2</b>
	<b>Debbie Jones</b>	<b>Executive Assistant</b>
<b>Partner Groups:</b>	<b>Taylor Holoboff</b>	<b>CUPE 1260 President</b>
	<b>Tanya Kerr</b>	<b>LTA, President</b>
	<b>Ellen Bornowsky</b>	<b>LTA, Vice-President</b>
	<b>Kim Anderson</b>	<b>LPVPA President</b>
	<b>Alicia Rempel</b>	<b>President, DPAC</b>
	<b>Elva Morrison</b>	<b>CUPE 1851 President</b>
	<b>Jessie Cowger</b>	<b>CUPE 1260 Vice-President</b>

1. AUDIO VISUAL RECORDING (LIVESTREAMING) OF REGULAR BOARD MEETING

Those in attendance were informed that as per Policy No. 7 - Regular and Special Meetings of the Board may be streamed live, archived and accessed online. The Board reserves, at its sole discretion, via motion at any meeting, the right to not stream live or archive a meeting or a portion of a meeting. Further, the Board reserves the right to edit any recorded portion of a meeting.

2. CALL TO ORDER

The Board Chair called the meeting to order at 7:00pm, and began the meeting with the introduction stating: "I would like to acknowledge that the Langley School District is located on the traditional, ancestral and unceded territories of the Matsqui, Kwantlen, Katzie and Semiahmoo First Nations. We gather here tonight in an understanding of the importance of ya:yəstəl' (**y-eye yes tel**) /sq'eq'o yoyes (**sckecka y-eyes**) (working together) and nə́cəʔmat (**not sa mot**) /lets'emó:t (**let sa mot**) (**uniting** ourselves with one mind, one heart) to ensure that we support and inspire all learners to reach their full potential."

**Chairperson welcomed everyone and introduced attendees.**

2.1 ANNOUNCEMENT - DIVERSITY AND RESPECT WEEK

On January 24, 2017 at the Regular Meeting of the Board of Education, the following motion was passed:

*"That the Langley School District establish a 'Diversity and Respect Week' to coincide with Pink Shirt Day in February to promote awareness, acceptance, reconciliation and inclusion for all members of the school community."*

During this week, schools across the District will be recognizing and celebrating diversity through lessons, activities, and virtual events that serve to promote empathy, understanding and the importance of inclusion. In line with our District Vision, Mission and Values, our Board is committed to helping our schools foster an inclusive and nurturing culture.

2.2 ANNOUNCEMENT - BLACK HISTORY MONTH

On February 25, 2020 at the Regular Meeting of the Board of Education, the following motion was passed:

*"That the Langley Board of Education officially acknowledges February as Black History Month."*

As a Board, we encourage our students, staff, and families to join us in learning and celebrating the achievements and contribution of Black Canadians.

3. REPORT FROM "IN CAMERA"

The Vice-Chair reported that the items discussed in the 'In Camera' meeting pertained to personnel.

4. CONSENT AGENDA

R23/02/21-01

**Moved By:** Trustee Fox

**Seconded By:** Trustee Rai

That the Board of Education adopts the consent agenda items as provided.

**CARRIED UNANIMOUSLY**

4.1 CONSIDERATION OF MINUTES

4.2 COMMITTEE REPORTS

4.2.1 AUDIT COMMITTEE

4.2.2 EDUCATION/STRATEGIC PLAN COMMITTEE

4.2.3 FINANCE AND FACILITIES COMMITTEE

4.3 BOARD LIAISON COMMITTEE REPORTS

4.3.1 DISTRICT PARENT ADVISORY COUNCIL (Trustee Neufeld)

4.4 SCHOOL DISTRICT COMMITTEE REPORTS

4.4.1 ABORIGINAL / ya:yəstəl' (Assistant Superintendent Moino)

4.4.2 2SLGBTQ+ (Assistant Superintendent Lainchbury)

4.4.3 INCLUSIVE EDUCATION (Assistant Superintendent Lainchbury)

4.4.4 EMERGENCY PREPAREDNESS (Assistant Superintendent Moino)

4.5 COMMUNITY COMMITTEE REPORTS

4.5.1 CITY OF LANGLEY ADVISORY DESIGN PANEL (Trustee Ward)

4.5.2 JOINT SCHOOL DISTRICT NO. 35 / TOWNSHIP OF LANGLEY MUNICIPAL LIAISON  
(Trustee Rai)

4.5.3 TOWNSHIP OF LANGLEY RECREATION, CULTURE AND PARKS ADVISORY (Trustee  
Dickinson)

5. CONSIDERATION OF AGENDA

R23/02/21-02

**Moved By:** Trustee Fox

**Seconded By:** Trustee Rai

That the Agenda be approved as presented.

**MOTION AMENDED**

R23/02/21-03

**Moved By:** Trustee Fox

**Seconded By:** Trustee Rai

That the Agenda be approved as amended with the addition of 11.1: BCSTA Update and BC Loan Forgiveness Program, 11.2: BCSTA Establishing Standards of Practice, 11.3: Inclusive Education Guidelines and 11.4: Accessible Washrooms.

**CARRIED UNANIMOUSLY**

6. DELEGATIONS

6.1 ISHTAR'S WOMEN'S RESOURCE SOCIETY - PEACE PROGRAM AND VIOLENCE IS PREVENTABLE PROGRAM (Megan Comey, PEACE Counselor)

7. SECRETARY-TREASURER'S REPORTS

7.1 AMENDED BUDGET BYLAW 2022-2023

R23/02/21-04

**Moved By:** Trustee Ward

**Seconded By:** Trustee Rai

That the Board of Education approves staff to appropriate (unrestrict) the following restricted surplus amounts to balance the 2022-2023 Amended Budget:

- \$1,233,788 Internally restricted for commitments 2021-2022
- \$167,804 Internally restricted for Indigenous Education
- \$283,393 Internally restricted for COVID-19 contingency
- \$421,322 school surpluses



- \$130,000 Internally restricted for classroom furniture
- \$600,000 Internally restricted for projector replacements
- \$300,000 Internally restricted for future District capital contributions

**CARRIED UNANIMOUSLY**

R23/02/21-05

**Moved By:** Trustee Fox

**Seconded By:** Trustee Neufeld

That the School District No. 35 (Langley) Amended Annual Budget Bylaw 2022-2023 in the amount of \$331,414,661 be given first reading.

**CARRIED UNANIMOUSLY**

R23/02/21-06

**Moved By:** Trustee Neufeld

**Seconded By:** Trustee Fox

That the School District No. 35 (Langley) Amended Annual Budget Bylaw 2022-2023 in the amount of \$331,414,661 be given second reading.

**CARRIED UNANIMOUSLY**

R23/02/21-07

**Moved By:** Trustee Ward

**Seconded By:** Trustee Fox

That the Board of Education of School District No. 35 (Langley) approves having all three readings of the Amended Annual Budget Bylaw 2022-2023 in the amount of \$331,414,661 at tonight's meeting.

**CARRIED UNANIMOUSLY**

R23/02/21-08

**Moved By:** Trustee Rai

**Seconded By:** Trustee Fox

That the School District No. 35 (Langley) Amended Annual Budget Bylaw 2022-2023 in the amount of \$331,414,661 be given third reading, passed and adopted on this 21<sup>st</sup> day of February 2023.

**CARRIED UNANIMOUSLY**

8. SUPERINTENDENT'S REPORTS

8.1 ACTION PLANS FOR LEARNING

Assistant Superintendents Marcello Moino and Lisa Lainchbury and Rhonda Krisko, Principal of Wix-Brown Elementary presented.

R23/02/21-09

**Moved By:** Trustee Rai

**Seconded By:** Trustee Fox

That the Board of Education receives the report on Action Plans for Learning for information, as presented.

**CARRIED UNANIMOUSLY**

8.2 SETTLEMENT WORKERS IN SCHOOLS PROGRAM (SWIS)

Joanne Neveux, District Principal and Lisa Weaver, Manager SWIS Program presented.

R23/02/21-10

**Moved By:** Trustee Wilson

**Seconded By:** Trustee Ward

That the Langley Board of Education write a letter to Langley's two Members of Parliament urging Immigrant, Refugee, Citizenship Canada (IRCC) to consider a grant funding model rather than a contribution agreement for the funding of the Settlement Workers in Schools (SWIS) Program, to accommodate the unique needs of school districts to support families and students. In addition, the funding should be expanded to include "ineligible clients" including but not limited to; Refugee Claimants, those on Work Permits, and Naturalized Canadian Citizens (including Syrian and Karen Refugees), as they often require settlement support.

**CARRIED UNANIMOUSLY**

8.3 DISTRICT CALENDAR 2025-2026

Kevan Reeve, District Principal of Human Resources presented.

R23/02/21-11

**Moved By:** Trustee Fox

**Seconded By:** Trustee Neufeld

That the Board of Education requests staff begin the consultation process for the District Calendar for 2025-2026.

**CARRIED UNANIMOUSLY**

8.4 INTERNATIONAL STUDENT PROGRAM TUITION CHANGES

R23/02/21-12

**Moved By:** Trustee Ward

**Seconded By:** Trustee Rai

That the Board of Education receives the report on International Student Program Tuition Changes for information, as presented.

**CARRIED UNANIMOUSLY**

9. POLICY COMMITTEE

9.1 NOTICE OF MOTION RETURN - POLICY 13: APPEALS BYLAW

R23/02/21-13

**Moved By:** Trustee Fox

**Seconded By:** Trustee Neufeld

That the School District No. 35 (Langley) Policy 13: Appeals Bylaw be given first reading.

Trustee Wilson opposed.

**CARRIED**

R23/02/21-14

**Moved By:** Trustee Rai

**Seconded By:** Trustee Ward

That the School District No. 35 (Langley) Policy 13: Appeals Bylaw be given second reading.

Trustee Wilson opposed.

**CARRIED**

R23/02/21-15

**Moved By:** Trustee Fox

**Seconded By:** Trustee Neufeld

That the Board of Education of School District No. 35 (Langley) approves having all three readings of the Policy 13: Appeals Bylaw at tonight's meeting.

**CARRIED UNANIMOUSLY**

R23/02/21-16

**Moved By:** Trustee Rai

**Seconded By:** Trustee Fox

That the School District No. 35 (Langley) Policy 13: Appeals Bylaw be given third reading, passed and adopted on this 21<sup>st</sup> day of February 2023.

Trustee Wilson opposed.

**CARRIED**

10. EDUCATION/STRATEGIC PLAN COMMITTEE

Trustee Joel Neufeld, Chairperson of the Education/Strategic Committee presented this item.

10.1 LANGLEY ENVIRONMENTAL AWARENESS PROGRAM ACADEMY

Marcello Moino, Assistant Superintendent presented.

R23/02/21-17

**Moved By:** Trustee Neufeld

**Seconded By:** Trustee Ward

That the Board of Education approves that the current Langley Environmental Awareness Program (LEAP) become a Specialty Academy within the Langley School District for September 2023, as presented.

**CARRIED UNANIMOUSLY**

R23/02/21-18

**Moved By:** Trustee Neufeld

**Seconded By:** Trustee Dickinson

That the Board of Education approves the Langley Environmental Awareness Program Academy fee of \$175 for the 2023-2024 school year.

**CARRIED UNANIMOUSLY**

10.2 DW POPPY RUGBY ACADEMY

Marcello Moino, Assistant Superintendent presented.

R23/02/21-19

**Moved By:** Trustee Neufeld

**Seconded By:** Trustee Fox

That the Board of Education approves the DW Poppy Secondary School Rugby Academy for September 2023, as presented.

**CARRIED UNANIMOUSLY**

R23/02/21-20

**Moved By:** Trustee Neufeld

**Seconded By:** Trustee Dickinson

That the Board of Education approves the DW Poppy Secondary School Rugby Academy fee of \$600 for the 2023-2024 school year.

**CARRIED UNANIMOUSLY**

10.3 ANNUAL REVIEW OF SPECIALTY ACADEMY FEES

R23/02/21-21

**Moved By:** Trustee Dickinson

**Seconded By:** Trustee Fox

That the Board of Education approves the fees for Specialty Academies for the 2023-2024 school year, as presented.

**CARRIED UNANIMOUSLY**

10.4 ANNUAL REVIEW OF INTERNATIONAL BACCALAUREATE FEES

R23/02/21-22

**Moved By:** Trustee Fox

**Seconded By:** Trustee Dickinson

That the Board of Education approves the fee structure for the International Baccalaureate Program at RE Mountain Secondary for the 2023-2024 school year, as presented.

**CARRIED UNANIMOUSLY**

11. NEW BUSINESS

11.1 BCSTA UPDATE AND BC LOAN FORGIVENESS PROGRAM

Trustee Charlie Fox provided BCSTA update.

Vice-Chair Holly Dickinson recused herself from the vote due to conflict.

R23/02/21-23

**Moved By:** Trustee Fox

**Seconded By:** Trustee Ward

Be it resolved that the BCSTA actively urge the Provincial Government, specifically the Ministry of Education, to expand the BC Loan Forgiveness Program to include certified Teachers working with children at publicly-funded facilities throughout B.C.

**CARRIED UNANIMOUSLY**

11.2 ESTABLISHING STANDARDS OF PRACTICE FOR EDUCATION ASSISTANTS

R23/02/21-24

**Moved By:** Trustee Wilson

**Seconded By:** Trustee Ward

That BCSTA advocate to the Ministry of Education and Childcare to: (a) prioritize establishing standards of practice for education assistants; and (b) consult with and fully include, education assistants and other educational partner groups in the implementation and oversight of the standards.

**CARRIED UNANIMOUSLY**

11.3 INCLUSIVE EDUCATION GUIDELINES

R23/02/21-25

**Moved By:** Trustee Wilson

**Seconded By:** Trustee Fox

That the BCSTA advocate to the Ministry of Education and Childcare to review and make any necessary updates to the Inclusive Education Guidelines.

Trustee Neufeld and Trustee Dickinson opposed.

**CARRIED**

R23/02/21-26

**Moved By:** Trustee Neufeld

**Seconded By:** Trustee Rai

That the Board of Education refer this motion to the Education/Strategic Plan Committee before the cutoff for motions for the 2024 BCSTA AGM.

Trustee Wilson, Trustee Fox and Trustee Ward opposed.

**MOTION DEFEATED**

11.4 ACCESSIBLE WASHROOMS

R23/02/21-27

**Moved By:** Trustee Wilson

**Seconded By:** Trustee Ward

That BCSTA advocate to the Ministry of Education and Childcare to: provide targeted funding to all schools for facilities upgrades to any current school washrooms that are not accessible.

**CARRIED UNANIMOUSLY**

12. TRUSTEE COMMENTS

Trustees thanked partner groups, students, families, and senior staff. Mayor Eric Woodward was acknowledged as a member of the audience.

13. QUESTION PERIOD

Question Period is provided at Board Meetings. The purpose is to ensure that those present in the audience have an opportunity to obtain clarification concerning business conducted during that meeting. Priority will be given to responding to one question per person before considering further questions from any individual.

The following will help the public develop questions for Question Period at a Board Meeting that is keeping with the goal of a respectful and focused meeting.

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4. May not be asked that are related to personnel or directed at an individual trustee;

5. May not be asked that are related to contract negotiations; and
6. The questioner shall provide their name so that it can be reflected in the minutes.

All of the above are directions provided for in Board Policy No. 7 - Board Operations. The Chair may answer, may defer to staff or indicate a question may not be in keeping with the above guidelines.

The Board appreciates the public's interest and wants to ensure a professional meeting is conducted, with Question Period focused on providing guests with the clarification they seek.

Trustees also welcome questions from members of the public apart from Question Period. Their contact information is available on the School District website.

The Chair called for questions from the public.

Questions were received from Suzanne Perrault regarding Douglas Park's accessible playground and the Action Plan for Learning.

Questions were received from Sam regarding the Action Plan for Learning.

14. ADJOURNMENT

R23/02/21-28

**Moved By:** Trustee Fox

**Seconded By:** Trustee Rai

That the meeting be adjourned at 9:39p.m.

**CARRIED UNANIMOUSLY**

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TRUSTEE HOLLY DICKINSON

BOARD VICE-CHAIR

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BRIAN ISELI, CPA, CMA

SECRETARY-TREASURER





## **Audit Committee Report**

### **April 18, 2023 Meeting**

At the April 18, 2023 Audit Committee Meeting, the committee discussed the following topics:

- Audit Plan 2022-2023



## **Education/Strategic Plan Committee Report**

### **April 11, 2023 Meeting**

At the April 11, 2023 Education/Strategic Plan Committee Meeting, the committee received reports on the following:

- Career Education K-12
- Guarding Minds at Work Survey
- Strategic Plan 2023-2026 - Final Draft.



## **Finance and Facilities Committee Report**

### **April 18, 2023 Meeting**

At the April 18, 2023 Finance and Facilities Committee Meeting, the Committee received reports on the following topics:

- Budget Consultation 2023-2024
- Preliminary Budget 2023-2024
- Student Transportation Walk Limits
- Annual Five-Year Capital Plan 2023-2024 Ministry Response Letter



## **Policy Committee Report**

### **April 11, 2023 Meeting**

At the April 11, 2023 Policy Committee Meeting, the committee discussed the following topics:

- Policy Committee Workplan
- Policy 10: Policy Making and Review
- Policy 11: Board Delegation and Authority
- Policy 17: Accumulated Operating Surplus
- Policy on Late Motions



## **Communications Committee Report**

### **March 7, 2023 Meeting**

At the March 7, 2023 Communications Committee Meeting, the committee received reports on the following topics:

- Committee Purpose
- 2023-2026 Strategic Plan

**Metro Branch Meeting Minutes**  
**Wednesday May 18, 2022**  
**Location – Surrey School Board Office**  
**Start Time: 10:24**

**Welcome and Thank You – Nicole**

Thank you to Bob Holmes for role as Metro Chair.

Thank you to Stephanie Higginson for being BCSTA Metro Liaison.

Congratulations to Bob Holmes and Jen Mezei for election to BCSTA Board of Directors

**2. Approval of Agenda**

Motion: Val Windsor 37, Second: Sheelah Donahue 45

Carried

**3. Approval of Regular Minutes of April 22, 2022**

Motion: Bob Holmes 36, Second Terry Allen 36

Changes to Minutes: Suzanne Perreault name correction, ELL update: Surrey meeting is a presentation, not a meeting.

**4. Reports/Updates**

**a) BCSTA Board of Directors – Stephanie Higginson**

Happy to meet in person. BCSTA updates re: boards supporting students from Ukraine and was a meeting with provincial government to work collaboratively to meet needs.

May 2<sup>nd</sup> had a meeting with Ministry of Education and Child Care - Minister Whiteside and Minister of Public Safety and Solicitor General - Minister Farnworth and ministry staff to discuss educational programming in correctional facilities and ensure funding. Have started an interministerial group to explore and come up with how to move forward. This meeting was following up on motion carried at BCSTA AGM (2020 – searchable on Hub motion database)

First BCSTA board meeting with new board will be taking place soon.

Tim Bennett is new Metro Liaison.

Professional learning discussion around the Rights & Responsibilities Guide (Code of Conduct and enforcement procedures) – presentation attached.

Q&A followed

**b) BCSTA Indigenous Education Committee - Dana Moraes - no report**

**c) Professional Learning Committee – Sheelah Donahue**

Brief meeting / debrief at AGM. Development meeting coming up June 4 & 5 and will be coming up with work plan, will have more to report on this at next meeting. If anyone has suggestions or thoughts please share with Sheelah.

**d) ELL Consortium – Jen Mezei**

Presentation next Wednesday, May 25. Two items on agenda: 1. What we can do to support Ukrainian families and students who are arriving as refugees after fleeing from war torn Ukraine. 2. Raj from Surrey will be presenting on Bridge Co-op.

**e) BCPSEA – Terry Allen, Metro Region Rep, Board of Directors**

Two issues: 1) Teacher bargaining 2) Support Staff - have walked away from table and no date set for them to go back. Most in room are negotiating locally. Hoping local bargaining is waiting for provincial bargaining to go resume. Concerns around local CUPE bargaining and potential for settling locally and impact on provincial bargaining. Directors meeting coming up May 26.

**5. New Business**

**6. District Roundtable Discussions**

SD35 – Marnie Wilson

SD36 – Laurie Larsen, Terry Allen

SD37 – Val Windsor, Laura Dixon

SD38

SD39

SD40 – Dee Beattie

SD41 – Peter Cech

SD43 – Carol Cahoon, Jennifer Blatherwick

SD44 – Cyndi Gerlach

SD45 – Sheelah Donahue

SD93 – Marie-Pierre Lavoie

**7. Date and Time of Next Meeting:** Casual End of Year Lunch. Wednesday, June 22, 12:00 pm. Joey Restaurant 1899 Rosser Avenue in Burnaby, V5C 6R5. RSVP to NBrown@wvschools.ca if you would like to attend.

**Attendance**

SD35 – Charlie Fox, Marnie Wilson

SD36 – Laurie Larsen, Gary Tymoschuk, Bob Holmes, Terry Allen, Shawn Wilson

SD37 – Val Windsor, Laura Dixon

SD38

SD39

SD40 – Dee Beattie, Danielle Connelly

SD41 – Jen Mezei, Peter Cech, Larry Hayes

SD43 – Jennifer Blatherwick, Carol Cahoon

SD44 – Cyndi Gerlach

SD45 – Nicole Brown, Sheelah Donahue

SD93 – Marie Pierre Lavoie, Annette Azar-Diehl

BCSTA – Stephanie Higginson, Suzanne Hoffman

**Adjourn – 12:48**

Motion: Bob Holmes 36, 2<sup>nd</sup> Marnie Wilson 35



**DPAC General Meeting Minutes**  
**January 19<sup>th</sup>, 2023 @ 7pm**  
**Approved**  
**Via Teams**

**1. Call to Order: 7pm**

**2. Establish Quorum** (44 schools total 20% needed)

Wix-Brown Elementary, DW Poppy, RE Mountain, Yorkson Creek Middle, Parkside Centennial, West Langley, Langley Fine Arts, Noel Booth, Langley Meadows, HDSMS, LSS, Donna Gabriel Robins, Doroty Peacock, Willoughby, Brookwood Secondary, Coughlan, Langley Fundamental Elementary, James Hill, Shortreed, BGMS and ACSS, Fort Langley Elementary, Vanguard

**3. Welcome and Housekeeping**

- A. Territory Acknowledgment
- B. Executive Introductions

**4. Adoption of**

- a. Agenda January 2023 - Adopted
- b. Minutes from November 2022 - Adopted

**5. Langley School District** – Safe Schools and Student Wellness with Lisa Lainchbury, Assistant Superintendent Magdy Ghobrial, District Principal of School Safety and Diversity, and Cpl. Julie Bion, RCMP. Presentation details around school liaison officer. Work in partnership with Langley School District and the Langley RCMP for the success of all students.

Goal is to support all family schools and staff

Values – connections with one another, parents and community partners to meet the mandate of supporting student families and staff.

Julie Bion Background & intro: 18 years as RCMP, from Abbotsford, worked in Surrey district and is excited to be in Langley. 7 school officers plus Julie. Each officer is assigned a high school and the feeder schools (i.e. elementary / middle)

Programs: Kids clubs out of elementary, reading club (with LAPS & fire dept.), basketball pilot program underway. Regular interaction is important so the students get to know them and there are positive interactions.

Key goal – not to arrest. Last resort. Looking to work with restorative partners to direct kids back onto a positive path.

Attend community events – incredibly important to liaise in a different way. They will try their best to come if invited. Attending Spring Fling and others (Mon – Thurs are general hours with Cpl. Bion in on Fridays)



Magdy Ghobrial – Review process to examine and define what students need in the Langley School District. Everybody should feel support from the community. Going to be moving forward with the school community to review everything the SLO program does is being felt. Goal is to ensure all students feel supported.

Q: Is it possible for liaison officers to provide introductions and program layout / goals to each of their schools? For clarity is the desire to have the officer present? Is the information available to parents around who the liaison officer is at the school?

A: Yes, great idea to have this implemented at schools. A great introduction via a newsletter could be a great starting point. Each officer can implement their own way at each school.

Suggestion: Also a suggestion the school FB page, might be good.

A: Yes, this is possible or even “coffee with a cop” or meet the police, etc.

Q: If there are incidents at the schools where the police are called, is it communicated with parents so they can talk to their child.

A: Yes, has come up with PACs. SD 35 is looking at this on a case-by-case basis due to privacy and if it impacts a family. They are looking at this again. May err on the side of providing more info, rather than less. So looking to work on this.

## **6. Report: Trustee Ward**

Committee changes with Joel being signed off. School Liaison officer update. Regular public board meeting next week.

Strategic education plan meeting was held. Public can attend some of these meetings. A new plan is underway.

A series of meetings held with Langley Environment Program (LEAP) i.e., outdoor education. Board is recommending that the program become a special academy in the school system. There is a benefit to the program, the kids love it. And it will also focus on numeracy and literacy. Langley City mayor came to the office to discuss items and looking to work with Township council.

## **7. Superintendent Report - Mal Gill, SD 35 Superintendent**

Underway meeting with various groups to review the strategic plan to receive feedback and take it to the education meeting in March. Then at the end of April to the public. The strategic plan is the work we are trying to do over the next 4 years and it does impact learning. Also review the successes and see how we can continue that work.

Uncertified TTOCs - to be clear, we are short TTOCs in classrooms. The plans have been in place to try and implement this over the last few months. When we don't have enough TTOCs VPs and Principals are covering classes. This takes away learning from students. Chilliwack was examined (i.e. 60-70 uncertified) Langley is continuing to hire, but what if we can't find enough. We are going through a process. The intent is to keep it around 10 hires, to look at and examine if this could work to support staff, teachers' parents and kids in school. All are term (temp) positions and no uncertified TTOCs can post into permanent positions.

Collective Agreements – moving forward. No job actions. Good news.

Jan 31<sup>st</sup> AP356 info session – please sign up

Enhancement Agreement – working through this with First Nation.

Locked in with strategic plan and planning for idea X. Solutions are being presented in May. May 9<sup>th</sup> is Idea Summit with May 23 for Idea X.

Transitions days are coming – teachers are working hard to get to know kids

## 8. Old Business

A. N/A

## 9. New Business

A. Parent/Guardian Information Meeting: Admin Procedure 356 (Exclusion) – parents must RSVP by Monday, Jan 23. *QR Code to register at the bottom of agenda*

Highlighting for parents. Reg deadline is approaching. You must register so organizers can know numbers.

B. DPAC Parent Ed Upcoming Events – Reminder to watch for announcements and share

i. **Feb 23 and April 27** – DPAC Presents a two-part series with SD35 Director of Michael Morgan, Director Learning Support Services

ii. **April 13** – DPAC Presents “Let’s Talk Youth Exploitation” with Tiana Sharifi, Sexual Exploitation Education

Coming out to do a session for parents. Registration will be free, we just need to make sure we have the space to hold everyone.

## 10. Committee Reports:

A. Scholarship Committee – Tisha

Richard Bulpitt education award. 4 being awarded for all SD 35 2023 graduates - \$500/each. Application cut off is Feb 15<sup>th</sup> at 5pm. Email [scholarship@langleydpac.ca](mailto:scholarship@langleydpac.ca). Looking for parents who might be interested in being a judge.

Please email if you are interested! Email found in chat of the teams meeting or email: [scholarship@langleydpac.ca](mailto:scholarship@langleydpac.ca)

Q: Is there an application that needs to be filled out. Yes, its online at [langleydpac.ca](https://langleydpac.ca) and on our Facebook page. <https://langleydpac.ca/scholarships/>

## 11. Executive Reports:

A. President’s Report - Alicia Rempel

Just after the Nov. General meeting Pres and Mal 6 attended BCCPAC leadership summit. Valuable presentations and participation in discussions. Especially the chance to connect with other DPACs across the province. Around that time the family affordability fund was being reviewed. It became clear how well Langley SD handled the consultation and distribution compared to other districts.

Full President Report can be found as an attachment to this general minutes.

Plea for those who wish to participate in Langley DPAC and to consider a role now as a Member at Large and consideration to running for the 2023 / 2024 term as president.

B. Treasurer’s Report – Jodi Stiglic

Review of GNF Accounts. Underway with a swap still. Review of outstanding items and gaming account.

## 12. Announcements

- A. Next School Board Meeting: January 24<sup>th</sup>, 2023
- B. Parent/Guardian Information Meeting: Admin Procedure 356 January 31<sup>st</sup> 7pm SBO
- C. Next DPAC Meeting: February 16<sup>th</sup> 2023 – In person (announce remaining in person / online)

**RSVP Parent/Guardian Information Meeting: Admin Procedure 356 via QR CODE:**



Q: Would love to hear some ideas on how to get more parents to attend meetings for our PACs?

A: Snacks!

A: one-hour meetings, short and sweet

A: Draw for gift cards

A: draw for free hot lunch

A: rotate between morning and evening meetings.

A: Publish agenda ahead of time and stick to the agenda, helps moves the meeting along

Q I am quite confused about the AP 356 procedure meeting and the purpose of the procedure. Is it for medical exclusions or disciplinary or both as the language is confusing.

A: District is presenting information meeting. You can read it online

## 13. Adjournment 8:05pm



**DPAC General Meeting Agenda  
February 16<sup>th</sup>, 2023 @ 7pm  
DRAFT**

## **In Person – SD 35 Office**

- 1. Call to Order: 7:04**
- 2. Establish Quorum** (44 schools total 20% (9) needed) *Quorum established – 30 schools represented: Dorothy Peacock, LFMSS, Langley Fundamental Elementary, Lynn Fripps, Langley Meadows, Blacklock, Donna Gabriel Robins, Richard Bulpitt, Fort Langley Elem., Alice Brown, Peterson Road, Vanguard, Langley Fine Arts, Willoughby Elementary, DW Poppy, Wix Brown, REMSS, West Langley, HDS, Langley Secondary, Gordon Greenwood, James Hill, James Kennedy, Noel Booth, Shortreed, Betty Gilbert, Yorkson Creek, Aldergrove Secondary, Brookwood Secondary, Walnut Grove Secondary*
- 3. Welcome and Housekeeping**
  - A.** Territory Acknowledgment
  - B.** Executive Introductions
  - C.** Introductions from the Floor
- 4. Adoption of**
  - a. Agenda February 2023 adopted as circulated
  - b. Minutes from January 2023 adopted as circulated
- 5. Langley School District Presentation**
  - A.** Jessica Bain, Respect and Diversity Week
    - Had been proposed by Trustee Ward that it evolve from a single day into a whole week.
    - Several initiatives over the years: “We all Belong” stickers, “Be an Ally” posters, fresh “We all Belong” stickers for every student with BIPOC and Trans Flag, window clings
    - 2023 – “Every Child Matters” T Shirts with rainbow feather, Colours of the World” crayons for every Kindergarten class, and World map posters with stickers
    - Examples of what schools are doing this year:
      - Elementary – heart of hands
      - DGR – kindness tickets
      - Peter Ewart – rainbow colour
      - LFA – older kids going into younger classes to do buddy reading
      - Langley Meadows – diverse abilities day
  - B.** Marcello Moino, Assistant Superintendent:
    - Professional Learning Collaboration (PLC) / Hubs
      - Professional Learning Communities (team approach) and Response to Intervention (action taken, review, revise as needed)
      - Based in the District’s Strategic Plan
      - Systems and Structures / Ensouling our Schools in the Continuous Improvement Plan

- “*Collective Teacher Efficacy*” #1 Effect size in Hattie’s Meta-Analysis (most impactful)
- District Continuous Improvement Plan – focused approach built on the foundation of Social & Emotional learning: Creating compassionate classroom communities
- Topped by: Systems & Structures – *response to intervention* and Instructional practice – framework for teaching & learning

John Hattie’s Meta Analysis – 0.4 and above is considered impactful

Most impactful:

- 1.57 *Collective teacher efficacy*
- 1.33 Self reported grades
- 1.29 Teacher estimates of achieving
- 1.29 Cognitive task analysis
- 1.29 *Response to intervention*

PLC and Response to Intervention:

- What is it that we want students to learn (curriculum and instruction)
- How do we know if they have learned it? (assessment)
- What do we do if they haven’t learned it (Intervention: Tier 1,2,3)
- What do we do if they have? (Extension / Enrichment)

This all requires a team based approach; no one teacher can accomplish this with each student. Collaboration time builds staff capacity and supports alignment as these questions are answered.

PLC time at Secondary level:

- There is already time for collaboration implemented at middle and at most elementary schools
- There is complexity at secondary schools due to the timetables so they’ve been working on these plans over the past 12 months.
- Secondary Plan includes both time for (1) staff collaboration and (2) student interventions / extensions
- 3 schools prepared to implement for Semester 2: ACSS, REMSS and WGSS
- Mandatory for teachers so PLC has to be at a time that all teachers can partake
- Each secondary school working on its own plan with some common elements:
  - Take place on Wednesdays (every 2-3 weeks: 8 days over 5 months)
  - Be between 40 and 56 minutes and be scheduled for either the beginning of day or end of day
  - Some staff will be a part of PLC time to support students while the rest will collaborate and then will rotate / alternate for the following Hub day
  - PLC time will only be curriculum that has already been taught or opportunities to extend
- Students can choose which subject to attend or may be invited by their teacher
- PLC time is optional if students are fully caught up
- Sample activities for Hub Time
  - Staff time to identify essential curricular competencies
  - Staff time to develop and code common assessments
  - Staff time to examine assessment results and identify students who are struggling / succeeding
  - Staff time to provide support for student interventions and / or extensions

Q: Does this replace I-Days at semester turnaround?

A: We recognized that having time at the end of the semester was not ideal so this allows instead several opportunities throughout the semester to catch up or extend

Q: Is this a pilot program that will be reviewed before fully implemented?

A: This will be in every secondary school within ideally the next 12 months or as soon as the individual schools have a solid plan that they are ready to implement well

Q: Is this only Secondary schools?

A: Elementary and middle are already able to work collaboration time into their existing timetables by extending lunch with noon hour supervisors or principals. Secondary is far too complex to implement as easily.

Q: How is this different from CLAWS?

A: CLAWS is student support, but missing teacher collaboration / efficacy

Q: Vanguard has already been doing this.

A: Vanguard and LFA are already on their own unique schedules. This applies to comprehensive high schools since they are all on the same schedule.

Q: Is there another level to PLC where we could also bring in specialists or experts?

A: Not right now, but we do have School Based Team tier 3 supports: psychologists, speech & language pathologists so this could become a natural progression for the use of PLC time.

Q: Hubs are set up so students can come and work with a group of teachers, but how do teachers then collaborate?

A: Staff is split in half: one half helps students, one half collaborates and then rotate each Hub

Q: Are you planning on a certain percentage of students utilizing this?

A: It doesn't have to be a certain percentage or maximum, the concern is that too few students are going to use this. The intention is that this doesn't become just another early dismissal.

Q: Is there an option for peer tutoring at this time?

A: Absolutely: REM is already planning to implement peer tutoring in their Hub days.

Q: If students are up to date and not invited, how do we get them to attend? Is there an incentive for them?

A: This is not currently club time but it could progress to become club time with access to teacher support to evolve into extension learning / passion learning.

Q: If students are finished their work they will feel left out and not welcome. This should be considered as part of inclusivity.

A: This is part of the Universal Design for Learning. How to plan for vast difference in levels of understanding. This is the end of "average". We are promoting and teaching teachers how to teach using UDL and moving toward competency. Alternately, if a teacher sees a student achieving 94%, they can then assess what the student's next step should be to extend beyond that.

Q: ACSS parent perspective: our first Hub day was yesterday. It didn't go well, it ran in the am and students didn't attend. Students that did go did nothing, were told to read a book. Students were told not to come, just sleep in.

A: This is not the same as the feedback received from the school. Good feedback, if pieces didn't work as planned, as reported, the district is very interested in looking into it.

Q: First or last part of the day makes it too easy to not go or leave early.

A: There was a reason RTI / REP was between first and second period; research indicated that was best and it did work. Again here, research indicates that the best time for RTI is beginning or end of day.

Q: Will you look at attendance at the end of Semester 2 and analyze the data?

A: We will review that at the end of the year. All other comprehensive schools are also watching to see how best to implement.

Q: What is the plan for tracking? Is there a mechanism in place? Is there a way for parents to determine what their kids are doing?

A: No attendance being taken though our MyEd system since they are not going to a specific class

Q: How will you know then if this is a success?

A: Report cards. This is how we determined that Flex time was working. We saw the entire population have a positive shift in their grade and knew it was working.

Q: Early dismissal in the morning was not working because kids didn't show up. There has to be some kind of attendance.

A: There is no attendance through MyEd, but students do need to sign in for Hub blocks.

Q: My son is planning on taking advantage of this time. Happy to give a bit of my kid's time up so teachers can collaborate.

Q: At elementary, students only have 10 minutes to eat and are having to choose between lunch hour activities and not eating. This needs to be taken into consideration.

A: Fair. At elementary, collab is not at lunch but rather is an extended outside time. Teachers often actually end up collaborating through their own lunch while the kids are outside playing.

Q: Two problems that can solve each other. (1) what are kids doing (2) parents who want to contribute passion as club leader

A: At secondary there may be the potential for this to evolve into clubs.

Questions culled in the interest of time.

#### Scholarships: Local, School Based and District Authority

- Encourage students to take advantage of these opportunities
- Once you've written one scholarship application, you can re-use; they mostly ask what are you passionate about
- Biggest barrier to scholarships is students applying
- Approximately 40 open awards, approximately 28 school based awards (LSS)
- Criteria: 67% average, attend post secondary within 2 years, must have SIN

- Qualifications: career interest, parent / family connections, community / team / association involvement, based on your passions, based on the elementary school you attended
- Take the time to sit down and complete the application; most are now online and are approximately 75 yes / no or short answer questions
  - Have your top 2 career intentions
  - Have your top 2 post secondary institute planned
  - List extra curricular for grades 10 – 12 and your supervisor(s)
  - List your community involvement and your role(s)
  - Hardship and Financial Need
  - Learning disability or chronic health condition
  - Extenuating circumstances or hardship
- Also: District Authority Awards – must be Canadian Citizen \$1,250 voucher with up to 5 years to redeem
  - 7 different categories
  - Deadline: Friday, March 3, 2023
- Each school has grade 12 counselling website with link to scholarships
- Mostly based on leadership, not GPA
- Also link on District website: <https://www.sd35.bc.ca/students-parents/scholarship-information/>

#### **6. Report: Trustee Neufeld**

- Working on Strategic Plan, meeting with community partners at the end of month, have heard back from students
- DW Poppy – Tuesday – final vote for new rugby academy
- Attended Brookwood PAC meeting
  - Protocol to have trustees at PAC meetings is to speak first with school principal
- Feel free to contact Trustee Neufeld via social media, email etc. to help with any issues

#### **7. Superintendent Report - Mal Gill, SD 35 Superintendent – sends regrets - Marcello Moino**

- Strategic plan – met with at least 2 students from every high school for their input
  - What do we do well, what can we improve
  - Do you feel you're getting the academic supports you need for graduation
  - What can we do to improve your supports for graduation
- April Trustee meeting will be presentation of the findings
- This is a new Strat plan with new board but many goals are enduring
- Pro D – representatives from all 4 land-based nations presented to district as well as Glen Pierre – ways for organizations to understand indigenous views
- Looking ahead to next year: Kindergarten registrations continue
- Looking at strong growth in the district based on projections so already looking at all possible solutions with regards to space utilization and purchasing as many portables as we can get our hands on
- Middle transitions are or will be connecting with elementary schools and Secondary transitions are connecting with middle schools
- Secondary course planning is under way – talk to your students about long term goals and consider elective options as an opportunity to explore passion subjects for free



## 8. Old Business

### A. DPAC Parent Ed Reminder –

- i. Feb 23, April 27 (Two-part series with Michael Morgan)
- ii. April 13<sup>th</sup> “Let’s Talk Youth Exploitation” with Tiana Sharifi, Sexual Exploitation Education
  1. Please bring the flyer back to your PACs; the QR code will bring you right to the free Eventbrite registration and share on your social media

## 9. New Business

### A. PAC Constitutions & Template – Chantale

- A reminder that one of the services offered by Langley DPAC is the storage and archival of your PAC Constitutions
- We have here a list of all schools and the date of the most recent constitution on file for that school. You may have more recent versions, but they just aren’t on file with DPAC so please remind your PACs that they can send in copies of their constitutions to [info@langleydpac.ca](mailto:info@langleydpac.ca)
- Likewise, have a look at when your constitution was last updated. Some on file are over 10 years old and still refer to SPC which is now obsolete as it has been removed from legislation.
- If you need to overhaul your constitutions, Langley DPAC has a template for you to use as a jumping off point. It was created in 2016 so also a little stale. We are just now in the process of updating it so there will be a new 2023 template available which can be sent out with our next newsletter and made available on our website
- If you don’t have or can’t find a copy of your PAC constitution, please reach out to us and we can send you what we have on file.

Q: Will there be a chance for PACs to say what should be in the template

A: The template is just a jumping off point. Every PAC is different and will need to customize the template to best suit their needs.

Q: How old is too old?

A: Ideally PACs review their constitutions every year but if the document is still working for you there is no need to make any changes. That being said if your constitution is 10 years old and still refers to SPCs it should be updated since they have now been removed from legislation.

Motion to extend meeting by 10 minutes: 1<sup>st</sup> Jenn, 2<sup>nd</sup> Brian, MOTION PASSED

### B. Motion – Noel Booth Elementary

Mover: Noel Booth Elementary PAC

Secunder: Vanguard

Langley DPAC writes a letter to the Langley School District requesting clarity and understanding on the following:

1. Statistical data and report through budget as to how they disperse and/or allocate the funds they receive from the Ministry of Education and Jordan’s Principle (if applicable) for students with designations/diagnosis or Neurodiverse Learners to schools within the district to pay for Education Assistants (EA’s) and Resource Teachers, including what is moved into contingency funds;

2. Rationale/criteria as to how many educational assistants' schools will receive based on the number of designations within each school and need of student(s);

### RATIONALE

We understand from our families at our school and neighbouring schools, that there are many students who are not receiving support by means of Education Assistants and/or Resource Teachers in the classrooms due to lack of funding from the district. The shortage in our classrooms affects the mental health and education of our children and staff. On average we believe there is 1-3 children per class who bring in extra funds with their designations to the school district yet these funds are not shown in the staffing to support the children and teachers. At our school we have 6 EAs all of which are 1:1 support for medically fragile students; this leaves the estimated 50 children unsupported.

Q: 50 unsupported students; how was that determined?

A: Statistics 1 in 3 estimated 50 IEP – estimated 15 receive funding.

Q: How many hours?

A: We don't know that data and they can't tell us because it's confidential.

Q: This is seen at Blacklock as well. It is evident that there is frustration due to limited time to accomplish goals / meet needs.

Q: Has your PAC already tried to get this info from the district?

A: Yes, Mike Morgan and Principal have been invited to PAC meeting to speak. PAC is still unsatisfied with the result.

Q: Is this an effective use of DPAC time? Should this go directly to BCCPAC to lobby the Ministry?

A: That would be a completely different motion and we don't know yet if there is anything to lobby. If this motion passes, and the results are delivered and the membership deems it appropriate to take further action, that could be considered.

Q: Has a letter like this ever come up in the past?

A: DPAC has written letters to municipal bodies but not to the District before (during the last 4years) and nothing on this topic (data reporting) that we know of.

Q: Is the upcoming DPAC parent ed not about this?

A: Yes it will touch on it, but not specifically about funding and reporting of numbers

Q: Not all schools have a March PAC meeting due to spring break.

A: The question was asked of the mover, "are you open to delay the vote on this to the April General DPAC meeting?" Yes.

Q: A school is in distress; why don't we just move forward now?

A: That is our process so that everyone in the PAC has a voice and a vote.

Instructions to DPAC Reps to bring the motion back to your PACs to determine how they would like to vote at the April meeting. Any questions or new motions can be sent in to DPAC in advance of the April meeting.

## **10. Committee Reports:**

A. Scholarship Committee – Alicia – over 35 applications received, team is now reviewing.

## **11. Executive Reports:**

A. President's Report - Alicia Rempel – in the interest of time will forego a verbal report and will submit a written report to be attached to minutes.

- We have been busy planning parent education sessions happening over the next couple of months, we ask DPAC reps to please share the events with their parent community. If your school has a Principal's Blog, that would also be an excellent place to promote the opportunities.
- Our Ad Hoc Nominations committee has resumed, with VP2 Jenn Pyper Chairing the Committee and VP1 Brian Martens supporting. We will soon share nomination forms for next years DPAC Executive. Open positions will be: President, Treasurer, Vice President 2 and all Member at Large positions. Please consider joining! It isn't a huge time commitment and gives a unique perspective to the education system in Langley.
- We were pleased to provide feedback to the District on the upcoming 4 year Strategic Plan.
  - Our overall thoughts were that we felt the district was moving in a very positive direction and felt most items in the current plan would be beneficial to stay a focus.
  - We highlighted a number of areas we would like to see more progress on, transition rates for some students being one area.
  - We hope as well, for more in-depth support around student assessments, including staff and parent tools for Student Inclusive Conferences and a general understanding of the methods used to assess students.
  - Overall, supporting schools and students with an equity lens is important to us and we are pleased to see it remains important to the district as well. We look forward to being able to offer feedback as the plan progresses.

B. Treasurer's Report – Jodi Stiglic - attached

## 12. Announcements

A. Next School Board Meeting: February 21, 2023

B. Next DPAC Meeting: March 30<sup>th</sup> – online via teams

C. DPAC AGM May 25<sup>th</sup> – please consider joining DPAC! Email us to inquire! [Info@langleydpac.ca](mailto:Info@langleydpac.ca)

## 13. Adjournment 9:12

## **Board Report**

### **February 17, 2023**

**Attendees:**

- Marcello Moino
- Mike Pue
- Katie Pearson
- Janet Stromquist
- Julie Allen
- Shannon Adams

**Regrets:**

- Woody Bradford
- Candy Ashdown
- Donna Robins
- Brian Coleman
- Kelly Sears

**Guest:**

- Holly Dickinson

**TOPIC DISCUSSED:****March 3 Family Gathering – Spring into Wellness**

The Aboriginal Program, in partnership with the Lower Fraser Valley Aboriginal Society, will be hosting the second family gathering of the school year on Friday, March 3rd from 5 – 8pm at HD Stafford Middle School. This family gathering has been renamed the Spring Into Wellness Family Gathering. Dinner is provided, along with a variety of wellness activities, such as smudging, dancing, yoga and sports games for children and youth. Information tables from other community partners will also be present, focussing on services available and strategies to maintain health and wellness.

**Attendees:**

Marcello Moino	SD35 Assistant Superintendent, Chair
Jo Abshire	SD35 Communications Manager
Megan Duke	SD35 Occupational Health and Safety Manager
Tristan Schaufler	SD35 Director of Facilities, Transportation, and Capital Projects
Karen Wagner	SD35 Manager, Energy, Environment & Special Projects
Joel Neufeld	Board of Education - Trustee
Neil Powell	LPVPA
Tanya Kerr	LTA
Resha Sabti	DPAC
Elva Morrison	CUPE1851
Michelle Smith	CUPE1260

**Regrets:**

Shawna Lorrie	DPAC
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**Welcome/Opening**

**Land Acknowledgement:** Marcello Moino started the meeting with the acknowledgment of the territories on which the Langley School District resides on.

**Introductions:** Marcello welcomed existing members and new members. There are two additional members from employee partner groups that have joined the committee as per the revised Administrative Procedure. All committee members briefly introduced themselves.

**Agenda:** Marcello provided an overview of the agenda and gave committee members an opportunity to add anything further to discuss.

**Administrative Procedure 458 Appendix B Update:** Marcello provided update on adding new members representing CUPE 1260 and CUPE 1851. The administrative procedure was updated with new language. Marcello again welcomed the new committee members Elva and Michelle.

**WGSS Drama Room Flood Response:** Marcello gave the background/summary of the WGSS response. He explained how it started with a flood in the Drama room. During the clean-up the contractor found a material they didn't recognize. The contractor took the material to be tested. It was confirmed to contain asbestos and the initial air quality test results verified things were clear and safe. WorkSafe put a Stop Work order in place. WorkSafe decided the testing results were acceptable but decided more testing was needed. The District decided they would test all learning spaces. Spring Break started a day and a half early for the WGSS community. For background, students and staff were released for Spring Break at lunch on the Thursday prior to Spring Break. Shortly after the early dismissal, contractor staff came to begin further testing in other learning spaces. During Spring Break we received results which were well below the levels deemed safe. WorkSafe needed this in order to proceed with the abatement work being done. WorkSafe lifted the stop work order.

Jo Abshire provided an overview of all the communications and messaging shared with the WGSS Community which included letters on the Wednesday, Thursday, Friday and two additional letters during Spring Break. As

this was a fast-changing situation, the District utilized SchoolMessenger text messaging service to communicate early dismissal and the cancellation of parent/teacher conferences.

Marcello summarized a few lessons learned from this incident including for example, restricting access to spaces once they are confirmed work sites.

Tanya made comments about the concerns related to the door to the room being open.

Tristan reiterated the extensive testing process. There was a total of 25 samples initially and 90 samples taken later in the week. Additional testing of the air filters was also conducted, with the result verifying there was no asbestos in the filter, therefore, the material was not airborne.

Resha asked if we could look at other schools. Are other schools being tested? Tristan responded explaining that schools before 1990 are reviewed for asbestos. The District has followed everything that WorkSafe has recommended to do. In general, the District will do whatever WorkSafe guides us to do. If they change their guidance, then the District will do whatever needs to be done. Marcello also added the company that does the abatement has to follow testing throughout the process.

**Parent Marshalling Areas Update:** Marcello reminded the committee of previous recommendations from RCMP following a lockdown incident at WGSS. RCMP recommended schools should have a parent marshalling area identified for each family of schools. This area can be used for communications purposes and other emergency operational purposes. These areas have been communicated with the Township. The private establishments are also ok with the sites that were established. The District is waiting for the company that owns Cineplex in Langley to confirm approval for that site. The sites have been determined in consultation with school administrators. Marcello shared a slide containing all the marshalling sites for each family of schools. Once finalized this will be communicated to all the schools and this is communicated to targeted District staff (Communications, DLT, EAs, etc.)

Resha: Can DPAC have a copy of this? Marcello responded with yes. This can be followed up.

Joel: Would staff be sent there and wearing something that would identify them as the EOC team? Marcello responded with yes. EOC members would have coloured vests. This can be followed up.

Resha: Will there be signage for this set-up? Marcello responded with yes. This can be followed up. Jo's suggestion is to have a District standard template of signage for every family of school.

**Controlled Release of Students:** Jo updated the new members of the committee on the controlled release of students, what it is and its purpose. She explained all elementary schools in the WGSS family of schools have completed this task. The next phase of this process is to proceed with the remaining elementary schools in the District. The District has communicated this next phase to schools and will be working with administrators to help execute this practice drill. The goal is to have all elementary schools completed before the end of the school year.

**Emergency Radios:** Marcello provided some background information for the new committee members about the radios. He explained every school, maintenance, and James Anderson (IT) has hand-held radios. The home base is at SBO. Clare and Ruth also have radios. Annually, the District pays to operate two channels. The latest round of radio testing indicated that we still have some sites that don't have a clear signal. The District is

weighing options on how to make adjustments to have the radios work, small antennae vs. big antennae. The previous meeting brought up the question about keeping them charged when there is no power. District staff did research on options (car charger, extra battery, solar charger, eliminator, and similar power banks) and are reviewing the pros and cons. We are looking at mid-range costs. Based on preliminary discussions, the eliminator seems like the best solution, value, and are easy to access (can be purchased from Canadian Tire, Costco, etc.).

**Internet Outage/School Phone Line Outage:** Jo provided an update on emergency phone lines inventory. IT (James Anderson) is the only facility that needs the phone line to be completed. The phone system is there but not operational yet. The IT Dept is working with Telus to solve the issue.

Tristan noted that Telus may be changing their copper lines to fiber optic lines, what this means is that every school will need power to the phones. No timeline but hopefully very soon. This information is based on discussions from the IT Dept.

**Emergency Operation Centre (EOC) Training and Simulation:** Megan provided some brief background on the District's EOC training which occurred in January. She explained Collette O-Reilly came to present to the District and discussed roles of the EOC team with staff. District staff are working on finalizing these roles. The District will be doing a table-top exercise on April 26. The simulation will include a large-scale disaster (such as train derailment, gas leak, flood, building collapse, blackout, fire). It will involve mock situation reports from six (6) schools – three (3) from each family of schools (elementary, middle, secondary). Additional inserts added throughout exercise (roadblocks etc).

**School Emergency Response Drills Function Team Leaders:** Megan outlined some of the roles and identified some of the additional training suggested for staff depending on their roles. She provided a rough overview and shared a slide containing all the roles from Incident Commander, Logistics, Operations, etc.

Elva asked if the supplies (sanitation for example) are in the classroom? Megan explained where they are located.

Elva asked how are these roles identified? Megan explained that this is determined at the start of the school year. There is a survey that staff complete to outline their skills and abilities. Then the school determines the best fit, and then the list of roles in the team gets sent to the District.

Resha asked about the role of volunteer manager and if schools can determine volunteers ahead of time. Megan responded with yes. This prompted a discussion on the volunteer form and the process of sending the form to families. It is suggested, once the form is finalized, the schools can send the form to parents at the start of the school year. Considerations and questions about a criminal record check and volunteer safety check were brought up. The District will look into this and will plan for the next school year. The group continued discussing volunteers and related matters.

Marcello asked members to email him any more suggested topics, questions, etc.

Tanya asked if training opportunities can be part of Pro-D for staff. Megan responded that she is working on it.

**Next meeting:** May 29, 2023



**MINUTES OF THE  
ADVISORY DESIGN PANEL**

**HELD IN TIMMS COMMUNITY CENTRE  
MULTI-PURPOSE ROOM #2**

**WEDNESDAY, NOVEMBER 2, 2022  
AT 7:00 PM**

- Present:** Councillor Rudy Storteboom (Chair)  
Councillor Nathan Pachal (Co-Chair)  
Wendy Crowe  
Matt Hassett  
Leslie Koole  
Johnnie Kuo  
Cst. Peter Mann  
Chad Neufeld  
Scott Thompson  
Ella van Enter
- Absent:** Clark Kavolinas  
School Trustee Shelley Coburn
- Guest:** Councillor Albrecht
- Staff:** C. Johannsen, Director of Development Services  
R. Beddow, Deputy Director of Development Services  
K. Kenney, Corporate Officer  
A. Metalnikov, Planner

Chair Storteboom began by acknowledging that the land on which we gather is the traditional lands of the Coast Salish People including the Katzie, Kwantlen, Matsqui and Semiahmoo First Nations.

Chair Storteboom offered condolences to Cst. Mann for the loss of a fellow RCMP member from the Burnaby detachment who recently passed away in the line of duty.

Chair Storteboom offered congratulations to Mayor-elect Pachal on his election to the office of Mayor in the recent election and advised ADP members they were welcome to attend the upcoming Inaugural Council Meeting.



1) **AGENDA**

Adoption of the November 2, 2022 agenda.

It was MOVED and SECONDED

THAT the agenda for the November 2, 2022 Advisory Design Panel be approved.

**CARRIED**

2) **MINUTES**

Adoption of minutes from the July 13, 2022 meeting.

It was MOVED and SECONDED

THAT the minutes of the July 13, 2022 Advisory Design Panel meeting be approved as amended to reflect that Leslie Koole was in attendance at this meeting and that it was held in-person, not via video conference.

**CARRIED**

3) **DEVELOPMENT PERMIT APPLICATION DP 06-22**

Proposed 6-storey, 178-unit apartment development at 20644 Eastleigh Crescent

Mr. Anton Metalnikov, Planner, spoke to the staff report and provided a brief overview of the Development Permit application.

The applicant team entered the meeting:

- Eric Poxleitner, Sr. Principal, Keystone Architecture
- Noel Lim, Project Coordinator, Keystone Architecture
- Clark Kavolinas, Landscape Architect, Clark Kavolinas Landscape Architect

Mr. Lim and Mr. Poxleitner presented the application, providing an overview of the development with details about the following:

- Project context
- Walkability to SkyTrain timeframes
- Shadow studies
- Streetscapes
- Concept sketches
- Building materials, colours, exterior finishes
- Building elevation rendering

- Streetscape renderings
- Courtyard renderings
- Ground level units
- Parkade plan
- Level 1
- Level 2
- Unit plans

Mr. Kavolinas provided details on the landscape plan.

Panel members provided feedback on the form and character of the development and discussion took place about the following:

- breaking up massing of large party wall between properties;
- more dedicated accessible parking spaces;
- lack of practicality and accessibility in having access to outdoor amenity space only be through indoor amenity space;
- no kitchen amenities in any of the amenity spaces;
- extension of courtyard to provide for additional community garden space;
- whether current location of community garden area would get adequate sunlight; potential for raised beds so no need to bend down;
- addition of windows into bike room for security;
- garbage area pick up logistics;
- orientation of units so bedroom of one unit is not sharing wall to living room of neighbouring unit;
- suggested use of electric heating;
- installation of conduit for air conditioning units;
- potential for bicycle repair and maintenance room;
- potential for installation of mechanical doors to common areas for greater accessibility;
- storage and charging of electric mobility vehicles;
- potential for car share spaces;
- potential for green roof, solar power;
- safety considerations for children's play space.

In response to questions from Panel members, Mr. Poxleitner advised that:

- the units will be market condo/strata housing, not rental;
- the mail room door to the outside is required to allow for mail-loading of mailboxes;
- all bike storage is on the P1 level, is enclosed and would have enclosure inside for each bike;
- Units on L1 to L6 have in-unit storage;
- it would not be possible to gain access into the courtyard from street level as all exits have gates, there is a security gate on the parking ramp, and all walls are high enough to prevent individuals from hopping over;

- an arborist was retained to determine which trees need to be protected, fenced off during construction and the arborist will be onsite during construction;
- the ground level units are one storey, though they are designed to look like they are two-storey;
- adaptable units can be made into accessible suites;
- the play space for children hasn't yet been programmed; however, it will have a rubberized surface for accessibility;
- the client hasn't asked for an amenity area for pets to date; however, if the courtyard was expanded it would open up more amenity opportunities.

The applicant team left the meeting.

Panel members further discussed the following:

- caution about allowing pets into the courtyard;
- suggestion to have more amenities;
- party wall design options;
- cost of putting window into bike storage rooms; recommend looking at other options;
- how number of elevators required in a development is determined;
- green roof pros and cons.

The Panel compiled a list of recommendations for the applicant.

It was MOVED and SECONDED

THAT

1. The ADP receive the staff report dated October 21, 2022 for information; and
2. The ADP recommends the applicant give further consideration to the following prior to the application proceeding to Council:
  - a. Provide more visual interest (texture, colour, mural, horizontal banding, geometric pattern, etc.) to party wall to reduce its apparent massing;
  - b. Provide 1 additional accessible parking space, preferably near elevator lobby;
  - c. Consider providing a kitchenette/lounge space in indoor amenity (not form and character);
  - d. Ensure full and consistent access to outdoor amenity space is provided from building interior (i.e. hallway connection between internal corridor and courtyard);

- e. Extend outdoor courtyard deck further south, incorporating communal garden spaces and considering the installation of a dog relief area, and providing adequate perimeter fence heights;
- f. Provide visual surveillance into bike storage rooms;
- g. Review accessibility of entrance doors to garbage room;
- h. Review garbage pickup logistics to avoid blocking vehicle throughways;
- i. Consider adding metal guards to bottom of doors to garbage room to prevent damage to doors (not form and character);
- j. Consider sound transfer attenuation measures between neighbouring units with bedroom/living room interfaces (not form and character);
- k. Consider adding a bike repair room (not form and character);
- l. Review storage and charging of electric mobility devices (e-bikes, scooters, etc.) (not form and character);
- m. Consider use of electric energy for building systems;
- n. Provide more detail on children's play structure, and ensure there is enough room in playground area to accommodate various play features safely; consider relocating play area to centre of courtyard
- o. Consider providing a green roof or rooftop solar panels;
- p. Review opportunities for unit air conditioning provision/installation (not form and character).

### CARRIED

Co-Chair Pachal thanked outgoing Council member Storteboom for his years of service to the Advisory Design Panel and to the City.

Current ADP members were encouraged to apply to serve on the Panel next year.

Mr. Johannsen provided a summary of accomplishments and future expectations for development in the city, noting projects the Panel has reviewed, and also providing information on potential future development applications, including the plaza and station design that will come to the ADP for comment as part of the Langley SkyTrain project.

#### **4) NEXT MEETING**

To be determined.

5) **ADJOURNMENT**

It was MOVED and SECONDED


THAT the meeting adjourn at 8:41 pm.

CARRIED



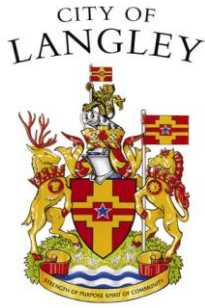
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**ADVISORY DESIGN PANEL CO-CHAIR**



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**CORPORATE OFFICER**



## JOINT SCHOOL DISTRICT NO. 35 / MUNICIPAL LIAISON COMMITTEE

June 6, 2022 at 3:30 pm  
School District No. 35 (Langley)  
4875 – 222 Street, Langley, BC  
Virtual Microsoft Teams Meeting



### MINUTES

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**Present:**        **School District #35**  
Trustee Tony Ward, Trustee - Chairperson  
Mal Gill, Superintendent of Schools  
Brian Iseli, Secretary-Treasurer

**City of Langley**  
Councillor Rosemary Wallace  
Councillor Teri James  
Kim Hilton, Director of Recreation, Culture and Community Services

**Absent:**         Trustee Shelley Coburn, Trustee  
Rick Bomhof, Director of Engineering, Parks and Environment

1)        **APPROVAL OF AGENDA**

Called to order at 3:30 pm.

**Joint School District No. 35 / Municipal Liaison Committee June 6, 2022**

Recommendation:  
That the Joint School District No. 35 / Municipal Liaison Committee approves the Agenda and receives the agenda items of the June 6, 2022 Meeting.

**MOVED BY Councillor Teri James**  
**SECONDED BY Councillor Rosemary Wallace**  
**CARRIED**

2)        **ADOPTION OF MINUTES**

**Joint School District No. 35 / Municipal Liaison Committee March 2, 2022.**

Recommendation:  
That the Joint School District No. 35 / Municipal Liaison Committee adopt the Minutes of the March 2, 2022 meeting.

**MOVED BY Councillor Rosemary Wallace**  
**SECONDED BY Councillor Teri James**  
**CARRIED**

3) **ITEMS FROM PRIOR MEETINGS**

No items.

4) **ITEMS FOR DISCUSSION**

a) City requesting information on the following from the Board:

- a. Summer Programs for Students – City and School District to share information about respective programs.

Superintendent Mal Gill provided an overview of the District’s summer programs. Looking for more staff to work in the summer especially in the area of trades.

It was suggested that the District consider reaching out to organizations like Elks or Lions to help teach. Fine Arts programs and outdoor classrooms were discussed.

- b. Community Day – City Council members will share information about their event for District’s information.

Councillor Rosemary Wallace shared details of the City Community Day being held this year on June 18 from 11:00am-6:00pm. A free event with many different events, food trucks, prizes and fun for the family. City would love to see the District become more involved in the future and perhaps have a tent and trustees attend.

- c. Living Well in Langley Strategy – City staff will share information (See attachment)  
The Living Well In Langley Draft Poverty Reduction Strategy was shared and reviewed.

- d. Parks Recreation and Culture Plan, 2032 – City staff will share information.

Advisory Design Panel (ADP) – If the school district is ever curious about development in the city and the impact it may have on schools, please contact the City.

5) **ADJOURNMENT**

Meeting was adjourned at 4:13 pm.

**MOVED BY Councillor Teri James**

**SECONDED BY Councillor Rosemary Wallace**

**CARRIED**

6) **NEXT MEETING DATE**

Meetings for next year will be scheduled after the election



**JOINT SCHOOL DISTRICT NO. 35 /  
MUNICIPAL LIAISON COMMITTEE**

Wednesday, May 11, 2022 at 8:30am  
Township of Langley Civic Facility  
Via Zoom



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**MINUTES**

**Present:**

Councillor Blair Whitmarsh (Co-Chair)

**School District No. 35:**

David Tod, Trustee  
Marnie Wilson, Trustee  
Brian Iseli, Secretary Treasurer  
Mal Gill, Superintendent

**Township of Langley:**

Councillor Eric Woodward  
Mark Bakken, Municipal Administrator  
Ramin Seifi, General Manager, Engineering and Community Development  
Jason Winslade, General Manager, Administration and Community Services  
Corene Quin, Recording Secretary

**Regrets:**

Trustee Rod Ross  
Councillor Steve Ferguson

**A. APPROVAL AND RECEIPT OF AGENDA ITEMS**

**1. Joint School District No. 35 Municipal Liaison Committee  
May 11, 2022**

Moved by Trustee Marnie Wilson,  
Seconded by Trustee David Tod,  
That the Joint School District No. 35 Municipal Liaison Committee adopt the  
agenda and receive the agenda items of the May 11, 2022 meeting.

**CARRIED**



**B. ADOPTION OF MINUTES**

**1. Joint School District No. 35 Municipal Liaison Committee  
January 26, 2022**

Moved by Trustee David Tod,  
Seconded by Councillor Eric Woodward,  
That the Joint School District No. 35 Municipal Liaison Committee adopt the  
Minutes of the January 26, 2022 meeting.

**CARRIED**

**C. PRESENTATIONS**

**D. ITEMS FOR DISCUSSION**

**1. Recreation / Parks**

On behalf of Councillor Steve Ferguson's email Mark Bakken reported that with respect to the shortage of lifeguards in the lower mainland, the City of Richmond have been working with Richmond School District in developing a curriculum-based program for students to achieve credits through a program to qualify as lifeguards. City of Richmond referred the following motion. *That staff look into the training and hiring of more lifeguards and instructors, and creating a program to support the training cost for low income Richmond people or Richmond youth from low income families.*

Councillor Eric Woodward reported that he is interested in revisiting the discussion regarding property for playing fields for the School District. It was suggested to start the conversation with respects to land costs and developing costs of the playing fields.

**2. Traffic Safety for Students**

Trustee David Tod asked for an update with 200 Street and 76 Avenue bus stop.

Ramin Seifi reported that the first phase of the signalization of this intersection was proceeding according to plan, and as previously reported, scheduled for completion this summer in conjunction with development applications in the area. Further improvements will be implemented as part of future phases also in conjunction with development or otherwise as approved by Council based on availability of land.

Trustee Marnie Wilson reported safety concerns for D.W. Poppy students walking/cycling on routes to school, such as speeds, sidewalks, and lighting during the winter months.

Ramin Seifi advised that the Township acknowledges the concerns, which have been brought to the attention of the SD/Municipal Liaison Committee in

**D. ITEMS FOR DISCUSSION**

the past. The subject area is rural with the associated municipal infrastructure reflecting the rural standards applicable without the urban features such as sidewalks, streetlights, etc., making the provision of these cost-prohibitive based on available resources. A plan of currently available pedestrian connections has been shared with the Committee in the past and will be re-circulated. Further, developer applications in the area could be a trigger for enhancements, subject to Council. Reference Map - Attachment A

**3. School District and Township of Langley Collaboration**

Trustee Marnie Wilson reported that the School District met with City of Langley Mayor and Council. A dinner meeting was held with presentations and provided the opportunity for collaboration and to share visions. This improved dialogue and was very productive. She suggested this would be helpful for the Township of Langley and School District to do same in the near future.

Discussions ensued and it was recommended for new Township of Langley Council and new School District 35 Board of Trustee to implement in January 2023, as an annual meeting.

**E. OTHER BUSINESS**

**1. Donna Gabriel Robins Elementary**

Ramin Seifi provided an update regarding the status of the park improvements adjacent to Donna Gabriel Robins Elementary School, as follows:

Despite best attempts, the provincial (FLNRO) approval is still pending, meaning that the park and associated playing fields cannot be completed in time for the September 2022 School opening, as previously hoped.

Accordingly, Township staff are currently reviewing the potential for providing an all-weather gravel surface playing field, located outside the environmentally sensitive watercourse riparian areas, if possible, for use by the public, including the student population. Staff will be providing a more comprehensive update to Mayor and Council in the coming days as part of a memorandum, considering the Council meeting dates and relatively minor costs associated with the interim works.

SD35 appreciated the update of this, and confirmed that anything that can be provided, even as a temporary measure, would be welcomed by the school community.

**E. OTHER BUSINESS**

**2. Next Meeting Date**

It is recommended that the next meeting date be scheduled for January 2023. New Township of Langley Council and new School District 35 Board of Trustee to determine date, location, and time of next meeting.

**F. NEXT MEETING**

**Date:** TBD  
**Location:** TBD  
**Time:** TBD

**G. TERMINATE**

Moved by Councillor Eric Woodward,  
Seconded by Trustee Marnie Wilson,  
The meeting terminated at 9:10 am.

CERTIFIED TRUE AND CORRECT:

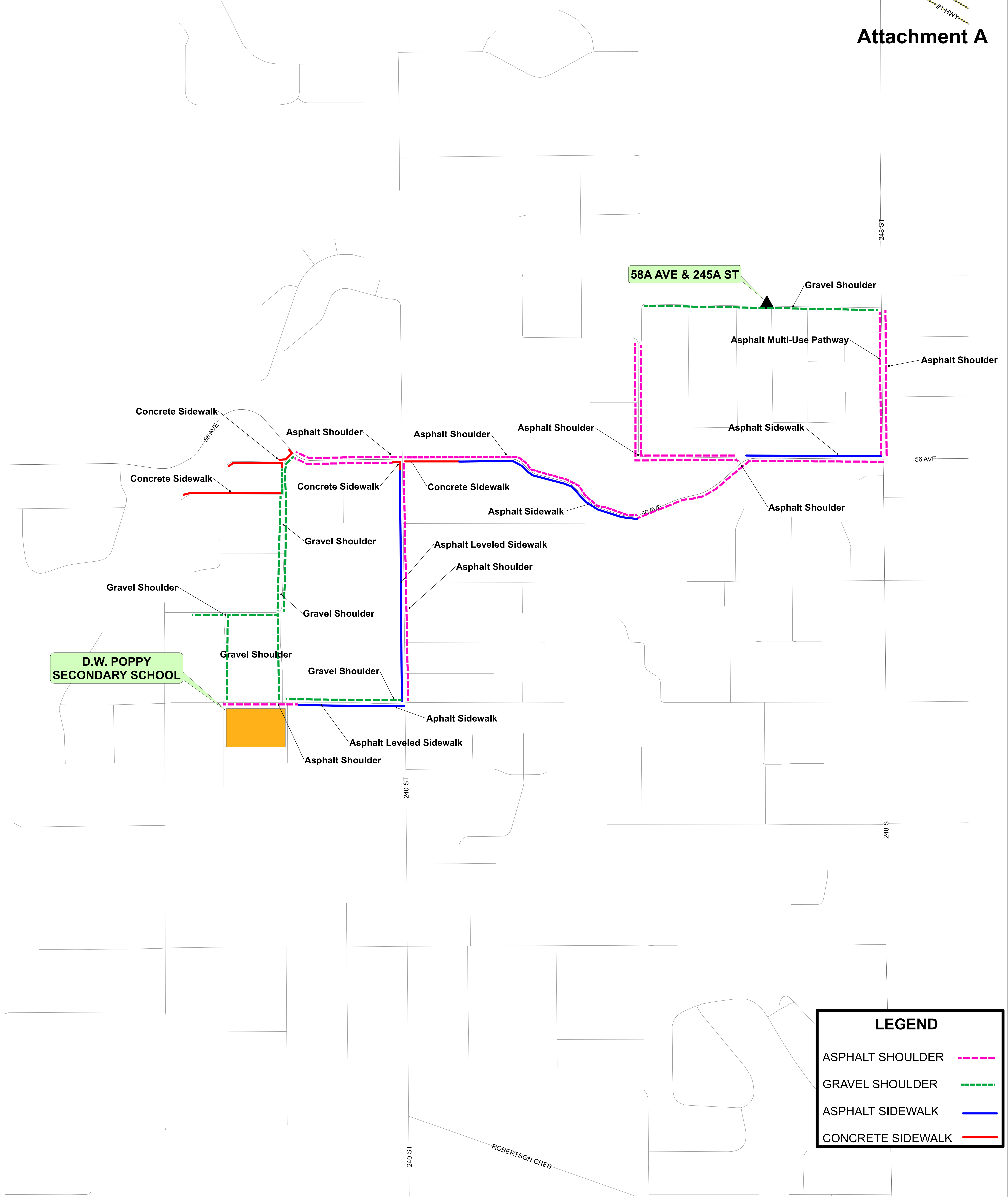
\_\_\_\_\_  
Co-Chair

\_\_\_\_\_  
Co-Chair

#1 HWY

D.W. POPPY  
SECONDARY SCHOOL

58A AVE & 245A ST



**LEGEND**

- ASPHALT SHOULDER ---
- GRAVEL SHOULDER ---
- ASPHALT SIDEWALK —
- CONCRETE SIDEWALK —



**Township of Langley: Links to D.W. Poppy Secondary School**

Printed Date: Tuesday, June 29, 2021

Disclaimer: The data provided had been compiled from various sources and is not warranted as to its accuracy or sufficiency by the Township of Langley. The user of this information is responsible for confirming its accuracy and sufficiency.

Path: F:\data\Eng2004\5400 Streets & Roads\03 - Street Lighting\Traffic Cabinet Wraps Location May 31, 2021\Links to Poppy Secondary.mxd





## RECREATION, CULTURE, AND PARKS ADVISORY COMMITTEE

February 8, 2023 at 7:00pm  
Salmon River Committee Room  
4<sup>th</sup> Floor, 20338-65 Avenue, Langley, BC

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### MINUTES

#### **Present:**

Councillor T. Baillie (Council Co-Chair)

G. Abreo, A. Bayona, C. Grey, R. Jhaj, J. Loewen, T. Taylor, and R. Thandi

#### **School Board Representative:**

H. Dickinson

#### **Staff:**

K. Young, Community Recreation Manager

K. Stepto, Recording Secretary

#### **Welcome**

Councillor Baillie welcomed everyone, and round-table introductions took place.

#### **Code of Ethics Signing**

Members signed the “*Code of Ethics, Confidentiality, and Conflict of Interest for Council Members and Appointees*”.

#### **Election of the Community Co-Chair for 2023**

Deferred to next month.

#### **RCPAC Photo**

Deferred to next month

### **A. APPROVAL AND RECEIPT OF AGENDA ITEMS**

#### **1. Recreation, Culture, and Parks Advisory Committee – February 8, 2023**

Moved by J. Loewen,

Seconded by C. Grey

That the Recreation, Culture, and Parks Advisory Committee approve the agenda and receive the agenda items of the February 8, 2023 meeting.

**CARRIED**

**B. ADOPTION OF MINUTES**

**1. Recreation, Culture, and Parks Advisory Committee – May 11, 2022**

Moved by R. Thandi,

Seconded by R. Jhaj,

That the Recreation, Culture, and Parks Advisory Committee adopt the Minutes of the May 11, 2022 meeting.

**CARRIED**

**C. DELEGATIONS AND PRESENTATIONS**

**D. REPORTS**

**1. Council Co-Chairperson's Report**

No report.

**E. CORRESPONDENCE**

**F. WORK PROGRAM**

**1. 2022 Final Report**

The Advisory Committee reviewed the 2022 Final Report.

**MOTION**

Moved by R. Jhaj,

Seconded by R. Thandi,

That the Recreation, Culture, and Parks Advisory Committee receive the 2022 Year End Report and ask staff to forward to Council.

**CARRIED**

**2. Draft 2023 Work Program**

The Advisory Committee discussed the draft 2023 Work Program. The committee was asked to review and bring any other suggestions for the Work Plan to the March meeting.

Two topics were raised as potential work plan items:

1. Parks and Rec Master Plan Update
2. Swim program with the School District

**Action:** Staff to provide list of current swim programs, senior level training programs, and classes that are on pause.

**F. WORK PROGRAM**

K. Young noted that the early bird deadline for registration for the BCRPA Conference is February 23. The Conference will take place May 3-5, 2023 at the Hyatt Regency Hotel in Vancouver. A. Bayona and T. Taylor expressed interest in attending.

**Action:** Staff will look into the potential of sending two delegates to the Conference and report back at the March meeting.

**3. Community Liaisons**

Committee members considered serving as a Community Liaison on the Langley Outdoor Sports Advisory Group or the Langley Community Awards Selection Committee.

The following members volunteered to serve as Community Liaisons:

Langley Outdoor Sports Advisory Group – G. Abreo

Langley Community Awards Selection Committee – S. Cook (via email) and C. Grey

**4. Museum Advisory Group**

a) RCPAC Liaison

Advisory Committee members were asked to appoint a member to be the liaison on the Museum Advisory Group. A. Bayona and T. Taylor expressed interest in being the liaisons.

**MOTION**

Moved by C. Grey,

Seconded by J. Loewen,

That the Recreation, Culture, and Parks Advisory Committee endorse the appointment of alternate representatives, A. Bayona and T. Taylor, as the committee liaisons to the Museum Advisory Group for the year 2023.

**CARRIED**

b) Community Appointments

**MOTION TO RESOLVE INTO CLOSED MEETING**

Moved by C. Grey,

Seconded by J. Loewen,

That the Recreation, Culture, and Parks Advisory Committee now resolve into a Closed Meeting for discussion of the following item, in accordance with and as identified under Section 90 of the Community Charter:

Item A.1 – Section 90(1) (a) Personnel.

**CARRIED**

**MEETING RECESSED**

The meeting recessed at 7:50pm.

**MEETING RECONVENED**

The meeting reconvened at 7:57pm

**G. COUNCIL REFERRALS**

**H. OTHER BUSINESS AND ITEMS FOR INFORMATION**

**1. 2023 Meeting Schedule**

Provided in package for information.

**2. 2023 Membership List**

Provided via email.

**3. Outdoor Water Fight**

T. Taylor expressed interest in having an outdoor water fight between kids and First Responders at the ACUCC. He will bring more information to the March meeting

**I. NEXT MEETING**

**Date:** March 8, 2023  
**Location:** Salmon River Committee Room  
4<sup>th</sup> Floor, 20338-65 Avenue, Langley, BC  
**Time:** 7:00 pm

**J. TERMINATE**

Moved by C. Grey,  
Seconded by G. Abreo,  
That the meeting terminate at 8:10pm.

**CARRIED**

**CERTIFIED CORRECT:**

\_\_\_\_\_  
Community Representative Co-Chair

\_\_\_\_\_  
Council Representative Co-Chair





## RECREATION, CULTURE, AND PARKS ADVISORY COMMITTEE

March 8, 2023 at 7:00pm  
Salmon River Committee Room  
4<sup>th</sup> Floor, 20338-65 Avenue, Langley, BC

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### MINUTES

#### **Present:**

Mayor E. Woodward

D. Kang (Committee Co-Chair)  
Councillor T. Baillie (Council Co-Chair)  
Councillor M. vanPopta (Council Co-Chair)

G. Abreo, S Cook, C. Grey, R. Jhaj, J. Loewen, T. Taylor, and R. Thandi

#### **Staff:**

R. Stare, Acting Director, Recreation  
K. Stepto, Recording Secretary

#### **Election**

S. Cook nominated D. Kang to be the Community Co-Chair for 2023.  
R. Thandi seconded the nomination.

D. Kang was elected Community Co-Chair for 2023, by acclamation, and assumed the position of Co-Chair.

#### **A. APPROVAL AND RECEIPT OF AGENDA ITEMS**

##### **1. Recreation, Culture, and Parks Advisory Committee – March 8, 2023**

Moved by T. Taylor,  
Seconded by J. Loewen,  
That the Recreation, Culture, and Parks Advisory Committee approve the agenda and receive the agenda items of the March 8, 2023 meeting, as amended.

**CARRIED**

Clerk's Note: Item C.1 was added to the agenda.

#### **B. ADOPTION OF MINUTES**

##### **1. Recreation, Culture, and Parks Advisory Committee – February 8, 2023**

Moved by R. Jhaj,  
Seconded by C. Grey,

**B. ADOPTION OF MINUTES**

That the Recreation, Culture, and Parks Advisory Committee adopt the Minutes of the February 8, 2023 meeting, as amended.

**CARRIED**

**2. Recreation, Culture, and Parks Advisory Committee Closed Meeting – February 8, 2023**

Moved by J. Loewen,

Seconded by G. Abreo,

That the Recreation, Culture, and Parks Advisory Committee adopt the Minutes of the February 8, 2023 Closed meeting.

**CARRIED**

**C. DELEGATIONS AND PRESENTATIONS**

**1. ACUCC Firefighters vs. RCMP Water Battle**

T. Taylor provided a presentation regarding a proposed Water Battle Community Event at the ACUCC in the summer. He suggested that this be an annual event to promote the connection between first responders, recreation services, and Township residents. The event will span over 5-6 hours between two swims, each targeting different audiences. The first swim will be family-oriented with access to police and fire vehicles in the parking lot, photo ops, and a leisurely water fight in the Breaker Bay and/or the Big Top water feature. The second swim will be geared toward youth, focusing on a battle in the Big Top and field zones. This swim will also expose youth to the various employment opportunities with the Township and create a positive relationship between youth and our emergency services.

Project goals are:

1. Provide a wholesome community event incorporating emergency services.
2. To showcase our recreation and emergency services to Township families and youth in our community.
3. To target youth and young adults for occupational positions within the township (i.e., Recreation, Fire and Police services).

Event requirements include:

1. RCMP and Fire representatives;
2. Adequate staffing and volunteers;
3. Community representation;
4. Community outreach;
5. Adequate parking; and
6. A specific event timeline.

Discussion ensued and the following comments/questions were provided:

- Will liability be a concern?
- Can food trucks be brought in?

**C. DELEGATIONS AND PRESENTATIONS**

- Will sporting organizations in the community be invited to have a tent to promote their groups?
- Will this be a pre-sale event only?
- Could there be a perception of wasting water if we have water restrictions at that time?
- Will mud and dirt be tracked into the pool?
- How will participation be monitored? Wrist bands? Hand stamp?
- Will there be enough First Responders available to come to this event?
- Will those not interested in being in the water fight still be engaged somehow?

**Action:** R. Thandi and J. Loewen volunteered to meet with T. Taylor to flush out more details and report back at the next meeting.

**D. REPORTS**

**1. Co-Chairperson's Report**

D. Kang thanked the committee for the nomination to be Co-Chair.

**E. CORRESPONDENCE**

**F. WORK PROGRAM**

**1. Draft 2023 Work Program**

The Advisory Committee reviewed the draft 2023 Work Program.

**MOTION**

Moved by T. Taylor,  
Seconded J. Loewen,

That the Recreation, Culture, and Parks Advisory Committee endorse the 2023 Work Plan, with the addition of three topics:

1. Potential Firefighters vs. RCMP Water Battle at ACUCC
2. TOL 150 Celebrations Update
3. Canadian Premier League Update

**CARRIED**

**COUNCIL**

Moved by D. Kang,  
Seconded by S. Cook.

That the Recreation, Culture, and Parks Advisory Committee recommends that Council approve the Recreation, Culture, and Parks Advisory Committee 2023 Work Plan, presented as Attachment A.

**CARRIED**

**F. WORK PROGRAM**

**2. BCRPA Conference**

Staff noted that it was possible to send two delegates from the committee to the BCRPA Conference taking place May 3-5, 2023 at the Hyatt Regency Hotel in Vancouver. A. Bayona and S. Cook will attend the conference and provide a report to the committee.

**G. COUNCIL REFERRALS**

**H. OTHER BUSINESS AND ITEMS FOR INFORMATION**

**1. RCPAC Photo**

A photo was taken of the committee for the Township website.

**I. NEXT MEETING**

**Date:** April 12, 2023  
**Location:** Salmon River Committee Room  
4<sup>th</sup> Floor, 20338-65 Avenue, Langley, BC  
**Time:** 7:00 pm

**J. TERMINATE**

Moved by C. Grey,  
Seconded by R. Jhaj,  
That the meeting terminate at 8:16pm.  
**CARRIED**

**CERTIFIED CORRECT:**

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Community Representative Co-Chair

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Council Representative Co-Chair



- A Action Required
- D Delegation
- P Presentation
- R Report
- R/F Review / Feedback
- U Staff/Rep Update

**Recreation, Culture, and Parks  
Advisory Committee 2023 Work Program**

**General Committee Work**

	Jan	Feb	Mar	Apr	May	June	Sept	Oct	Nov
Orientation		P							
Election of Community Co-Chair			A						
2022 Final Report		A							
Work Program <i>Approve and appoint liaison roles</i>		R&F A							
Conferences <i>BCRPA 2023 annual conference. Selection of 1 member to attend and to provide report to committee.</i>			R/F	A	U				
Fees and Charges <i>Staff update re: 2023/2024 fees and charges</i>				U					

**Projects, Programs and Events**

	Jan	Feb	Mar	Apr	May	June	Sept	Oct	Nov
Youth Programs and Services <i>Youth week, first week in May</i>				P R/F					
Seniors Programs and Services <i>Seniors week, second week in June</i>					P R/F				
Adult Programs and Services							P R/F		
Parks Tour						P			
Canada Day Events					U		U		
Public Art					U				
Cultural Programs									P U
Library Services <i>FVRL annual update</i>								P U	
Langley Walk <i>First Sunday in May</i>				U					
Salishan Place Update						U			
Firefighters vs. RCMP Water Battle				U	U				
Township 150 Celebrations				U	U				
Canadian Premier League					U				



## Attachment A

- A Action Required
- D Delegation
- P Presentation
- R Report
- R/F Review / Feedback
- U Staff/Rep Update

### Recreation, Culture, and Parks Advisory Committee 2023 Work Program

#### Annual Task Forces

	Jan	Feb	Mar	Apr	May	June	Sept	Oct	Nov
<b>Langley Awards</b> <i>Pete Swensson Outstanding Community Youth</i> <i>Eric Flowerdew Volunteer of the Year</i> <i>John &amp; Muriel Arnason Volunteers of the Year</i>  <b>Selection Task Force</b> Staff: C. Naples Committee Representatives: S. Cook and C. Grey		A	U	U					

#### Community Liaisons

	Jan	Feb	Mar	Apr	May	June	Sept	Oct	Nov
<b>ADHOC Groups</b> <i>Appointment of representatives and subsequent updates</i>  <b>Langley Outdoor Sports Advisory Group (LOSAG)</b> Staff: T. Bucker Committee Representative: G. Abreo		A							
<b>Museum Advisory Group</b> <i>Appointment of representatives and subsequent updates</i>  Staff: R.Schmidt Committee Representative: A. Bayona		A						U	R/F A

## BOARD / COMMITTEE MEETINGS SCHEDULE 2023/2024

September 5	In Camera	5:00
September 12	Audit	3:30
September 12	Finance & Facilities	5:00
September 19	Board Meeting	5:30 In-Camera / 7:00 Regular
October 3	Policy	3:00
October 3	Education/Strategic Plan	4:30
October 10	Finance & Facilities	5:00
October 24	Board Meeting	5:30 In-Camera / 7:00 Regular
November 7	Policy	3:00
November 7	Communications	4:00
November 14	Education/Strategic Plan	4:00
November 14	Finance and Facilities	6:00
November 21	Board Meeting	5:30 In-Camera / 7:00 Regular
December 5	Audit	3:30
December 12	Board Meeting	5:30 In-Camera / 7:00 Regular
January 16	Policy	3:00
January 16	Education/Strategic Plan	4:00
January 23	Finance and Facilities	4:00
January 30	Board Meeting	5:30 In-Camera / 7:00 Regular
February 13	Audit	3:30
February 13	Education/Strategic Plan	4:30
February 20	Finance & Facilities	4:00
February 27	Board Meeting	5:30 In-Camera / 7:00 Regular
March 12	Communications	4:00
April 9	Policy	3:00
April 9	Education/Strategic Plan	4:00
April 16	Audit	3:30
April 16	Finance and Facilities	5:00
April 23	Board Meeting	5:30 In-Camera / 7:00 Regular
May 7	Education/Strategic Plan	4:00
May 14	Communications	4:00
May 14	Finance and Facilities	5:00
May 28	Board Meeting	5:30 In-Camera / 7:00 Regular
June 4	Finance and Facilities	5:00
June 4	Budget Open House	6:00
June 11	Education/Strategic Plan	4:00
June 18	Board Meeting	5:30 In-Camera / 7:00 Regular

**STAFF REPORT**

**DATE:** April 25, 2023  
**TO:** Board of Education  
**FROM:** Mal Gill, Superintendent of Schools  
**RESOURCE:** George Kozlovic, Director of Instruction  
**SUBJECT:** I.D.E.A. Summit and IDEA-X Challenge 2023

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**RECOMMENDED MOTION:**

That the Board of Education receives the report on the 2023 I.D.E.A. Summit and IDEA-X Challenge for information, as presented.

**BACKGROUND:**

In 2016, then Superintendent Gord Stewart formed a think-tank with the purpose of generating ideas around creating opportunities for students in the Langley School District to develop entrepreneurial mindsets. The think-tank consisted of educators, students, community members and people from the business community. As a result of the work of this group, Langley now has elementary and middle school students across the District participating in entrepreneurship programs such as PowerPlay Young Entrepreneurs, Socialpreneurship Programs, and several other leadership/humanitarian programs. In addition, the think-tank decided to organize a showcase of student work around entrepreneurship at the end of the school year. The first I.D.E.A. Summit (Innovation, Design, Entrepreneurship, Altruism) took place in May 2018 and was followed by the second I.D.E.A. Summit in May 2019 as well as the addition of the IDEA-X Challenge in May 2019.

As a District we have taken great strides with the re-designed curriculum. The re-designed curriculum is student-centered, flexible and it encourages deeper learning. The future job market is impossible to predict, however, with this curriculum, students have the opportunity to explore their passions and interests through the application of their knowledge. The Entrepreneurship Strand within the Applied Design Skills and Technology curriculum reinforces this methodology. It harnesses the power of learning by "doing" and provides opportunities for our students to be challenged and inspired as they search for creative solutions to authentic real-world problems. In addition, Entrepreneurship supports the valuable 21<sup>st</sup> Century skills within the Core Competencies, a very important component of the curriculum re-design. Having our students engaged in these learning experiences provides them with opportunities to hone their communication and collaboration skills through reflective and creative problem-solving. As the



student’s journey through this active process, they learn more about themselves and their roles in this changing world.

**I.D.E.A. Summit 2023**



After a three-year hiatus, we are excited that the I.D.E.A Summit will be returning to the Langley School District on Tuesday, May 9! The event will take place at the Langley Events Centre Field House (7888 200 Street in Langley) and will focus on student learning in the realm of ***Innovation, Design, Entrepreneurship and Altruism.***

**Overview of I.D.E.A. Summit 2023**

There are several components to the day at the I.D.E.A. Summit:

- |  |                  |
|--|------------------|
| 1. Students K-12 will visit the I.D.E.A. Summit to learn, to be inspired, to purchase products and to participate in design challenges. They will be transported by District busses in 3 waves.              | 9:15am – 1:15pm  |
| 2. Market Showcase where students sell their products and Socialpreneurism Showcase where students share ideas and plans on how to make their community a better place.                                      | 9:15am – 1:15pm  |
| 3. IDEA-X Showcase where students involved in the IDEA-X challenge will showcase their solutions.  | 9:15am - 1:15pm  |
| 4. Thinkology and Design Challenges where visiting Grades 4-12 students will compete.  | 10:00am – 1:15pm |
| 5. Pitch Challenge where individuals and teams will provide their best pitch for their product/service. Finalists will receive scholarships and prizes and will showcase their pitch in the I.D.E.A. Finale. | 1:30pm – 2:30pm  |
| 6. I.D.E.A. Summit Finale  | 2:30pm – 3:30pm  |

**Showcase/Marketplace**

During the second two waves of visits at the I.D.E.A. Summit, I.D.E.A. Mentors (selected community members and donors) will have the opportunity to visit student booths to learn more about where these young entrepreneurs’ inspiration came from and why they are so passionate about their products and ideas. Each I.D.E.A. Mentor will be assigned a number of booths to visit and to provide feedback to students. Many of the Grades 4-8 students are focussed on creating a product through the PowerPlay Young Entrepreneurs Program which guides students through the process of deciding on a product, creating a business plan and then creating and selling their product. Generating original ideas is not necessarily the focus, however, some students have found ways to bring innovative iterations to their

product. In addition, a minimum of 10% of their proceeds goes to a charity of their choice that they have researched and have a personal connection. The mix of both Socialpreneurs and Entrepreneurs at the booths is very exciting.

### Pitch Challenge

Groups of I.D.E.A. Mentors are assigned a category of students who have stepped up to pitch their product or idea. Students have up to three minutes to share the story of their innovative journey in creating their product or idea, and how their product or idea will make a difference. I.D.E.A. Mentors will have up to two minutes following the pitch to ask questions. One student or group will be selected from each category to share their Success Pitch at the I.D.E.A. Finale where they will receive a scholarship (3 X \$2000 for students in grades 10-12 and prizes for students K-9), of which 25% will go to the charity of their choice.

The District is very excited about this day where Langley students will have an opportunity to share their learning and highlight their achievements. This is a day where students, staff and community can view, learn, participate and be inspired from the work of others. This is truly a day of celebration for education in Langley.

Information on the I.D.E.A. Summit is available on the Instructional Services webpage at <https://instructionalservices.sd35.bc.ca/special-events/i-d-e-a-summit/>

### IDEA-X Challenge 2023



The District is also very excited to present the second IDEA-X Challenge for secondary students. First initiated in 2019 as a high school addition to the I.D.E.A. Summit, and fashioned after the online X-Prize Challenge, the IDEA-X Challenge involves teams of students from Langley high schools working together to creatively solve a real-world problem. The 2023 Langley IDEA-X challenges students to design a future Langley that could exist in 50 years which is environmentally responsible, earth-conscious, incorporates Indigenous perspectives and honours what is important to today's residents. Nine teams from four schools began this journey in January 2023. The students are working through the design challenge process to create a solution to this local issue. They are working on building a model to address and support their plan and preparing an 8-minute presentation which they will deliver at the IDEA-X Finale on Tuesday, May 23<sup>rd</sup>. IDEA-X teams will also be present at the I.D.E.A. Summit on May 9<sup>th</sup>, showcasing their models and plans for a future Langley for all the students and community members in attendance. At

the Finale, a panel of five judges will determine the winning teams and award up to \$20,000 worth of scholarships, if the solutions to the problem are viable and worthy. Information on the IDEA-X Challenge is available on the Instructional Services webpage at <https://instructionalservices.sd35.bc.ca/special-events/i-d-e-a-x/>

At Tuesday's Regular Meeting of the Board of Education, Director of Instruction, George Kozlovic, will provide further details on the 3<sup>rd</sup> I.D.E.A. Summit and 2<sup>nd</sup> IDEA-X Challenge and answer Trustee questions.

**STAFF REPORT**

**DATE:** April 25, 2023

**TO:** Board of Education

**FROM:** Mal Gill, Superintendent of Schools

**RESOURCE:** Woody Bradford, Deputy Superintendent  
Kevan Reeve, District Principal, Human Resources

**SUBJECT:** School Calendars 2023-2024

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**RECOMMENDED MOTION:**

That the Board of Education approves the School Calendars for the 2023-2024 school year, as presented.

**BACKGROUND:**

The local school calendars to be reviewed and approved are as follows (attached):

1. Elementary (Student Inclusive Conferences)
2. Elementary and Middle Calendar (Parent-Teacher Conferences)
3. Secondary Semester Schools
4. Langley Fine Arts School
5. Langley Fundamental Middle Secondary School
6. Langley Education Centre
7. Simonds and U-Connect
8. Vanguard Secondary School

**Relevant Legislation**

Approved school calendars will be made public in the month of May 2023, as per Bill 36 section 87.01(9) and 87.01(10):

87.01(9) Subject to subsection (10), a board must, at least one month before the expiration of the current school calendar, make available to the public the school calendar or school calendars, as applicable, submitted to the minister under subsection (5) or (6).

87.01(10) If the minister amends a school calendar under subsection (8), a board must, at least one month before the expiration of the current school calendar, make available to the public the school calendar amended under that subsection.

All of the proposed school calendars, as presented, comply with legislation as outlined in Bill 36 and the School Calendar Regulation.

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**Feedback Considered**

Feedback for planning purposes was received from school administration, CUPE 1260 Executive, CUPE 1851 Executive and the LTA Executive in the development of the proposed school calendars. In addition, community feedback, staff feedback and feedback from previous District Calendar processes were considered.

An eighth calendar was added this year to accommodate twelve (12) of elementary schools who are reporting to parents utilizing the Student Inclusive Conference initiative. The District will continue to support student learning with a goal to have all thirty-one (31) elementary schools using Student Inclusive Conferences for the 2024–2025 school year, thus eliminating the need for an additional calendar.

**School District #35 (Langley)**  
**2023-2024 School Calendar**  
**Elementary (with Student Inclusive Conferences)**

MONTH	DATE	
September	Sept 4 (M)	<b>Labour Day (School Closed)</b>
	Sept 5 (T)	School Opens
	Sept 30 (S)	<b>Truth and Reconciliation Day</b>
October	Oct 2 (M)	<b>Truth and Reconciliation Day (School Closed)</b>
	Oct 6 (F)	<b>School Improvement Day (Students not in Session)</b>
	Oct 9 (M)	<b>Thanksgiving (School Closed)</b>
	Oct 20 (F)	<b>Professional Development Day (Provincial - students not in attendance)</b>
November	Nov 10 (F)	<b>Report Card Prep/Design and Assessment Day (students not in attendance)</b>
	Nov 11 (S)	<b>Remembrance Day</b>
	Nov 13 (M)	<b>Remembrance Day (School Closed)</b>
	Nov 29 (W)	1 Hour Early Dismissal - Student Inclusive Conferences
	Nov 30 (Th)	1 Hour Early Dismissal - Student Inclusive Conferences
December	Dec 21 (Th)	Last Day Prior to Winter Break
	Dec 22 (F)	<b>Calendar Variation (School Closed)</b>
January	Jan 8 (M)	School Re-Opens After Winter Break
February	Feb 16 (F)	<b>Professional Development Day (District - students not in attendance)</b>
	Feb 19 (M)	<b>Family Day (School Closed)</b>
	Feb 26 (M)	<b>Report Card Prep/Design and Assessment Day (students not in attendance)</b>
March	Mar 6 (W)	1 Hour Early Dismissal - Student Inclusive Conferences
	Mar 7 (Th)	1 Hour Early Dismissal - Student Inclusive Conferences
	Mar 15 (F)	Last Day Prior to Spring Break
	March 29 (F)	<b>Good Friday</b>
April	Apr 1 (M)	<b>Easter Monday</b>
	Apr 2 (T)	School Re-Opens After Spring Break
May	May 10 (F)	<b>Professional Development Day (RC Garnett only - students not in attendance)</b>
	May 17 (F)	<b>Professional Development Day (District - students not in attendance)</b>
	May 20 (M)	<b>Victoria Day (School Closed)</b>
June	Jun 27 (Th)	Final Report Card & Last Day for Students Prior to Summer Vacation
	Jun 28 (F)	<b>Administrative Day (students not in attendance)</b>
July / August		Summer Session

SD35 Board of Education Meeting  
 PROPOSED April 25, 2023

**School District #35 (Langley)**  
**2023-2024 School Calendar**  
**Elementary/Middle Schools**

MONTH	DATE	
September	Sept 4 (M)	<b>Labour Day (School Closed)</b>
	Sept 5 (T)	School Opens
	Sept 30 (S)	<b>Truth and Reconciliation Day</b>
October	Oct 2 (M)	<b>Truth and Reconciliation Day (School Closed)</b>
	Oct 6 (F)	<b>School Improvement Day (Students not in Session)</b>
	Oct 9 (M)	<b>Thanksgiving (School Closed)</b>
	Oct 20 (F)	<b>Professional Development Day (Provincial - students not in attendance)</b>
	Oct 25 (W)	1 Hour Early Dismissal - Parent/Teacher Interviews
	Oct 26 (Th)	1 Hour Early Dismissal - Parent/Teacher Interviews
November	Nov 10 (F)	<b>Report Card Prep/Design and Assessment Day (students not in attendance)</b>
	Nov 11 (S)	<b>Remembrance Day</b>
	Nov 13 (M)	<b>Remembrance Day (School Closed)</b>
December	Dec 4 (M)	Report Cards Issued
	Dec 21 (Th)	Last Day Prior to Winter Break
	Dec 22 (F)	<b>Calendar Variation (School Closed)</b>
January	Jan 8 (M)	School Re-Opens After Winter Break
February	Feb 16 (F)	<b>Professional Development Day (District - students not in attendance)</b>
	Feb 19 (M)	<b>Family Day (School Closed)</b>
	Feb 26 (M)	<b>Report Card Prep/Design and Assessment Day (students not in attendance)</b>
March	Mar 8 (F)	Report Cards Issued
	Mar 13 (W)	1 Hour Early Dismissal - Parent/Teacher Interviews
	Mar 14 (Th)	1 Hour Early Dismissal - Parent/Teacher Interviews
	Mar 15 (F)	Last Day Prior to Spring Break
	March 29 (F)	<b>Good Friday</b>
April	Apr 1 (M)	<b>Easter Monday</b>
	Apr 2 (T)	School Re-Opens After Spring Break
May	May 10 (F)	<b>Professional Development Day (RC Garnett students not in attendance)</b>
	May 17 (F)	<b>Professional Development Day (District - students not in attendance)</b>
	May 20 (M)	<b>Victoria Day (School Closed)</b>
June	Jun 27 (Th)	Final Report Card & Last Day for Students Prior to Summer Vacation
	Jun 28 (F)	<b>Administrative Day (students not in attendance)</b>
July / August		Summer Session

**School District #35 (Langley)**  
**2023-2024 School Calendar**  
**Semester Secondary Schools**

<b>MONTH</b>	<b>DATE</b>	
September	Sept 4 (M)	<b>Labour Day (School Closed)</b>
	Sept 5 (T)	School Opens
	Sept 30 (S)	<b>Truth and Reconciliation Day</b>
October	Oct 2 (M)	<b>Truth and Reconciliation Day (School Closed)</b>
	Oct 6 (F)	<b>School Improvement Day (students not in attendance)</b>
	Oct 9 (M)	<b>Thanksgiving (School Closed)</b>
	Oct 20 (F)	<b>Professional Development Day (Provincial - students not in attendance)</b>
	Oct 25 (W)	1 Hour Early Dismissal - Parent/Teacher Interviews
	Oct 26 (Th)	1 Hour Early Dismissal - Parent/Teacher Interviews
November	Nov 10 (F)	<b>Report Card Prep/Design and Assessment Day (students not in attendance)</b>
	Nov 11 (S)	<b>Remembrance Day</b>
	Nov 13 (M)	<b>Remembrance Day (School Closed)</b>
	Nov 24 (F)	Term 1 Semester 1 Report Cards Issued
December	Dec 21 (Th)	Last Day Prior to Winter Break
	Dec 22 (F)	<b>Calendar Variation (School Closed)</b>
January	Jan 8 (M)	School Re-Opens After Winter Break
	Jan 31 (W)	<b>Semester 2 Begins</b>
February	Feb 5 (M)	Report Cards Issued
	Feb 16 (F)	<b>Professional Development Day (District - students not in attendance)</b>
	Feb 19 (M)	<b>Family Day (School Closed)</b>
March	Mar 13 (W)	1 Hour Early Dismissal - Parent/Teacher Interviews
	Mar 14 (Th)	1 Hour Early Dismissal - Parent/Teacher Interviews
	Mar 15 (F)	Last Day Prior to Spring Break
	Mar 29 (F)	<b>Good Friday</b>
April	Apr 1 (M)	<b>Easter Monday</b>
	Apr 2 (T)	School Re-Opens After Spring Break
	Apr 22 (M)	<b>Report Card Prep/Design and Assessment Day (students not in attendance)</b>
	Apr 29 (M)	Term 1 Semester 2 Report Cards Issued
May	May 17 (F)	<b>Professional Development Day (District - students not in attendance)</b>
	May 20 (M)	<b>Victoria Day (School Closed)</b>
June	Jun 27 (Th)	Final Report Card & Last Day for Students Prior to Summer Vacation
	Jun 28 (F)	<b>Administrative Day (students not in attendance)</b>
July / August		Summer Session

SD35 Board of Education Meeting  
 PROPOSED April 25, 2023



**School District #35 (Langley)**  
**2023-2024 School Calendar**  
**Langley Fine Arts (All Students)**

MONTH	DATE	
September	Sept 4 (M)	<b>Labour Day (School Closed)</b>
	Sept 5 (T)	School Opens
	Sept 30 (S)	<b>Truth and Reconciliation Day</b>
October	Oct 2 (M)	<b>Truth and Reconciliation Day (School Closed)</b>
	Oct 6 (F)	<b>School Improvement Day (students not in attendance)</b>
	Oct 9 (M)	<b>Thanksgiving (School Closed)</b>
	Oct 20 (F)	<b>Professional Development Day (Provincial - students not in attendance)</b>
	Oct 25 (W)	1 Hour Early Dismissal - Parent/Teacher Interviews
	Oct 26 (Th)	1 Hour Early Dismissal - Parent/Teacher Interviews
November	Nov 10 (F)	<b>Report Card Prep/Design and Assessment Day (students not in attendance)</b>
	Nov 11 (S)	<b>Remembrance Day</b>
	Nov 13 (M)	<b>Remembrance Day (School Closed)</b>
	Nov 24 (F)	Term 1 Report Cards Issued (Grades K-7)
December	Dec 21 (T)	Last Day Prior to Winter Break
	Dec 22 (F)	<b>Calendar Variation (School Closed)</b>
January	Jan 8 (M)	School Re-Opens After Winter Break
	Jan 31 (W)	<b>Semester 2 Begins</b>
February	Feb 5 (M)	Semester 1 Report Cards Issued (Grades 8-12)
	Feb 16 (F)	<b>Professional Development Day (District - students not in attendance)</b>
	Feb 19 (M)	<b>Family Day (School Closed)</b>
	Feb 23 (F)	<b>Report Card Prep/Design and Assessment Day (Grades K-7) *Grades 8-12 students in attendance</b>
March	Mar 4 (M)	Term 2 Report Cards Issued (Grades K-7)
	Mar 13 (W)	1 Hour Early Dismissal - Parent/Teacher Interviews
	Mar 14 (Th)	1 Hour Early Dismissal - Parent/Teacher Interviews
	Mar 15 (F)	Last Day Prior to Spring Break
	Mar 29 (F)	<b>Good Friday</b>
April	Apr 1 (M)	<b>Easter Monday</b>
	Apr 2 (T)	School Re-Opens After Spring Break
	Apr 22 (M)	<b>Report Card Prep/Design and Assessment Day (Grades 8-12) *Grades K-7 students in attendance</b>
	Apr 29 (M)	Term 1 Semester 2 Report Cards Issued (Grades 8-12)
May	May 17 (F)	<b>Professional Development Day (District - students not in attendance)</b>
	May 20 (M)	<b>Victoria Day (School Closed)</b>
June	Jun 27 (Th)	Final Report Card & Last Day for Students Prior to Summer Vacation
	Jun 28 (F)	<b>Administrative Day (students not in attendance)</b>
July / August		Summer Session

SD35 Board of Education Meeting  
PROPOSED April 25, 2023

**School District #35 (Langley)**  
**2023-2024 School Calendar**  
**Langley Fundamental Middle and Secondary School**

MONTH	DATE	
September	Sept 4 (M)	<b>Labour Day (School Closed)</b>
	Sept 5 (T)	School Opens
	Sept 30 (S)	<b>Truth and Reconciliation Day</b>
October	Oct 2 (M)	<b>Truth and Reconciliation Day (School Closed)</b>
	Oct 6 (F)	<b>School Improvement Day (students not in attendance)</b>
	Oct 9 (M)	<b>Thanksgiving (School Closed)</b>
	Oct 20 (F)	<b>Professional Development Day (Provincial - students not in attendance)</b>
	Oct 25 (W)	1 Hour Early Dismissal - Parent/Teacher Interviews
	Oct 26 (Th)	1 Hour Early Dismissal - Parent/Teacher Interviews
November	Nov 10 (F)	<b>Report Card Prep/Design and Assessment Day (students not in attendance)</b>
	Nov 11 (S)	<b>Remembrance Day</b>
	Nov 13 (M)	<b>Remembrance Day (School Closed)</b>
	Nov 24 (F)	Report Cards Issued (Semester)
December	Dec 4 (M)	Report Cards Issued (Linear)
	Dec 21 (Th)	Last Day Prior to Winter Break
	Dec 22 (F)	<b>Calendar Variation (School Closed)</b>
January	Jan 8 (M)	School Re-Opens After Winter Break
	Jan 31 (W)	<b>Semester 2 Begins</b>
February	Feb 5 (M)	Report Cards Issued (Semester)
	Feb 16 (F)	<b>Professional Development Day (District - students not in attendance)</b>
	Feb 19 (M)	<b>Family Day (School Closed)</b>
	Feb 26 (M)	<b>Report Card Prep/Design and Assessment Day (Gr 6-7 students not in attendance)</b>
March	Mar 8 (F)	Report cards issued (linear)
	Mar 13 (W)	1 Hour Early Dismissal - Parent/Teacher Interviews
	Mar 14 (Th)	1 Hour Early Dismissal - Parent/Teacher Interviews
	Mar 15 (F)	Last Day Prior to Spring Break
	Mar 29 (F)	<b>Good Friday</b>
April	Apr 1 (M)	<b>Easter Monday</b>
	Apr 2 (T)	School Re-Opens After Spring Break
	Apr 22 (M)	<b>Report Card Prep/Design and Assessment Day (Gr 8-12 students not in attendance)</b>
	Apr 29 (M)	Report Cards Issued
May	May 17 (F)	<b>Professional Development Day (District - students not in attendance)</b>
	May 20 (M)	<b>Victoria Day (School Closed)</b>
June	Jun 27 (Th)	Final Report Card & Last Day for Students Prior to Summer Vacation
	Jun 28 (F)	<b>Administrative Day (students not in attendance)</b>
July / August		Summer Session

SD35 Board of Education Meeting  
 PROPOSED April 25, 2023

**School District #35 (Langley)**  
**2023-2024 School Calendar**  
**Langley Education Centre**  
**(Langley Online & Distributed Learning, CHOICES)**

MONTH	DATE	
September	Sept 4 (M)	<b>Labour Day (School Closed)</b>
	Sept 5 (T)	First Day of Fall Session Classes
	Sept 30 (S)	<b>Truth and Reconciliation Day</b>
October	Oct 2 (M)	<b>Truth and Reconciliation Day (School Closed)</b>
	Oct 9 (M)	<b>Thanksgiving (School Closed)</b>
	Oct 20 (F)	<b>Professional Development Day (students not in attendance)</b>
November	Nov 11 (S)	<b>Remembrance Day</b>
	Nov 13 (M)	<b>Remembrance Day (School Closed)</b>
	Nov 14 (T)	<b>Report Card Prep Day/Design and Assessment Day (students not in attendance)</b>
December	Dec 19 (T)	Last Day for Students Prior to Winter Break
	Dec 20 (W)	<b>Report Card Prep Day/Design and Assessment Day (students not in attendance)</b>
	Dec 21 (Th)	<b>Calendar Variation (School Closed)</b>
January	Jan 8 (M)	<b>School Improvement Day (students not in attendance)</b>
	Jan 9 (T)	School Re-Opens After Winter Break
	Jan 15 (M)	Fall Session Report Cards Issued
February	Feb 16 (F)	<b>Professional Development Day (students not in attendance)</b>
	Feb 19 (M)	<b>Family Day (School Closed)</b>
March	Mar 14 (Th)	Last Day for Students Prior to Spring Break
	March 29 (F)	<b>Good Friday</b>
April	Apr 1 (M)	<b>Easter Monday</b>
	Apr 2 (T)	School Re-Opens After Spring Break
	Apr 25 (Th)	Last Day of Winter Session Classes
	Apr 29 (M)	<b>Professional Development Day (students not in attendance)</b>
	April 30 (T)	<b>Report Card Prep Day/Design and Assessment Day (students not in attendance)</b>
May	May 1 (W)	First Day of Spring Session Classes
	May 6 (M)	Winter Session Report Cards Issued
	May 20 (M)	<b>Victoria Day (School Closed)</b>
June	Jun 20 (Th)	Last Day of Spring Session Classes
	Jun 26 (W)	Final Report Cards Issued
	Jun 27 (Th)	<b>Administrative Day (students not in attendance)</b>
July / August		Summer Session

\*Most LEC classes run on a four day schedule (Monday to Thursday)  
so the Pro D Days have been shifted compared to other schools in the District.

**School District #35 (Langley)**  
**2023-2024 School Calendar**  
**Simonds Elementary & U-Connect**

MONTH	DATE	
September	Sept 4 (M)	<b>Labour Day (School Closed)</b>
	Sept 5 (T)	School Opens
	Sept 30 (S)	<b>Truth and Reconciliation Day</b>
October	Oct 2 (M)	<b>Truth and Reconciliation Day (School Closed)</b>
	Oct 4 (W)	<b>School Improvement Day (U-Connect students not in attendance)</b>
	Oct 6 (F)	<b>School Improvement Day (Simonds students not in attendance)</b>
	Oct 9 (M)	<b>Thanksgiving (School Closed)</b>
	Oct 17 (T)	1 Hour Early Dismissal - Parent/Teacher Interviews (U-Connect 8-12)
	Oct 18 (W)	1 Hour Early Dismissal - Parent/Teacher Interviews (U-Connect 8-12)
	Oct 20 (F)	<b>Professional Development Day (Provincial - students not in attendance)</b>
November	Nov 13 (M)	<b>Remembrance Day (School Closed)</b>
	Nov 17 (F)	<b>Report Card Prep/Design and Assessment Day (Simonds)</b>
	Nov 20 (M)	<b>Report Card Prep Half-Day (U-Connect K-12 in session AM)</b>
	Nov 27 (M)	<b>Design and Assessment Half-Day (U-Connect K-12 students in session AM)</b>
	Nov 27 (M)	Report Cards Issued (U-Connect 8-12)
December	Dec 6 (W)	1 hour Early Dismissal - Student Inclusive Conferences (Simonds)
	Dec 7 (Th)	1 hour Early Dismissal - Student Inclusive Conferences (Simonds)
	Dec 21 (Th)	Last Day Prior to Winter Break
	Dec 22 (F)	<b>Calendar Variation (School Closed)</b>
January	Jan 8 (M)	School Re-Opens After Winter Break
February	Feb 5 (M)	Report Cards Issued (U-Connect 8-12)
	Feb 5 (M)	Semester 2 Begins (U-Connect 8-12)
	Feb 16 (F)	<b>Professional Development Day (District - students not in attendance)</b>
	Feb 19 (M)	<b>Family Day (School Closed)</b>
	Feb 26 (M)	<b>Report Card Prep/Design and Assessment Day (Simonds &amp; U-Connect K-7)</b>
March	Mar 5 (T)	1 Hour Early Dismissal - Parent/Teacher Interviews (U-Connect 8-12)
	Mar 6 (W)	1 Hour Early Dismissal - Parent/Teacher Interviews (U-Connect 8-12)
	Mar 6 (W)	1 hour Early Dismissal - Student Inclusive Conferences (Simonds)
	Mar 7 (Th)	1 hour Early Dismissal - Student Inclusive Conferences (Simonds)
	Mar 15 (F)	Last Day Prior to Spring Break
	Mar 29 (F)	<b>Good Friday (School Closed)</b>
April	Apr 1 (M)	<b>Easter Monday (School Closed)</b>
	Apr 2 (T)	School Re-opens after Spring Break
	Apr 15 (M)	<b>Design and Assessment Half-Day (U-Connect 8-12 students in session AM)</b> <b>*Simonds and U-Connect K-7 in attendance</b>
	Apr 22 (M)	<b>Report Card Prep Half-Day (U-Connect 8-12 students in session AM)</b> <b>*Simonds and U-Connect K-7 in attendance</b>
	Apr 29 (M)	Report Cards Issued (U-Connect 8-12)
May	May 6 (M)	<b>Professional Development Day (U-Connect) *Simonds in attendance</b>
	May 17 (F)	<b>Professional Development Day (Simonds) *U-Connect K-12 in attendance</b>
	May 20 (M)	<b>Victoria Day (School Closed)</b>
June	Jun 27 (Th)	Final Report Card & Last Day for Students Prior to Summer Vacation
	Jun 28 (F)	<b>Administrative Day (students not in attendance)</b>
July / August		Summer Session

**School District #35 (Langley)**  
**2023-2024 School Calendar**  
**Vanguard Secondary (Quartered Calendar)**

MONTH	DATE	
September	Sept 4 (M)	<b>Labour Day (School Closed)</b>
	Sept 5 (T)	School Opens
	Sept 30 (S)	<b>Truth and Reconciliation Day</b>
October	Oct 2 (M)	<b>Truth and Reconciliation Day (School Closed)</b>
	Oct 4 (W)	1 Hour Early Dismissal - Parent/Teacher Interviews
	Oct 9 (M)	<b>Thanksgiving (School Closed)</b>
	Oct 20 (F)	<b>Professional Development Day (Provincial - students not in attendance)</b>
November	Nov 9 (Th)	Last Day Quarter 1
	Nov 10 (F)	<b>Quarter 1 Report Card Prep/Design and Assessment Day (students not in attendance)</b>
	Nov 11 (S)	<b>Remembrance Day</b>
	Nov 13 (M)	<b>Remembrance Day (School Closed)</b>
	Nov 14 (T)	First Day Quarter 2
Nov 17 (F)	Quarter 1 Report Cards Issued	
December	Dec 13 (W)	1 Hour Early Dismissal - Parent/Teacher Interviews
	Dec 21 (Th)	Last Day Prior to Winter Break
	Dec 22 (F)	<b>Calendar Variation (School Closed)</b>
January	Jan 8 (M)	School Re-Opens After Winter Break
	Jan 26 (F)	Last Day Quarter 2
	Jan 30 (T)	First Day Quarter 3
February	Feb 2 (F)	Quarter 2 Report Cards Issued
	Feb 15 (Th)	<b>School Improvement Day (students not in attendance)</b>
	Feb 16 (F)	<b>Professional Development Day (District - students not in attendance)</b>
	Feb 19 (M)	<b>Family Day (School Closed)</b>
March	Mar 13 (W)	1 Hour Early Dismissal - Parent/Teacher Interviews
	Mar 15 (F)	Last Day Prior to Spring Break
	Mar 29 (F)	<b>Good Friday</b>
April	Apr 1 (M)	<b>Easter Monday</b>
	Apr 2 (T)	School Re-Opens After Spring Break
	Apr 18 (Th)	Last Day Quarter 3
	Apr 19 (F)	<b>Quarter 3 Report Card Prep/Design and Assessment Day (students not in attendance)</b>
	Apr 22 (M)	First Day Quarter 4
Apr 26 (F)	Quarter 3 Report Cards Issued	
May	May 17 (F)	<b>Professional Development Day (District - students not in attendance)</b>
	May 20 (M)	<b>Victoria Day (School Closed)</b>
	May 22 (W)	1 Hour Early Dismissal - Parent/Teacher Interviews
June	Jun 27 (Th)	Final Report Card & Last Day for Students Prior to Summer Vacation
	Jun 28 (F)	<b>Administrative Day (students not in attendance)</b>
July / August		Summer Session

**STAFF REPORT**

**DATE:** April 25, 2023

**TO:** Board of Education

**FROM:** Mal Gill, Superintendent of Schools

**RESOURCE:** Woody Bradford, Deputy Superintendent  
Kevan Reeve, District Principal, Human Resources

**SUBJECT:** District Calendar 2025-26

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**RECOMMENDED MOTION:**

That the Board of Education approves the District Calendar for 2025-2026, as presented.

**BACKGROUND:**

Over the course of this school year, Trustees will receive two different calendar reports. This report is the proposed District Calendar for 2025–26 (the District Calendars for the 2023-2024 and for 2024- 2025 were previously been approved) that shows high level information on Spring Break and Christmas Break dates, Instructional Days (days where students attend school) and Non-Instructional Days (days where schools are open for staff but not students, e.g. professional development days). The high level, proposed District Calendar report was presented to Trustees at the Board Meeting held on February 21, 2023. As per the Ministry Calendar Regulations, the proposed District Calendar requires a 30-day consultation period prior to approval for submission to the Ministry.

**CONSULTATION PROCESS AND RESULTS:**

On February 23<sup>rd</sup> the proposed District Calendar was open for public consultation. Announcements were put out to employees and the public in various formats including our website and social media. In addition, meetings were arranged with representatives of the Langley Teachers' Association, CUPE local 1260, CUPE local 1851 and school administration. Those meetings took place in the months of March and April and consultation feedback has been received.

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Public feedback has been open for over 30 days resulting in seven (7) emails and thirteen (13) comments on social media (Facebook). From these emails and posts a number of themes have emerged for Trustees to consider:

1. The majority of responses ask that non-instructional days be placed with weekends that have a statutory holiday attached in order to create a four-day weekend.
2. Some responses commented on the placement, start and end dates of Winter and Spring Break. Changes to these dates are not possible as they are set in the Board of Education/Langley Teachers' Association Collective Agreement.
3. Some respondents gave positive feedback on the proposed calendar dates.

When considering proposed District and School Calendars, Trustees should take into consideration that many aspects of the calendar days are stipulated by the Calendar Regulation and the Collective Agreement with the Langley Teachers' Association. These days include the first and last day of school, Winter and Spring Breaks, statutory holidays, the number of non-instructional days and some early dismissal days. In addition, it is established in the Province of BC that a Friday in October (typically the 3<sup>rd</sup> or 4<sup>th</sup>) is designated as a "provincial" professional development day to facilitate province-wide professional development opportunities.

Please Note: Winter break, Spring break, and the first and last day of school dates are final.  
 Non-Instructional Days are tentative and may be adjusted based on individual school calendars which will be distributed in May 2025.

## SCHOOL DISTRICT #35 (LANGLEY)

### District Calendar 2025-26

		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

■ Instructional   
 ■ Non-Instructional   
 ■ Vacation Period   
 ■ Statutory Holiday   
 ■ National Day for Truth & Reconciliation



Ministry of  
Education and  
Child Care



**STAFF REPORT**

**DATE:** April 25, 2023  
**TO:** Board of Education  
**FROM:** Brian Iseli, Secretary-Treasurer  
**SUBJECT:** Annual Facilities Grant 2023-2024

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**RECOMMENDED MOTION:**

That the Board of Education approves the Annual Facilities Grant 2023/2024 spending plan, as presented.

**BACKGROUND:**

The Ministry of Education provides funding in the form of an Annual Facilities Grant for the purpose of maintenance and capital work on our facilities. The grant is provided on the basis of the Ministry's fiscal year (April 1 to March 31). The Ministry allocates funding from both its operating budget and its capital budget to support the AFG grant to districts. The year's approved grant for 2023/2024 (April 1, 2023 to March 31, 2024) is comprised of an operating portion (\$680,306) and a capital portion (\$3,578,119) for a total of \$4,258,425 (last year was \$3,488,377). As in the past, \$57,898 for CAMS will be extracted from the operating component by the Ministry, leaving a balance of \$4,200,527 (last year was \$3,430,478). The attached AFG Expenditure Plan (attachment 1), representing this total of \$4,258,425 is being presented tonight for the Board's approval. Below is the link to the Ministry of Education's Annual Facilities Grant Policy.

[Annual Facilities Grant Policy](#)

**Note: CAMS (Capital Asset Management System) is a Ministry initiative. The funding is to pay for revised facility audits which are regularly taking place throughout the province. The Ministry revamped the Facility Audit process and tendered for the inspection portion of the work. The \$57,898 is determined by the Ministry and their tendering process will cover the inspections and reports for our District.**

PROPOSED 23/24 AFG PROJECTS				
Category	Project Description	Project Details and Notes	Location	Total Estimate
Roofing Upgrades	Roofing	Annual Drain Repairs	Entire District	12,212
Roofing Upgrades	Roofing	Annual Roof Repairs and Patching	Entire District	12,353
Roofing Upgrades	Roofing	Re-Roofing Sec. 2 - 5127 sq/ft ( as per report)	Alice Brown Elementary	288,197
Roofing Upgrades	Roofing	Contractor Repairs (Additional Roofer)	Entire District	100,000
Roofing Upgrades	Roofing	Re-Roofing Sec. 11 - 1513 sq/ft ( as per report)	DW Poppy Secondary	86,321
Roofing Upgrades	Roofing	Re-Roofing Sec. 10 - 4877 sq/ft ( as per report)	Fort Langley Elementary	201,292
Roofing Upgrades	Roofing	Re-Roofing Sec. 8 - 4575 sq/ft ( as per report)	Nicomekl Elementary	189,212
Roofing Upgrades	Roofing	Re-Roofing Sec. 9 - 2545 sq/ft ( as per report)	Nicomekl Elementary	105,941
Roofing Upgrades	Roofing	Gutters - 776ft (where leaking only)	Walnut Grove Secondary	135,800
Roofing Upgrades	Roofing	IPRC Consulting Roof Assessment Report	Entire District	71,500
Roofing Upgrades	Roofing	IPRC Consulting Design/Tendering/ Field Review	Entire District	43,429
Interior Construction Upgrades	Flooring	West Hallway Flooring Replace	Alice Brown Elementary	15,000
Interior Construction Upgrades	Flooring	North Hallway Flooring Replace	Alice Brown Elementary	12,500
Interior Construction Upgrades	Flooring	South Hallway Flooring Replace	Alice Brown Elementary	10,000
Interior Construction Upgrades	Flooring	Central Hallways Flooring Replace	Alice Brown Elementary	22,500
Interior Construction Upgrades	Flooring	Second Floor Hallway (west wing) Flooring Replace	Aldergorve Community Secondary	20,000
Interior Construction Upgrades	Flooring	Second Floor Hallway (east wing) & Stairs Flooring Replace	Aldergorve Community Secondary	20,000
Interior Construction Upgrades	Flooring	First Floor Art Hallway Flooring Replace	Aldergorve Community Secondary	25,000
Interior Construction Upgrades	Flooring	Stairwell & Landings (x3) Flooring Replace	Aldergorve Community Secondary	8,000
Interior Construction Upgrades	Flooring	Library Carpet Flooring Replace	Betty Gilbert Middle	15,000
Interior Construction Upgrades	Flooring	Library Carpet/VCT Flooring Replace	DW Poppy Secondary	20,000
Interior Construction Upgrades	Flooring	Entry Hallway Flooring Replace	Glenwood Elementary	7,500
Interior Construction Upgrades	Flooring	Gym Hallway Flooring Replace	Glenwood Elementary	2,000
Interior Construction Upgrades	Flooring	North & East Hallway Flooring Replace	Glenwood Elementary	10,000
Interior Construction Upgrades	Flooring	Lower Hallway Floor Replace	HD Stafford Middle	30,000
Interior Construction Upgrades	Flooring	Tech. Wing Floor Replace	Langley Secondary	17,500
Interior Construction Upgrades	Flooring	Gym Floor resurface (small)	Brookwood Secondary	6,969
Interior Construction Upgrades	Flooring	Gym Floor resurface	Langley Fine Arts	6,969
Interior Construction Upgrades	Flooring	Gym Floor resurface	Langley Fundamental Middle Secondary	6,969
Interior Construction Upgrades	Flooring	Gym Floor resurface (x2)	RE Mountain Secondary	9,782
Interior Construction Upgrades	Flooring	Gym Floor resurface	Peter Ewart Middle	6,969
Interior Construction Upgrades	Flooring	Gym Floor replace	Glenwood Elementary	82,000
Interior Construction Upgrades	Washroom	Girls Washroom Upgrade	DW Poppy Secondary	19,388
Interior Construction Upgrades	Elevator	Replace Elevator - Increased Accessibility	Aldergorve Community Secondary	80,000
Interior Construction Upgrades	Equipment	Replacement Air Dryers for compressor lines	Aldergorve Community Secondary	3,000
Interior Construction Upgrades	Equipment	Replacement Air Dryers for compressor lines	DW Poppy Secondary	3,000
Interior Construction Upgrades	Doors	Door and Door Hardware Replacement 6 ext doors	Fort Langley Elementary	9,000
Interior Construction Upgrades	Doors	Door Repair BCIT Entrance	DW Poppy Secondary	1,750
Interior Construction Upgrades	Doors	Door and Door Hardware Multiple Doors	DW Poppy Secondary	39,923
Interior Construction Upgrades	Doors	Door and Door Hardware Multiple Doors	Brookwood Secondary	21,175
Electrical Upgrades	IT Upgrade	Fibre connection from street to school	Langley Secondary	100,000
Electrical Upgrades	Life Safety	Life Safety - Fire Alarm Upgrade Finalize	Parkside Centennial	29,846
Electrical Upgrades	Electrical	Replace Electrical Panels	Walnut Grove Secondary	4,985
Electrical Upgrades	Electrical	Replace Electrical Panels	Brookwood Secondary	4,985

Electrical Upgrades	Electrical	Replace UPS Batteries	Yorkson Creek Middle	4,985
Electrical Upgrades	Electrical	Replace UPS Batteries	Lynn Fripps	4,985
Electrical Upgrades	Electrical	Annual High Vault Testing	DW Poppy Secondary	6,000
Electrical Upgrades	Electrical	Annual High Vault Testing	HD Stafford Middle	6,000
Electrical Upgrades	Life Safety	Life Safety - Replace Emergency Lighting Upgrade	Alex Hope Elementary	29,994
Electrical Upgrades	Lighting	LED Lighting Upgrade Labour Only (continued from 22/23)	Peterson Road Elementary	12,423
Electrical Upgrades	Lighting	LED Lighting Upgrade Labour Only (continued from 22/23)	Coghlan Fundamental Elementary	12,423
Electrical Upgrades	Lighting	LED Lighting Upgrade Labour Only (continued from 22/23)	Douglas Park Community	12,423
Electrical Upgrades	Lighting	LED Lighting Upgrade Labour Only (continued from 22/23)	Parkside Centennial	12,423
Electrical Upgrades	Lighting	LED Lighting Upgrade Project	Noel Booth Elementary	63,436
Electrical Upgrades	Lighting	LED Lighting Upgrade Project	Vanguard Secondary	63,436
Electrical Upgrades	Lighting	LED Lighting Upgrade Project	Gordon Greenwood Elementary	63,436
Electrical Upgrades	Life Safety	Life Safety - PA System	Maintenance	29,494
Electrical Upgrades	Life Safety	Life Safety - Fire Alarm Upgrade	Langley Fine Arts	49,846
Electrical Upgrades	Life Safety	Life Safety - Fire Alarm Upgrade	Wix Brown Elementary	49,846
Electrical Upgrades	IT Upgrade	Replace Original Team Phones	Multiple Sites	5,176
Electrical Upgrades	IT Upgrade	CAT 5 to CAT 6 Replacement	Walnut Grove Secondary	139,538
Electrical Upgrades	Electrical	Re + Re Intrusion Alarm	Langley Meadows	49,970
Electrical Upgrades	Electrical	Energy Assessments and Reports	Multiple Sites (5)	25,000
Electrical Upgrades	Life Safety	Life Safety - Fire Safety Plan	Douglas Park Community	3,328
Electrical Upgrades	Life Safety	Life Safety - Fire Safety Plan	James Kennedy Elementary	3,328
Electrical Upgrades	Life Safety	Life Safety - Fire Safety Plan	North Otter Elementary	3,328
Electrical Upgrades	Life Safety	Life Safety - Fire Safety Plan	West Langley Elementary	3,328
Electrical Upgrades	Life Safety	Life Safety - Fire Safety Plan	Simonds Elementary	3,328
Electrical Upgrades	IT Upgrade	Cell Phone booster install 20 Sites	Multiple Sites (20)	36,705
Electrical Upgrades	IT Upgrade	2 Socket Dedicated Split Circuit Install for Com Rooms	Entire District	45,705
Accessibility Upgrades	Accessibility	2nd Floor washroom conversion (lift)	DW Poppy Secondary	27,529
Accessibility Upgrades	Accessibility	North Entry Auto Door & Ramp	Glenwood Elementary	24,423
Accessibility Upgrades	Accessibility	Add Elevator FOBs (x3)	HD Stafford Middle	6,313
Accessibility Upgrades	Accessibility	Splitting Youth care work room	RC Garnett Demonstration	9,712
Accessibility Upgrades	Accessibility	Add Elevator FOBs (x2)	Walnut Grove Secondary	6,313
Accessibility Upgrades	Accessibility	Accessibility Paving to Playground	Glenwood Elementary	10,000
Accessibility Upgrades	Accessibility	Front Entry Improvement Accessibilty + incusivity	Wix Brown Elementary	25,000
Accessibility Upgrades	Accessibility	Accessibility Ramp to Portable	North Otter Elementary	9,969
Accessibility Upgrades	Accessibility	Accessibility Automatic Door Opener	Noel Booth Elementary	12,504
Accessibility Upgrades	Accessibility	Accessible Washroom	Belmont Elementary	20,145
Accessibility Upgrades	Accessibility	Accessibility Ramp to Portable	Dorothy Peacock Elementary	9,969
Accessibility Upgrades	Accessibility	Reconfigure 1st Floor Washroom	DW Poppy Secondary	9,969
Accessibility Upgrades	Accessibility	Accessible Washroom	Aldergorve Community Secondary	20,145
Accessibility Upgrades	Accessibility	Automatic Door Opener	ACSS	12,504
Accessibility Upgrades	Accessibility	Add Elevator Fob X 2	ACSS	6,227
Exterior Wall System Upgrades	Exterior Upgrade	Skylight repair due to leakage	ACSS	26,212
Exterior Wall System Upgrades	Exterior Upgrade	Gym Wall Cladding 1 wall	Glenwood Elementary	29,494
Exterior Wall System Upgrades	Exterior Upgrade	Wall Cladding - Last Phase (Cedar to Metal)	Parkside Centennial	18,353
Exterior Wall System Upgrades	Exterior Upgrade	Addition wing Soffitt Replacement to Metal	Langley Fundamental Middle Secondary	10,969
Exterior Wall System Upgrades	Exterior Upgrade	Skylight leak due to snow build up - on addition	Walnut Grove Secondary	18,384

Exterior Wall System Upgrades	Painting	Exterior Paint - All elevations	Dorothy Peacock Elementary	31,987
Exterior Wall System Upgrades	Painting	Exterior Paint - All elevations (Include Annex)	Glenwood Elementary	18,165
Exterior Wall System Upgrades	Painting	Portables Paint to match existing	Langley Secondary	16,423
Exterior Wall System Upgrades	Painting	Natural Wood Post Paint	Lynn Fripps	2,871
Exterior Wall System Upgrades	Painting	Natural Wood Post Paint	Richard Bullpitt	2,871
Exterior Wall System Upgrades	Painting	Exterior Paint - All elevations (Last Phase)	Willoughby Elementary	20,564
Exterior Wall System Upgrades	Painting	Natural Wood Post Paint	Yorkson Creek Middle	2,871
Exterior Wall System Upgrades	Exterior Upgrade	Safety Fall Restraint Systems Install Phase 1	Entire District	100,000
	CAMS	Capital Asset Management Systems	Entire District	57,898
Asbestos Abatement	Asbestos Abatement	Hazmat Assessment + Abatement	Entire District	30,000
HVAC Upgrades	Mechanical Systems	Replace Variable Speed Drives	Simonds Elementary	30,000
HVAC Upgrades	Mechanical Systems	Annual Duct Cleaning	DW Poppy Secondary	10,000
HVAC Upgrades	Mechanical Systems	Annual Duct Cleaning	James Anderson Learning Center	10,000
HVAC Upgrades	Mechanical Systems	Annual Duct Cleaning	Lynn Fripps	10,000
HVAC Upgrades	Mechanical Systems	Annual Duct Cleaning	Nicomekl Elementary	10,000
HVAC Upgrades	Mechanical Systems	Annual Duct Cleaning	Simonds Elementary	10,000
HVAC Upgrades	Mechanical Systems	Annual Duct Cleaning	HD Stafford Middle	10,000
HVAC Upgrades	Mechanical Systems	Annual Duct Cleaning	Willoughby Elementary	10,000
HVAC Upgrades	Mechanical Systems	Connection to DDC System	Langley Secondary	12,000
HVAC Upgrades	Mechanical Systems	Upgraded DDC Controls to District Std (ESC)	Simonds Elementary	110,000
HVAC Upgrades	Mechanical Systems	Heat Pump remove & Replacement	Maintenance	25,000
HVAC Upgrades	Mechanical Systems	Heat Pump remove & Replacement	Willoughby Elementary	25,000
HVAC Upgrades	Mechanical Systems	Install Instant Hot water tank	Walnut Grove Secondary	10,353
Plumbing Upgrades	Plumbing	Boys & Girls renovation finalizing	Aldergorve Community Secondary	50,022
Plumbing Upgrades	Plumbing	Washrm Flush Tank Removal & install flush valve	Wix Brown Elementary	7,991
Plumbing Upgrades	Plumbing	Washrm Flush Tank Removal & install flush valve	Glenwood Elementary	7,991
Plumbing Upgrades	Plumbing	Washrm Flush Tank Removal & install flush valve	Brookwood Secondary	7,991
Plumbing Upgrades	Plumbing	Washrm Flush Tank Removal & install flush valve	North Otter Elementary	7,991
Site Upgrades	Site Upgrade	Foundation Repairs (water Leakage)	HD Stafford Middle	15,353
Site Upgrades	Site Upgrade	Civil work/Parking lot Engineering + Design Fees	Nicomekl Elementary	20,000
Site Upgrades	Site Upgrade	Parking lot paving /retaining wall (Future project)	Nicomekl Elementary	250,000
Site Upgrades	Site Upgrade	Running Track Repair due to tree root damage	Walnut Grove Secondary	97,423
Site Upgrades	Site Upgrade	Repave + paint Front Parking Lot due to cracking	Wix Brown Elementary	80,000
Site Upgrades	Site Upgrade	Repave due to trenching and cracking	Aldergorve Community Secondary	20,000
Site Upgrades	Site Upgrade	Parking Lot Paving of certain areas (Patching)	DW Poppy Secondary	10,000
Site Upgrades	Site Upgrade	Sports Court Ground Prep and Paving	Willoughby Elementary	40,353
Site Upgrades	Site Upgrade	BSS Retaining Wall Engineering and Design	Brookwood Secondary	25,000
Site Upgrades	Site Upgrade	West Playground CB installation	Gordon Greenwood Elementary	9,969
Site Upgrades	Site Upgrade	Re + Re Rockpit compound Area	Langley Fine Arts	20,353
Site Upgrades	Site Upgrade	Air Valves defficiencies	DW Poppy Secondary	50,000
			<b>Total</b>	<b>4,258,425</b>

**STAFF REPORT**

**DATE:** April 25, 2023  
**TO:** Board of Education  
**FROM:** Brian Iseli, Secretary-Treasurer  
**SUBJECT:** Annual Five-Year Capital Plan 2023/2024 – Capital Bylaw No. 2023/2024 – CPSD35-01

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**RECOMMENDED MOTIONS:**

That the School District No. 35 (Langley) (Capital Plan 2023/2024) Capital Bylaw No. 2023/24-CPSD35-01 be given first reading.

That the School District No. 35 (Langley) (Capital Plan 2023/2024) Capital Bylaw No. 2023/24-CPSD35-01 be given second reading.

That the Board of Education of School District No. 35 (Langley) approves having all three readings of the (Capital Plan 2023/2024) Capital Bylaw No. 2023/24-CPSD35-01 at tonight's meeting.

That the School District No. 35 (Langley) (Capital Plan 2023/2024) Capital Bylaw No. 2023/24-CPSD35-01 be given third reading, passed and adopted on this 25th day of April 2023.

**BACKGROUND:**

The District has received the attached response letter to their Five-Year Capital Plan submission. The response letter is how the Board is informed of the capital projects approved by the Ministry of Education and Boards of Education are asked to complete an Annual Programs Funding Agreement (both attached). The Board is required to pass a capital bylaw which covers all the projects approved. The bylaw is attached for the Board's review.



March 9, 2023

Ref: 288311

To: Secretary-Treasurer and Superintendent  
School District No. 35 (Langley)

### Capital Plan Bylaw No. 2023/24-CPSD35-01

Re: Ministry Response to the Annual Five-Year Capital Plan Submission for 2023/24

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This letter is in response to your School District's 2023/24 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)
- **School Food Infrastructure Program (FIP)\***
- Carbon Neutral Capital Program (CNCP)
- Building Envelope Program (BEP)
- Playground Equipment Program (PEP)
- Bus Acquisition Program (BUS)

**\*Note: The FIP is a new program commencing in fiscal year 2023/24. FIP project requests are required to be submitted as part of the capital plan submissions that are due on June 30, 2023. School districts will be advised of approved FIP projects in early fall via an amended 2023/24 Capital Plan Response letter. Further information regarding the scope of the program, program criteria, and eligible projects will be included in the 2024/25 Capital Plan Instructions.**

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
154966	Willoughby Secondary	New School	Project has been supported for planning. Your Regional Director will contact you regarding next steps.

**Projects in Development from Previous Years**

Project #	Project Name	Project Type	Comments
150075	Langley Secondary	Addition	Final business case (Project Definition Report, or PDR) with Ministry for funding approval
127788	North East Latimer Elementary	New School	Final business case (PDR) with Ministry for funding approval

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

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

Below are tables for the minor capital projects that are approved. The table identifies School Enhancement Program (SEP), 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, CNCP, BEP, PEP**

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
Aldergrove Community Secondary	SEP – Exterior Wall Systems Upgrade	\$1,100,000	Proceed to design, tender & construction. To be completed by March 31, 2024.
Aldergrove Community Secondary	CNCP – Exterior Wall Systems Upgrade	\$400,000	Proceed to design, tender & construction. To be completed by March 31, 2024.

**New projects for BUS**

Existing Bus Fleet #	New/Replacement Bus Type	Amount Funded by Ministry	Next Steps & Timing
A9350	C (34-45) with 4 wheelchair spaces	\$190,867	Proceed to ordering the school bus(es) between April 3rd and May 15th, 2023 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>

**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 2023/24 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 2023/24 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 Ministry Planning Officer Nathan Whipp at [Nathan.Whipp@gov.bc.ca](mailto:Nathan.Whipp@gov.bc.ca) as soon as possible. Upon receipt the Ministry will issue Certificates of Approvals as defined in the APFA.**

As the 2023/24 Capital Plan process is now complete, the Capital Plan Instructions for the upcoming 2024/25 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>, 2023.

NOTE: School districts’ Capital Plan submission deadlines for the 2024/25 fiscal year, using the CAPS online platform, will be as follows:

- **June 30, 2023** – Major Capital Programs (SMP, EXP, REP, RDP, SAP, BEP); Minor Capital Programs (FIP).
- **September 30, 2023** – Minor Capital Programs (SEP, CNCP, PEP, BUS).

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. School districts may wish to provide Major and Minor Capital submissions by the June 30, 2023 deadline.



Additionally, the Annual Facility Grant (AFG) project requests for the 2023/24 fiscal year are to be submitted using the CAPS online platform, on or before May 31, 2023.

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 2023/24.

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 Travis Tormala, Regional Director.

Sincerely,

A handwritten signature in blue ink, appearing to read "Francois Bertrand".

Francois Bertrand, Executive Director  
Capital Management Branch

pc: Damien Crowell, Director, Major Capital Projects, Capital Management Branch  
Geoff Croshaw, A/Director, Minor Capital Programs and Finance Unit, Capital Management Branch

## **ANNUAL PROGRAMS FUNDING AGREEMENT**

This Annual Programs Funding Agreement dated for reference the 9th day of March 2023, is in effect for the 2023/24 fiscal year period of April 1, 2023 to March 31, 2024.

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. 35 (Langley)** (the "Board")

OF THE SECOND PART.

The parties agree as follows:

### **1. DEFINITIONS**

1.01 In this Agreement, unless the context otherwise requires:

"Agreement" means the Annual Programs Funding Agreement;

"Board" or "Board of Education" means a board of school trustees constituted under the *School Act* [RSBC 1996] c. 412 and any person designated by the Board to act with respect to a provision of this Agreement;

"Business Day" means a day, other than a Saturday or Sunday or Statutory Holiday, 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;

"Certificate of Approval" means the Certificate of Approval described in paragraph 3.04;

"Eligible Expenditure(s)" means those expenditure(s) areas more particularly described in paragraph 3.01;

"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;

"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 and Child Care of the Province of British Columbia;

**2023/24 Annual Programs Funding Agreement for School District No. 35 (Langley)**

"Project" means the project(s) described in paragraph 3.01;

"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;

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

**2. SCHEDULES**

2.01 The following Schedule(s) form an integral part of this Annual Programs Funding Agreement:

- A. Communications Protocol Agreement on Minor Capital Projects between the Ministry of Education and Child Care and School Districts

**3. PROVINCIAL FUNDING CONTRIBUTIONS AND OBLIGATIONS**

3.01 The Ministry will provide capital funding to the Board which is to be used for the purposes of the following Project:

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
Aldergrove Community Secondary	SEP - Exterior Wall Systems Upgrades	\$1,100,000	Proceed to design, tender & construction. To be completed by March 31, 2024.
Aldergrove Community Secondary	CNCP - Exterior Wall Systems Upgrades	\$400,000	Proceed to design, tender & construction. To be completed by March 31, 2024.

Existing Bus Fleet #	New/Replacement Bus Type	Amount Funded by Ministry	Next Steps & Timing
A9350	C (34-45) with 5 wheelchair spaces	\$190,867	Proceed to ordering the school bus(es) between April 3rd and May 15th, 2023 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at <a href="http://www.astsbcc.org">http://www.astsbcc.org</a>

**2023/24 Annual Programs Funding Agreement for School District No. 35 (Langley)**

- 3.02 The Ministry will, in no event, provide more than the amount listed above.
- 3.03 The Ministry will provide the capital funding in paragraph 3.01 in the form of a Capital Funding Grant.
- 3.04 Payment of a Capital Funding Grant is subject to the Ministry issuing a Certificate of Approval for the Project in paragraph 3.01 in accordance with Treasury Board policies and directives and to the following conditions:
- a) in no case 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.
- 3.05 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).

**4. BOARD OBLIGATIONS**

- 4.01 The Board will:
- a) carry out the Project in a manner that ensures:
    - i) delivery within budget;
    - ii) completion by March 31, 2024;
    - iii) scope details are fully met upon completion;
    - iv) accrued cost-savings realized from completed capital projects as approved in this Agreement are reported to the Ministry and transferred into the school district's Minister-Restricted Capital account, unless otherwise agreed to in writing by the Ministry.

*2023/24 Annual Programs Funding Agreement for School District No. 35 (Langley)*

- 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;
  - e) ensure all communication related to the Capital Project conforms to the “Communications Protocol Agreement on Minor Capital Projects between the Ministry of Education and Child Care and School Districts” (provided as Schedule A). Note this protocol may be amended from time to time by the Ministry, with the most current version of the protocol being used.
- 4.02 Provide written notice to the Ministry of Education and Child Care immediately upon completion of each Project. (Note: the Ministry will be following up with school districts regarding delayed and/or incomplete projects in early January, at which time the Ministry may choose to reallocate associated funds depending on the status of the Project).
- 4.03 At the request of the Ministry, prepare additional reports relating to the Project.
- 4.04 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.
- 4.05 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.
- 4.06 Purchase school buses through the Request for Standing Offer (RFSO) portal available through the Association of School Transportation Services of BC (ASTSBC).
- 4.07 Reserve two (2) percent of the Total Funding amount provided under the Bus Acquisition Program in paragraph 3.01 as fee payment for ASTSBC’s administration services. The ASTSBC will invoice the Board once buses have been ordered. This fee is included in the Capital Funding Grant and is not an additional cost to the Board.

**5. EVENT OF FORCE MAJEURE**

- 5.01 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.

## **6. PUBLIC ANNOUNCEMENTS**

- 6.01 Any public announcement relating to the Project will be in accordance with the “Communications Protocol Agreement on Minor Capital Projects between the Ministry of Education and Child Care and School Districts” (provided as Schedule A).

## **7. NOTICE**

- 7.01 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 Board:

School District No. 35 (Langley)  
4875 222nd St, Surrey, BC, V3V 0B7  
Attention: Brian Iseli, Secretary-Treasurer  
Email: biseli@sd35.bc.ca

- b) if to the Ministry:

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

- 7.02 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 4:00pm 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;

*2023/24 Annual Programs Funding Agreement for School District No. 35 (Langley)*

- b) if sent by electronic transmission during business hours (and in any event, at or before 4:00pm 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.
- 7.03 Delivery by mail will not be considered timely notice under this Agreement.
- 7.04 In the event a contact name changes for either the Ministry or for the Board, then parties must be notified within five (5) Business Days.

*2023/24 Annual Programs Funding Agreement for School District No. 35 (Langley)*

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 Education and  
Child Care)

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

\_\_\_\_\_  
Title

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

SIGNED on behalf of **the Board** )  
**of Education of School District** )  
**No. 35 (Langley)** )  
by its duly authorized signatories )

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

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

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



**SCHEDULE A**

**COMMUNICATIONS PROTOCOL AGREEMENT ON MINOR CAPITAL PROJECTS  
BETWEEN THE MINISTRY OF EDUCATION AND CHILD CARE (ECC) AND SCHOOL  
DISTRICTS**

**News Release**

Upon issuance of Capital Plan approvals and funding agreements to school districts, ECC will issue public news releases regarding minor capital projects. School district(s) may be requested to provide a quote from a designated representative for such news releases.

**Signage**

Significant, high-profile minor capital construction projects and/or initiatives approved in the ECC Capital Plan **may** be requested to be identified by signage prominently displayed at the site. ECC will notify a school district(s) if this is the case.

**If requested**, signs must conform to Government of B.C.'s Infrastructure Sign Specifications and be produced by Government Communications and Public Engagement (GCPE) graphics department. In addition to the BC logo, school districts and other funding partners will be identified with their logos on signage. Signs are to be installed as soon as possible after announcement of the project, and amended to include the amount of investment and date of completion after award of the contract and preferably before the start of work. The signs are to remain on the site until the work is completed and after any completion ceremonies where applicable. A digital picture of the sign is to be sent to GCPE after it has been installed. Cost of the sign is to be funded from the approved project budget. School districts are responsible for installing the signs.

The steps from signage design to installation are as follows:

1. Project is announced;
2. GCPE will have their graphics department create a construction sign;
3. GCPE graphics department will create and send the approved file to Kings Printer for print production;
4. Kings Printer will notify GCPE when the sign is ready;
5. GCPE will notify the school district(s) when the sign is ready to be ordered and provide them with the online requisition form: <http://brokerage.qp.gov.bc.ca/submit-print/print-form.aspx>;
6. The school district(s) orders, pays and arranges for the sign to be installed. Signs are to be post mounted in a visible location;
7. School district(s) will notify GCPE when the sign is installed and send photo as confirmation.

**Official Ceremonies**

ECC will notify a school district(s) if an official ceremony **may** be held to commemorate the launch and/or ground-breaking for a project. The parties shall co-operate in the organization ceremonies, and messages and public statements for such events should be mutually agreed upon.

**Plaques**

ECC **may** request the district provide and install (upon completion of significant, high-profile construction projects and/or initiatives), a plaque bearing an appropriate inscription. The design, wording and specifications of such plaques must be approved by ECC. Cost of the plaque is to be funded from the approved project budget.

**CAPITAL BYLAW NO. 2023/24-CPSD35-01**  
**CAPITAL PLAN 2023/24**

WHEREAS in accordance with section 142 of the *School Act*, the Board of Education of School District No. 35 (*Langley*) (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 2023/24 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 *March 9, 2023*, is hereby adopted.
- 2. This Capital Bylaw may be cited as School District No. 35 (*Langley*) Capital Bylaw No. 2023/24-CPSD35-01.

READ A FIRST TIME THE 25<sup>th</sup> DAY OF APRIL 2023;  
READ A SECOND TIME THE 25<sup>th</sup> DAY OF APRIL 2023;  
READ A THIRD TIME, PASSED THE 25<sup>th</sup> DAY OF APRIL 2023.

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Candy Ashdown, Board Chair

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Brian Iseli, Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 35 (*Langley*) Capital Bylaw No. 2023/24-CPSD35-01 adopted by the Board the 25<sup>th</sup> DAY OF April 2023.

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Brian Iseli, Secretary-Treasurer

**STAFF REPORT**

**DATE:** April 25, 2023  
**TO:** Board of Education  
**FROM:** Brian Iseli, Secretary-Treasurer  
**SUBJECT:** Student Transportation Walk Limits Study

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**RECOMMENDED MOTIONS:**

That the Board of Education receives the information on the Student Transportation Walk Limits Study for information, as presented.

**BACKGROUND:**

At the April 19, 2022, Regular Board Meeting the following motion was passed:

Be it resolved that the Langley Board of Education direct staff to investigate the cost of changing the walk limits in Policy 18: Student Transportation, from 3.2 km for students in grades K-7 and 4.8 km for students in grades 8-12. To 3km for students in grades K-7 and 4 km for students in grades 8-12. To be brought back to the board by the April 2023 Regular Board Meeting.

Due to the scope of the work required to provide the cost of changing walk limits, CESO Transportation was brought in at a cost of \$60,000 to work with staff to put the costing of the walk limits together. CESO Transportation was recommended to us by our transportation software provider.

Over the last year, CESO Transportation has been working with the following staff team to develop the attached report on the requested cost of changing the walk limits:

Tristan Schaufler – Director of Facilities  
Shind Chand – Assistant Secretary-Treasurer  
Tim Andronyk – Manager of Transportation and Grounds  
Stephen Welsh – Data Management Coordinator  
Cynthia Herbert- Dispatcher  
Brian Iseli – Secretary Treasurer

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CESO Transportation worked with staff to determine the boundaries of the walk limit for each school based on the potential change from 3.2km to 3.0km for elementary and middle schools and from 4.8km to 4.0km for secondary schools. Once the boundaries were determined, they worked with staff to determine the number of additional students that would be eligible for bussing with the proposed change. These students were then added the existing riders and new routes were developed to accommodate the new number of students eligible for bussing.

The results of the analysis are in the attached report prepared by CESCO. Below is a high-level summary of the findings:

- An additional 434 students being bussed.
- Operating costs of \$668,442.
- Lost income from courtesy riders of \$12,400.
- Require 8 additional buses to accommodate the added routes as well as a recommended additional bus for a spare due for maintenance to ensure we can run all the routes.
- They provided 3 options for bus types:
  - Electric for a cost of \$3,241,692 (after estimated rebates)
  - Propane for a cost of \$2,008,458
  - Diesel for a cost of \$1,957,014

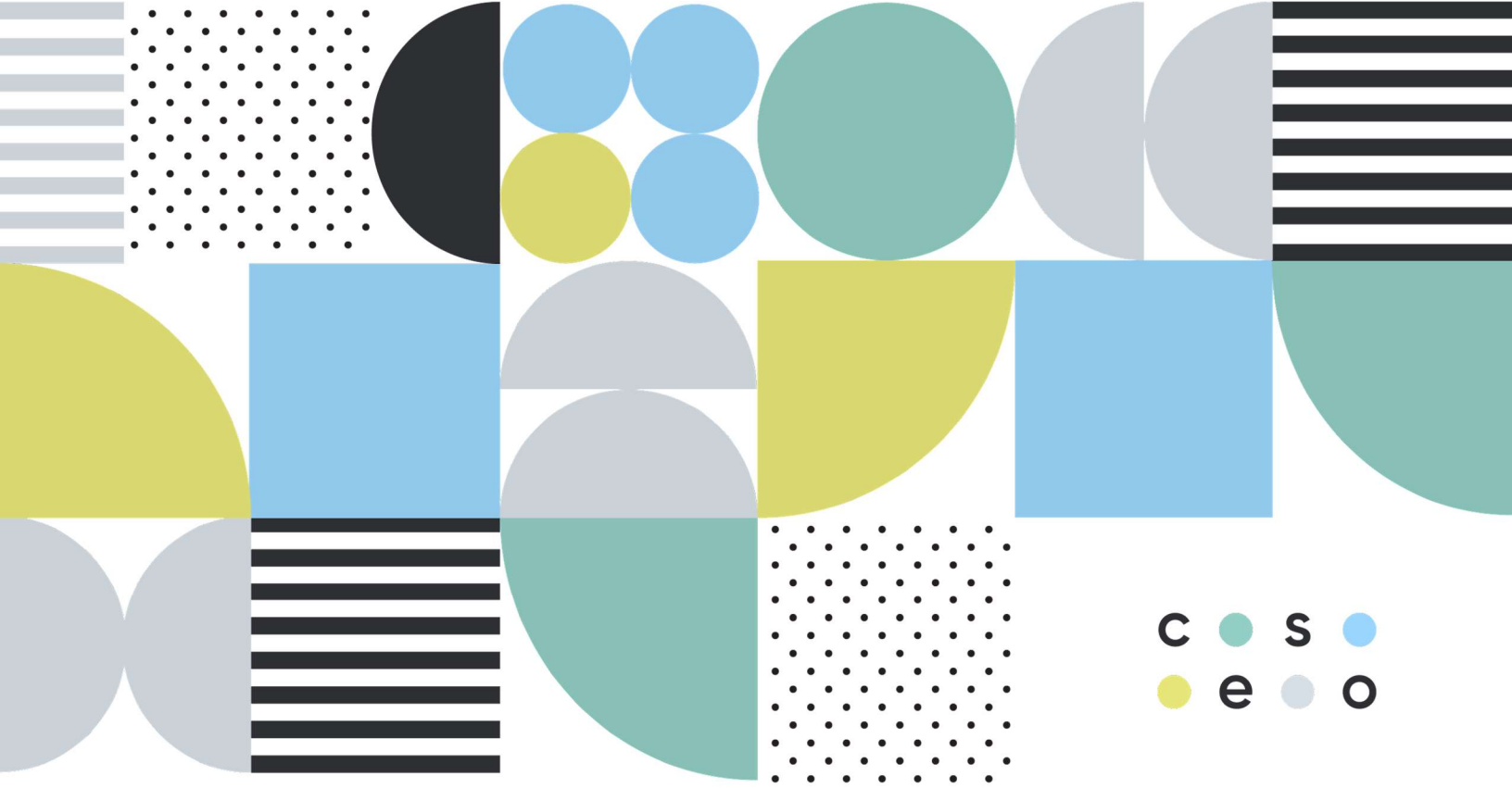
Staff have contacted the Ministry to see if the additional buses could be funded through the Ministry. We were informed that they could be supported and would need to be added to the 5 Year Capital Plan, but no guarantee of approval or approval timing. The earliest we could request them would be in this year's Capital Plan then we would find out what will be supported in March of 2024. There would then be a lead time of 6-9 months to purchase any approved buses. There is no guarantee that they would be funded and it's not likely that they all would be funded in one year. To proceed with the plan, the District would need to purchase buses as the timing and approval of buses from the Ministry is unknown at this time.

The report, and staff, have identified some items outside of the scope of this study or which cannot be determined at this stage.

- The current facility lacks parking for an additional 8 employees without making modifications or finding additional parking areas.
- The current facility lacks the space to park the additional 9 school buses. An additional location would need to be added to park the additional buses.
- If electric buses are purchased, the facility's electrical system would need to be evaluated to ensure the electrical infrastructure can provide the power needed to charge the additional buses.
- Additional garage space and the tooling purchased for the additional mechanic would need to be added.
- Availability of bus drivers to add 8 additional routes, due to the bus driver shortage, the District is struggling to maintain current service levels.

In the report, CESCO made the below conclusion:

In conclusion, the proposed reduction in transportation eligibility distance for Langley School District students would have a significant impact on the District's transportation department, resulting in an increase in equipment, employment, and operating costs. While this change would benefit an additional 434 students who would become eligible for transportation, it would also require a significant investment in equipment and personnel, as well as an increase in fleet mileage, resulting in additional operating costs. Ultimately, implementing this change would require a cost-benefit analysis weighing the additional transportation.



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# Boundary Planning and Routing Analysis

Langley SD 35

March 31, 2023



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## Introduction

The Langley School District #35 covers an area of 313 square kilometers. Every day, 982 students are transported to school by the district transportation department, which manages a fleet of 25 bus routes covering a distance of 430,700 km annually. Recently, the Board has initiated a review of the transportation eligibility distance to evaluate the costs associated with reducing the transportation eligibility distance, which would allow more Langley students to access bus services. This report presents an analysis of the transportation system for the current and proposed walk areas, along with a comparison of the costs associated with the new proposed walk area distances.

## Current Operations

### Current Transportation Eligibility

Current transportation eligibility is based on three criteria. First, the student must reside within the catchment area of the school. Second, the student must attend a school program eligible for transportation. Thirdly, the student's residence must be located 3.2 Km or greater distance from the school for Elementary and Middle school students and 4.8 Km or greater distance from the school for Secondary students. The resident-to-school distance is calculated using walking distance using roads and pathways.

Students who do not meet the residence-to-school distance requirements can apply to be courtesy riders. Courtesy riders must pay a fee, and space must be available on the routes to be approved to receive transportation. The annual fee for courtesy riders is \$400 per rider and a maximum of \$600 per family.

Students who have been approved for Complex Resource Support or with physical disabilities who are unable to navigate conventional public or school transportation are exempt from the distance requirements for eligibility and not included in the data and analysis in this report. Programs of Choice and District Programs have also not been included.

Langley School District walk area distances are comparable to neighboring districts.

Abbotsford School District has a residence-to-school distance of 3.2 kilometers for kindergarten through 8<sup>th</sup> grade and 4.0 kilometers for secondary students.

Surrey School District has a residence-to-school distance of 4 km for grades kindergarten through 3<sup>rd</sup> grade and 4.8 kilometers for grades 4<sup>th</sup> through 12<sup>th</sup>.





Maple Ridge & Pitt Meadows School District has a residence-to-school distance of 4 km for grades kindergarten through 3<sup>rd</sup> grade and 4.8 kilometers for grades 4<sup>th</sup> through 12<sup>th</sup>.

### Current Student Data

The Langley School District has a total number of transportation-eligible students of 1,847. 970 Elementary school students, 212 Middle school students, and 665 Secondary students are eligible for transportation

Figures 1 and 2 visually represent the residence-to-school distances of students within the Langley School District. You can see that most Elementary - Middle school students have a residence-to-school distance of less than 2 Km, and most Secondary students have a residence-to-school distance of less than 3.5 Km.

Figure 1

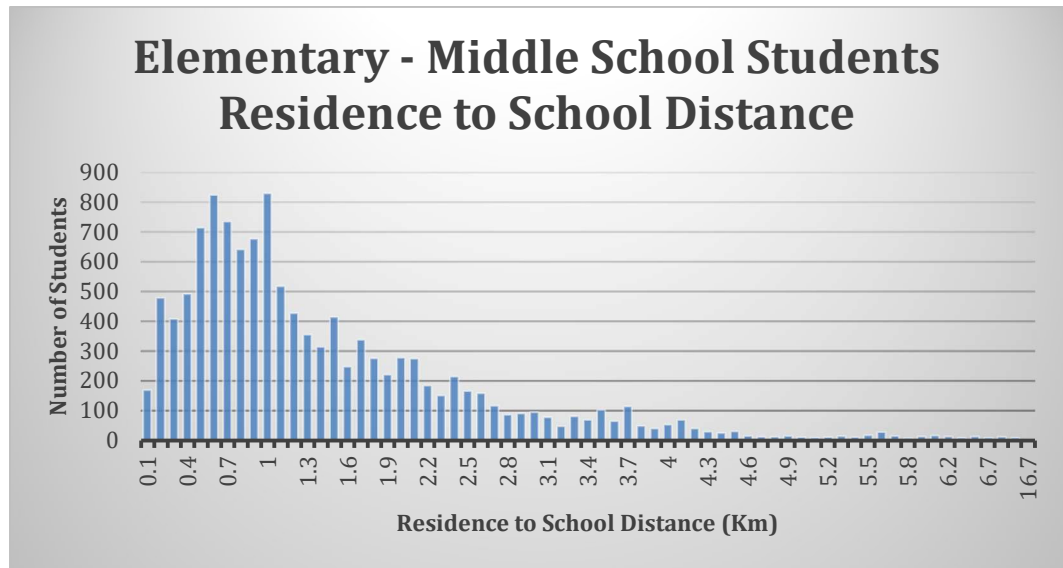
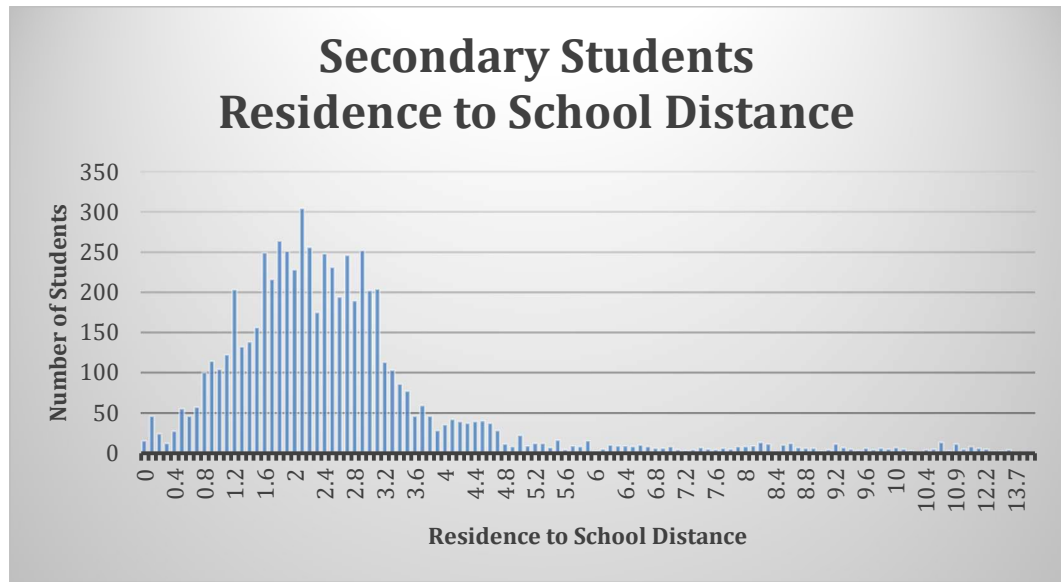


Figure 2



As of December 2022, the District was transporting 862 catchment riders who requested transportation. 766 students are eligible for transportation, and 96 are ineligible for transportation and are courtesy riders. The courtesy riders generate revenue of approximately \$34,400 for the District.

A further breakdown of the students that requested and are receiving transportation reveals that:

- 353 Elementary students have requested and received transportation services

- 19 Elementary Courtesy students are also receiving transportation.

- 136 Middle school students have requested and received transportation services.

- 18 Middle school courtesy students are also receiving transportation.

- 277 Secondary students have requested and received transportation services.

- 59 Secondary courtesy students are also receiving transportation.

Now that we have an understanding of the number of transportation-eligible students within the Langley School District let's take a closer look at the current bus data

### Current Bus Route data

The Langley School District currently utilizes 16 bus routes to transport its catchment rider students to 16 school locations. These 16 bus routes perform 51



individual runs. A run is defined as one group of students going to or coming from a particular school(s). The 16 routes perform an average of 3.2 runs per day.

The routes are designed to perform 1-2 runs in the morning and 1-2 runs in the afternoon. Below is a graphical representation of bus deployment throughout the two peak transportation periods. The peaks represent the largest number of buses being used in a particular time frame, and the valleys show the bus run transition. The larger number of buses in the valley in Figure 3 between runs shows that the AM bus routes that can accomplish 2 runs per day are limited because the bus is restricted by time. On the other hand, in Figure 4, you can see that the valley only has 1 bus running at 2:55 pm, visually showing that the afternoon buses have more time for routes to have multiple runs.

Figure 3 – Morning Fleet Deployment

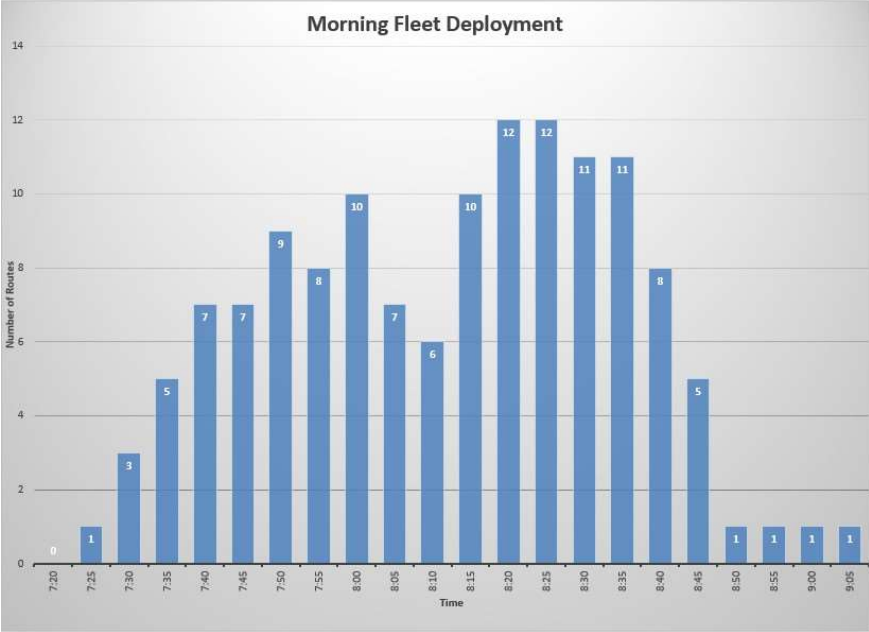
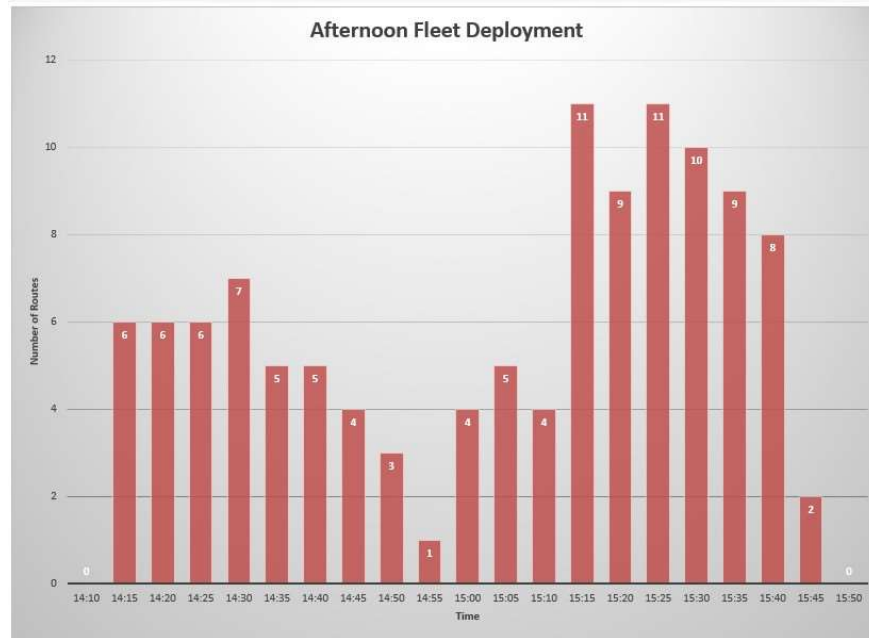




Figure 4 – Afternoon Fleet Deployment



District routes average 2.6 hours per bus per day for 41.8 route hours per day and travel 1595 Km per day or an average of 99.6 km per bus. The catchment rider student buses travel 25,505 km per year, based on an average of 179 school days.

## Proposed New Walk Areas

The proposed transportation eligibility is based on three criteria. First, the student must reside within the catchment area of the school. Second, the student must attend a school program eligible for transportation. Thirdly, the student's residence must be located 3.0 Km or greater distance from the school for Elementary and Middle school students and 4.0 Km or greater distance from the school for Secondary school students. The resident-to-school distance is calculated using walking distance using roads and pathways.

### Proposed student data

The District's proposed changes to transportation eligibility will allow 434 students to become eligible for transportation. The student data can further be broken down into the following categories:

Secondary School – 266 students with 23 current courtesy riders that are becoming policy riders.

Middle School – 79 students with 8 current courtesy riders becoming policy riders.

Elementary Schools – 89 students with 4 current courtesy riders becoming policy riders.



When a courtesy rider becomes a policy rider, the District will experience a loss of revenue due to the District not charging the student the transportation fee. The estimated loss of revenue for the 35 students is \$12,400.

Walnut Grove Secondary School with two students, Lynn Fripps Elementary with two students, and Noel Booth Elementary with one student have not previously been transported schools. They will need to be added to the transported schools. Figure 5 and Figure 6 show the effects of the proposed eligibility changes on individual schools.

Figure 5 - Middle and Secondary Schools

School	Currently Bused	Newly Eligible	Total Students Bused
<b>Middle Schools</b>			
Betty Gilbert Middle School	9	1	10
HD Stafford Middle School	77	15	92
Peter Ewart Middle School	69	63	132
<b>Secondary Schools</b>			
Aldergrove Community Secondary School	8	3	11
Brookwood Secondary School	21	18	39
DW Poppy Secondary School	277	83	360
Langley Secondary School	30	160	190
Walnut Grove Secondary School	0	2	2*



Figure 6 - Elementary Schools

School	Currently Bused	Newly Eligible	Total Students Bused
Donna Gabriel Robins Elementary	128	42	170
Dorothy Peacock Elementary	6	1	7
Fort Langley Elementary	22	4	26
Glenwood Elementary	14	5	19
James Hill Elementary	16	3	19
Lynn Fripps Elementary	0	2	2*
Noel Booth Elementary	0	1	1*
North Otter Elementary	64	4	68
Peterson Road Elementary	37	11	48
Shortreed Elementary	20	1	21
Wix Brown Elementary	65	15	80



## Proposed Bus Route Data

The proposed eligibility changes would allow 434 additional students to receive transportation. In order to accurately calculate costs associated with these additional students new bus routes needed to be created.

When creating new bus routes, parameters are created to guide the routers in creating the routes. The routing parameters used in this analysis are as follows:

- **Route currently routed students** – Any student who had previously received transportation, either a courtesy rider or a policy rider, would be routed.
- **Route all newly eligible students** – The District currently routes only students who are eligible or approved courtesy riders for transportation services that request busing. A conservative approach to student routing has been taken, and 100% of newly eligible students were routed.
- **Student ride time would be limited to less than 45 minutes** – The maximum time a student is riding the bus to and from school is currently limited to 45 minutes by transportation practice.
- **Maximize capacity to route as efficiently as possible** – The number of students that can fit on a school bus is dictated by the maximum capacity rating of the bus from the manufacturer or the number of students who can fully be seated in the seats. The number of students who can ride on a 77-passenger school bus is based on the size of the students being transported. Secondary and Middle school students can fit up to 50 students, and 65 students for Elementary.
- **Reduce double runs of buses for schools if possible** – Two buses in the current routing system pick students up and then drop the students off early at the school. The bus then goes and picks up more students then drops off those students at the same school. The buses also do this in the afternoon. This can cause potential supervision issues because students arrive early in the morning and have to wait for the bus after school in the afternoon.
- **Keep AM and PM routes together as much as possible for continuity and consistency** – In order to provide the most consistency for students, it is best to keep as many students on the same buses in the am and pm. This practice tends not to produce the most efficient routes. A balance of consistency and efficiency must be maintained while designing routes to keep transportation expenses low.

With these parameters, routes were designed and created. Figure 7 is a comparison between the current routes and the routes created for the proposed eligibility changes.



**Figure 7 – Route Statistic Comparison Between Current and Proposed Routes**

	<b>Current Number</b>	<b>Proposed New Boundaries</b>	<b>Difference</b>
Bus Routes	16	24	8
Total Route Runs	51	65	14
Km per Day	1595	2220	625
Km per Year based on average 179 school days	285,505	397,380	111,875
Route Hours per Day	41.8	62	20.2
Route Hours per Year based on average 179 school days	7,482.2	11098	3,615.8

Eight additional bus routes with 14 runs were needed to accommodate the 434 additional students. They increased the distance the fleet travels a day by 625 km. The catchment rider route hours (hours that the buses are on route) increased by 20.2 hours daily for an average of 2.58 hours per bus per day.

### New Transportation Eligibility Area Costs

The proposed new eligibility costs are grouped into four areas, equipment costs, employment costs, operating costs, and supplemental costs. The cost projections will be divided into Year 1 or initial and ongoing costs.





## Equipment Costs

Equipment costs are one of the highest costs when adding additional routes. This cost is most experienced in year 1, with the replacement and depreciation of the vehicles as an ongoing cost.

British Columbia partially subsidizes equipment costs to purchase and replace buses dependent on available funding and awarding of the subsidies. Electric School Bus subsidies can also be used to help reduce the cost of electric school buses.

These subsidies fluctuate yearly depending on available funding and awarding of the subsidies. A conservative approach and forecast of actual equipment costs has been taken for this cost analysis. The District has not yet received a guarantee of the availability of the subsidies, grants, or rebates.

The District would need to purchase eight 77-passenger school buses for the additional routes and one for a maintenance spare. A maintenance spare is a bus available to use while route buses are unavailable due to scheduled maintenance of the vehicle or when a significant repair is needed.

School buses have multiple options for the fuel used to power the school buses. The three main fuel types available today are Diesel, Propane (LPG), and Electric. Each type of fuel technology comes with a wide range of bus prices.

### **Diesel School Buses**

Diesel engine technology has been used in school buses for 70-plus years. The diesel engine is very reliable but has been criticized for contributing to climate change because of the burning of fossil fuels for the past few years. Diesel-engine-powered school buses are the least expensive of the three options. Based on a quote obtained on March 20 2023, from IC Corporation. A diesel-powered school bus costs \$217,466 per bus for a total cost for nine 77-passenger school buses of \$1,957,014. If replacement funding from British Columbia is not available, the District would need to set aside \$163,084 per year for the replacement of the 9 school buses to maintain the 12-year replacement cycle.

### **Propane School Buses**

Propane is considered a clean alternative to diesel-powered engines but still is produced from fossil fuels, which is seen as a contributor to climate change. Propane-powered engines have been used as an alternative to higher-priced diesel fuel since the late 1970s. Advances in direct injection technology have improved the operational difficulties of operating a propane-powered engine. A propane-powered school bus costs \$223,162 per bus for a total cost for nine 77-passenger school buses of \$2,008,458. Based on a quote obtained on March 20 2023, from IC Corporation. If replacement funding from British Columbia is not available, the District would need to set aside \$167,371 per year for the replacement of the 9 school buses to maintain the 12-year replacement cycle.



## Electric School Buses

Electric-powered school buses is the newest school bus technology of the three options presented in this report. Electric buses have been gaining popularity in the past few years as more vendors produce them, battery technology improves, and the availability of rebates for clean vehicles has increased. As a new technology, there is still a lack of infrastructure for charging, so charging stations, electrical grids, and building power improvements need to be evaluated and possibly improved. An electric-powered school bus costs \$428,089 per bus for a total cost for nine 77-passenger school buses of \$3,852,801. School bus chargers will also have to be installed at the cost of \$49,059, for a total cost of the nine battery chargers of \$441,531. CleanBC has a rebate program for school buses. This rebate fluctuates yearly and has not been announced as of yet for 2023. In 2021-22 the District received a rebate of \$116,960 per bus. If the 2022-23 rebate remains the same, the District could see a reduction to the total price of the bus of \$1,052,640 for the 9 electric school buses.

If replacement funding from British Columbia is not available, the District would need to set aside \$321,066 per year for the replacement of the 9 school buses to maintain the 12-year replacement cycle

The District will have to evaluate the available funding and evaluate any environmental or operational priorities when selecting the type of school bus it would purchase if the proposed transportation eligibility requirements are enacted.

## Employment Costs

The District must hire eight school bus drivers to fulfill the additional routes. Per the School Bus Driver employment contract, drivers are paid based on a five-hours per day minimum. The additional routes, on average, are at or less than 2.6 hours long. Because of this, changes in the average length of the routes will not affect the wage costs, just the number of employees driving for the day.

The yearly budgeted cost for drivers' wages and benefits is \$37,881 per driver. The yearly employment cost for the eight school bus drivers is \$303,048.

With 9 additional school buses, the Transportation Department has determined the need for an additional full-time mechanic to maintain the buses. The yearly expense for a mechanic for wage and benefits is \$97,159.



Figure 8 – Employment costs

Cost Type	Labor cost per staff	Number of staff	Total Cost
Driver Wages & Benefits	\$37,881 per year	8 drivers	\$303,048
Additional Mechanic Wages & Benefits	\$97,159 per year	1 mechanic	\$97,159

### Operating Costs

The operational costs consist of several items necessary to operating a transportation system. These items include fuel, maintenance costs, supervisory and routing costs. After a review of the District's transportation budget, it has been calculated that the 4-year average for this cost is \$2.26 per kilometer traveled.

The additional eight routes would travel an additional 11,875 kilometers per year, with an operating cost of \$252,837 per year. This cost may be lowered with the purchase of electric buses, which cost less per km to operate than diesel or propane buses.

The cost of insurance has changed significantly over the past 4 years due to law changes and the district practices of applying for storage insurance over the summer months. For this reason, the cost of insurance was removed from the operating cost per kilometer and added separately. The cost to insure a school bus in 2022 is \$1,710.93 per bus. The additional insurance for 9 school buses would cost \$15,398.37 per year.

Additionally, the District has 35 students who are courtesy riders that would change to policy riders. These students pay approximately \$12,400 for transportation services. By the students changing to policy riders, the District would no longer collect the transportation fee, losing \$12,400 in revenue.



Figure 9 – Operational Costs – Ongoing Yearly Costs

Cost Type	Cost per Unit	Number of Units	Total Cost
Additional Fuel, Maintenance & Operational Costs	\$2.26 per Km	111,875 Km	\$252,837.50
Insurance	\$1,710.93 per bus	9 Buses	\$15,398.37
Revenue loss Courtesy Students		35 Students	\$12,400

**Costing with Equipment options**

The employment and operational costs are \$400,207 per year for employment costs and \$280,635 per year for operational costs. These costs will be incurred no matter what type of school buses or what type of funding is available for the initial purchase or replacement of the school buses. Figure 10-12 displays the costs and potential costs for the different types of school buses the District may elect to purchase.

Figure 10 - Diesel Cost Breakdown – not including supplemental costs

Cost Type	Cost Year 1	Ongoing Costs per Year
Diesel School Bus	\$1,957,014	\$163,084
Wage and Benefits	\$400,207	\$400,207
Operational Costs	\$280,635	\$280,635
<b>Totals</b>	<b>\$2,637,856</b>	<b>\$843,926</b>



Figure 11 – Propane Cost Breakdown – not including supplemental costs

Cost Type	Cost Year 1	Ongoing Costs per Year
Propane School Bus	\$2,008,458	\$167,371
Wage and Benefits	\$400,207	\$400,207
Operational Costs	\$280,635	\$280,635
<b>Totals</b>	<b>\$2,689,300</b>	<b>\$848,213</b>

Figure 12 – Electric Cost Breakdown – not including supplemental costs

Cost Type	Cost Year 1	Ongoing Costs per Year
Electric School Bus	\$3,241,692	\$321,066
Wage and Benefits	\$400,207	\$400,207
Operational Costs	\$280,635	\$280,635
<b>Totals</b>	<b>\$3,922,534</b>	<b>\$1,001,908</b>



## Supplemental costs

Supplemental costs include the costs that have been identified but are outside of the scope of this study or cannot be determined at this stage.

- The current facility lacks parking for additional 8 employees without making modifications or finding additional parking areas.
- The current facility lacks the space to park the additional 9 school buses. An additional location would need to be added to park the additional buses.
- If electric buses are purchased, the facility's electrical system would need to be evaluated to ensure the electrical infrastructure can provide the power needed to charge the additional buses.
- Additional garage space and the tooling purchased for the additional mechanic would need to be added.

## Conclusion

In conclusion, the proposed reduction in transportation eligibility distance for Langley School District students would have a significant impact on the District's transportation department, resulting in an increase in equipment, employment, and operating costs. While this change would benefit an additional 434 students who would become eligible for transportation, it would also require a significant investment in equipment and personnel, as well as an increase in fleet mileage, resulting in additional operating costs. Ultimately, implementing this change would require a cost-benefit analysis weighing the additional transportation accessibility for students against the financial burden to the District.

**STAFF REPORT**

**DATE:** April 25, 2023  
**TO:** Board of Education  
**FROM:** Brian Iseli, Secretary-Treasurer  
**SUBJECT:** Policy 8: Board Committees

---

**RECOMMENDED MOTION:**

That the Board of Education approves Policy 8: Board Committees, as presented.

**BACKGROUND:**

At the December 13, 2022 Regular Board Meeting, the following motion was brought forward by a trustee and approved by the Board:

That the Board of Education refer the motion "That the Langley Board of Education post the agendas for the Langley Board of Education's standing committees on the SD35 school district website a minimum of 24 hours prior to any standing committee meeting." to the Policy Committee Meeting.

Changes were made to Policy 8 at the January 10, 2023 Policy Committee Meeting, and the following motion was approved:

That the Policy Committee recommends that the Board of Education serves Notice of Motion to the District's education community and its education partner groups that it intends to adopt the revisions to Policy No. 8: Board Committees.

At the January 24, 2023 Regular Board Meeting, the following motion was approved by the Board:

That the Board of Education serves Notice of Motion to the District's education community and its education partner groups that it intends to adopt the revisions to Policy No. 8: Board Committees at the April 25, 2023 Regular Board Meeting.

The notice of motion was served requesting feedback. No feedback was received.

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## **BOARD COMMITTEES**

The Board may establish standing and ad hoc committees of the Board when necessary to assist it with governance functions. When a committee is established the Board shall define the committee's purpose, powers and duties, membership (up to three Board members) and meetings. Committees of the Board shall never interfere with the delegation of authority from Board to Superintendent. The Board may delegate specific powers and duties to committees of the Board that are established by the Board, subject to the restrictions on delegation in the [School Act](#).

The primary purpose of all committees of the Board shall be to act in an advisory capacity to the Board. Unless specific powers have been delegated by the Board the power of all committees shall be limited to making recommendations to the Board and shall not include that of acting on behalf of the Board unless specifically authorized by Board motion for individual issues.

### Standing committees

The Board has established the following standing committees to conduct its business:

- Audit
- Education & Strategic Planning
- Policy
- Finance and Facilities
- Communications

All committees shall report to the Board at the Board meeting following each committee meeting and all standing committees' agendas will be posted on the District website 24 hrs prior to Standing Committee meetings-

The Chair of a standing committee shall place all committee recommendations before the Board at a regular business meeting of the Board in the form of a proposed motion. Action of any standing committee shall not be binding until formally approved by the Board unless the Board by a majority vote gives the standing committee power to act.

Any member of the Board may attend standing committee meetings as a guest but only appointed members of the standing committee may participate.



Matters that the Board has directed to a Committee for action must take precedence over any other Committee business.

The Superintendent shall appoint resource personnel to work with committees and the Superintendent shall determine the roles, responsibilities, and reporting requirements of the resource personnel. Minutes or notes shall be recorded at all committee meetings by the designated staff resource person.

The Chair of a standing committee may make motions and speak to any question during committee meetings without leaving the Chair. Otherwise, the rules applying to Regular or Special Meetings of the Board shall be observed.

## 1. Policy Committee

### 1.1 Purpose/Function:

- 1.1.1 To ensure the Board Policy Handbook is kept current.
- 1.1.2 To facilitate Board capacity building, continuous improvement, and accountability.
- 1.1.3 To facilitate the Board's effective advocacy.
- 1.1.4 To review and provide recommendations to the Board in regard to governance matters referred to the committee.

### 1.2 Powers and Duties:

- 1.2.1 Develop and recommend draft policy positions for submission to the BCSTA Annual General Meeting.
- 1.2.2 Ensure the annual facilitated Board Self Evaluation is carried out in a timely manner and in accordance with Policy. Subsequent to the annual evaluation, monitor implementation of the agreed upon actions.
- 1.2.3 Annually develop an Advocacy/Influence Plan, recommend the plan to the Board and monitor the implementation of the agreed upon plan.
- 1.2.4 Annually make recommendations for building governance capacity of the Board (Annual Board Development Plan) and ensure approved actions are implemented.
- 1.2.5 On an ongoing basis identify motions which are intended to have continuing effect and ensure they are integrated into existing or new policy statements.
- 1.2.6 Ensure Board Policies are reviewed on a schedule such that all Policies in the Board Policy Handbook are reviewed at least once in a four-year term. Make recommendations to the Board regarding policy revisions.
- 1.2.7 Policy or Governance Matters Referred to the Committee by the Board:
  - 1.2.7.1 Review matters referred and make recommendations as requested.

### 1.3 Membership: (3 trustees)

- 1.3.1 The Chair of the committee and committee members shall be appointed by the Board of Education Chair after the Board of Education Chair has consulted with the other trustees.
- 1.3.2 A quorum shall be a majority of the members.
- 1.3.3 The Chair of the Committee shall preside and may vote on all questions submitted.

#### 1.4 Meetings:

- 1.4.1 The Committee shall meet at least three times per year unless items referred to the Committee by the Board necessitate additional meetings.

## 2. Finance and Facilities Committee

### 2.1 Purpose/Function:

- 2.1.1 To review and provide recommendations to the Board in regard to assigned financial and facilities planning matters.

### 2.2 Powers and Duties:

#### 2.2.1 Student Enrolment:

- 2.2.1.1 Annually review enrolment and enrolment trends and the potential impact on capital planning, student accommodation and catchment changes.

#### 2.2.2 Capital Planning:

- 2.2.2.1 Annually review and make recommendations regarding the draft Five-Year Capital Plan for submission to the BC Ministry of Education.

#### 2.2.3 Long Range Facilities Plan:

- 2.2.3.1 Review and make recommendations regarding the draft Long-Range Facilities Plan for submission to the BC Ministry of Education.

#### 2.2.4 Facilities Planning Matters Referred to the Committee by the Board:

- 2.2.4.1 Review matters referred and make recommendations as requested.

#### 2.2.5 Fiscal Accountability Reporting

- 2.2.5.1 Review and assess Fiscal Accountability Reports in light of Policy 12 Appendix B Quality Indicators and make recommendations to the Board.

#### 2.2.6 Preliminary and Amended Budgets Items

- 2.2.6.1 Review the Preliminary and Amended Operating Budgets and make recommendations as deemed appropriate to the Board.

### 2.3 Membership:

- 2.3.1 The Finance and Facilities Committee functions as a Committee of the Whole, therefore, its membership includes all trustees.

2.3.2 The Chair and members shall be appointed by the Board of Education Chair after the Board of Education Chair has consulted with the other trustees.

2.3.3 A quorum shall be a majority of the members.

2.3.4 The Chair of the Committee may vote on all questions submitted.

#### 2.4 Meetings:

2.4.1 The Committee shall meet six times per year unless items referred to the Committee by the Board necessitate additional meetings.

### 3. Education and Strategic Planning Committee

#### 3.1 Purpose/Function:

3.1.1 To review and assess the performance of the Superintendent in relation to the quality indicators identified in Policy 12 Appendix B regarding: student learning, student well-being and strategic planning and reporting.

3.1.2 To review education or strategic planning and reporting related matters referred to the committee by the Board.

#### 3.2 Powers and Duties:

3.2.1 Strategic Planning and Reporting: Annually review the Strategic Planning Accountability Report acknowledging accomplishments and if deemed appropriate recommend revisions to the plan.

3.2.2 Annually review the Student Learning Accountability Report, identify and acknowledge accomplishments, identify opportunities for improving student learning and report observations to the Board.

3.2.3 Annually review the Student Well-being Accountability Report, identify and acknowledge accomplishments, identify opportunities for improving student well-being and report observations to the Board.

3.2.4 Annually review the Aboriginal Education Enhancement Agreement, identify and acknowledge accomplishments, identify opportunities for improving student learning and report observations to the Board.

3.2.5 Review and make recommendations to the Board regarding proposed Board Authority Authorized Courses.

#### 3.3 Membership:

3.3.1 The Education/ Strategic Planning Committee functions as a Committee of the whole so its membership includes all trustees.

3.3.2 The Chair of the committee and committee members shall be appointed by the Board of Education Chair after the Board of Education Chair has consulted with the other trustees.

3.3.3 A quorum shall be a majority of the members.

3.3.4 The Chair of the Committee may vote on all questions submitted.

#### 3.4 Meetings:

- 3.4.1 The Committee shall meet six times per year unless items referred to the Committee by the Board necessitate additional meetings.

## Audit Committee

### 3.5 Purpose/Function

- 3.5.1 The purpose of the Committee is to assist the Board of Education in fulfilling its responsibilities in relation to:
  - 3.5.1.1 Overseeing the School District's financial reporting process and its internal control structure and report its findings to the Board of Education. This task is facilitated by asking questions about the quality of work done by management, participating in the audit planning and reporting processes, understanding and reviewing the aspects of the operation that put the School District at risk, and the District's preparedness to face that risk. It summarizes its findings and recommendations so that the Board can make informed decisions.
  - 3.5.1.2 Maintaining direct lines of communications with the Superintendent and with the external auditors.
  - 3.5.1.3 Monitoring the scope and costs of the activity of the external auditors and assessing their performance.
  - 3.5.1.4 Recommending to the Board the terms of engagement for the external auditor.

### 3.6 Powers and Duties

- 3.6.1 Review the audited financial statements and recommend approval of the audited statements by the Board.
- 3.6.2 Review the Auditor's assessment of management's risk mitigation strategies and the appropriateness of internal controls with a focus on safeguarding District assets.
- 3.6.3 Review the "Auditor's Management Letter" with the auditor and assess Management's action plan to address concerns and follow up on the implementation of the auditor's letter of recommendations including ensuring the Board directs by motion the recommendations to be implemented, and ensuring any deficiencies identified in the audit report and management letter are addressed in a timely manner to the satisfaction of the external auditor.
- 3.6.4 Review the nature and extent of other services provided by the auditor in relation to auditor independence and ensure the auditor presents information relative to those Fiscal Quality Indicators contained in Policy 12 which the Audit Committee determines can be best assessed by the external auditor.
- 3.6.5 Monitor the development of and changes to accounting principles and practices and financial reporting standards, and their impact on the School District's financial reporting.

- 3.6.6 Review proposed terms of engagement for the external auditor and make recommendations to the Board regarding such terms of engagement. Oversee the engagement of external auditors including the terms of the audit engagement and appropriateness of proposed fees.
  - 3.6.7 At least once a year, meet with the external auditors at a private meeting, without staff members present.
  - 3.6.8 Make enquires of the Auditor which members of the Committee believe are necessary to discharge its fiduciary responsibilities.
  - 3.6.9 Make recommendations to the Board regarding appointment of external auditor and review external audit services at least every three years.
  - 3.6.10 Make recommendations regarding the appointment of the District banker and review banking services at least every three years.
  - 3.6.11 Review fiscal accountability reports and related information.
  - 3.6.12 As appropriate make policy recommendations to the Board related to the role of the Audit Committee.
  - 3.6.13 Reviews, in connection with the review of the audited financial statements, an annual report on the use of legal services and on substantial outstanding legal actions against the School District in order to monitor possible risk exposures and contingent liabilities;
- 3.7 Membership: (3 trustees):
- 3.7.1 The Chair and members shall be appointed by the Board of Education Chair after the Board of Education Chair has consulted with the other trustees.
  - 3.7.2 A quorum shall be a majority of the members (2 trustees).
- 3.8 Meetings:
- 3.8.1 The Committee shall meet at least three times a year. At least once per year the Committee shall meet with the Auditor without the presence of administrative staff.
  - 3.8.2 In establishing the agenda for meetings of the Committee, the Chair will be advised by the Secretary-Treasurer of items for the agenda. The proposed agenda for the meeting, together with background documentation, is forwarded to all trustees is published to trustees in eScribe the Friday before the meeting is to take place.

## 5. Communications Committee

The Communications Committee is a committee of the Board of Education. It serves to review and recommend ways in which communication processes with partner groups can be improved in the Langley School District.

### 5.1. Purpose/Function:

- 5.1.1. To review background information, consult with partner groups, and explore opportunities in a means to improve communication.

5.1.2. To make recommendations to the Board of Education regarding communication processes with District partner groups including CUPE 1260, CUPE 1851, DPAC, the Langley Principals' and Vice-Principals' Association, the Langley Teachers' Association, and exempt/management staff.

5.2. Powers and Duties:

5.2.1. To review the effectiveness of communication processes with District partner groups.

5.2.2. To provide an opportunity for consultation and feedback from District partner groups regarding communication processes.

5.2.3. To identify needs and propose solutions related to communications processes with District partner groups.

5.2.4. The Communications Committee reports to the Board of Education and the Committee Chairperson shall provide a report at Regular Meetings of the Board.

5.2.5. The agenda will be set by the Committee Chair in consultation with the Superintendent and Secretary-Treasurer.

5.2.6. Minutes of all meetings shall be recorded and filed electronically.

5.2.7. Minutes shall be approved by the Voting Member Trustees at the next Communications Committee meeting.

5.2.8. The Communications Committee reports to the Board of Education and the Committee Chairperson shall provide a report at Regular Meetings of the Board.

5.3. Membership:

5.3.1. Three Trustees (that are voting members)

5.3.2. The Board Chair will appoint an alternate trustee who will attend in place of an absent voting member trustee; it shall be the responsibility of the absent voting member trustee to advise the Committee Chair and alternate prior to the Committee Meeting.

5.3.3. The Chair and members shall be appointed by the Board of Education Chair after the Board of Education Chair has consulted with the other trustees.

5.3.4. Other trustees may attend, but have no voting privileges.

5.3.5. Up to two representatives from each of the partner groups. Partner Groups may designate an alternate in the event a representative is unable to attend a meeting. Designated alternates may attend all meetings as an observer.

5.4. Meetings:

5.4.1. The Committee will meet three times per year.

5.4.2. Quorum shall be a majority of voting member trustees on the Committee.

### **Ad Hoc Committees**

Ad hoc committees may be established to assist the Board on a specific project for a specific period of time. The terms of reference for each ad hoc committee will be established by Board

motion at the time of the formation. Such ad hoc committees shall cease to exist when the purpose has been achieved. The Chair of the Board shall appoint membership and the Chair of the ad hoc committee.

### **Resource Personnel**

The Superintendent shall appoint resource personnel to work with committees and the Superintendent shall determine the roles, responsibilities, and reporting requirements of the resource personnel.

Legal Reference: Section 65, 85 School Act

Adopted: December 15, 2020

**STAFF REPORT**

**DATE:** April 25, 2023  
**TO:** Board of Education  
**FROM:** Brian Iseli, Secretary-Treasurer  
**SUBJECT:** Policy 18: Student Transportation

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**RECOMMENDED MOTION:**

That the Board of Education approves Policy 18: Student Transportation, as presented.

**BACKGROUND:**

At the December 13, 2022 Regular Board Meeting, the following motion was approved by the Board:

That the Board of Education refer Policy 18: Student Transportation back to Policy Committee to investigate making changes to the language in 1.1.3.

The Director of Learning Support Services explained the impact of changing the wording in section 1.1.3. to the Policy Committee. At the January 10, 2023 Policy Committee Meeting, the following motion was approved:

That the Policy Committee recommends that the Board of Education serves Notice of Motion to the District's education committee and its education partner groups that it intends to adopt the revisions to Policy 18: Student Transportation.

At the January 24, 2023 Regular Board Meeting, the following motion was approved by the Board:

That the Board of Education serves Notice of Motion to the District's education community and its education partner groups that it intends to adopt the revisions to Policy No. 18: Student Transportation at the April 25, 2023 Regular Board Meeting.

The notice of motion was served requesting feedback. No feedback was received.

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## STUDENT TRANSPORTATION

The Board of Education will provide Student Transportation to and from their catchment school on a cost-efficient, district-operated transportation system.

The District transportation system may also be used for the Student Transportation to and from school sponsored curricular and co-curricular activities within or outside the boundaries of the School District.

### 1. Ridership Privileges for Registered Students

Transportation will be available for Kindergarten to Grade 12 Langley resident students to and from school, enrolled in an educational program with the Langley School District, based on the following considerations:

#### 1.1. First priority will be granted to the following students:

1.1.1. Grade K-7 students and middle school students (grades 6 – 8) who live 3.2 km or more away, by travelled road or walkway, from the nearest school in the student's catchment area.

1.1.2. Grade 8-12 students who live 4.8 km or more away, by traveled road or walkway, from the nearest school in the student's catchment area.

~~1.1.3. Physically disabled students who, due to distance and/or severity of their disability, are unable to walk or take public transit.~~

~~1.1.4. Students with special needs who are placed in a District program other than the student's home school.~~

1.1.3. Students who have been approved for Complex Resource Support or with physical disabilities who are unable to navigate conventional public or school transportation.

1.2. Second priority will be granted to siblings of students as set out in 1.1.3 and 1.1.4, provided that the pick-up and final destination are the same.

1.3. Third priority will be to other riders. Pick-up for other riders will be along bus routes already established to pick-up first priority riders and only where there is capacity available on the bus. Priority of other riders will be as follows:

1.3.1. First priority will be for those students who live the furthest away from their catchment school.

- 1.3.2. Second priority will be to those whose siblings have been granted ridership privileges, provided that the pick-up and final destination are the same.
    - 1.3.3. Third priority will be granted to the youngest student if all other factors are equal.
  - 1.4. If the School District provided transportation to a student in one school year, transportation is not guaranteed to that student in the following school year. At the start of each school year, new students who are considered first priority may take precedence over those in second and third priorities if the bus is at capacity.
  - 1.5. Mid-year applications will only be accepted if the bus has the capacity to provide the service.
  - 1.6. School District transportation services will not be provided for students attending Choice programs or cross-boundary schools.
2. Routes
  - 2.1. Where there will be fewer than seven (7) priority one students on a given route, school bus transportation may not be provided. Those students may be accommodated through a transportation allowance.
3. Transportation Allowance
  - 3.1. A transportation allowance will only be considered for first priority students who have registered to use school bus services and who cannot avail of those services due to the lack of a School District bus route in their area.
  - 3.2. The transportation allowance will be determined by the Superintendent.

Legal Reference: Sections 85 School Act.

Adopted: December 15, 2020, [xxx, xx, 2022](#)

**STAFF REPORT**

**DATE:** April 25, 2023  
**TO:** Board of Education  
**FROM:** Brian Iseli, Secretary-Treasurer  
**SUBJECT:** Policy 17: Accumulated Operating Surplus

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**RECOMMENDED MOTION:**

That the Board of Education serves Notice of Motion to the District's education community and its education partner groups that it intends to adopt the revisions to Policy No. 17: Accumulated Operating Surplus at the April 25, 2023 Regular Board Meeting.

**BACKGROUND:**

At the October 12, 2021 Finance and Facilities Committee Meeting, the Secretary-Treasurer presented information on the requirements for the Accumulated Operating Surplus Policy and the Financial Planning and Reporting Policy requirements that we have received from the Ministry. These changes were then recommended to be adopted by the Policy Committee at the November 23, 2021 Policy Committee Meeting and were adopted by the Board at the January 25, 2022 Regular Board Meeting.

Since adoption of the policy there has been more information and guidance provided by the Ministry to districts on the requirements and they have suggested changes to our policy which the District has incorporated into the attached updated Policy 17: Accumulated Operating Surplus. Also attached is Administrative Procedure 500: Financial Planning and Reporting which has also been updated and is referenced in Policy 17.

At the April 11, 2023 Policy Committee Meeting, edits were suggested to Policy 17: Accumulated Operating Surplus and the following motion was approved by the Committee:

That the Policy Committee recommends that the Board of Education serves Notice of Motion to the District's education community and its education partner groups that it intends to adopt the revisions to Policy No. 17: Accumulated Operating Surplus.

## **ACCUMULATED OPERATING SURPLUS**

Accumulated Operating Surplus represents the extent to which operating revenues from all previous years exceeds operating expenditures from all previous years. Accumulated Operating Surplus allows the District to budget for expenditures in excess of revenues in a given year and also serves to reduce financial risk that can result from unforeseen circumstances.

To demonstrate accountability and transparent operating surplus financial planning, the Board will consult with the education community as outlined in Administrative Procedure 500 Financial Planning and Reporting.

1. The Board of Education is responsible for ensuring the district is protected financially from extraordinary circumstances which would negatively impact the education of students. To discharge this responsibility, the Board will maintain an unrestricted surplus (equal to 1.5% - 4 % of annual revenue) of its Accumulated Operating Surplus which shall be used to mitigate any negative impact such circumstances might cause.

Specifically

1.1. The first priority for the use of these funds shall be:

- 1.1.1 The elimination of any deficit arising at the end of a fiscal year of operations.
- 1.1.2 The incurring of new cost pressures in a fiscal year that were not known at the time of budget development that are in excess of \$250,000.
- 1.1.3 The payment of severance (wages and benefits) in excess of \$100,000 upon termination of a non-union employee without cause.
- 1.1.4 The settlement of any legal action that is not covered by the [School Protection Program](#).
- 1.1.5 Initial one-time cost outlays for new educational programs where an investment in non-technology related learning resources is required (non-technology related refers to computer technology).
- 1.1.6 Coverage for disaster recovery expenditures.
- 1.1.7 Extraordinary unknown utilities cost pressures.
- 1.1.8 Replacement of equipment essential to the continuation of educational programming in schools or district facilities.
- 1.1.9 To appropriate to balance the next year's budget.

1.1.10 Unanticipated changes in revenue.

1.2. In recognizing that the use of the unrestricted portion of its Accumulated Operating Surplus represents a one-time use of funding, the Board will incorporate into its future budget planning processes, strategies to re-establish the unrestricted accumulated surplus to the 1.5 % - 4 % of annual revenue. Such strategies may be implemented over a period of two years.

2. In addition, the Board will also annually internally restrict funds for projects and programs related to the strategic plan within Ministry specified guidelines that will be spent in the next three years when approving the Audited Financial Statements and will disclose the internally restricted funds in the notes to the Financial Statements.

To increase transparency, appropriations require a board motion. It is appropriate for some motions to be made in a closed board meeting (for example, related to land, legal or personnel matters), but the default should always be to a public meeting motion whenever possible.

The three streams of internally restricted operating surplus that the board can use to manage internally restricted surplus are:

- Restricted due to the nature of constraints on the funds;
- Restricted for anticipated unusual expenses identified by the board; and
- Restricted for operations spanning multiple school years

3. Accumulated Operating Surplus shall not be transferred to Local Capital without supporting detail for which capital projects these Local Capital funds will be expended. Until such time as the funds can be identified for a specific Local Capital funded project, the funds shall be retained in the Accumulated Operating Surplus.

4. To support major capital projects that are identified in the board's 5-year Capital Plan, and approved by the Ministry for concept plan or business case development, the board may restrict operating surplus to satisfy capital project cost share expectations at the time the project is brought forward for funding approval.

5. The board will use the existing Ministry financial reporting framework and the sample reporting template in the Companion Guide to annually provide the Ministry with an annual report on their budget allocation decisions (including operating surplus and Local Capital), demonstrating that approved allocations support the board's strategic objectives.

Legal Reference: Sections 65, 85.2, 110, School Act

Adopted: December 15, 2020, January 25, 2022



## Administrative Procedure 500

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### FINANCIAL PLANNING AND REPORTING

#### Background

Fiscal management requires the maintenance of adequate and accurate records. Further, the revenues of the District are to be administered in a manner that will ensure the most efficient utilization of funds.

Budgets must project the educational policies and goals of the District for specific future periods in terms of resources and expected results, incorporating long-range programs and fiscal planning in line with the educational needs and financial capabilities of the community.

#### Procedures

1. The District shall maintain records of all its revenues and expenditures in accordance with PSAB ([Public Sector Accounting Board](#)), the [School Act](#), and [Ministry of Education financial reporting guidelines](#). All such records are subject to audit.
  - 1.1. District records shall ensure the availability of information for continuous planning, analysis and evaluation.
2. The maintenance of a strong financial position is fundamental to the District's overall fiscal strategy, and as such, reserve funds are to be established to support extraordinary needs, the replacement of depreciated equipment, and the replacement of fixed assets.
3. Financial and human resources expended are to support the achievement of educational and business goals.
4. The annual budget development process for the operating, special purpose funds, and capital budgets shall support the Strategic Plan of the Board.
5. School and department annual plans shall state specific strategies to support District goals.
6. Operating, Special Purpose Fund, and Capital Budget Development Process
  - 6.1. The Superintendent shall be responsible for the finalization of the operating, special purpose fund, and capital budgets, and shall ensure they are presented to the Board at a Public Meeting within the required timeline.
  - 6.2. The Board shall be provided an opportunity to influence the budget development processes prior to significant consultation occurring with stakeholders and shall be

informed of any significant program changes prior to the presentation of the finalized annual budget and amended annual budget.

- 6.3. All operating, special purpose funds, and capital budget decisions shall fully consider the District's vision, principles, mission, values and goals.
- 6.4. Annually, the Secretary-Treasurer will present to the Board at a Regular Meeting, the Budget Process and Timeline Plan for their approval.
  - 6.4.1. This plan will outline the consultation process with stakeholders and rightsholders (including local First Nations and Métis Charter Associations) and provide a feedback mechanism to help shape the annual operating budget, 3 year financial plans and use of the accumulated operating surplus.
- 6.5. In addition to the Operating Budget, the Secretary-Treasurer will present a three-year financial plan to provide additional and supporting information to provide a long-term financial outlook for the District including the planned use of the accumulated operating surplus. The financial allocations included in the budget should support the strategic directions identified in the Strategic Plan and the Framework for Enhanced Student Learning. The 3 year financial plan will be sent to the Ministry annually.
7. The Secretary-Treasurer shall provide to the Board at a Regular Meeting, twice per year, a financial update on the District's financial position in accordance with the Ministry reporting requirements.
  - 7.1. These reports shall outline the status of the budget and forecasts for the remainder of the year. Information will be presented by function, program, and major objects of expenditure. The Secretary-Treasurer will advise the Board of significant deviations from the approved budget.
  - 7.2. This financial update shall include the following reports:
    - 7.2.1. The current and prior year budgeted amounts, actual revenues and expenditures.
    - 7.2.2. The projected year end actual results.
    - 7.2.3. The projected actual versus budget variance amounts.
  - 7.3. Where an overall (accumulated) operating deficit is projected, the report shall include a range of strategies and actions to partially or fully mitigate the projected deficit.
8. Annually, the Secretary-Treasurer will provide the Board with a Financial Statement Discussion and Analysis (FSDA) Report to expand upon and explain the information contained in the financial statements. The FSDA will also meet the requirements of the K-12 Public Education Financial Planning and Reporting Policy and the K-12 Public Education Accumulated Operating Surplus Policy.
9. Any report brought forward to the Board, which makes recommendations or provides information for discussion on significant potential financial changes within the District, must include (or be accompanied by) a financial analysis and financial impact statement.

Reference: Sections 22, 23, 65, 85, 106.2, 106.3, 106.4, 110, 111, 112, 112.1, 113, 114, 115, 115.1, 115.2, 117, 118, 137, 153 School Act  
School Regulation 265/89

Revised: May 16, 1983; June 6, 1988; December 17, 2002; February 23, 2010; March 11, 2014; December 15, 2020, December 14, 2021