



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

AGENDA

Tuesday, June 20, 2023
7:00 p.m.
Langley School Board Office

Pages

1. AUDIO VISUAL RECORDING (LIVESTREAMING) OF REGULAR BOARD MEETING
2. CALL TO ORDER
 - 2.1 ANNOUNCEMENT: NATIONAL INDIGENOUS HISTORY MONTH & NATIONAL INDIGENOUS PEOPLES DAY
 - 2.2 ANNOUNCEMENT: PRIDE MONTH - ANTI-RACISM
 - 2.3 ANNOUNCEMENT: NATIONAL ACCESSIBILITY
3. REPORT FROM "IN CAMERA"
4. CONSENT AGENDA

Recommendation:

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

- 4.1 CONSIDERATION OF MINUTES 1 - 6
- 4.2 COMMITTEE REPORTS
 - 4.2.1 EDUCATION/STRATEGIC PLAN COMMITTEE 7 - 7
 - 4.2.2 FINANCE AND FACILITIES COMMITTEE 8 - 8
- 4.3 BOARD LIAISON COMMITTEE REPORTS
 - 4.3.1 BCSTA
 - 4.3.1.1 PROVINCIAL COUNCIL (Trustee Dickinson) 9 - 13
 - 4.3.2 DISTRICT PARENT ADVISORY COUNCIL (Trustee Neufeld) 14 - 26

4.4 SCHOOL DISTRICT COMMITTEE REPORTS

- | | | |
|-------|---|---------|
| 4.4.1 | <u>ABORIGINAL / ya:yəstəl' (Assistant Superintendent Moino)</u> | 27 - 27 |
| 4.4.2 | <u>2SLGBTQ+ (Assistant Superintendent Lainchbury)</u> | 28 - 29 |
| 4.4.3 | <u>EMERGENCY PREPAREDNESS (Assistant Superintendent Moino)</u> | 30 - 32 |

4.5 COMMUNITY COMMITTEE REPORTS

- | | | |
|-------|---|---------|
| 4.5.1 | <u>CITY OF LANGLEY ADVISORY DESIGN PANEL (Trustee Ward)</u> | 33 - 41 |
| 4.5.2 | <u>TOWNSHIP OF LANGLEY RECREATION, CULTURE AND PARKS ADVISORY (Trustee Dickinson)</u> | 42 - 46 |

4.6 CORRESPONDENCE 47 - 47

5. CONSIDERATION OF AGENDA

Recommendation:

That the Agenda be approved as presented.

6. SUPERINTENDENT'S REPORTS

6.1 ANNUAL TRUTH AND RECONCILIATION UPDATE 48 - 48

Recommendation:

That the Board of Education receives the update on Truth and Reconciliation for information, as presented.

6.2 STRATEGIC PLAN 2019-2026: YEAR IN REVIEW 49 - 50

Recommendation:

That the Board of Education receives the report on the Strategic Plan 2019-2022 Year in Review for information, as presented.

6.3 STRATEGIC PLAN 2023-2026: COMMUNITY OF PARTNERS 51 - 51

Recommendation:

That the Board of Education receives the Strategic Plan – Community of Partners report, for information, as presented.

7. SECRETARY-TREASURER'S REPORTS

7.1 2023-2024 ANNUAL BUDGET BYLAW (Third and Final Reading) 52 - 70

Recommendation:

That the Board of Education directs staff to appropriate the following Restricted surplus amounts to balance the 2023/24 Annual Budget.

Internally restricted for student capacity needs \$1,500,000

Internally restricted for infrastructure replacement \$107,804

Internally restricted for projector replacement	\$150,000
Internally restricted to balance future budgets	\$507,868
Restricted for future District capital contributions	\$300,000

Recommendation:

That the School District No. 35 (Langley) Annual Budget Bylaw for fiscal year 2023/24 in the amount of \$355,297,252 be given third reading, passed and adopted on this 20th day of June 2023.

7.2 THREE-YEAR FINANCIAL PLAN

71 - 95

Recommendation:

That the Board of Education approves the Three-Year Year Financial Plan, as presented.

7.3 FIVE-YEAR CAPITAL PLAN 2024/2025

96 - 102

Recommendation:

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 Five-Year Capital Plan (Major Capital Programs) for 2024/2025, as provided on the attached Major Five-Year Capital Plan.

Recommendation:

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 addition to the Five-Year Capital Plan (Minor Capital Programs) for 2023/2024, as provided on the attached Minor Five-Year Capital Plan addition.

8. POLICY COMMITTEE

8.1 NOTICE OF MOTION RETURN - POLICY 17: ACCUMULATED OPERATING SURPLUS

103 - 106

Recommendation:

That the Board of Education approves Policy 17: Accumulated Operating Surplus, as presented.

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, May 16, 2023
Location: Langley School Board Office

Trustees Present:	Candy Ashdown	Chairperson
	Charlie Fox	Trustee
	Joel Neufeld	Trustee
	Sarb Rai	Trustee
	Tony Ward	Trustee
	Marnie Wilson	Trustee

Trustees Absent:	Holly Dickinson	Trustee
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Staff Present:	Mal Gill	Superintendent
	Brian Iseli	Secretary-Treasurer
	Woody Bradford	Deputy Superintendent
	Lisa Lainchbury	Assistant Superintendent
	Marcello Moino	Assistant Superintendent
	Shind Chand	Assistant Secretary-Treasurer
	Joanne Abshire	Communications Manager
	Judy Swanson	Executive Assistant
	Dale Vo	IT Manager, Infrastructure and Security
	Pol Babao	Technical Support Specialist 3
	Vincent Montefrio	Technical Support Specialist 2
	Kevan Reeve	District Principal of Human Resources
	Jeremy Lyndon	Principal at Walnut Grove

Partner groups:	Taylor Holoboff	CUPE 1260 President
	Jessie Cowger	CUPE 1260 VP
	Alicia Rempel	DPAC President
	Kim Anderson	LPVPA President
	Tanya Kerr	LTA President

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 7:01 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'o yoyes (**sckecka y-eyes**) (working together) and náčəʔmat (**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.

3. REPORT FROM "IN CAMERA"

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

4. CONSENT AGENDA

R23/05/16-01

Moved By: Trustee Fox

Seconded By: Trustee Neufeld

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

4.1 CONSIDERATION OF MINUTES

4.2 COMMITTEE REPORTS

4.2.1 EDUCATION/STRATEGIC PLAN COMMITTEE

4.2.2 FINANCE AND FACILITIES COMMITTEE

4.3 BOARD LIAISON COMMITTEE REPORTS

4.3.1 DISTRICT PARENT ADVISORY COUNCIL (Trustee Neufeld)

4.4 SCHOOL DISTRICT COMMITTEE REPORTS

4.4.1 INCLUSIVE EDUCATION (Assistant Superintendent Lainchbury)

4.5 COMMUNITY COMMITTEE REPORTS

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

4.5.2 LOCAL IMMIGRATION PARTNERSHIP (Trustee Dickinson)

5. CONSIDERATION OF AGENDA

R23/05/16-02

Moved By: Trustee Fox

Seconded By: Trustee Ward

That the Agenda be approved as amended with the addition of Item 8.1: Motion on Counselling under New Business.

CARRIED UNANIMOUSLY

6. SECRETARY-TREASURER'S REPORTS

6.1 2023-2024 ANNUAL BUDGET BYLAW (First and Second Reading)

R23/05/16-03

Moved By: Trustee Fox

Seconded By: Trustee Rai

That the School District No. 35 (Langley) Annual Budget Bylaw for fiscal year 2023/24 in the amount of \$355,297,252 be given first reading.

CARRIED UNANIMOUSLY

R23/05/16-04

Moved By: Trustee Neufeld

Seconded By: Trustee Rai

That the School District No. 35 (Langley) Annual Budget Bylaw for fiscal year 2023/24 in the amount of \$355,297,252 be given second reading.

CARRIED UNANIMOUSLY

7. SUPERINTENDENT'S REPORTS

7.1 STRATEGIC PLAN 2023-2026

R23/05/16-05

Moved By: Trustee Rai

Seconded By: Trustee Neufeld

That the Board of Education approves the Strategic Plan for 2023-2026, as presented.

CARRIED UNANIMOUSLY

7.2 SCHOOL CALENDARS 2023-2024 - AMENDED

Kevan Reeve, District Principal of Human Resources presented for this item.

R23/05/16-06

Moved By: Trustee Fox

Seconded By: Trustee Ward

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

CARRIED UNANIMOUSLY

7.3 AP 261: STUDENT EXCHANGES AND BILLETING

Assistant Superintendent Lisa Lainchbury was joined by Jeremy Lyndon, Principal at Walnut Grove to present for this item.

R23/05/16-07

Moved By: Trustee Fox

Seconded By: Trustee Neufeld

That the Board of Education receives Administrative Procedure No. 261 – Student Exchanges and Billeting for information, as presented.

CARRIED UNANIMOUSLY

8. NEW BUSINESS

8.1 MOTION ON COUNSELLING

R23/05/16-08

Moved By: Trustee Wilson

Seconded By: Trustee Fox

That the Board of Education write a letter to the Minister of Education and Child Care to request additional targeted funding to hire more counsellors to address the increased needs of students and families that districts are facing due to the unprecedented mental health crises we are currently experiencing.

CARRIED UNANIMOUSLY

9. TRUSTEE COMMENTS

Trustees shared their appreciation for everyone who attended the meeting and wished everyone a great long weekend.

10. 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.

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6. The questioner shall provide their name so that it can be reflected in the minutes.

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

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

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

The Chair called for questions from the public.

One question was received from Tanya Kerr regarding TTOC Coach for Teachers.

11. ADJOURNMENT

R23/05/16-09

Moved By: Trustee Ward

Seconded By: Trustee Wilson

That the meeting be adjourned at 8:29 p.m.

CARRIED UNANIMOUSLY

TRUSTEE CANDY ASHDOWN

BOARD CHAIR

BRIAN ISELI, CPA, CMA

SECRETARY-TREASURER



Education/Strategic Plan Committee Report

June 13, 2023 Meeting

At the June 13, 2023 Education/Strategic Plan Committee Meeting, the committee received reports on the following:

- Aboriginal Education Enhancement Agreement
- Teacher Professional Growth Plans



Finance and Facilities Committee Report

June 6, 2023 Meeting

At the June 6, 2023 Finance and Facilities Committee Meeting, the Committee received reports on the following topics:

- Financial Update to April 30, 2023
- Three-Year Financial Plan
- Five-Year Capital Plan 2024-2025
- Educational Programming in the DW Poppy Region – Fundamental Alignment
- Educational Programming in the DW Poppy Region – Middle School Programming

PROVINCIAL COUNCIL MEETING MINUTES

Date: Saturday, February 25, 2023

Time: 8:45 am - 11:30 am

Location: SFU Wosk Centre for Dialogue, Vancouver, BC

PRESENT:

School District	Provincial Councillor	School District	Provincial Councillor
5 Southeast Kootenay	Bev Bellina	53 Okanagan Similkameen	Debbie Marten
6 Rocky Mountain	Jane Thurgood Sagal	54 Bulkley Valley	Frank Farrell
8 Kootenay Lake	Susan Chew	57 Prince George	Erica McLean
10 Arrow Lakes	Amanda Murphy	58 Nicola-Similkameen	David Rainer
19 Revelstoke	Wendy Rota	59 Peace River South	Roxanne Gulick
20 Kootenay-Columbia	<i>No representation</i>	60 Peace River North	<i>No representation</i>
22 Vernon	Mark Olsen	61 Greater Victoria	Nicole Duncan*
23 Central Okanagan	Wayne Broughton	62 Sooke	Allison Watson
27 Cariboo-Chilcotin	Linda Marten*	63 Saanich	Teri VanWell
28 Quesnel	Julie-Anne Runge	64 Gulf Islands	Chaya Katrensky
33 Chilliwack	Margaret Reid	67 Okanagan Skaha	Shelley Clarke
34 Abbotsford	Korky Neufeld	68 Nanaimo-Ladysmith	Leanne Lee
35 Langley	<i>No representation</i>	69 Qualicum	Eve Flynn
36 Surrey	Gary Tymoschuk	70 Pacific Rim	Larry Ransom
37 Delta	Joe Muego	71 Comox Valley	Janice Caton
38 Richmond	Heather Larson	72 Campbell River	Craig Gillis
39 Vancouver	Preeti Faridkot	73 Kamloops-Thompson	Kathleen Karpuk
40 New Westminster	Cheryl Sluis	74 Gold Trail	Valerie Adrian
41 Burnaby	Kristin Schnider	75 Mission	Shelley Carter
42 Maple Ridge-Pitt Meadows	Mike Murray	78 Fraser-Cascade	Andrea Hensen
43 Coquitlam	Jennifer Blatherwick	79 Cowichan Valley	Elizabeth Croft
44 North Vancouver	George Tsiakos	81 Fort Nelson	Bill Dolan
45 West Vancouver	Lynne Block	82 Coast Mountains	Julia Sundell
46 Sunshine Coast	Sue Girard	83 North Okanagan-Shuswap	Corryn Grayston*
47 Powell River	Dale Lawson	84 Vancouver Island West	Arlaine Fehr
48 Sea to Sky	Cynthia Higgins	85 Vancouver Island North	Leighton Wishart*
49 Central Coast	Crystal Anderson	87 Stikine	<i>No representation</i>
50 Haida Gwaii	Ashley Currie	91 Nechako Lakes	Nyree Hazelton
51 Boundary	Katie Jepsen	92 Nisga'a	<i>No representation</i>
52 Prince Rupert	Kristy Maier	93 Conseil Scolaire Francophone	<i>No representation</i>

* Alternate Provincial Councillor

OBSERVERS:

School District		Observer	School District		Observer
28	Quesnel	Tony Goulet	46	Sunshine Coast	Pammila Ruth
33	Chilliwack	David Swankey	52	Prince Rupert	Kate Toye
42	Maple Ridge-Pitt Meadows	Gabe Liosis	53	Okanagan Similkameen	Casey Brouwer
43	Coquitlam	Zoe Royer	71	Comox Valley	Shannon Aldinger
44	North Vancouver	Daniel Anderson	75	Mission	Randy Cairns
44	North Vancouver	Cyndi Gerlach	75	Mission	Linda Hamel

BCSTA BOARD OF DIRECTORS:

Carolyn Broady	President	SD45 (West Vancouver)
Tracy Loffler	Interim Vice-President	SD75 (Mission)
John Chenoweth	Director	SD58 (Nicola-Similkameen)
Jane Fearing	Director	SD6 (Rocky Mountain)
Bob Holmes	Director	SD36 (Surrey)
Jen Mezei	Director	SD41 (Burnaby)

STAFF:

Suzanne Hoffman	Chief Executive Officer
Carmen Batista	Director, Human Resources and Labour Relations
Rachel Garrick	Media Relations and Graphic Specialist
Gordon Li	Director, Education Services
Maryke Peter	Program Assistant, Legal Services
Mark Regier	Director, Communications
Matt Taylor	Manager, Information Technology
Elaine Teng	Director, Finance
Maggie Yuen	Executive Administrator
Yves Bouchard	IT Consultant

President Carolyn Broady called the meeting to order at 8:45 am.

1. ADOPTION OF PROVINCIAL COUNCIL RULES OF ORDER

Moved: 28, Runge

Seconded: 62, Watson

That the Provincial Council Rules of Order be adopted as presented.

Status: Carried

PC# 01/2023

2. ORAL REPORT BY LEGISLATIVE COMMITTEE ON REVIEW OF MOTIONS

Legislative Committee Chair, David Swankey, provided an oral report of the review conducted by the Legislative Committee on the motions submitted to the Provincial Council for consideration.

3. ADOPTION OF PROPOSED AGENDA

Moved: 63, VanWell

Seconded: 41, Schnider

That the agenda be adopted as presented.

Status: Carried

PC# 02/2023

4. BCSTA BY-ELECTION**4.1 Review of Procedures**

President Broady reviewed the procedures for the by-election to fill the vice-president vacancy in accordance with BCSTA bylaw 4b.

4.2 Call for Nominations

President Broady shared that the current nominee for Vice-President is Interim Vice-President Tracy Loffler. She then called for nominations from the floor for the role of Vice-President. As no other candidate was nominated, Tracy Loffler was acclaimed as the Vice President of BCSTA.

With the acclamation of Vice-President Loffler, President Broady explained that there is now a vacancy for the director position. She then shared the by-election process to fill the director vacancy in accordance with BCSTA bylaw 4c.

President Broady called for nomination from the floor for the role of Director. Provincial Councillor Allison Watson from SD62 (Sooke) was nominated and she accepted the nomination. As no other candidate was nominated, Provincial Councillor Watson was acclaimed for the position of Director.

5. APPROVAL OF MINUTES OF DECEMBER 2, 2022 PROVINCIAL COUNCIL MEETING

Moved: 67, Clarke	That the Minutes of the meeting of the Provincial Council held on December		
Seconded: 63, VanWell	2, 2022, be adopted as presented.	Status: Carried	PC# 03/2023

6. ORAL REPORTS

6.1 President's Report

President Broady reported on BCSTA's work on the strategic plan since the December 2022 Provincial Council.

Moved: 36, Tymoschuk	That the President's report be received.		
Seconded: 41, Schnider		Status: Carried	PC# 04/2023

6.2 Chief Executive Officer's Report

CEO Hoffman provided an update on the direction of the Association.

Moved: 64 Katrensky	That the Chief Executive Officer's report be received.		
Seconded: 85, Wishart		Status: Carried	PC# 05/2023

6.3 CSBA Report

CSBA Vice-President Broady briefed the Council on the recent activities of the Canadian School Boards Association.

Moved: 75, Carter	That the CSBA report be received.		
Seconded: 36, Tymoschuk		Status: Carried	PC# 06/2023

6.4 BCSTA Standing Committee Reports

6.4.1 Professional Learning Committee

Professional Learning Committee member Pammila Ruth provided an update to the Council on the recent works of the Professional Learning Committee.

6.4.2 Indigenous Education Committee

Indigenous Education Committee Co-Chair Tony Goulet provided an update to the Council on the recent works of the Indigenous Education Committee.

Moved: 64, Katrensky
Seconded: 41, Schnider

That the BCSTA Standing Committee Reports be received.

Status: Carried

PC# 07/2023

7. WRITTEN REPORTS

7.1 Minutes of the Meetings of the Board of Directors & Standing Committees

The following minutes and meeting notes were received by Provincial Council:

- 7.1.1 Minutes of the meetings of the Board of Directors held on October 20, 2022 and November 30, 2022.
- 7.1.2 Minutes of the meetings of the Professional Learning Committee held on November 7, 2022 and December 3-4, 2022.
- 7.1.3 Minutes of the meetings of the Finance and Audit Committee held on November 17, 2022.
- 7.1.4 Minutes of the meetings of the Legislative Committee held on November 2, 2022.

Moved: 74, Adrian
Seconded: 78, Hensen

That the written reports/minutes of the Board of Directors, Professional Learning Committee, Finance and Audit Committee and Legislative Committee reports be received.

Status: Carried

PC# 08/2023

8. MOTION TRACKING DATABASE UPDATES

8.1 Provincial Council Resolution Tracking

8.2 Annual General Meeting Resolution Tracking

Moved: 63, VanWell
Seconded: 36, Tymoschuk

That Provincial Council receive the tracking reports of the Provincial Council and the AGM.

Status: Carried

PC# 09/2023

9. ACTION / DISCUSSION ITEMS

9.1 BCSTA Draft 2023/2024 Budget

Moved: 59, Gulick
Seconded: 46, Girard

That Provincial Council receive the BCSTA 2023/2024 draft budget and provide feedback to the Finance & Audit Committee prior to March 15, 2023.

Status: Carried

PC# 10/2023

9.2 BCSTA's Policy on Travel Expenses

Moved: 91, Hazelton
Seconded: 36, Tymoschuk

That the Provincial Council approve the recommended changes to *BCSTA's Policy on Travel Expenses*.

Status: Carried

PC# 11/2023

9.3 Provincial Council Meeting Cycle

CEO Hoffman engaged the Provincial Council in a discussion regarding the Provincial Council meeting cycle. Councillors provided feedback on the proposal to host the February 2024 Provincial Council meeting virtually.

10. MOTIONS TO PROVINCIAL COUNCIL

10.1 Continue Funding the Student and Family Affordability Fund

Moved: 73, Karpuk
Seconded: 74, Adrian

That BCSTA request the Ministry of Education and Child Care continue the Student and Family Affordability Fund as an annual targeted fund, provided to school districts beyond June 30, 2023;

AND that the permitted uses of this Fund be made less restrictive, to better be able to serve students and families in need, including the possibility of providing or subsidizing transportation;

AND that a portion of this Fund be permitted to be used to cover the costs of administering the Fund.

AND that the funds be made available to School Districts prior to the start of the school year.

Status: Carried as Amended

PC# 12/2023

10.2 Funding for Exempt Staffing Compensation

Moved: 58, Rainer
Seconded: 73, Karpuk

That BCSTA request the provincial government fully fund exempt staff compensation based on the new salary grids published by BCPSEA.

Status: Carried

PC# 13/2023

11. SWEARING-IN OF NEW BOARD MEMBERS

CEO Hoffman swore in the new members of the Board of Directors, Vice-President Tracy Loffler and Director Allison Watson.

12. ADJOURNMENT

Moved: 78, Hensen
Seconded: 28, Runge

That the meeting of Provincial Council be adjourned at 11:25 am.

Status: Carried

PC# 14/2023



DPAC General Meeting Minutes

March 30th, 2023 @ 7pm

Approved

On Line – Teams

1. Call to Order: 7:02pm

2. Establish Quorum

Donna Gabriel Robins, Gordon Greenwood, Yorkson Creek Middle, ACSS, BGMS, Shortreed, DW Poppy, Wix-Brown, James Hill, Dorothy Peacock Elementary, Langley Meadows, Peterson Road, WGSS, West Langley, Coghlan, James Kennedy, Uplands, HD Stafford, LSS, Brookwood Secondary

(44 schools total 20% needed)

3. Welcome and Housekeeping

- A. Territory Acknowledgment
- B. Executive Introductions

4. Adoption of

- a. Agenda March 2023 - Approved
- b. Minutes from February 2023 – Approved

5. Special Presentation

- A. Ishtar Women's Resources Society, P.E.A.C.E. Program

Megan Comey and Rena Andronek - review of Langley Program. Violence Is Preventable (VIP) Program. Speak to kids around warning signs. Violence and abuse in relationships and how to respond to a friend that might need assistance. All with the lens of an age-appropriate way. They can teach kids as little as kindergarten. Mostly grade 7's and 10's seems to get presentations; however, they are equipped to do others.

- 2-3 kids are experiencing /exposed to domestic violence in each classroom in some way
- Ishtar has been working within this space for 20 years
- 2017 the program was revamped to be more tech friendly.
- Change in school staff is when they do start to lose schools, for example, Rena attends Shortreed, Parkside, Betty Gilbert on a regular basis – however they have not had a presentation in these schools for some time, due to teacher shortages and loss of communications. Their goal is to get into more schools.

Q: Are these presentations at WGSS

A: It's been approximately 10 years since they have been at WGSS. Megan would love to be there. She does spend a couple of dates at RE Mountain and Alex Hope. Due to teacher changes it's been a bit inconsistent for bookings.

Q: Do you work closely with child MCFD as well?

A: They do work with a lot of kids and social workers who have been/ or have been in foster care. It is a voluntary program, but it's not mandated.

Q: Do you work closely with child services as well?

A: They do work with a lot of kids, and social workers who have been/ or have been in foster care. It is a voluntary program, but it's not mandated.

Q: How do you manage the conflict with parents, who may not realize there is an issue

A: There are very few disclosures in the classroom. Students say things to teachers, or a behavior change happens during the presentation. They do make notes and are available to speak with students post presentations for students. They do connect and try to support where they can. They can notify teachers to monitor student behavior should parents not wish to receive support. Parents are given resources to choose to seek support.

DPAC Reps can take this information and share it back to their PACs and administration including counselors.

To connect with Rena and/ or Megan Megan@ishtarsociety.org 604.306.7745 or connect with Rena 778.302.2413

B. School District 35 Budget Review, Brian Iseli, Secretary Treasurer

Budget presentation for 2023/2024 fiscal year. Seeking feedback from community on proposals. Overview of the budget process for the school district and three main funds.

- Operating Fund – instructional programs, admin, maintenance, facilities, transportation
- Special Purpose Fund – specific programs, activities, ministry designated programs and annual facility grant
- Capital Fund – land acquisitions, construction, renovations

Revenue: 93% of total revenue comes from province grants. Where tuition (le international students) and rentals make up the remainder.

Surplus money – this occurs when annual revenue exceeds annual expenditure. Feedback from the community is important to receive as this helps us understand where the surplus should be spent.

2022/2023 - very first time that admin wages were supported by the ministry. However, it's unclear on future years.

1st and 2nd reading May 16th

Budget open house – June 6th

3rd and final reading – June 20th

Please continue to fill out the survey. Found on DPAC newsletter or online via School communications.

C. Early Learning and Childcare, Lisa Lainchbury, Assistant Superintendent and Kim Anderson, District Principal of Early Learning and Inclusion

- Early Learning 0 to age 8 (grade 4)
- Activities for families on website – Ministry of Education and Child Care. www.gov.bc.ca/earlylearning
- Supports for families will support children all the way through their education
- First people's principals are blended and consistently overlap with Early learning
- District goal is outlined in the strategic plan. Helps with transition into kindergarten and through to grade

4.

- Inspire curiosity, discovery and belonging to honor all children and how they naturally learn.
- Langley has a multitude of early learning programs. Key highlighted programs
 - o **Welcome center (DGR)** provides interactive informative sessions (i.e. come as you are sessions) shares information from local providers and community partners
 - o **Ready, Set Learn – Gifts and Gatherings** – 3 yrs to 5yrs with parent participating beside them. Focus on gifts that children bring. Stories, seasons and early learning principles within sessions. Flyer is on the website. Pre K programs
 - o **Strong Start – 7 locations** (DGR, Langley meadows, Nicomekl, Parkside, Simonds, West Langley and Willoughby) invite conversation and a great place for networking and to connect with the school community and allows children to become aware of the school community.
 - o **Before & After School care** – Parkside Centennial School and Shortreed Community School. 2 schools were licensed to allow for before and after care when beyond the bell was no longer being offered.
 - o **Seamless Day Kindergarten** – Nicomekl and Parkside are being offered. Provide secondary learning and teaching for the entirety of the day. Creates deepened learning connections
 - o **JB4 Preschool** – Douglas Park Elementary (not a school readiness program) it's a play based engaging program Mon/ Wed /Fri allows connections for students until they start kindergarten in the fall.

All programs are offered to families in the district. Learn more on the website to see the flyer. Encouraged to take part and create the connection with the school district before kids enter Kindergarten.

Q: Will the Before and After-school programs be able to be offered to other schools that used to have Beyond the Bell program that is no longer offered?

A: They are in discussions right now. Ministry, Township and Province mandate is to provide more spaces. This is underway to find space and support families the best they can.

6. Report: Trustee Neufeld

No new reports from the board. There will be a lot coming up in the next three meetings before the break.

7. Superintendent Report - Mal Gill, SD 35 Superintendent

Welcome back from spring break! Strategic plan is underway with final copy being brought forward to April 25th public meeting.

Walnut Grove asbestos incident prespring break – they went above and beyond in terms of testing and abatement. It was important to make sure there were no further issues and at a little extra cost elected to abatement. Work safe was brought in and assisted within the process

In March Bandits vs RCMP, Fire and Foundry and had a mini tournament! Great opportunity to connect with students and was a fun event.

Minister of Education came through the school district while the schools were empty during spring break to educate and see what developments are coming in and a review of space and schools. Showing how families moving in, can't be in the school that is across the street from their home.

March 31, 2023 – official last day for K registration. While parents can still register, they do start placement right after this date.

2025/2026 school calendar has been posted – pro d days are not yet written in stone as of yet. This is to allow families to plan, but not yet confirmed. Detailed calendar with professional development days will be going to reg board meeting April.

Q: Walnut Grove Questions Asbestos – Any workplace that has potential for asbestos. Can you tell us if the school district does inventories of the schools. Do we have management plans? Are the PACs able to look at, to allow parents

A: yes, inventories done, yes management plans in place. Not confirmed if it can be shared.

Q: How did it come as a surprise in Walnut Grove?

A: They reviewed the info of the school in 1990. The builder made a choice, and the SD was not aware it was there.

8. Old Business

A. DPAC Parent Ed Reminder –

- i. April 27 (Two-part series with Michael Morgan)
- ii. April 13th “Let’s Talk Youth Exploitation” with Tiana Sharifi, Sexual Exploitation Education
 - Link shared to registration
 - Video played to showcase exploitation
 - Nationally recognized expert in exploitation and trafficking.
 - Tiana graduated from Kwantlen
 - Goal is to help parents identify the signs and best practices to support them
 - Coquitlam hosted Tiana’s workshop and charged \$30. Langley DPAC is sponsoring, and tickets are FREE! It will be held at the school board office.
 - Tickets are going fast! The first 100 registrations will receive a gift.
 - Childminding will be provided, and we have more spots now available.
 - Please share with all parents at schools

B. PAC Constitutions & Template / Assistance – Chantale

We have received these from some schools. Thank you! Continue to send through if you have recently updated your constitution and if you need a template or assistance, please connect to DPAC info@langleydpac.ca

9. New Business

A. Treasurer’s Report & 2023/2024 Draft Budget – Jodi Stiglic

Review of current accounts

Review of proposed budget for 2023 / 2024 year

B. Nominations Reminder – Jenn

You can nominate yourself or have someone nominate you.

Nominate here: <https://forms.office.com/r/9nWhRh39tU>

We have President, VP, Treasurer and Member at large positions available! We want to hear from you. Any questions, please email info@langleydpac.ca

10. Committee Reports:

A. Scholarship Committee – Tisha

Scholarship process was a blind process we had members of the Exec and one parent volunteer who reviewed the submissions. Review of four student winners. They have been given their award. BIG Congratulations.

11. Executive Reports:

A. President's Report - Alicia Rempel

- Community Gaming Grant Review - money back into
- BCCPAC Townhall - Wed April 5th 7pm townhall (member only) with a focus on student and family affordability fund. Were there successes, challenges with PAC, DPAC. Were you consulted. They are trying to understand what each district went through. Details will be sent out in newsletter this weekend. Reg link <https://us02web.zoom.us/meeting/register/tZIkf-mpqzwiHdDPhJpPQC1QJHphDUH2N5FH>
- BCCPAC parent education conference - DPAC does offer parent ed funds \$50 per year per parent. It is really helpful and informative. You could go for the day if you didn't wish to attend the procedural meeting. You can send your PACs proxy as Chantale our MAL will be attending. Details on how to send out will be coming out. Early bird rate goes until April with discounted rate for members, but open to all.

12. Announcements

A. Next School Board Meeting: April 25 2023

B. Next DPAC Meeting: April 20th – online via teams

C. DPAC AGM May 25th – please consider joining DPAC! Email us to ask questions/ inquire!
Info@langleydpac.ca

13. Adjournment 8:34pm

DPAC General Account TD

February 28, 2023

Income	Actual
Opening Bank Account Balance	\$15,310.15
Service Charge Reversal	\$4.95
Donation from the District	\$0.00
Total Income	\$15,315.10

Expenses	Actual
Monthly Plan Fee	\$4.95
Total Expenses	\$4.95
Account Balance	\$15,310.15

Cheques not yet cleared.

Chq#

AMT

TOTAL

\$0.00

\$15,310.15



DPAC Gaming Account

February 28, 2023

Income

Actual

Opening Bank Account Balance	\$1,799.30
Gaming Deposit	
Total Income	\$1,799.30

Expenses

Actual

Chq 124	\$198.00
Service Charge	\$1.95
Total Expenses	\$199.95

Account Balance

\$1,599.35

Cheques not yet cleared.

TOTAL **\$0.00**

Funds Remaining:

\$1,599.35



DPAC Gaming Account G&F

February 28, 2023

Income	Actual
Opening Bank Account Balance	\$2,500.00
Gaming Deposit	
Credit Interest	\$0.04
Total Income	\$2,500.04
Expenses	Actual
446859	\$81.51
Service Charge	
Total Expenses	\$81.51
Account Balance	\$2,418.53
<u>Cheques not yet cleared.</u>	
TOTAL	\$0.00
<u>Funds Remaining:</u>	\$2,418.53

March 2023

President Report: Alicia Rempel

\$422,380 WOW! That's how much Langley PACs received from BC Community Gaming Grant.

BCCPAC Virtual Town Hall - Wednesday April 5, 7pm on Zoom!

The focus for this Town Hall is the **Student & Family Affordability Fund** - PAC/DPAC experiences, input, challenges, successes and, most importantly, how have your PACs/DPACs been engaged in this initiative with your School/District. Registration MUST be completed in advance for access to the Zoom meeting and is open to BCCPAC Member PACs and DPACs - ONE representative please per member PAC or DPAC! DEADLINE for [Registration](#) is April 4th at 9am

BCCPAC Feedback on the Student & Family Affordability Fund

Please [complete this questionnaire](#), to help us understand your experiences, challenges and successes with this year's funding. The questionnaire will be available until April 11th.

BCCPAC Parent Education Conference and AGM

Don't miss out on this exceptional opportunity to connect with parents from across the province at our Parent Education Conference on Friday, May 5th (AGM will be held on May 6th & 7th)

This is a terrific event and will provide parents with a broad scope of information, including topics on:

- Minister of Education and Child Care, the Honourable Rachna Singh
- Communicating Student Learning
- The Consent Café: An Innovative Consent Education Program
- Truth, Healing and Reconciliation
- Integrated Child and Youth Team
- Understanding the Rights of a Student
- BC Ombudsperson: Our Role and Impact

DPAC is sending one delegate, Chantale and we encourage PACs to consider attending as well. The early bird rate is in effect until April 13.

As a reminder, DPAC allows for **\$50/parent per year** to support Parent Education and this conference would qualify for that subsidy.

DPAC Committee Reports 2022-2023 School Year

DPAC sits on various committees. Below is a summary of any meetings attended in the previous month.

Langley Children Committee (Sept 15, Nov 17, Jan 19, Mar 16, May 18) assigned to: Tisha Krafte

September 15th 2022:

The committee is focused on supporting parents and families through virtual workshops at this time.

Nov 17 – DPAC couldn't make it

January – 19th,

Storey walks to be put in at Parkside Elementary and Donna Knuckle trail (near Symonds).

March 25 – Child Day, At Church in the Valley. 0-5 Years. Opportunity for parents to collect info about local community supports in Langley.

March 16 - next meeting , talk about future meetings and upcoming meeting dates and if in person or not. September will likely be in person.

RBC grant, 22K for youth engagement program for mental health received

Soroptimist Group hosting a Girls/Woman group on Saturday, March 21 at Kwantlen. Fully sold out. Giving out awards. Robbie Burns day dinner as well.

January 27 – family Literacy day at Libraries, lots of crafts and book marks to be made.

RBC Grant – raise the grade, for high school grade 9 and over. Basically for youth mentorship.

LCSS – Ukraine immigrants, lots of groups for support. 74 groups currently.

March 16th

Presentation – Patrick from Langley TWP – new council, new ideas, identified new infrastructure for Willoughby. New possible aquatics center identified for Willoughby. Council identified new Child Care action plan still looking at space, capacity and funding. Enhanced collaboration with data sharing and childcare with the school district. Roll out program for gun and gang program in Langley – 2 M from Provincial Government

Langley Literacy Network - Storey walks – Muckle Creek is in now. Parkside is still pending. Lynn Fripps has been in for the past year. Looking at getting 12 new stories.

Child Day Working Group – May 25th at Child in the Valley. 120 registered to date. Vendors, Entertainment and now taking a vendor fee and possibly opening up to other vendors.

RBC – Youth Mental Awareness Navigation Grant – looking at youth lead forum and increase mental health services. Committee looking at steps, it's at the early stages.

Fraser Health - Adventure Playground – Portage Park, trying to bring it back again. Applying to United Way and Covid Recovery Grant.

RCMP, Jamie Arhtur's, is offering to host a substance prevention evening at a parent presentation at ACSS in April. Asking DPAC to share to PACs.

DPAC Committee Reports 2022-2023 School Year

DPAC sits on various committees. Below is a summary of any meetings attended in the previous month.

Emergency Preparedness Committee (November 28, January 23, March 27) - assigned to: Resha

Emergency Preparedness Committee Meeting Minutes

SD35 – January 23, 2023

Attendees: Marcello Moino, Jo Abshire, Tristan Schaufler, Joel Neufeld, Neil Powell, Tanya Kerr, Resha Sabti, DPAC

The meeting started with Land acknowledgement and followed by brief introductions of committee members. Marcello introduced our agenda for the meeting

1. **Administrative Procedure 458 Appendix B update** – this item related to the committee members and number of meetings. After this edit, the draft will be reviewed by the district leadership team
2. **Controlled Release of Students** – Marcello reported that the process will be implemented and finished by June 2023 for elementary schools and 2024 for secondary schools.
3. **Emergency Radios** – 12 schools have possible issues with emergency radios which means an alternative has to be explored. Schools with different structures (things like metal roof, etc) can cause different issues in terms of transmission of these emergency signals. There are antennas that can be sources, costs are \$250 for small ones, and larger ones cost \$2500. The radios will need to be tested in muster stations and ensure there is access to charging station. I suggested to source some chargers such as solar chargers instead of relying on parked cars at schools. More will be looked into and reported back at our next meeting
4. **Internet Outages** – which can lead to phoneline outages. Schools were required to check and confirm the operation of emergency lines and almost all schools have confirmed except 8 and emergency preparedness team will be checking on the reasons behind the delay
5. **Emergency Operation Centre (EOC) training and simulation** – school district has a team called EOC. This team had training done to emphasize the importance and role explanations, and review roles to ensure efficiency. The discussion brought up questions of the capacity of school board generator and if it would be able to handle emergency situations.
6. **Other discussions:** I asked to have a little more clarity and direction on the process of emergency bins within schools to ensure the process to be easy and clear. Also to define the responsibilities of staff and PACs if any.

Next Meeting Mar 27, 2023

Communications Committee (Oct. 11, March 7, May 9) - Assigned to: Jenn Pyper & Tisha Krafte

October 11 attended by Jenn Pyper & Tisha Krafte

COVID-19 UPDATE -Moving away from all protocols

EMERGENCY PHONES - Ensuring the schools have an emergency phone in case of power outages.

DPAC Committee Reports 2022-2023 School Year

DPAC sits on various committees. Below is a summary of any meetings attended in the previous month.

SD35 CONNECT APP- working on this communication tool. More information to come.

March 6th – attended by Tisha Krafte

Presentation of the School District Strategic Plan with community partners comments. DPAC to review further and revert comments back to the School Board.

LGBTQ+ (Nov 28, January 23, May 8)- Assigned to: Jodi Rae Stiglic & Kristen Faulkner

November 28, 2022

Committee Name Change: The Committee name change request (from “LGBTQ+” to “2SLGBTQ+”) will be presented to the Board in January 2023.

Diversity and Respect Week takes place in the final week of February, and both district-wide and school-based activities are being planned. School GSAs will be contacted to solicit student input and ideas.

Guidelines: The review and update of the Guidelines document (“Langley School District: School Support for Gender Diverse Students”) is nearing completion. This is a living document that will be revised as needed to update language and best practices. Planning forms and adjustments to the MyEd platform are being developed to ensure consistent and affirming support for students.

Gender neutral washrooms: All schools have been surveyed to identify current and potential facilities for gender neutral washrooms, and to determine where additional work is needed to provide these facilities. To support long term planning, research about current practices and facilities in other districts, and potential Ministry support for retrofits, is ongoing.

January 23, 2023 at 4pm.

Committee Name Change: Confirmation of the change to “2SLGBTQ+ Committee” is expected soon.

Guidelines: The Guidelines document (“Langley School District: School Support for Gender Diverse Students”) is in final draft form and awaiting Ministry of Education response on linking the name change form to MyEd.

Gender Neutral Washrooms & Changerooms: The District has completed information gathering from all schools about facilities, and costs are being determined to address the most pressing needs (Vanguard and Langley Fine Arts). Conversations are underway with the Ministry of Education about funding facility updates.

Connections with Youth: The committee is considering how best to encourage connections between youth, and how to ensure that youth voices are being heard by the Committee.

- Encouraging connection between youth GSAs
- Encouraging connections between youth and the Committee

The Committee is considering how to meaningfully engage youth to explore these questions.

DPAC Committee Reports 2022-2023 School Year

DPAC sits on various committees. Below is a summary of any meetings attended in the previous month.

Diversity & Respect Week: February 21-24.

Next Meeting: May 8, 4:00pm

Inclusive Education (Jan 26, Apr 24) -- Assigned to Resha

Next Inclusive Education Committee meeting – Apr 24, 2023

Board Report

April 28, 2023

Attendees:

- | | |
|------------------|--------------------|
| ▪ Marcello Moino | ▪ Janet Stromquist |
| ▪ Mike Pue | ▪ Julie Allen |
| ▪ Katie Pearson | ▪ Donna Robins |

Guest:

- Brian Iseli

Regrets:

- | | |
|------------------|-----------------|
| ▪ Woody Bradford | ▪ Kelly Sears |
| ▪ Candy Ashdown | ▪ Shannon Adams |
| ▪ Brian Coleman | |

TOPIC DISCUSSED:**Aboriginal Achievement Awards – May 18th**

The Aboriginal Program is hosting the Aboriginal Achievement Awards on May 18th at Church in the Valley to honour Aboriginal students in Grades 9-12. The planning committee has worked to decolonize the ceremony, while also ensuring that it focusses on honouring the students through following the four protocols of these lands (1. Feed the guests; 2. Call witnesses; 3. Do the work; 4. Provide giveaways).

Some of the changes include:

- Students honoured together as a grade group, rather than crossing the stage individually
- Reading the name of every Golden Eagle (graduate) regardless if they are at the ceremony
- The blanketing will be done once everyone is in the auditorium, rather than in advance of the guests entering
- Changed the blankets from the traditional red fleece program blankets to a lighter weight woven blanket with a design created by Corey Bulpitt
- Students in grade 9-11 will receive a spindle whorl pendant

No More Stolen Sisters March – May 5th

Lower Fraser Valley Aboriginal Society will be hosting their 4th Annual No More Stolen Sisters Memorial Walk. The walk is held on May 5th, as it is the National Day of Awareness for Missing and Murdered Indigenous Women and Girls. This walk is a call to action to bring an end to the disproportionate violence experienced by Indigenous women, their daughters, sisters, matriarchs and two spirited people. The walk will be held at noon, starting at the Lower Fraser Valley Aboriginal Society office on Eastleigh Crescent.

Attendees:

Lisa Lainchbury	SD35 Assistant Superintendent, Chair
Magdy Ghobrial	SD35 District Principal Wellness & Diversity
Jessica Bain	SD35/LPVPA
Holly Dickinson	Trustee – Board of Education
Amanda Doran	CUPE 1260
Jodi-Rae Stiglic	DPAC
Janine Orlando	LTA/Middle School Counselling

Regrets:

Carey Schafer	CUPE 1851 President (acting)
Chief Marilyn Gabriel	Kwantlen First Nation
Darren Storesley	LTA
Kristen Faulkner	DPAC
Marcela Villaca	Restorative Action Program - CJIBC
Marla Coulas	Secondary School Counselling

1) Welcome & Introductions

Lisa - The work we are doing here today is on the traditional, ancestral, and unceded territories of the Matsqui, Kwantlen, Katzie and Semiahmoo First Nations.

2) Guidelines Draft and Name Change Form Update

Jessica – We are planning on introducing the Guidelines Draft and Name Change Form Update to administrators in the fall at Admin start-up meetings. Utilizing our school Networking meetings to ensure that deeper conversations are happening to build a shared understanding. Staff sign-off on the information occurs during the Admin start-up meetings but want to ensure that everyone is on the same page following. Fluid document – will add sections as needed and amendments where appropriate.

3) Gender Neutral Washrooms – LEC, LFAS Updates

Magdy – LEC washroom complete, working on signage. LFAS – washroom near the dance-room that can be used. District will continue to advocate through the Ministry on funding gender-neutral washrooms. Preference for signage to be used for gender-neutral – Picture of a toilet with “Washroom”.

4) 2SLGBTQ+ Committee Name Change Complete

Lisa – Going forward, 2SLGBTQ+ will be used instead of previous ‘LGBTQ+’. The ‘+’ encompasses all ways of identifying. Will include this in future information sharing.

5) Diversity and Respect Week

Very successful – good feedback from schools. District-wide highly celebrated and implemented. SBO participation – map to highlight represented cultures. Flags being displayed for students to make connection. Plans to be proactive to inform parents of District values and stance on supporting all students. September – online GSA across the district.

6) Committee Membership/GSA's – Upcoming event

June GSA in person. LFAS PAC and Foundation. Other funding sources – potential contributions from school PACs and district budgets. Food, bussing, activities, celebration. Jessica to organize the district online GSA in September – will reach out to school GSA's for collaboration.

7) Other – Field Trips

Sharing of bedrooms for overnight. Possibly add this to the Guidelines book i.e.; pairing with a friend who is aware of their personal journey so they have an ally. District does receive inquiries from schools, and works with the schools to support the students in a room they want to stay in. From a school regarding an upcoming field trip - we plan to have non-gender specific rooms.

Options will be:

- ☐ Don't care - non-gender specific
- ☐ Female presenting room
- ☐ Male presenting room

Next meeting: 2023-24

Attendees:

Marcello Moino	SD35 Assistant Superintendent, Chair
Jo Abshire	SD35 Communications Manager
Tristan Schaufler	SD35 Director of Facilities, Transportation, and Capital Projects
Neil Powell	LPVPA
Tanya Kerr	LTA
Resha Sabti	DPAC

Regrets:

Elva Morrison	CUPE1851
Joel Neufeld	Board of Education - Trustee
Karen Wagner	SD35 Manager, Energy, Environment & Special Projects
Megan Duke	SD35 Occupational Health and Safety Manager
Michelle Smith	CUPE1260
Shawna Lorrie	DPAC

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

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

The committee discussed in brief that there may be changes with existing committee members due to partner group elections held.

REMSS & PEMS Response: Marcello provided an overview on the lockdown at REMSS and PEMS. He explained how it stemmed from a social media post. The post was seen by at least one student at the school, and it outlined violence at a school, but it did not identify the school. As a precaution, the two schools were on lockdown. The police arrived on scene and proceeded with checking the school and classrooms. The police were able to learn quickly that this was linked to a broader social media post and not just REMSS. The lockdown ended in approximately 30 minutes. District leadership staff and Safe Schools staff were assisting Admin on site.

REMSS & PEMS Response – Communications: Jo Abshire gave an overview of what information was shared and the timelines of information. She explained that lessons were learned in the fall and one of them was to speed up communications. The District via SchoolMessenger was able to inform families quickly (within 15 minutes) about both lockdowns at REMSS and PEMS and that students were safe. Similar information was also posted on the school websites, District website, and social media as per usual procedures. Jo shared a photo of what the cell phone text messages looked like. She also noted the times of the follow-up messages as well as the letter outlining what had happened.

Question from Resha: She asked why the District did not post the letter on the District website. Can we do this in future? Jo explained that a letter was shared with all the families. Marcello and Jo will discuss the suggestion of posting the full letter on the District website for the entire community. Jo expressed thoughts on receiving concerns from other parents in other school communities.

Parent Marshalling Areas Update: Marcello provided an update on the list of Parent marshalling areas. He explained that the District has changed plans in relation to using the Cineplex Langley. Instead, the District will be using the Sportsplex across the street. The District is waiting for the user agreement to be established and signed.

Emergency Radio Update: Marcello gave an update on recent action items completed in relation to the radios in the District. He explained the various sites and departments that have radios. The radios have been re-programmed to include the following channels: schools will be split into two zones (zone 1 and zone 2), the third channel is dedicated to Maintenance, James Anderson, and Municipal Liaison Officers (two positions). He explained through the recent EOC training it was determined that the District needed a third radio channel. Other updates included: an antenna deployed successfully, further testing of the radios. The District needs to know if they work inside and outside of the school (muster stations). The District has purchased portable battery banks for each school. The plan will be to distribute to schools and include in procedures. Megan Duke will review and create procedures and ensure admin and office staff are aware.

Questions/Considerations from Resha and Tristan - how long does the battery last, when do we need to charge it, do we need to put stickers on it to keep it together, should they be locked up in school offices. Staff to review and consider options.

EOC Training & Simulation: Marcello gave a summary of the EOC Training and Simulation.

In summary, it was a large-scale disaster with mock situation reports from six schools, and additional inserts to test roles, plans and actions were implemented. Lessons learned included the following:

Logistics	Steps Taken
Need two radios to communicate with Municipal EOCs	Have one spare radio, need to order a second one
Maintenance fuel concerns	All maintenance vehicles will always have half a tank of gas.
First aid supplies? Bulk items?	Already in red bags at sites, identify items not at schools (stretchers, more blankets, etc.)
Need more details on emergency generator at SBO	LED lighting, outlets, two fax lines.
Analog emergency phones	We have two fax lines and #s, already have one; order a second

Question from Resha – shouldn't we have extra supplies (blankets etc) at schools?

Considerations for storage: distance, storage ability, and demographics.

On the topic of emergency preparedness, Jo had an idea to pitch emergency preparedness to IDEA X for next year.

Operations	Steps Taken
EOC Office Supplies	Already have some; add more, including pre-printed forms, and store in a tote.
Update Site Situation Form, based on feedback	Done
Update EOC flowchart, based on feedback	In progress
Create/maps with more details on them re: parent marshalling sites, community centres, etc.	In progress

Question from Tristan – Does the Site Situation Form have a time and date stamp? Yes, on the situation report page 2. Jo and Marcello will review potential edits for the site situation form and add the date to the first page.

Question from Tristan – Is there a written resource for schools? What items can be used in schools (that are available to them in an emergency) that can be used for creative and alternate purposes? Marcello confirmed this did not exist, but it is something that could be explored. Any literature or resources that explain what schools can use in their schools in the event of an emergency that are outside of the traditional emergency preparedness equipment.

Question from Resha – She had specific concerns about exit/classroom doors at James Kennedy. There is a door that does not open from the outside and why is this door not used as an emergency exit? Tristan explained the reason. The emergency exit must meet certain codes and must have certain lighting, signage, etc. Also, there is enough egress in a school design so that even if a classroom door is unable to be used, there are other alternatives. In relation to the door that was broken at James Kennedy, Tristan confirmed that it is in the process of being fixed and requires a special part.

Question from Resha – She had specific questions about overheating in schools. Tristan explained the HVAC and cooling system in the District. As he noted, there has always been the ability to use heat pumps to cool the air and help drop the temperature. The District is not funded by the province to fund air conditioning in schools. Some schools have air conditioning in some spaces in schools and it is not required to have air conditioning in any school. There are not enough funds to have air conditioning in schools across the District or the province.

Next meeting: 2023/24



**MINUTES OF THE
ADVISORY DESIGN PANEL**

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

**WEDNESDAY, MARCH 29, 2023
AT 7:01 PM**

In Attendance:	Councillor Paul Albrecht (Chair) Councillor Mike Solyom (Co-Chair) Blair Arbuthnot Matt Hassett Leslie Koole Johnnie Kuo Cst. Peter Mann Chad Neufeld Tony Osborn Scott Thompson
Absent:	Ella van Enter
Guest:	Mayor Nathan Pachal
Staff:	C. Johannsen, Director of Development Services R. Beddow, Deputy Director of Development Services K. Kenney, Corporate Officer A. Metalnikov, Planner

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

Carl Johannsen, Director of Development Services provided an overview of the meeting process for tonight's meeting for new members.

1) ADVISORY DESIGN PANEL INTRODUCTION & ORIENTATION

Members and staff shared introductions and members were provided with an orientation as follows:

Roy Beddow, Deputy Director of Development Services provided information to the Panel on the:

- City's visioning strategy - Nexus of Community
- Official Community Plan (OCP)

- Contents
- Introduction
- Big Themes
- Growth Projections
- Land Use Plan
- Land Use Designations
- Development Permit Area Guidelines
 - DP Guidelines – Form & Character
- Regional Context Statement
- Appendices to Official Community Plan
 - Nicomekl River District Neighbourhood Plan
 - District Policies

Anton Metalnikov, Planner, provided information to the Panel on the following:

- Zoning Bylaw
 - Update
 - Proposed Updated & New Zones
- Current Development
- 2022 ADP Results
- Advisory Design Panel (ADP) and Typical Application Process (Rezoning + DP)
 - Areas of Evaluation:
 1. Overall design quality, appeal & character
 2. Relationship of buildings/spaces to neighbours
 3. Interface between buildings & public realm
 4. Specific building & site design elements
 5. Building & open space materials
 6. Livability & human needs
 7. Signage
 8. Energy & sustainability
 9. Accessibility
 10. Crime Prevention Through Environmental Design (CPTED)

Carl Johannsen, Director of Development Services, provided information to the Panel on the following:

- Accountability to Council
- Recommendations to Council

Kelly Kenney, Corporate Officer provided information on meeting procedures, referencing and providing examples from the following guidance documents:

- Community Charter
- Council Procedure Bylaw
- ADP's Terms of Reference

The meeting recessed at 8:06pm and reconvened at 8:11pm with the same members present.

2) **AGENDA**

Adoption of the March 29, 2023 agenda.

It was MOVED and SECONDED

THAT the agenda for the March 29, 2023 Advisory Design Panel be approved.

CARRIED

3) **MINUTES**

Adoption of minutes from the November 2, 2022 meeting.

It was MOVED and SECONDED

THAT the minutes of the November 2, 2022 Advisory Design Panel meeting be approved as circulated.

CARRIED

4) **DEVELOPMENT PERMIT APPLICATION DP 03-22** **ZONING BYLAW AMENDMENT APPLICATION RZ 02-22** **LAND USE CONTRACT DISCHARGE APPLICATION LUC 01-22**

12-story, 370-unit apartment development at 5360 204 Street.

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

The Applicant team entered the meeting:

- Noel Lim, Project Manager, Keystone Architecture & Planning Ltd.
- Clark Kavolinas, Landscape Architect, C. Kavolinas & Associates Inc.
- Eric Poxleitner, Sr. Principal, Keystone Architecture & Planning Ltd.

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

- Floor Area Ratio
- Project context
- Neighbourhood context
- Walkability to SkyTrain timeframes and other amenities
- Environmental considerations
- Site plan

Mr. Kavolinas provided information on the landscape plan and outdoor amenity areas.

Mr. Poxleitner provided information on the design rationale.

Mr. Lim provided further information on the following:

- Floor and Unit layouts
- Storage areas
- Roof plan
- Parkade P1 and P2
- Shadow studies

Mr. Poxleitner presented renderings of the proposed development and Mr. Lim presented site section and pedestrian scale renderings.

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

- security concerns about the mail room design;
- heavy look of North elevation vertical columns, possibility of breaking up the line horizontally;
- adjusting the placement of the ribbon feature on the northwest elevation to complete the wrap effect around the exterior; the design feature's impact on placement of windows in certain units; concern that reflective quality of the feature would create glare for neighbours when light hits them;
- accessible parking on P1 parking level is too far away from entrance;
- perimeter trees around the site;
- ways to incorporate building treatments of building through to walkout of first floor with hard surfacing, planter structures, outdoor amenity spaces;
- how to bring more privacy and sound buffering in the courtyard for units facing courtyard;
- consider outdoor space for adults not just children,
- suggestion to vary the look of the outdoor amenity areas;
- as ground floor outdoor amenity area will be almost totally shaded all year, it is unlikely grass or plantings will grow there; consider other options;

- outdoor amenity play space could be improved with slide, swings etc.;
- stepping foundation out around existing trees is important during construction to protect them;
- consider making rooftop amenity space accessible to both rental and market tenants;
- there are a lot of colours and materials, overall ribbon design might benefit from fewer competing elements;
- consider thicker ribbon bands on south side and thinner on north side for shade and light purposes;
- as roof is so visible, suggest green roof on the mechanical pavillion;
- suggest putting some children's play areas on roof so they can play in the sun;
- consider allowing rental units access to all amenity areas;
- consider incorporating some shade/rain protection features for rooftop patio;
- suggest changing ribbon colour from blue to green to mirror green space across the street from development;
- suggest working with Canada Post to install break-in resistant mailboxes;
- suggestion to use electric heating rather than fossil fuels;
- provide rooftop rainwater capture for watering plantings in common areas;
- have more curved building elements to break up monolith look from north view;
- ensure entrance to rental portion of development is as aesthetically pleasing as the strata portion;
- for security purposes consider consolidating the multiple bike rooms into fewer, larger rooms.

In response to questions from Panel members, the applicant team members advised that:

- the mailroom has a locking door for residents' access and a separate door for Canada Post delivery staff to access the back of the mailboxes only;
- whether to demolish or deconstruct the existing building on the site hasn't been discussed with the client yet;
- separation of the rental and market units was required due to strata requirements; however, the market units could be rented out;
- terminating the ribbon feature on the 3rd and 4th floors was deliberate, as part of the design concept for the building;
- EMTC (Encapsulated Mass Timber Construction) was not used as the building material, even though it is now allowed for buildings up to 12 storeys in height as the client preferred steel as it is a more established technology;
- rental wing access will be provided off internal lane connecting to 204 Street; an additional fire hydrant may be required, and the internal lane

and parking area have been designed to accommodate fire truck access;

- PMT is placed within internal courtyard, and will have access for BC Hydro maintenance vehicles;
- the window placement right next to the storage locker was a design oversight that will be addressed;
- ribbon banding through some balconies on east elevation was a design oversight and will be addressed;
- the outdoor amenity area will not be accessible from the road;
- bike storage areas for rental and strata are located in gated areas;
- there are buffering elements in the construction to limit noise from floors above;
- all windows open;
- leaving space on patios to allow for later installation of air conditioning units is being considered;
- all amenity areas are designed to be zero barrier;
- Parking spaces with EV chargers will be provided in both the strata and rental parking areas;
- there is no bike storage in units;
- main bedrooms fit queen sized bed, second bedroom fits a double and possibly a queen sized bed;
- there are two separate entrances to the strata and rental units;
- there is one elevator for the rental units and three for the strata units;
- they could look into putting a bike maintenance room on ground level, or in one of the amenity spaces.

In response to a question from a Panel member, staff advised of the reasons strata and rental units need to be separated in a blended building such as this.

The applicant team left the meeting.

In response to questions regarding types and sizes of rental units as compared to the strata units, Mr. Johannsen advised that he could report back on that in a future report to Council on this development.

It was MOVED and SECONDED

THAT a member of the public in attendance be permitted to address the Advisory Design Panel on the development.

CARRIED UNANIMOUSLY

Staff responded to questions from a member of the public regarding aspects of the development as they relate to seniors and those with disabilities, in particular:

- fire alarms for the hearing and visually impaired;
- scooter and wheelchair access to suites;

- number of accessible units;
- ramps to entrances to building;
- special needs parking.

In the interest of time, staff advised the member of the public that they could speak with them outside of the meeting and noted members of the public will have the opportunity to speak to Council about the development at the Public Hearing on the development.

The Panel compiled a list of recommendations for the applicant.

It was MOVED and SECONDED

THAT

1. The ADP receive the staff report dated March 22, 2023 for information; and
2. The ADP recommends the applicant give further consideration to the following prior to the application proceeding to Council, subject to minor edits and consolidation for clarification purposes without changing the intent of the recommendations:
 - a. Review elevations/façade treatments to:
 - Break up vertical design of stairway walls on north elevation and review the design of the aluminum “ribbon” as it wraps around the building corners for continuity, while keeping building design harmony in mind.
 - Incorporate curved building elements and additional design attention in more locations across the building, especially at ground level, lobby entrances, and within the interior courtyard area, including within landscaping features (planter boxes, paving pattern, etc.)
 - Review additional opportunities to break up the building’s massing through stronger building face articulation features
 - Consider incorporating green tones into the elevations and simplifying the material & colour variation scheme
 - Review opportunities to daylight more windows and balconies in relation to aluminum “ribbons” and consider using ribbons on south side for shading purposes
 - b. Review rooftop amenity spaces for:
 - Varying rooftop amenity space programming/design to create more distinct activity spaces, including those oriented to adults (such as BBQ areas)

- Provide more engaging play structures and add them to rooftop spaces to take advantage of sunlight
 - Review shade/coverage opportunities on rooftop outdoor spaces to provide shelter from the sun and rain
 - Provide more detail on the design/screening of the rooftop mechanical utilities, and/or consider heat pump systems
 - Consider cross-access to rooftop amenity spaces between the strata and rental building wings
 - Review design of community garden plots to enable roll-up use by people who use mobility devices and consider breaking up the plots into narrower rectangular forms to be more accessible
- c. Review the courtyard for:
- Consider non-grass material for courtyard (not synthetic)
 - Incorporate additional vertical elements (i.e. poles, deciduous trees, lighting, etc.) and additional activity opportunities into the courtyard to break up the void space and enhance separation between units facing each other, while being conscious of light access into units
- d. Review design of mail rooms for security and parcel delivery; consider getting in touch with Canada Post for advice
- e. Review potential sunlight impacts of aluminum “ribbon” material to avoid “spotlighting” impacts on surroundings
- f. Bring accessible parking stalls in as close as possible to elevator lobbies
- g. Consider use of electrical building systems vs fossil-fuel based, including opportunities for solar/geothermal energy, and the provision of air conditioning (not form and character)
- h. Review security of fenestration into storage rooms (e.g. increasing opacity)
- i. Enhance the design of the mechanical/electrical room pavilion & consider incorporating a green roof
- j. Review opportunity to consolidate bike storage rooms as much as possible
- k. Review building for sound attenuation opportunities, including bedroom-to-living room interfaces (not form and character)
- l. Consider e-bike charging provisions (not form and character)

- m. Consider deconstructing the existing building, vs demolishing, to improve project sustainability (not form and character)
- n. Consider adding bike repair rooms (not form and character)
- o. Ensure rental wing entrance is as attractive and inviting as that of the strata wing.

CARRIED

5) NEXT MEETING

To be determined

6) ADJOURNMENT

It was MOVED and SECONDED

THAT the meeting adjourn at 10:09 pm.

CARRIED



ADVISORY DESIGN PANEL CHAIR



CORPORATE OFFICER



RECREATION, CULTURE, AND PARKS ADVISORY COMMITTEE

April 12, 2023 at 7:00pm
Salmon River Committee Room
4th Floor, 20338-65 Avenue, Langley, BC

MINUTES

Present:

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

G. Abreo, A. Bayona, S Cook, R. Jhaj, and T. Taylor

Staff:

J. Morrison, Recreation Programmer
R. Stare, Acting Director, Recreation
K. Stepto, Recording Secretary

ACKNOWLEDGEMENT OF THE TRADITIONAL TERRITORIES OF THE COAST SALISH PEOPLES

D. Kang acknowledged the Traditional Territories of the Coast Salish Peoples.

A. APPROVAL AND RECEIPT OF AGENDA ITEMS

1. Recreation, Culture, and Parks Advisory Committee – April 12, 2023

Moved by T. Taylor,
Seconded by A. Bayona,
That the Recreation, Culture, and Parks Advisory Committee approve the
agenda and receive the agenda items of the April 12, 2023 meeting, as
amended.

CARRIED

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

B. ADOPTION OF MINUTES

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

Moved by G. Abreo,
Seconded by R. Jhaj,
That the Recreation, Culture, and Parks Advisory Committee adopt the Minutes
of the March 8, 2023 meeting.

CARRIED

C. DELEGATIONS AND PRESENTATIONS

1. Youth Programs and Services

J. Morrison provided an update on Youth Programs and Services in the Township of Langley. The following information was provided:

Programming Philosophies include:

- Providing programming in ALL communities;
- Removing barriers to participation, when possible;
- Help residents stay active, stay involved, and stay healthy
- Provide opportunities for skill development; and
- Provide opportunities to connect, play, create, workout, and learn.

Highlights

Youth Summer Fun \$20 Pass:

- 979 passes purchased, valid between June 30 – September 5, 2022; for ages 13-18;
- Included all drop-in activities: pools, fitness classes, weight room, and gymnasium activities; and included admission to 2 youth nights at ACCUC Waterpark.

Q1 and Q2 (Jan – June) – 2023:

- Youth Weight Room Orientation: 242 youth registered, to date; Free with drop-in pass
- Fitness: Youth have access to all fitness classes and personal training
- Youth drop-in: After school hours 1x/week at Aldergrove Athletic Park- working in cooperation with Encompass Support Services
- Registered Youth Programs: Youth Beach Volleyball at WCB; Bronze Medallion Lifeguarding Courses
- Drop-in Youth Programs: Youth badminton at WGC; Youth basketball at WGC
- Ongoing mentoring and leadership development: Volunteer program; Employment opportunities

Youth Week 2023:

- May 1 – 7
- Access to weight room, swimming ice skating, basketball and badminton.

Goal:

“To expand TOL youth programming as we grow our staff complement”.

Discussion ensued and the following comments/questions were provided:

- Is there a way to notify parents that the Youth Summer Pass is available? They could encourage their teens to use this.
- Perhaps the PACs could be asked to promote.
- Have a TOL staff member speak to the School Board about this pass.
- More advertising is needed on the TOL website, not just social media.

D. REPORTS

1. Co-Chairperson's Report

D. Kang reported that LUSA and ball hockey have started up again. He further noted that more restrictions are being lifted regarding mask protocols in BC Biomedical labs.

Councillor vanPopta reported that two Notices of Motion were forwarded to staff regarding amenity upgrades to the Fort Langley Park and exploring more possibilities for the waterfront area.

Action: Councillor vanPopta to provide an update at the September RCPAC meeting.

E. CORRESPONDENCE

F. WORK PROGRAM

1. Fees and Charges

R. Stare provided an update regarding the 2023/2024 Fees and Charges Bylaw that went to Council at the end of February. He noted that fees will be increased by 3% for parks and recreation facilities, and that 20 visit, 1 month, 3 month, and yearly passes will be reduced starting in September of 2023.

2. Langley Walk

R. Stare reported that the Langley Walk will take place Sunday, May 7 and is being coordinated with both City and Township staff. Since the course is in the City, more details are being handled by the City of Langley. The course will start and finish at Douglas Park.

3. Township 150 Celebrations

Staff provided a memo to update the committee on Township 150 Celebrations. The following information was provided:

- Will be a multi-day event in late August.
- An online scavenger hunt will encourage residents to explore the Township's facilities and many park amenities.
- Each day of the celebration will have a theme culminating in a large family fun festival on the final day.
- A website will be launched in the coming weeks to provide basis information about the event and initiate the marketing activities.

F. WORK PROGRAM

4. Firefighters vs RCMP Water Battle

T. Taylor provided an update on behalf of the Working Group. He commented that both the firefighters and RCMP have expressed interest in participating and that many of the logistical aspects are being worked out. The Working Group has been in discussions with staff regarding the event.

Discussion ensued and the following comments/questions were provided:

- Could there be local musicians on site between 5:00 – 8:00pm as people are leaving the facility?
- Could the local high school provide parking? The TOL has a standing agreement with the School District regarding use of school parking lots.
- Perhaps the Twilight Drive-In Theatre would like to partner and provide a reduced rate for admission for those who participated in the waterfight.
- Could Triple O's be asked to provide a special menu item to celebrate TOL 150?
- It would be beneficial to handout a flyer to students during the last week of school.
- Working with the DPAC would be a good idea.

A. Bayona joined the Working Group.

5. Langley Awards

S. Cook reported that there were many excellent candidates to choose from this year and that selecting the winners was challenging.

T. Taylor and D. Kang attended the event and said it was an excellent evening.

G. COUNCIL REFERRALS

H. OTHER BUSINESS AND ITEMS FOR INFORMATION

1. Shelter for Seniors in Aldergrove Athletic Park

R. Jhah commented that 50 seniors meet regularly in Aldergrove Athletic Park from 9:00am-12:00pm and 3:00pm-6:00pm each day for some social interaction. They meet in front of the field house and the Aldergrove Minor Baseball Association provided them a box to store their chairs.

There has been a request to extend the roof of the field house to provide a cover for the seniors to sit under. Two sponsors have indicated their willingness to help pay for this addition.

Action: R. Stare will contact Parks Design and Development to ask them to do some further investigation and report back to the committee.

I. **NEXT MEETING**

Date: May 10, 2023
Location: Salmon River Committee Room
4th Floor, 20338-65 Avenue, Langley, BC
Time: 7:00 pm

J. **TERMINATE**

Moved by T. Taylor,
Seconded by G. Abreo,
That the meeting terminate at 8:12pm.
CARRIED

CERTIFIED CORRECT:

Community Representative Co-Chair

Council Representative Co-Chair



May 30, 2023

The Honourable Rachna Singh
Minister of Education and Child Care
PO Box 9045 Stn Prov Govt
Victoria, BC V8W 9E2

Re: Funding for Counsellors to Support Students and Families

Dear Minister Singh,

The Langley Board of Education writes to you regarding a motion that was carried unanimously at the Board's Regular Meeting on May 16, 2023:

"That the Board of Education write a letter to the Minister of Education and Child Care to request additional targeted funding to hire more counsellors to address the increased needs of students and families that districts are facing due to the unprecedented mental health crises we are currently experiencing."

The Langley Board of Education prioritizes meeting the educational needs and health, safety, and well-being needs of our students. We care deeply about our students and through our staff at all levels, we continue to create positive learning environments, support all our learners, and truly demonstrate through our actions that *Every Child Matters*. This is very difficult to achieve with the current mental health state of our students and the funding provided to school districts. As a Board, we are advocating for more funding specifically to hire more counsellors and help alleviate the mental health crises experienced by our children and youth in schools.

We recently heard from a strong contingent of counsellors in our District. They shared with us the important and complex role they have in supporting our students and their well-being. They expressed they are still coping with the increase of mental health issues from the pandemic. They conveyed the challenges many counsellors have in supporting more than one school, which results in high caseloads, and an unsustainable number of students they are required to work with. We are aware that the current provincial ratio is one counsellor for every 589 students. Given the current mental health landscape in our community, this ratio is no longer sustainable.

Our district leadership team is working closely with our employee partner groups and counsellors to create and implement new local strategies to help improve the delivery of mental health support throughout our system. We are doing our part to continue this work. We hope the Ministry can work alongside us and act on this request to address the mental health of our students. Thank you for your consideration and your ongoing commitment to supporting mental health in schools.

Sincerely,

Candy Ashdown
Chairperson of the Board of Education

STAFF REPORT

DATE: June 20, 2023

TO: Board of Education

FROM: Mal Gill, Superintendent of Schools

RESOURCE: Marcello Moino, Assistant Superintendent
Mike Pue, District Principal, Aboriginal Education

SUBJECT: Annual Truth and Reconciliation Update

RECOMMENDED MOTION:

That the Board of Education receives the update on Truth and Reconciliation for information, as presented.

BACKGROUND:

At the Regular Meeting of the Board of Education on June 6, 2015, Chairperson Rob McFarlane stated, *"The Langley School District recognizes that while the work of the Truth and Reconciliation Commission is now finished, our work has just begun. We have a rare second chance to seize a lost opportunity for reconciliation."*

A delegation to the Board of Education consisting of tsakwiah Josette Dandurand, Elder from Kwantlen First Nation, former trustee Cecelia Reekie and Luke Dandurand, Aboriginal Support Worker had just finished sharing their experience at the release of the Truth and Reconciliation Commission's final report in Ottawa. The Board asserted in the Aboriginal Education Enhancement Agreement that the District's Commitment to Truth and Reconciliation be displayed and acted upon in schools. The District commissioned plaques to be displayed prominently at all District schools and sites recognizing this commitment.

At Tuesday's Regular Meeting of the Board of Education, Mike Pue, District Principal of Aboriginal Education, will share the professional development learning opportunities from this year designed for district staff to learn more about the about the history and legacy of colonization as well as the residential schools system, examine their own worldviews and perspectives and build confidence in implementing Indigenous worldviews and perspectives in classrooms. Mr. Pue will also share the District's plan to further this learning for all staff in the coming years. To highlight the importance of and need for these learning opportunities, Mr. Pue will be joined by Emma Morris, a grade 7 student from Peter Ewart. She will share her Speak Out speech, entitled "White Indigenous" that highlights her experiences and perspectives as an Indigenous youth in our District.

STAFF REPORT

DATE: June 20, 2023
TO: Board of Education
FROM: Mal Gill, Superintendent of Schools
SUBJECT: Strategic Plan 2019-2026: Year in Review

RECOMMENDED MOTION:

That the Board of Education receives the report on the Strategic Plan 2019-2022 Year in Review for information, as presented.

BACKGROUND:

On June 20th, as part of the Superintendent's Report for the Regular Meeting of the Board of Education, Superintendent Mal Gill will provide an update on the District's Strategic Plan for 2023-2026, which builds on the goals and direction of the Strategic Plan from 2019-2022.

The Strategic Plan addresses three domains: educational opportunities, community of partnerships, and operational priorities. With a continued focus to create compassionate and inclusive social and academic learning communities that provide access for every learner, District staff have continued to experience success within all three domains of the plan for the 2022-2023 school year.

The document this year continues to include the alignment of the Educational Opportunities section with the Framework for Enhancing Student Learning. The Educational Opportunities section aligns with the Framework for Enhancing Student Learning that will provide more detailed information on actions, performance indicators, and examples of student success.

The District's Framework for Enhancing Student Learning outlines the overarching actions that are intended to improve access to learning for every student, with particular emphasis on our students of Indigenous descent, students with diverse abilities, and our Children and Youth in Care. Langley's Ensouling our Schools initiative focuses on inclusivity, sense of belonging, Social Emotional Learning, Response to Intervention, First Peoples Principles of Learning, Trauma Informed Practice, evidence-based instruction and sound assessment practices.

The District's Framework for Enhancing Student Learning has four unified actions that help us to reach our District goal to create compassionate learning communities with inclusive instructional practice allowing access to grade level curriculum for all students through our Ensouling our Schools initiative.

The presentation will provide an overview of the Framework, sharing stories that highlight the four actions:

- A. Support Professional Learning Communities (PLCs) to implement Response to Intervention (RTI) systems and structures in all schools.
- B. Implement Langley's Teaching and Learning Framework in all classrooms and schools.
- C. Implement Standards-Based Assessments in all schools and align this practice to our Communicating Student Learning (CSL) model.
- D. Initiate a staff development process to support Universal Design for Learning.

Assistant Superintendents Lisa Lainchbury and Marcello Moino will present highlights of the Strategic Plan and Framework for Enhancing Student Learning, and answer Trustee questions.

STAFF REPORT

DATE: June 20, 2023

TO: Board of Education

FROM: Mal Gill, Superintendent of Schools

SUBJECT: Strategic Plan 2023-2026: Community of Partners

RECOMMENDED MOTION:

That the Board of Education receives the Strategic Plan – Community of Partners report, for information, as presented.

BACKGROUND:

Community of Partners is one of the Langley School District's Strategic Plan pillars. The District worked with all partners through collaboration and feedback. The following were meetings with partners which helped to shape the Strategic Plan:

December

- DLT Strategic Planning Team

January

- CUPE 1260
- DLT Strategic Planning Team
- DPAC Executive
- Education/Strategic Plan Committee
- Exempt Staff
- Langley Teachers' Association
- Langley Principals' and Vice-Principals' Association
- ya:yəstəl'

February

- CUPE 1851
- DPAC General Meeting
- Grade 10 & 11 Students
- Representatives from local First Nations (Matsqui, Kwantlen, Katzie and Semiahmoo)

March

- Communications Committee

April

- Community Partners
- CUPE 1260
- CUPE 1851
- DLT Strategic Planning Team
- Education/Strategic Plan Committee
- Langley Teachers' Association

May

- Education/Strategic Plan Committee

The commitment of partners has made a difference. The District is looking forward to working with partner leaders to fulfill the vision of the Board working with partners to help each student reach their full potential. Specifically, collaboration with local employee associations and unions (Langley Teachers' Association, CUPE 1260, CUPE 1851, DPAC and the Langley Principals' and Vice-Principals' Association) to foster the vision that includes staff with the community of learners. The District extends its gratitude to the presidents of each group for their collaboration and support.

STAFF REPORT

DATE: June 20, 2023
TO: Board of Education
FROM: Brian Iseli, Secretary-Treasurer
SUBJECT: Annual Budget Bylaw 2023/2024 (Third Reading)

RECOMMENDED MOTIONS:

That the Board of Education directs staff to appropriate the following Restricted surplus amounts to balance the 2023/24 Annual Budget.

Internally restricted for student capacity needs	\$1,500,000
Internally restricted for infrastructure replacement	\$107,804
Internally restricted for projector replacement	\$150,000
Internally restricted to balance future budgets	\$507,868
Restricted for future District capital contributions	\$300,000

That the School District No. 35 (Langley) Annual Budget Bylaw for fiscal year 2023/24 in the amount of \$355,297,252 be given third reading, passed and adopted on this 20th day of June 2023.

BACKGROUND:

Boards of Education are required to adopt an Annual Budget on or before June 30th of each year for the next fiscal year. The adopting of an Annual Budget is by bylaw. The adoption of the Annual Budget Bylaw is one of a Board of Education's significant responsibilities as a Board and is specifically required under the *School Act* (Sub-section 113(1)). Three readings of the bylaw are required. The first two readings were approved by the Board at the May 16, 2023 Regular Board Meeting. The third and final reading of the bylaw are being presented to the Board tonight for final approval.

The *School Act* also requires a Board of Education to prepare the Annual Budget for the next fiscal year in the form required by the Minister of Education and Child Care and containing the content specified by the Minister of Education and Child Care (Sub-section 111(2)). For fiscal years beginning after December 31,

2011, the form and content required by the Minister is described under the Public Sector Accounting Board ("PSAB") Framework.

The attached Annual Budget Bylaw for the 2023/2024 Annual Budget has been prepared under the PSAB guidelines. The PSAB Framework requires a Board's Annual Budget to contain the financial information of all funds for which the Board is responsible. These include the Operating Fund, the Capital Fund and all the Special Purpose Funds under the Board's charge.

The Annual Budget Bylaw amount of \$355,297,252 for 2023/24 is the sum of the expenses and capital purchases in each of these funds and is summarized as follows:

	Operating	SPF	Capital	Total
Operating Fund - Total Expense	\$275,591,949			\$275,591,949
Special Purpose Fund - Total Expense		55,929,630		55,929,630
Special Purpose Fund - Capital Assets Purchased				-
Capital Fund - Total Expense			16,587,498	16,587,498
Capital Fund - Capital Assets Purchased from Local Capital			7,188,175	7,188,175
	<u>\$275,591,949</u>	<u>\$ 55,929,630</u>	<u>\$ 23,775,673</u>	<u>\$355,297,252</u>

Special Purpose Fund Changes

The Annual Budget for 2023/24 contains the Classroom Enhancement Fund, which was established by the Provincial Government in response to the Memorandum of Agreement reached between the Government and the BCTF after the Supreme Court of Canada ruled in favour of the BCTF in November 2016, restoring provincial collective agreement language that was removed in 2001. This year, the funding for the restored collective agreement is being done in stages and only stage one has been announced to districts. Stage one is comprised only of funding for last year's teacher staffing and overhead costs, it doesn't include amounts for remedy for the restored language. The amount of funding provided to the District for 2023/24 to restore the collective agreement language and included in the Annual Budget Bylaw is \$40,417,788 The District is still waiting for stage two funding that will be for any changes in teacher staffing and remedy for the restored language.

Operating Fund

The majority of the Board's financial operations is included in the Operating Fund. For 2023/24, the Annual Budget Bylaw contains an Operating Fund deficit of \$2,565,672 which will be offset by an appropriation of prior years' surpluses listed below to produce a balanced budget position in this fund:

Internally restricted for student capacity needs	\$1,500,000
Internally restricted for infrastructure replacement	\$107,804
Internally restricted for projector replacement	\$150,000
Internally restricted to balance future budgets	\$507,868
Restricted for future District capital contributions	\$300,000

This appropriation of prior years' surpluses will require a Board motion prior to the third reading of the Bylaw on June 20th.

Annual Budget

School District No. 35 (Langley)

June 30, 2024

School District No. 35 (Langley)

June 30, 2024

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*NOTE - Statement 1, Statement 3, Statement 5, Schedule 1 and Schedules 4A - 4D are used for Financial Statement reporting only.

ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 35 (LANGLEY)
(called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2023/2024 pursuant
to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "*Act*").

1. The Board has complied with the provisions of the *Act*, Ministerial Orders, and Ministry of Education and Child Care Policies respecting the Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 35 (Langley) Annual Budget Bylaw for fiscal year 2023/2024.
3. The attached Statement 2 showing the estimated revenue and expense for the 2023/2024 fiscal year and the total budget bylaw amount of \$355,297,252 for the 2023/2024 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2023/2024.

READ A FIRST TIME THE _____ DAY OF _____, 2023;

READ A SECOND TIME THE _____ DAY OF _____, 2023;

READ A THIRD TIME, PASSED AND ADOPTED THE _____ DAY OF _____, 2023;

Chairperson of the Board

(Corporate Seal)

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 35 (Langley)
Annual Budget Bylaw 2023/2024, adopted by the Board the _____ DAY OF _____, 2023.

Secretary Treasurer

School District No. 35 (Langley)

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2024

	2024 Annual Budget	2023 Amended Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	24,443,875	23,629,375
Adult	51,750	60,750
Total Ministry Operating Grant Funded FTE's	24,495,625	23,690,125
Revenues	\$	\$
Provincial Grants		
Ministry of Education and Child Care	310,008,480	286,665,694
Other	912,344	835,136
Tuition	14,148,340	14,452,808
Other Revenue	8,050,918	7,853,958
Rentals and Leases	1,074,000	906,278
Investment Income	2,245,000	1,862,856
Amortization of Deferred Capital Revenue	11,594,059	11,112,533
Total Revenue	348,033,141	323,689,263
Expenses		
Instruction	289,522,698	267,861,134
District Administration	9,650,182	9,086,790
Operations and Maintenance	45,823,323	42,699,762
Transportation and Housing	3,112,874	2,846,436
Total Expense	348,109,077	322,494,122
Net Revenue (Expense)	(75,936)	1,195,141
Budgeted Allocation (Retirement) of Surplus (Deficit)	2,565,672	3,906,980
Budgeted Surplus (Deficit), for the year	2,489,736	5,102,121
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	2,489,736	5,102,121
Budgeted Surplus (Deficit), for the year	2,489,736	5,102,121

School District No. 35 (Langley)

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

	2024 Annual Budget	2023 Amended Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	275,591,949	249,757,092
Special Purpose Funds - Total Expense	55,929,630	57,416,264
Special Purpose Funds - Tangible Capital Assets Purchased		200,713
Capital Fund - Total Expense	16,587,498	15,320,766
Capital Fund - Tangible Capital Assets Purchased from Local Capital	7,188,175	8,719,826
Total Budget Bylaw Amount	355,297,252	331,414,661

Approved by the Board

Signature of the person of the Board		
Signature of the Superintendent		Date Signed
Signature of the Secretary/Treasurer		Date Signed

School District No. 35 (Langley)
Annual Budget - Changes in Net Financial Assets (Debt)
Year Ended June 30, 2024

Statement 4

	2024	2023 Amended
	Annual Budget	Annual Budget
	\$	\$
Surplus (Deficit) for the year	(75,936)	1,195,141
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds		(200,713)
From Local Capital	(7,188,175)	(8,719,826)
From Deferred Capital Revenue	(25,246,671)	(22,599,656)
Total Acquisition of Tangible Capital Assets	(32,434,846)	(31,520,195)
Amortization of Tangible Capital Assets	16,337,498	14,970,766
Total Effect of change in Tangible Capital Assets	(16,097,348)	(16,549,429)
	-	-
(Increase) Decrease in Net Financial Assets (Debt)	(16,173,284)	(15,354,288)

School District No. 35 (Langley)

Annual Budget - Operating Revenue and Expense

Year Ended June 30, 2024

Schedule 2

	2024 Annual Budget \$	2023 Amended Annual Budget \$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	261,798,794	236,341,453
Other	192,400	192,400
Tuition	14,148,340	14,452,808
Other Revenue	800,918	853,958
Rentals and Leases	1,074,000	906,278
Investment Income	2,200,000	1,823,041
Total Revenue	280,214,452	254,569,938
Expenses		
Instruction	235,028,307	211,886,851
District Administration	9,076,286	8,488,936
Operations and Maintenance	29,100,478	27,174,189
Transportation and Housing	2,386,878	2,207,116
Total Expense	275,591,949	249,757,092
Net Revenue (Expense)	4,622,503	4,812,846
Budgeted Prior Year Surplus Appropriation	2,565,672	3,906,980
Net Transfers (to) from other funds		
Local Capital	(7,188,175)	(8,719,826)
Total Net Transfers	(7,188,175)	(8,719,826)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 35 (Langley)

Schedule 2A

Annual Budget - Schedule of Operating Revenue by Source

Year Ended June 30, 2024

	2024 Annual Budget \$	2023 Amended Annual Budget \$
Provincial Grants - Ministry of Education and Child Care		
Operating Grant, Ministry of Education and Child Care	256,878,234	225,666,579
ISC/LEA Recovery	(104,122)	(104,122)
Other Ministry of Education and Child Care Grants		
Pay Equity	551,875	551,875
Funding for Graduated Adults	500,000	500,000
Student Transportation Fund	260,000	260,000
Support Staff Benefits Grant	325,200	325,200
FSA Scorer Grant	17,740	17,740
Child Care Funding	53,959	53,959
Early Learning Framework (ELF) Implementation	3,385	3,385
Support Staff Funding EHB	166,534	166,534
Additional Support Staff Funding	11,457	11,457
Labour Settlement Funding Teachers		5,444,931
Labour Settlement Funding CUPE		2,605,441
Labour Settlement Funding Exempt and Principal and Vice Principals		828,474
Policing and Security Branch Funding		10,000
Labour Settlement Funding	3,134,532	
Total Provincial Grants - Ministry of Education and Child Care	261,798,794	236,341,453
Provincial Grants - Other	192,400	192,400
Tuition		
Summer School Fees	95,715	95,715
Continuing Education	47,000	53,000
International and Out of Province Students	14,005,625	14,304,093
Total Tuition	14,148,340	14,452,808
Other Revenues		
Funding from First Nations	104,122	104,122
Miscellaneous		
Other Revenues	189,796	242,836
Transportation	40,000	40,000
BC Hydro Grant	47,000	47,000
Salary Recoveries	420,000	420,000
Total Other Revenue	800,918	853,958
Rentals and Leases	1,074,000	906,278
Investment Income	2,200,000	1,823,041
Total Operating Revenue	280,214,452	254,569,938

School District No. 35 (Langley)

Schedule 2B

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

	2024 Annual Budget	2023 Amended Annual Budget
	\$	\$
Salaries		
Teachers	127,144,801	113,071,232
Principals and Vice Principals	14,202,322	13,374,955
Educational Assistants	26,276,262	23,732,377
Support Staff	20,317,219	18,538,599
Other Professionals	6,160,469	5,740,045
Substitutes	9,632,622	9,482,849
Total Salaries	203,733,695	183,940,057
Employee Benefits	49,505,420	42,926,295
Total Salaries and Benefits	253,239,115	226,866,352
Services and Supplies		
Services	6,418,323	6,221,913
Student Transportation	190,699	162,484
Professional Development and Travel	1,539,445	1,491,201
Rentals and Leases	52,100	52,100
Dues and Fees	1,508,135	1,548,010
Insurance	577,854	577,854
Supplies	8,149,278	8,935,178
Utilities	3,915,000	3,900,000
Bad Debts	2,000	2,000
Total Services and Supplies	22,352,834	22,890,740
Total Operating Expense	275,591,949	249,757,092

School District No. 35 (Langley)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2024

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	100,376,869	1,087,534	437,849	923,433		7,437,140	110,262,825
1.03 Career Programs	495,764		356,814	47,009		3,000	902,587
1.07 Library Services	1,149,400		679,363	16,531		9,850	1,855,144
1.08 Counselling	3,896,973		3,986			5,000	3,905,959
1.10 Special Education	15,801,521	927,167	22,294,619	46,377	230,568	838,829	40,139,081
1.30 English Language Learning	2,483,863	152,244	88,334			11,636	2,736,077
1.31 Indigenous Education	510,144	152,974	1,636,913	87,768		16,000	2,403,799
1.41 School Administration		11,037,046		3,688,332		107,996	14,833,374
1.60 Summer School	597,022	121,530	142,603	8,863			870,018
1.62 International and Out of Province Students	1,833,245	286,280	624,276	212,262	425,050	92,217	3,473,330
Total Function 1	127,144,801	13,764,775	26,264,757	5,030,575	655,618	8,521,668	181,382,194
4 District Administration							
4.11 Educational Administration		285,303		55,929	1,236,696	2,540	1,580,468
4.40 School District Governance					213,628		213,628
4.41 Business Administration		152,244		1,424,940	2,073,668	17,500	3,668,352
Total Function 4	-	437,547	-	1,480,869	3,523,992	20,040	5,462,448
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				119,077	1,552,817	8,000	1,679,894
5.50 Maintenance Operations				12,070,583	379,178	852,914	13,302,675
5.52 Maintenance of Grounds				377,124		150,000	527,124
5.56 Utilities							-
Total Function 5	-	-	-	12,566,784	1,931,995	1,010,914	15,509,693
7 Transportation and Housing							
7.41 Transportation and Housing Administration				119,831	48,864	20,000	188,695
7.70 Student Transportation			11,505	1,119,160		60,000	1,190,665
Total Function 7	-	-	11,505	1,238,991	48,864	80,000	1,379,360
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	127,144,801	14,202,322	26,276,262	20,317,219	6,160,469	9,632,622	203,733,695

School District No. 35 (Langley)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2024

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2024 Annual Budget	2023 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	110,262,825	27,109,972	137,372,797	4,525,095	141,897,892	128,016,261
1.03 Career Programs	902,587	229,364	1,131,951	194,896	1,326,847	1,179,649
1.07 Library Services	1,855,144	448,404	2,303,548	177,685	2,481,233	2,294,068
1.08 Counselling	3,905,959	927,831	4,833,790	113,200	4,946,990	4,486,077
1.10 Special Education	40,139,081	10,063,352	50,202,433	766,587	50,969,020	45,248,376
1.30 English Language Learning	2,736,077	649,715	3,385,792	73,769	3,459,561	2,846,368
1.31 Indigenous Education	2,403,799	617,104	3,020,903	258,118	3,279,021	3,181,176
1.41 School Administration	14,833,374	3,221,205	18,054,579	580,787	18,635,366	16,871,292
1.60 Summer School	870,018	177,832	1,047,850	19,543	1,067,393	1,093,620
1.62 International and Out of Province Students	3,473,330	792,534	4,265,864	2,699,120	6,964,984	6,669,964
Total Function 1	181,382,194	44,237,313	225,619,507	9,408,800	235,028,307	211,886,851
4 District Administration						
4.11 Educational Administration	1,580,468	349,807	1,930,275	360,300	2,290,575	2,051,145
4.40 School District Governance	213,628	13,444	227,072	130,700	357,772	357,808
4.41 Business Administration	3,668,352	819,570	4,487,922	1,940,017	6,427,939	6,079,983
Total Function 4	5,462,448	1,182,821	6,645,269	2,431,017	9,076,286	8,488,936
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	1,679,894	355,620	2,035,514	1,189,329	3,224,843	2,938,217
5.50 Maintenance Operations	13,302,675	3,316,689	16,619,364	4,441,715	21,061,079	19,496,022
5.52 Maintenance of Grounds	527,124	92,432	619,556	305,000	924,556	864,950
5.56 Utilities	-	-	-	3,890,000	3,890,000	3,875,000
Total Function 5	15,509,693	3,764,741	19,274,434	9,826,044	29,100,478	27,174,189
7 Transportation and Housing						
7.41 Transportation and Housing Administration	188,695	39,082	227,777	5,400	233,177	220,326
7.70 Student Transportation	1,190,665	281,463	1,472,128	681,573	2,153,701	1,986,790
Total Function 7	1,379,360	320,545	1,699,905	686,973	2,386,878	2,207,116
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	203,733,695	49,505,420	253,239,115	22,352,834	275,591,949	249,757,092

School District No. 35 (Langley)

Schedule 3

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

	2024	2023 Amended
	Annual Budget	Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	47,959,686	49,974,241
Other	719,944	642,736
Other Revenue	7,250,000	7,000,000
Total Revenue	55,929,630	57,616,977
Expenses		
Instruction	54,494,391	55,974,283
District Administration	573,896	597,854
Operations and Maintenance	861,343	844,127
Total Expense	55,929,630	57,416,264
Net Revenue (Expense)	-	200,713
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased		(200,713)
Total Net Transfers	-	(200,713)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 35 (Langley)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2024

Schedule 3A

	Annual Facility Grant	Learning Improvement Fund	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead	Classroom Enhancement Fund - Staffing
	\$	\$	\$	\$		\$	\$	\$	\$
Deferred Revenue, beginning of year									
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	680,306	972,320		288,000	75,950	213,005	2,305,165	991,667	39,426,121
Provincial Grants - Other									
Other			7,250,000						
	680,306	972,320	7,250,000	288,000	75,950	213,005	2,305,165	991,667	39,426,121
Less: Allocated to Revenue	680,306	972,320	7,250,000	288,000	75,950	213,005	2,305,165	991,667	39,426,121
Deferred Revenue, end of year	-	-	-	-	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education and Child Care	680,306	972,320		288,000	75,950	213,005	2,305,165	991,667	39,426,121
Provincial Grants - Other									
Other Revenue			7,250,000						
	680,306	972,320	7,250,000	288,000	75,950	213,005	2,305,165	991,667	39,426,121
Expenses									
Salaries									
Teachers					23,289	72,985	301,247		31,270,724
Principals and Vice Principals									
Educational Assistants		961,020		193,295			1,516,255		
Support Staff	236,610							316,443	
Other Professionals								75,494	
Substitutes					5,000	9,000	54,394	497,678	764,490
	236,610	961,020	-	193,295	28,289	81,985	1,871,896	889,615	32,035,214
Employee Benefits	53,828	11,300		51,688	5,583	17,497	433,269	102,052	7,390,907
Services and Supplies	389,868		7,250,000	43,017	42,078	113,523			
	680,306	972,320	7,250,000	288,000	75,950	213,005	2,305,165	991,667	39,426,121
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 35 (Langley)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2024

Schedule 3A

	Changing Results for Young Children	Seamless Day Kindergarten	JUST B4	SEY2KT (Early Years to Kindergarten)	ECL Early Care & Learning	Feeding Futures Fund	SWIS	TOTAL
	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year								-
Add: Restricted Grants								
Provincial Grants - Ministry of Education and Child Care	6,000	110,800	25,000	19,000	175,000	2,671,352		47,959,686
Provincial Grants - Other							719,944	719,944
Other								7,250,000
	6,000	110,800	25,000	19,000	175,000	2,671,352	719,944	55,929,630
Less: Allocated to Revenue	6,000	110,800	25,000	19,000	175,000	2,671,352	719,944	55,929,630
Deferred Revenue, end of year	-	-	-	-	-	-	-	-
Revenues								
Provincial Grants - Ministry of Education and Child Care	6,000	110,800	25,000	19,000	175,000	2,671,352		47,959,686
Provincial Grants - Other							719,944	719,944
Other Revenue								7,250,000
	6,000	110,800	25,000	19,000	175,000	2,671,352	719,944	55,929,630
Expenses								
Salaries								
Teachers							59,959	31,728,204
Principals and Vice Principals					145,214			145,214
Educational Assistants		79,925	19,288				388,832	3,158,615
Support Staff							12,299	565,352
Other Professionals							85,946	161,440
Substitutes								1,330,562
	-	79,925	19,288	-	145,214	-	547,036	37,089,387
Employee Benefits		23,340	5,632		29,786		146,169	8,271,051
Services and Supplies	6,000	7,535	80	19,000		2,671,352	26,739	10,569,192
	6,000	110,800	25,000	19,000	175,000	2,671,352	719,944	55,929,630
Net Revenue (Expense)	-	-	-	-	-	-	-	-

School District No. 35 (Langley)

Schedule 4

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

	2024 Annual Budget			2023 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Provincial Grants				
Ministry of Education and Child Care	250,000		250,000	350,000
Investment Income		45,000	45,000	39,815
Amortization of Deferred Capital Revenue	11,594,059		11,594,059	11,112,533
Total Revenue	11,844,059	45,000	11,889,059	11,502,348
Expenses				
Operations and Maintenance	250,000		250,000	350,000
Amortization of Tangible Capital Assets				
Operations and Maintenance	15,611,502		15,611,502	14,331,446
Transportation and Housing	725,996		725,996	639,320
Total Expense	16,587,498	-	16,587,498	15,320,766
Net Revenue (Expense)	(4,743,439)	45,000	(4,698,439)	(3,818,418)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased			-	200,713
Local Capital		7,188,175	7,188,175	8,719,826
Total Net Transfers	-	7,188,175	7,188,175	8,920,539
Other Adjustments to Fund Balances				
Tangible Capital Assets Purchased from Local Capital	7,188,175	(7,188,175)	-	
Total Other Adjustments to Fund Balances	7,188,175	(7,188,175)	-	
Budgeted Surplus (Deficit), for the year	2,444,736	45,000	2,489,736	5,102,121

ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 35 (LANGLEY) (called the "Board") to adopt the annual budget of the Board for the fiscal year 2023/24 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. The Board has complied with the provisions of the *Act*, Ministerial Orders, and Ministry of Education and Child Care Policies respecting the annual budget adopted by this bylaw.
2. This bylaw may be cited as School District NO. 35 (LANGLEY) Annual Budget Bylaw for fiscal year 2023/24.
3. The attached "Statement 2" showing the estimated revenue and expense for the 2023/24 fiscal year and the total budget bylaw amount of \$355,297,252 for the 2023/24 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, Statement 4 and Schedules 2 to 4 are adopted as the annual budget of the Board for the fiscal year 2023/2024.

READ A FIRST TIME THE 16th DAY OF MAY, 2023;

READ A SECOND TIME THE 16th DAY OF MAY, 2023;

READ A THIRD TIME, PASSED AND ADOPTED THE 20th DAY OF JUNE, 2023.

(Corporate Seal)

Chairperson of the Board

Secretary-Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 35 (LANGLEY) Annual Budget Bylaw 2023/24, adopted by the Board 20th DAY OF JUNE, 2023.

Secretary-Treasurer

FINANCE AND FACILITIES COMMITTEE REPORT

DATE: June 20, 2023
TO: Board of Education
FROM: Brian Iseli, Secretary-Treasurer
RESOURCE: Shind Chand, Assistant Secretary-Treasurer
SUBJECT: Three-Year Year Financial Plan

RECOMMENDED MOTION:

That the Board of Education approves the Three-Year Year Financial Plan, as presented.

Three-Year Financial Plan

One of the expectations from the Ministry of Education and Child Care is that districts are to implement a Three-year budget forecasting model for the District. The process of longer-term budget forecasting is to assist in formulating strategies, plan for the future and to align our goals across the entire organization. These processes are crucial components to support our District's decision-making process as it continues to grow and, during periods of change. It also ensures adequate and timely use of resources and effectiveness of operations.

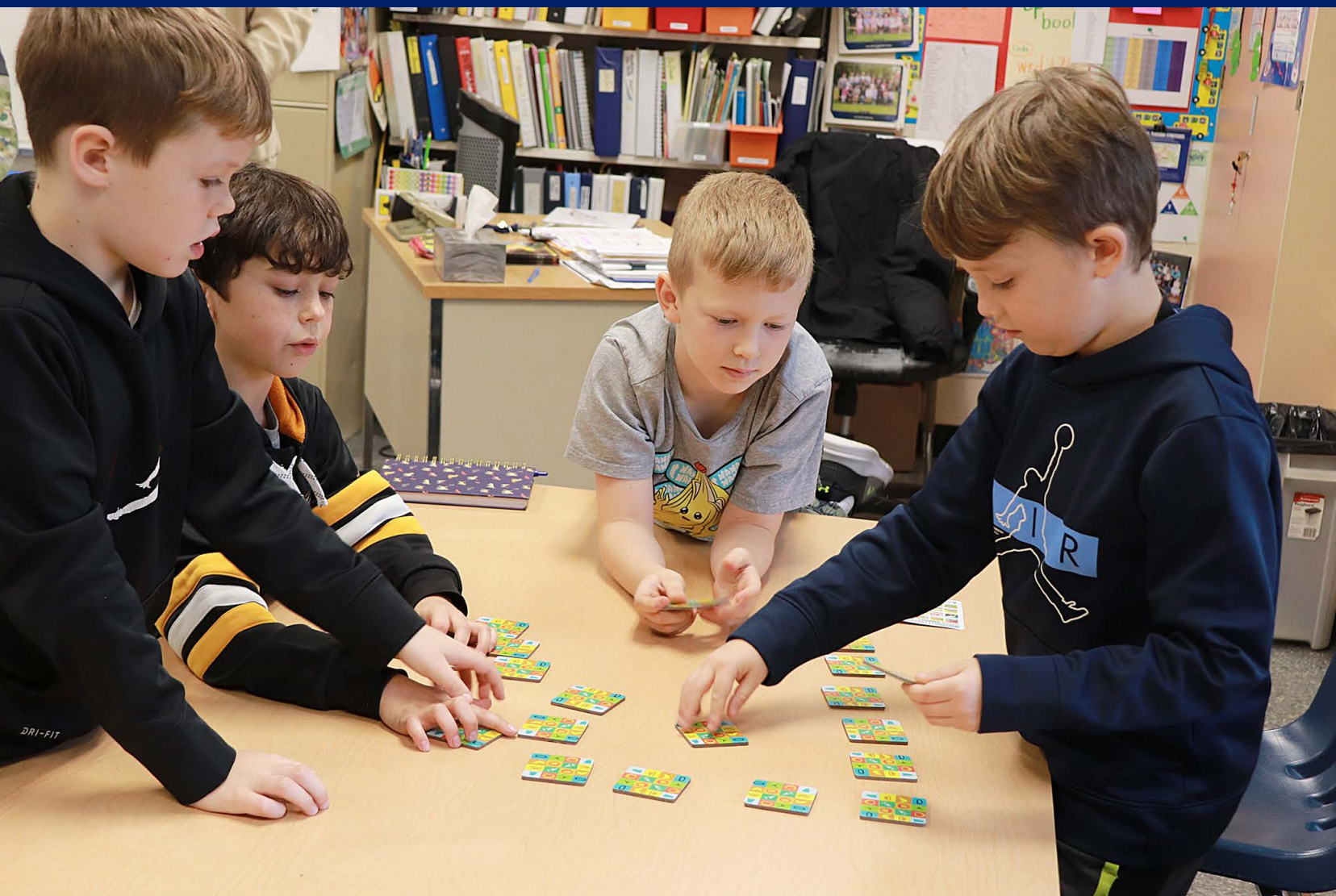
For the 2022/23 budget process, districts were required to have Policies/Administrative Procedures on the 3 year budget, which we have in [Administrative Procedure 500: Financial Planning and Reporting](#). The Three-Year Financial Plan is attached for approval at the June 20, 2023 Regular Board Meeting.

LANGLEY SCHOOL DISTRICT

MULTI-YEAR

FINANCIAL PLAN

2023/24 – 2025/26



DISTRICT OVERVIEW

The Langley School District is situated on the traditional unceded territories of the Matsqui, Kwantlen, Katzie, and Semiahmoo First Nations. It is comprised of the City of Langley and the Township of Langley and is located in the central Fraser Valley, 40 kilometers east of Vancouver.

The 2021 census indicates that Langley has a population of just under 162,000 people and above average individual and family incomes. Bordered on the north by the Fraser River and by the Canada/US border to the south, the District serves 24,600 FTE students in 45

school sites. Langley neighbours Surrey and Abbotsford, to the west and east respectively, and operates on an annual budget of \$331 million, this represents 4.07% of the provincial total, and is the 6th largest school district in the province. The Langley School District employs over 3,000 teachers, support staff, and administrators.

The Langley Board of Education consists of seven Trustees, five elected from the Township of Langley and two elected from the City of Langley. The Board is in the first year of its four-year term.



BOARD OF EDUCATION



Candy Ashdown
Chair



Holly Dickinson
Vice-Chair



Charlie Fox
Trustee



Joel Neufeld
Trustee



Sarb Rai
Trustee



Tony Ward
Trustee



Marnie Wilson
Trustee

In accordance with the School Act, school district Boards of Education in the province must approve a balanced budget for the 2023/24 school year and submit it to the Ministry of Education and Child Care by June 30, 2023.

The School District operates under the authority of the School Act of British Columbia and receives over 90% of its revenue from the B.C. provincial government through the Ministry of Education and Child Care.

This budget has been prepared in accordance with Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia supplemented by Regulations 257/2010 and 198/2011 issued by the Province of British Columbia Treasury Board.

The Langley School District No. 35 has developed the preliminary budget under the overall guiding principle

of providing an innovative, inspiring and unified learning community. Our purpose is to inspire all learners to reach their full potential and create a positive legacy for the future.

The budget for the Langley School District is built under the following beliefs and values:

- Decisions regarding our students are made with integrity.
- We believe learning is a life-long process.
- The pursuit of excellence in teaching and learning is valued.
- Education is a shared responsibility among school, home and the community.
- The dedication (courage) of our educators and support staff is valued.
- The accomplishments of our learners are celebrated.
- Safe and healthy environments contribute to student learning.



ALIGNMENT WITH STRATEGIC PLAN

The Ministry of Education and Child Care requires multi-year financial plans to provide greater transparency and accountability for the planning and reporting of the financial resources managed by boards of education (boards).

One of the primary goals of the multi-year plan is to outline how the Langley School District will use its funding and resources to support their strategic objectives and operational needs with a focus on improving educational outcomes for all students.

Boards must also develop and maintain public policies detailing how they will plan to report out to local community and education partner groups, including local First Nations and Métis Nation BC on their progress towards aligning funding and resources with board strategic plans and other operational needs of the school district.

The Board sets its financial direction through a financial plan and an annual budget that determines how resources are allocated to schools, departments and programs.

The following excerpt is from the Ministry of Education and Child Care's website on K-12 funding and allocation:

The provincial government and B.C.'s 60 elected boards of education co-manage the education system in British Columbia

- The province establishes the amount of grant funding for public education annually and uses a funding formula to allocate these funds to boards of education.
- Boards manage and allocate their allotment based on local spending priorities. In addition, the province provides capital costs and funding for special programs through supplemental government funds.
- The funding allocation system provides financial resources for the operation of the K-12 system by using data collected from schools and districts and applying formulae to ensure equity across B.C.

GOALS & OBJECTIVES

- To allocate operating funding so that students in all districts have an equal opportunity to receive a quality education.
- To ensure operating grants are based consistently on the funding formula and are within the budget limits established by the Minister of Finance.
- To ensure that boards of education and the public understand how funds are allocated to boards of education.

BUDGET DEVELOPMENT & PROCESS FINANCIAL PLANNING FRAMEWORK

The province establishes grant funding for public education annually and uses a funding formula to allocate these funds to boards.

As mentioned, the province provides capital costs and funding for special programs through supplemental government funds. There are three types of funds managed by boards:

OPERATING

This fund reports assets, liabilities, revenues and expenses for general operations, including salaries and benefits, classroom supplies, cleaning, heat, light, administration and student transportation for the day-to-day operations of the district.

CAPITAL

This fund reports the assets, liabilities, revenues and expenses for capital assets, including land, buildings, buses and vehicles.

SPECIAL PURPOSE

These funds report assets, liabilities, revenues and expenses for specific restricted expenditures. Below is a list of some of the types of Special Purpose Funds (SPF):

- Federal French Funding
- Annual Facilities Grant
- Student Transportation Fund
- Strong Start
- Ready, Set, Learn
- Settlement Workers in Schools
- Learning Improvement Fund
- Classroom Enhancement Fund
- Community LINK
- School Generated Funds
- Student and Family Affordability Fund

Boards of education are required to submit a balanced budget twice a year. If districts have an accumulated surplus from previous years, this surplus can be used to balance the budget. The first budget is due by June 30th each year for the following school year and is referred to as the Preliminary Budget.

This budget is based on enrolment projections that the District is required to submit each year to the Ministry for the next three years.

Enrolment projections are due to the Ministry by February 15th and will consist of the following:

- School-aged children who are not enrolled in either Distance Learning or Continuing Education Programs as of September 30th.
- Students enrolled in Distance Learning Programs as of September 30th, February 28th and May 31st.
- Students enrolled in Continuing Education Programs as of September 30th, February 28th and May 31st.
- Elementary and secondary summer school students.
- Non-graduated adults as of September 30th.
- Students with special needs as of September 30th and February 28th.
- Aboriginal students who are not “status First Nations living on reserve” as of September 30th.
- Students who are being provided with ELL support as of September 30th; and
- Refugees as of September 30th.

Members of District staff began, in January, the process of projecting what enrolments will be in September 2023.

The approach used is a conservative one – rolling forward the current headcount enrolments to the next grade, adding estimated kindergarten enrolments and adjusting certain schools (primarily those on the Willoughby Slope) for growth factors.

The kindergarten and growth factor elements of the projections are based on the information in the current Baragar Demographics module.

As Baragar projections are based on historical information of enrolments and migration trends only, District staff work closely with local governments to modify these historical-based projections to take into account housing development information and other local knowledge in order to establish the growth factors used in the projections.

The enrolment projections provided to the Ministry have to be in the form of FTE, not headcount. Elementary, middle, secondary grade 8 and 9 and alternate school enrolments will have FTEs equal to their headcounts. Secondary school grade 10-12 headcounts are converted to FTE based on historical information of courses taken. Distributed Learning and Continuing Education Program projected enrolments are determined after discussion with District Principals.

District Finance Department staff and the District Leadership Team meet in January and February with District Principals and Directors to obtain information on developing projections for the supplemental funding categories of Aboriginal, English Language Learners and Special Needs. Not only will the enrolments supplied to the Ministry provide the District's preliminary funding estimate for the next school year, they will also inform the budget process in terms of formulating

preliminary staffing levels and resource supports.

The second budget is due by February 28th each year and is called the Amended Budget. Boards of Education are required to submit an Amended Annual Budget if the Minister amends the operating grant to a district. The annual re-calculation of a district's operating grant in December constitutes an amendment by the Minister and districts are given 60 days per the School Act to file an amended bylaw.

In the Amended Annual Budget instructions provided by the Ministry, the filing deadline is specified to be February 28th of the following calendar year, even though this date is normally beyond the 60-day period described in the School Act.

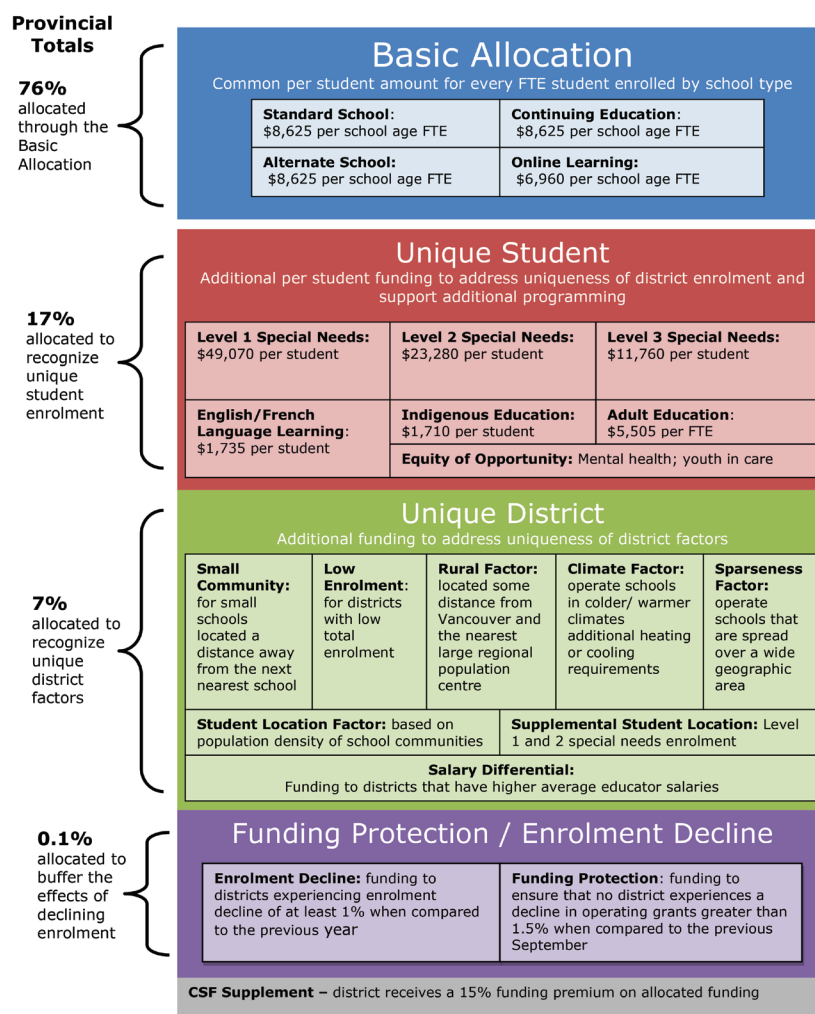
Below is the Budget Process and Timeline for the 2023/2024 Preliminary Operating Budget:

BUDGET DEVELOPMENT PROCESS TIMELINE

	2022-2023 Amended Budget	2023-2024 Preliminary budget
October-December	Meet with central departments for central budgets	
November	Meet with principals for school budgets	
November-January	District Leadership Team develops amended budget	
January 17	Financial update at Finance and Facilities Committee	
January-April		Meetings with stakeholders
February-April		Public budget survey
February 13	Financial update at Finance and Facilities Committee	
February 21	Present amended budget	
February 28	File amended 2022-2023 budget	
March 15		Ministry funding announcement
February-April		Meet with central departments for central budgets
April		Meet with principals for school budgets
February-May		District Leadership Team develops budget
February-May		Board budget updates at Finance and Facilities Committee meetings
May 16		First and second readings of budget bylaw
June 6		Budget Open House for community
June 20		Third reading of budget bylaw

2023/24 OPERATING GRANT ALLOCATION FORMULA OVERVIEW

The Funding Allocation System allocates the General Operating Grants using individual district enrolments and specific factors that apply to each school district. The General Operating Grants are calculated based on estimated enrolment data provided by school districts. The operating grants will be updated based on actual enrolment and other data collected from school districts throughout the school year. At right, are the Ministry funding rates for the 2023/24 school year.



All Funding information estimated for the 2023/24 School Year

BUDGET/FINANCIAL PLAN OVERVIEW

The amended budget for the current year will serve as the base or status quo budget for 2023/2024. This is the budget which assumes to provide the same level of service and programming as has been provided in the current year, adjusted for one-time items. The process of developing the base or status quo budget is as follows:

- The expenditure component of the amended budget for the current year serves as the base and is adjusted for the following elements to produce a status quo expenditure budget:
 - The impact that enrolment changes will have on the

following year's staffing levels.

- The impact of inflation.
- The addition of known changes in expenditure levels, such as changes in benefit rates and necessary school and department requests.
- The addition of other known cost pressures, such as utilities increases and wage lifts for exempt staff and principals and vice-principals.
- The removal of one-time or non-continuing expenditure items.
- The impact of collective agreement increases.
- The impact of COVID-19 on expenses.

- The revenue component of the amended budget for the current year is adjusted for the following to produce a revenue budget for the following year:
 - Expected enrolment changes in all Ministry-funded student and adult categories.
 - Projected growth, if any, for the revenue of the International Student Program.
 - The impact of COVID-19 on revenue.
 - Known changes in provincial core or supplementary revenue.
 - Expected or planned changes in local revenue.
- The status quo expenditure budget and the preliminary revenue budget are then compared to determine whether a status quo budget surplus or deficit exists, as illustrated at far right.

Regardless of whether a status quo surplus or deficit exists, budget strategies and considerations to achieve the goal of producing a balanced budget for 2023/2024 need to be determined.

Once done, a draft balanced preliminary budget is finalized for Board consideration. The budget received preliminary approval at the May 16, 2023 Regular Board Meeting with the first and second readings of the Budget Bylaw.

As in the past, the Board will allow for the third and final reading of the Budget Bylaw to be done at the June 20, 2023 Regular Board Meeting to allow time for final community input.

The approved budget is due to be submitted to the Ministry by June 30, 2023.

+/- Cost Pressures
+/- One-time Items
+/- Enrolment Changes
equals
Status Quo Budget Expenditures
plus
Preliminary Funding Estimate
equals
Status Quo Budget Position

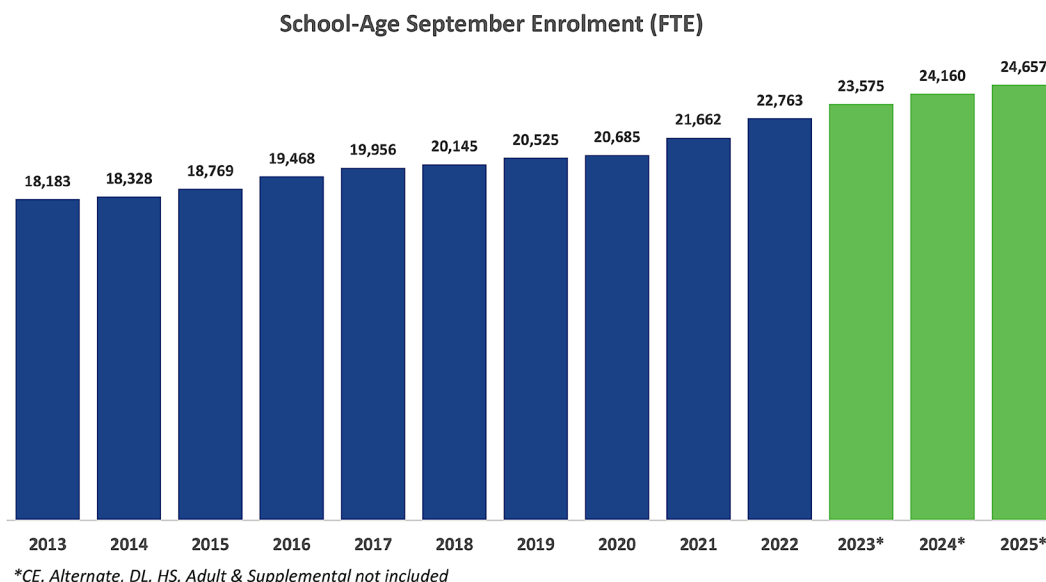
MULTI-YEAR FINANCIAL PROJECTIONS

ENROLMENT

The enrolment information presented below is based on actual full-year enrolment (regular, alternate, online learning, continuing education, summer learning, and non-graduated adult learners) for 2012/2013 to 2022/23 and forecasted enrolment for 2023/24 to 2025/26.

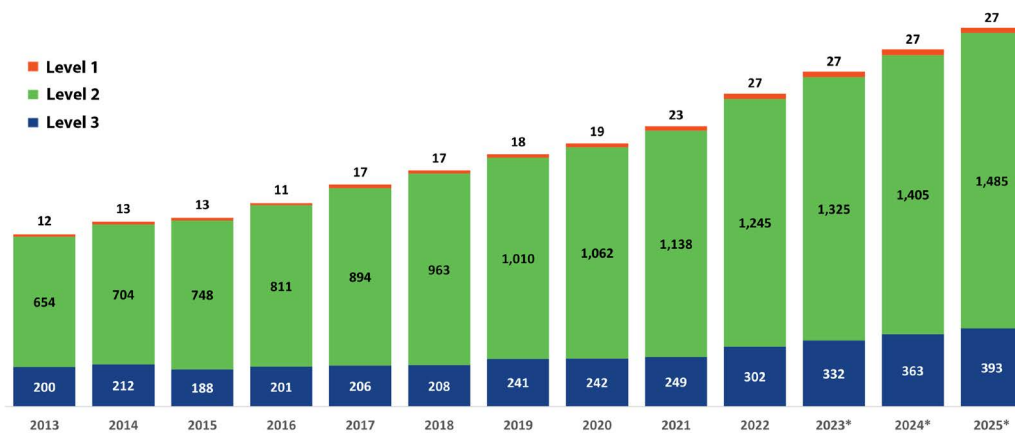
In 2022/23 regular K-12 enrolment increased significantly by five percent with the addition of 1,100 new FTE students.

This upward trend is expected to continue with an estimated growth of over eight percent over the next 3 years.

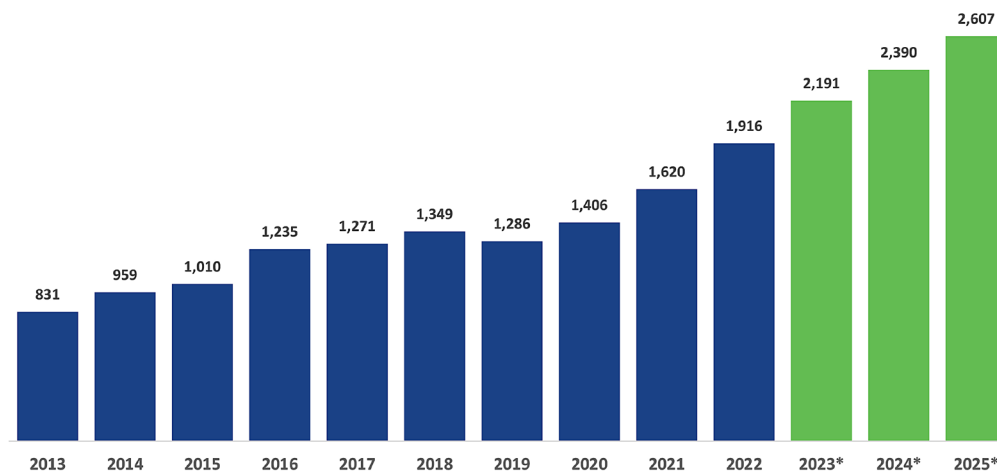


Similar to regular K-12, enrolment in students with Special Needs and English Language Learners (ELL) are expected to continue to increase through the 2025/2026 school year with increases of 21 percent and 36 percent respectively.

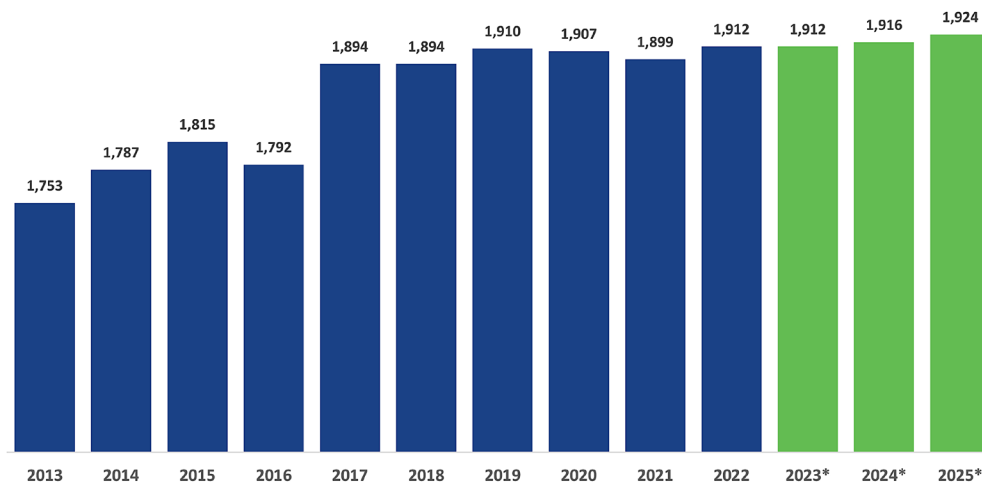
Special Needs September Enrolment (Headcount)



ELL September Enrolment (Headcount)



Indigenous September Enrolment (Headcount)



REVENUE ASSUMPTIONS

With respect to revenue changes, we are projecting enrollment increases for School-Age Enrollment and in the Unique Students Needs category.

- 584.99 FTE for 2024/25 - \$5.045 million
- 497.14 FTE for 2025/26 - \$4.288 million
- Unique Students Needs (Special Ed, ELL, Indigenous) 2024/25 - \$2.579 million
- Unique Students Needs (Special Ed, ELL, Indigenous) 2025/26 - \$2.598 million

Also, \$3.134 million for Labour Settlement Funding has been removed from 'Other Ministry Funding' and is now reflected in the 2024/25 per student amount. The 2.0% collective agreement increase for Teachers and Support Staff amount is reflected in

the Ministry Operating Grant line for a total of \$4.328 million. For 2025/26 there is not an assumed increase in funding as the collective agreement expires at the end of 2024/25.

There is an assumption that facilities rentals revenue will increase slightly and trend back to pre-pandemic levels for the 2024/25 (\$150K) and 2025/26 (\$100K) school years. We expect the International Student Program to remain flat in enrolment intake due to capacity constraints at schools and there will be \$1,000 per student rate increase in 2024/25, equating to \$900K.

Interest rates have been higher but we are assuming that these will begin to decline and lead to lower investment revenue for 2024/25 of \$150K and \$100K lower in 2025/26. We are also making the assumption that all other revenues will remain flat.

Revenue	2023/2024 Preliminary Budget	2024-2025 Projected Budget	2025-2026 Projected Budget
Ministry of Education & Child Care Operating Grant	\$256,774,112	\$271,860,830	\$278,747,219
Other Ministry Funding	5,024,682	1,890,150	1,890,150
Other Provincial Grants	192,400	192,400	192,400
Tuition	14,148,340	15,048,340	15,048,340
Other Revenue	800,918	800,918	800,918
Leases and Rentals	1,074,000	1,224,000	1,324,000
Investment Income	2,200,000	2,000,000	1,900,000
	\$280,214,452	\$293,016,638	\$299,903,027

SALARY & BENEFIT ASSUMPTIONS

Based on the school-age enrollment increase of 584.99 FTE for the 2024/25 school year and 497.14 FTE for the 2025/26 school year and increases in the Unique Students Needs category we are making the following staffing assumptions:

- Enrolling Teachers growth of 24 FTE (\$2.88 million) in 2024/25 and 21 FTE (\$2.45 million) in 2024/25.
- Resource Teacher growth of 6.0 FTE (\$709K) for 2024/25 and 2025/26.
- Itinerant District Support Teachers for Learning Support Services 7.0 FTE (\$827K) for 2024/25 and 6.8 FTE (\$804K) for 2025/26.
- English Language Learning Teacher growth of (\$295K) 2.50 FTE for 2024/25 and (\$325K) 2.75 FTE 2025/26 .
- Additional Special Education Assistants; 33 (\$1,590 mill) in 2024/25 and in 2025/26.
- Custodian increase of 2.5 FTE (\$178K) for increased enrolment and classrooms in 2024/25 & 3.0 FTE (\$214K) in

2025/26 for new elementary school opening.

- Additional Support Positions for Growth; 4.0 FTE (\$348K) in 2024/25 and 2025/26. In 2025/26, one of the positions relates to an Administrative Assistant position for new elementary school.
- Increased Substitute Salary costs; \$187K for 2024/25 and \$172K for 2025/26.
- Additional Vice Principal for Growth; 1.0 FTE (\$162K) for 2024/25 and District Principal position of 1.0 FTE (\$188K) for 2025/26. Also, with new Elementary school opening slated for the 2025/26 school year we will be adding a Principal and Vice Principal for a total of 2.0 FTE (\$321K).
- Assumption that any potential changes to both CUPE and Teacher Collective Agreements will be fully funded. For 2024/25 this increase is 2.0% and the estimated amount budgeted is \$4.328 million. No increases are included in the 2025/26 year budget projections due to the collective agreement expiring at the end of 2024/25.

Other salary and benefit assumptions include the following:

1. Annual teacher salary increments for teachers moving up the salary grids due to experience - \$1.65 million for 2024/25 and 2025/26.
2. Principal & Vice Principal and Other Professional salary increases - \$1.075 million for 2024/25 and no increase for 2025/26 as they are linked to collective agreement increases.

Below is a summary table that reflects staffing changes in costs and FTE.

Salaries	2022-2023 Amended	2023-2024 Preliminary	2024-2025 Projected	2025-2026 Projected
Teachers	\$113,071,232	\$127,144,801	\$134,878,997	\$139,726,070
Principals & Vice Principals	13,374,955	14,202,322	14,978,877	15,397,986
Educational Assistants	23,732,377	26,276,262	28,004,574	29,207,361
Support Staff	18,538,599	20,317,219	21,127,855	21,561,912
Other Professionals	5,740,045	6,160,469	6,420,283	6,420,283
Substitutes	9,482,849	9,632,622	10,053,068	10,265,741
Total Salaries	\$183,940,057	\$203,733,695	\$215,463,654	\$222,579,353
Employee Benefits	\$42,926,295	\$49,505,420	\$52,009,778	\$53,666,303
Total Salaries & Benefits	\$226,866,352	\$253,239,115	\$267,473,432	\$276,245,656

	2022-2023 Amended	2023-2024 Preliminary	2024-2025 Projected	2025-2026 Projected
Staffing	FTE	FTE	FTE	FTE
Teachers	1,279.4	1,318.1	1,357.9	1,394.2
Principals & Vice Principals	94.8	97.5	98.5	101.5
Educational Assistants	528.4	564.9	597.9	630.9
Support Staff	351.6	357.0	363.5	369.5
Other Professionals	58.8	58.3	58.3	58.3
Total Staffing	2,312.9	2,395.8	2,476.1	2,554.4

SERVICES & SUPPLIES ASSUMPTIONS

The District is factoring in a modest 2% inflation factor for the 2024/25 and 2025/26 school years based on the assumption that the inflation rate is back to a more normal level. We have also increased Utilities budgets by \$138K for 2024/25 and \$283K for 2025/26 to incorporate rate increases for hydro and natural gas.

Increased enrollment projections will lead to pressures on student capacity needs and require the District to budget for 8 additional portables (\$1.88 million) in 2024/25 and 8

additional portables (\$1.97 million) in 2025/26. The 2025/26 portable costs include a 5% inflation factor. Each portable will also require furniture and equipment (\$120K in 2024/25 and 2025/26). The District has also budgeted \$240K in 2025/26 to move 4 existing portables to school sites to meet student capacity needs.

Below is a multi-year operating revenue and expense comparison for the years 2023/24 to 2025/26.

OPERATING BUDGET SUMMARY

	2023-2024 Preliminary Budget	2024-2025 Projected Budget	2025-2026 Projected Budget
Revenue			
Ministry of Education & Child Care Operating Grant	\$256,774,112	\$271, 860, 830	\$278,747,219
Other Ministry Funding	5,024,682	1,890,150	1,890,150
Other Provincial Grants	192,400	192,400	192,400
Tuition	14,148,340	15,048,340	15,048,340
Other Revenue	800,918	800,918	800,918
Leases and Rentals	1,074,000	1,224,000	1,324,000
Investment Income	2,200,000	2,000,000	1,900,000
Total Operating Revenue	\$280,214,452	\$293,016,638	\$299,903,027
Expenses			
Teachers	\$127,144,801	\$134,878,997	\$139,726,070
Principals & Vice-Principals	14,202,322	14,978,877	15,397,986
Educational Assistants	26,276,262	28,004,574	29,207,361
Support Staff	20,317,219	21,127,855	21,561,912
Other Professionals	6,160,469	6,420,283	6,420,283
Substitutes	9,632,622	10,053,068	10,265,741
Benefits	49,505,420	52,009,778	53,666,303
Supplies	22,352,834	22,859,991	23,228,707
Local Capital Additions	7,188,175	4,638,175	4,973,108
Total Operating Expenses	\$282,780,124	\$294,971,598	\$304,447,472
Surplus (Deficit)	(\$2,565,672)	(\$1,954,961)	(\$4,544,445)

ACCUMULATED SURPLUS ASSUMPTIONS

The District will utilize internally restricted funds to balance future budgets, fund portables, and purchase furniture and equipment for replacement at schools.

The below table illustrates how accumulated surpluses will fund budget deficits to the 2025/26 school year. In the 2025/26 budget year, if nothing changes, we will need to use the unrestricted accumulated surplus or reduce costs to balance the budget.

If the unrestricted surplus is used, this would reduce the balance to less than the 1.5% of operating revenue.

As per Board Policy 17: Accumulated Operating Surplus, the Board would need to establish strategies to re-establish the unrestricted accumulated surplus to more than 1.5%

	2023-2024 Preliminary Budget	2024-2025 Projected Budget	2025-2026 Projected Budget
Surplus (Deficit)	(\$2,565,672)	(\$1,954,961)	(\$4,544,445)
Accumulated Operating Surplus to Balance Budget	2,565,672	2,132,402	177,441
Surplus/Deficit Remaining after Accumulated Surplus Allocation	0	177,441	(4,367,003)
Internally restricted to balance future budgets	1,981,483	0	0
Internally restricted for infrastructure replacement	0	0	0
Internally restricted for student capacity needs	0	0	0
School Generated Funds	2,622,054	2,622,054	2,622,054
Internally restricted for classroom furniture	120,000	0	0
Internally restricted for projector replacements	0	0	0
Restricted for Future District Capital Contributions	30,919	0	0
Unrestricted	4,000,000	4,000,000	4,000,000
Fund Balance End of Year	\$8,754,456	\$6,622,054	\$6,622,054

SPECIAL PURPOSE FUND

Under Public Sector Accounting (PSA) standards, any monetary contribution from an external source that meets the definition of a liability under the Public Sector Accounting Board (PSAB) has to be reported in the Special Purpose Fund.

Special Purpose Funds are utilized to capture funding designated for specific purposes and balances can be deferred to subsequent years for the intended use. Grant revenues are only recognized as expenses are incurred. Any unused grants or funds remaining at the end of the year are treated as deferred revenue. The following special purpose funds have been included in the 2023/24 preliminary budget:

Funding	2023-2024 Annual Budget	2022-2023 Amended Budget	Increase (Decrease)
Annual Facilities Grant	\$680,306	\$680,306	\$0
Funding provided to boards of education to use at their discretion for projects required to maintain facility assets through their anticipated economic life and to prevent premature deterioration of these assets.			
Learning Improvement Fund	972,320	775,214	197,106
Funding for the purpose of providing additional resources, specifically targeted to support complex classes that present challenging learning conditions.			
StrongStart Program	288,000	288,190	(190)
Provides high quality school or community based early learning parent/family participation programs for children who are not yet eligible for Kindergarten. These programs are designed to improve children's social-emotional skills, enhance numeracy and language acquisition, and improve transitions to school.			
Ready, Set, Learn Program	75,950	87,843	(11,893)
Focused on families and their three- to five-year-old children, the RSL program fosters positive connections between families, schools, and local community agencies.			
Official Languages (OLEP)	213,005	297,743	(84,738)
Funding for core French language program and curriculum resources, to support incremental costs resulting from offering French as a second official-language instruction in BC.			
Community LINK	2,305,165	2,182,623	122,542
Funding for programs and initiatives to improve the education performance of vulnerable students, including academic achievement and social functioning. Programs and services can include breakfast, lunch and snack programs, academic supports, counseling, youth workers and after-school programs.			
Classroom Enhancement Fund	40,417,788	42,826,375	(2,408,587)
Funding to assist school districts in implementing restored class size and composition limits, overhead funding for the additional supports required for implementation, as well as the teachers necessary to staff the additional classrooms required by the restored language.			
First Nation Student Transportation	0	49,129	(49,129)
Funding to address the transportation needs of on-reserve First Nations students who face specific challenges when attending public schools in the province.			
Mental Health in Schools	0	118,042	(118,042)
Funding to promote mental health and prevent mental illness for essential workers in K-12 schools, including educators and administrators, most affected by the COVID-19 pandemic.			

* List continues on Page 14

Funding	2023-2024 Annual Budget	2022-2023 Amended Budget	Increase (Decrease)
Changing Results for Young Children	\$6,000	\$8,990	(\$2,990)
The project is a partnership between school districts and the United Way of British Columbia (UWBC) to implement ongoing collaborative professional learning among educators across schools and communities to support social-emotional learning outcomes for children in the early years (birth through age eight).			
Federal Safe Return to Class/Ventilation Fund	0	59,713	(59,713)
Funding to support adapted learning spaces, improved air ventilation, increased hand sanitization and hygiene, and purchases of personal protective equipment and cleaning supplies.			
Seamless Day Kindergarten	110,800	127,934	(17,134)
Certified Early Childhood Educators (ECEs) provide before- and after-school care within the kindergarten classroom and support learning alongside the classroom teacher.			
Early Childhood Education Dual Credit Program	0	89,899	(89,899)
This program, in partnership with the University of the Fraser Valley, offers SD35 students an opportunity to complete four Early Childhood Education courses towards their ECE Certificate.			
Student & Family Affordability Fund	0	2,163,240	(2,163,240)
Funding to help meet the needs of students and families, to help districts expand school meal programs, make sure students have the school supplies they need and cover any additional fees so that students in need can take part in activities, such as field trips.			
JUST B4	25,000	25,000	0
An early childhood education program that operates in conjunction with the StrongStart BC program and is designed to support children during the year before they enter kindergarten.			
Strengthening Early Years to Kindergarten Transitions	19,000	19,000	0
This project partners with districts/community sites and is focused on developing guidelines, models, and district/site partnerships to ensure children and their families experience coherent transitions from community based early learning experiences to Kindergarten in schools/districts.			
Early Care & Learning (ECL)	175,000	175,000	0
Funding for ECL implementation support.			
Feeding Futures Fund	2,671,352	0	2,671,352
Program will address the immediate need of feeding students and builds on the progress made with the Student and Family Affordability Fund to help reduce the challenges of rising food costs for families who need it most.			
Settlement Workers in Schools (SWIS)	719,944	642,736	77,208
Provides information & orientation services to new immigrants and refugees in Langley. SWIS also provide needs assessments, action plans & holistic case management services to newcomers with limited English or other settlement needs.			
School Generated Funds	7,250,000	7,000,000	250,000
Funds that are generated locally at the school level and used for school operations. The school generated funds are intended to be used to fund activities that directly benefit the students in the school.			
Total	\$55,929,630	\$57,616,977	(\$1,687,347)

ANNUAL FACILITIES GRANT

Annual Facilities Grant funding is provided to boards of education to be used at their discretion to address repair and maintenance priorities at schools to ensure these facilities are safe and functioning well.

For 2023/24, the Langley School District has been provided

with a special purpose annual facilities grant allocation of \$680,306 and a capital annual facilities grant allocation of \$3,578,199.

The total \$4,258,425 annual facilities grant spending plan for 2023/24 is presented in the following table:

Category	2023-24 Annual Budget	Description
Accessibility Upgrades	\$210,722	Improvements related to access for persons with mobility issues or physical disabilities.
Asbestos Abatement	30,000	Mitigation and/or remediation of asbestos affected areas.
Electrical Upgrades	879,700	Improvements or replacements of power supply and distribution systems, fire protection systems, and technological infrastructure upgrades to accommodate computer and telecommunications networks.
Exterior Wall System Upgrades	357,062	Improvements to protect the fabric of the building, including exterior painting, window and door replacement, building envelope repair and replacement, structural and non-structural seismic mitigation.
HVAC Upgrades	282,353	Improvements, replacements or provision of heating, ventilation, and air conditioning systems.
Interior Construction Upgrades	531,894	Improvements of school facilities related to flooring, wall partitions, non-structural upgrades, and the provision of educational programming.
Plumbing Upgrades	81,986	Improvements, replacements or provision of washroom and plumbing systems, and safe drinking water.
Roofing Upgrades	1,246,257	Scheduled roof replacements and major roof repairs.
Site Upgrades	638,451	Site improvements including positive site drainage; repairs to sidewalks, parking lots, site access/egress, paved work areas, paved play areas, and play fields; repairs, upgrading or replacement of playground equipment; perimeter safety fencing; contaminated soil remediation; underground storage tanks removal; sewer or water services; underground irrigation systems; traffic safety.
Total	\$4,258,425	

CAPITAL FUND BUDGET

The District is required to submit a five-year capital plan to the Ministry of Education and Child Care for additional funding for capital projects.

through locally generated District capital funds. The Langley School District expects to have four major capital projects at various stages of progress during the 2023/2024 school year.

Capital expenditures are primarily funded by the Ministry of Education and Child Care, with additional funding provided

The table below shows the timelines.

Facility Name	Project Description	Status	Date of Approval	Target Occupancy
Peter Ewart Middle	Seismic Mitigation Program	Approved	June 16, 2022	September 2024
North East Latimer Elementary	New School	Approved	May 17, 2023	September 2025
Langley Secondary	12 Classroom Addition	Approved	June 9, 2023	October 2025
Willoughby Secondary	New School	Pending	Planning stage	-

Below are minor capital projects approved for the 2023-2024 school year:

Item	Project Description	Status	Amount
Aldergrove Community Secondary	School Enhancement Program - Exterior Wall Systems Upgrade	Approved	\$1,100,000
Aldergrove Community Secondary	Carbon Neutral Capital Program - Exterior Wall Systems Upgrade	Approved	\$400,000
Transportation	C (34-45) with 4 Wheelchair Spaces	Approved	\$190,867

ENGAGEMENT PROCESS SUMMARY

As part of the Board's annual public outreach regarding the budget process and budget consultation, the District used the same approach as in the last fiscal year.

Due to ongoing efforts to increase engagement with students, staff, parents, and members of the community, the District developed a series of communication strategies.

As part of this Budget Consultation Plan 2023-2024 project,

the District developed a series of informational videos, an online survey, and created an email address dedicated to Budget Consultation questions and feedback. The online survey was translated into various languages deemed as priority languages in our District.

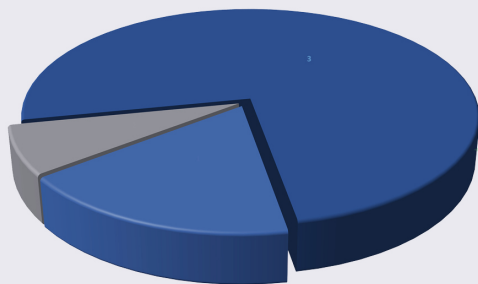
On the facing page (Page 17) is an infographic that was developed for the process. See Page 18 for a summary of the consultation process.

BUDGET CONSULTATION 2023-2024

45 SCHOOLS

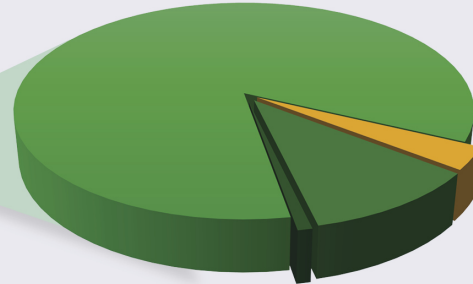
24,600 STUDENTS

\$331.4 MILLION ANNUAL BUDGET



ANNUAL BUDGET

- 75.4% Operating**
Teachers, Education Assistants, Support Staff, Principals & Vice-Principals, other professionals, substitute costs, services & supplies
- 17.3% Special Purpose**
Classroom Enhancement Funds, Annual Facilities Grant, School Generated Funds
- 7.3% Capital**
Construction of new schools, additions, seismic upgrades, equipment, buses & vehicles



OPERATING BUDGET

- 84.8% Teachers & Instruction**
- 10.9% Operations & Maintenance**
Schools, Grounds, Utilities
- 3.4% District Administration**
District Governance & Administration, HR/ Payroll, Procurement & Finance functions
- 0.9% Student Transportation**

How can I participate?



There are two ways you can participate. You can submit your feedback until March 31:

- ✓ **Online Survey**
- ✓ **budgetconsultation@sd35.bc.ca**

What happens with my input?

All feedback received will be captured in a report that is submitted to the Langley Board of Education for consideration.



The Langley School District invited students, staff, parents/guardians, and all members of the public to take part in its Budget Consultation 2023-2024.

The data gathered will help inform our District Leadership Staff and Board with information needed to make decisions impacting education.

With the District growing and changing rapidly, we want to use this opportunity to hear from our community to help us reassess our goals and make amendments based on current and/or future needs.

The District is guided by its Strategic Plan which is based on three pillars: Educational Priorities, Community Partnerships, and Operational Priorities. The survey covered themes from the Strategic Plan.

RESULTS SUMMARY

The District's online budget consultation was very successful in reference to the number of individuals taking part. Given the success of the previous year's consultation and growth in number of students and their families, the District's goal was to reach 2,300 responses or approximately 100 responses more than the previous year.

SURVEY RESPONDENTS

A total of 2,980 completed the online survey: 2,508 – English, 472 – other languages. The highest number of translated responses included Korean (173) and Simplified Chinese (107).

What do we learn from these numbers?

- More overall responses than the previous year (38% increase).
- More English responses than the previous year.
- More translated responses than the previous year (more than double).
- More families are engaged.
- More families that speak a language at home that is not English are engaged.
- The reminder email sent after Spring Break proved to be effective (30% of responses came during or after Spring Break).
- The outreach from SWIS workers after Spring Break proved to be effective (50% of responses came during or after Spring Break).

SURVEY RESPONSES

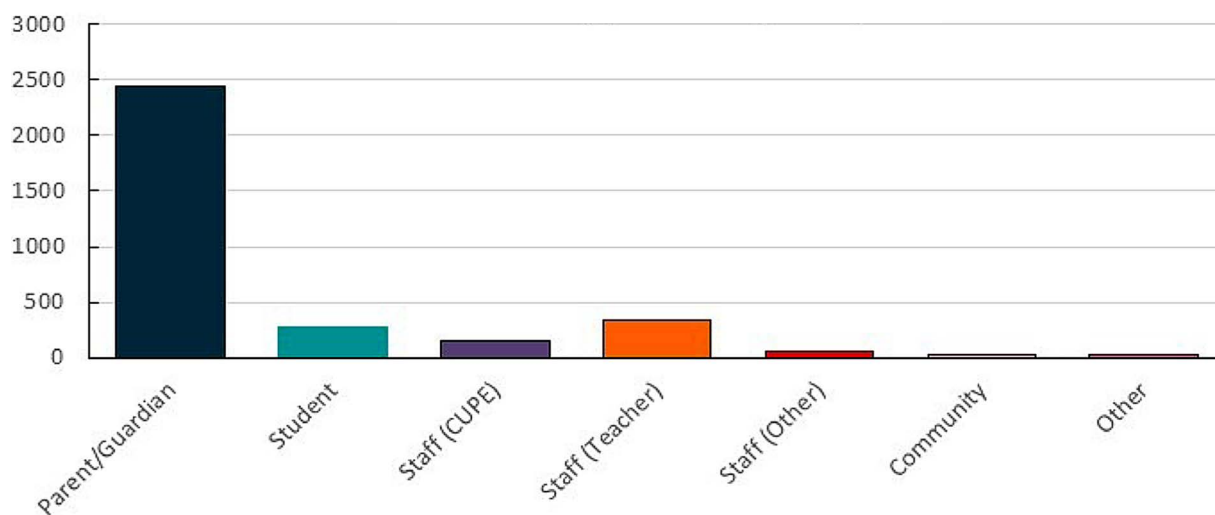
The following sections will outline a summary of each survey question with an accompanying graphic.

Question 1: Which best describes your relation to the District? (Please choose all applicable options)

A strong majority of respondents (82%) identify as parents/guardians. A fifth of respondents (18%) identify as staff members. It is important to note that respondents may have identified as both parents/guardians and staff as this

question asked respondents to choose which categories were applicable to them.

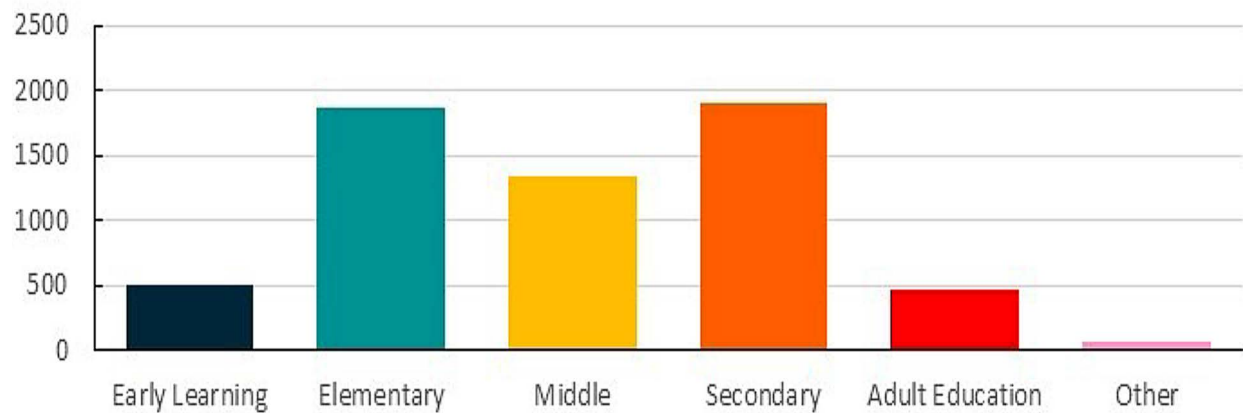
Under "Other" open-ended responses included: grandparent, community counselor, volunteer, and early childcare worker.



Question 2: What education level is a priority for you? (Please choose all applicable options)

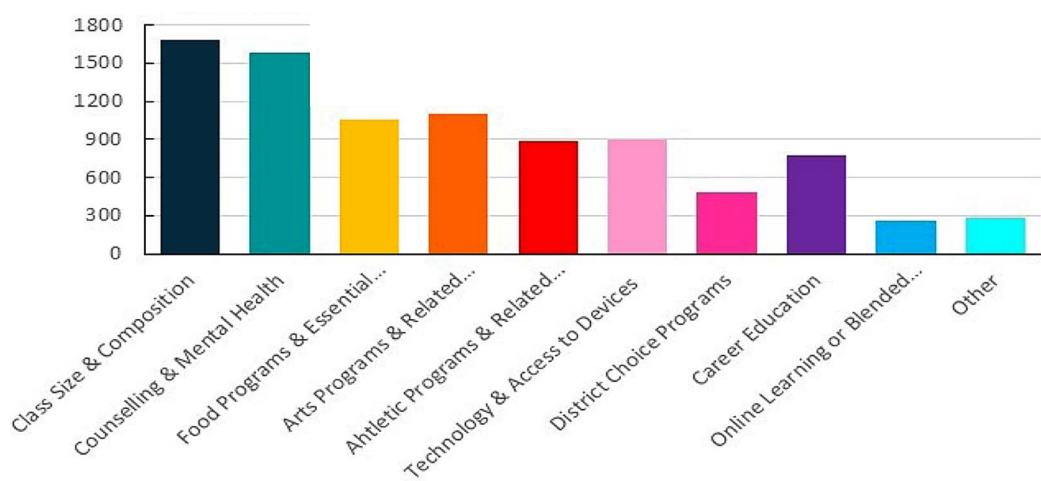
A strong majority of respondents said elementary and secondary education levels is a priority for them. Based on results, the two categories are nearly equal in number. Middle education as a priority is next to follow. It is important to note that more than 508 (17%)

respondents had chosen early learning as a priority, although this age group is not formally in the School District’s system. Under “Other” open-ended responses included: all of the above, trades, gifted education, and post-secondary.



Question 3: The District continues to prioritize equity through the lens of inclusion in its educational and budgetary considerations. One way to do this is through the funding of targeted programs, such as Learning Support Services, Aboriginal Education and English Language Learner Programs in the annual budget. In the event that additional funding becomes available, these targeted programs will be given first priority. Below are other areas of priority that receive regular funding in the annual budget. Please choose 3 areas that you would personally prioritize to receive additional funding, should it become available. (Please choose top 3 options)

Approximately more than half of respondents (56%) say class size/composition is a priority for them. Next to follow in the list of priorities, a close second, is counselling & mental health support for students. A third priority is arts programs & related opportunities with food programs and essential supports for students not far behind. These priorities are similar to the previous year. However, it is interesting to note that arts programs & related opportunities is superseding food programs



& essential supports this year. It is possible that this shift is related to the support from the Student and Family Affordability

Fund which helps alleviate food insecurity for our most vulnerable students and families. Under “Other” open-

ended responses included: diversity in staff, tutoring, Indigenous education, sexual health, and financial literacy.

Question 4: Why are the areas in Question 3 important to you?

This question allowed respondents to build on and elaborate on their previous response.

A strong majority of respondents focused attention on class size and composition, mainly addressing a need for more support for all learners.

Many respondents said more support was needed for students with diverse abilities and students with identified needs stemming from health and wellbeing issues and concerns around student regulation.

Many said increased support or attention on class size and composition will ensure equity among students and success for all students.

Another strong theme highlighted by respondents was the

need for increased mental health support for students.

Some respondents say the increasing needs are related to the residual effects of the pandemic, however, this language and tone was not as prevalent as the previous year. Some have expressed there are not enough counsellors in the District. Many respondents suggesting increasing student access to athletics, extra-curricular activities, and arts programs to help keep students engaged and promoting a more balanced healthy lifestyle.

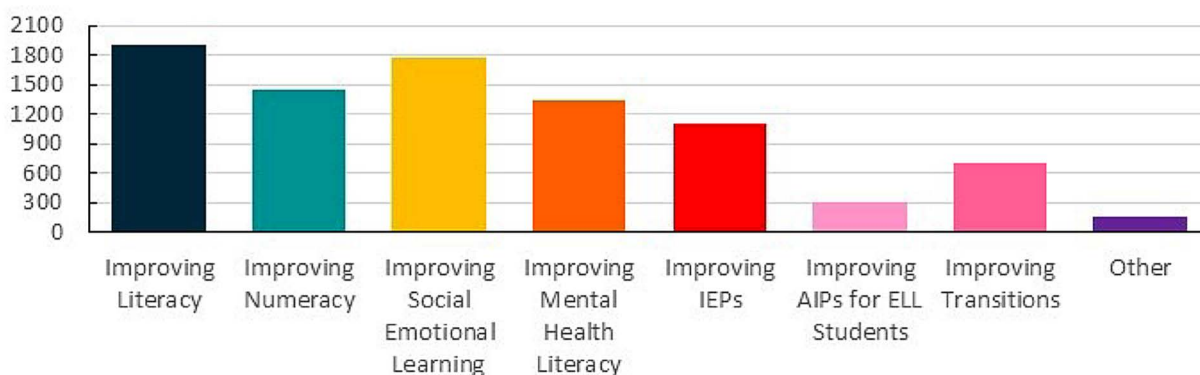
From the long list of open-ended responses, the overall message from respondents is the desire to ensure the education and mental health support needs of students are met and that there was equity across the system.

Question 5: The following are themes under the District's Strategic Plan pillar Educational Opportunities. From the list below, what are your priorities? (Please choose your top 3 options)

The top priority for respondents (63%) was improving literacy. This is different from the previous year, which had social emotional learning as the highest priority. It could be a sign that the need for social emotional learning is easing off as the system continues to transition out of the pandemic.

The next themes to follow were improving social emotional learning and improving numeracy.

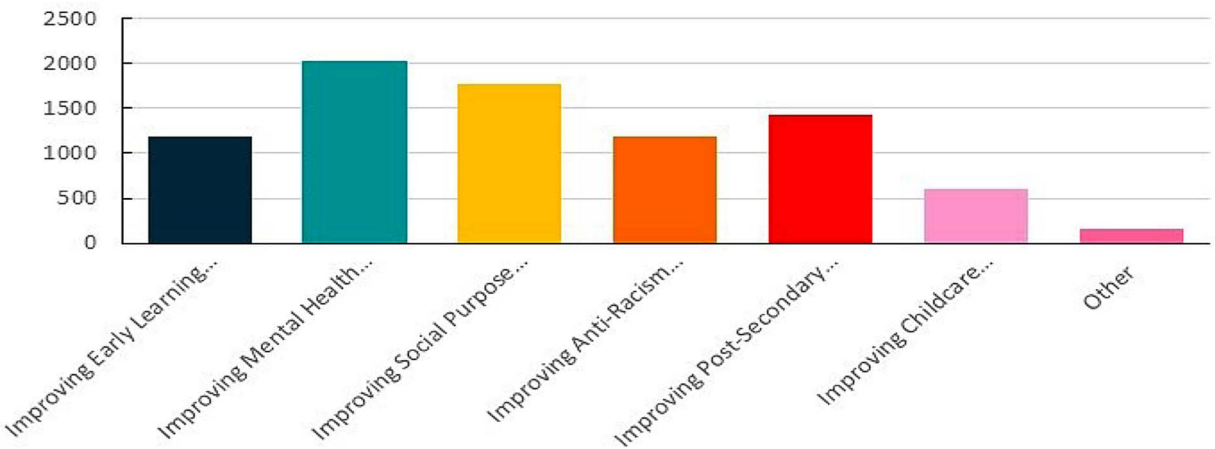
Under "Other" open ended responses included: increasing access to arts programs, improving fitness, and improving discipline.



Question 6: The following are themes under the District’s Strategic Plan pillar Community Partnerships. From the list below, what are your priorities? (Please choose your top 3 options)

A majority of respondents (68%) said improving mental health initiatives is a top priority. The second priority selected by respondents is improving social purpose initiatives. The next priority is improving post-secondary relationships. Improving early learning initiatives and improving anti-racism initiatives are categories that have both fallen slightly from the previous year. It is possible this decrease reflects the ongoing work that has been taking place in the District in connection to these categories. In

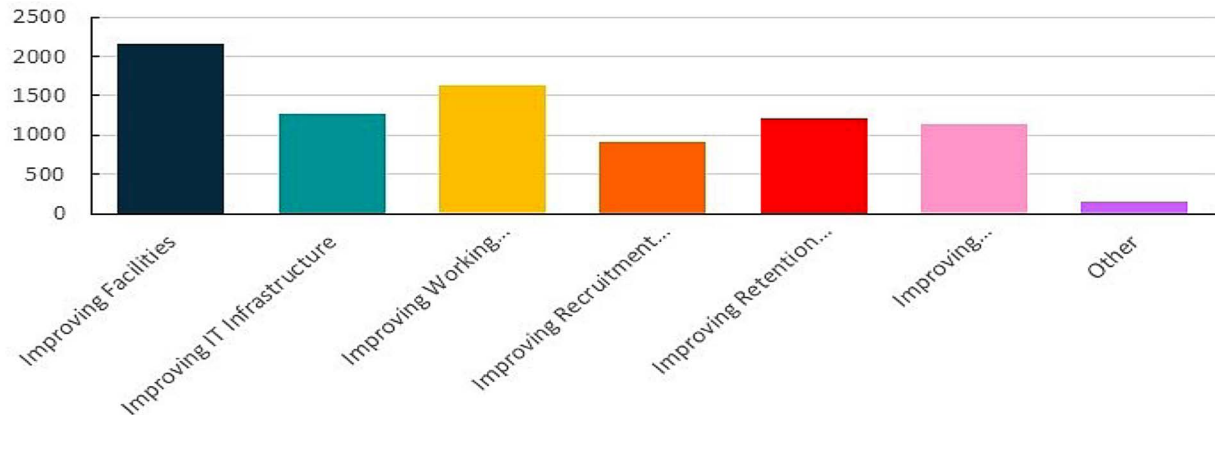
this current school year, there have been new early learning programs implemented (Seamless K, JB4, and before and after school care in Aldergrove for example) and anti-racism work highlighted (professional development with all staff and EDI focused curriculum in the classroom). Under “Other”, open ended responses included: improving anti-bullying and inclusion, and access to before and after school care or extra-curricular activities and initiatives such as clubs.



Question 7:The following are themes under the District’s Strategic Plan pillar Operational Priorities. From the list below, what are your priorities? (Please choose your top 3 options)

A majority (72%) of respondents said improving facilities is a top priority for them. The second priority was improving working environment for staff followed by improving IT infrastructure. These responses are consistent with the

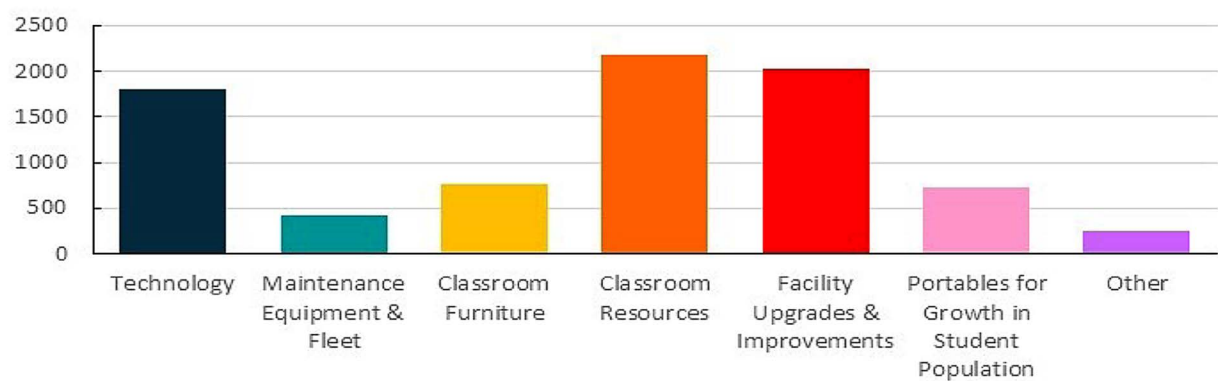
previous year. Under “Other” open-ended responses included: hiring more clerical staff in large schools, increasing SEAs in classrooms, and increasing accessibility in playgrounds.



Question 8: What are your priorities for one-time funds from the accumulated operating surplus? This is referring to times when the District can spend unused operating funds from prior years. (Please choose your top 3 options)

A majority of respondents (73%) said classroom resources (e.g., books and supplies) are a top priority. The second priority was facility upgrades and improvements, followed by technology (e.g., devices and infrastructure).

These responses are consistent with the previous year. Under “Other” open-ended responses included: new portables, improving bathrooms for health and safety, access to professional development for staff, and cafeteria equipment.



Question 9: Please provide any additional input you have regarding the Langley School District budget 2023-2024.

There was a large variety of responses with some main themes. One of the themes highlighted by respondents was the need to support all students, especially those with diverse abilities. Many of the comments were related to the suggested need for more EAs, psychologists, speech and language pathologists, and other members of the Learning Support Services department. There were many responses from families that identified themselves as having a child with diverse abilities who requires additional support for learning. Another important theme from respondents was related to

managing growth in the District. Many comments suggested the need to build more schools in pockets across the District (not just the Willoughby Slope), new portables, catchment boundary considerations, and finding strategies to cope with the increasing student population. Many have expressed a need for more staff in schools in various positions, from EAs, to administrative assistants in large elementary schools, as well as counselors. There were many comments on addressing the ongoing staffing shortage which some said is impacting student learning and is resulting in staff burnout. These are examples of the most common themes.

Question 10: Please provide any positive feedback you have regarding programs and services currently provided by the Langley School District.

There was a large variety of responses with some main themes. The themes were very similar to the previous year. One of the themes highlighted by respondents was the care, compassion, and hard work from staff at all levels. Many respondents say they are pleased with school staff and their abilities to provide the best education for students amidst challenges due to staffing shortages. Another theme was the variety of options available in the District’s Choice Programs, Career Education, athletic

academies, and related learning opportunities. Many who addressed this said that their child benefits from the program and that it enables them to stay engaged. Many respondents said they appreciate the District’s equity, diversity, and inclusion initiatives, and noted that they would like to see them continue. In relation to supporting students, many respondents said they are supportive and appreciative of the food programs across the District.

CONCLUSION

The District is pleased with the outcome of this budget consultation. The amount of feedback gathered exceeds expectations (40% increase from previous year). The following key takeaways have been concluded from this budget consultation process:

- The community is engaged and passionate about the budget and education matters.
- The community prioritizes class size & composition and adequate support for all students especially those with diverse abilities and mental health needs.

- The community prioritizes literacy, social emotional learning, and numeracy.
- The community prioritizes improving classroom resources, facility upgrades & improvements, and technology.
- The community priorities are similar to the priorities expressed in the previous year with a few changes in relation to the ranking of priorities.

CONTACTING MANAGEMENT

This financial report is designed to provide the School District’s stakeholders with a general but more detailed overview of the School District’s long-term financial plan and to demonstrate increased accountability for the public funds received by the School District.

If you have questions about this financial report, please contact the Office of the Secretary–Treasurer.



*To inspire all learners to reach their full potential
and create a positive legacy for the future*



STAFF REPORT

DATE: June 20, 2023

TO: Board of Education

FROM: Brian Iseli, Secretary-Treasurer

SUBJECT: Five Year Capital Plan 2024/2025

RECOMMENDED MOTION:

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 Five-Year Capital Plan (Major Capital Programs) for 2024/2025, as provided on the attached Major Five-Year Capital Plan.

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 addition to the Five-Year Capital Plan (Minor Capital Programs) for 2023/2024, as provided on the attached Minor Five-Year Capital Plan addition.

BACKGROUND:

The Ministry of Education and Child Care requires school districts to submit annually a Five-Year Capital Plan. Similar to last year, it will be done in two phases with Major Capital due June 30th and Minor Capital due September 30th. Both will require a Board motion that will be done at the Regular Board Meeting in June and September. Attached is a list of projects that staff have compiled to this point to inform the Board of the items that staff will be submitting in June.

A Five-Year Capital Plan is intended to prioritize the District's investment decisions related to capital projects. The Capital Plan submitted in the District's 2022/2023 school year will have approvals for the Ministry's fiscal year 2024/2025.

Each board of education must have a Long-Range Facilities Plan (LRFP) in place for its school district that lays out management strategies for its inventory of capital assets in support of educational programming goals. The LRFP does not need to be submitted as part of a Five-Year Capital Plan, although the Ministry may request pertinent sections from it to inform its capital plan review process. The School Act further states that, before submitting a capital plan to the Ministry for approval, a board of education must

approve the capital plan for its school district only by resolution. Ultimately, the Minister has the ability to either: approve; approve with modifications; or reject a capital plan, as submitted by the Board to the Ministry. The Capital Plan instructions are published by the Ministry to ensure that individual capital plans submitted by boards of education meet the provisions of the School Act, which in turn allows the Ministry to generate its own multi-year capital plan at the provincial level. This Ministry's capital plan is subject to annual capital funding approval by the Treasury Board.

The Ministry is seeking capital project requests under the following capital programs:

Major Capital Programs:

- Seismic Mitigation Program (SMP)
- School Expansion Program (EXP)
- School Replacement Program (REP)
- Rural District Program (RDP)
- Building Envelope Program (BEP)

Minor Capital Programs:

- School Enhancement Program (SEP)
- Carbon Neutral Capital Program (CNCP)
- Bus Acquisition Program (BUS)
- Playground Equipment Program (PEP)
- School Food Infrastructure Program (FIP)

School Food Infrastructure Program (FIP)

The School Food Infrastructure Program (FIP) is a new annual program intended to assist boards of education with creating, improving, or expanding infrastructure to feed students across all communities in British Columbia. The FIP is directly tied to government's broader Feeding Futures program, which is a commitment to ensure students are properly fed for learning to enhance positive academic and healthy outcomes for students.

Program parameters for the FIP will be adjusted over time, based on the Ministry's evolving understanding of student needs (as informed by engagement with the sector) as they relate to local service delivery capacity (including consideration for existing capacity within local community groups who deliver food programming). As such, school districts are encouraged to clearly describe the proposed scope of their school food infrastructure improvements within the project requests included within their capital plan submission in the foundational years of the program (FY2023/24 and 2024/25).

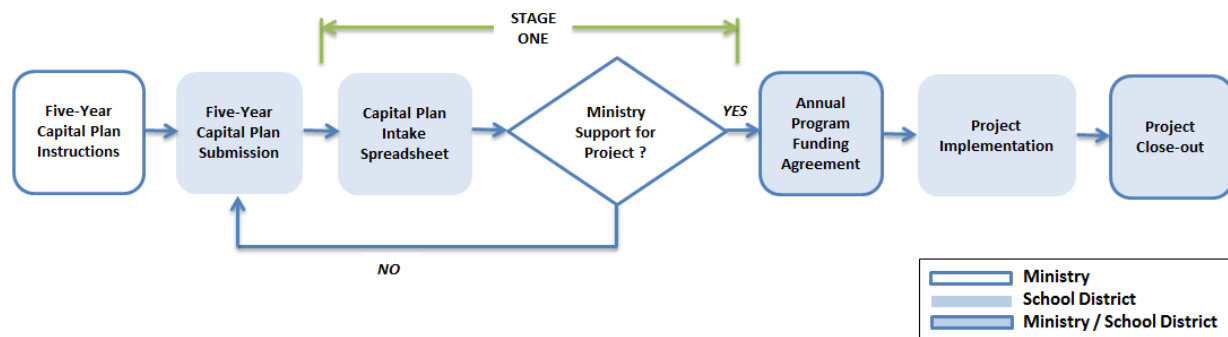
Note: FIP projects submitted as part of the June 30, 2023 intake will be approved in the 2023/24 fiscal year via an amended Capital Plan Response Letter. FIP projects submitted as part of the September 30, 2023 will follow the typical capital planning cycle, with approval provided via the 2024/25 Capital Plan Response Letter, which will be released in spring 2024.

Capital Project Approval Process

Project requests will follow either a one-stage or a two or three-stage approval process as part of the annual Five-Year Capital Plan submission process.

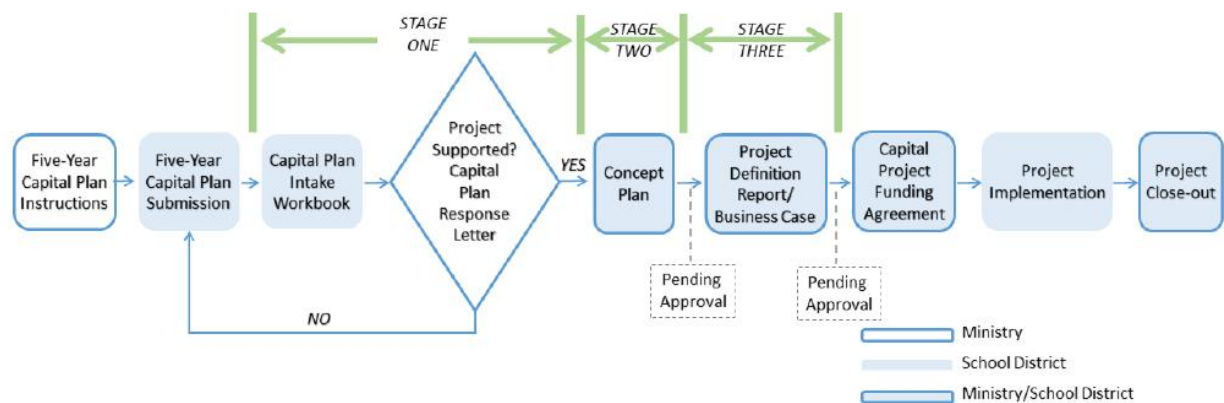
One-Stage Approval Process

All requests made for an Annual Capital Program project (SEP, CNCP BUS, PEP, FIP and BEP), project, will undergo a one-stage approval process. Ministry support for a qualifying project request will be based on the information provided by school districts under the appropriate tabs in the Capital Plan Intake Spreadsheet.



Two or Three-Stage Process

By contrast, all requests for a Major Capital Program Project (SMP, EXP, REP) will now undergo a more extensive two or three-stage process dependent upon project risk level, complexity and dollar value. Initial Ministry support for a qualifying project request will be based on the preliminary information provided in a Project Request Fact Sheet, Seismic Project Identification Report, etc. depending on the program.



Under both processes, a board of education is responsible for using its local funds to cover the initial costs for any planning work and reports required to determine a proposed scope and preliminary cost estimates for a requested capital project.

The Capital Plan Response Letter

Once the assessment of capital plan submissions from all school districts have been completed by the Ministry, and the provincial budget has been formally announced by the Province, the Ministry will notify each school district with a written response regarding each board's Five-Year Capital Plan submission. The Capital Plan Response Letter will identify the specific capital projects from the Minor Capital Programs and Major Capital Programs that are being supported for capital funding under the Ministry's Capital Plan. The letter will also advise the School District of the next steps for each of the supported projects, which may include:

- Proceed to acquiring a site.
- Proceed to developing a business case (Concept Plan or Project Definition Report) for a SMP project; EXP project; or REP project.
- Proceed to developing a business case for a RDP project.
- Proceed to the design, tender and construction for a SEP project; or CNCP project.
- Proceed to acquiring a bus(es) for a BUS project.
- Proceed to the purchase and installation of playground equipment for a PEP project.
- Proceed with the proposed scope of FIP projects, including the purchase and installation of equipment and/or the design, tender and construction of approved renovations.
- Work with BC Housing, when contacted, on developing a BEP project.

Upon receipt of the Capital Plan Response Letter from the Ministry, the board of education must adopt a single capital bylaw. This capital bylaw encompasses all capital projects included in the Capital Plan Response Letter.

Project Contribution Policy

All major projects, other than the least cost option for a seismic mitigation project, require boards of education to contribute to the cost of the project, including:

- Site Acquisition
- School Addition
- New School
- School Replacement
- Rural Districts Program Project
- Seismic Mitigation Project (where a school district chooses to advance a different project scope that is not the least cost option)

The required contribution will be assessed by Government on a case-by-case basis dependent on the current financial situation of the school district. A board's ability to contribute has no bearing on the prioritization of projects when the Ministry is developing its capital plan. The value of the contribution will be negotiated and determined at the time that the business case is ready for final approval.

Major Capital Program Requests

All Major Capital Program projects (including EXP, REP, RDP, SMP) proposed for Year One, Year Two and Year Three of an annual Five-Year Capital Plan require a project-specific Project Request Fact Sheet (PRFS). Year One projects should be sufficiently developed to provide a reliable assessment of need, scope of work, schedule, and cost estimate. This information allows the Ministry to properly evaluate an individual project request against both Ministry Capital Program criteria and other capital priorities across the Province. Year Four and Year Five projects are understood to be notional, based on the best cost estimate, scope and schedule information for the project that is available at the time. Understandably, this project information will require further refinement in future Five-Year Capital Plan submissions, as those project requests move into a more imminent timeframe.

Project Request Fact Sheet (PRFS)

The PRFS is a relatively simple document to complete (in most cases not requiring extensive consultant involvement) and provides a preliminary assessment of a proposed capital project that a board of education deems to be a high priority for its school district. To enable the Ministry to gain a reasonable understanding of the priority for a proposed project, the PRFS is intended to outline the particular capital need facing the school district, along with options to feasibly address that need, involving both operational changes and capital solutions, based on student enrolment forecasts and utilization of student space in existing schools. From the PRFS, the Ministry should be able to discern what risks may exist related either to undertaking an approved project or by deferring the project.

The District's 2024/2025 Five-Year Capital Plan Submission Plan

The 2024/2025 Five Year Capital Plan (Major) and the amendment to the 2023/2024 Five Year Capital Plan (Minor) for the Food Infrastructure Program (FIP) is being brought to the June 20, 2023 Regular Board Meeting for approval. The 2024/2025 Five Year Capital Plan (Minor) will be brought to the September 19, 2023, Regular Board Meeting for approval.

PREVIOUSLY SUPPORTED PROJECTS (FUNDING NOT APPROVED)

Priority		Facility Name	Facility Type	Project Description
1		Smith Secondary formerly "Willoughby Secondary"	Secondary	1700 capacity 1900 core capacity secondary school

2024/2025 Five Year Capital Plan Major Capital

					1	2	3	4	5	
Priority		Facility Name	Facility Type	Project Description	2024/25	2025/26	2026/27	2027/28	2028/29	Total
1	Addition	RE Mountain (12 Classroom Addition)	Secondary	12 Classroom Expansion	41,788,669					41,788,669
2	Addition	Richard Bulpitt	Elementary	6 classroom expansion	20,097,177					20,097,177
3	Addition	Nicomekl addition	Elementary	8 classroom expansion		28,030,139				28,030,139
4	Addition	West Langley	Middle	Addition and Conversion to Middle					50,075,331	50,075,331
1	Site	NEW South West Latimer	Elementary	5 Acre K-5 Elementary site	25,000,000					25,000,000
2	Site	NEW Williams Elementary/ Middle Site	Elementary	12.5 Acre K-5 Elementary/Middle site		62,500,000				62,500,000
3	Site	NEW Brookwood Fernridge	Elementary	5 Acre K-5 Elementary site		16,000,000				16,000,000
4	Site	NEW Brookwood Fernridge	Middle	14.9 Acres Property 900 cap Middle School Site					60,000,000	60,000,000
5	Site	NEW Walnut Grove Middle School Property	Middle	14.9 Acres Property 900 cap Middle School Site					60,000,000	60,000,000
1	New School	New South West Latimer Elementary	Elementary	New K-5 Elem 475 + 80K Willoughby	51,854,099					51,854,099
2	New School	New Williams Neighbourhood Elementary	Elementary	New K-5 Elem 475+ 80K Willoughby		53,000,000				53,000,000
3	New School	New Smith Neighbourhood Middle school	Middle	New 900 Cap Middle school		86,193,755				86,193,755
4	New School	NEW Brookwood Fernridge	Elementary	New K-5 Elem 475 + 80K Brookwood			56,000,000			56,000,000
1	Seismic	DW Poppy Secondary	Secondary	Seismic blocks affected			42,000,000			42,000,000
2	Seismic	Brookwood Secondary	Secondary	Seismic blocks affected				44,000,000		44,000,000
										696,539,170

2023/2024 Five Year Capital Plan Minor Capital Addition

Priority		Facility Name	Facility Type	Project Description	2023/24
1	FIP	HD Stafford	Middle	Enhance exisiting food service program to Students	100,000

STAFF REPORT

DATE: June 20, 2023
TO: Board of Education
FROM: Brian Iseli, Secretary-Treasurer
SUBJECT: Policy 17: Accumulated Operating Surplus

RECOMMENDED MOTION:

That the Board of Education approves Policy 17: Accumulated Operating Surplus, as presented.

BACKGROUND:

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

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

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

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

At the April 25, 2023 Regular Board Meeting, the following motion was approved:

That the Board of Education serves Notice of Motion to the District's education community and its education partner groups that it intends to adopt the revisions to Policy No. 17: Accumulated Operating Surplus at the June 20, 2023 Regular Board Meeting

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

ACCUMULATED OPERATING SURPLUS

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

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

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

Specifically

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

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

1.1.10 Unanticipated changes in revenue.

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

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

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

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

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

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

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

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

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

Adopted: December 15, 2020, January 25, 2022