



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

AGENDA

Tuesday, October 22, 2024  
7:00 p.m.  
Langley School Board Office

Pages

1. AUDIO VISUAL RECORDING (LIVESTREAMING) 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 - 8   |
| 4.2     | <u>COMMITTEE REPORTS</u>                                               |         |
| 4.2.1   | <u>EDUCATION/STRATEGIC PLAN COMMITTEE</u>                              | 9 - 9   |
| 4.2.2   | <u>FINANCE AND FACILITIES COMMITTEE</u>                                | 10 - 10 |
| 4.2.3   | <u>POLICY COMMITTEE</u>                                                | 11 - 11 |
| 4.3     | <u>BOARD LIAISON COMMITTEE REPORTS</u>                                 |         |
| 4.3.1   | <u>BCSTA</u>                                                           |         |
| 4.3.1.1 | <u>METRO BRANCH (Trustee Fox)</u>                                      | 12 - 13 |
| 4.3.2   | <u>DISTRICT PARENT ADVISORY COUNCIL (Trustee Neufeld)</u>              | 14 - 20 |
| 4.4     | <u>COMMUNITY COMMITTEE REPORTS</u>                                     |         |
| 4.4.1   | <u>CITY OF LANGLEY ADVISORY DESIGN PANEL (Trustee Ward)</u>            | 21 - 29 |
| 4.4.2   | <u>CITY OF LANGLEY / SCHOOL DISTRICT NO. 35 LIAISON (Trustee Ward)</u> | 30 - 33 |

5. CONSIDERATION OF AGENDA

Recommendation:

That the Agenda be approved as presented.

6. SUPERINTENDENT'S REPORTS

6.1 ENGLISH LANGUAGE LEARNERS (ELL) AND SETTLEMENT WORKERS IN SCHOOLS (SWIS)

45 - 49

Recommendation:

That the Board of Education receives the update on English Language Learners and Settlement Workers in Schools for information, as presented.

7. SECRETARY-TREASURER'S REPORTS

7.1 AMENDED ANNUAL FIVE-YEAR CAPITAL PLAN 2024/2025 - CAPITAL BYLAW NO.  
2024/25-CPSD35-03

50 - 56

Recommendation:

That the School District No. 35 (Langley) (Capital Plan 2024/2025) Capital Bylaw No. 2024/25-CPSD35-03 be given first reading.

Recommendation:

That the School District No. 35 (Langley) (Capital Plan 2024/2025) Capital Bylaw No. 2024/25-CPSD35-03 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 2024/2025) Capital Bylaw No. 2024/25-CPSD35-03 at tonight's meeting.

Recommendation:

That the School District No. 35 (Langley) (Capital Plan 2024/2025) Capital Bylaw No. 2024/25-CPSD35-03 be given third reading, passed and adopted on this 22nd day of October 2024.

7.2 FUNDING AND ENROLMENT UPDATE

57 - 65

Recommendation:

That the Board of Education receives the Funding and Enrolment Update for information, as presented.

8. POLICY COMMITTEE

8.1 NOTICE OF MOTION - POLICY 7: BOARD OPERATIONS

66 - 79

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

9. NEW BUSINESS

10. TRUSTEE COMMENTS

11. 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.

12. 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, September 24, 2024  
**Location:** Langley School Board Office

<b>Trustees Present:</b>	<b>Candy Ashdown</b>	<b>Chairperson</b>
	<b>Charlie Fox</b>	<b>Trustee</b>
	<b>Joel Neufeld</b>	<b>Trustee</b>
	<b>Tony Ward</b>	<b>Trustee</b>
	<b>Marnie Wilson</b>	<b>Trustee</b>

<b>Trustees Absent:</b>	<b>Holly Dickinson</b>	<b>Trustee</b>
	<b>Sarb Rai</b>	<b>Trustee</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>Judy Swanson</b>	<b>Executive Assistant</b>
	<b>Pol Babao</b>	<b>Technical Support Specialist 3</b>
	<b>Vincent Montefrio</b>	<b>Technical Support Specialist 3</b>
	<b>Kendra Simonetto</b>	<b>District Principal of Instructional Services</b>
<b>Mike Pue</b>	<b>District Principal, Indigenous Education</b>	

<b>Partner Groups:</b>	<b>Jessie Cowger</b>	<b>CUPE 1260 Acting President</b>
	<b>Carey Schafer</b>	<b>CUPE 1851 President</b>
	<b>Paul Trattle</b>	<b>LPVPA President</b>
	<b>Taylor Fauteux</b>	<b>LTA President</b>

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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 7:00 pm, 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'ə 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 NATIONAL DAY FOR TRUTH AND RECONCILIATION

Board Chairperson Candy Ashdown made an announcement to acknowledge the upcoming National Day for Truth and Reconciliation and Orange Shirt Day.

3. REPORT FROM "IN CAMERA"

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

The items from the September 3, 2024 In Camera Meeting that will be reported out at the Regular Meeting will include property, personnel and legal.

4. CONSENT AGENDA

R24/09/24-01

**Moved By:** Trustee Fox

**Seconded By:** Trustee Ward

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 FINANCE AND FACILITIES COMMITTEE
- 4.3 COMMUNITY COMMITTEE REPORTS
  - 4.3.1 CITY OF LANGLEY ADVISORY DESIGN PANEL (Trustee Ward)
  - 4.3.2 CITY OF LANGLEY / SCHOOL DISTRICT NO. 35 LIAISON (Trustee Ward)
  - 4.3.3 JOINT SCHOOL DISTRICT NO. 35 / TOWNSHIP OF LANGLEY MUNICIPAL LIAISON (Trustee Rai)
  - 4.3.4 LOCAL IMMIGRATION PARTNERSHIP (Trustee Dickinson)
  - 4.3.5 PUBLIC INTEREST DISCLOSURE ACT (PIDA) REPORT

5. CONSIDERATION OF AGENDA

R24/09/24-02

**Moved By:** Trustee Fox

**Seconded By:** Trustee Wilson

That the Agenda be approved as presented.

**CARRIED UNANIMOUSLY**

6. DELEGATIONS

6.1 COMMUNITY JUSTICE INITIATIVES ASSOCIATION

Marcela Villaca from Community Justice Initiatives Association presented to the Board of Education.

7. SUPERINTENDENT'S REPORTS

7.1 STRATEGIC PLAN 2023-2026: YEAR IN REVIEW

R24/09/24-03

**Moved By:** Trustee Ward

**Seconded By:** Trustee Fox

That the Board of Education receives the update on the Strategic Plan 2023-2026 for information, as presented.

**CARRIED UNANIMOUSLY**

7.2 FRAMEWORK FOR ENHANCING STUDENT LEARNING

R24/09/24-04

**Moved By:** Trustee Wilson

**Seconded By:** Trustee Ward

That the Board of Education receives the Framework for Enhancing Student Learning 2024-2025 for information, as presented.

**CARRIED UNANIMOUSLY**

7.3 SCHOOL START-UP

R24/09/24-05

**Moved By:** Trustee Fox

**Seconded By:** Trustee Neufeld

That the Board of Education receives the report on School Start-up for information, as presented.

**CARRIED UNANIMOUSLY**

7.4 NAMING OF NE LATIMER ELEMENTARY SCHOOL

R24/09/24-06

**Moved By:** Trustee Ward

**Seconded By:** Trustee Neufeld

That the Board of Education requests the Superintendent commence the process for naming the future NE Latimer Elementary School as per Policy 19: Naming of Schools.

**CARRIED UNANIMOUSLY**

8. SECRETARY-TREASURER'S REPORTS

8.1 FIVE-YEAR CAPITAL PLAN (MINOR CAPITAL PROGRAMS) 2025/2026

R24/09/24-07

**Moved By:** Trustee Fox

**Seconded By:** Trustee Wilson

In accordance with provisions under Section 142 (4) of the School Act, the Board of Education of School District No. 35 (Langley) hereby approves the proposed Capital Plan (Minor Capital Programs) for 2025/2026, as provided on the Capital Plan Summary for 2025/2026 submitted to the Ministry of Education and Child Care.

**CARRIED UNANIMOUSLY**

9. AUDIT COMMITTEE

9.1 APPROVAL OF AUDITED 2023-2024 FINANCIAL STATEMENTS

R24/09/24-08

**Moved By:** Trustee Fox

**Seconded By:** Trustee Wilson

That the Board of Education of School District No. 35 (Langley) approves the 2023/2024 Audited Financial Statements and request staff to submit them to the Ministry of Education and Child Care.

**CARRIED UNANIMOUSLY**

9.2 FINANCIAL STATEMENT DISCUSSION AND ANALYSIS (FSD&A)

R24/09/24-09

**Moved By:** Trustee Fox

**Seconded By:** Trustee Ward

That the Board of Education of School District No. 35 (Langley) approves the Financial Statement Discussion and Analysis (FSD&A) be included with the 2023/2024 Financial Statements.

**CARRIED UNANIMOUSLY**



### 9.3 SURPLUS RESTRICTIONS

R24/09/24-10

**Moved By:** Trustee Fox

**Seconded By:** Trustee Neufeld

That the Board of Education of School District No. 35 (Langley) approves the following internally restricted surplus amounts, as described in note 12 of the 2023/2024 Audited Financial Statements.

- Internally restricted for commitment 2023/2024 for \$3,022,083
- Internally restricted for initiatives not completed in 2023/2024 for \$139,000
- Internally restricted for Administration supports for \$445,000
- Internally restricted for Middle school initiatives for K-7 schools for \$50,000
- Internally restricted for Accessible playground equipment for \$400,000
- School Generated funds for \$2,862,690
- Internally restricted to balance future budgets \$2,936,333
- Internally restricted for student capacity needs \$3,607,331
- School surpluses \$428,032
- Internally restricted for classroom furniture for \$420,000
- Internally restricted for ERP replacement for \$950,000
- Internally restricted for Project Management costs for Smith Middle/Secondary for \$300,000
- Internally restricted for Cyber security for \$250,000
- Internally restricted for Facility upgrades for \$600,000
- Restricted for future District capital contributions \$30,919

**CARRIED UNANIMOUSLY**

9.4 INTERFUND TRANSFERS

R24/09/24-11

**Moved By:** Trustee Fox

**Seconded By:** Trustee Wilson

That the Board of Education of School District No. 35 (Langley) approves the transfer of \$70,329 from the special purpose fund and \$10,304,214 from the operating fund to the capital fund, as described in note 13 of the 2023/2024 Audited Financial Statements.

**CARRIED UNANIMOUSLY**

10. TRUSTEE COMMENTS

Trustees welcomed back partner groups, students and staff and encouraged everyone to enrich their learning for Indigenous/Orange shirt day.

11. QUESTION PERIOD

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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 Evan regarding ERP, TOL Liaison Committee, school naming process, electric buses and TOL Recreation, Culture, and Parks Advisory Committee.

12. ADJOURNMENT

R24/09/24-12

**Moved By:** Trustee Wilson

**Seconded By:** Trustee Neufeld

That the meeting be adjourned at 9:05 p.m.

**CARRIED UNANIMOUSLY**

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TRUSTEE CANDY ASHDOWN

BOARD CHAIR

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BRIAN ISELI, CPA, CMA

SECRETARY-TREASURER



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

### **October 8, 2024 Meeting**

At the October 8, 2024 Education/Strategic Plan Committee Meeting, the committee received reports on the following:

- Indigenous Education Councils
- Privacy and Cyber Security
- Generative AI in SD35



## **Finance & Facilities Committee Report**

### **October 15, 2024 Meeting**

At the October 15, 2024 Finance and Facilities Committee Meeting, the committee received reports on the following:

- AP 525: Sponsorship
- Enrolment Numbers



## **Policy Committee Report**

### **October 8, 2024 Meeting**

At the October 8, 2024 Policy Committee Meeting, the committee discussed the following topics:

- Policy Committee Workplan
- Policy 7: Board Operations
- Policy 2: Role of the Board
- Policy 3: Role of the Trustee

## BCSTA Metro May 16 2024 – Vancouver School Board Office

Start – 10:19am

Land Acknowledgement – Vancouver School District (Christopher Richardson)

AGM (see notes) 10:22 am

1. Approval of Agenda

Val Windsor – 1st

Carol Brodie – 2nd

Carried

2. Approval of Regular Minutes of April Branch Meeting

Carolyn Broady (West Van)

Charlie Fox (Langley)

Carried

3. Business Arising

4. Reports

BCSTA Bob Holmes

Have new audit committee. Currently working to manage all the motions from AGM. Suzanne and Carolyn heading to Victoria for advocacy. MLA forum from AGM is now up on YouTube.

Capital working group report will be finalized shortly. Portal will have agendas and minutes from branch meetings.

Questions from members followed.

Advocacy Kit will be distributed to all boards by September. There will be a specific page on BCSTA website to find more information about advocating for upcoming provincial election.

BCSTA board is meeting with BCPSEA board in June and can discuss more re: ways to combine advocacy.

BCPSEA – report emailed to everyone

PLC – Craig Woods

Debrief from BCSTA AGM. People appreciated dynamic range of topics and support of indigenous matters. Looking forward to how can bring feedback to Trustee Academy. Preference to have no meetings prior to 8am. Kudos to Gordon for work done to make pre-AGM learning successful. Meeting again prior to Trustee Academy in the fall.

Suzanne Hoffman – added more comments regarding feedback about AGM. A lot of feedback on voting. Voting issue was NOT hotel Wifi, was the system. Had agreed if system failed once they would flip to paper immediately.

Questions and discussion followed

ELL – no report

IEC – no report

## **New Business**

Meeting schedule for 2024/2025

- Branch is in favour of maintaining same schedule (hybrid and in-person) for upcoming year.
- Will finalize new year meeting schedule
- CSF will host in-person meeting in September (19<sup>th</sup>) (Richmond)

Interest in social lunch in June – will put out a poll to determine interest.

District roundtable

Vancouver – Christopher Richardson

CSF – Marie Pierre Lavoie

Surrey – Bob Holmes

Langley – Charlie Fox

Delta – Val Windsor

Burnaby – not present

Richmond – Not present

West Vancouver – Carolyn Broady

Coquitlam – Carol Brodie

North Vancouver - Angelil

New Westminster – Danielle Connelly

Motion to adjourn

moved – Bob Holmes

2<sup>nd</sup> – Val Windsor

Carried

Adjourned – 11:43am





**DPAC General May 23, 2024 @ 7pm**  
**Adopted Minutes**  
**In Person**

1. **Call to Order:** 7:04pm
2. **Establish Quorum** (44 schools total 20% needed)  
Quorum Established with 16 DPAC Reps from school PACs in attendance.
3. **Welcome and Housekeeping**
  - A. Territory Acknowledgment
    - i. Review of Royal proclamation 1763 – Set out the proclamation for European settlements.
    - ii. Review of Moosehide campaign – standup to violence against women and children [moosehidecampaign.ca](http://moosehidecampaign.ca) to learn more
    - iii. Green symbol is mental health awareness month in May. Working towards removing stigma against mental health
  - B. DPAC Exec introductions – review of each executive
  - C. Agenda Reorganization feedback / Speaking instructions (2min max)
    - i.
4. **Adoption of**
  - a. Agenda May 2024 - Approved
  - b. Minutes from April 2024 - Approved
5. **Executive and Committee Reports:**
  - A. President's Year End Report – Brian Martens
    - i. Entire report is shared online via Langley DPAC website. My primary role has been to chair exec meeting and general. Focused on working with PAC including mediation and learning the role.
    - ii. DPAC executive – signed letter to defend schools and public education on false information
    - iii. Meetings with school board and SD35 Administrators
    - iv. Round table discussion with Premier David Ebby
  - B. Treasurer's Year End Report – Chantale Hubbs
    - i. Review of April 30<sup>th</sup> transactions including gaming account
    - ii. Financials are front ended with revenue and then expenses mostly come through towards the end of the year. There will be quite a few items clearing in the next few months.
    - iii. Please submit any receipts as soon as possible. Please have all items in no later than June 30<sup>th</sup> 2024 to be included within 2023/2024 yearend budget.
    - iv. 2024/2025 budget review and motion that was sent back to PACs last month

- v. Gaming has notified them they won't be extending the deadline. Do not file with gaming application late. June 30 2024. This would also include a report once your year end is done. They are due 90 days of your year end.
- vi. Use of surplus funds reviewed within presentation suggestions included (fun nights, carnivals (not for fundraising) sports day, track meet, student recognition, outside play equipment, etc...

Questions – How do you move gaming funds over to operating funds from gaming account?

A – expenses flow through general account. As long as it happens within the same year, we are allowed to pay those funds back from gaming to general, as on as its an eligible expenses AND in the same fiscal year assuming its always within the same fiscal budget.

## MOTION - VOTE

I, Chantale Hubbs Treasurer Langley DPAC move that the 2024/2025 Langley DPAC budget be passed as presented.

SECOND

Kathie JKE  
Collet, North Otter

MOTION PASSED

16 - Yes

Zero - No

Zero - Abstentions

### C. Executive Year End Comments

- i. VP1 – Jenn Pyper
  - 1. Supported on social, committees and supporting
- ii. VP2 – Tisha Krafte
  - 1. Committees within children's committee and enjoy understanding what each of the Langley communities are working on and their different groups. Strat plan roundtable with district. Able to ask direct questions. Scholarship committee chair and was able to sort through social media posting. Parent learning sessions. BCCPAC advocacy townhall, SOGI townhall.
- iii. Secretary – Rebecca Hardin
- iv. Member At Large
  - 1. Kristen Faulkner
    - a. Attended BCCPAC summit, enjoyed learning from other executives, advocacy for parents and understanding what they are going through when working with the district.
  - 2. Kathie Dalziel
    - a. I learned a lot in the first year, attended BCCPAC townhall on advocacy. Was successful in bringing in French into JKE for the summer program.

Great seeing other parents from across BC.

Adoption of reports and Q&A to the floor.

## 6. Old Business

### A. WGSS PST Follow up

- i. Discussion within minutes from prior month. If PACs have a larger purchase, they can apply to be reimbursed from the school district. It does take a bit of time to process. We have heard back from Marchello Moino with respect to PST. We can bring this back if we need more help with this. Process shared within a presentation. They are working on all school PACs currently in the month of May. They can only file twice a year. PST auditors review and issue the funds. There are circumstances where the PST can't be claimed. WGSS PST will be shared with back to them. They are still being reviewed and worked on.

Q: will there be a handout for the process to be circulated

A: yes, we are going back to Marchello to see if we can obtain

Comment – Treasurer 101 had this reviewed in each session. We haven't had attendance in prior years. Please encourage treasures to attend the training each year! Anyone is welcome. BCCPAC has a good video to share too.

### B. AED Follow up – Resha

- i. Attends the Emergency preparedness committee. This came in January. A bill 2016-2019 is at first reading public access. (Defibrulator public access act) If it's at a school, the school would need to make it availability to the public. Megan Duke is an Occupational Health and Safety Manager. There is a list of schools who have it. They need to be updated annually and checked for safety; training must be done due to new requirements. It's not required in schools; however, some schools have them. Liability is also important to follow on training and accessibility. Daily inspection is also required. No record of an incident in SD 35 as of Jan 22 ,2024.

Q; Where is daily update coming from? It's not coming from Work Safe as there have been no bulletins released.

A: This is the information that has come from the meeting. We may need to verify further details and have an additional conversation.

### C. Playground Follow up

- i. Installation of large projects and playgrounds from prior April meeting. Potentially inconsistent information. When there is a project and PACS want to be involved. Work through your principal. Maintenance needs to be connect with. They do have to meet with union and seek approvals for parents to do the work. Safety protocols must be in place too. It is initiated by the principal. No two projects are the same. They must meet before hand, get an agreement in place and decide to go forward

Q: West Langley - Hockey box looking to be installed Maintenance quoted 65K. For 3 summers they have asked for lanes painted and new things happening. It doesn't seem to be a priority. They wish to seek parent volunteers to do the install.

A: Have you gone through your principal? (Yes) Mal will understand where they are in the process to find a solution. SD 35 is seeking to support hockey boxes as they are in demand and seeking to add more around the community.

Q: Langley Meadows – when principals change the years of work for playgrounds can be setbacks. They can't move theirs forward due to administration requirements. It would be great to share this information with admins as well. Could this be a presentation in 2024/2025

A: more maintenance workers are being invested in to allow for the labor to do the work

Q: Willoughby Elementary – holding funds currently. Do we need to have a formal letter

A: send an email to [treasurer@langleydpac.ca](mailto:treasurer@langleydpac.ca)

Comment: Is it possible to do one item at a time, rather than full units? It takes a long time to build up the cash. Like an expedited mini project with streamline or reduced paperwork.

Comment – inclusion playgrounds are a big part of additions as well. Not all schools have them and its important to bring this into schools

## **AMENDED MOTION - VOTE**

I Kathie Dalziel, Member At Large Langley DPAC, move to amend the Langley DPAC Policy 10.18 the foods safe training program up to 4 parents not to exceed the current rate for BC health Authority Level 1 online course.

SECOND

Yorkson Creek

VOTE

16 – Yes

Zero – NO

Zero - Abstentions

## **7. New Business**

### **A. BCCPAC update – Brian, Chantale & Kathie**

Chantale Comment - Review of attendance to BCCPAC. It was impressive to see the relationship that DPAC has with SD35 vs that of other school districts and their relationships. Really would encourage PACs to continue to establish relationships within your parent community and administrators as it really helps our kids learn in good environments. Review of proxies and votes. 44 schools in SD 35 where 36 are members of BCCPAC (82%) the 4 districts carried about 37-40% of the votes (Langley Okanagan, Surrey, Abbotsford). Of the items in the back you are interested in, make note in the survey and we can try to get you that resource as a special presenter. Langley won “mini-makers” - West Langley is the winner.

Kathie Comment – behind the sense voting to see what was going on. It's a lot of processes that happen between the amendments and the differences in school districts.

Brian Comment – was first attendance and has never been before. Beneficial to meet other DPACs within the province and communicate back and forth at various levels. The representation of Langley within BCCPAC is substantial including a board member within Langley. Would encourage attendance at the parent education conference. Its phenomenal what you as parents have access to at the BCCPAC conference. So many things going on. Vendors show up with references including learning opportunities

**8. Open Forum Q&A (15min)** (YE Survey Reminder - <https://forms.office.com/r/Wy6F4qbbEH> or scan QRde)



**9. Report: Trustee Report**

- A. BCSTA Trustee Academy attendance
- B. New Willoughby elementary announced yesterday May 22 (Northeast Latimer)
- C. Aboriginal achievement awards in May grades 9 –12
- D. Attended Frozen! Was great!
- E. The Idea Summit went on and the voices of children in entrepreneurial activities is being showcased.
- F. Grad ceremonies are coming up trustees will attend
- G. Attended opening of Douglas Park inclusive playground

Q: Is there any way that trustees could have a website for documents to help PACs understand the roles of the trustees and what they are supposed to do. Seeking guidance on what elected trustees do on how schools operate. Documentation on how to communicate and what you can / cannot do would be fantastic.

A: will come back with something

**10. Report: Superintendent Report with Q&A**

- A. Dunk Tank Questions – 26,000 students / 4,000 staff. Parent community and additional communities beyond that. The conversation about the dunk tank got out without Mal knowing. Principals and staff are now generally aware that there are concerns about history. More research is required. It sounds like there are concerns and an informed decision must be made. No counter argument at this point. One other district has banned dunk tanks. The decision must be informed. There are costs. SD 35 will look after costs / loss for booked tanks. We must make decisions

Comment – hold on dunk tanks

Q: was the communication that came out from a teacher authorized? It seems to be negative and without an explanation. Its really frustrating and we don't now why

A: Had this of been known, it's now happened and is out there.

Q: Alice brown has dunk tank tomorrow? Should they cancel? In Chilliwack it was rolled last year. What research was done

A: We don't want to hurt people intentionally. We now know something and therefore we must act, then research and dive into to make an informed decision. We can't unknow something. It could come back; we have

to dive in and understand. This is an inclusive society, and we are trying to do the right thing for all members of our community.

Comment – we have always done this. We need to educate and will come back to this discussion.

Comment – 2<sup>nd</sup> decision that was made without communication to DPAC. The Fruit and veggie program came from ministry. People jumped on a commentary that SD 35 never said

MOTION for time – Tisha  
Nickomeckl

VOTE

16 – Yes

Zero – NO

Zero - Abstentions

New schools - Not enough seats are available. Lots of great news RE Mountain, LSS, Richard Bulpitt, Westside of 200<sup>th</sup> school, possible secondary school in smith with a middle school as well. More modulars are being added rather than portables and appear to look like the school. These funds come from ministry.

Budget – Adding labor to budget and build a balanced budget. SD often assumes surplus, SD will now focus on balanced budgets. Looking to make new improvements and focus on impacting numeracy and literacy. A place where students feel welcome. Staff wellness is a focus. Working on recruitment so there are staff in front of students in the fall. Attending SFU to speak to focus on Langley as the place to come to work.

Q: Langley fundamental Adding student to schools and not enough bathrooms

A: cohort size is running at a bit of a cycle with students leaving in 11/12. Looking to maintain or boost these numbers. Highly academic school

Q: Lots of administrative turnover. Is there a mechanism to provide feedback in an anonymous way? How do we protect kids from retribution.

A: Yes, this is what DPAC is here for. Please continue to keep communicating with DPAC.

## **11. Announcements**

A. School Board Meeting May 28, 2024

B. Budget open house June 4<sup>th</sup> 6pm @SD 35 office

## **12. Elections Nominations Committee**

Review voting terms for positions - must have a child within SD 35 for the term of the DPAC position.

Explain voting process

VP1 - Jenn Pyper

VP2 – Tisha Krafte

Secretary – Kathie Dalziel

MAL 1 - Kristen

MAL 2 - Rebecca

MAL 3 - Atehfa  
MAL 4 - Haleh  
MAL 5 - Cheryl  
MAL 6 - Alicia

Call Election (QR Codes)  
Motion to destroy the ballots

I Chantale Hubbs nominations committee chair move to destroy ballots

Second  
Vanguard

VOTE  
16 – Yes  
Zero – NO  
Zero - Abstentions

1 DPAC rep arrived at 9:25pm and is recorded as in attendance for final portion of vote.

**13. Motion to adjourn AGM**



**MINUTES OF THE  
ADVISORY DESIGN PANEL**

**HELD IN COUNCIL CHAMBERS,  
LANGLEY CITY HALL**

**THURSDAY, JULY 18, 2024  
AT 7:00 PM**

**Present:** Councillor Paul Albrecht (Chair)  
Councillor Mike Solyom (Co-Chair)  
Mayor Nathan Pachal  
Blair Arbuthnot  
Tony Osborn  
Matt Hassett  
Leslie Koole  
Dammy Ogunseitan  
Ella van Enter

**Absent:** Jaswinder Gabri  
Ritti Suvilai

**Staff:** C. Johannsen, Director of Development Services  
P. Kusack, Deputy Corporate Officer  
A. Metalnikov, Planner

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Chair Albrecht began by acknowledging that the land on which we gather is on the traditional unceded territory of the Katzie, Kwantlen, Matsqui and Semiahmoo First Nations.

**1) AGENDA**

Adoption of the July 18, 2024 agenda.

It was **MOVED** and **SECONDED**

**THAT** the agenda for the July 18, 2024 Advisory Design Panel be approved.

**CARRIED**

**2) MINUTES**

Adoption of minutes from the June 27, 2024 meeting.

It was **MOVED** and **SECONDED**



THAT the minutes of the June 27, 2024 Advisory Design Panel meeting be approved as circulated.

CARRIED

### 3) ZONING BYLAW AMENDMENT APPLICATION RZ 13-23

Multi-phase apartment & commercial mixed-use master plan at 5501 204 Street & 20300 Douglas Crescent.

Carl Johannsen, Director of Development Services introduced the project noting it is a large multiphase site planned to be built out over 20 years. The rezoning amendment phase is a high level overview of the site noting that more detail will be provided at the development permit stage.

Anton Metalnikov, Planner, spoke to the staff report dated July 2, 2024 and provided a brief overview of the Zoning Bylaw amendment application noting that it is a large site and is a multi-phase mixed-use plan. He provided some examples of the potential building look and size that could be considered for the site.

Panel members provided the following comments about the proposal:

- Cohesion between the proposed site master plan and the neighbouring Langley Lions housing site master plan should be considered due to the proximity and function of the sites.
  - Staff noted that there will be a cohesive pedestrian access from the Lions site to the Langley mall site and ultimately to the Skytrain station.
- Northwest corner building – consider an office building instead of a residential building and include a podium style to increase light and air toward the center of the development, between towers.
- The amount of commercial space planned for the site is approximately 80%-90% of what is currently there now.
  - Staff noted that it is a fundamental requirement of the applicant to retain a grocery store.
- Generally, the north side of site will be commercial and south of the east-west through road will be residential.
- Street parking, bike lanes and sidewalks will increase from current levels. There will be underground and surface parking.
  - Parking will be provided phase by phase
  - Staff noted that provincial law prohibits municipalities from regulating levels of residential parking, however the City can set accessible parking requirements.
  - Staff will review required parking based on use as development applications are submitted.
  - Commercial tenants have their own minimum parking requirements.
  - Three levels of underground parking are proposed.

The Chair noted that each development phase will come back to the Advisory Design Panel for consideration before it is presented to City Council.

The Applicant team entered the meeting:

Jeremy Paquin, Manager, Development, Orion Construction  
Tyler Knoepfel, Senior Development Manager, Cedar Coast  
Mo Ahmed, Landscape Designer, KM Civil Consultants Ltd.  
Rhys Leitch, Principal, Integra Architecture Inc.

On behalf of the applicant, Jeremy Paquin provided opening remarks with respect to this multi-phased project noting that Orion is a leading developer in the area, and they are very active in Langley. He introduced Tyler Knoepfel, Cedar Coast and advised they are active in BC, Washington and Oregon.

Rhys Leitch presented the application and provided a high-level overview of the vision for the development including the following:

- Site location
- Adjacent properties and uses
- Design rationale
  - The site has been broken down into sections enabling the development of a vibrant site in downtown Langley
  - Connections to the major streets in the north, east and west
  - Over 200,000 square feet of commercial space
  - Residential density has considered neighbouring properties and introduced significant greenspace on the site
- Building massing
  - Overall density of the site
  - Adding trees and greenbelts
  - Generous pedestrian realm with restaurants, walkways, vibrant environment
- Site data, commercial / residential mix
- Aerial view of the master plan including access roads, building placement, plaza location
- Ground floor plan – commercial activity, loading access, parkade access
- Overview of floor plans levels 1 – 14
- Three levels of underground parking
- Towers are 83 feet apart to allow for good visibility
- Overall landscape plan includes 230 trees on the site
- Focus on pedestrian friendly spaces, a park, public plaza, courtyards, and outdoor seating
- CPTED principles

The panel members offered the following comments and responses were provided as noted:

- Consideration should be given to pedestrian only access from the north and south of the site, instead of including vehicular access at those points.
- Consider a variation in podium sizes, not just two on each building.
- Increase commercial space.
- Not determined if strata or rental at this point.
- Podium design has upper amenity space, community garden

- It is a central location, a hub in the community. Consider enhancing the pedestrian corridor to connect Park Ave, Douglas Park and City Hall, consider a gateway feature.
- Use the buildings at the north, coming from the future Skytrain and running along Douglas Crescent to highlight public art and pull the flow of people to the site.
- Utilize open patios and flexible indoor/outdoor spaces that spill people into pedestrian corridors.
- Differentiate buildings with use of materials, colour, and style.
  - The applicant noted that the intention is to have different features but with links that connect the buildings visually.
- Space is intended to have seating areas and connections to the outdoors from the restaurants to engage people walking through. This is an important part of the central spine design concept.
- Quadrants would take close to twenty years to build out and development would be staggered. The starting point being considered is the southwest quadrant, which is residential.
  - The applicant noted that the intention is to retain existing commercial spaces for tenants while building the new space.
- Be informed by adjacencies to make improvements. Consider logical alignments to serve adjacencies.
- Park Avenue has interesting character, consider using east/west street to make a full connection to Douglas Park.
- Take connection to the Lions housing site more seriously. Termination is a wall and it could be a park instead.
  - The applicant noted that the lane between the sites is challenging and the City requires a full intersection.
  - Challenge to provide connections between two private properties with public access. The intention was that the park was the terminus.
  - Staff noted because it is a multi-phase development the lane must be maintained for 10+ years to service the commercial tenants. As the development permit phases occur it will determine what is built out and what happens around the space.
  - Staff further noted the lane is required for fire access and it will also distribute traffic.
- Consider adjusting some placements to make the two sites look more intentional.
- Consider the opportunity to provide solar access to make sure people use those spaces most of the year.
- The intention is to provide opportunities for people to move through the site both east/west and north/south.
- Put a greater focus on the pedestrian perspective.
  - Consider a peek-a-boo view from the northwest corner along Douglas Crescent to invite interest in visiting the site, not just building massing along Douglas Crescent.
  - Consider pedestrian only laneways through the space.
  - Expand impression (not footprint) of the south end park space, spill out into town center area and bring more interest to the rest of the space.
  - Encourage treatments all the way through the north half of the pedestrian space. There is more opportunity to spill out into the town center. Push north to more public facing elements.
- South lane will be expanded from 6m to 8m and will have residential patios.
- Planting will define the park space, possibly a gate.
- Consider shade study and how plantings grow.

- The applicant noted that shadow studies were done and the way the buildings shade each other, and the public realm was considered in the design and building placement.
- Consider separation of upper amenity space from commercial areas, ensure for the resident use only.
- Ensure adequate parking is provided.
  - The applicant noted that commercial and residential visitor parking will be overlapped as they are used at different times of day.
  - Staff noted that the City will be diligent about how growth is shaped. The applicant has an optimal design grid for this site.
  - As phases develop parking needs will diminish.
  - It was noted that the provincial government regulates residential parking requirements.
- Consider east/west connection to Michaud Crescent as it is a major connection point for pedestrians and cyclists.
- Retain some historical feel to the space.
  - Consider a road treatment to acknowledge the heritage of the original interurban rail route.
  - Originally the site of a greenhouse operation, consider ways to bring back the history of the site, perhaps a design element that hints to the past.
- The northwest intersection will be viewable from the new Skytrain station. That is a key viewpoint for the City.
  - Ensure the public realm is interesting at that location.
- Consider improvements to the lane between the Langley Lions site and this site. There will be 1000 residents when the Lions project is complete and it is an active access point.
- The play area could be better utilized. Perhaps focus on seniors and the need for passive space for them.
- Consider providing / enhancing public bike parking space.
- Improve the look of the loading zone.
  - The applicant noted that there is one entry point and then commercial trucks will be hidden behind the commercial area.
- Consider the opportunity to have the sidewalk continue through, and not let down for the road. This provides a clear message it is intended for pedestrians.
- Staff noted that a public access agreement will ensure the public can use the onsite park.

The applicant team left the meeting.

It was MOVED and SECONDED

THAT:

1. The ADP receive the staff report for information; and
2. The ADP recommends the applicant give further consideration to the following prior to the application proceeding to Council:
  - a. Add a drawing of the site's context with the Langley Lions complex, look for opportunities to strengthen the relationship and connection between the subject and Langley Lions sites, improve connections between the southern park and the Langley Lions lane, and incorporate a unique surface treatment in the lane

- b. Consider more variation in height of podium levels
- c. Give consideration to prominent gateway features related to surrounding context (e.g. Douglas Park, SkyTrain station, etc.)
- d. Design commercial frontages to effectively activate and engage with the adjacent pedestrian realm (uses spilling out, garage doors, etc.)
- e. Ensure there is variation in façade design and material use and colours between different building phases, with consideration to existing and historical context (e.g. street grid and interurban alignment, greenhouse, etc.)
- f. Consider solar access in building articulation and provide shadow diagrams, including in the articulation diagrams
- g. Look for opportunities to greater enhance the street ground scape, including with further emphasis on pedestrians
- h. Enhance and provide more pedestrian view points around and through the site
- i. Allow design features within the park (water features, furniture, etc.) to be less compartmentalized and blend through each other more (and extend features further north into public realm), and consider more seniors-friendly programming
- j. Emphasize an engaging and visually interesting frontage at the northwest corner adjacent to the intersection of Douglas Crescent and 203 Street
- k. Incorporate enhanced bicycle parking facilities as part of development applications
- l. Mitigate the visual and pedestrian impacts of the loading and parkade entrances
- m. Incorporate level sidewalk heights across carriageway intersections wherever possible
- n. Include a diverse residential unit mix

Staff note: Provide more information on the future design of the 203 Street & Michaud Crescent intersection.

BEFORE QUESTION WAS CALLED there was discussion about solar access / shadow studies and loss of parking in the mall parking lot. It was noted that on-street parking will be improved. The City will be conducting a parking strategy, and looking at parking in relation to the development of SkyTrain.

THE QUESTION WAS CALLED and same was

CARRIED

**4) DEVELOPMENT PERMIT APPLICATION DP 14-23  
ZONING BYLAW AMENDMENT APPLICATION RZ 12-23**

6-storey, 64-unit apartment building at 20220-20230 Michaud Crescent

Anton Metalnikov, Planner introduced the project and provided context to the application. He further spoke to the staff report dated July 3, 2024 and provided a brief overview of the Development Permit application.

The Applicant team entered the meeting:

Matthew Cheng, Architect, Matthew Cheng Architect Inc.

Ali Tahmoresi, Intern Architect, Matthew Cheng Architect Inc.  
Caelan Griffiths, Landscape Architect, PMG Landscape Architects Ltd.  
Namanmeet Singh, Developer, Elegant Glass Holdings

Matthew Cheng provided information on the following:

- Development location
- Underground parking
- Vehicular access and parking details
- Indoor / outdoor amenities
- Form and character
- Elevations and finishings
- CPTED
- Landscape design and outdoor amenity space

The applicant team responded to questions from panel members regarding the following:

- Visitor parking stalls would be reduced by 3 stalls if a gate is installed to separate it from the resident parking.
- Consider better visitor access to the building and resident areas, there are no sidewalks or lane. It is not clear how one enters the building from there.
- Consider improvements to the entry lobby.
  - A unique condition exists where it is possible to combine the stair and ramp area and change the entry point to enable everyone to use the same space equally, instead of separating.
  - Change the orientation of the entry to improve access and attain a better view of the landscape areas.
- Consider limiting the number of colours used on the exterior, increase use of woodgrain colour, or use brick.
- Orange highlights don't match from left side to right side of building. Needs more consistency. Possibly include colour on the inside as well.
- Consider replacing the 'spinner' play unit with something more usable for multiple children at once, ie: swing set.
- Provide a rendering of what size bed can fit in the bedrooms.
- Plug ins for ebikes will be included.
- Consider moving bike parking from the street to the lobby, perhaps the existing 'office' space.
- Air conditioning provided is for one room, not the whole suite.

The co-chair left the meeting at 9:32pm.

- Consider warmer tones in the back of the building. Back to front feel disconnected visibly.
- Improve aesthetics in the lane for residents that are facing it.
- Consider improvements to parkade bike stall access to the building. There are a lot of doors. Can the number of doors you need to pass through be reduced. Mechanical doors are ideal if you must pass through them with bikes.
- Install Canada Post grade mail hardware as it is more theft resistant.
- Utilize fob access for building doors.

- Parking ramp - ensure clear visibility east/west as the lane will have traffic in both directions.
  - The applicant noted that there will be a 6m flat area at the top of the ramp.

The applicant team left the meeting.

Further discussion took place about parking and the new provincial laws.

It was **MOVED** and **SECONDED**

**THAT:**

1. The ADP receive the staff report for information; and
2. The ADP recommends the applicant give further consideration to the following prior to the application proceeding to Council:
  - a. Consider redesigning the lobby entrance to integrate the stairs and ramp, including by shifting the location of the entry door, face the northeast landscape island, and move bicycle rack (preferably with two-point locking racks) closer to lobby entrance
  - b. Consider design enhancements and variation to the roof line
  - c. Consider colour palette adjustments (e.g. replacing tan material with greater use of wood grain siding, review extent of tan material along extruded frames for harmony, consider incorporating it more on the rear elevations, etc.)
  - d. Consider an alternative play feature that could be used by more children at a time
  - e. Clarify the size of beds that could fit into bedrooms
  - f. Incorporate Canada Post mailbox standards for security
  - g. Look for potential improvements to walking bicycles through the building (e.g. reconfiguring locations, automatic doors, etc.)
  - h. Review use of enterphones at parkade entrances
  - i. Ensure adequate sightlines are provided at intersection of south lane and parkade accesses
  - j. Review the interface of the west lane and its fronting units
  - k. Clarify the intent of the office space

**BEFORE THE QUESTION WAS CALLED** it was noted that the City's tenant relocation policy will apply to this development. Staff will review the land use with regard to the proposed residential office space in the lobby and will inquire further as to the intended use.

**THE QUESTION WAS CALLED** and same was

**CARRIED**

## **5) NEXT MEETING**

September 11, 2024

6) **ADJOURNMENT**

It was MOVED and SECONDED

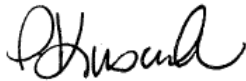
THAT the meeting adjourn at 9:50 pm.

CARRIED



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**ADVISORY DESIGN PANEL CHAIR**



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**DEPUTY CORPORATE OFFICER**





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

June 5, 2024 at 4:00 pm  
School District No. 35 (Langley)  
4875 – 222 Street, Langley, BC  
Boardroom



### MINUTES

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

City of Langley  
Councillor Rosemary Wallace  
Carl Johannsen, Director of Development Services  
Kim Hilton, Director of Recreation, Culture and Community Services  
Kyle Simpson, Engineering Operations Manager

**Absent:** Councillor Leith White  
David Pollock

#### 1) LAND ACKNOWLEDGEMENT

"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 nóca?mat (*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."

#### 2) APPROVAL OF AGENDA

Called to order at 4:02 pm.

**Joint School District No. 35 / Municipal Liaison Committee June 5, 2024.**

Recommendation:

That the Joint School District No. 35 / Municipal Liaison Committee approves the Agenda for June 5, 2024 meeting as distributed.

**MOVED BY Councillor Rosemary Wallace**  
**SECONDED BY Trustee Tony Ward**  
**Carried**

2) **ADOPTION OF MINUTES**

**Joint School District No. 35 / Municipal Liaison Committee December 6, 2023.**

Recommendation:

That the Joint School District No. 35 / Municipal Liaison Committee adopt the Minutes of the December 21, 2023 meeting.

**MOVED BY Councillor Rosemary Wallace**

**SECONDED BY Trustee Candy Ashdown**

**Carried Unanimously**

4) **ITEMS FOR DISCUSSION**

City requesting information on the following from the Board:

a) Revisit ways to address issues related to illegal parking on 48<sup>th</sup> Ave (HD Stafford). (Jan 9 we received another complaint) - David Pollock

- Mr. Kyle Simpson attended in Mr. David Pollock's absence.
- Infrastructure engineer has worked with the city to find a solution to this parking issue. City has also applied for a couple grants to fund the solution, but they were unsuccessful. Does the District have funding to fund a solution? Mr. Iseli responds saying that it is a city roads issue.
- Transportation plan will not be completed until fall.
- Not able to issue tickets with occupants in vehicles. Only RCMP can do this. Not sure if RCMP has been monitoring the situation.
- Could neighbours call to complain? Parents are pulling into neighbours' driveways.
- There is signage saying that 48<sup>th</sup> Avenue is not a through road but parents use it as a drop off zone.
- How difficult is it to drop kids off where you are supposed to? Suggestion that the perhaps the District could send reminders out to parents to not stop there? Might be a good idea to send a reminder out in September to avoid ticketing. RCMP will be reminded – should this be District or City to contact the people who are complaining?  
**ACTION:** Kyle Simpson will find out then let everyone know who should be contacting the complainant and RCMP.

b) School District's position on the use of cell phones in classrooms – Rosemary Wallace

- Councillor Rosemary Wallace shared her concerns regarding how attached students are to their devices. Would we be creating a mental health issue by not allowing them to be connected to their digital devices? Is this an individual teacher's decision to make adaptations when mental health is a concern?
- Trustee Candy Ashdown recommended that the May 28 Board Meeting presentation by Assistant Superintendent Marcello Moino, which can be found on the District website, be viewed as he provides answers to these questions and explains AP 350 and it's appendix. Mr. Mal Gill explained that some of these code of conduct issues are in the AP and explains that adaptations will be made on a case-by-case basis depending on the students mental health, well-being etc.. We want to create a culture of learning. This AP is about all technology devices and not just cell phones. This new AP will create some changes for

everyone to adapt to.

- c) Student Code of Conduct Update – Personal Digital Devices – Leith White
- This item was covered in the above item.
- d) Explore partnership to create a Neighbour House – Rosemary Wallace
- Councillor Rosemary Wallace explained that a neighbour house is like a Kiwassa Neighbourhood house. One is located at Tillicum Elementary School. These houses are mostly for newcomers and have kitchens, cooking classes, supports, cultural sharing and is done in a community services style. What is the possibility of something like this happening in the School District? Would this be possible with Nicomekl?
  - **ACTION:** Brian Iseli and Mal Gill will research if Strong Start will be moving to a portable.
  - Trustee Candy Ashdown brings up concerns about cost unless we are able to apply for grants to support this type of idea.
  - Mr. Karl Johannsen – OCP has potential to include a neighbour house. Might be an opportunity to build some space at Douglas. But who would cover ongoing costs? From a land use perspective, there is lots of opportunity.
  - Councillor Wallace – could this be done as a “hub” model? Could we bring this up with the Ministry in terms of Early Learning?
- e) Is there any new information about the expansion of Nicomekl Elementary? – Rosemary Wallace
- Councillor Wallace says that Nicomekl was third on the capital plan at one point and asks for a status. Brian Iseli says it has now been removed from the capital plan because it has been approved. Opening is expected in September 2025 – 8 classroom, 2 stories. Invitations just went out from the Ministry for Friday, June 7 at 1:00pm.
  - Trustee Ashdown suggests that in order to see an example of a modular, you could drive by Richard Bulpitt. This modular should be finished by the end of August. These will include heat pumps which does moderate heat but it does not act as air conditioning. It will only cool by approximately 5 degrees.
- f) Communication and connection for students to be involved in volunteer and participation opportunities in City events, committee’s and programs – Rosemary Wallace
- Councillor Wallace – How can we improve communication regarding events and getting youth more involved in volunteering? The City no longer has a youth committee. How can we bridge this gap so that students can be more involved?
  - Mr. Gill explains that youth are busy in their own schools so it might be more difficult to get them to other events on weekends when it is not in their own community. District is putting together a leadership group for next year. Is there a way that the City could list all volunteer opportunities in one place? **ACTION:** Kim Hilton says they will look at putting something online as there are more and more opportunities coming up.
- g) Update on Project Black Feather – Leith White
- Mr. Mal Gill explains the Project Black Feather program. It’s about connecting and making relationships with families. It helps not only students but their families as well. Appreciation to the City for their support with this program.

- There has been some similar work done at Tims Community Centre.
- h) Advise SD about resident concern regarding the condition of the HVAC/ventilation system and possible health risks from using lead water pipes at Nicomekl Elementary. – Rosemary Wallace
- Councillor Wallace at a local government day had a parent that was complaining about drinking water.
  - Mr. Iseli says that there is legislation that we have to follow to ensure there is testing and that our water is safe to drink.

5) **ADJOURNMENT**

Meeting was adjourned at 4:52 pm.

**MOVED BY Trustee Tony Ward**  
**SECONDED BY Councillor Rosemary Wallace**  
**Carried Unanimously**

6) **NEXT MEETING DATE**

October 2, 2024



## RECREATION, CULTURE, AND PARKS ADVISORY COMMITTEE

May 8, 2024 at 7:00pm  
Salmon River Committee Room  
4<sup>th</sup> Floor, 20338-65 Avenue, Langley, BC

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### MINUTES

**Present:**

G. Abreo, Community Co-Chair  
Councillor T. Baillie, Council Co-Chair

E. Barbour, A. Bayona, S. Cook, and D. Kang

**Staff:**

L. Desantis, Recreation Programmer  
J. Morrison, Recreation Programmer  
K. Young, Deputy Director, Recreation  
K. Stepto, Recording Secretary

### **ACKNOWLEDGEMENT OF THE TRADITIONAL TERRITORIES OF THE COAST SALISH PEOPLES**

G. Abreo acknowledged the Traditional Territories of the Coast Salish Peoples.

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

#### **1. Recreation, Culture, and Parks Advisory Committee – May 8, 2024**

Moved by D. Kang,  
Seconded by S. Cook,  
That the Recreation, Culture, and Parks Advisory Committee approve the  
agenda and receive the agenda items of the May 8, 2024 meeting.  
**CARRIED**

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

#### **1. Recreation, Culture, and Parks Advisory Committee – April 10, 2024**

Moved by A. Bayona,  
Seconded by S. Cook,  
That the Recreation, Culture, and Parks Advisory Committee adopt the Minutes  
of the April 10, 2024 meeting.  
**CARRIED**

**C. DELEGATIONS AND PRESENTATIONS**

**1. Seniors Programs and Services**

L. Desantis and J. Morrison provided a presentation regarding seniors programs and services in the Township of Langley. They noted that senior programming offers many benefits to enhance the overall well-being and quality of life for older adults, such as:

- Socialization
- Physical Health
- Emotional Well-being
- Sense of purpose

Highlights for 2024 include:

- New Older Adult Badminton and Pickleball
- Senior skate
- New Seniors small group training
- New Aqua Zumba
- Cardiac Maintenance
- Chair/Gentle/ Restorative yoga
- Arthrosize/Aquafit

Seniors Week runs for June 2-8 and will include programs such as:

- Water Walking in the lazy river at ACUCC
- Seniors Fitness Circuit
- Tea, Treats and Bingo Sheets
- Table Tennis
- Yoga
- Tech help
- Learn to play pickleball
- BC Guide Dog visit

**D. REPORTS**

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

G. Abreo reported that he attended the Langley Walk and the State of the Township.

Councillor Baillie reported that he attended the Langley Walk and has been learning about the Disc Golf parks in the Township.

He further noted that the State of the Township addressed the daycare issue, and it was suggested that the committee visit one of the proposed sites on the Parks Tour in June.

E. **CORRESPONDENCE**

F. **WORK PROGRAM**

1. **Terms of Reference Review**

The amended Terms of Reference was presented to the committee for a final review.

**MOTION**

Moved by D. Kang,  
Seconded by E. Barbour

That the Recreation, Culture, and Parks Advisory Committee endorse the revised RCPAC Terms of Reference, as presented by staff.

**CARRIED**

**COUNCIL**

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

That the Recreation, Culture, and Parks Advisory Committee recommends that Council approve the amended RCPAC Terms of Reference, presented as Attachment A.

**CARRIED**

2. **BCRPA Conference**

S. Cook reported that she attended the conference in D. Kang's place and that she felt the overall outlook in the Recreation field is much more optimistic than it has been the past few years, post Covid. She will provide a written report to the committee.

3. **Firefighters vs. RCMP Water Battle**

No report.

G. **COUNCIL REFERRALS**

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

1. **Willoughby Community Centre Open House**

K. Young noted that there will be a Public Open House for the proposed Willoughby Community Centre, and that RCPAC members are encouraged to attend:

May 23 – 2:30 – 9:00pm  
Yorkson Middle School, 20686-84 Avenue

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

2. **Youth Week**

K. Young reported that Youth Week concluded on May 7 and that the programs that were offered we well received and attended.

I. **NEXT MEETING**

**Date:** June 12, 2024, Parks Tour  
**Location:** TBD  
**Time:** TBD

J. **TERMINATE**

Moved by D. Kang,  
Seconded by A. Bayona,  
That the meeting terminate at 7:36pm.  
**CARRIED**

**CERTIFIED CORRECT:**

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

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





## TERMS OF REFERENCE

### RECREATION, CULTURE, AND PARKS ADVISORY COMMITTEE (RCPAC)

Approved by Council: 09/29/2008  
Amended: 09/30/2013  
Amended:

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#### 1.0 ESTABLISHMENT

The RECREATION, CULTURE, AND PARKS ADVISORY COMMITTEE (the "Committee") is established pursuant to the Advisory Committee Establishment Bylaw 2008 No. 4700 (the "Bylaw"), including its amendments and is an advisory committee subject to the specific scope and mandate outlined in this Bylaw and as supplemented by the provisions of this document.

#### 2.0 PURPOSE

The Committee is established by Council to:

- 2.1 Provide advice to Council and/or the Division on budgets, policies, priorities, service levels, issues and plans;
- 2.2 Represent all segments of the community by providing a conduit between the community and Council. It may coordinate and encourage public participation in decisions regarding budgets, policies, priorities, service levels, issues and plans;
- 2.3 Incubate good ideas, develop creative solutions and initiate change in the area of budgets, policies, priorities, service levels, issues and plans;
- 2.4 Advocate the understanding of the value of recreation, culture, and parks to the public and Council to assist in decisions regarding budgets, policies, priorities, service levels, issues and plans.

#### 3.0 MANDATE

The Recreation, Culture, and Parks Advisory Committee is an advisory body established to focus on public leisure services in Langley and to assist the Corporation to deliver services which best meet the needs of Langley citizens. It will respond to requests by the citizens, the Recreation, Culture, and Parks Division, and Council for analysis, comment and advice. It will also take the initiative of providing advice on matters it believes are important. Without limiting the generality of the foregoing, the

Committee will get involved in matters of public policy, service levels, and establishing priorities. It will also deal with specific issues or problems that might arise. It may cause plans to be developed and participate in the planning process. It may have input to annual budgets.

#### **4.0 COMPOSITION AND STRUCTURE**

##### 4.1 Community Representatives

Council is requested to consider Langley's diversity and appoint applicants who possess knowledge, experience or interest in areas of recreation and sport, arts and culture, parks and environment, marketing and business services with a broad range of public interest.

#### **5.0 ROLES AND RESPONSIBILITIES**

##### 5.1 Who Speaks for the Committee?

The Co-Chair will generally speak on behalf of the Committee. All committee members will be clear when they communicate on leisure service matters about whether they are speaking as an individual or attempting to interpret a Committee decision or position.

##### 5.2 Delegations

For groups or individuals who wish to appear as a delegation:

- 5.2.1 Staff attempts to deal with issue, thereby reducing the need to appear at the Committee.
- 5.2.2 If required, group or individual is referred to the Committee (Committee gets background note from staff and the group's submission).
- 5.2.3 If a group is still unsatisfied, Council is its last resort.

This will be the preferred process (although an individual or group may request to appear as a delegation to Council at any time).

Staff/Co-Chair ~~will~~may also designate and invite community groups to come to ~~each~~a committee meeting to make a brief presentation. This will enhance the communication between community groups and the Committee.

##### 5.3 Agenda Setting

The agenda is set by staff and the Co-Chair. Committee members are able to add items to the agenda. A round table discussion should be included at the end of each meeting which allows all members to indicate matters they wish to discuss at upcoming meetings or make any other comments not covered on the agenda.

5.4 Meeting Schedule

The Committee will meet once per month on the second Wednesday. An annual meeting calendar will be published.

The Committee will designate and protect time to deal with issues it believes are important. This time may be at regular meetings or in a workshop setting.

5.5 Liaison with Council

Annually, at the first meeting of the year, a brief orientation shall be held to ensure new members understand the roles and processes of the committee. ~~orientation of the Committee, a meeting should be held between Council and the Committee to agree on the Committee's workplan/priorities for the upcoming year.~~

For some complex or major motions, the Committee Co-Chair or designate (but not Councillor) may be asked to attend a Council meeting to represent the issue. Annually, the Co-Chair presents a report to Council on the year's activity.

6.0 TASK FORCE

The Committee ~~shall~~ shall form ~~at least two~~ an annual Langley Awards Task Forces. ~~In the case of the Langley Walk Task Force, it shall operate for a period of time in excess of what is permitted in the Bylaw. and may recommend additional task forces, as required.~~

<del>Langley Walk</del>	<del>180 days</del>
Langley Awards	180 days

7.0 SUBCOMMITTEES

When and as required by other levels of government, and in maintenance of professional standards, accreditations or best practices Council may consider and allow the formation of subcommittees with specific expertise and oversight. As these subcommittees are not ad hoc or task force specific, the establishment of a subcommittee must be by a resolution of Township Council on a yearly basis.

The presentation of reports and recommendations from the subcommittees to the Committee shall be made by the designated appointee serving on a particular subcommittee. The Committee will consider formal reports and presentations by the subcommittee chair or other designated member of the subcommittee when *proper notice* of such presentations is given. (*Proper Notice* is defined as a written notice to the Co-Chair of the RCP Advisory Committee, with copy to the RCP designated representative serving on the subcommittee, received two weeks prior to the regular meeting of the RCP Advisory Committee.)

Subcommittees must meet regularly and plan for a minimum of nine meetings annually. Subcommittees must establish a regular schedule of meetings considerate of the RCP designated representative's availability. Although subcommittees are allowed to meet without a RCP representative present, it is duty of the subcommittee

chair to keep the representative informed and aware of the meeting's agenda and result.

## **8.0 ESTABLISHMENT of the Museum Advisory Group (Subcommittee)**

The Langley Centennial Museum is an operation of the Township of Langley Recreation, Culture, and Parks division and by its accreditation as a public museum in the Province of British Columbia and Canada it is required to meet specific criteria mandated by those levels of government to receive support and funding. It is hereby necessary to establish a Museum Advisory Group to ensure that provincial and federal museum standards are met and that governance by the Township's Council through the Recreation, Culture, and Parks Committee is clear and evident.

### 8.1 Purpose of the Museum Advisory Group

The Museum Advisory Group is established as a subcommittee of the Recreation, Culture, and Parks Advisory Committee to:

- 8.1.1. Provide advice and guidance in relation to policies governing the museum operations inclusive of but not limited to collections, exhibitions, programs, services, and facilities.
- 8.1.2. Ensure that the history of the Township and area is recognized, preserved, and shared.
- 8.1.3. Represent the interests of the wider community making certain that historical research, interpretation and presentation reflect a broad perspective of the facts and knowledge.

### 8.2 Scope of Mandate of the Museum Advisory Group

The Museum Advisory Group is a special purpose group established to provide support and community input into the operations of the Museum in the areas of collection acquisitions/management, exhibitions planning, general events and programs planning, educational programs, community outreach, policy development, and long range planning. The group's duties and responsibilities will include:

- 8.2.1. The formulation of policies and actions for the Museum, with input from senior museum personnel, for the approval of the Committee and Township Council.
- 8.2.2. The development of initiatives that ensure the advancement and betterment of the Museum through good stewardship of the community's collection of artifacts, archival materials and other items, materials, and properties of historic significance. To ensure that high standards of museum operations are being met in the areas of education, public programming, exhibitions, facilities and collections.
- 8.2.3. The encouragement of volunteer participation in the delivery and execution of programs, events and services. (i.e. the Docent educational program)
- 8.2.4. Providing input and guidance in museum planning and in setting short and long term goals and objectives that are measurable and deliverable within specific time periods.

8.3 Composition of the Museum Advisory Group

With respect to the cultural diversity of the Township of Langley, the composition of the Museum Advisory Group will be considerate of the range of cultural interests in the community.

The Recreation, Culture, and Parks Advisory Committee will review the make-up of the Museum Advisory Group regularly and may recommend to Council a revision of organizations and groups appointing representatives to the Museum Advisory Group based on community demographics and the special interests of the community in relation to the Museum’s programs, collections, and services.

The Museum Advisory Group shall be composed of representatives from and appointed by:

- Kwantlen First Nation
- Langley Arts Council
- Township of Langley – Recreation, Culture and Parks Advisory Committee
- Township of Langley – Heritage Advisory Committee

The Museum Advisory Group will also include:

- Up to five members at large appointed by Council from the general community who are representative of the wider demographic spectrum of residents.

The Cultural Services Manager, or other Township of Langley designated staff person, will sit on the Museum Advisory Committee in an ex-officio capacity to provide the committee with expertise with respect to museum standards of operations in the areas of collections, programs, exhibitions and facilities.

Quorum is achieved when all members of the Museum Advisory Group have been properly notified of a meeting and half plus one are in attendance. A simple majority of those in attendance is necessary in all decisions made by the group.

8.4 Appointing Members to the Museum Advisory Group

Recommendations to Council for appointments to the Museum Advisory Group should reflect community demographics and the special interests of the Township of Langley in relation to the Museum’s programs, collections, and services. All vacant *Member at Large* positions on the Museum Advisory Group require a formal call for applications. This call for members must be advertised on the Township Page in area newspapers and on the Township website. Consideration of an applicant’s request to join the group is to be reviewed by a committee composed of Township cultural services staff, the RCP Advisory Committee appointed representative and one sitting member of the Museum Advisory Group. Thought should be given to appointing a cross section of the population that includes seniors, youth, multicultural diverse individuals, business professionals, and educators.

8.5 Terms of Appointment for members of the Museum Advisory Group

Members of the Museum Advisory Group will be appointed for a two year base term. All appointments begin in the month of January and end in the month of December of the second year of a term. If for any reason an appointed member cannot complete his or her full term, Council may appoint another individual to fill the vacancy for the balance of the term.

No member may serve more than three consecutive terms without a one year sabbatical from the committee.

Upon the establishment and approval of the Museum Advisory Group as a subcommittee of the Committee, the Museum's current slate of members will be presented to Council for reappointment. Notwithstanding some of the *current members* have already served the Museum for a few years and their initial appointments to the group should be considered outside the terms defined herein. Council's initial appointment of these members-at-large (5) should attempt to stagger the length of terms to promote future continuity on the subcommittee. (*Current members* are defined as those individuals serving on the Museum Advisory Group as of 2011-09-04, prior to the establishment of the group as a subcommittee of the Township's Recreation, Culture, and Parks Advisory Committee.

The election of a Museum Advisory Group Chair and Vice Chair is the responsibility of the Museum Advisory Group and is required to be held at the first meeting of a new term. The Chair and Vice Chair are to be elected for a two year term. If for any reason either of the two positions is vacated during the two year term, the Museum Advisory Group may hold a new election to fill the position for the balance of the term.

**9.0 LIAISON TO OTHER RECREATION, CULTURE, AND PARKS INTEREST GROUPS**

The Committee recognizes that there are other individuals and groups in the community with interest in the practices of recreation, culture, and parks. The Recreation, Culture, and Parks Advisory Committee shall support the work of others in these areas by appointing liaison(s) to ensure timely two-way communication of mutual interest and benefit.

These could include, but are not limited to:

- Arts and Culture
- Aquatics
- Community Sport / Arenas
- Sport Tourism
- Parks and Trails
- Senior / Older Adults
- Equestrian
- Access to RCP Services
- Youth
- Children

- Museum
- Active Transportation / Cycling
- Community Development / Chamber of Service
- Community Use of Schools
- Christmas in Williams Park

Liaison roles to be appointed by the February meeting each year and each liaison will have an accompanying staff person for support. This may involve additional community meetings for members of the Committee.

#### **10.0 JOINT MEETINGS**

The Recreation, Culture, and Parks Advisory Committee recognizes the importance of discussing issues of concern and priority with neighbouring municipalities, external organizations, and community stakeholders.

~~Annually, the Committee should request to meet at least once with a peer committee(s) from one of the Township's neighbouring municipalities to discuss items of relevance and commonality.~~

#### **11.0 RELATIONSHIP TO OTHER COUNCIL ADVISORY COMMITTEES**

The Recreation, Culture, and Parks Advisory Committee may liaise with other Council Advisory Committees issue by issue.

**STAFF REPORT**

**DATE:** October 22, 2024

**TO:** Board of Education

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

**RESOURCE:** Beth Cairnie, District Principal, ELL/SWIS and Modern Languages  
Joanne Neveux, District Principal, ELL/SWIS and Modern Languages

**SUBJECT:** English Language Learners and Settlement Workers in Schools

**RECOMMENDED MOTION:**

That the Board of Education receives the update on English Language Learners and Settlement Workers in Schools for information, as presented.

**BACKGROUND:**

The Langley School District is a dynamic, innovative and rapidly growing school district. This is especially evident in the English Language Learning and Settlement Workers in Schools departments.

In 2016, the department served 926 funded English Language Learners across Langley schools. This September, there are **2,779 funded learners** in ELL. This **tripling** of English Language Learners does not include students attending via the International Student Program. Teaching staff has also increased dramatically. In 2016, Langley had 15 full-time equivalent ELL teachers; this fall the District has **115 full-time equivalent teachers across grades K-12**.

The Settlement Workers in Schools program has been part of the Langley School District since 2008 and plays a vital role in supporting English language learners and newcomers in Langley schools. Like the ELL staff, the team of settlement workers continues to grow to meet the needs across the district. This year, the Langley School District has **13 full-time settlement workers, collectively supporting 15 different languages and 2 full-time ELL Multicultural Workers**, seamlessly working with SWIS staff, **supporting 3 additional languages**. From April 2023 to April 2024, SWIS staff supported 1,183 new clients, totally 4,321 clients. This data does not include families on work or study permits.

The vision and mission of the English Language Learners and SWIS programs aligns with the Langley School's commitment to Ensouling our Schools and the three block model: Social and Emotional Learning, Instructional Practice, and Systems and Structures.





### **Social and Emotional Learning**

**The Langley School District is committed to creating compassionate, inclusive and trauma-informed communities where learners can flourish.**

The Settlement Workers in Schools (SWIS) Program is a comprehensive, school-based settlement project that maximizes the integration and settlement of newcomer families, recognizing that schools are primary locations for connection and family care.

Under a Contribution Agreement with Immigrants, Refugees and Citizenship Canada (IRCC), Settlement Workers in Schools support newcomers with compassion through the needs and assets Assessment and Referral Service (for adults, children & youth):

- a. Newcomers meet with a SWIS Worker to identify their needs, barriers, and assets and create a Settlement Action Plan to help them achieve their goals.
- b. SWIS Workers take a case management approach for high-needs clients who require more support and wrap-around services. This includes refugee families and newcomers with children or youth with health challenges or special needs who require help navigating school, community, or health support services.
- c. SWIS Workers connect with and refer to community partners based on client needs.
- d. Regular follow-ups and reassessments occur to ensure continuity of support and that the client's needs are being met.

SWIS Workers facilitate weekly Conversation Circles where parents can practice conversational English and discuss relevant topics such as life in Canada, Indigenous Reconciliation, culture, language idioms, and Canadian holidays. An ethic of care pervades these weekly meetings.

SWIS Workers also facilitate sessions called Immigrant Family Learning Circles, where the focus is on child development education and positive parenting strategies to enhance child development, including educational needs and supports.

Youth SWIS Workers facilitate Spring Break and Summer Programs, field trips, social/activity clubs, and one-on-one cultural support for children and youth during lunch, after school, or during school breaks.

English Language Learning Teachers support the social-emotional needs of students in schools. ELL teachers host lunch groups and conversation circles. They attend or lead clubs and sports, connect students with SWIS Workers for family and community needs, and introduce students to others from their country. ELL Teachers regularly celebrate their students' heritage language and cultures school-wide to increase cultural safety, a sense of belonging and cultural awareness.

English Language Learning Teachers are full members of their school communities, attending staff meetings, and supporting school Action Plan goals. They advocate for students across the school site to ensure emotional and social needs are met and support schools in the practice of culturally responsive teaching and learning.

### **Instructional Practice**

#### **Learning English and learning Canadian culture go hand in hand, supported by SWIS and ELL teachers.**

Settlement Workers in School work in collaboration with staff to set student timetables at the secondary level, provide homework clubs after school, and support an understanding of Canadian culture. Settlement Workers support parents to understand the school system and to access communication about learning, such as student inclusive conferences, informal progress reports and the MyEdBC Parent Portal. SWIS Workers support and collaborate with schools and families for IEP meetings and other significant meetings inherent to the school system. Careers is part of the curriculum in British Columbia and two Settlement Workers support secondary students and parents in locating employment, career development and preparation for entering the workforce.

English Language Learning Teachers are specialist teachers with additional qualifications in language acquisition. In addition to this training, Langley's ELL Teachers receive certification in Sheltered Instruction Observation Protocol, which encompasses universal design for learning (UDL) strategies. For each English Language Learner, ELL Teachers develop an Annual Individual Plan, which outlines language objectives in reading, writing and oral language. This plan drives instruction and is updated throughout the year, responding to student progress and growth.

English Language Learning Teachers support students through individual instruction, small group learning, and classroom co-teaching. ELL Teachers support generalist teachers and resource teachers to provide additional strategies for language learners in all curriculum content. ELL Teachers communicate student learning to families, through student inclusive conferences, informal reports, and summative report cards.

### **Systems and Structures**

#### **School and District wide systems and structures ensure equity and inclusion for all learners, including newcomers and English language learners.**

Settlement Workers in Schools provide ongoing information, orientation and support for adults, children and youth. SWIS Workers organize workshops and provide information one-on-one for parents and youth on various settlement-related topics, including:

- Education Systems
- Community Programs
- Legal System
- Healthcare
- Employment
- Finance
- Parenting
- Digital Literacy
- Income Taxes
- Life in Canada
- Indigenous Reconciliation
- Citizenship

The Career Facilitator helps youth "aging out" of the education system navigate secondary school, employment, and other challenges unique to students with limited previous education, trauma, and other educational barriers.

ELL Teachers work within the structures and systems established by the Langley School District to reach all learners. They are active members of their professional learning communities and engage weekly in collaboration with classroom colleagues. Together, they establish prioritized learning standards for all learners and maintain high expectations of learning for all multilingual students. ELL Teachers fully participate in response to intervention structures.

ELL Teachers engage in co-teaching, where they teach alongside the classroom teachers in a variety of established instructional structures, such as team teaching, parallel teaching, and alternative teaching. With two teachers in one classroom, students acquire both language and curricular content. The structure improves learning for multilingual students and, for all learners in the room, as strategies that support English learners enrich the learning experience for all.

#### Funding

The SWIS program is funded through a Contribution Agreement provided by Immigrant, Refugee, Citizenship Canada (IRCC). Every five years, a new detailed proposal is created and submitted to the Federal Government, including yearly plans, service projections and budget.

SWIS is primarily funded to support Permanent Residents and Refugees, however IRCC has given SWIS programs special permission to support “ineligible clients,” including Refugee Claimants, those on Work Permits, and Naturalized Canadian Citizens (including Syrian and Karen Refugees), as they often require settlement support. Approximately 40% of clients are “ineligible.”

English Language Learning is funded through the Provincial 1701 process, occurring annually on September 30<sup>th</sup>. This funding is provided from the Ministry of Education and Child Care. Langley School District ELL Teachers have clear contract language, providing prescribed weighted ratios for teachers. This contract language generates additional funding under the Classroom Enhancement Funding.

#### **Strengths During a Time of Rapid Growth**

With the funding provided by IRCC, SWIS staff can use School District locations throughout Langley to provide timely access for families to address their immediate settlement needs. SWIS continues to be the primary settlement service provider in all regions of Langley. Currently, funding allows for three locations in the Langley School District – one site at Douglas Park Elementary, one at Yorkson Creek Middle School and the Welcome Centre located at the School Board Office. Having SWIS funding within the Langley School District provides a unique opportunity to collaborate with schools to provide a wrap-around approach to support these priority students and families. Data indicates that from April 2023 to May 2024, the District’s SWIS Program supported over 1,300 students in Langley schools.

With the exponential growth of students in the District’s ELL Program, most schools have ELL teacher teams that enrich student learning and the life of the school. The rapid growth has moved the development of intercultural competence and school-wide culturally responsive teaching to the forefront. As teams advocate and support in classrooms, language learners are experiencing a compassionate, caring community where they can belong, learn and thrive.

**Stretches During a Time of Rapid Growth**

The rapid immigrant growth in Langley has created an ongoing need for funding to hire additional staff. While IRCC has been responsive, it can be difficult to plan and hire to meet the majority of the languages required.

Throughout the province, funding for ELL is a once-a-year snapshot in the 1701 process. While this data capture was workable several years ago, it is a structure that no longer takes into account the volume of newcomers each month or the sudden influx of refugees that occurs during global unrest.

Even with the funding available, the rapid influx of newcomers has stretched the Langley School District's capacity to find and hire SWIS and ELL teachers. Finding personnel is a relentless challenge.

Because of school districts' unique needs and in-kind contributions, IRCC permits districts to work with non-Permanent Residents or "ineligible clients." However, additional funding is not received to serve these clients, and they are not reflected in data reports to IRCC. It is estimated that 40% of clients are ineligible for IRCC services.

At Tuesday's Regular Meeting of the Board of Education, Beth Cairnie and Joanne Neveux, District Principals of ELL/SWIS/Modern Languages will share an overview of SWIS and ELL in the Langley School District and answer Trustee questions regarding these important programs.

**STAFF REPORT**

**DATE:** October 22, 2024

**TO:** Board of Education

**FROM:** Brian Iseli, Secretary-Treasurer

**SUBJECT:** Amended Annual Five-Year Capital Plan 2024/2025 – Capital Bylaw No. 2024/25 – CPD35-03

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**RECOMMENDED MOTIONS:**

That the School District No. 35 (Langley) (Capital Plan 2024/2025) Capital Bylaw No. 2024/25-CPD35-03 be given first reading.

That the School District No. 35 (Langley) (Capital Plan 2024/2025) Capital Bylaw No. 2024/25-CPD35-03 be given second reading.

That the Board of Education of School District No. 35 (Langley) approves having all three readings of the (Capital Plan 2024/2025) Capital Bylaw No. 2024/25-CPD35-03 at tonight's meeting.

That the School District No. 35 (Langley) (Capital Plan 2024/2025) Capital Bylaw No. 2024/25-CPD35-03 be given third reading, passed and adopted on this 22nd day of October 2024.

**BACKGROUND:**

The District has received the attached amended 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 Child Care. The Board is then required to pass a Capital Bylaw which covers all the projects approved. The original Bylaw was approved at the April 23rd Regular Board Meeting, with a previous update for the modular addition to Nicomekl Elementary that was approved at the June 18<sup>th</sup> 2024 Regular Board Meeting. The District has now received approval of a 6-classroom prefabricated modular addition to Lynn Fripps Elementary. As a result, we are required to update our Capital Plan Bylaw which is attached.



September 25, 2024

Ref: 301828

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

**Capital Plan Bylaw No. 2024/25-CPSD35-03**

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

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

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

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

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

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

### New Projects

Project #	Project Name	Project Type	Comments
150210	New Smith Neighbourhood Middle	New School	Project has been supported for planning (business case). Please submit Project Definition Report (PDR) to Ministry as soon as possible.
161999	R E Mountain Secondary	Addition	Project has been supported for planning (business case). Please submit PDR to Ministry as soon as possible.
150550	South West Latimer Elementary	Site Acquisition	Project has been supported. Your Regional Director will contact you regarding next steps.
154705	Nicomekl Elementary	Addition	Project has been approved for an 8-classroom prefabricated modular addition. Please contact your Regional Director for next steps.
167942	Lynn Fripps Elementary	Addition	<b>Project has been approved for a 6-classroom prefabricated modular addition. Please contact your Regional Director for next steps.</b>

### Projects in Development from Previous Years

Project #	Project Name	Project Type	Comments
154966	Smith Secondary School	New School	Final business case (PDR) is with Ministry for funding approval.

**Note: The crossed-off projects in the table(s) above have since received government 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.

NOTE: The Ministry encourages school districts to pursue simplified designs for new schools or expansion of existing schools. As projects proceed to Business Case, stakeholder engagement and design phases, please ensure simplified design parameters are considered as per the attached *Simplified Designs Guidelines*.

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

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

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

<b>Facility Name</b>	<b>Program Project Description</b>	<b>Amount Funded by Ministry</b>	<b>Next Steps &amp; Timing</b>
Aldergrove Community Secondary	SEP - Exterior Wall Systems Upgrades	\$1,100,000	Proceed to design, tender & construction. To be completed by March 31, 2025.
Aldergrove Community Secondary	CNCP - Exterior Wall Systems Upgrades	\$400,000	Proceed to design, tender & construction. To be completed by March 31, 2025.
D W Poppy Secondary, R E Mountain Secondary	FIP - Kitchen Equipment	\$54,900	Proceed to design, tender & construction. To be completed by March 31, 2025.
Langley Fine Arts School	FIP - Kitchen Equipment	\$9,600	Proceed to design, tender & construction. To be completed by March 31, 2025.
Douglas Park Community	FIP - Kitchen Equipment and Upgrade	\$19,500	Proceed to design, tender & construction. To be completed by March 31, 2025.
Noel Booth Elementary	FIP - Kitchen Upgrade	\$10,000	Proceed to design, tender & construction. To be completed by March 31, 2025.
Wix-Brown Elementary	FIP - Kitchen Upgrade	\$6,000	Proceed to design, tender & construction. To be completed by March 31, 2025.



**New projects for BUS**

Existing Bus Fleet #	New/Replacement Bus Type	Amount Funded by Ministry	Next Steps & Timing
New Route	C (58-63) with 5 wheelchair spaces	TBD - See Note Below	Proceed to ordering the school bus(es) between April 2nd and May 17th, 2024 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at <a href="http://www.astsbc.org">http://www.astsbc.org</a>

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

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

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

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

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

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

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

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

- Minor Capital Programs (FIP)

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

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

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

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

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

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

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

Sincerely,



Michael Nyikes  
Director, Minor Capital Projects, Programs and Finance  
Capital Management Branch

pc: Geoff Croshaw, Director, Major Capital Projects, Capital Management Branch

**CAPITAL BYLAW NO. 2024/25-CPSD35-03**  
**CAPITAL PLAN 2024/25**

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 and Child Care (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 2024/25 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 *September 25, 2024*, is hereby adopted.
- 2. This Capital Bylaw may be cited as School District No. 35 (*Langley*) Capital Bylaw No. 2024/25-CPSD35-03.

READ A FIRST TIME THE 22<sup>th</sup> DAY OF *OCTOBER* 2024;  
READ A SECOND TIME THE 22<sup>th</sup> DAY OF *OCTOBER* 2024;  
READ A THIRD TIME, PASSED THE 22<sup>th</sup> DAY OF *OCTOBER* 2024.

---

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. 2024/25-CPSD35-03 adopted by the Board the 22<sup>th</sup> DAY OF *OCTOBER* 2024.

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Brian Iseli, Secretary-Treasurer

**STAFF REPORT**

**DATE:** October 22, 2024  
**TO:** Board of Education  
**FROM:** Brian Iseli, Secretary-Treasurer  
**SUBJECT:** Funding and Enrolment Update

---

**RECOMMENDED MOTION:**

That the Board of Education receives the Funding and Enrolment Update for information, as presented.

**BACKGROUND:**

The chart below compares the Full Time Equivalents (FTEs) Enrolment Projections provided to the Ministry in February and the FTEs used in the budget with the actual final enrolments as at September 30, 2024, as identified in the recently completed 1701 data collection process. It should be noted that the District is awaiting final confirmation from the Ministry and, as indicated, duplicate resolution still needs to be completed. Duplicate resolution involves determining which district gets to claim a student when that student might initially be included in two districts' 1701 report. Historically, the District will lose students to other districts and independent schools in the duplicate resolution process. At the time of the writing of this report, the number of students and FTEs lost was still unknown. Consequently, the enrolment and related Ministry funding presented in this report will be slightly higher than that included in the amended budget.

As indicated in the table below, the actual Ministry funding that the District expects to receive is \$277.8 million which is \$1.1 million higher than the projected \$276.7 million in the budget for the September count. There are several components and implications of this \$1.1 million positive variance from budget that the Board should understand:

- The District is up **5.7803 FTEs** from budget in the Regular Student category, representing a **net funding increase from budget of \$51,531**;
  - The District is up **12.6625 FTEs** from budget in Alternate category, representing a **net funding increase from budget of \$112,886**;
-



The Board of Education of School District No. 35 (Langley)

- This is offset by a decreased enrolment of **8.6875 FTE's** in the Continuing Education, Online Learning, Adult Ed, Home Schooling and Course Challenges, representing **a net lower funding of \$88,431**;
- The District has exceeded the projected enrolment for Inclusive Education at Level 1 by **1**, Level 2 by **56** and lower at Level 3 by **42** students, representing **a net funding increase from budget of \$887,930**;
- In the category of English Language Learners, there were **22** more students than projected, representing **a net funding increase from budget of \$39,490**;
- In the categories for Indigenous Education, there were **22** more students than projected, representing **a net funding increase from budget of \$38,940**;
- Summer Session 2024 increased, resulting in **a net funding increase from budget of \$87,064**.

	Estimated Enrolment			1701			Variance	
	School-Age Enrolment	Funding Level	Funding	School-Age Enrolment	Funding Level	Funding	Enrolment	Funding
<b>September 2024 Enrolment Count</b>								
Standard (Regular) Schools	24,841.8447	\$8,915	221,465,046	24,847.6250	\$8,915	221,516,577	5.7803	\$51,531
Continuing Ed	6.7500	\$8,915	60,176	5.0625	\$8,915	45,132	-1.6875	-\$15,044
Alternate	268.3375	\$8,915	2,392,229	281.0000	\$8,915	2,505,115	12.6625	\$112,886
Online Learning	110.0000	\$7,200	792,000	102.1875	\$7,200	735,750	-7.8125	-\$56,250
HS	47	\$250	11,750	51	\$250	12,750	4	\$1,000
Course challenges	89	\$279	24,831	89	\$279	24,831	0	\$0
<b>Total Enrolment-Based Funding</b>			<b>\$224,746,032</b>			<b>\$224,840,155</b>		<b>\$94,123</b>
Level 1 Inclusive Education	27	\$50,730	1,369,710	28	\$50,730	1,420,440	1	\$50,730
Level 2 Inclusive Education	1,490	\$24,070	35,864,300	1,546	\$24,070	37,212,220	56	\$1,347,920
Level 3 Inclusive Education	390	\$12,160	4,742,400	348	\$12,160	4,231,680	-42	-\$510,720
ELL	2,757	\$1,795	4,948,815	2,779	\$1,795	4,988,305	22	\$39,490
Indigenous Education	1,974	\$1,770	3,493,980	1,996	\$1,770	3,532,920	22	\$38,940
Adult Ed	24.5000	\$5,690	139,405	21.3125	\$5,690	121,268	-3.1875	-\$18,137
<b>Supplement for Unique Student</b>			<b>\$50,558,610</b>			<b>\$51,506,833</b>		<b>\$948,223</b>
<b>July 2024 Enrolment Count</b>								
Summer Learning 1-7	2,479	\$255	632,145	2,749	\$255	700,995	270	\$68,850
Summer Learning 8-9	241	\$255	61,455	247	\$255	62,985	6	\$1,530
Summer Learning 10-12	801	\$505	404,505	811	\$505	409,555	10	\$5,050
<b>Summer Learning Enrolment-Based Funding</b>			<b>\$1,098,105</b>			<b>\$1,173,535</b>		<b>\$75,430</b>
Level 1 Inclusive Education	0	\$3,171	0	0	\$3,171	0	0	\$0
Level 2 Inclusive Education	177	\$1,504	266,274	184	\$1,504	276,805	7	\$10,531
Level 3 Inclusive Education	32	\$760	24,320	35	\$760	26,600	3	\$2,280
Indigenous Education	24	\$107	2,568	13	\$107	1,391	-11	-\$1,177
<b>Supplemental Summer Learning Funding</b>			<b>\$293,162</b>			<b>\$304,796</b>		<b>\$11,634</b>
<b>Total Funding</b>			<b>\$276,695,909</b>			<b>\$277,825,319</b>		<b>\$1,129,410</b>

Enrolment Report

The 1701 data collection process at the end of September provides significant information about the student enrolment in the District, both in terms of headcount and full-time equivalents (“FTE’s”). The following chart illustrates the change this year from September 2023 in various categories of our enrolment:

	September 2024		September 2023		Increase (Decrease)	
	Headcount	FTE	Headcount	FTE	Headcount	FTE
School Aged Students	25,144.0000	25,235.8750	24,284.0000	24,412.0000	860.0000	823.8750
Graduated Adults	474.0000	84.8750	414.0000	73.6875	60.0000	11.1875
Non-Graduated Adults	135.0000	21.3125	142.0000	23.7500	(7.0000)	(2.4375)
<b>Total Ministry Funded Students</b>	<b>25,753.0000</b>	<b>25,342.0625</b>	<b>24,840.0000</b>	<b>24,509.4375</b>	<b>913.0000</b>	<b>832.6250</b>
International Students	1,095.0000		1,019.0000		76.0000	
Other Non-funded Students	442.0000		301.0000		141.0000	
<b>Total Students</b>	<b>27,290.0000</b>		<b>26,160.0000</b>		<b>1,130.0000</b>	

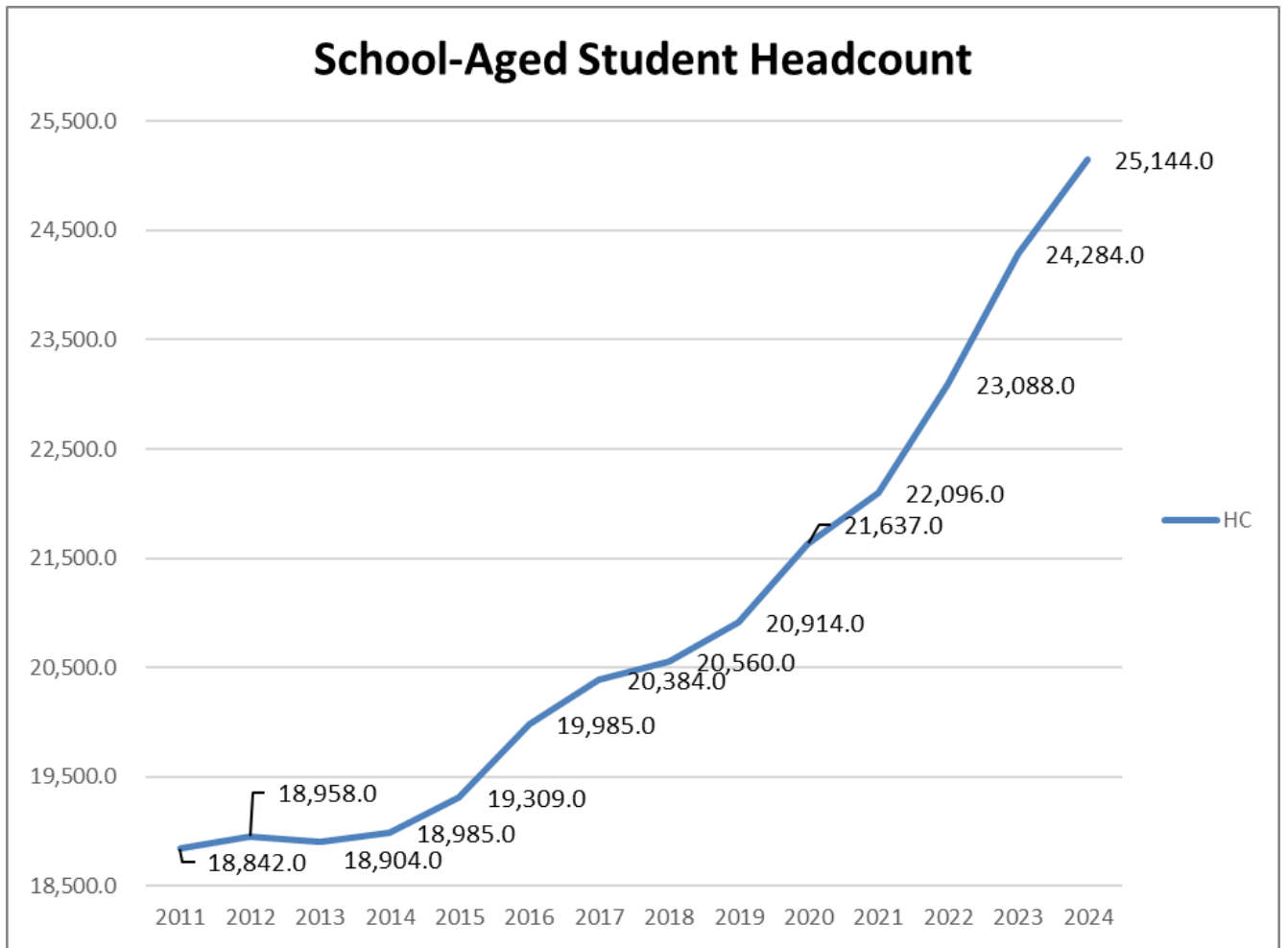
Ministry Funded School-Aged Students

With respect to Ministry funded students, the District is up 860 school-aged students from 2023. The chart below illustrates growth in all age groups:

	September 2024	September 2023	Increase (Decrease)
	Headcount	Headcount	
Kindergarten	1,771	1,746	25
Grades 1-3	5,703	5,599	104
Grades 4-7	7,623	7,461	162
Grades 8-10	6,048	5,760	288
Grades 11-12	3,999	3,718	281
<b>Total School-Aged</b>	<b>25,144</b>	<b>24,284</b>	<b>860</b>









This growth is indicative of the demographic shifts that have been taking place in Langley since 2014 of young families having children and the in-migration of families to the District to take advantage of new housing in the Willoughby area.

Prior to 2014, the Ministry funded school-aged student headcount had been fairly constant but has consistently grown since then (other than 2020 due to COVID-19), as illustrated below:



Other District Specific Programs















The following chart compares this year’s enrolment with 2023 for specific District programs (the enrolment numbers in this chart are included in the charts above):

	September 2024		September 2023		Increase (Decrease)	
	Headcount	FTE	Headcount	FTE	Headcount	FTE
Core French	9,588.0000	753.7300	9,146.0000	753.7300	442.0000	-
Early French Immersion	1,150.0000	786.4000	1,166.0000	786.4000	(16.0000)	-
Late French Immersion	118.0000	140.4000	157.0000	140.4000	(39.0000)	-
English Language Learners	2,784.0000 		2,377.0000 		407.0000	
Indigenous Education	1,999.0000 		1,999.0000 		-	
Career Programs	93.0000 		82.0000 		11.0000	
Special Education	3,937.0000 		3,652.0000 		285.0000	

As indicated, the District has experienced growth this year in most areas except for Early French Immersion and Late French Immersion. Core French is a required course for Grades 5-7 but is optional in Grades 8-12.

Headcount By Catchment

The table below shows the headcount this year compared to 2023 for Ministry Funded Students and International Students by catchment (information on individual schools within the catchment are in Appendix A):

	Ministry Funded			International Students			Grand Total		
	2024	2023	Increase (Decrease)	2024	2023	Increase (Decrease)	2024	2023	Increase (Decrease)
Langley Secondary Catchment	3,612	3,500	112 	197	145	52 	3,809	3,645	164
Aldergrove Community Secondary	2,134	2,046	88 	136	103	33 	2,270	2,149	121
R E Mountain Catchment	7,969	7,496	473 	49	123	(74) 	8,018	7,619	399
Walnut Grove Catchment	4,517	4,482	35 	283	275	8 	4,800	4,757	43
Brookwood Catchment	2,295	2,318	(23) 	163	142	21 	2,458	2,460	(2)
D W Poppy Catchment	1,881	1,837	44 	93	74	19 	1,974	1,911	63
Choice Schools & Programs	2,736	2,605	131 	167	150	17 	2,903	2,755	148
<b>Total</b>	<b>25,144</b>	<b>24,284</b>	<b>860</b>	<b>1,088</b>	<b>1,012</b>	<b>76</b>	<b>26,232</b>	<b>25,296</b>	<b>936</b>

As indicated, the most significant growth in Ministry Funded Students has been in the RE Mountain catchment with growth in all area’s except for the Brookwood catchment.



The following chart illustrates the growth by categories of schools; we have growth in all areas which is indicative of the number of young families having children and the in-migration the District is experiencing:

Total by Category of School	Ministry Funded			International Students			Grand Total		
	2024	2023	Increase (Decrease)	2024	2023	Increase (Decrease)	2024	2023	Increase (Decrease)
	Secondary Schools	7,687	7,285	402	826	746	80	8,513	8,031
Middle Schools	3,144	2,989	155	3	5	(2)	3,147	2,994	153
Elementary Schools	11,577	11,405	172	92	111	(19)	11,669	11,516	153
Choice Schools & Programs	2,736	2,605	131	167	150	17	2,903	2,755	148
<b>Total</b>	<b>25,144</b>	<b>24,284</b>	<b>860</b>	<b>1,088</b>	<b>1,012</b>	<b>76</b>	<b>26,232</b>	<b>25,296</b>	<b>936</b>

## APPENDIX A

Langley Secondary Catchment	Ministry Funded			International Students			Grand Total		
	2024	2023	Increase (Decrease)	2024	2023	Increase (Decrease)	2024	2023	Increase (Decrease)
	<b>Langley Secondary School (incl Focus)</b>	1,009	926	83	195	143	52	1,204	1,069
<b>H D Stafford Middle School</b>	759	766	(7)	-	-	-	759	766	(7)
<b>Elementary Feeder Schools</b>									
Blacklock	303	275	28	-	1	(1)	303	276	27
Douglas Park	350	314	36	-	-	-	350	314	36
James Hill	365	371	(6)	-	-	-	365	371	(6)
Nicomekl	426	454	(28)	-	-	-	426	454	(28)
Simonds	160	142	18	-	-	-	160	142	18
Uplands	240	252	(12)	2	1	1	242	253	(11)
<b>Total Elementary Feeder Schools</b>	1,844	1,808	36	2	2	-	1,846	1,810	36
<b>Catchment Total</b>	3,612	3,500	112	197	145	52	3,809	3,645	164

Aldergrove Community Secondary	Ministry Funded			International Students			Grand Total		
	2024	2023	Increase (Decrease)	2024	2023	Increase (Decrease)	2024	2023	Increase (Decrease)
	<b>Aldergrove Secondary (incl Advance)</b>	677	631	46	136	102	34	813	733
<b>Betty Gilbert Middle School</b>	491	479	12	-	-	-	491	479	12
<b>Elementary Feeder Schools</b>									
Parkside	506	511	(5)	-	1	(1)	506	512	(6)
Shortreed	460	425	35	-	-	-	460	425	35
<b>Total Elementary Feeder Schools</b>	966	936	30	-	1	(1)	966	937	29
<b>Catchment Total</b>	2,134	2,046	88	136	103	33	2,270	2,149	121

R E Mountain Catchment	Ministry Funded			International Students			Grand Total		
	2024	2023	Increase (Decrease)	2024	2023	Increase (Decrease)	2024	2023	Increase (Decrease)
	<b>R E Mountain Secondary</b>	2,367	2,181	186	46	118	(72)	2,413	2,299
Peter Ewart Middle School	946	888	58	3	3	-	949	891	58
Yorkson Creek Middle School	948	856	92	-	2	(2)	948	858	90
<b>Total Middle Feeder Schools</b>	1,894	1,744	150	3	5	(2)	1,897	1,749	148
<b>Elementary Feeder Schools</b>									
Donna Gabriel Robins	649	608	41	-	-	-	649	608	41
Langley Meadows	499	502	(3)	-	-	-	499	502	(3)
Lynn Fripps	651	628	23	-	-	-	651	628	23
R C Garnett	611	578	33	-	-	-	611	578	33
Richard Bulpitt	647	636	11	-	-	-	647	636	11
Willoughby	651	619	32	-	-	-	651	619	32
<b>Total Elementary Feeder Schools</b>	3,708	3,571	137	-	-	-	3,708	3,571	137
<b>Catchment Total</b>	7,969	7,496	473	49	123	(74)	8,018	7,619	399

Walnut Grove Catchment	Ministry Funded			International Students			Grand Total		
	2024	2023	Increase (Decrease)	2024	2023	Increase (Decrease)	2024	2023	Increase (Decrease)
<b>Walnut Grove Secondary</b>	1,990	1,929	61	198	178	20	2,188	2,107	81
<b>Elementary Feeder Schools</b>									
Alex Hope	537	554	(17)	31	29	2	568	583	(15)
Dorothy Peacock	469	489	(20)	11	13	(2)	480	502	(22)
Gordon Greenwood	317	325	(8)	20	33	(13)	337	358	(21)
James Kennedy	654	638	16	8	8	-	662	646	16
Topham	312	318	(6)	9	8	1	321	326	(5)
West Langley	238	229	9	6	6	-	244	235	9
<b>Total Elementary Feeder Schools</b>	2,527	2,553	(26)	85	97	(12)	2,612	2,650	(38)
<b>Catchment Total</b>	4,517	4,482	35	283	275	8	4,800	4,757	43

Brookwood Catchment	Ministry Funded			International Students			Grand Total		
	2024	2023	Increase (Decrease)	2024	2023	Increase (Decrease)	2024	2023	Increase (Decrease)
<b>Brookwood Secondary (incl Equestrian)</b>	898	911	(13)	159	135	24	1,057	1,046	11
<b>Elementary Feeder Schools</b>									
Alice Brown	308	322	(14)	3	3	-	311	325	(14)
Belmont	545	547	(2)	-	1	(1)	545	548	(3)
Glenwood	219	205	14	-	-	-	219	205	14
Noel Booth	325	333	(8)	1	3	(2)	326	336	(10)
<b>Total Elementary Feeder Schools</b>	1,397	1,407	(10)	4	7	(3)	1,401	1,414	(13)
<b>Catchment Total</b>	2,295	2,318	(23)	163	142	21	2,458	2,460	(2)

D W Poppy Catchment	Ministry Funded			International Students			Grand Total		
	2024	2023	Increase (Decrease)	2024	2023	Increase (Decrease)	2024	2023	Increase (Decrease)
<b>D W Poppy Secondary (incl Connections)</b>	746	707	39	92	70	22	838	777	61
<b>Elementary Feeder Schools</b>									
Fort Langley	285	298	(13)	1	4	(3)	286	302	(16)
North Otter	390	391	(1)	-	-	-	390	391	(1)
Peterson Road	244	241	3	-	-	-	244	241	3
Wix Brown	216	200	16	-	-	-	216	200	16
<b>Total Elementary Feeder Schools</b>	1,135	1,130	5	1	4	(3)	1,136	1,134	2
<b>Catchment Total</b>	1,881	1,837	44	93	74	19	1,974	1,911	63



The Board of Education of School District No. 35 (Langley)

Choice Schools & Programs	Ministry Funded			International Students			Grand Total		
	2024	2023	Increase (Decrease)	2024	2023	Increase (Decrease)	2024	2023	Increase (Decrease)
Choices Program	129	103	26	-	-	-	129	103	26
Coglan Fundamental Elementary	224	223	1	-	-	-	224	223	1
Langley Education Centre	30	41	(11)	-	-	-	30	41	(11)
Langley Fine Arts	822	807	15	55	58	(3)	877	865	12
Langley Fundamental Elementary	516	496	20	-	-	-	516	496	20
Langley Fundamental Middle Secondary	695	621	74	112	92	20	807	713	94
Langley Online & DL	89	64	25	-	-	-	89	64	25
U-Connect	128	140	(12)	-	-	-	128	140	(12)
Vanguard	103	110	(7)	-	-	-	103	110	(7)
<b>Total</b>	<b>2,736</b>	<b>2,605</b>	<b>131</b>	<b>167</b>	<b>150</b>	<b>17</b>	<b>2,903</b>	<b>2,755</b>	<b>148</b>

**POLICY COMMITTEE REPORT**

**DATE:** November 05, 2024  
**TO:** Board of Education  
**FROM:** Policy Committee  
**SUBJECT:** Notice of Motion - Policy 7: Board Operations

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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 7: Board Operations at the December 10, 2024 Regular Board Meeting.

**BACKGROUND:**

At the April 9, 2024 Policy Committee Meeting, [Policy 7: Board Operations](#) was reviewed and revisions were requested by the Policy Committee and those edits were made. In addition, the following motion was passed:

*That the Policy Committee direct staff to strike trustee comments from Policy 7: Board Operations and bring back Policy 7: Board Operations to a future Policy Committee Meeting to discuss virtual attendance at meetings.*

Staff updated Policy 7 by removing trustee comments. Policy 7 was then brought back to the October 8, 2024 Policy Committee Meeting for discussion on virtual attendance at meetings. Staff reviewed other districts' policies and made suggested revisions for the Policy Committee to consider, as shown in the attached Policy 7.

At the October 8, 2024 Policy Committee Meeting, the following motion was passed:

*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 7: Board Operations.*

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## **BOARD OPERATIONS**

The Board's ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of a sound organization design. In order to discharge its responsibilities to the electorate of the District, the Board shall hold meetings as often as necessary. A quorum, which is a simple majority of the number of trustees, must be present for every duly constituted meeting.

The Board has adopted policies so the business of the Board can be conducted in an orderly and efficient manner. All points of procedure not provided for in this [Policy Handbook](#) shall be decided in accordance with Robert's Rules of Order.

The Board's fundamental obligation is to preserve, if not enhance, the public trust in education, generally, and in the affairs of its operations in particular. Consistent with its objective to encourage the general public to contribute to the educational process, Board meetings will be open to the public. Towards this end, the Board believes its affairs must be conducted in public to the greatest extent possible.

There are times when BC [FOIPPA](#) legislation requires or when the Board determines that public interest is best served by private discussion of specific issues in "In-Camera" sessions.

In order to carry out its responsibilities effectively, the Board will hold periodic meetings of several types. Formal meetings, at which all formal and legal business of the Board as a corporate body shall be done, may be designated as Inaugural, Regular, Special Meetings, or In-Camera.

The Board has adopted specific policy governing Board operation and the conduct of its formal meetings.

1. Board Composition and Elections
  - 1.1. Seven trustees are elected for a four-year term from two Trustee Electoral Areas as follows: five from Langley (Township) and two from Langley (City).
  - 1.2. Elections are held the third Saturday in October in election years.
2. Inaugural and subsequent annual meetings of the Board
  - 2.1. An Inaugural meeting of the Board shall be held in November of the year of the election of trustees. Such meeting shall be held at the time, place and date as determined by the outgoing Board; and in the event that the Board shall not so determine, then such meeting shall be held at the hour of 19:00 in the District office located at 4875-222 Street, Langley B.C. V3A 3Z7 on the first Monday in November.

- 2.2. In accordance with the [School Act](#) Section 50, a person elected or appointed as a Trustee must make a prescribed oath of office by oath or solemn affirmation before taking their seat on the Board.
  - 2.3. The Secretary-Treasurer, or, in their absence, the Acting Secretary-Treasurer, shall call the meeting to order and shall preside at such meeting until a Chair is elected. The presiding official shall proceed to read to the Board the returns of the election, if any, as certified by the Returning Officer and shall then report whether or not the trustees-elect, if any, have completed the declarations required by the School Act.
  - 2.4. The presiding officials shall then call for nominations by ballot for the office of Chair. Any Trustee may be nominated for Chair. The presiding officials will then announce the names of trustees nominated by ballot and at that time any nominee may withdraw. If more than one nomination remains for the office of Chair, a vote by ballot shall be taken forthwith. All trustees present at the meeting shall vote. A clear majority of those present shall be required for election. If there is no clear majority on the first ballot, balloting shall continue until a clear majority is achieved.
  - 2.5. If for the election of Chair, more than two nominations are received, and if at the first ballot no trustee receives a clear majority, balloting shall continue until one trustee shall have received a clear majority. At each successive ballot the name of the trustee receiving the fewest votes at the previous ballot shall be dropped. If by reason of an equality of votes it is not possible to determine which name shall be dropped, then a special ballot shall be taken for that purpose.
  - 2.6. Once the election of Chair has been completed the individual will replace the Secretary-Treasurer as Chair for the remainder of the meeting.
  - 2.7. The selection of Vice-Chair shall be conducted in the same manner as the selection of the Chair.
  - 2.8. An annual meeting of the Board shall be held in December of the year in which there is no election of trustees. Regular meeting dates for the following year shall be established at the April Regular Board Meeting.
3. Notification of Board Meetings
    - 3.1. School Board Meetings are public meetings unless designated as "In Camera". To encourage the public to attend Board meetings, all Regular meetings will be posted on the District website and such other means as may appear appropriate. The agenda will specify the date, time and place of all Regular and Special meetings and the major topics to be discussed.
      - 3.1.1. Notice of each Regular meeting of the Board with agenda will be published via eSCRIBE for each trustee to access at least three days prior to each meeting.
      - 3.1.2. Notice of all Special meetings shall be given to the members of the Board at least 24 hours prior to the time stated for the meeting to convene. Said notice shall indicate the purpose of the Special meeting.

#### 4. Regular Meetings

4.1. The meeting schedule for Board meetings shall be set by Board motion at the end of a school year for the next school year. Additional meetings may be set as required. Meetings will be held at the Langley School Board Office, unless publicly advertised at another location. The usual hours of these meetings shall be as follows:

- 5:30 to 7:00 p.m. - "In Camera" (closed to public) - meeting of the Board and Senior Administrative Officials only to discuss pertinent items on that meeting's agenda.
- 7:00 p.m. - Regular - meeting of the Board open to staff, press, and public at large followed by Question Period.

4.2. A quorum shall be a majority of trustees holding office at the time of the meeting.

4.2.1. The Superintendent of Schools and the Secretary-Treasurer (or their designates) shall be present at all meetings of the Board. The Board may excuse either or both of these officials during discussion of any matter, but no Board action shall be taken unless both officials are present except:

4.2.1.1. If a portion of the meeting concerns the work performance or employment of the Superintendent of Schools, the Board may excuse the Superintendent of Schools from attending that portion of the meeting;

4.2.1.2. If a portion of the meeting concerns the work performance or employment of the Secretary-Treasurer, the Board may excuse the Secretary-Treasurer from attending that portion of the meeting; and, if so, shall designate the Superintendent of Schools, or another employee of the Board, to attend the meeting in place of the Secretary-Treasurer to perform the duties of the Secretary-Treasurer at the meeting.

4.3. The Chair shall chair all Regular and Special Meetings while Regular In-Camera Meetings shall be chaired by the Vice-Chair. In the absence of the Chair, the Vice-Chair, or, in the absence of both the Chair and the Vice-Chair, some member of the Board to be appointed by the Board shall preside.

4.4. Should the Chair, during any meeting of the Board, desire to leave the Chair for the purpose of taking part in debate or for any other reason acceptable to a majority of the trustees present, the Chair shall call on the Vice-Chair to fill their place until the Chair resumes the Chair, or in the absence of the Vice-Chair, some other member of the Board. Any member occupying the Chair temporarily shall discharge all the duties and enjoy the rights of the Chair.

4.5. The Superintendent and Secretary-Treasurer shall be at all meetings of the Board.

4.6. The Board recognizes there may be circumstances where it is practical or necessary to hold a meeting through electronic means. Accordingly, at the call of the Chair, a meeting may be held solely by electronic means utilizing a Board authorized electronic meeting platform.



4.7. Trustees are expected to participate in regularly scheduled Board meetings via the scheduled meeting format. If a Trustee cannot attend a meeting via the scheduled meeting format, the Trustee will provide notice, via email, text message or phone call to the Chair and Superintendent. Trustees may participate in or attend a meeting of the Board by electronic means, utilizing a Board authorized electronic meeting platform, if all Trustees and other persons participating in or attending the meeting are able to communicate with each other. Such attendance shall only be permitted where Trustee participation is prevented by extraordinary circumstances and can be accommodated by staff.

4.7.1. The Chair of the Board may refuse to allow a trustee to participate in a meeting by electronic means where the required electronic equipment is not available or where special meetings are held in camera and or for the purpose of hearing appeals or conducting hearings related to employee matters, or any Board matters which attract the principles of natural justice.

4.7.2. A trustee cannot attend more than two (2) Board meetings per year via electronic means, when they are not able to attend via the scheduled meeting format, without being authorized by resolution of the Board to do so.

4.7.3. Trustees who connect to a meeting of the Board by electronic means will be considered in attendance at the meeting and form part of the quorum.

4.4.1.4.7.4. The Chair of the meeting must be present in the meetings via the established meeting format.

## 5. Rules of Order

### 5.1. Development of Agenda

5.1.1. Items for Board agendas may originate from:

5.1.1.1. Business from previous meeting

5.1.1.2. Individual trustees

5.1.1.3. Superintendent of Schools

5.1.1.4. Delegations

5.1.1.5. Correspondence

5.1.1.6. Committee Meetings

5.1.2. The Agenda Review Committee shall be responsible for setting the agenda.

5.1.3. The agenda will normally be reviewed by the Agenda Review Committee, which consists of the Board Chair, Vice-Chair, Superintendent of Schools and Secretary-Treasurer, prior to the Regular meeting.

5.1.4. The order of the agenda shall be substantially as follows:

5.1.4.1. Opening Presentations

- 5.1.4.2. Audio Visual Recording (Webcasting) of Regular Board Meeting
- 5.1.4.3. Call to Order
- 5.1.4.4. Report From "In Camera"
- 5.1.4.5. Consent Agenda
- 5.1.4.6. Consideration of Agenda
- 5.1.4.7. Superintendent's Reports
- 5.1.4.8. Secretary-Treasurer's Reports
- 5.1.4.9. New Business
- ~~5.1.4.10. Trustee Comments~~
- ~~5.1.4.11.~~5.1.4.10. Question Period
- ~~5.1.4.12.~~5.1.4.11. Adjournment

- 5.1.5. The Secretary-Treasurer shall be responsible for preparation of the agenda. Items for the agenda are to be submitted to the Secretary-Treasurer's office by noon on the Tuesday immediately preceding the Board Meeting.
- 5.1.6. The agenda and supporting documentation shall be published on eSCRIBE on Friday afternoon for trustees. The partner groups and newspaper contacts will be advised by email on Monday morning that the agenda and supporting documentation is available for viewing on the District website.
- 5.1.7. Items may be added to the agenda at the Board meeting if each individual item is approved by a majority vote of the Board. If the additional item is in the form of a motion, the motion must be read in its entirety.

## 6. In-Camera Board Meetings

- 6.1. The Board may convene a meeting without the public at which matters of a confidential nature shall be discussed. The Secretary-Treasurer or designate and the Superintendent, shall attend all Board meetings, except where excluded pursuant to the School Act. No trustee or staff shall disclose to the public the proceedings of an In-Camera meeting unless a resolution has been passed at the In-Camera meeting allowing disclosure of a particular motion or action.
- 6.2. Minutes of an In-Camera meeting shall be kept in the same manner as a Regular meeting but shall be approved by the Board only in an In-Camera meeting and shall not be filed with the minutes of Regular meetings.
- 6.3. The Chair shall chair all Regular and Special Meetings while regular In-Camera Meetings shall be chaired by the Vice-Chair.
- 6.4. Unless otherwise determined by the Board, the following matters shall be considered in "In-Camera" meetings:

~~6.5.~~6.4.1. All matters of a Human Resources nature including:

~~6.5.1.~~6.4.1.1. Salary claims and adjustments and the consideration of requests of employees and board officers with respect to collective bargaining procedures.

~~6.5.2.~~6.4.1.2. The conduct, efficiency, discipline, suspension, termination or retirement of employees.

~~6.5.3.~~6.4.1.3. Medical reports.

~~6.5.4.~~6.4.1.4. Staff changes including appointments, transfers, resignations, promotions and demotions.

~~6.5.5.~~6.4.1.5. Arbitration updates.

~~6.6.~~6.5. Other Matters:

~~6.6.1.~~6.5.1. Normally, routine operational matters such as [FOIPPA](#) redactions, contractual interpretations, personnel matters which do not involve litigation will not be brought to the Board as information. The Board will be informed of any legal action taken against the District or if the District is taking action against another party.

~~6.6.2.~~6.5.2. Matters pertaining to individual students including the conduct, discipline, suspension or expulsion of students, truancy and indigent students or matters of a confidential nature.

~~6.6.3.~~6.5.3. Purchase of real property including the designation of new sites, consideration of appraisal reports, consideration of accounts claimed by owners, determination of Board offers and expropriation procedures.

~~6.6.4.~~6.5.4. Lease, sale or exchange of real property prior to finalization thereof.

~~6.6.5.~~6.5.5. Matters pertaining to the safety, security or protection of Board property.

~~6.6.6.~~6.5.6. Such other matters where the Board decides that the public interest so requires, including matters of a confidential, sensitive or preliminary nature.

~~6.7.~~6.6. Release of In-Camera Items

~~6.7.1.~~6.6.1. All motions to publicly release items dealt with at an In-Camera meeting shall be made and dealt with in the In-Camera meeting.

## 7. Special Meetings

7.1. A special meeting is any meeting of the Board that was not scheduled during the inaugural or subsequent annual meeting.

7.2. Special meetings of the Board may be called by the Chair or, upon written request of a majority of the trustees.

7.3. No business other than that for which the meeting was called shall be conducted at the meeting.

7.4. It shall be the Board's decision to decide who shall or shall not be permitted to attend the meeting depending on the matter or matters under discussion.

## 8. Minutes

- 8.1. The Secretary-Treasurer shall be responsible for minutes of all Board and Board Working Committee meetings.
- 8.2. Minutes of all Board and Board Standing Committee meetings shall be distributed to the Board and its Standing Committees in the agenda package of the next meeting.
- 8.3. The Secretary-Treasurer shall make arrangements to have minutes of all Regular School Board meetings and Committee meetings posted on the District website after the minutes are approved.
- 8.4. The Board shall maintain and preserve by means of minutes a record of its proceedings and resolutions.
- 8.5. The minutes shall record:
  - 8.5.1. Date, time and place of meeting;
  - 8.5.2. Type of meeting (inaugural, regular, in-camera, or special);
  - 8.5.3. Name of the Chair;
  - 8.5.4. Names of those trustees and administration in attendance;
  - 8.5.5. Approval of preceding minutes;
  - 8.5.6. Only motions will be recorded in the minutes. Preamble, rationale, or discussions will not be recorded in the minutes, unless directed by the Board through resolution;
  - 8.5.7. Points of order;
  - 8.5.8. Appointments;
  - 8.5.9. Notices of motion;
  - 8.5.10. Recommended motions proposed by Committees; and
  - 8.5.11. Trustee conflict of interest declaration pursuant to Section 58 of the School Act.
- 8.6. The minutes shall:
  - 8.6.1. Be prepared as directed by the Superintendent;
  - 8.6.2. Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and
  - 8.6.3. Upon adoption by the Board, be deemed to be the official and sole record of the Board's business.
- 8.7. The Superintendent shall ensure that, upon acceptance by the Board, appropriate initials are appended to each page of the minutes, and that appropriate signatures are affixed to the concluding page of the minutes.
- 8.8. The Superintendent shall establish and maintain a file of all Board minutes and create a tracking system for resolutions which will:

- 8.8.1. Provide for ready identification as to the meeting at which it was considered;
- 8.8.2. Provide for cross-referencing with resolutions of similar nature adopted by the Board at previous meetings.
- 8.9. All Standing Committees, unless otherwise directed, shall prepare and submit minutes or a report including any recommendations to the Board.
- 8.10. As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the Board directs the Superintendent to institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all Board meetings.
- 8.11. The approved minutes of a Regular or Special Public meeting shall be posted to the website as soon as possible following approval. The Superintendent is responsible to distribute and post the approved minutes.
- 8.12. Upon adoption by the Board, the minutes of meetings other than private meetings shall be open to public scrutiny.

## 9. Public Participation

### 9.1. Delegations

- 9.1.1. The number of delegations will not exceed three (3) for Board and three (3) for Committee meetings except by majority vote of the Board or the Committee.
- 9.1.2. Persons or groups wishing to make delegation to the Board or a committee are reminded that they must be respectful in their presentation and shall not refer to personnel matters or matters under collective agreement grievance.
- 9.1.3. Citizens and parents have the right of access to the Board and its Working Committees, and to present proposals or seek resolutions to concerns which relate to the action of the Board and/or its agents. Delegations provide citizens and parents with the opportunity to present information to the Board or Committee for their consideration. The time is not an opportunity to debate with the Board or Committee.
- 9.1.4. All requests from delegations shall be submitted to the Secretary-Treasurer who shall forward all such requests to the Board and the Agenda Setting Committee.
- 9.1.5. The Agenda Setting Committee shall determine whether delegations will appear before the Board or a Committee, or have a written submission presented at a Regular Board or Committee meeting. The purpose of the delegation shall be communicated in writing prior to a delegation's request being considered. Should the delegation wish to present to a Board or Committee meeting the request must be received at least two weeks in advance of said meeting.

- 9.1.6. Delegations may be asked to meet with the appropriate School District officials prior to the Agenda Setting Committee considering a delegation's request to address the Board or a Committee of the Board.
- 9.1.7. The following are requirements for the delegation and response by the Board:
  - 9.1.7.1. Delegations shall be limited to speaking for ten minutes.
  - 9.1.7.2. Written materials from the delegation shall be received by the Secretary-Treasurer by the Tuesday prior to the meeting. Copies of all written materials shall be provided to all trustees and senior management, through the Secretary-Treasurer's office.
  - 9.1.7.3. Presentations involving technology (PowerPoint, etc.) must be received by 10:00 am on the Tuesday one week prior to the meeting date to be utilized by the delegation at the meeting.
  - 9.1.7.4. Trustees may seek clarification from the delegation on specific issues outside of the ten-minute time limit noted above.
  - 9.1.7.5. Normally the Board or Committee will not make a decision at the same meeting at which the delegation's submission is received.
  - 9.1.7.6. Appeals of an employee's decision which significantly affects the education, health or safety of a student shall be appealed following the procedures of [Policy 13](#).

## 9.2. Question Period

- 9.2.1. A question period will be provided at the end of the Regular Board meeting. 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.
- 9.2.2. 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.
- 9.2.3. Questions.
  - 9.2.3.1. Need to be directed to the Chair and not to staff.
  - 9.2.3.2. Need to be related directly to the topic on the agenda.
  - 9.2.3.3. Need to be succinct, focused and not be a statement.
  - 9.2.3.4. May not be asked that are related to personnel or directed at an individual trustee.
  - 9.2.3.5. May not be asked that are related to contract negotiations; and
  - 9.2.3.6. The questioner shall provide their name so that it can be reflected in the minutes.

- 9.2.4. 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.
- 9.2.5. Trustees also welcome questions from members of the public apart from Question Period. Their contact information is available on the School District website.

10. Audio Visual Recording (Webcasting) Of Regular and Special Meetings

- 10.1. 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.

11. Trustee Remuneration

- 11.1. Effective January 1, 2023, annual trustee remuneration shall be as follows:

11.1.1. Trustee	\$33,047
11.1.2. Vice – Chair	\$34,210
11.1.3. Chair	\$35,367

- 11.2. Annually hereafter on January 1, trustees’ salary shall be adjusted based on Statistic Canada Consumer Price Index (CPI) subject to Board approval.

12. Trustee Expense Reimbursement

- 12.1. Trustees are encouraged to participate in conferences, conventions, workshops and seminars relating to leadership, education and schooling.

- 12.2. Accordingly, trustees attending conferences, conventions, workshops and seminars shall have all related expenses paid by the School District.

- 12.3. Trustee expenses shall be reimbursed for claims covering:

- 12.3.1. Mileage allowance when on School Board business travelling outside the School District. Mileage allowance for the Chair and Vice-Chair may also be claimed for in-district travel on School Board business for additional Chair and Vice-Chair activities but not for travel to and from Board meetings.

- 12.3.2. Sundry legitimate expenses (meals, accommodation, long distance telephone calls, travel, etc.). Day care and employment coverage are not reimbursable.

- 12.4. Trustees shall submit “Claim for Reimbursement of Expenses Form” on a quarterly basis.

- 12.5. For purposes of this policy, the following guidelines are provided:

- 12.5.1. Individual trustee professional development budgets will be established through the budget process.

- 12.5.2. Publications and other materials related to a trustee's duties may be charged to individual trustee accounts to a maximum amount as established during the annual budget process. Items purchased such as books, videos, etc., shall remain the property of the School District.
- 12.5.3. All expenditures in excess of the established individual professional development budget or approved limits must be pre-approved by the Board.
- 12.5.4. Trustees shall report out on conferences attended at a public meeting.
- 12.6. The Board will reimburse trustees and excluded staff for reasonable and authorized travel expenses while engaged in School District business, based upon a schedule of rates approved by the Board.
- 12.7. In all cases, trustees are expected to travel and lodge at the most economical options, giving fair consideration to travel times and proximity to scheduled events.
- 12.8. Expense receipts are required in all cases except for mileage and meal per diems and the allowance when staying in private accommodations. Credit card detailed receipts must be provided for all purchases with the reason for the expense written on the receipt.
- 12.9. All travel expenses must be claimed using the prescribed Expense form and all claims must be approved by the Secretary-Treasurer. Any appeal of the Secretary-Treasurer's decision shall be directed to the Board Chair and if subsequently required to the Board for final determination.
- 12.10. Travel Costs
  - 12.10.1. Actual costs for public transportation will be paid, or mileage will be paid at the Revenue Canada per kilometer rate. Ground transportation and parking costs will also be covered. Car rentals must be pre-approved by the Superintendent or Secretary-Treasurer.
- 12.11. Accommodation
  - 12.11.1. Only hotel, hotel tax, hotel parking and business telephone/internet charges should be claimed under accommodation. Trustees are expected to book accommodation at government rates. The Board will provide a \$30 per night allowance if a trustee stays with friends or family.
- 12.12. Meals/Overnight Allowance
  - 12.12.1. A traveler may claim any amounts as required up to the following maximums:
 

Breakfast	\$13.00
Lunch	\$17.00
Dinner	\$30.00
Overnight Allowance	\$10.00
Full Day Per Diem	\$70.00
Private Accommodation	\$30.00
  - 12.12.2. Partial day per diems should be determined based upon meal times away from the District. Per diems must be reduced by complimentary meals



covered in a conference registration. The overnight allowance is expected to cover incidentals and personal telephone calls home. Per diems for U.S. travel will be paid in Canadian dollars but increased by the current exchange rate to reflect U.S. dollar equivalency.

### 12.13. Other Expenses

- 12.13.1. Course/Conference Registration - Use a cheque requisition form or District credit card with prior approval, to initiate any required pre-payment for a course or conference.

## 13. Trustee Conflict of Interest

- 13.1. All trustees present at a meeting are expected to vote, although a trustee must abstain from voting in the event the trustee has a conflict of interest.

### 13.2. Conflict of Interest

- 13.2.1. The Board of Education (the "Board") directs its members not only to adhere to all laws regarding conflicts of interest but also to be alert to situations that have the appearance of a conflict of interest and to avoid actions that might be detrimental to themselves or to the Board.
- 13.2.2. If a trustee has any pecuniary interest in any matter and is present at a meeting of the Board at which the matter is considered, the trustee:
  - 13.2.2.1. Shall at the meeting disclose his or her pecuniary interest and the general nature of the pecuniary interest.
  - 13.2.2.2. Shall not take part in the discussion of or vote on any question in respect of the matter; and
  - 13.2.2.3. Shall not attempt in any way, whether before, during or after the meeting, to influence the voting on any question in respect of the matter.
- 13.2.3. If the meeting is not open to the public, in addition to complying with these requirements the Trustee shall immediately leave the meeting or the part of the meeting during which the matter is under consideration.
- 13.2.4. If a meeting is open to the public, every disclosure of pecuniary interest and the general nature of it shall be recorded in the minutes of the meeting. If the meeting is not open to the public, the fact that a disclosure of pecuniary interest was made, but not the general nature of that interest, shall be reported to, and recorded in the minutes of, the next meeting that is open to the public.

Legal References: 50, 56, 57, 58, 59, 66-71, 71(1), 72 School Act  
Financial Disclosure Act  
Income Tax Act

Adopted: December 15, 2021

Revised: January 26, 2021, January 26, 2022, January 23, 2023, January 16, 2024, January 30, 2024