



**Chilliwack  
School District**

## **THE BOARD OF EDUCATION**

**School District #33 (Chilliwack)**

### **Regular Public Board Meeting**

#### **AGENDA**

**June 18, 2019**

**7:00 pm**

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#### **1. CALL TO ORDER – School District Office**

- 1.1. Call to Order - **Welcome and Acknowledgment of Stó:lō Territory**
- 1.2. Adoption of the Agenda  
(THAT the agenda be adopted as circulated.)
- 1.3. Approval of the Minutes  
(THAT the minutes of the May 28, 2019 Regular Public Board be approved as circulated.)

#### **2. PRESENTATION**

- 2.1. Strategic Plan Update: Student Achievement Data

#### **3. ACTION ITEMS**

- 3.1. Appointment of Acting Secretary Treasurer
- 3.2. Board/Authority Authorized (BAA) Courses
- 3.3. Audit Committee Report
- 3.4. School Site Acquisition Charge Update
- 3.5. Policy 227: Trustee Remuneration
- 3.6. Policy 228: Trustee Expenses
- 3.7. Proposed Letter to Federal Entities in Support of Re-routing the Trans Mountain Pipeline Away From School Property

#### **4. INFORMATION ITEMS**

- 4.1. Operations Report: Annual Facilities Grant
- 4.2. BCSTA Report
- 4.3. Trustee Reports
- 4.4. Meeting Summaries: Committee of the Whole & In-Camera

4.5. **Next Board of Education Meeting: September 17, 2019 – 7:00 p.m.**

**5. PUBLIC PARTICIPATION – QUESTIONS CONCERNING THE AGENDA**

**6. ADJOURNMENT**



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

**Date of Meeting:** Tuesday, May 28, 2019

**Location:** School District Office

**Members Present:**

Chair	Mr. D. Coulter
Vice-Chair	Ms. W. Reichelt
Trustee	Mrs. H. Maahs
Trustee	Mr. J. Mumford
Trustee	Mr. B. Neufeld
Trustee	Mr. D. Swankey

**Regrets:** Trustee Dr. D. Furgason

**Staff Present:**

Acting Superintendent	Mr. R. Arul-pragasam
Secretary Treasurer	Mr. G. Slykhuis
Acting Assistant Superintendent	Mr. K. Savage
Acting Assistant Superintendent	Ms. J. Hall
Executive Assistant	Ms. D. Vogel

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**1. CALL TO ORDER - School District Office**

**1.1. Call to Order**

The Board Chair called the meeting to order at 7:00 p.m. - **Welcome and Acknowledgment of Traditional Stó:lō Territory.**

**1.2. Adoption of the Agenda**

**153.19** Moved by: Trustee Maahs  
Seconded by: Trustee Mumford

THAT the agenda be adopted as circulated.

**CARRIED**

**1.3. Approval of the Minutes**

**154.19** Moved by: Trustee Neufeld  
Seconded by: Trustee Swankey

THAT the minutes of the May 14, 2019 Regular Public Board meeting be approved as circulated.

**CARRIED**

## 2. **PRESENTATION: STRATEGIC PLAN UPDATE – RECONFIGURATION**

Principals – Angela Utley (Unsworth Elementary), Janine McCurdy (East Chilliwack Elementary), Paula Gosal (Chilliwack Middle School), Brian Fehlauer (Chilliwack Senior Secondary) – and Vice Principals – Danielle Wicker (Mount Slesse Middle) and Jessica Adams Loupret (Chilliwack Senior Secondary) – provided a K-12 update on reconfiguration as it relates to the Strategic Plan and the following priority:

<b>Priority</b>	Improving student achievement and well-being through high quality instruction ( <b>INSTRUCTION</b> )
<b>Goal</b>	All students to meet or exceed grade level expectations in literacy and numeracy.
<b>Strategy</b>	<b>Reconfiguration</b> <ul style="list-style-type: none"> <li>Supporting the new vision of Elementary K to 5, Middle 6 to 8 and Secondary 9 to 12 schools to effectively support the social, emotional, physical and intellectual learning needs of our students.</li> </ul>

The update provided information about the successes and the next steps in the reconfiguration journey.

## 3. **ACTION ITEMS**

### 3.1. **Board/Authority Authorized (BAA) Courses**

**155.19** Moved by: Trustee Maahs  
Seconded by: Trustee Neufeld

1. THAT the Board of Education approve the Board/Authority Authorized Course: Sports Medicine 11.
2. THAT the Board of Education approve the Board/Authority Authorized Course: Sports Medicine 12.

**CARRIED**

### 3.2. **2019 – 2020 Budget Approval: 2<sup>nd</sup> and 3<sup>rd</sup> Readings**

**156.19** Moved by: Trustee Neufeld  
Seconded by: Trustee Mumford

THAT the Board of Education approve the second and third (final) reading of 2019-2020 Annual Budget Bylaw at the May 28, 2019 Regular Board Meeting in the amount of \$158,109,475.

**CARRIED**

### 3.3. **5-Year Capital Plan**

**157.19** Moved by: Trustee Neufeld  
Seconded by: Trustee Reichelt

THAT the Board of Education approve the Capital Plan as outlined in the May 28, 2019 Board of Education Agenda Package.

**CARRIED**

**3.4. Disposal Bylaws: Edwards Rd. and Huston Rd. Properties**

**158.19** Moved by: Trustee Swankey  
Seconded by: Trustee Maahs

THAT the Board of Education approve three readings of Property Bylaw No. 2019-02.

**CARRIED**

**159.19** Moved by: Trustee Swankey  
Seconded by: Trustee Reichelt

THAT the Board of Education approve three readings of Property Bylaw No. 2019-02 for the disposal of property located at 47955 Edwards Road.

**CARRIED**

**160.19** Moved by: Trustee Swankey  
Seconded by: Trustee Maahs

THAT the Board of Education approve three readings of Property Bylaw No. 2019-03.

**CARRIED**

**161.19** Moved by: Trustee Neufeld  
Seconded by: Trustee Reichelt

THAT the Board of Education approve three readings of Property Bylaw No. 2019-03 for the disposal of property located at 5622 Huston Road.

**CARRIED**

**3.5. Amendments to the 2019 – 2020 Local School Calendar**

**162.19** Moved by: Trustee Reichelt  
Seconded by: Trustee Neufeld

THAT the Board of Education approve the amendments to the 2019-2020 Local School Calendar as presented.

**CARRIED**

**3.6. Education Policy Advisory Committee Report**

**163.19** Moved by: Trustee Swankey  
Seconded by: Trustee Maahs

THAT the Board of Education receive the Education Policy Advisory Committee Meeting Report of May 16, 2019.

**CARRIED**

**3.7. Policy 504: Ordinarily Resident and Non-Resident Students**

**164.19** Moved by: Trustee Swankey  
Seconded by: Trustee Maahs

THAT the Board of Education approve Policy 504: Ordinarily Resident and Non-Resident Students as presented.

**CARRIED**

**3.8. Policy 534: Student Dress Guidelines**

**165.19** Moved by: Trustee Reichelt  
Seconded by: Trustee Mumford

THAT the Board of Education amend Policy 534: Student Dress Guidelines as presented.

**CARRIED**

**For: Coulter, Mumford, Reichelt, Swankey**  
**Opposed: Maahs, Neufeld**

**166.19** Moved by: Trustee Swankey  
Seconded by: Trustee Maahs

THAT the Board of Education remove the last sentence of amended Policy 534: Student Dress Guidelines.

**CARRIED**

**For: Coulter, Maahs, Mumford, Reichelt, Swankey**  
**Abstained: Neufeld**

**167.19** Moved by: Trustee Reichelt  
Seconded by: Trustee Mumford

THAT the Board of Education amend Policy 534: Student Dress Guidelines as amended.

**CARRIED**

**For: Coulter, Mumford, Reichelt, Swankey**  
**Opposed: Maahs, Neufeld**

**3.9. Policy 710: Transportation**

**168.19** Moved by: Trustee Swankey  
Seconded by: Trustee Mumford

THAT the Board of Education amend Policy 710: Transportation to add "and cycling" to the following sentence:

The Board will work with government and other organizations to advocate for adequate public transit, and safe walking and cycling routes for students.

**CARRIED**

**3.10. Policy 307: Supervision and Evaluation of Principals and Vice Principals**

**169.19** Moved by: Trustee Reichelt  
Seconded by: Trustee Neufeld

THAT the Board of Education approve Policy 307: Supervision and Evaluation of Principals and Vice Principals as presented.

**CARRIED**

#### **4. INFORMATION ITEMS**

##### **4.1 Menstrual Products**

Secretary Treasurer Gerry Slykhuis presented information related to implementation of the Ministerial Order requiring all B.C. public schools to provide free menstrual products for students in school washrooms by the end of 2019.

##### **4.2 BCSTA Report**

Trustee Swankey provided an update on the BC School Trustees' Association.

##### **4.3 Trustee Reports**

###### **Trustee Mumford reported on the following:**

- May 22 & 24: Visited MSMS for consultation with parents and staff.
- May 23: Aboriginal Education Awards.
- May 28: Chaired CHC meeting.

###### **Trustee Reichelt reported on the following:**

- May 15: Youth Work and Train Dinner.
- May 23: Aboriginal Education Awards.

###### **Trustee Swankey reported on the following:**

- May 15 – Joined my fellow Board Members for the Youth Work and Train Dinner.
- May 16 – Chaired the EPAC meeting.
- May 23 – Joined my fellow Board Members at the Aboriginal Education Awards Dinner.
- May 28 – Joined our Mayor and Council along with members of the public in Go by Bike Week.
- GW Graham's Graham X program is hosting a Bike to School celebration station on Thursday May 30 from 8:00 – 9:30am.
- DPAC Liaison: DPAC is hosting their AGM later this week, thank you to DPAC members for their work over the last year & to everyone putting their name forward for the year ahead.

###### **Trustee Maahs reported on the following:**

- Youth Work and Train Dinner.

###### **Trustee Coulter reported on the following:**

- Youth Work and Train Dinner – no private schools included.
- Aboriginal Education Awards.
- CTA AGM – Executive Elections – congratulations to those re-elected.

##### **4.4 May 14, 2019 In-Camera Board Meeting Summary**

Trustees: Dan Coulter, Willow Reichelt, Darrell Furgason, Heather Maahs, Jared Mumford, Barry Neufeld, David Swankey

Staff: Rohan Arul-pragasam, Gerry Slykhuis, Tamara Ilershich, Donna Vogel

1. PVP Appointments
2. Exempt Staff Compensation Framework
3. Statistics on TTOCs
4. Teacher Retirement and Retirement Bonuses
5. Human Resources Report
6. BCPSEA Report

**4.5 Next Board of Education Meeting Date**

**Tuesday, June 18, 2019  
7:00 pm  
School District Office**

**5. QUESTION PERIOD ON AGENDA ITEMS**

The Chair called for questions from the public regarding agenda items.

Questions were received regarding:

- Provision of free menstrual products in schools.
- Dress Code Guidelines.
- 5 Year Capital Plan.
- EPAC.

**6. ADJOURNMENT**

The meeting was adjourned at 9:53 p.m.

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

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



## BOARD OF EDUCATION

### INFORMATION REPORT

**DATE:** June 18, 2019

**TO:** Board of Education

**FROM:** Rohan Arul-pragasam, Acting Superintendent, Janet Hall, Acting Assistant Superintendent, Kirk Savage, Acting Assistant Superintendent, Karen Allan, Early Intervention Coordinator

**RE:** **STRATEGIC PLAN UPDATE – STUDENT ACHIEVEMENT DATA**

Rohan Arul-Pragasam, Janet Hall, Kirk Savage and Karen Allen will present student achievement data from the 2017/2018 and 2018/2019 school years. The data is focused on the measures identified in the Strategic Plan in relation to our priority of ***“Improving Student Achievement and Well Being Through High Quality Instruction.”***

Priority	Improving student achievement and well-being through high quality instruction. <b>(Instruction)</b>		
Goal	All students to meet or exceed grade level expectations in literacy and numeracy.		
Outcome/Measure	Description	Baseline Value	Target Value
	<ul style="list-style-type: none"> <li>✓ Provincial Assessments</li> <li>✓ Graduation Rates</li> <li>✓ District Literacy Assessments</li> </ul> <p> FSA – Foundational Skills Assessment  RAD – Reading Assessment District  NYM – Not Yet meeting  FM/E – Fully Meeting/Exceeding  SNAP – Student Numeracy Assessment &amp; Practice </p> <p>District Numeracy Assessment(s)</p>	<p>Current Provincial FSA</p> <p>Current District &amp; School 6-year Completion Rates CSS, GWG, SSS, Ed Centre &amp; District Ratios</p> <p><b>RAD 3:</b> NYM - 5%, FM/E - 64%</p> <p><b>RAD 6:</b> NYM - 5%, FM/E - 55%</p> <p><b>RAD 8:</b> NYM – TBD, FM/E - 52%</p> <p>RAD – To be phased out District Literacy Measure - TBD</p> <p><b>PM Benchmarks (Gr. 2):</b> NYM - 12%, FM/E - 75%</p> <p><b>PM Benchmarks (Gr. 3):</b> NYM - 10%, FM/E - 78%</p> <p>SNAP 2016/2017 &amp; 2017/2018</p>	<p>Achievement At or Above Provincial Average</p> <p>Achievement At or Above 6-Year Completion Rate CSS, GWG, SSS, Ed Centre &amp; District Ratios</p> <p>NYM-2%, FM/E-75%</p> <p>NYM – 2%, FM/E – 65%</p> <p>NYM – TBD, FM/E – 65%</p> <p>District Literacy Measure - TBD</p> <p>NYM – 5%, FM/E – 85%</p> <p>NYM-2%, FM/E - 85%</p>

*Partners in Learning!*

## **BOARD OF EDUCATION**

### **DECISION REPORT**

**DATE:** June 18, 2019  
**TO:** Board of Education  
**FROM:** Dan Coulter, Board Chair  
**RE:** **APPOINTMENT OF ACTING SECRETARY TREASURER**

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**RECOMMENDATION:**

THAT Mark Friesen be appointed Acting Secretary Treasurer in the absence of Gerry Slykhuis.

## BOARD OF EDUCATION

### DECISION REPORT

**DATE:** June 18, 2019

**TO:** Board of Education

**FROM:** Heather Maahs, Trustee Representative (BAA Committee)

**RE:** **BOARD/AUTHORITY AUTHORIZED (BAA) COURSES**

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#### **RECOMMENDATION:**

1. THAT the Board of Education approve the Board/Authority Authorized Course: Drama: Film and Television 10.
2. THAT the Board of Education approve the Board/Authority Authorized Course: Languages, Culture and Travel 11.
3. THAT the Board of Education approve the Board/Authority Authorized Course: Auto Body 12.

These courses meet the following Ministry of Education criteria:

- ✓ is not preparatory, remedial or modified
- ✓ does not significantly overlap with provincial curriculum Content
- ✓ name reflects the subject area and includes the Grade level
- ✓ assigned Grade reflects the appropriate level of instruction
- ✓ credit value appropriately reflects the length and scope of the course
- ✓ synopsis clearly outlines what a student has gained when the course is completed
- ✓ goals are general statements of intention that give structure to the curriculum
- ✓ rationale outlines the importance of the learning to the student and society
- ✓ embeds Aboriginal Worldviews and Perspectives
- ✓ organizational structure outlines the Content, Curricular Competencies, and Big Ideas
- ✓ learning standards are assessable and observable and can be understood by students and parents
- ✓ recommended instructional component clarifies the learning standards and provides a range of pedagogical opportunities
- ✓ recommended assessment component aligns with the Principles of Quality Assessment
- ✓ learning resources are age appropriate, support learning standards and diversity of learning rates and styles

## BOARD OF EDUCATION

### DECISION REPORT

**DATE:** June 18, 2019  
**TO:** Board of Education  
**FROM:** Heather Maahs, Audit Committee Chair  
**RE:** **AUDIT COMMITTEE REPORT**

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#### **RECOMMENDATION:**

THAT the Board of Education receive the Audit Committee Meeting Report of June 4, 2019 as presented.

# Minutes



## AUDIT COMMITTEE MEETING

Meeting Held Monday, June 4, 2019 – 2:00 p.m.  
School District Office

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Attendance:	Heather Maahs David Swankey Don Davis	Chair Trustee Community Member
Staff:	Rohan Arul-pragasam Gerry Slykhuis Mark Friesen Kevin Josephson	Acting Superintendent Secretary Treasurer (Recorder) Assistant Secretary Treasurer Manager of Finance
Also in Attendance:	Tim Holloway Scott Robertson	KPMG KPMG
Regrets:	Barry Neufeld Cathy Meeres	Trustee Executive Assistant (Recorder)

### 1. CALL TO ORDER

Meeting was called to order at 2:01 p.m.

### 2. APPROVAL OF AGENDA

Mover: Don Davis  
Seconder: David Swankey

THAT the agenda be approved as circulated.

CARRIED

### 3. APPROVAL OF MINUTES

Mover: David Swankey  
Seconder: Don Davis

THAT the minutes of the January 21, 2019 meeting be approved as circulated.

CARRIED

4. AUDIT PLANNING - KPMG

Tim Holloway and Scott Robertson, KPMG, reviewed the audit planning report outlining the planned scope and timing for the audit of the financial statements of SD33 (Chilliwack) for the year ended June 30, 2019.

Key deliverables and milestones were identified. The Audit Findings Report will be presented to the Audit Committee and then to the Board in September.

KPMG Staff exited meeting: 2:50 p.m.

5. INTERNAL AUDIT UPDATE – SCHOOL FINANCIAL PROCEDURES

Kevin Josephson, Manager of Finance provided an update on school financial procedure reviews conducted by his department. This summary report is presented annually to the Audit Committee.

The Finance Team conducts audits on a cyclical timeframe as follows: Elementary-once every 3 years, Middle-once every 2 years and Secondary-once every year. These may occur more frequently should circumstances warrant the need for attention.

6. EXTERNAL COMMUNITY MEMBER – TERM ENDS JUNE 30, 2019

Recognition and appreciation was given to Don Davis, current Community Member for his time on this committee.

Don Davis exited meeting: 3:28 p.m.

7. REVIEW OF APPLICATIONS – EXTERNAL COMMUNITY MEMBER

Applications were reviewed by the Trustees and staff. There are 6 applicants for this position. The Board will review and make their final selection at its meeting of June 18, 2019.

The Committee is also recommending that Policy 222 be amended to allow for two (2) community members. This is in response to the number of qualified applicants for this position.

8. ADJOURNMENT

The meeting was adjourned at 3:44 p.m.

## BOARD OF EDUCATION

### DECISION REPORT

**DATE:** June 18, 2019  
**TO:** Board of Education  
**FROM:** Mark Friesen, Assistant Secretary Treasurer  
**RE:** **ELIGIBLE SCHOOL SITES PROPOSAL**

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#### **RECOMMENDATION:**

That the Board of Education adopt the information contained in the Eligible School Sites Proposal by resolution.

#### **BACKGROUND:**

On July 28, 1998 the Provincial Government passed Bill 35 - the *Education Statutes Act*, 1998. This Act amended both the *Local Government Act* and the *School Act* and requires that school districts and local governments work together in planning for new schools, and in administering development charges (called School Site Acquisition Charges or SSAC) to fund the purchase of new school sites.

As land values in the Fraser Valley have substantially increased in the past 10 years, it is prudent for the District to embark on the process of ensuring that the SSAC that is charged to residential developers incorporates the most recent market data.

The Ministry has set out a specific process in making a change to the SSAC which includes consultation with local governments and the Ministry of Education. The District has engaged Urban Systems to do the initial data gathering on local housing starts and the projected number of school aged children that would result in the additional housing. The information in their proposal forms the basis by which a new SSAC can be calculated.

Once this resolution is passed, local governments will have a chance to review the resolution and consult with the local development community. Once approved by local government, the District's 5 year Capital Plan submission will be amended to include the new SSAC and the Board will wait for approval of the Capital Plan before passing a bylaw to finally accept the new SSAC.

The current SSAC is a base rate of \$491 per residential unit. Information contained in the proposal would see this rate increase to \$634, an increase of 29.1%.

In the past 4 years, the District has received an average of \$538,000 in local capital revenue from the SSAC. The proposed increase to the SSAC would provide an additional \$155,600 in revenue annually.

The SSAC rates are adjusted based on housing density per gross hectare. A comparison of existing and proposed rates shows the spread of these rates between low and high density units:

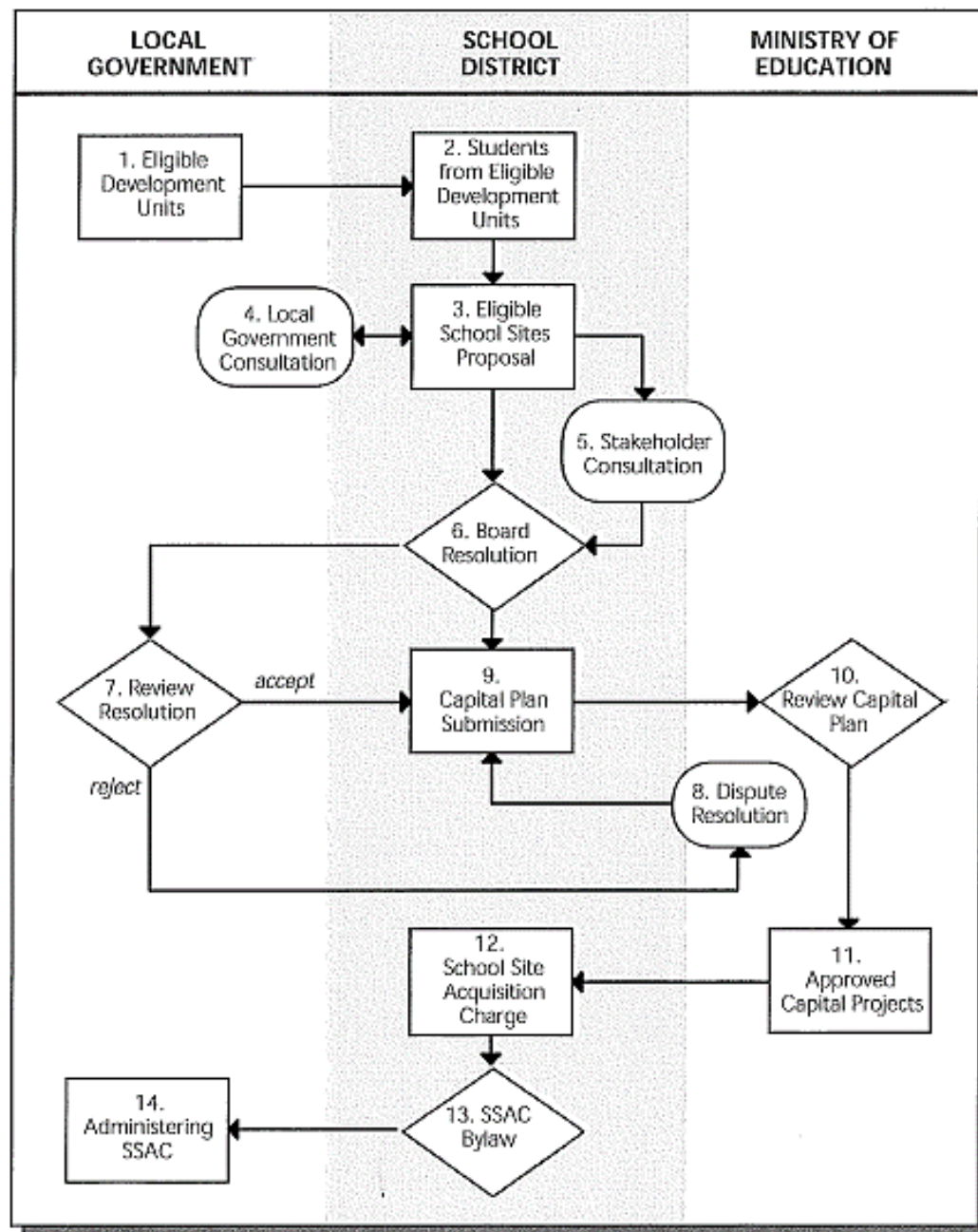
Density	Factor	Existing Rate	New Rate
Low	1.250	\$614	\$793
Medium low	1.125	\$552	\$713
Medium	1.000	\$491	\$634
Medium high	0.875	\$430	\$555
High	0.750	\$368	\$476
Average Rate		\$491	\$634

(\*) Density:

- low density - up to 21 self-contained dwelling units on a gross hectare;
- medium low density - 21 to 50 self-contained dwelling units on a gross hectare;
- medium density - 51 to 125 self-contained dwelling units on a gross hectare;
- medium high density - 126 to 200 self-contained dwelling units on a gross hectare;
- high density - over 200 self-contained dwelling units on a gross hectare



Process Flowchart for Setting SSAC



## **School District No. 33 (Chilliwack) School Site Acquisition Charge Resolution**

Whereas Section 142 of the *School Act* requires that a School Board submit a capital plan to the Minister of Education; and

Whereas *Local Government Act* Section 574.2 requires that before a school board submits the capital plan required under School Act Section 142 it consult with each local government in the school district and, that the school board and local government make all reasonable efforts to reach agreement on the following:

A projection of the number of eligible development units to be authorized over the 10 year period that has been specified by the Minister of Education;

The projection of the number of school age children (as defined in the *School Act*) that will be added to the school district as the result of the eligible development units;

The approximate size and number of school sites required to accommodate the number of school age children projected as a result of the addition of eligible development units;

The approximate location and value of the school sites; and,

Whereas the Board of School Trustees for School District No. 33 has consulted with the City of Chilliwack and the Fraser Valley Regional District on these matters;

It is resolved that:

Based on information from local government, the School Board of School District No. 33 estimates that there will be 10,570 new development units constructed in the school district over the next 10 years;

These 10,570 development units will be home to an estimated 4,639 school age children;

The School Board expects that three new school sites will be required as the result of this growth in the school district.

According to Ministry of Education standards the sites will require 9.29 hectares of land. At current market values, the land will cost approximately \$29.7 million.

I hereby certify this to be a true copy of the resolution for the approval of the proposed School Site Acquisition Charge adopted by the Board of Education, on this 18th day of June, 2019.

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Secretary Treasurer



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## SCHOOL DISTRICT NO. 33 ELIGIBLE SCHOOL SITES PROPOSAL

June 12, 2019



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### **Eligible School Sites Proposal**

Prepared for School District No. 33  
Gerry Slykhuis, CPA, CMA, Secretary Treasurer  
604.798.2962  
[gerry\\_slykhuis@sd33.bc.ca](mailto:gerry_slykhuis@sd33.bc.ca)

### **Prepared by Urban Systems**

4671.0001.01

Suite 405, 9900 King George Blvd., Surrey, BC V3T 0K9 | T: 604-953-6500

#### **Contact: Sara Stevens**

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[sstevens@urbansystems.ca](mailto:sstevens@urbansystems.ca)

#### **Contact: Samantha Lahey**

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# INTRODUCTION

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## THE SCHOOL SITE ACQUISITION CHARGE

The School Site Acquisition Charge (SSAC) is a charge per dwelling unit to be paid by residential developers throughout the school district where the charge is justified. The charge is collected by local government and transferred to the school district. The money collected is used to help pay for new school sites needed as a result of residential development.

The SSAC Implementation Guide (2000) outlines the principles underlying the SSAC legislation, highlights those developments that are exempt from the charge, and outlines a process to be followed by school districts and their local governments. The Guide also describes the steps to follow to calculate the charge.

This document fulfils Steps 1 to 3 of the required process for updating the SSAC. Step 1 is to estimate the number of eligible residential development units that will be built in the Chilliwack School District (SD No. 33) over the next ten years. Step 2 is to estimate the number of students that are expected to live in those eligible development units by the end of the ten-year period. Step 3 is the preparation of this document, the Eligible School Sites Proposal.

This document also includes Steps 9 and 12 of the process, which use the School District's Long-Term Facilities Plan and Capital Plan to calculate a proposed SSAC. The SSAC is calculated based on SD No. 33's capital projects that require new land, the cost of new land, and the share of the SSAC paid by the School District. The SSAC is further broken down by density categories, which results in a charge per dwelling unit.

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## AFFECTED LOCAL GOVERNMENTS

SD No. 33 covers approximately 1,825 square kilometres including the City of Chilliwack, Electoral Area E/H and Electoral Area D in the Fraser Valley Regional District (FVRD). We consulted with the City of Chilliwack and FVRD planning staff to both obtain their estimates of future residential development and notify them that this process is underway.

It is important to note that the development forecasts provided by local government extend to 2028 and the enrolment forecasts provided by the School District extend to 2030. As such, there is a two-year discrepancy between the development forecasts and the enrolment forecasts throughout this report.

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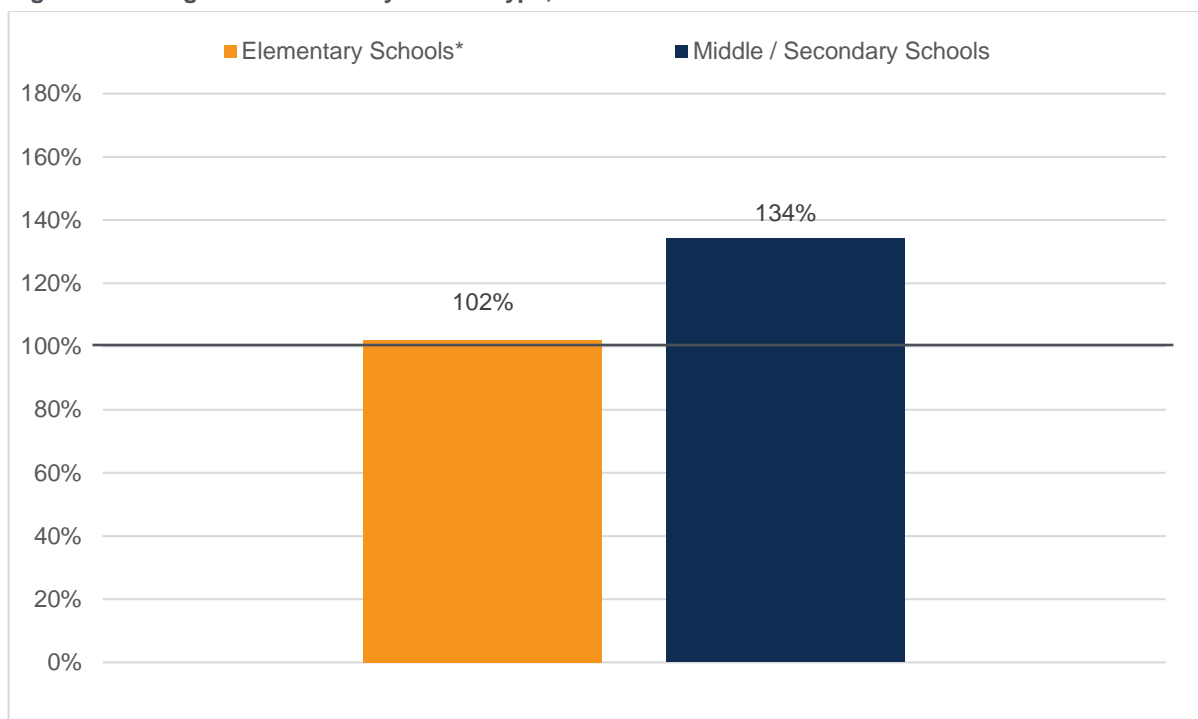
# SCHOOL CAPACITY AND UTILIZATION

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## EXISTING SCHOOL CAPACITY AND UTILIZATION

The Chilliwack School District Long-Range Facilities Plan (2017) outlines school assessments for all elementary, middle and secondary schools including enrolment, capacity and utilization. Schools are categorized by school level, being either elementary or middle/secondary. Figure 1 summarizes the utilization of the schools for the 2018/2019 year (after grade reconfiguration). As of 2019, eleven of nineteen elementary schools, and six of seven middle/secondary schools are over capacity. This indicates an existing need for additional school space.

**Figure 1: Average of Utilization by School Type, 2019**



\*Elementary schools include Rosedale Traditional, a K – 8 School.

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## ENROLMENT FORECAST

The Long-Range Facilities Plan includes enrolment forecasts up to the year 2030. Forecasts are provided by school, area, and school type. The following chart (Figure 2) shows the total number of enrolments forecast for the School District, which is projected to increase between 200 and 600

students annually. It is anticipated that by 2030, there will be over 3600 more total enrolments, nearly 26% higher, than in 2019.

Figure 2: Total Enrolment Forecast 2019 to 2030

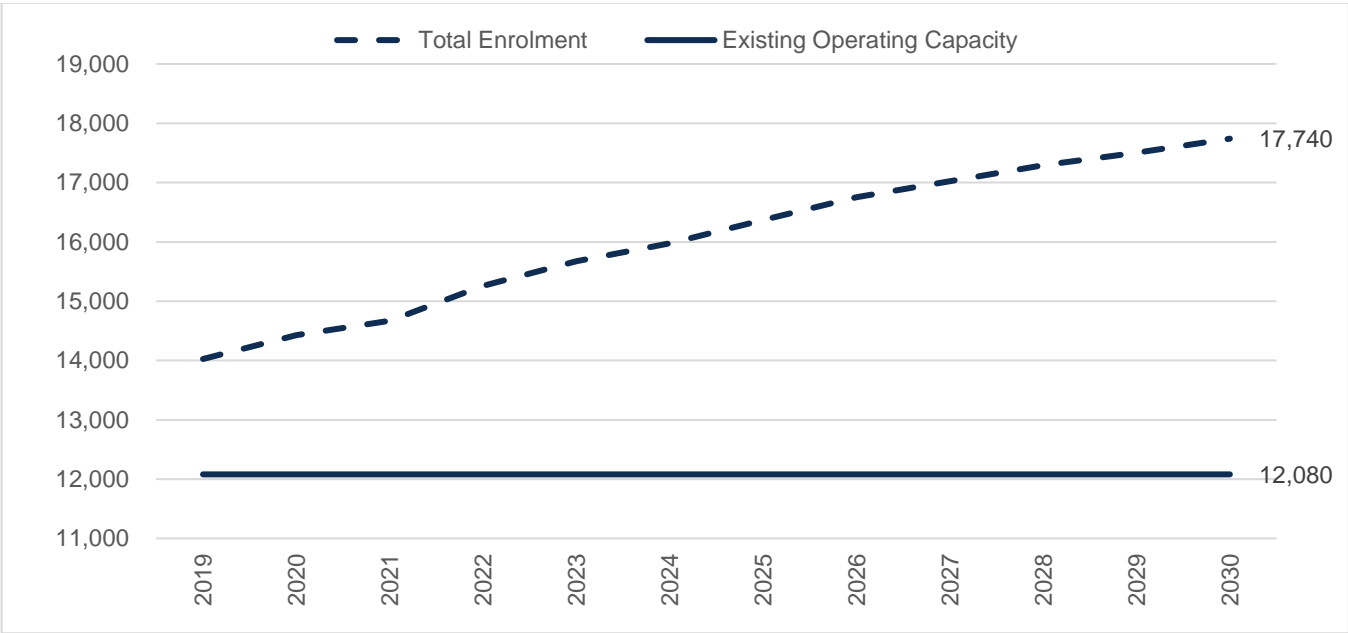
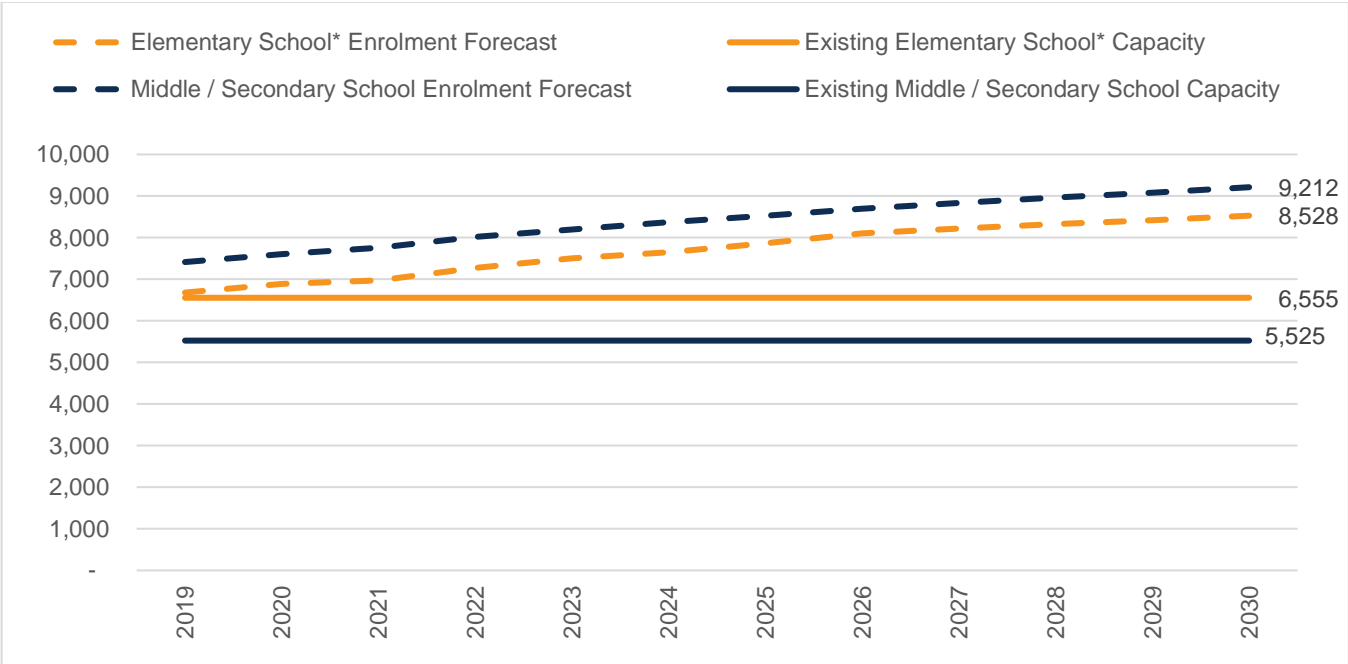


Figure 3 below illustrates the enrolment forecast by school type to 2030. Elementary and middle/secondary enrolments are expected to each have a net increase of approximately 1800 students by 2030.

Figure 3: Enrolment Forecast by School Type



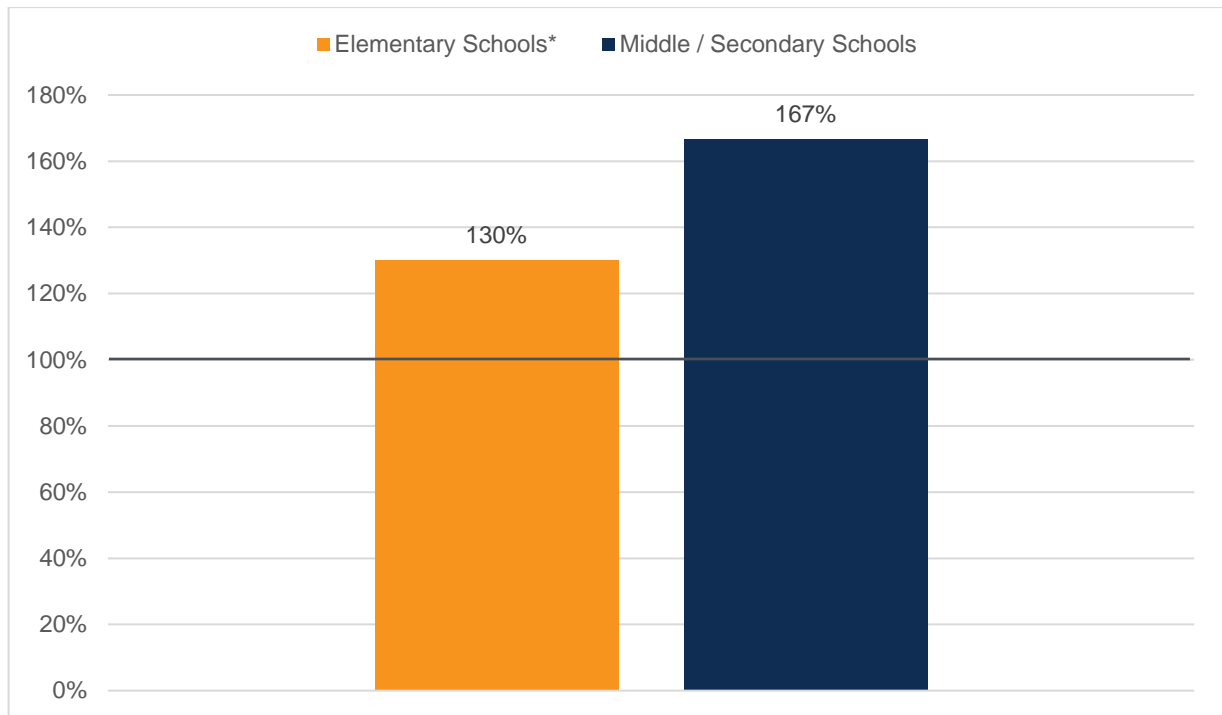


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## FUTURE SCHOOL UTILIZATION

Using the enrolment forecast information in Figures 2 and 3, we were able to estimate the future school utilization for 2030, based on current facilities. The estimated utilization is presented in Figure 4 below; both elementary and middle/secondary schools, in the aggregate, are forecasted to be well over capacity.

**Figure 4: Estimated School Utilization, 2030**



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## CAPITAL PROJECTS

SD No. 33 has identified a total of 13 capital projects in their 2019 Capital Plan that will be essential to alleviating some these issues. In order of priority, SD No. 33's capital projects include:

**Table 1: School District No. 33 Capital Projects**

<b>District Priority</b>	<b>Project Title</b>	<b>Enrolment</b>	<b>Land Required</b>
<b>1</b>	Northside Middle/Secondary Renovations & Gym Expansion	+700	-
<b>2</b>	G.W. Graham Secondary Addition	+400	-
<b>3</b>	Vedder Elementary Addition	+250	-
<b>4</b>	Cheam Elementary Addition	+300	-
<b>5</b>	Sardis Secondary Addition + Gymnasium	+400	-
<b>6</b>	Land Purchase for New East Side Elementary	-	8 acres (3.23 ha)
<b>7</b>	New East Side Chilliwack Elementary	+500	-
<b>8</b>	Vedder Middle School Addition	+300	-
<b>9</b>	Sardis Elementary Addition	+250	-
<b>10</b>	Watson Elementary Addition	+250	-
<b>11</b>	Cultus Lake Elementary Addition	+250	-
<b>12</b>	Land Purchase for New South Side Elementary School	-	5 acres (2.02 ha)
<b>13</b>	Land Purchase for New Promontory Middle School	-	10 acres (4.04 ha)
	<b>Total Land Required</b>		<b>23 acres (9.29 ha)</b>

Three projects require land acquisition, totalling 23 acres (9.29 ha). Recent appraisals completed for SD No. 33 inventoried 11 recent real estate sales in and around the Chilliwack area, which estimate an average of \$1,294,000 / acre, or \$3,198,000 / ha. At this value per acre, SD No. 33 requires approximately \$29,709,000 to purchase the required land.

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# FUTURE RESIDENTIAL GROWTH

In order to calculate the SSAC, the following data is needed:

- An estimate of the total number of eligible residential development units built over the next ten years, and
- An estimate of the number of students that will be living in the eligible development units over the next ten years.

Eligible development units (EDUs) are defined as any new construction, alteration or extension of a building that increases the number of self-contained dwelling units on the particular parcel of land. Eligible development units include self-contained dwelling units on new subdivided lots as well as the net increase of units on existing lots. Only developments with four or more dwelling units will be included as eligible development units (however, local government is authorized to waive this minimum). Development units where SSACs have already been paid will not be included.

The City of Chilliwack and the FVRD provided estimates of future development units. The following table (Table 2) presents the EDU estimate for SD No. 33 over the next 10 years. A total of 10,570 EDUs are anticipated to be built by 2028.

**Table 2: Estimated Eligible Development Units (2028)**

Unit Type	Estimated New Units (up to 2028)
Single Detached House	3,250
Townhouse	2,390
Duplex	310
Apartment	3,885
Secondary Suite	660
Mobile Home	75
<b>Total</b>	<b>10,570</b>

# STUDENTS FROM ELIGIBLE DEVELOPMENT UNITS

To estimate the number of students that will be living in EDUs by 2028, yield factors are applied to each housing type. The yield factor is the anticipated average number of school age children expected to live in a dwelling unit of each housing type. The Ministry of Education's Implementation Guide provides pre-determined yield factors.

The Implementation Guide also provides different yield factors based on housing type and housing tenure; however, Chilliwack's and the FVRD's development forecasts only indicate housing type and not housing tenure information. Where yield factors are not provided for a housing type (e.g. duplex), an average yield factor of 0.54 is applied. Table 3 presents the estimates of students from future housing.

**Table 3: Estimates of Students from Future Housing**

Type of Housing	EDU	Yield Factors (Student / EDU)	Students
Single Detached House	3,250	0.70	2275
Townhouse	2,390	0.52	1242
Duplex	310	0.54	167
Apartment	3,885	0.15	582
Secondary Suite	660	0.54	356
Mobile home	75	0.20	15
<b>Total</b>	<b>10,570</b>	<b>0.44</b>	<b>4,639</b>

# PRELIMINARY SSAC CALCULATIONS

## COST OF NEW SCHOOL SITES

Table 4 summarizes SD No. 33's preliminary estimate of the cost to acquire all of the sites required by the Capital Plan, approximately 23 acres (9.29 ha). The standard size of a site is specified by the Ministry of Education and the long-term capacity for each site is the maximum size of the school planned for that site. It is possible that the actual property could differ in size depending on land available and contextual circumstances.

Land values in the Chilliwack area have increased dramatically over the last few years. The "cost per acre" values in Table 4 are based on recent appraisals completed for SD No. 33, where recent land transactions were inventoried and averaged.

**Table 4: Estimated Cost of New School Sites**

<b>Name of School</b>	<b>East Side</b>	<b>Promontory</b>	<b>South Side</b>	<b>Totals</b>
<b>Basis of Cost</b>	Estimate	Estimate	Estimate	-
<b>Type of Project</b>	New	New	New	-
<b>Grade Level</b>	Elementary	Middle	Elementary	-
<b>Existing Capacity</b>				0
<b>Long Term Capacity</b>	500	1,000	500	2,000
<b>Increase in Capacity</b>	500	1,000	350	1,850
<b>Standard Site Size (ha)</b>	2.70	4.80	2.70	10.20
<b>Existing Site Area (ha)</b>				0.00
<b>Size of New Site (ha)</b>	3.23	4.04	2.02	9.29
<b>Cost per hectare</b>	\$3,198,000	\$ 3,198,000	\$ 3,198,000	-
<b>Cost of New Property</b>	<b>\$ 10,329,540</b>	<b>\$ 12,919,920</b>	<b>\$ 6,459,960</b>	<b>\$ 29,709,420</b>

# PENT-UP AND FUTURE DEMAND

One of the principles of the SSAC is that the builders of new dwelling units will not pay for pent-up demand (the provision of new facilities to address the shortage of space in existing schools). The following (Table 5) is the basic method of calculating pent-up demand for SD No. 33 as of the 2019 school year, which is the difference between the current enrolment and the current capacity.

Table 5: Pent-Up Demand

All Schools	
Current Enrolment	14,094
Current Capacity	12,080
Pent – Up Demand	2,014

The estimated net increase in enrolment between 2019 and 2030 is 3,646 students (Table 6).

Table 6: Ten Year Enrolment Increase

All Schools	
Current Enrolment	14,094
2030 Enrolment	17,740
Ten Year Increase	3,646

## SSAC CALCULATION

Table 7 outlines the calculations necessary to establish the average SSAC per EDU.

**Table 7: Preliminary SSAC Calculations**

Factor		Estimate
1	Ten-Year Enrolment Increase (increase in student enrolment 2019-2030)	3,646
2	Pent-up Demand (discounts students that are not a result of growth / development)	2,014
3	Students Requiring New Facilities	5,660
4	Students from Eligible Development Units	4,639
5	Enrolment Increase Proportion (proportion attributed to growth versus pent-up demand)	64%
6	New Development Proportion (proportion attributed to new development, cannot exceed line 5)	64%
7	Estimated Cost of New Property	\$29,709,420
8	Attributable to Eligible Development Units (Line 6 x Line 7)	\$19,137,906
9	Proportion to be Paid through SSAC (remainder to be paid after provincial assist of 65%)	35%
10	Estimated Share to be Paid through SSAC (proportion attributed to development (Line 8 x Line 9)	\$6,698,267
11	Total Eligible Development Units	10,570
12	Average Charge per Unit	\$634

The preliminary SSAC is an average charge of \$634 per dwelling unit.

Different charges are applied to different forms of density. A density factor is applied to the base rate to accommodate various types of development. Table 8 presents the proposed charges as applied to specific housing densities. The charges have been rounded to the nearest dollar.

**Table 8: Charge based on Dwelling Unit Density**

<b>Density</b>	<b>Factor</b>	<b>Unit Charge</b>	<b>Maximum Allowable Unit Charge</b>
Low	1.250	\$793	\$1,000
Medium low	1.125	\$713	\$900
Medium	1.000	\$634	\$800
Medium high	0.875	\$555	\$700
High	0.750	\$476	\$600
<b>Base Rate</b>		<b>\$634</b>	



## BOARD OF EDUCATION

### DECISION REPORT

**DATE:** June 18, 2019  
**TO:** Board of Education  
**FROM:** Rohan Arul-pragasam, Acting Superintendent  
**RE:** **POLICY 227 – Trustee Remuneration**

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### RECOMMENDATION

THAT the Board of Education approve Policy 227 – Trustee Remuneration as presented.

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**227  
POLICY  
Trustee Remuneration**

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As authorized by Section 71 of the *School Act*, a Board of Education may authorize remuneration of trustees.

~~Trustees' remuneration includes an allowance to offset expenses as defined in the *Income Tax Act* and is equal to one third of the total remuneration.~~

The remuneration for each trustee is as follows:

	<b>Taxable</b>	<b>Non-Taxable</b>	<b>Allowance</b>	<b>Total</b>
<b>Trustee</b>	<del>\$ 12,000.00</del>	<del>\$ 6,000.00</del>	N/A	<del>\$18,000.00</del> <b>\$ 20,990.00</b>
<b>Vice Chair</b>	<del>\$ 12,000.00</del>	<del>\$ 6,000.00</del>	<del>\$ 900.00</del>	<del>\$18,900.00</del> <b>\$ 22,229.00</b>
<b>Chair</b>	<del>\$ 12,000.00</del>	<del>\$ 6,000.00</del>	<del>\$ 1,800.00</del>	<del>\$19,800.00</del> <b>\$ 23,762.00</b>

**Trustee remuneration as outlined above shall become effective January 1, 2019.**

Trustee remuneration is paid to trustees monthly.

The trustee remuneration amount will be adjusted annually effective July 1<sup>st</sup>. The adjustment will reflect the Canadian Consumer price index established for July of each year for the previous 12 months.

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Cross Ref:

Adopted: June 28, 1978

Reviewed:

Revised: January 22, 1991, June 28, 1994, December 3, 1996, September 2002, January 27, 2004, September 26, 2006, January 15, 2008, January 27, 2009, February 23, 2016, June 18, 2019

## BOARD OF EDUCATION

### DECISION REPORT

**DATE:** June 18, 2019  
**TO:** Board of Education  
**FROM:** Rohan Arul-pragasam, Acting Superintendent  
**RE:** **POLICY 228 – Trustee Expenses**

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### RECOMMENDATION

THAT the Board of Education approve Policy 228 – Trustee Expenses as presented.

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**228  
POLICY  
Trustee Expenses**

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Execution of Board responsibilities requires that trustees remain informed and continually develop their skills. Trustees are encouraged to attend seminars, conferences or workshops that are related to their tasks.

The Board shall include funds in the annual governance budget to cover expenses as identified in the following guidelines:

1. Trustees are allocated an annual budget account of \$2,500 for attendance at professional development opportunities. **Unspent professional development funds can be carried over to the next year.**
2. **If trustees attend British Columbia School Trustees Association Annual General Meetings, those expenses shall be reimbursed under a separate budget line.**
3. If trustees elected by the Board as provincial representatives to BCSTA or BCPSEA incur travel expenses not covered by BCSTA or BCPSEA, those expenses shall be reimbursed under a separate budget line.
4. Trustees shall submit out of district expenses incurred during the course of their trustee responsibilities ~~and authorized in-district expenses~~ using the school district expense claim form. ~~Authorized in-district expenses refer to things like, but not limited to, trustee liaison representatives charging for lunch meetings with their partner groups.~~
5. For out-of-district trips, the maximum car travel reimbursement will equal the economy class airfare for the equivalent trip. Reimbursement of actual costs of ferries, buses or taxis will be based upon receipts submitted. Air travel shall be by economy class. All purchase bonuses, or other gifts of purchase, are the property of the school district.
6. Trustees are responsible for their own **extended health and pension benefits,** ~~medical~~ and any additional travel insurance coverage.

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Cross Refs: Policy 428, Administrative Regulation 428.1, Remuneration Policy

Adopted: January 22, 1991

Reviewed:

Revised: November 13, 2001, January 15, 2008, December 16, 2008, March 23, 2010

7. If a meal or meals are included in a conference package or are pre-paid in some other manner, those meals shall be deducted from the per diem.
8. The Board will only reimburse travel costs and hotel lodging for the trustee.
9. Cost of alcohol will not be reimbursed.
10. Expense accounts shall be submitted to the **Board Chair** ~~appropriate supervisor~~ for signature.
11. The accounting department will then adjudicate and if there are any discrepancies shall bring that information to the **Board Chair** ~~appropriate supervisor~~ for review.
12. For the purposes of authorization of expenses, the Board Chair is considered the supervisor for all trustees. The Board Vice Chair is considered the supervisor of the Board Chair.

## BOARD OF EDUCATION

### DECISION REPORT

**DATE:** June 18, 2019

**TO:** Board of Education

**FROM:** Committee of the Whole

**RE:** **LETTER TO FEDERAL ENTITIES IN SUPPORT OF RE-ROUTING THE TRANS MOUNTAIN PIPELINE AWAY FROM SCHOOL PROPERTY**

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#### **RECOMMENDATION:**

THAT the Board of Education send a letter to the National Energy Board opposing both the current and proposed routing of the Trans Mountain Pipeline through the Watson Elementary and Vedder Middle School Grounds. FURTHERMORE, THAT the Board oppose any variation to the proposed route that intersects with Chilliwack School District grounds and facilities.

#### **RATIONALE:**

It is the responsibility of the Board of Education to consider the safety and well-being of the student body it serves and the staff it employs; the placement of a pipeline carrying diluted bitumen on school grounds is an unnecessary and unreasonable risk to those that depend on Watson Elementary and Vedder Middle for their education or their employment.

#### **BACKGROUND:**

The Chilliwack Board of Education has twice considered and declined proposals from Trans Mountain; initially on [September 22, 2015](#) and then more recently on [February 26, 2019](#).

[Pipeline Emergency Response Guidelines for Schools](#) – 2016.

## BOARD OF EDUCATION

### INFORMATION REPORT

**DATE:** June 12, 2018

**TO:** Board of Education

**FROM:** Al Van Tassel, Director of Facilities and Transportation

**RE:** **OPERATIONS REPORT – 2019/2020 ANNUAL FACILITIES GRANT (AFG)**

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The Director of Facilities and Transportation will present information on the Annual Facilities Grant and spending priorities.

#### **BACKGROUND:**

Each year the Ministry provides an Annual Facility Grant (AFG) to fund maintenance and repairs of capital infrastructure in school districts. This year, the AFG funding allocation to districts will be made up of \$23,496,000 from the Ministry's operating budget and \$92.0 million from Government's capital funding allocation. In 2019/20, \$2.0 million will again be allotted from the operating portion of the AFG funding allocation to support Capital Asset Management Services (CAMS).

The Chilliwack School District will receive \$2,205,278 in funding for the 2019-20 school year with \$1,690,455 coming from Ministry capital funds and \$417,670 from Ministry operating funds (The allocation is \$456,531 but they deduct \$38,861 for our share of the Capital Asset Management System costs).

The following is a comparison to the previous year's amounts:

	<u>2014/15</u>	<u>2015/16</u>	<u>2016/17</u>	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>
Operating Portion	\$ 318,574	\$ 244,933	\$ 378,809	\$ 417,670	\$ 417,670	\$ 417,670
Capital Portion	<u>1,789,550</u>	<u>1,863,192</u>	<u>1,729,316</u>	<u>1,690,455</u>	<u>1,787,608</u>	<u>1,787,608</u>
<b>Total</b>	\$2,108,124	\$2,108,125	\$2,108,125	\$2,108,125	\$2,205,278	\$2,205,278

A bylaw is no longer required to access the capital funding portion of the AFG. This year's net AFG operating allocation of \$417,670 will be received in July and a Certificate of Approval for the capital allocation of \$1,787,608 will be issued upon submission of a spending plan.

AFG work must be completed by March 31, 2020, when the Certificate of Approval will expire.

## BOARD OF EDUCATION

### BOARD REPORT

**DATE:** June 18, 2019

**TO:** Board of Education

**FROM:** David Swankey, BCSTA Representative

**RE:** **BC SCHOOL TRUSTEES' ASSOCIATION REPORT**

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This time is provided to discuss matters related to the British Columbia School Trustees' Association (BCSTA).



## **MEETING SUMMARY**

### **COW Meeting – May 14, 2019**

Trustees: Dan Coulter, Willow Reichelt, Darrell Furgason, Heather Maahs, Jared Mumford, Barry Neufeld, David Swankey

Staff: Rohan Arul-pragasam, Gerry Slykhuis, Tamara Ilersich, Donna Vogel

1. District Inclusion Committee
2. Schedule of Board Meetings: 2019 – 2020
3. BCSTA Information
4. Connection and Advocacy: MLAs and City of Chilliwack
5. Trans Mountain Pipeline

### **COW Meeting – May 28, 2019**

Trustees: Dan Coulter, Willow Reichelt, Heather Maahs, Jared Mumford, Barry Neufeld, David Swankey

Staff: Rohan Arul-pragasam, Gerry Slykhuis, Tamara Ilersich, Donna Vogel

1. Trans Mountain Pipeline
2. Policy 227: Trustee Remuneration
3. Policy 228: Trustee Expenses
4. Central Elementary 90<sup>th</sup> Celebration: Funding Request

## **MEETING SUMMARY**

### **In-Camera Meeting – May 28, 2019**

Trustees: Dan Coulter, Willow Reichelt, Heather Maahs, Jared Mumford, Barry Neufeld, David Swankey

Staff: Rohan Arul-pragasam, Gerry Slykhuis, Tamara Ilersich, Kirk Savage, Donna Vogel

1. Bylaw: Property Purchase – 45669 Yale Rd. (former UFV site)
2. Bylaw: Property Exchange – 45669 Yale Rd. (former UFV site)
3. Bylaw: Property Purchase
4. Southside School Preliminary Plans
5. Amendments to the 2019 – 2020 Local School Calendar
6. Human Resources Report
7. BCPSEA Report