

Date: Wednesday, May 14, 2025  
Time: 6:00pm

---

"Keep your face always toward the sunshine, and shadows will fall behind you." – Walt Whitman

---

## A G E N D A

### A. OPENING PROCEDURES

ITEM 1

1. Territory Acknowledgement
2. Call to Order
3. Correspondence
  - Letter to Min. Beare from Board of Education re: Cybersecurity
4. Approval of Agenda
5. Invitation for Public Input to matters on the Agenda - *Members of the public can provide input on decision items on the public meeting Agenda by emailing [board@sd42.ca](mailto:board@sd42.ca) by no later than 5:30pm on May 14, 2025. The email subject line should read: INPUT regarding Decision Item. All public input received will be shared with trustees electronically. This agenda item has a time limit of 10 minutes.*
6. Approval of Minutes

**B. DELEGATIONS** – *the Board will receive delegations on any subject pertinent to Board business provided the item has been placed on the agenda by the Agenda Preparation Committee. Time limits for individual delegations will be established to allow all registered delegations to present within the time limit for this item. The Board will ordinarily receive for information the item presented and may take action after due deliberation. This agenda item has a time limit of 20 minutes including questions; extension is at the discretion of the Board.*

**C. PRESENTATIONS** – *Individuals and groups invited by the Board to make presentations on any subject pertinent to Board business. Time limits for individual presentations will be established to allow all speakers to present within the time limit for this item. This agenda item has a time limit of 20 minutes including questions; extension is at the discretion of the Board.*

1. Numeracy

ITEM 2

### D. DEFERRED ITEMS

### E. DECISION ITEMS

1. Chairperson
2. Superintendent of Schools
  - a) School Fees Schedule and Specialty Academy Fees Schedule for 2025/26 ITEM 3
3. Secretary Treasurer
  - a) Eligible School Sites Proposal ITEM 4
  - b) Regular Board Meeting Schedule for 2025/26 Amendment ITEM 5
  - c) Joint First Nation Student Transportation Plan for 2025/26 ITEM 6
4. Board Committees
  - a) Finance

i. Third Quarter Financial Statements for 2024/25

ITEM 7

- b) Facilities Planning
- c) Board Policy Development

ii. Policies for Approval

ITEM 8

- d) Education Advisory
- e) Indigenous Education Community Gathering
- f) Accessibility Advisory

5. Indigenous Education Council

**F. INFORMATION ITEMS**

1. Chairperson

- a) Chairperson's Update

ITEM 9

2. Superintendent of Schools

- a) Superintendent's Update

ITEM 10

3. Secretary Treasurer

- b) Environmental Sustainability Update and  
2024 Climate Change Accountability Report

ITEM 11

4. Board Committee Reports

- a) Finance
- b) Facilities Planning
- c) Board Policy Development
- d) Education Advisory

i. Receiving Minutes

ITEM 12

- e) Indigenous Education Community Gathering
- f) Accessibility Advisory

5. Indigenous Education Council

**G. TRUSTEE MOTIONS AND NOTICES OF MOTIONS**

**H. TRUSTEE REPORTS**

**I. QUESTION PERIOD**

ITEM 13

*Question period will be restricted to questions only – statements and debate will not be permitted. Questions, with the exception of Trustee questions, will be limited to one question per person. Members of the public can submit questions for the board by emailing them to [board@sd42.ca](mailto:board@sd42.ca) by no later than 5:30 pm on May 14, 2025. The email subject line should read: QUESTION PERIOD. All questions received before the start of the question period will be answered in the order they are received. This agenda item has a time limit of 10 minutes; extension is at the discretion of the board.*

**J. OTHER BUSINESS**

1. Public Disclosure of Closed Meeting Business

**K. ADJOURNMENT**

---

**From:** Elaine Yamamoto, Board Chairperson

**Topic:** **Opening Procedures**

---

### **1. TERRITORY ACKNOWLEDGEMENT**

We would like to acknowledge that this meeting is taking place on the shared traditional and unceded territories of Katzie First Nation and Kwantlen First Nation. We welcome and recognize all First Nations, Métis, and Inuit students and families in our schools and community. We welcome and recognize the many different cultures that are represented in our schools and community.

---

### **2. CALL TO ORDER**

---

### **3. CORRESPONDENCE**

- Letter to Min. Beare from Board of Education re: Cybersecurity  
(**Attachment A**)

**Recommendation:**

*THAT the Board receive the correspondence, for information.*

---

### **4. APPROVAL OF AGENDA**

**Recommendation:**

*THAT the Agenda be approved as presented.*

---

### **5. INVITATION FOR PUBLIC INPUT TO MATTERS ON THE AGENDA**

Members of the public can provide input on decision items on the public meeting Agenda by emailing [board@sd42.ca](mailto:board@sd42.ca) by no later than 5:30 p.m. on May 14, 2025. The email subject line should read: INPUT regarding Decision Item. All public input received will be shared with trustees electronically. This agenda item has a time limit of 10 minutes.

---

### **6. APPROVAL OF MINUTES**

**Recommendation:**

*THAT the Minutes of the April 30, 2025 Public Board meeting be approved as presented.*

(**Attachment B**)



February 17, 2025

The Honourable Lisa Beare  
Minister of Education and Child Care  
Office of the Minister  
Parliament Buildings  
PO Box 9045 Stn Prov Govt  
Victoria, BC V8W 9E2  
Via Email: [ECC.Minister@gov.bc.ca](mailto:ECC.Minister@gov.bc.ca)

**Subject: Cybersecurity Challenges and Financial Impacts on School Districts**

Dear Minister Beare,

On behalf of the Maple Ridge Pitt Meadows School District No. 42 Board of Education, I would like to acknowledge your letter of November 29, 2024, regarding the increasing cybersecurity threats facing school districts across the province. We recognize the serious nature of these threats and fully support the need for strong cybersecurity measures to protect student and staff data, maintain operational stability, and uphold public trust in our public education system.

While we appreciate the resources and training opportunities through Focused Education Resources, the escalating costs of ensuring digital security present a significant financial burden for school districts. The necessary investments in staff training, system upgrades, data protection, and recovery measures divert essential operating funds away from our core mission—supporting student learning.

Cyberattacks continue to evolve in both sophistication and frequency, posing a growing threat to school districts across the province. At the same time, Boards of Education are managing increasingly constrained budgets, making difficult decisions about where to allocate limited resources in order to best support student learning and well-being.

We respectfully urge the provincial government to allocate additional fiscal resources specifically to address cybersecurity in the public education sector. School districts must be able to maintain a secure and resilient digital infrastructure without compromising other essential services.

A dedicated provincial funding strategy for cybersecurity would help mitigate the risks associated with cyber threats while allowing districts to remain focused on their core mission: ensuring student success.

We appreciate your attention to this matter and welcome further discussions on how the Ministry can continue to support districts in addressing these ongoing challenges. Thank you for your leadership and commitment to public education.

Sincerely,

Elaine Yamamoto, Chairperson  
Board of Education

Cc: The Board of Education, School District No. 42 (Maple Ridge-Pitt Meadows)  
Teresa Downs, Superintendent of Schools & CEO  
Richard Rennie, Secretary Treasurer



**MINUTES OF THE  
PUBLIC BOARD OF EDUCATION MEETING  
Wednesday, April 30, 2025 (6:00 PM)  
Rotunda, Thomas Haney Secondary  
School  
23000-116 Avenue  
Maple Ridge, B.C. V2X 0T8**

---

**IN ATTENDANCE:**

Chairperson – Elaine Yamamoto  
Vice Chairperson – Kim Dumore  
Trustee – Hudson Campbell  
Trustee – Gabriel Liosis  
Trustee – Mike Murray  
Trustee – Pascale Shaw  
Trustee – Katie Sullivan

Superintendent – Teresa Downs  
Secretary Treasurer – Richard Rennie  
Deputy Superintendent – Cheryl Schwarz  
Assistant Secretary Treasurer – Iris Mo  
Senior Manager, Communications – Irena Pochop  
Executive Coordinator – Rebecca Lyle

**GUEST:**

James Kao, Principal, DA Architects  
Louie Giroto, Director, Facilities  
Nicole McKenzie, Principal, Environmental School  
Michael Scarcella, Director, Learning Services

**A. OPENING PROCEDURES**

1. Territory Acknowledgement

The Chairperson acknowledged that this meeting is taking place on the shared traditional and unceded territories of Katzie First Nation and Kwantlen First Nation. The Chairperson welcomed and recognized all First Nations, Métis, and Inuit students and families in our schools and community. The Chairperson welcomed and recognized the many different cultures that are represented in our schools and community.

2. Call to Order

The Chairperson called the Public Board meeting to order at 6:03pm. The Chairperson welcomed and thanked everyone for attending.

3. Correspondence

4. Approval of Agenda

**Moved/Seconded**

THAT the Agenda be approved as presented.

**CARRIED**

5. Invitation for Public Input to matters on the Agenda

The Chairperson advised that members of the public were able to provide input on decision items on the Agenda by emailing [board@sd42.ca](mailto:board@sd42.ca) by no later than 5:30pm on April 30, 2025.

Public Input was received on agenda Item #4 in relation to the 2025/26 Preliminary Budget on topics including transportation, the band program, and staffing.

All Trustees confirmed they received the input and had a chance to review it.

## 6. Approval of Minutes

### **Moved/Seconded**

THAT the Minutes of the April 16, 2025, Public Board Meeting be approved as presented.

### **CARRIED**

## **B. DELEGATIONS**

## **C. PRESENTATIONS**

1. Design Plans for Prefabricated Additions to Golden Ears Elementary and Blue Mountain Elementary

The Director, Facilities and external consultant, James Kao, Principal, DA Architects presented on the design plans for the upcoming prefabricated additions to Golden Ears Elementary and Blue Mountain Elementary.

### **Moved/Seconded**

THAT the Board receive for information the presentation on the Design Plans for Prefabricated Additions to Golden Ears Elementary and Blue Mountain Elementary.

### **CARRIED**

## **D. DEFERRED ITEMS**

## **E. DECISION ITEMS**

1. Chairperson
2. Superintendent of Schools

- a) Naming of Environmental School

The Superintendent of Schools provided the Board with the background of the school name and the Environmental School Principal, Nicole McKenzie, provided a presentation on the proposed new name for the school. The process was conducted in alignment with Policy 6600: Naming of School District Facilities.

### **Moved/Seconded**

THAT the Board of Education approve the school name of ci:tm x<sup>w</sup> Environmental Community.

### **CARRIED**

3. Secretary Treasurer

- a) 2025/26 Preliminary Budget Changes and Annual Budget Bylaw

The Secretary Treasurer presented the Proposed Preliminary Budget 2025/26 dated April 30, 2025 and reported that it is based upon the Proposed Preliminary Budget 2025/26 dated April 16, 2025 and incorporates feedback received through the budget engagement process.

The Secretary Treasurer further reported that the Annual Budget Bylaw for 2025/26 was prepared in accordance with Public Sector Accounting Standards and incorporates the budget balancing proposals as outlined in the Proposed Preliminary Budget for 2025/26 dated April 30, 2025 for the operating, special purpose, and capital funds.

Trustee Campbell declared a conflict of interest on proposed budget changes impacting education assistants staffing, noting that a member of their family is an education assistant, and did not participate in the first of four motions that follow.

The Chairperson invited trustees to provide feedback on the Preliminary Budget for 2025/26.

**Moved/Seconded**

1. THAT the Board approve the following preliminary budget changes for 2025/26 for implementation:
  - a. the 4.13 FTE of temporary education assistant staffing for kindergarten transition be discontinued for ongoing budget savings of \$234,888 and in favour of utilizing full-time EA positions to support students requiring ongoing assistance, and
  - b. the ongoing instructional staffing bank be reduced by \$1,004,265 for a budget saving and structural deficit reduction.

**CARRIED**

**Moved/Seconded**

2. THAT the Board approve the following:
    - a. the appropriation of \$119,072 of 2024/25 operating surplus to assist with funding the 2025/26 operating budget;
    - b. the transfer of \$1,058,185 from the Operating Fund to the Local Capital fund for the following purposes: childcare capital (\$62,750), IT capital plan (\$851,039), facilities equipment and vehicles (\$144,396); and
    - c. that any additional available operating surplus from 2024/25 be transferred to the Local Capital fund and allocated as follows:
      1. First, to top up the contingency reserve held in local capital to 1.25% of budgeted operating expenses for 2025/26 (an increase of \$0.58M);
      2. Second, to increase the facilities equipment and vehicle capital plan by up to \$0.53M;
      3. Third, to increase new temporary classrooms by up to \$0.84M;
      4. Finally, any remaining available operating surplus be allocated as follows:
        - 50% to the IT capital plan,
        - 25% to other facilities renewal, and
        - 25% as a further contribution to the facilities equipment and vehicle capital plan;
- AND FURTHER THAT the Board approve the preliminary budget changes for 2025/26 as outlined in the Preliminary Budget 2025/26 for implementation and incorporation in the 2025/26 Annual Budget Bylaw.

**CARRIED**

**Moved/Seconded**

3. THAT the School District No. 42 (Maple Ridge – Pitt Meadows) Annual Budget Bylaw for the fiscal year 2025/2026 in the amount of \$264,391,495 be given three (3) readings at this meeting. (vote must be unanimous)

**CARRIED UNANIMOUSLY**

**Moved/Seconded**

4. THAT the School District No. 42 (Maple Ridge – Pitt Meadows) Annual Budget Bylaw for the fiscal year 2025/2026 be given first reading on this 30<sup>th</sup> day of April, 2025.

**CARRIED**

**Moved/Seconded**

5. THAT the School District No. 42 (Maple Ridge – Pitt Meadows) Annual Budget Bylaw for the fiscal year 2025/2026 be given second reading on this 30<sup>th</sup> day of April, 2025.

**CARRIED**

**Moved/Seconded**

6. THAT the School District No. 42 (Maple Ridge – Pitt Meadows) Annual Budget Bylaw for the fiscal year 2025/2026 be given a third reading, passed and adopted on this 30th day of April, 2025.

**CARRIED**

4. Board Committees and Advisory Committee Reports

- a) Finance
- b) Facilities Planning
- c) Board Policy Development
- d) Education Advisory
- e) Indigenous Education Community Gathering
- f) Accessibility Advisory

5. Indigenous Education Council

**F. INFORMATION ITEMS**

1. Chairperson

- a) Chairperson's Update

The Chairperson provided the Board with a verbal update on advocacy efforts related to CommunityLINK called on the community to join trustees in advocating for increased CommunityLINK funding.

**Moved/Seconded**

THAT the Board receive the Chairperson's Update, for information.

**CARRIED**

- b) Trustee Appointments to Committees and Community Liaison Groups

The Chairperson provided the Board with an updated list of Trustee Appointments to Committees and Community Liaison Groups for the period ending November 2025, reflecting a recent change in appointments to the Board Policy Development Committee.

**Moved/Seconded**

THAT the Board receive for information the updated list of Trustee Appointments to Committees and Community Liaison Groups for the period ending November 2025.

**CARRIED**

2. Superintendent of Schools

- a) Superintendent's Update

The Superintendent provided the Board with a presentation on Artificial Intelligence: A Year of Learning and outlined the district's plan to begin a dedicated year of learning, starting May 14, 2025 and shared the three foundational documents that the district has developed; AI Guidelines, a Learner Integrity Statement, and a Draft Indigenous Knowledge Protocol.

**Moved/Seconded**

THAT the Board receive the Superintendent's Update, for information.

**CARRIED**



4. Board Committees and Advisory Committee Reports

- a) Finance
- b) Facilities Planning
- c) Board Policy Development
- d) Education Advisory
- e) Indigenous Education Community Gathering
- f) Accessibility Advisory

5. Indigenous Education Council

**G. TRUSTEE MOTIONS AND NOTICES OF MOTIONS**

**H. TRUSTEE REPORTS**

**I. QUESTION PERIOD**

Questions were received and answered on topics of budget changes and considerations including transportation, staffing, the elementary band program, child and youth care workers, one-time items in the budget, district education office staffing, and clerical staffing.

**J. OTHER BUSINESS**

**K. ADJOURNMENT**

**Moved/Seconded**

THAT the Board adjourn the meeting.

**CARRIED**

The Public Board Meeting adjourned at 8:12pm.

---

Elaine Yamamoto, Chairperson

---

Richard Rennie, Secretary Treasurer

---

**From:** Elaine Yamamoto, Chairperson

**Topic:** **Numeracy**

---

**BACKGROUND**

The following staff members have prepared a presentation on Numeracy:

- Yas Mann, District Helping Teacher
- Jovo Bikic, Assistant Superintendent

**RECOMMENDATION**

**THAT the Board receive for information the presentation on Numeracy.**

---

**From:** Teresa Downs, Superintendent of Schools  
Ken Cober, Assistant Superintendent

**Topic:** **School Fees Schedule and Specialty Academy Fees for 2025/26**

---

## **BACKGROUND/RATIONALE**

### **School Act: Section 82 - Fees and Deposits**

Section 82 of the School Act states that:

- (1) A board must provide free of charge to every student of school age resident in British Columbia and enrolled in an educational program in a school operated by the board,
  - (a) instruction in an educational program sufficient to meet the general requirements for graduation,
  - (b) instruction in an educational program after the student has met the general requirements for graduation, and
  - (c) educational resource materials necessary to participate in the educational program.
- (2) For the purposes of subsection (1), a student is resident in British Columbia if the student and the student's guardian are ordinarily resident in British Columbia.
- (2.1) Subject to subsection (2.2), if a board permits a student who is older than school age and is ordinarily resident in British Columbia to enroll in an educational program leading to graduation, the board must provide free of charge to that student
  - (a) instruction in an educational program sufficient to meet the general requirements for graduation, and
  - (b) educational resource materials necessary to participate in the educational program.
- (2.2) Subsection (2.1) does not apply to a student who has
  - (a) already met the general requirements for graduation, or
  - (b) completed the requirements for graduation from a secondary school or high school in another jurisdiction.
- (3) Subject to subsections (1) and (2.1), section 82.4 and the orders of the minister, a board may charge fees for goods and services provided by the board.
- (4) A board may require a deposit for educational resource materials provided to students and to children registered under section 13.
- (5) If a board requires a deposit under subsection (4), it must refund all or part of the deposit to the student or child on return of the educational resource materials.
- (6) A board must publish a schedule of the fees to be charged and deposits required and must make the schedule available to students and to children registered under section 13 and to the parents of those students and children before the beginning of the school year.
- (7) Except as provided in an agreement under section 75 (4.1), a board is not responsible to pay for any educational activity undertaken by a student that is not provided by the board.

### **Elementary School Supplies**

The current and proposed elementary school supply fee is shown below and is proposed to remain the same for 2025/26.

<b>Fee Description</b>	<b>Proposed 2025/26 Rate</b>	<b>Current 2024/25 Rate</b>	<b>Change</b>
Elementary School Supplies	\$ 60	\$ 60	\$ -

The elementary school supplies fees cover the cost of standard grade-specific school supplies (crayons, pencils, binders, glue sticks, etc.) and student planners. An alternative school supplies list is also made available to parents so they can purchase their own supplies if they so wish. Elementary school principals will post the school supply lists on the school website prior to June 30<sup>th</sup> of each year.

### **Secondary School Fee Schedule:**

The current and proposed secondary school fees schedule is shown below and are proposed to the same for 2025/26.

<b>Fee Description</b>	<b>Proposed 2025/26 Rate</b>	<b>Current 2024/25 Rate</b>	<b>Change</b>
Student Fee	\$ 35	\$ 35	\$ -
Athletics	\$ 35	\$ 35	\$ -
Yearbook	\$ 65	\$ 65	\$ -

The secondary student fee is collected from all students and is used to purchase goods and services for intramurals, student clubs, presentations, leadership activities, cultural activities, community fees, school app and field trips.

The secondary athletic fee introduced in 2017/18 is collected only from students participating in inter-school sports leagues and competitions and is used to purchase goods and services for association memberships, registrations, transportation, officials and referees, and medical and safety supplies.

### **Continuing Education Fee Schedule:**

The current and proposed continuing education fees schedule is shown below and are proposed to the same for 2025/26.

<b>Fee Description</b>	<b>Proposed 2025/26 Rate</b>	<b>Current 2024/25 Rate</b>	<b>Change</b>
Student Fee	\$ 20	\$ 20	\$ -
Optional Grad Ceremony Fee	\$ 30	\$ 30	\$ -
Graduated Resident Course Fee	\$ 650	\$ 650	\$ -

### **Summer Learning Refundable Deposits:**

The current and proposed summer learning fee is shown below and is proposed to be the same for 2025/26.

<b>Fee Description</b>	<b>Proposed 2025/26 Rate</b>	<b>Current 2024/25 Rate</b>	<b>Change</b>
Textbook Deposit (Grade 10-12)	\$ 75	\$ 75	\$ -

### **School Act: Section 82.1 - Specialty Academies**

Section 82.1 of the School Act states that:

- (1) In this section, "**specialty academy**" means an educational program that emphasizes a particular sport, activity or subject area and meets the prescribed criteria set out in the regulations.
- (2) A board may offer a specialty academy if
  - (a) the board has consulted with the parents' advisory council for the school where the board proposes to offer the specialty academy, and
  - (b) the board is of the opinion that there is sufficient demand for the specialty academy.
- (3) A board that offers a specialty academy must
  - (a) make available sufficient instruction for students enrolled in the specialty academy to meet the general requirements for graduation, and
  - (b) continue to offer a standard educational program in the school district.
- (4) Despite section 82, but subject to section 82.4, a board may charge a student enrolled in a specialty academy fees relating to the direct costs incurred by the board in providing the specialty academy that are in addition to the costs of providing a standard educational program.
- (5) On or before July 1 of each school year, a board that offers a specialty academy must
  - (a) establish a schedule of fees to be charged under subsection (4), and
  - (b) make the schedule of fees available to the public.
- (6) Before establishing a schedule of fees under subsection (5), a board must
  - (a) consult with the parents' advisory council for the school where the specialty academy is offered, and
  - (b) obtain the approval of that parents' advisory council for the schedule of fees.

The specialty academies offered by School District No. 42 (SD42) in 2025/26 for a fee are as follows:

<b>Specialty Academy Program</b>	<b>School</b>
Softball	Garibaldi Secondary
Interdisciplinary Arts	Garibaldi Secondary
Digital Arts	Maple Ridge Secondary
Soccer	Westview Secondary
Basketball	Westview Secondary

Pacific Rim Hockey Academy (PRHA) offers a hockey program to eligible SD42 students at Pitt Meadows Secondary and Samuel Robertson Technical schools. PRHA is charging a direct fee to students of \$2,120 for this program for 2025/26. Since there are no fees collected by the board for this program, it is not listed as a proposed fee.

### **Specialty Academy Fees Schedule**

The current and proposed specialty academy fees schedule is shown below. These proposed fees have been approved by the parent advisory councils of the applicable schools.

<b>Fee Description</b>	<b>Proposed 2025/26 Rate</b>	<b>Current 2024/25 Rate</b>	<b>Change</b>
Basketball	\$ 800	\$ 500	\$ 300
Interdisciplinary Arts	\$ 200	\$ 200	\$ -
Digital Arts *	\$ 75	\$ 75	\$ -
Soccer – Full-time Athlete	\$ 850	\$ 850	\$ -
Soccer – Part-time Athlete (new)	\$ 450	\$ -	\$ 450
Softball	\$ 2,000	\$ 2,000	\$ -

\*Pending student enrolment

The above proposed fees apply to resident students. The Board approved the 2025/26 soccer academy, basketball academy, continuing education, online learning, and summer learning fees for non-resident students on March 6, 2024.

The proposed fee increase for basketball is the result of increased costs in equipment, uniforms, and professional service fees.

The proposed fee of \$800 for 2025/26 is based on projected enrolment and expenses to achieve a break-even budget, as detailed in the following table. This reflects an increase from the 2024/25 fee of \$500 due to rising costs, as detailed in the following table.

<b>Academy:</b>	<b>Basketball</b>
<b>School:</b>	<b>Westview Secondary</b>
<b>Projected Enrolment:</b>	60
<b>Projected Expenses:</b>	
Advertising	\$ 1,000
Clothing	21,000
Speakers and Training Services	8,500
Supplies	10,100
Videographer/Photographer	3,500
Transportation	3,500
	<hr/> 47,600
<b>Proposed 2025/26 Fee to cover Projected Expenses</b>	<b>\$ 800</b>

<b>Academy:</b>	<b>Interdisciplinary Arts</b>
<b>School:</b>	<b>Garibaldi Secondary</b>
<b>Projected Enrolment:</b>	50
<b>Projected Expenses:</b>	
Choreography	\$ 1,500
Sound Engineer	3,500
Technology - Set Design	5,000
	<u>10,000</u>
<b>Proposed 2025/26 Fee to cover Projected Expenses</b>	<b>\$ 200</b>

<b>Academy:</b>	<b>Soccer</b>
<b>School:</b>	<b>Westview Secondary</b>
<b>Projected Enrolment:</b>	
Full-Time Athletes	50
Part-Time Athletes	30
<b>Projected Expenses:</b>	
Instruction/Coaching Staff	\$ 22,000
Supplies/Equipment/Clothing	25,500
Transportation & Activities	7,500
	<u>55,000</u>
<b>Proposed 2025/26 Fee to cover full-time Projected Expenses</b>	<b>\$ 850</b>
<b>Proposed 2025/26 Fee to cover part-time Projected Expenses</b>	<b>\$ 450</b>

<b>Academy:</b>	<b>Softball</b>
<b>School:</b>	<b>Garibaldi Secondary</b>
<b>Projected Enrolment:</b>	20
<b>Projected Expenses:</b>	
Clothing	\$ 3,400
Instructors	31,875
Transportation	4,250
Supplies	475
	<u>40,000</u>
<b>Proposed 2025/26 Fee to cover Projected Expenses</b>	<b>\$ 2,000</b>

## **School Act: Section 82.2 – Trades Programs**

Section 82.2 of the School Act states that:

- (1) In this section, "trades program" means an educational activity that is designed to certify a student for a particular occupation, and includes an apprenticeship for students registered with SkilledTradesBC under the Skilled Trades BC Act.
- (2) Despite section 82, but subject to section 82.4, a board may do the following in relation to a student enrolled in an educational program that has a trades program component:
  - (a) charge fees for the purchase or rental of tools, equipment and materials necessary for the student's participation in the trades program;
  - (b) require the student to provide his or her own tools, equipment and materials necessary for the student's participation in the trades program.

## **Trades Program Fees Schedule**

Secondary schools charge fees for the purchase or rental of tools, equipment, materials and transportation necessary for the student's participation in the trades programs.

The current and proposed fees for the trades programs are shown below and are proposed to the same for 2025/26.

<b>Fee Description</b>	<b>Proposed 2025/26 Rate</b>	<b>Current 2024/25 Rate</b>	<b>Change</b>
Automotive	\$ 275	\$ 275	\$ -
Carpentry	\$ 900	\$ 900	\$ -
Framing	\$ 900	\$ 900	\$ -
Metal Fabrication	\$ 600	\$ 600	\$ -

For 2025/26, the following trades programs continue to be available to eligible SD42 students, with fees charged directly by the institutions:

- Vancouver Community College: Culinary (\$950) and Hair Design (\$3,665), unchanged
- Kwantlen Polytechnic University: Plumbing (\$350)

As no fees are collected by the Board, these are not listed as proposed fees.

## **School Act: Section 82.31 – International Baccalaureate**

Section 82.31 of the School Act states that:

- (1) In this section and section 178, "International Baccalaureate program" means an educational program based on a curriculum developed and standards set by the International Baccalaureate Organization, a registered extraprovincial non-share corporation as defined in section 167 of the Societies Act.
- (2) A board that offers an International Baccalaureate program must
  - (a) make available sufficient instruction for students enrolled in the International Baccalaureate program to meet the general requirements for graduation, and
  - (b) continue to offer a standard educational program in the school district.
- (3) Despite section 82, but subject to section 82.4, a board may charge a student enrolled in an International Baccalaureate program fees relating to the direct costs incurred by the board in providing the International Baccalaureate program that are in addition to the costs of providing a standard educational program.



- (4) If a board that offers an International Baccalaureate program charges fees under subsection (3), the board must, on or before July 1 of each school year,
- (a) establish a schedule of fees to be charged under subsection (3), and
  - (b) make the schedule of fees available to the public.

### **International Baccalaureate Fees Schedule**

The current and proposed fees for the International Baccalaureate program are shown below and are proposed to be the same for 2025/26.

<b>Fee Description</b>	<b>Proposed 2025/26 Rate</b>	<b>Current 2024/25 Rate</b>	<b>Change</b>
Grade 11 Full Diploma Fee	\$ 600	\$ 600	\$ -
Grade 12 Individual Exam Fee	\$ 120	\$ 120	\$ -
Grade 12 Full Diploma Fee	\$ 600	\$ 600	\$ -

<b>Academy:</b>	<b>International Baccalaureate</b>
	<b>Diploma Program</b>
<b>School:</b>	<b>Garibaldi Secondary</b>
<b>Projected Enrolment:</b>	
Grade 11 projected full diploma graduates	23
Grade 12 certificate program	35
Grade 12 projected full diploma graduates	14
	<hr/> 72
<b>Projected Expenses:</b>	
Annual fee	\$ 15,730
Exam fees	37,255
BC Association annual fee	300
Software - Managebac	1,650
Training/Travel	15,500
Textbooks	5,000
Exam shipping costs	3,134
Gross Projected Expenses	<hr/> 78,569
Portion funded by the Board	(53,969)
Portion funded by fees	\$ 24,600
<b>Fee to break even</b>	
Grade 11 full diploma fee	\$ 1,382
Grade 12 individual exam fee	\$ 902
Grade 12 full diploma fee	\$ 1,382
<b>Proposed 2025/26 student fees</b>	
Grade 11 full diploma fee	\$ 600
Grade 12 individual exam fee	\$ 120
Grade 12 full diploma fee	\$ 600

**RECOMMENDATION:**

**THAT the Board approve the following proposed fee schedule for the 2025/26 year:**

<b>Fee Category</b>	<b>Fee Description</b>	<b>Proposed 2025/26 Rate</b>
Elementary	School Supplies Fee	\$ 60
Secondary - School Fees	Student Fee	\$ 35
Secondary - School Fees	Athletics	\$ 35
Secondary - School Fees	Yearbook	\$ 65
Continuing Education	Student Fee	\$ 20
Continuing Education	Optional Grad Ceremony Fee	\$ 30
Continuing Education	Graduated Resident Course Fee	\$ 650
Summer Learning	Textbook Deposit (Grades 10–12)	\$ 75
Graduated Resident	Graduated Resident Student Fee	\$ 650
<b>Secondary - Specialty Academies</b>	<b>Basketball</b>	<b>\$ 800</b>
Secondary - Specialty Academies	Interdisciplinary Arts	\$ 200
Secondary - Specialty Academies	Digital Arts	\$ 75
Secondary - Specialty Academies	Soccer – Full-time Athlete	\$ 850
<b>Secondary - Specialty Academies</b>	<b>Soccer – Part-time Athlete</b>	<b>\$ 450</b>
Secondary - Specialty Academies	Softball	\$ 2,000
Secondary - Trade Program Course Fees	Automotive	\$ 275
Secondary - Trade Program Course Fees	Carpentry	\$ 900
Secondary - Trade Program Course Fees	Framing	\$ 900
Secondary - Trade Program Course Fees	Metal Fabrication	\$ 600
Secondary - International Baccalaureate	Grade 11 Full Diploma Fee	\$ 600
Secondary - International Baccalaureate	Grade 12 Individual Exam Fee	\$ 120
Secondary - International Baccalaureate	Grade 12 Full Diploma Fee	\$ 600

---

**From:** Richard Rennie, Secretary Treasurer  
Louie Giroto, Director of Facilities  
**Topic:** **Eligible School Site Proposal**

---

### **BACKGROUND**

The Eligible School Sites Proposal is a required component of the capital plan submission, which must be passed annually by Board resolution and referred to local governments in the District for acceptance under the Local Government Act.

This report estimates the number of school-age children generated by residential growth and the number of school sites needed for the School District. It includes information on the approximate number, locations, and costs of the proposed school sites to be included in the 2026/27 Capital Plan.

The Eligible School Sites Proposal was first included in the capital budget submission for 2001-2002. This process involved extensive consultation with the Cities of Maple Ridge and Pitt Meadows and the development community. Both municipalities have significantly revised their Official Community Plans and land use bylaws. They have also provided updated 10-year projections for residential development, which have been incorporated into these projections.

There will be no change to the School Site Acquisition Charge (SSAC) bylaw rate for new development units. This decision is based on calculations that align with the Provincial School Site Acquisition Charge Regulations. The SSAC bylaw rate, which was established in 2007 within Capital Bylaw #1a, 2007 – School Site Acquisition Charge Bylaw (**Attachment A**), is set at the maximum level permitted by the Local Government Act and Provincial Regulations, and it remains in effect.

The following information has been reviewed and is detailed in **Attachment B**:

1. Projections for Eligible School Sites have been discussed with planning department staff from the Cities of Pitt Meadows and Maple Ridge. They provided local government forecasts for new housing, which were included in the report covering 2025 to 2034 (see Schedule 'A').
2. A projection of the number of school-age children, as defined by the School Act, expected to be added to the school district because of the anticipated eligible development units for the period 2025-2034 is included (see Schedule 'A').
3. An estimate of the size and number of school sites needed to accommodate the projected children mentioned in paragraph (2) is provided (see Schedule 'B').
4. The estimated location and value of the school sites referenced in paragraph (3) are also included (see Schedule 'B').

### **RECOMMENDATION**

**THAT the Board approve the following eligible school sites proposal:**

**WHEREAS the Board of Education of School District No. 42 (Maple Ridge – Pitt Meadows) (the “Board”) has consulted with the City of Maple Ridge and the City of Pitt Meadows on these matters;**

**IT IS RESOLVED THAT:**

- 1. Based on information from local government, the Board estimates there will be approximately 8,091 new development units constructed in the School District over the next 10 years, as presented in Schedule 'A';**
- 2. These 8,091 new development units will be home to an estimated 1,201 school-age children, as presented in Schedule 'A';**
- 3. The Board expects one (1) new school site over the next ten years, which will be required due to this growth in the school district. The site acquisitions will generally be located as presented in Schedule 'B';**
- 4. According to the Ministry of Education and Child Care site standards, the Board expects that the eligible school sites will require a total acquisition of 3.42 hectares (8.45 acres) of land, as presented in Schedule 'B'. This site should be purchased within the next year and, at current serviced land costs, the land will cost approximately \$26.09 million; and**
- 5. The adjusted Eligible School Sites Proposal should be incorporated into the 2026/27 Capital Plan and submitted to the Ministry of Education and Child Care.**



## **THE BOARD OF SCHOOL TRUSTEES OF SCHOOL DISTRICT NO. 42 (Maple Ridge – Pitt Meadows)**

### **CAPITAL BYLAW No. 1A– 2007**

**A BYLAW BY THE BOARD OF SCHOOL TRUSTEES OF SCHOOL DISTRICT NO. 42 (Maple Ridge – Pitt Meadows)** (hereinafter called the “Board”) to replace the Capital Bylaw No.1 – 2001, School Site Acquisition Charge Capital Bylaw, adopted on May 29, 2001. The School Site Acquisition Charge Capital Bylaw No. 1A-2007 sets the school site acquisition charges for the prescribed categories of eligible development pursuant to Part 26, Division 10.1, Sections 937.2 to 937.91 of the *Local Government Act* and British Columbia School Site Acquisition Charge Regulation 17/00.

**WHEREAS**, School District No. 42 (Maple Ridge – Pitt Meadows) is an eligible school district pursuant to Part 26, Division 10.1, Sections 937.2 to 937.91 of the *Local Government Act* for which the Board has indicated an eligible school site requirement in its approved capital plan beginning in 2003;

**AND WHEREAS**, the Board has consulted with stakeholders and local governments and passed the 2007/2008 Eligible School Site Proposal, incorporated in the school district’s 2007-2011 Five Year Capital Plan submission to the Ministry of Education;

**AND WHEREAS**, the board approved the 2007/2008 Eligible School Site Proposal which indicates a significant increase in serviced land cost of eligible school sites from its original estimate in 2003/2004;

**AND WHEREAS**, the Ministry of Education provided notice that the Eligible School Site Proposal included in the 2007-2011 Five Year Capital Plan for School District No. 42 (Maple Ridge – Pitt Meadows) was accepted by the Minister of Education on April 13, 2007;

**AND WHEREAS**, the Board of School Trustees is required to introduce revisions to the School Site Acquisition Charge Capital Bylaw, as required, within 60 days of the notice from the Ministry;

**NOW THEREFORE** the Board of School Trustees for School District No. 42 (Maple Ridge – Pitt Meadows) in open meeting assembled, ENACTS AS FOLLOWS:

1. “**Eligible Development**” means
  - a) a subdivision of land in School District No.42 (Maple Ridge – Pitt Meadows), or
  - b) any new construction, alteration or extension of a building in School District No.42 (Maple Ridge – Pitt Meadows) that increases the number of self-contained dwelling units on a parcel.
2. “**School Site Acquisition Charge**” is a charge collected by local government, for each new residential parcel to be created by subdivision and for new multiple family residential units to be constructed on an existing parcel, for the purpose of providing funds to assist school boards to pay the capital costs of meeting eligible school site requirements pursuant to Part 26, Division 10.1, Sections 937.2 to 937.91 of the *Local Government Act* and British Columbia School Site Acquisition Charge regulations.

3. Pursuant to Part 26, Division 10.1 of the *Local Government Act*, the Board establishes the charges applicable to the prescribed categories of eligible development for the school district in accordance with the following formula:

$$SSAC = [(A \times B) / C] \times D$$

Where

SSAC = the school site acquisition charge applicable to each prescribed category of eligible development;

A = \$22,525,000 (cost attributable to eligible development units);

B = 35% (set by Provincial regulation);

C = 9,351 (Eligible development units projected for the 2007 capital plan submission); and

D = a factor set by Provincial Regulation for the prescribed categories of eligible development.

4. The charges applicable to the categories of eligible development as prescribed by British Columbia Regulation 17/00 for the school district are set in the table below:

Prescribed Category of Eligible Development (BC Regulation 17/00)	D =(Factor set by BC Regulation 17/00)	School Site Acquisition Charge (per unit) SSAC = [(A x B) – A1 / C] x D
Low Density (less than 21 units / gross ha.)	1.25	\$1,000
Medium Low (21-50 units / gross ha)	1.125	\$900
Medium (51 –125 units / gross ha)	1.0	\$800
Medium High (126-200 units / gross ha)	0.875	\$700
High Density (greater than 200 units / gross ha)	0.75	\$600

\*Pursuant to Provincial Regulations, maximum charge is \$1,000.

5. The school site acquisition charge amendment does not come into effect until 60 days after the adoption day of this bylaw. The implementation date for the collection of charges will be June 25, 2007.
6. Any subdivision or building permit application accepted by local government prior to June 25, 2007 will not be subject to the school site acquisition charge provided that a completion of the application, with final approval of subdivision or a building permit authorizing construction, is received prior to June 27, 2008.

7. A school site acquisition charge is not payable if any of the following applies:


- (a) The eligible development is within a category that is exempt from school site acquisition charges pursuant to BC School Site Acquisition Charge Regulations;
- (b) A school site acquisition charge has previously been paid for the same eligible development unless, as a result of further subdivision or issuance of a building permit, more eligible development units are authorized or will be created on a parcel;
- (c) Where a building permit is issued on an existing parcel, which after construction, alteration or extension, the parcel will contain three or fewer self-contained dwelling units.

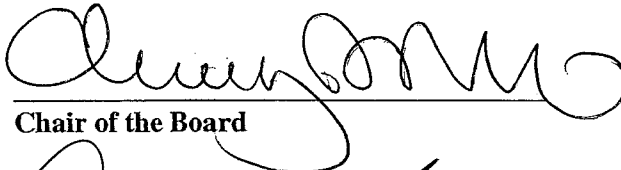
8. This Bylaw shall be cited for all purposes as the "School District No.42 (Maple Ridge-Pitt Meadows) Capital Bylaw No. 1A- 2007 (Re: School Site Acquisition Charge Capital Bylaw)".

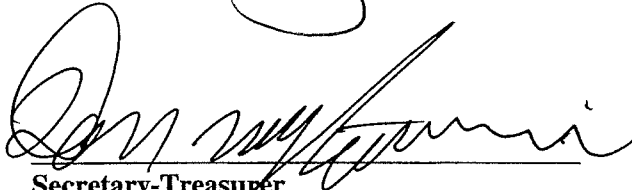
READ A FIRST TIME THE 25<sup>TH</sup> DAY OF APRIL, 2007

READ A SECOND TIME THE 25<sup>th</sup> DAY OF APRIL, 2007

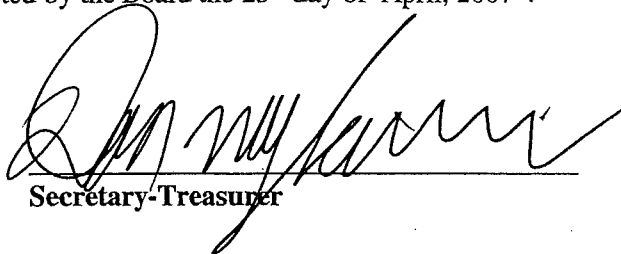
READ A THIRD TIME, PASSED AND ADOPTED THE 25<sup>th</sup> DAY OF APRIL, 2007



  
Chair of the Board

  
Secretary-Treasurer

**I HEREBY CERTIFY** this to be a true and original of **School District No. 42 (Maple Ridge – Pitt Meadows) Capital Bylaw No. 1A-2007**, adopted by the Board the 25<sup>th</sup> day of April, 2007 .

  
Secretary-Treasurer

# ATTACHMENT B

## SCHEDULE 'A'

### Ten Year Projections (2025-2034) - Eligible Development Units and School Age Children

Year:	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
-------	------	------	------	------	------	------	------	------	------	------	-------

Table 1 - Growth Forecasts - Housing Units Completions By Type (completions for previous school year by July 1)											
<b>City of Maple Ridge</b>											
Single Detached	35	120	142	116	76	48	50	50	50	50	737
Row House	5	89	222	225	175	98	54	50	50	50	1,018
Low/High Rise Apartment	166	231	744	1,493	936	783	350	353	200	200	5,456
<b>Total</b>	<b>206</b>	<b>440</b>	<b>1,108</b>	<b>1,834</b>	<b>1,187</b>	<b>929</b>	<b>454</b>	<b>453</b>	<b>300</b>	<b>300</b>	<b>7,211</b>
<b>City of Pitt Meadows</b>											
Single Detached	-	-	-	-	-	-	-	-	-	-	-
Row House	10	20	20	40	50	50	50	50	50	50	390
Low Rise Apartment	-	25	115	50	50	50	50	50	50	50	490
<b>Total</b>	<b>10</b>	<b>45</b>	<b>135</b>	<b>90</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>880</b>
<b>Total Units Combined</b>	<b>216</b>	<b>485</b>	<b>1,243</b>	<b>1,924</b>	<b>1,287</b>	<b>1,029</b>	<b>554</b>	<b>553</b>	<b>400</b>	<b>400</b>	<b>8,091</b>

Table 2 - SCHOOL DISTRICT 42 - ELIGIBLE DEVELOPMENT UNITS (annual totals by housing type)											Total
Single Detached	35	120	142	116	76	48	50	50	50	50	737
Row House	15	109	242	265	225	148	104	100	100	100	1,408
Low Rise Apartment	166	256	859	1,543	986	833	400	403	250	250	5,946
<b>Total Units</b>	<b>216</b>	<b>485</b>	<b>1,243</b>	<b>1,924</b>	<b>1,287</b>	<b>1,029</b>	<b>554</b>	<b>553</b>	<b>400</b>	<b>400</b>	<b>8,091</b>

Table 3 - PROJECTED SCHOOL AGE YIELD (from Eligible development unit projections)											Total
Single Detached	18	60	71	58	38	24	25	25	25	25	369
Row House	6	41	92	101	86	56	40	38	38	38	535
Low Rise Apartment	8	13	43	77	49	42	20	20	13	13	297
<b>Total EDU Students</b>	<b>32</b>	<b>114</b>	<b>206</b>	<b>236</b>	<b>173</b>	<b>122</b>	<b>85</b>	<b>83</b>	<b>76</b>	<b>76</b>	<b>1,201</b>

Table 4 - PROJECTED AVERAGE YIELD FACTORS											
Single Detached	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Row House	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38
Low Rise Apartment	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05



## SCHEDULE 'B'

### School District No. 42 (Maple Ridge – Pitt Meadows)

#### ELIGIBLE SCHOOL SITES PROPOSAL - 2026/27 CAPITAL PLAN

*(Does not include eligible sites already approved for acquisition)*

Proposed Elementary School Sites General Location	Size (Ha)	Estimated Cost \$
Silver Valley Area Elementary - Site 01 13210 - 232 Street and 23271 & 23275 - 132 Avenue, Maple Ridge, BC	3.42	\$ 26,090,000
<b>TOTAL (1 new school site)</b>	<b>3.42</b>	<b>\$ 26,090,000</b>

---

**From:** Richard Rennie, Secretary Treasurer

**Topic:** **Regular Board Meeting Schedule for 2025/26 Amendment**

---

**BACKGROUND**

At the March 5, 2025, public board meeting, the Board approved the Regular Board Meeting Schedule for 2025/26.

It is proposed that the October 15, 2025 regular board meeting date be rescheduled to October 22, 2025.

This change is intended to support full participation in the meeting and ensure necessary resources are in place to facilitate its effective delivery.

**RECOMMENDATION**

**THAT the Board the amend the regular board meeting schedule for 2024/25 to reflect the following dates:**

- **Wednesday, September 17, 2025**
- **Wednesday, October 22, 2025**
- **Wednesday, November 12, 2025**
- **Wednesday, December 3, 2025**
- **Wednesday, January 14, 2026**
- **Wednesday, February 11, 2026**
- **Wednesday, March 4, 2026**
- **Wednesday, April 15, 2026**
- **Wednesday, April 29, 2026**
- **Wednesday, May 13, 2026**
- **Wednesday, June 17, 2026**

---

**From:** Richard Rennie, Secretary Treasurer

**Topic:** **Joint First Nation Student Transportation Plan for 2025/26**

---

### **BACKGROUND**

The BC Tripartite Education Agreement (BCTEA) is a collaborative agreement between the Government of Canada, the Government of British Columbia, and the First Nations Education Steering Committee (FNESC). It aims to improve educational outcomes of First Nations students in BC by providing funding, support, and resources while also respecting and promoting their languages, cultures, and traditions.

As part of the BCTEA commitments, Boards of Education and First Nations are required to work together to identify student transportation needs and co-develop Joint First Nation Student Transportation Plans. These plans are guided by principles and criteria established by the BCTEA Parties and ensure that all First Nation students living on-reserve have access to safe and reliable transportation to and from BC public schools.

School District No. 42 (Maple Ridge-Pitt Meadows) and Katzie First Nation entered into a First Nation Student Transportation Agreement in 2020.

As outlined in the 2025/26 Joint First Nation Student Transportation Plan (**Attachment**), Katzie First Nation is projecting transportation for 49 during the school year. The estimated annual operating cost to be funded by BCTEA in relation to this plan is \$153,432. This amount covers driver wages and benefits, fuel, inspections and maintenance, insurance, bus cleaning and supplies, parental assistance, and transportation for extra-curricular. While Katzie First Nation incurs the costs directly, the funding flows from BCTEA to the Ministry of Education and Child Care (MECC), then to the school district, and finally to Katzie First Nation.

### **RECOMMENDATION**

**THAT the Board approve the Joint First Nation Student Transportation Plan for 2025/26.**

**2025/26 BCTEA Joint Transportation Plan**  
**Katzie First Nation and The Board of Education of School District No. 42 (Maple Ridge-Pitt Meadows)**

First Nation	School Attending	School Location	Estimated student travel distance to school (KMs) one way	Number of First Nation Students residing on reserve, attending public school receiving/ proposed to receive transportation	Transportation Service Category e.g., Bus, Ferry, Water Taxi, Bus Pass, Walking	Additional cost of Proposed Service for BCTEA Funding
Katzie First Nation	Edith McDermott Elementary	12178 Bonson Rd Pitt Meadows	4.6	22	Bus	\$ 57,104
Katzie First Nation	Hammond Elementary	11520 203rd St Pitt Meadows	2.7	2	Bus	33,518
Katzie First Nation	Pitt Meadows Elementary	11941 Harris Rd Pitt Meadows	3.0	7	Bus	37,242
Katzie First Nation	Pitt Meadows Secondary	19348 116B Ave Pitt Meadows	2.0	18	Bus	24,828
<b>Total</b>			<b>12.3</b>	<b>49</b>		<b>\$ 152,692</b>
<b>PROXY:</b> Federal First Nation Student Rate (FNSR): Under BCTEA, this is the portion of the FNSR derived from the Student Location Factor (SLF) and Provincial Student Transportation Fund (STF) that is considered a proxy for transportation. This represents the SD42 operating fund contribution.						<b>\$ (7,155)</b>
<b>Parental Assistance</b> new in 2025/26						<b>\$ 1,289</b>
<b>To/From school balance to be funded by BCTEA through MECC to the school district's First Nation Student Transportation special purpose fund</b>						<b>\$ 146,826</b>
<b>Extra-curricular</b> new in 2025/26 (amount requested)						<b>\$ 6,606</b>
<b>Total Balance to be funded by BCTEA through MECC to the school district's First Nation Student Transportation special purpose fund</b>						<b>\$ 153,432</b>

<b>Bus Operations Calculations for Additional cost of Proposed Services for BCTEA Funding</b>	<b>2025/26 Cost</b>
Wages and Benefits	\$ 124,008
Professional Fees	1,260
Bus Maintenance/Operation	977
Administration Fees	15
Other Expenses	48
Maintenance/Inspections	10,120
Extra-Curricular Transport	1,737
Bus Cleaning/Supplies	1,353
School Bus Insurance	2,703
School Bus Storage	3,036
Bus fuel	7,436
<b>Total</b>	<b>\$ 152,692</b>

---

**From:** Finance Committee of the Whole

**Topic:** Third Quarter Financial Statements for 2024/25

---

### **BACKGROUND**

This quarterly report and the attached financial statements (**Attachment**) present the operating, special purpose and capital fund actual financial results for the nine months ended March 31, 2025, the operating fund projected results to June 30, 2025, and comparative figures for the 2024/25 amended annual budget bylaw approved by the Board on March 5, 2025.

The format of the reports reflects the annual financial statements presentation as defined by the Ministry of Education and Child Care (MECC), specifically Schedules 2A and B, Schedule 3A and Schedule 4.

The following is a descriptive analysis of the projected changes to the revenue and expense estimates used in the 2024/25 amended annual budget to the end of the fiscal year and risks to projections. It also provides a summary of the spending in special purpose and capital funds during the first three quarters of 2024/25.

### **OPERATING FUND**

This section analyzes the projected operating fund revenue and expense variances from the 2024/25 amended budget (**Q3 Financial Statements Schedule 2**).

#### **OPERATING FUND REVENUE – \$0.03M Decrease**

##### **Ministry of Education and Child Care – Operating Grants – \$0.10M increase**

In April 2025, the MECC announced the recalculated operating grants for 2024/25 based on actual February 2025 student enrolment for continuing education, online learning, inclusive education levels 1, 2 and 3 and newcomer refugees which generates an increase of \$0.37M as detailed in the table on the next page.

The revenue projection further reflects an anticipated funding decrease of \$0.44M due to overstatements in the September 2024 student enrolment counts identified by a recent MECC enrolment audit.

Finally, there is a funding increase of \$0.17M confirmed by the MECC in April 2025 that partially covers expense increases for contractual teacher professional development reflected in the amended budget.

MECC Operating Grant Funding Category	2024/25 Estimated February Operating Grant		2024/25 Actual February Operating Grant		Increase (Decrease)	
	FTE	Funding	FTE	Funding	FTE	Funding
Continuing Education - School Age	2.000	\$ 17,830	1.125	\$ 10,029	(0.875)	\$ (7,801)
Continuing Education - Adult	18.000	\$ 102,420	35.688	\$ 203,062	17.688	\$ 100,642
Online Learning - Grade 10-12	22.000	\$ 158,400	18.188	\$ 130,950	(3.813)	\$ (27,450)
Online Learning - Adult	5.000	\$ 28,450	6.688	\$ 38,052	1.688	\$ 9,602
	47.000	\$ 307,100	61.688	\$ 382,093	14.688	\$ 74,993
Inclusive Education - Level 1	0.000	\$ -	0.000	\$ -	0.000	\$ -
Inclusive Education - Level 2	20.000	\$ 240,700	36.000	\$ 433,260	16.000	\$ 192,560
Inclusive Education - Level 3	20.000	\$ 121,600	29.000	\$ 176,320	9.000	\$ 54,720
	40.000	\$ 362,300	65.000	\$ 609,580	25.000	\$ 247,280
Newcomer Refugees	-	\$ -	3.000	\$ 13,374	3.000	\$ 13,374
ELL Supplement - Newcomer Refugees	-	\$ -	2.000	\$ 1,796	2.000	\$ 1,796
	0.000	\$ -	5.000	\$ 15,170	5.000	\$ 15,170
Health Careers Dual Credit			3.500	\$ 31,203	3.500	\$ 31,203
<b>Total for February Student Enrolment</b>	<b>87.000</b>	<b>\$ 669,400</b>	<b>131.688</b>	<b>\$ 1,038,046</b>	<b>48.188</b>	<b>\$ 368,646</b>
September Enrolment Audit Adjustment					(64.500)	\$ (439,687)
Teacher Professional Development						\$ 166,806
<b>Total MECC Operating Grant</b>	<b>87.000</b>	<b>\$ 669,400</b>	<b>131.688</b>	<b>\$ 1,038,046</b>	<b>(16.313)</b>	<b>\$ 95,765</b>

### **Provincial Grants Other – \$0.01M decrease**

Provincial Grants – Other is estimated to be \$0.01M lower than budget due to a reduction in provincial grants for the Allouette Correctional Centre for Women at Ridge Meadows College.

### **Federal Grants – \$0.02M decrease**

Federal grants are estimated to be \$0.02M lower than budget due to a reduction in Federal Corrections Canada grants at Ridge Meadows College.

### **Tuition and Other Revenue – \$0.09M decrease**

Tuition is expected to be \$0.02M lower than budget. All other revenue is expected to be \$0.07M lower than budget, primarily due to lower registration and a shift to lower-cost options in some before and after school programs.

### **OPERATING FUND EXPENSES – \$3.00M decrease**

#### **Salaries and Benefits – \$2.78M decrease**

Teacher salaries are projected to be \$0.65M lower than budget due to a lower average teacher salary of \$0.32M due to TTOC and relief teachers covering vacancies and unpaid leaves, and vacancies of \$0.51M, offset by higher than budgeted leaves of absence of \$0.18M.

Principal and Vice Principal salaries are projected to be \$0.03M lower than budget due short-term vacancies and lower than projected salary rates.

Educational Assistant salaries are projected to be \$0.32M lower than budget due to Indigenous support worker vacancies of \$0.12M, educational assistant vacancies and unpaid leaves of \$0.20M.

Support Staff salaries are projected to be \$0.38M lower than budget due to lunch hour supervisor vacancies of \$0.13M, IT computer technician vacancies of \$0.03M, associated support (school

psychologist) vacancies of \$0.15M, district clerical vacancies of \$0.03M and other net underutilized district support staff budgets of \$0.04M.

Other Professionals salaries are projected to be \$0.07M lower than budget primarily due to vacancies and leaves in facilities, human resources and finance of \$0.06M and lower than budget Ridge Meadows College and international education cultural program instructors of \$0.01M due to lower enrolment.

Substitute salaries are projected to be \$0.59M lower than budget primarily due to underutilized replacement budgets for school and departments of \$0.29M, which includes \$0.25M restricted funds for early career mentorship. The remaining \$0.30M is due to custodial, educational assistant and clerical underutilization of \$0.60M, along with the lower than anticipated use of *Employment Standards Act* 5-day sick leave for casual staff for \$0.09M, offset by higher than budget teacher leaves requiring TTOC coverage in the amount of \$0.39M.

Employee benefits are projected to be \$0.74M lower than budget due to the above-mentioned salary changes.

### **Services and Supplies - \$0.27M decrease**

Services and supplies are projected to be \$0.27M lower than budget due to underutilized professional development allocations of \$0.17M, and underutilized school and departmental services and supplies budgets of \$0.10M.

### **Capital Assets – \$0.05M increase**

Capital assets purchased are projected to be \$0.05M higher than budget.

### **Restricted Operating Surplus to Support Future Operating and Capital Funding Priorities**

The projected 2024/25 unrestricted operating surplus is \$0.

There is a projected 2024/25 internally restricted operating surplus of \$2.97 representing 1.37% of the 2024/25 budgeted operating expenses. \$1.75M is projected to be appropriated in the operating fund, and \$1.22M is projected to be transferred to local capital in accordance with the following motion approved by the Board on April 30, 2025:

*That any additional available operating surplus from 2024/25 be transferred to the Local Capital fund and allocated as follows:*

- 1. First, to top up the contingency reserve held in local capital to 1.25% of budgeted operating expenses for 2025/26 (an increase of \$0.58M)*
- 2. Second, to increase the facilities equipment and vehicle capital plan by up to \$0.53M*
- 3. Third, to increase new temporary classrooms by up to \$0.84M*
- 4. Finally, any remaining available operating surplus be allocated as follows:*
  - 50% to the IT capital plan,*
  - 25% to other facilities renewal, and*
  - 25% as a further contribution to the facilities equipment and vehicle capital plan*

The 2025/26 Preliminary Budget specifies that, over the next four years, the district faces significant funding shortfalls across several key areas: \$3.68M for the IT capital plan, \$1.93M for facility equipment and vehicles, \$0.84M for new temporary classrooms, and \$1.69M for renewal of non-school facilities. When combined with the \$0.58M targeted increase to the contingency reserve to 1.25% of budgeted operating expenses, the local capital fund shortfall totals \$8.72M. After considering the projected transfers to local capital in accordance with the April 30, 2025 board motion, the local capital fund shortfall is reduced to \$7.50M.

The table on the next page summarizes the allocation of Operating Fund surplus that is projected for 2024/25, with actual results for the prior year presented for comparative purposes.

Allocation of Operating Fund Surplus (\$ millions)	2024/25 Projection	2023/24 Actual
<b>Internally restricted by the Board for the Operating Fund</b>		
Appropriated surplus to fund the next year's operating budget	\$ 0.12	\$ 2.29
Appropriated expense allocation to carry forward into the next year (e.g. targeted funds, contractual, school balances, multi-year grants/projects)	1.63	2.88
<b>Total restricted for Operating Fund priorities</b>	<b>1.75</b>	<b>5.17</b>
<b>Internally restricted by the Board for the Capital Fund (transfer to Local Capital)</b>		
Contingency reserve held in Local Capital	0.58	0.08
Facility equipment and vehicles capital plan	0.53	-
IT capital plan	-	1.40
New temporary classrooms	0.11	0.53
Other facilities renewal	-	0.53
<b>Total restricted for Capital Fund priorities</b>	<b>1.22</b>	<b>2.54</b>
<b>Total Internally Restricted Operating Surplus</b>	<b>\$ 2.97</b>	<b>\$ 7.71</b>
<b>Total Unrestricted Operating Surplus</b>	<b>\$ -</b>	<b>\$ -</b>

### **SPECIAL PURPOSE FUND (SPF)**

During the first three quarters of 2024/25, \$28.45M in special purpose fund restricted grants was received, \$26.29M was spent, and \$4.59M remains available as at March 31, 2025, to fund quarter four expenses (**Q3 Financial Statements Schedule 3A SPF**).

In April, the MECC announced a new ongoing National School Food Program special purpose fund. The district received \$211,257 for 2024/25 for this fund.

### **CAPITAL FUNDS**

During the first three quarters of 2024/25, \$5.12M amortization of deferred capital revenue and \$8.01M amortization expense of tangible capital assets have been recorded. \$0.66M tangible capital assets were purchased from the Operating Fund (\$0.28M) and SPF (\$0.38M), and \$2.12M tangible capital assets were purchased from the local capital fund. \$0.09M of local capital revenue was received (**Q3 Financial Statements Schedule 4 Capital Fund**).

The following table details the Board approved uses of local capital fund and spending to March 31, 2025.

(\$ millions)	2024/25		
	Amended Budget	Spending to Date (Recovery)	Balance Available at Mar 31, 2025
Contingency reserve held in Local Capital	\$ 2.11	\$ -	\$ 2.11
IT capital plan	2.87	0.61	2.26
Facility equipment and vehicle capital plan	0.21	0.20	0.01
Child Care capital	0.19	0.02	0.17
Emergency preparedness	0.01		0.01
Virtual boardroom	0.01		0.01
Strategic Facilities Plan Implementation			
New temporary classrooms	2.45	1.47	0.98
Capital planning *	0.20	(0.22)	0.42
Sustainability upgrades	0.88	0.05	0.83
Other facilities renewal	1.12		1.12
Capital cost share - Eric Langton Elementary	0.70		0.70
<b>Total Local Capital</b>	<b>\$ 10.75</b>	<b>\$ 2.13</b>	<b>\$ 8.62</b>

\*Capital planning net spending to date (recovery) shows (\$0.22M), as the recoveries from the Pitt Meadows Secondary seismic replacement project and prefabricated addition projects exceed the 2024/25 spending to date.



The acquisition of tangible capital assets from deferred capital revenue totals \$15.15M by March 31, 2025. The major projects in this category are detailed in the following table.

<b>CAPITAL PROJECTS IN PROGRESS (\$ millions)</b>	
Seismic replacement and expansion (Eric Langton Elementary)	\$ 10.05
Annual facility grant funded projects (various locations)	2.60
Prefabricated additions (Blue Mountain and Golden Ears Elementary)	1.05
HVAC upgrade program (Edith McDermott Elementary)	0.86
Seismic replacement (Pitt Meadows Secondary)	0.34
Playground (Edith McDermott Elementary)	0.12
Food infrastructure program (Garibaldi and Edith McDermott Elementary)	0.10
HVAC upgrade program (Highland Park Elementary)	0.03
<b>Total</b>	<b>\$ 15.15</b>

## **RISKS TO PROJECTIONS**

### **Revenue**

The provincial operating grant included in these estimates may not be the same as the operating grant finalized by the MECC in June 2025. The main factors that create variances of provincial funding are actual funded enrolment in May 2025 and other provincial funding announcements made during the remainder of 2024/25. Furthermore, the district has not yet received the written communication of the recent MECC student enrolment audit. The \$0.44M MECC operating grant reduction included in the quarter three financial statements is based on verbal feedback on the audit findings. There is potential for the actual grant reduction to exceed this amount and the timing is uncertain.

### **Expenses**

The salaries and benefits estimates are based on estimated average salaries for teachers, specific salaries for other employee groups, and known benefit rate changes. Variances in average teacher salaries will impact these estimates. Also, actual substitute costs may vary from the costs estimated based on prior year actuals and the estimated underutilization of replacement budgets.

On September 4, 2024, the BC Public School Employers' Association (BCPSEA) announced a change in direction regarding access to Employment Standards Act paid sick leave whereby casual employees (e.g., TTOCs and casual EA) may be eligible for paid sick leave if they decline shifts due to illness or injury. The full financial impact of this change is not yet known and is not reflected in these projections.

The actual services, supplies and utilities expenses may be higher than the current projections, which would have to be funded from the contingency reserve. Changes in weather patterns and unexpected utilities cost increases may result in increased utilities costs.

Recent U.S. tariffs are expected to increase the cost of goods and materials, affecting expenses in several areas including construction, facility maintenance, technology, and classroom supplies. As procurement and capital projects become more expensive, the district may face further budget pressures, forcing reallocation of funds or delays in planned upgrades and initiatives. Long-term, this may strain operational flexibility and limit investments in educational improvements.

### **Capital Projects**

Due to their magnitude, capital projects have the potential to significantly impact the financial position of the school district. Although risk is assessed for individual projects on an ongoing basis, there is no process to assess risk of the entire capital program. Project agreements with the MECC include contingencies to mitigate financial risk. Smaller projects consider contingency requirements when building the overall project budget and are managed internally. The contingency reserve held in local capital is available to mitigate the residual risk for capital projects. Increasing the contingency reserve from 1% to 1.25% of operating expenses will help to mitigate this risk.

Major capital projects in progress and valued > \$1M are outlined in the following table:

Project Name	Project Type	Project Cost
Pitt Meadows Secondary	Seismic Replacement	\$ 143,883,931
Eric Langton Elementary	Seismic Replacement and Expansion	48,857,528
Golden Ears Elementary	8 Prefabricated Classrooms	12,000,000
Blue Mountain Elementary	5 Prefabricated Classrooms	7,500,000
<b>Total Project Cost</b>		<b>\$ 212,241,459</b>

### **Contingency Reserve**

The operating budget estimates do not contain a contingency for unforeseen or unbudgeted costs that may arise, or changes in estimates resulting from external factors. The Board's only available emergency fund is the contingency reserve fund held in local capital, which has a current balance available of \$2.11M equivalent to 1% of the 2024/25 preliminary operating expenses, to mitigate the above risks.

### **RECOMMENDATION:**

**THAT the Board approve the financial statements for the third quarter ended March 31, 2025.**

**School District No. 42 (Maple Ridge-Pitt Meadows)**  
**Schedule of Changes in Operating Fund**  
**Period Ended March 31, 2025**

	2024/25 Amended Budget	Actual to Mar 31, 2025	Projected to Jun 30, 2025 including Appropriations	Variance from Amended Budget	% Variance from Amended Budget
<b>Operating Revenue by Source</b>					
Grants					
Provincial Grants - Ministry of Education and Child Care	\$ 193,631,294	\$ 135,477,329	\$ 193,560,253	\$ (71,041)	(0.04)%
Local Education Agreement (LEA) Recovery	(613,078)	(344,028)	(613,078)	-	0.00%
Other Ministry of Education and Child Care Grants	4,649,838	2,334,609	4,816,644	166,806	3.59%
Provincial Grants - Other	417,800	331,350	403,300	(14,500)	(3.47)%
Federal Grants	362,900	248,332	344,582	(18,318)	(5.05)%
<b>Total Grants</b>	<b>198,448,754</b>	<b>138,047,592</b>	<b>198,511,701</b>	<b>62,947</b>	<b>0.03%</b>
Tuition	11,218,921	8,393,425	11,194,993	(23,928)	(0.21)%
Other Revenue	1,080,088	590,417	1,006,712	(73,376)	(6.79)%
LEA - Direct Funding from First Nations	613,078	518,224	613,078	-	0.00%
Rentals & Leases	825,904	689,852	829,294	3,390	0.41%
Investment Income	1,662,500	1,652,495	1,662,500	-	0.00%
<b>Total Other Revenue</b>	<b>15,400,491</b>	<b>11,844,415</b>	<b>15,306,577</b>	<b>(93,914)</b>	<b>(0.61)%</b>
<b>Total Operating Revenue</b>	<b>213,849,245</b>	<b>149,892,007</b>	<b>213,818,278</b>	<b>(30,967)</b>	<b>(0.01)%</b>
<b>Operating Expense by Type</b>					
Salaries					
Teachers	90,849,958	63,001,857	90,198,615	651,343	0.72%
Principals and Vice Principals	10,078,561	7,497,644	10,053,855	24,706	0.25%
Educational Assistants	26,191,045	17,929,683	25,865,146	325,899	1.24%
Support Staff	15,204,885	10,463,811	14,824,874	380,011	2.50%
Other Professionals	7,772,874	5,858,656	7,705,792	67,082	0.86%
Substitutes	6,951,965	4,416,508	6,358,728	593,237	8.53%
<b>Total Salaries</b>	<b>157,049,288</b>	<b>109,168,157</b>	<b>155,007,010</b>	<b>2,042,278</b>	<b>1.30%</b>
Employee Benefits	40,976,025	27,690,159	40,233,526	742,499	1.81%
<b>Total Salaries and Benefits</b>	<b>198,025,313</b>	<b>136,858,316</b>	<b>195,240,536</b>	<b>2,784,777</b>	<b>1.41%</b>
Services and Supplies					
Services	8,190,018	5,547,452	8,068,601	121,417	1.48%
Student Transportation	824,735	497,780	811,903	12,832	1.56%
Professional Development and Travel	1,240,967	758,608	1,065,812	175,155	14.11%
Rentals and Leases	6,457	4,313	6,512	(55)	(0.85)%
Dues and Fees	169,873	157,365	174,698	(4,825)	(2.84)%
Insurance	1,038,613	810,843	993,583	45,030	4.34%
Supplies	4,511,637	2,843,560	4,589,061	(77,424)	(1.72)%
Utilities	2,788,184	1,825,219	2,788,184	-	0.00%
<b>Total Services and Supplies</b>	<b>18,770,484</b>	<b>12,445,139</b>	<b>18,498,354</b>	<b>272,130</b>	<b>1.45%</b>
<b>Total Operating Expenses</b>	<b>216,795,797</b>	<b>149,303,455</b>	<b>213,738,890</b>	<b>3,056,907</b>	<b>1.41%</b>
Interfund & Local Capital					
Tangible Capital Assets Purchased	921,474	275,302	980,102	(58,628)	(6.36)%
Transfer to Local Capital	1,300,432	1,300,432	1,300,432	-	0.00%
<b>Total Interfund and Local Capital</b>	<b>2,221,906</b>	<b>1,575,734</b>	<b>2,280,534</b>	<b>(58,628)</b>	<b>(2.64)%</b>
<b>Total Expenses</b>	<b>219,017,703</b>	<b>150,879,189</b>	<b>216,019,424</b>	<b>2,998,279</b>	<b>1.37%</b>
<b>Surplus (Deficit) for the year, before appropriations</b>	<b>(5,168,458)</b>	<b>(987,182)</b>	<b>(2,201,146)</b>	<b>2,967,312</b>	
Use of 2023/24 Appropriated Surplus in 2024/25	5,168,458		5,168,458	-	
Use of 2024/25 Appropriated Surplus in 2025/26			(2,967,312)	2,967,312	
<b>Operating Surplus (Deficit)</b>	<b>\$ (987,182)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

School District No. 42 (Maple Ridge-Pitt Meadows)  
Schedule of Changes in Special Purpose Funds  
Period Ended March 31, 2025

	Annual Facilities Grant \$	Learning Improvement Fund \$	Scholarships and Bursaries \$	School Generated Funds \$	Health Career Dual Credit \$	Strong Start \$	Ready, Set, Learn \$	OLEP \$	Community LINK \$	Classroom Enhancement Fund-Overhead \$	Classroom Enhancement Fund-Staffing \$	Classroom Enhancement Fund-Remedies \$	First Nation Student Transportation \$	Mental Health in Schools \$	Changing Results for Young Children \$	Early Care & Learning \$	Student & Family Affordability \$	Feeding Futures Fund \$	ECE Dual Credit Program \$	Strengthening Early Years to K Transition \$	Youth Education Support Fund \$	Total \$
Deferred Revenue, Jul 1, 2024	-	5,537	176,406	1,332,378	30,247	-	-	86,078	-	-	-	-	25,543	101,510	708	37,859	67,686	138,501	14,141	10,675	405,098	2,432,367
													0									
Add: Restricted Grants																						
Provincial Grants - MECC	517,597	474,952			50,000	179,200	39,445	305,597	445,794	580,323	16,575,737	2,825,078	70,501	51,000	6,750	175,000	-	1,319,197	45,000	19,000		23,680,171
Provincial Grants - MECC Recoveries																						-
Other			56,098	4,260,210																	451,769	4,768,077
Investment Income			-																			-
	517,597	474,952	56,098	4,260,210	50,000	179,200	39,445	305,597	445,794	580,323	16,575,737	2,825,078	70,501	51,000	6,750	175,000	-	1,319,197	45,000	19,000	451,769	28,448,248
Less: Allocated to Revenue	517,597	512,801	500	3,300,727	6,056	176,663	27,423	235,042	423,920	749,780	16,443,809	2,119,843	80,498	26,981	4,711	142,736	3,678	1,178,632	32,307	13,645	292,718	26,290,067
Deferred Revenue, Mar 31, 2025	-	(32,312)	232,004	2,291,861	74,191	2,537	12,022	156,633	21,874	(169,457)	131,928	705,235	15,546	125,529	2,747	70,123	64,008	279,066	26,834	16,030	564,149	4,590,548
Revenue																						
Provincial Grants - MECC	517,597	512,801			12,393	176,663	27,423	235,042	423,920	749,780	16,443,809	2,119,843	80,498	26,981	4,711	142,736	3,678	1,178,632	32,307	13,645		22,702,459
Other			500	3,300,727																	292,718	3,593,945
Investment Income																						-
Total Revenue	517,597	512,801	500	3,300,727	12,393	176,663	27,423	235,042.00	423,920	749,780	16,443,809	2,119,843	80,498	26,981	4,711	142,736	3,678	1,178,632	32,307	13,645	292,718	26,296,404
Expenses																						
Salaries																						
Teachers					6,902		14,337	100,235	20,029	-	13,214,203	131,843	-	-	-	39,428	-	-	-	-	-	13,526,977
Principals and Vice Principals					-			31,930	27,409	166,887			-	-	-	-	-	-	-	-	-	226,226
Educational Assistants	-	390,863		19,554	2,440	127,229	242	807	278,595	-	-	-	-	-	-	-	-	208,439		415	-	1,028,584
Support Staff	153,638			9,999	-	-			-	59,963		-	-	-	-	-	-	-	17,738	-	-	241,338
Other Professionals									324	-		-	-	-	-	56,220	-	76,469	4,824	-	-	137,837
Substitutes	-			1,723	-	102	-	5,681		390,486	10,732	1,565,971	-	1,094	3,218	-	-	-	-	1,486	-	1,980,493
Total Salaries	153,638	390,863	-	31,276	9,342	127,331	14,579	138,653	326,357	617,336	13,224,935	1,697,814	-	1,094	3,218	95,648	-	284,908	22,562	1,901	-	17,141,455
Employee Benefits	45,476	121,938		5,885	1,931	48,414	3,408	36,984	93,563	132,444	3,218,874	422,029	-	169	769	26,060	-	77,902	3,071	370	-	4,239,287
Services and Supplies	76,905		500	3,232,414	1,120	919	9,437	59,405	4,001	-	-	-	80,498	25,718	724	21,028	3,678	799,706	6,674	11,374	196,609	4,530,710
Total Expenses	276,019	512,801	500	3,269,575	12,393	176,663	27,423	235,042	423,920	749,780	16,443,809	2,119,843	80,498	26,981	4,711	142,736	3,678	1,162,516	32,307	13,645	196,609	25,911,449
Net Revenue before Interfund Transfers	241,578	-	-	31,152	-	-	-	-	-	-	-	-	-	-	-	-	-	16,116	-	-	96,109	384,955
Interfund Transfers																						
Tangible Capital Assets Purchased	(241,578)			(31,152)	-			-		-		-	-	-	-	-	-	(16,116)	-	-	(96,109)	(384,955)
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

**School District No. 42 (Maple Ridge-Pitt Meadows)**  
**Schedule of Changes in Capital Funds**  
**Period Ended March 31, 2025**

	2024/25	2024/25 Actual Results to Mar 31, 2025		
	Amended Budget	Invested in Tangible Capital Assets	Local Capital	Fund Balance
<b>Revenue</b>	\$	\$	\$	\$
Provincial Grants - MECC				
School Site Acquisition Fees Spent				-
Other Revenue			85,265	85,265
Investment Income			-	-
Amortization of Deferred Capital Revenue	6,882,573	5,124,317		5,124,317
<b>Total Revenue</b>	<b>6,882,573</b>	<b>5,124,317</b>	<b>85,265</b>	<b>5,209,583</b>
<b>Expenses</b>				
Amortization of Tangible Capital Assets				
Operations and Maintenance	10,940,062	8,093,250		8,093,250
<b>Total Expenses</b>	<b>10,940,062</b>	<b>8,093,250</b>		<b>8,093,250</b>
<b>Capital Surplus (Deficit) for the year</b>	<b>(4,057,489)</b>	<b>(2,968,933)</b>	<b>85,265</b>	<b>(2,883,668)</b>
<b>Net Transfers from other funds</b>				
Tangible Capital Assets Purchased	1,158,474	660,257		660,257
Local Capital	1,300,432		1,300,432	1,300,432
<b>Total Net Transfers</b>	<b>2,458,906</b>	<b>660,257</b>	<b>1,300,432</b>	<b>1,960,689</b>
<b>Other Adjustments to Fund Balances</b>				
Tangible Capital Assets Purchased from Local Capital		629,872	(629,872)	-
Tangible Capital Assets WIP Purchased from Local Capital		1,494,298	(1,494,298)	-
<b>Total Other Adjustments to Fund Balances</b>		<b>2,124,170</b>	<b>(2,124,170)</b>	<b>-</b>
<b>Total Capital Surplus (Deficit) for the period</b>	<b>(1,598,583)</b>	<b>(184,506)</b>	<b>(738,473)</b>	<b>(922,978)</b>
<b>Accumulated Capital Surplus, beginning of year</b>		71,985,662	9,412,599	81,398,261
<b>Accumulated Capital Surplus, Mar 31, 2025</b>		<b>71,801,156</b>	<b>8,674,126</b>	<b>80,475,283</b>

---

**From:** Board Policy Development Committee  
Richard Rennie, Secretary Treasurer

**Topic:** **Policies for Approval**

---

**BACKGROUND**

At the January 15, 2025 public board meeting, the Board Policy Development Committee proposed updates to **Policy 6530: Environmental Sustainability**. Input from education partners and the public was invited from January 16 to March 16, 2025. Public input was received, considered, and resulted in further proposed updates to the policy as outlined in **Attachment A**. These include the addition of climate-related risk mitigation, a stronger emphasis on science-based climate education, an annual sustainability reporting requirement, and a statement affirming the Board's commitment to reducing fossil fuel use and supporting renewable energy.

In addition, updates to **Policy 4410: Travel Expenses**, as outlined in **Attachment B**, are recommended by the Committee to strengthen cost control measures.

**RECOMMENDATION**

**THAT the Board approve the following updated policies:**

- **4410: Travel Expenses**
- **6530: Environmental Sustainability**

**SD42 POLICY: 6530****ENVIRONMENTAL SUSTAINABILITY****PHILOSOPHY**

The Board of Education ("Board") defines Environmental Sustainability as practices that minimize energy and water consumption, maximize waste diversion, and reduce the school district's carbon footprint. It also includes efforts to mitigate climate related risks to school infrastructure and promote, contributing to cost savings and environmental stewardship. These efforts align with the principles of Reduce, Reuse, and Recycle to foster a culture of conservation.

Environmental sustainability meets present needs without compromising future generations. Its success relies on collaboration among Trustees, district leaders, administrators, teachers, support staff, and students.

The Board supports initiatives that reduce operational costs, enhance environmental stewardship and support student achievement while conserving energy and natural resources and exercising sound financial management. As part of this commitment, the Board actively supports the reduction of fossil fuel use and the transition to cleaner, renewable energy sources.

**AUTHORITY**

The Board assigns responsibility for implementing this policy to the Superintendent of Schools and the Secretary Treasurer and authorizes them to establish procedures to guide its implementation.

**GUIDING PRINCIPLES**

The Board ~~is committed to~~ supports implementation of this policy through the following guiding principles:

**1. Strategic Resource Management**

- Assessing baseline performance, setting goals, and creating an environmental sustainability plan.
- Monitoring and continuously improving the plan within available financial resources.

**2. Educational Integration**

- Supporting programs that build student skills, knowledge, and attitudes for a sustainability mindset, ensuring science-based education on climate change and solutions.
- Encouraging awareness of sustainability practices among students and staff.

**3. Operational Commitment**

- Incorporating environmental and ethical considerations into district operations and decisions.
- Selecting equipment and systems aligned with sustainability goals and utility incentives.
- Engaging vendors to align with the district's sustainability objectives.

**4. Communication and Engagement**

- Sharing initiatives and consulting with partner groups on new projects, where appropriate.
- Promoting awareness of energy use, waste reduction, and material consumption among all stakeholders.

**5. Reporting**

- Reporting annual updates on the implementation of the environmental sustainability plan and progress towards guiding principles.
- Highlighting key outcomes, measurable progress, and areas for improvement.

**APPROVED: March 10, 2021**

| **UPDATED: ~~January-May 144,~~ 2025**





## SD42 POLICY: 6530

### ENVIRONMENTAL SUSTAINABILITY

#### PHILOSOPHY

The Board of Education ("Board") defines Environmental Sustainability as practices that minimize energy and water consumption, maximize waste diversion, and reduce the school district's carbon footprint. It also includes efforts to mitigate climate related risks to school infrastructure and promote environmental stewardship. These efforts align with the principles of Reduce, Reuse, and Recycle to foster a culture of conservation.

Environmental sustainability meets present needs without compromising future generations. Its success relies on collaboration among Trustees, district leaders, administrators, teachers, support staff, and students.

The Board supports initiatives that reduce operational costs, enhance environmental stewardship and support student achievement while conserving energy and natural resources and exercising sound financial management. As part of this commitment, the Board actively supports the reduction of fossil fuel use and the transition to cleaner, renewable energy sources.

#### AUTHORITY

The Board assigns responsibility for implementing this policy to the Superintendent of Schools and the Secretary Treasurer and authorizes them to establish procedures to guide its implementation.

#### GUIDING PRINCIPLES

The Board supports implementation of this policy through the following guiding principles:

##### 1. Strategic Resource Management

- Assessing baseline performance, setting goals, and creating an environmental sustainability plan.
- Monitoring and continuously improving the plan within available financial resources.

##### 2. Educational Integration

- Supporting programs that build student skills, knowledge, and attitudes for a sustainability mindset, ensuring science-based education on climate change and solutions.
- Encouraging awareness of sustainability practices among students and staff.

##### 3. Operational Commitment

- Incorporating environmental and ethical considerations into district operations and decisions.
- Selecting equipment and systems aligned with sustainability goals and utility incentives.
- Engaging vendors to align with the district's sustainability objectives.

##### 4. Communication and Engagement

- Sharing initiatives and consulting with partner groups on new projects, where appropriate.
- Promoting awareness of energy use, waste reduction, and material consumption among all stakeholders.

##### 5. Reporting

- Reporting annual updates on the implementation of the environmental sustainability plan and progress towards guiding principles.
- Highlighting key outcomes, measurable progress, and areas for improvement.

**APPROVED: March 10, 2021**

**UPDATED: May 14, 2025**

**SD-42 POLICY: 4410****TRAVEL EXPENSES****PHILOSOPHY**

The Board of Education ("Board") believes that travel may be necessary for employees and trustees and that appropriate expenses incurred during such travel must be reimbursed. In incurring expenses employees and trustees will be cognizant of their accountability for public funds and always utilize optimum discretion in ensuring the appropriateness and efficiency of expenditures.

**AUTHORITY**

The Board authorizes the Superintendent and the Secretary Treasurer to develop and implement all procedures related to travel expenses.

**GUIDING PRINCIPLES**

School d~~District--~~issued credit card ("district credit card") and direct billings to the ~~District~~ school district should be used to pay for school district expenses whenever possible. Loyalty points earned on school district travel or other expenses are to be utilized for school district business only.

When choosing the means and route of transportation, the most direct or cost-effective option should be chosen.

Travel advances may be requested for items that cannot be paid for with a district-~~issued~~ credit card or through direct billing to the ~~Districts~~school district. The approval of the supervisor is required.

All expense claims must be submitted in a format prescribed by the school district immediately following the trip or no later than monthly.

**Vehicle Travel**

1. Employees and trustees who are required to use their personal vehicles to carry out ~~Board-school district~~ business shall be reimbursed at the reasonable per kilometer allowance prescribed by the Canada Revenue Agency (CRA), or by the rate negotiated in the CUPE or MRTA collective agreement of the employee if higher.
  - a. For employees provided with a flat rate vehicle allowance for travel within Metro Vancouver, the per kilometer allowance will be limited to travel outside of Metro Vancouver.
  - b. For trustees provided with a flat rate vehicle allowance for travel within the school district, the per kilometer allowance will be limited to travel outside of the school district.
2. Business kilometers shall be calculated for travel between school district workplaces or for travel to an alternative workplace or for travel to meetings or other events required by the ~~Districts~~school district. When an employee is required to respond to an after-regular-business-hours emergency situation at a school district site other than

their regular place of work, business kilometers shall be calculated between the employee's home and the ~~district~~school district site they were called out to. Travel between the employee's home and regular place of work will not be reimbursed. For travel outside the school district, business kilometers shall be calculated from the point of origin or the District Education Office, whichever is closest to the destination.

3. Employees and ~~/~~ trustees who require the use of a rental vehicle for the purpose of conducting business, and if it is the most efficient and cost-effective means of transportation, should acquire the lowest-cost that meets the requirements for their business travel~~type of vehicle most fitting to the need at the lowest cost~~. Approval ~~of~~ from the supervisor ~~should be sought~~must be obtained prior to renting the vehicle, and the cost should be charged to a district ~~issued~~ credit card which provides insurance protections as outlined in the Purchasing Card Manual. Rentals not charged to a district ~~issued~~ credit card must be pre-approved by from the Secretary Treasurer or designate.

### Vehicle Insurance

4. Employees and trustees who utilize their personal vehicles for ~~Board~~school district business must obtain business insurance with third-party liability insurance that is not less than \$1 million or the minimum negotiated in the CUPE or MRTA collective agreement of the employee if higher.
5. Claims for increased costs due to the upgrade from to-and-from-work insurance to business insurance must be made annually on the renewal of insurance. For trustees that do not have other employment requiring to-and-from-work insurance, the claim may be for the difference in cost between pleasure use insurance and business insurance.

### Air Travel Expense

6. Air travel may be used when it is the most practical and cost-effective option considering distance, time, and workload~~On occasion, due to distance, time commitment, cost, and individual workload, it may be most efficient to use air travel.~~ In all cases, economy class is to be used. Exceptions require the approval of the immediate supervisor.
7. Airline tickets must be billed directly to the school district or purchased through a district issued credit card. Employees requiring air travel are expected to book air travel as far in advance as feasible to secure the most economical fares.
- 7.8. Additional costs such as seat selection fees, priority boarding, and baggage charges beyond a single carry-on and checked bag will not be reimbursed unless pre-approved by the immediate supervisor.
- 8.9. All out-of-province travel must be pre-approved in writing by the employee's immediate supervisor or, in the case of the Superintendent, by the Board of Education, prior to the trip.

### Hotel Accommodation

- 9.10. Hotel accommodation must be booked in hotels that offer a BC government discounted accommodation rate, or the discounted conference rate negotiated with the conference organizer, wherever feasible. The choice of hotel and room must be safe, economical and in close proximity to where the employee is travelling for business. The nightly rate should not exceed the discounted rate unless no suitable accommodation is available. Exceptions related to unavailability of government

discounted rate accommodation require ~~the pre-~~approval ~~of from~~ the immediate supervisor.

~~11.~~ Hotel costs should be billed directly to the school district or paid using, ~~or~~ a district ~~issued~~ credit card ~~must be used~~.

~~12.~~ Employees and Trustees must book standard rooms, when available. Those desiring upgrades or additional amenities may purchase these at their own expense.

~~10.13.~~ Employees and Trustees are responsible for cancelling hotel reservations they no longer require. The school district will not cover costs resulting from late cancellations or no-show fees unless approved by the supervisor for extenuating circumstances.

~~11.14.~~ Hotel accommodation should be limited only to the time necessary to conduct ~~Board~~ school district business. If employees or ~~/~~ trustees choose to stay longer than the time required to conduct business, the school district is not to be billed for this cost. Personal expenses are not reimbursable and must be settled directly by the employee/trustee. ~~Employees/trustees are not expected to subsidize the District's cost of doing business nor are they expected to incur unnecessary cost for the school district.~~

## Meals

~~12.~~ While on travel ~~involving for~~ school district business, when meals are not provided as part of a course, meeting, or other event, ~~the cost of meals will be reimbursed for~~ employees and trustees may claim a per diem meal allowance as outlined in the table below. ~~Itemized receipts are not required when claiming the per diem, and meal purchases that the per diem is being claimed for must be paid from personal funds. Only those meals actually purchased will be reimbursed and must be accompanied by the detailed bill listing all purchases. If the bill is for more than the claimant, all other individuals' names must be included on the bill. Alcohol cannot be claimed and tips must be limited to 20% maximum.~~

~~Recognizing that meals in some urban centres may exceed the prescribed meal allowance, employees/trustees should strive to choose restaurants where prices are not excessive.~~

~~13.15.~~ Meal allowances may be claimed without receipts if the employee/trustee is entitled to claim the meal. The meal must not have been included as part of a course, meeting or other event. Meal allowances are as follows:

<u>Meal</u>	<u>Travel Within Canada</u>	<u>International Travel</u>	<u>Eligibility</u>
Breakfast	\$15 CAD	\$15 USD	<del>Claim if t</del> Travel starts before <del>6</del> 7 am or ends after <del>8</del> 7 am
Lunch	\$20 CAD	\$20 USD	<del>Claim if t</del> Travel starts before <del>11</del> 12 am <del>noon</del> or ends after <del>1 pm</del> 12 noon
Dinner	\$32 CAD	\$32 USD	<del>Claim if t</del> Travel starts before 6 pm or ends after 6 pm

~~14.16.~~ Meal costs and meal allowances for international travel will be reimbursed in Canadian dollars at the exchange rate established by the Secretary Treasurer or designate.

## Miscellaneous Expenses

- ~~15.17.~~ Costs for parking, internet, and other incidentals will be reimbursed at cost with the provision of a receipt. - Employees desiring valet parking must pay the incremental cost at their own expense unless an alternative is not available. ~~If receipts are not available, claims will be limited to \$15.00 maximum per item, per day.~~
- ~~16.~~ Reasonable personal long-distance calls to home will be reimbursed as well as any charge for local calls.
- ~~17.18.~~ Other transportation costs such as taxi, rideshare, ferry, and public transit will be reimbursed at cost with the production of receipts.
19. Extended stays for personal reasons may be attached to trips. However, these require the approval of the supervisor, must be reported as vacation days, must not add additional cost to the District/school district, and must not be charged to a school district credit card.

## Exceptional Circumstances – International Education Travel

20. Members of the International Education department who frequently travel on behalf of the school district may, due to the nature of international travel, require reasonable flexibility in the application of this policy with consideration to the Canadian Association of Public Schools International's standards of practice for business travel.
21. Variations may include, but are not limited to, considerations related to:
- a. Hotel safety and suitability for extended or working stays;
  - b. Compliance with federal government travel guidelines and use of approved travel agencies;
  - c. Currency-specific per diem adjustments based on destination country;
22. Such exceptions must align with the principles of this policy and be approved by the Superintendent or their designate.
- ~~18.~~—

**APPROVED: February 13, 2013**

**UPDATED: ~~June 19, 2024~~ May 14, 2025**

**SD42 POLICY: 4410****TRAVEL EXPENSES**

---

**PHILOSOPHY**

The Board of Education ("Board") believes that travel may be necessary for employees and trustees and that appropriate expenses incurred during such travel must be reimbursed. In incurring expenses employees and trustees will be cognizant of their accountability for public funds and always utilize optimum discretion in ensuring the appropriateness and efficiency of expenditures.

**AUTHORITY**

The Board authorizes the Superintendent and the Secretary Treasurer to develop and implement all procedures related to travel expenses.

**GUIDING PRINCIPLES**

School district-issued credit card ("district credit card") and direct billings to the school district should be used to pay for school district expenses whenever possible. Loyalty points earned on school district travel or other expenses are to be utilized for school district business only.

When choosing the means and route of transportation, the most direct or cost-effective option should be chosen.

Travel advances may be requested for items that cannot be paid for with a district credit card or through direct billing to the school district. The approval of the supervisor is required.

All expense claims must be submitted in a format prescribed by the school district immediately following the trip or no later than monthly.

**Vehicle Travel**

1. Employees and trustees who are required to use their personal vehicles to carry out school district business shall be reimbursed at the reasonable per kilometer allowance prescribed by the Canada Revenue Agency (CRA), or by the rate negotiated in the CUPE or MRTA collective agreement of the employee if higher.
  - a. For employees provided with a flat rate vehicle allowance for travel within Metro Vancouver, the per kilometer allowance will be limited to travel outside of Metro Vancouver.
  - b. For trustees provided with a flat rate vehicle allowance for travel within the school district, the per kilometer allowance will be limited to travel outside of the school district.
2. Business kilometers shall be calculated for travel between school district workplaces or for travel to an alternative workplace or for travel to meetings or other events required by the school district. When an employee is required to respond to an after-regular-business-hours emergency situation at a school district site other than their regular place of work, business kilometers shall be calculated between the employee's home and the school district site they were called out to. Travel between the employee's home and regular place of work will not be reimbursed. For travel outside the school district, business kilometers shall be calculated from the point of origin or the District Education Office, whichever is closest to the destination.

3. Employees and trustees who require the use of a rental vehicle for the purpose of conducting business, and if it is the most efficient and cost-effective means of transportation, should acquire the lowest-cost that meets the requirements for their business travel. Approval from the supervisor must be obtained prior to renting the vehicle, and the cost should be charged to a district credit card which provides insurance protections as outlined in the Purchasing Card Manual. Rentals not charged to a district credit card must be pre-approved from the Secretary Treasurer or designate.

### **Vehicle Insurance**

4. Employees and trustees who utilize their personal vehicles for school district business must obtain business insurance with third-party liability insurance that is not less than \$1 million or the minimum negotiated in the CUPE or MRTA collective agreement of the employee if higher.
5. Claims for increased costs due to the upgrade from to-and-from-work insurance to business insurance must be made annually on the renewal of insurance. For trustees that do not have other employment requiring to-and-from-work insurance, the claim may be for the difference in cost between pleasure use insurance and business insurance.

### **Air Travel Expense**

6. Air travel may be used when it is the most practical and cost-effective option considering distance, time, and workload. In all cases, economy class is to be used. Exceptions require the approval of the immediate supervisor.
7. Airline tickets must be billed directly to the school district or purchased through a district credit card. Employees requiring air travel are expected to book air travel as far in advance as feasible to secure the most economical fares.
8. Additional costs such as seat selection fees, priority boarding, and baggage charges beyond a single carry-on and checked bag will not be reimbursed unless pre-approved by the immediate supervisor.
9. All out-of-province travel must be pre-approved in writing by the employee's immediate supervisor or, in the case of the Superintendent, by the Board of Education, prior to the trip.

### **Hotel Accommodation**

10. Hotel accommodation must be booked in hotels that offer a [BC government discounted accommodation rate](#), or the discounted conference rate negotiated with the conference organizer, wherever feasible. The choice of hotel and room must be economical and in close proximity to where the employee is travelling for business. The nightly rate should not exceed the discounted rate unless no suitable accommodation is available. Exceptions related to unavailability of discounted rate accommodation require pre-approval from the immediate supervisor.
11. Hotel costs should be billed directly to the school district or paid using a district credit card.
12. Employees and Trustees must book standard rooms, when available. Those desiring upgrades or additional amenities may purchase these at their own expense.

13. Employees and Trustees are responsible for cancelling hotel reservations they no longer require. The school district will not cover costs resulting from late cancellations or no-show fees unless approved by the supervisor for extenuating circumstances.
14. Hotel accommodation should be limited only to the time necessary to conduct school district business. If employees or trustees choose to stay longer than the time required to conduct business, the school district is not to be billed for this cost. Personal expenses are not reimbursable and must be settled directly by the employee/trustee.

### **Meals**

15. While on travel for school district business, when meals are not provided as part of a course, meeting, or other event, employees and trustees may claim a per diem meal allowance as outlined in the table below. Itemized receipts are not required when claiming the per diem, and meal purchases that the per diem is being claimed for must be paid from personal funds.

<b>Meal</b>	<b>Travel Within Canada</b>	<b>International Travel</b>	<b>Eligibility</b>
Breakfast	\$15 CAD	\$15 USD	Travel starts before 6 am or ends after 8 am
Lunch	\$20 CAD	\$20 USD	Travel starts before 11 am or ends after 1 pm
Dinner	\$32 CAD	\$32 USD	Travel starts before 6 pm or ends after 6 pm

16. Meal costs and meal allowances for international travel will be reimbursed in Canadian dollars at the exchange rate established by the Secretary Treasurer or designate.

### **Miscellaneous Expenses**

17. Costs for parking, internet, and other incidentals will be reimbursed at cost with the provision of a receipt. Employees desiring valet parking must pay the incremental cost at their own expense unless an alternative is not available.
18. Other transportation costs such as taxi, rideshare, ferry, and public transit will be reimbursed at cost with the production of receipts.
19. Extended stays for personal reasons may be attached to trips. However, these require the approval of the supervisor, must be reported as vacation days, must not add additional cost to the school district, and must not be charged to a district credit card.

### **Exceptional Circumstances – International Education Travel**

20. Members of the International Education department who frequently travel on behalf of the school district may, due to the nature of international travel, require reasonable flexibility in the application of this policy with consideration to the Canadian Association of Public Schools International's standards of practice for business travel.
21. Variations may include, but are not limited to, considerations related to:
  - a. Hotel safety and suitability for extended or working stays;
  - b. Compliance with federal government travel guidelines and use of approved travel agencies;
  - c. Currency-specific per diem adjustments based on destination country;
22. Such exceptions must align with the principles of this policy and be approved by the Superintendent or their designate.

**APPROVED: February 13, 2013**

**UPDATED: May 14, 2025**



---

**From:** Elaine Yamamoto, Board Chairperson  
**Topic:** **Chairperson's Update**

---

**BACKGROUND:**

The Board Chairperson will provide the Board with a verbal update. The update will include the following topic(s):

- BC School Trustees Association: Annual General Meeting

**RECOMMENDATION:**

**THAT the Board receive the Chairperson's Update, for information.**



**Public Board Meeting**  
**May 14, 2025**  
**Information Memo**  
**Item #10**

---

**From:** Teresa Downs, Superintendent of Schools

**Topic:** **Superintendent's Update**

---

**BACKGROUND:**

The Superintendent will provide the Board with a verbal update. The update will include the following topic(s):

- Opioid Education and Response Implementation Report: Update

**RECOMMENDATION:**

**THAT the Board receive the Superintendent's Update, for information.**

---

**From:** Louie Girotto, Director, Facilities  
Ashish Dev, Manager, Energy and Environmental Sustainability

**Topic:** **Environmental Sustainability Update and 2024 Climate Change Accountability Report**

---

## **BACKGROUND**

Maple Ridge – Pitt Meadows School District began implementing energy management projects in 2014. In 2015, the Board approved an Energy Management Plan developed in partnership with BC Hydro.

As part of the district's Strategic Facilities Plan, an updated Environmental Sustainability Plan was approved by the Board in 2022. This plan outlines capital investments aimed at reducing greenhouse gas (GHG) emissions by 22% by 2026 (compared to 2010 levels) and improving building performance by 20%.

## **2024 SUSTAINABILITY PERFORMANCE AND CLIMATE ACCOUNTABILITY**

In 2024, the District continued its work to improve environmental sustainability and reduce greenhouse gas (GHG) emissions. Through partnerships with FortisBC and BC Hydro, the district implemented several projects that improved energy performance across its facilities.

As outlined in the 2024 Climate Change Accountability Report (**Attachment**), the district's emissions decreased by 5.2%, from 3,783 tonnes of carbon dioxide equivalent (tCO<sub>2</sub>e) in 2023 to 3,586 tCO<sub>2</sub>e in 2024. To achieve carbon neutrality for the calendar year, the district will purchase carbon offsets totaling \$89,665, based on the provincial rate of \$25 per tonne.

Incentive funding of \$0.17 million was received from BC Hydro (\$0.1M), FortisBC, and other sources. These funds support projects that contribute to long-term energy savings and reduced emissions. In addition to emissions reductions, the district benefits from annual cost savings associated with lower energy use.

The 2024 report summarizes actions taken to improve energy efficiency, promote sustainability, and engage the school community in climate awareness. It also outlines the district's continued commitment to GHG reductions in 2025 and beyond. The Climate Change Accountability Report will be submitted to the Climate Action Secretariat by May 31, 2025 and posted on the district website.

## **ACTIONS COMPLETED IN 2024/25**

### ***Energy Related (Heating, Ventilation and Air Conditioning (HVAC), Lighting, etc.)***

The district has completed the following projects, resulting in an annual estimated energy savings of 0.50 million kWh and utility cost savings of \$0.06M in 2024/25:

- Boiler Plant upgrades at Laity View Elementary and the Maintenance facility
- Replacement of a gas-fired rooftop unit heating the library with a dual-fuel heat pump at Laity View Elementary
- Continuous optimization studies and implementation of energy conservation measures at Westview Secondary, Maple Ridge Elementary, and Yennadon Elementary.

- Direct Digital Controls upgrades at Alexander Robinson Elementary, Samuel Robertson Technical, the Maintenance facility, and Riverside Centre
- A BC Hydro-funded feasibility study on lighting upgrades for six schools: Glenwood Elementary, Webster's Corners Elementary, Maple Ridge Secondary Annex, Yennadon Elementary, Samuel Robertson Technical, and Thomas Haney Secondary

The district also earns carbon credits as a Part-3 Fuel Supplier under the Low Carbon Fuel Standard by offering EV (Electric Vehicle) charging facilities to employees. To date, the district has accumulated 17 credits, which are saleable in the market. In August 2024, the district signed an agreement with the Association of School Transportation Services of BC to act as the aggregator and sell these credits in the future.

### ***Waste Management***

The general service agreement with the district's waste management contractor (GFL) was amended to reflect increases in waste and organic lift prices, in accordance with Metro Vancouver tipping fee adjustments that take effect annually on January 1. A key component of the agreement is "Educational Support," and the following related initiatives were completed:

- Waste audits at four schools (selected based on waste diversion rates) were conducted in November 2024, with GFL support, to promote waste management education
- A "Waste Refresher" training session for teachers was organized on the January 28, 2025 professional development day

The district created a video called "Waste Sorting: Know where it goes, think before you throw," which is published on the website: <https://www.sd42.ca/waste-collection-program>.

### ***Behavioural and Other***

The district implemented several initiatives to raise awareness among staff and students about sustainability and climate action:

- A holiday shutdown campaign in Spring 2024 to encourage energy conservation; Davie Jones Elementary and Harry Hooze Elementary were recognized for their participation
- HVAC controls training provided to our district's trades team in July 2024 to enhance understanding of HVAC controls and identification of energy savings and optimization opportunities.
- Launch of the "Energy Catalyst" newsletter to share sustainability initiatives with the community; three editions have been published on the website to date
- Under the BC Hydro Energy Wise Network Program, a professional development session was held on January 28, 2025, for teachers to gain knowledge and explore tools focused on sustainability, climate change, and waste management
- In partnership with the City of Maple Ridge, the district planted nearly a dozen trees adjacent to Alexander Robinson Elementary, with funding from a BC Hydro regreening grant, offering students a hands-on environmental learning opportunity.

## **PLANNED INITIATIVES FOR 2025/26**

### ***Energy Related (HVAC, Lighting, etc.)***

The district will continue supporting energy and emissions reductions by undertaking the HVAC and lighting upgrades, resulting in more energy-efficient buildings. The projects planned for the next three years are as follows:

<b>Year</b>	<b>School</b>	<b>Project Name</b>	<b>Estimated Project Cost</b>	<b>Utility Cost Savings</b>	<b>Anticipated Energy Savings per year (in GJ)</b>	<b>Anticipated GHG Emissions Savings (tCO<sub>2</sub>e)</b>
2025-26	Edith McDermott Elementary	Boiler plant and domestic hot water (DHW) upgrade, and replacement of a DX cooling unit with a heat pump	\$859,932	\$3,000	300	34
	Golden Ears Elementary	Boiler plant upgrade, DHW upgrade	\$563,750	\$4,000	115	6
	Highland Park Elementary	Replace unit ventilators in 10 classrooms, along with sensors and controls	\$666,250	\$4,000	88	4.5
	Thomas Haney Secondary	HVAC controls upgrade	\$512,500	\$10,000	982	50
	Glenwood Elementary	Lighting and low-voltage controls upgrade	\$93,539	\$3,000	91	5
	Pitt Meadows Elementary	HVAC optimization	\$20,000	\$2,000	115	10
	Davie Jones Elementary	HVAC optimization	\$20,000	\$2,000	93	5
	Kanaka Creek Elementary	HVAC optimization	\$20,000	\$2,000	111	9
2026-27	Blue Mountain Elementary	Boiler plant upgrade	\$250,000	\$3,000	130	7
	Blue Mountain Elementary	HVAC optimization	\$20,000	TBD	TBD	TBD
	Webster's Corners Elementary	HVAC optimization	\$20,000	TBD	TBD	TBD
2027-28	Harry Hooge Elementary	HVAC optimization	\$20,000	TBD	TBD	TBD
	Riverside Centre	HVAC optimization	\$20,000	TBD	TBD	TBD
	Edith McDermott Elementary	HVAC optimization	\$20,000	TBD	TBD	TBD

*TBD - To be determined following site reviews*

The project list above is dynamic and may evolve over time. Projects are prioritized based on the availability funding, the condition of existing equipment, and operation challenges identified by the Facilities team. Final project selection is informed through consultation with operations staff, consultants, and industry professionals.

While utility cost savings are a measurable benefit, they are not the primary driver for these projects. Many of the district's HVAC and lighting systems are at or near the end of their service life and would need replacement regardless of energy performance. These initiatives allow the district to modernize infrastructure with energy-efficient systems that reduce emissions and avoid reinvesting in outdated equipment. In doing so, the district also improves indoor air quality, system reliability, and long-term cost predictability—supporting its broader goals of sustainability, asset renewal, and healthy learning environments.

### ***Waste Management***

The district will continue promoting waste management education for staff and students through the following planned actions:

- Expand the waste audit program to include six more schools
- Conduct a dedicated waste management workshop for custodial staff
- Utilize a \$5,000 contractor-provided fund to create a waste education video featuring school district drama students
- Organize a site visit to a waste sorting facility with a partner group (CUPE 703) (*upcoming*)

### ***Behavioural and Other***

To foster sustainable behaviour change, the district will continue to educate students, staff, and families through the following initiatives:

- Training sessions on sustainability and climate change
- Continuation of the Holiday Shutdown Campaign
- Tree plantation initiatives in collaboration with local governments
- Organize an inter-school Eco-Challenge competition
- Initiate a Sustainability Leaders' Program to empower student environmental advocates

### **RECOMMENDATION**

**THAT the Board receive the Environmental Sustainability Update and 2024 Climate Change Accountability Report, for information.**

## ATTACHMENT



## EXECUTIVE SUMMARY

We respectfully acknowledge that the Maple Ridge – Pitt Meadows School District operates on the traditional and unceded territories of the Katzie First Nation and Kwantlen First Nation.

This Climate Change Accountability Report (CCAR) for the period from January 1 to December 31, 2024. It provides a summary of the district's greenhouse gas (GHG) emissions profile, outlines the carbon offsets required to achieve net-zero emissions, and details the initiatives undertaken in 2024 to reduce emissions. It also highlights planned actions to further support emission reductions in 2025 and beyond.

The 2024 CCAR will be posted on the district website by June 30, 2025, at <https://www.sd42.ca/energy-environmental-sustainability/>.

The Board of Education is committed to environmental sustainability and ensures that every effort is made to conserve energy and natural resources while exercising sound financial management. The district continues to fully support BC Climate Action Legislation and the targets established by the [Climate Change Accountability Act](#). As part of this commitment, the school district has developed an Environmental Sustainability Policy (policy 6530 in the [Board Policy Manual](#)) that acknowledges sustainability and the joint responsibility of trustees, administrators, teachers, students, and support personnel to achieve goals identified under the policy. One of the key principles of this policy is to monitor the implementation of an environmental sustainability plan. A [Environmental Sustainability Plan](#) was created for the school district's Strategic Facilities Plan, which was approved by the Board of Education in 2022. This Environmental Sustainability Plan outlines capital investments that will reduce GHG emissions by 22% by 2026 compared to 2010 while improving building performance by 20%.

The district continues to pursue capital investments that will result in reducing the district's greenhouse gas emissions and support environmental sustainability education initiatives.

The district's sustainability mandate continues to be based on the guiding principles outlined in Policy 6530: Environmental Sustainability.

For the 2024 calendar year, the district's emissions have dropped by 5.2% from 3783 tonnes of carbon dioxide equivalent (tCO<sub>2</sub>e) in 2023 to 3586 tCO<sub>2</sub>e. The cost to purchase carbon offsets at \$25 per tonne totaled \$89,665, allowing the district to achieve carbon neutrality.



## Contents

EXECUTIVE SUMMARY .....	2
INTRODUCTION .....	4
PART 1: LEGISLATIVE REPORTING REQUIREMENTS .....	5
1A. DECLARATION STATEMENT .....	5
A. EMISSIONS REDUCTIONS: ACTIONS AND PLANS .....	5
1B. EMISSIONS AND OFFSET SUMMARY TABLE 2024 .....	7
1C. RETIREMENT OF OFFSETS .....	7
PART 2: PUBLIC SECTOR LEADERSHIP .....	8
2A: CLIMATE RISK MANAGEMENT .....	8
2B: OTHER SUSTAINABILITY INITIATIVES .....	8
2C: SUCCESS STORIES .....	11
EXECUTIVE SIGN OFF .....	11
GREENHOUSE GAS EMISSIONS SOURCE BREAKDOWN .....	12
OFFSETS APPLIED TO BECOME CARBON NEUTRAL IN 2024 .....	13
ANNUAL EMISSIONS YEAR OVER YEAR .....	13
ACTIONS TAKEN TO REDUCE GREENHOUSE GAS EMISSIONS IN 2024 .....	14
HEATING PLANT UPGRADES .....	14
DIRECT DIGITAL CONTROLS (DDC) UPGRADES .....	14
LIGHTING UPGRADES .....	15
OTHER UPGRADES FOCUSED ON REDUCTION OF ENERGY CONSUMPTION .....	15
CONTINUOUS OPTIMIZATION (C.O.p.) STUDIES .....	16
ELECTRIC VEHICLE (EV) CHARGERS .....	17
BEHAVIOURAL PROGRAMS .....	17
PLANS TO CONTINUE REDUCING GREENHOUSE GAS EMISSIONS IN 2025 .....	18
MECHANICAL UPGRADES .....	18
DIRECT DIGITAL CONTROL (DDC) UPGRADES .....	18
LIGHTING UPGRADES .....	19
ELECTRIC VEHICLES AND CHARGING INFRASTRUCTURE .....	19
CONTINUOUS OPTIMIZATION (C.OP.) STUDIES .....	19
BEHAVIOURAL CAMPAIGNS .....	19
CONCLUSION .....	20
ANNEXURES: EXTRACT FROM PORTAL FOR REPORTING .....	21
ANNEXURE - A: CCAR REPORT .....	21
ANNUAL COMPARISON ORG - ALL CATEGORY SOURCES .....	22
ANNEXURE - B. GHG EMISSION SOURCE DETAILS REPORT FOR 2024 .....	23

## INTRODUCTION

The Maple Ridge – Pitt Meadows School District acknowledges with respect and gratitude that we work, learn, and live on the traditional and unceded territory of the Katzie First Nation and Kwantlen First Nation. We are committed to engaging in climate action in a way that honours these lands and the Indigenous Peoples who have cared for them since time immemorial.

Maple Ridge – Pitt Meadows School District (“the district”), legally known as *The Board of Education of School District No. 42 (Maple Ridge-Pitt Meadows)*, owns and operates 34 facilities that serve over 17,000 students and nearly 2,500 employees. In 2024, the district’s annual greenhouse gas (GHG) emissions were calculated at 3,586 tonnes of carbon dioxide equivalent (tCO<sub>2</sub>e)—comparable to adding approximately 759<sup>1</sup> cars on the road each year. As an educational organization, the district has a unique opportunity to foster sustainability awareness and support environmental leadership for future generations.

Hydrofluorocarbon (HFC) emissions have always been in-scope under the [Carbon Neutral Government Regulation](#) (CNG Regulation) but have not always been significant. At the outset of the CNG program, most refrigerants being used were Ozone Depleting Substances (ODSs), which are not in the scope of the CNG Regulation. The implementation of the [Montreal Protocol on Substances that Deplete the Ozone Layer has led to ODSs being phased out as refrigerants](#). In addition to the transition from ODSs, use of HFCs and related emissions are growing because more air conditioning units and heat pumps, which often use HFCs, are being widely adopted. Since the Global warming potential of HFC is very high compared to other greenhouse gases, the Climate Action Secretariat requested reporting on HFC refrigerant this year. However, the Climate Action Secretariat acknowledges that the district may need time to adjust its reporting procedures to integrate refrigerants into its emissions reporting. Therefore, the district will start creating an approach to providing accurate data to the ministry and will begin reporting data in 2025.

Relative to emission levels in 2007, the Province of British Columbia is working towards reductions of 40% by 2030 for public sector buildings.

To achieve the greenhouse gas emission reduction targets and ensure the sustainable use of resources by the school district, a comprehensive environmental sustainability plan needs to be implemented to achieve the provincial targets.

The goals of the existing [environmental sustainability plan](#) are to reduce greenhouse gas emissions by 22% by 2026 and improve building performance by 20% by 2026.

<sup>1</sup> <https://www.epa.gov/energy/greenhouse-gas-equivalencies-calculator#results>

## PART 1: LEGISLATIVE REPORTING REQUIREMENTS

### 1A. DECLARATION STATEMENT

This Climate Change Accountability Report for calendar 2024 summarizes our emissions profile, the total offsets to reach net-zero emissions, the actions taken in 2024 to reduce greenhouse gas (GHG) emissions, and plans to continue reducing emissions in 2025 and beyond.

#### A. EMISSIONS REDUCTIONS: ACTIONS AND PLANS

Maple Ridge-Pitt Meadows School District has developed an environmental sustainability policy that highlights the Board's commitment to cultivating a sustainable school district that provides safe and secure environments for the effective delivery of educational services. This commitment forms the basis for the district to undertake actions and create plans to reduce emissions, meet provincial GHG emissions targets, and have a positive impact on schools through the creation of sustainable learning spaces. The district's actions and plans to reduce emissions can be segregated and understood through the following three sections:

##### *a. Stationary Sources (Building/Heating Plants)*

The district's buildings are getting older, and so are assets such as boilers, Domestic Hot Water (DHW) heaters, unit ventilators (UVs), rooftop units (RTUs), Air Handling Units (AHUs), and Direct Digital Control (DDC) systems. The district recognizes this and continuously upgrades its buildings based on needs and funding availability. Energy projects are aligned with the district's facility plans and planned capital upgrades to ensure a synchronized approach to achieving emission reduction goals. The district continues to undertake the following capital upgrades to reduce emissions:

1. DDC upgrades to improve the operations of equipment in schools and enhance the equipment life while reducing energy costs.
2. Recommissioning (RCx) of the existing heating plants with a focus on reducing gas consumption and, therefore, reducing GHG Emissions.
3. Fuel-switching technologies that help reduce GHG emissions and meet the requirements of BC Hydro (BCH) and FortisBC.
4. DHW upgrades by replacing existing DHW tanks with tankless water heaters to reduce our gas consumption.

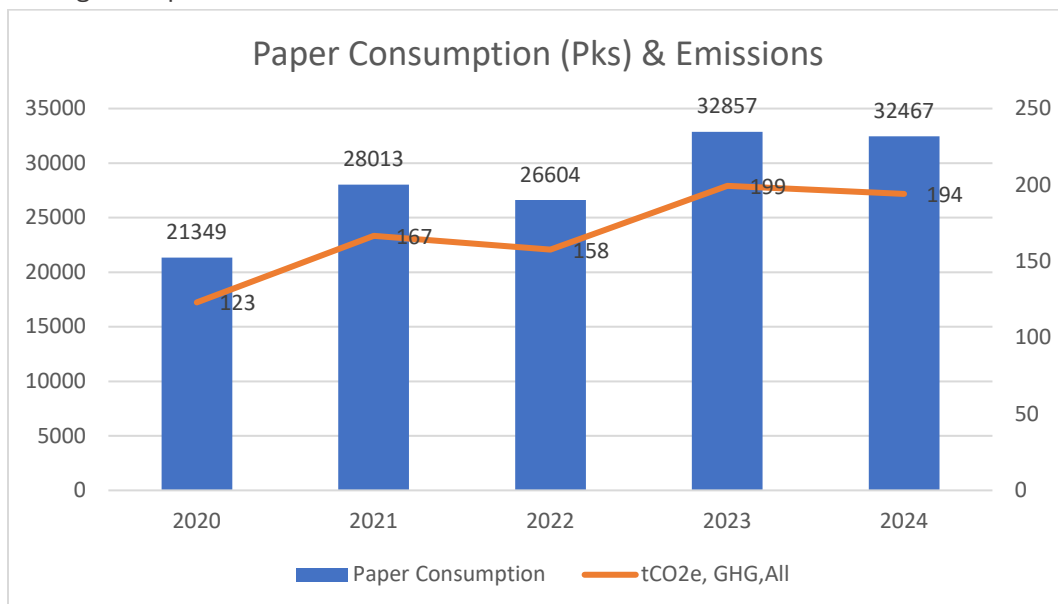
b. Mobile Sources (Fleet)



1. In August 2024, the district signed an agreement with the Association of School Transportation Services of BC to act as the aggregator and sell these credits in the future. All the credits have been transferred to ASTSBC for sale.
2. In 2025, the district will install two more EV chargers at Edith McDermott Elementary to expand the charging network to both cities. This location was selected based on its proximity to a shared-use facility.

c. Paper Consumption:

Conventional paper (i.e. traditional wood-pulp-based paper) is the second most significant contributor to the district's emissions profile. The district is in the process of finding ways to reduce paper consumption. For the last five years, the district has been using PaperCut software to sensitize users about their paper consumption. The district's paper consumption has increased over the previous four years with a slight recent decrease in 2024. The district plans to reduce paper consumption by encouraging staff to go paperless, using digital signing as a norm, and having double-sided printing as the default setting on all printers.



As outlined in the 2025/26 Preliminary budget, the district will require schools to purchase 8.5” to 11” white Sugar Sheet paper, which accounts for approximately 89% of the district’s total paper use. This shift is estimated to reduce annual GHG emissions by up to 65 tonnes<sup>2</sup> and generate net annual savings of up to \$26,000<sup>3</sup>.

## 1B. EMISSIONS AND OFFSET SUMMARY TABLE 2024

For the year 2024, the district’s total emissions were 3,605 tCO<sub>2</sub>e. Of those emissions, 18.6 tCO<sub>2</sub>e were from low-carbon biogenic mobile equipment fuels, which do not require an offset payment. Therefore, the total offsets needed to be retired to become carbon neutral for 2024 are 3,586.4 tCO<sub>2</sub>e. An offset summary of the district’s GHG Emissions for 2024 is tabulated below:

<b>Maple Ridge-Pitt Meadows School District 2024 GHG Emissions and Offsets Summary</b>	
<b>GHG Emissions for the period January 1 to December 31, 2024</b>	
Total BioCO <sub>2</sub> (tCO <sub>2</sub> e)	<b>18.6</b>
Total Emissions(tCO <sub>2</sub> e)	<b>3,605.0</b>
Total Offsets (tCO <sub>2</sub> e)	<b>3,586.4</b>
<b>Adjustments to Offset Required GHG Emissions Reported in Prior Years</b>	
Total Offsets (tCO <sub>2</sub> e)	<b>0</b>
<b>Grand Total Offsets for the 2024 Reporting Year</b>	
Grand Total Offsets to be Retired for 2024 Reporting Year (tCO <sub>2</sub> e)	<b>3,586.4</b>
Offset Investment (Grand Total Offsets to be Retired for 2024 Reporting Year X \$25/tCO <sub>2</sub> e)	<b>\$ 89,650</b>

## 1C. RETIREMENT OF OFFSETS

In accordance with Climate Change Accountability Act and the Carbon Neutral Government Regulation requirements, School District No. 42 (the Organization) is responsible for arranging for the retirement of the offsets obligation reported above for the 2024 calendar year, together with any adjustments reported for past calendar years (if applicable). The Organization hereby agrees that in exchange for the Ministry of Environment and Climate Change Strategy (the Ministry) ensuring that these offsets are retired on the Organization’s behalf, the Organization will pay, within 30 days, the associated invoice to be issued by the Ministry in an amount equal to \$25 per tonne of offsets retired on its behalf plus GST.

<sup>2</sup> Estimated based on 2012 emission factors provided by CAS for paper emissions.

<sup>3</sup> Estimated based on rate of \$55 per box if schools order a pallet of 40 boxes.

## PART 2: PUBLIC SECTOR LEADERSHIP

As a signatory to the climate action charter, the Maple Ridge – Pitt Meadows School District is committed to supporting continued planning for emission reduction and climate change adaptation initiatives across its operated schools. As part of this commitment, the district has undertaken several initiatives mentioned below.

### 2A: CLIMATE RISK MANAGEMENT

The district acknowledges the importance of environmental sustainability (Policy 6530) and focuses on business and individual practices that minimize energy and water consumption and maximize waste diversion resulting in utility cost savings and a smaller carbon footprint. One of the key important aspects of this policy is to monitor the implementation of the district's Environmental Sustainability Plan.

The existing [Environmental Sustainability Plan](#) (2022-2026) focuses on reducing GHG emissions by 22% by 2026 and improving building efficiency by 20% compared to the baseline of 2007.

### 2B: OTHER SUSTAINABILITY INITIATIVES

The energy and environmental sustainability department has introduced several sustainable initiatives to engage students and staff across the district. These initiatives are listed below:

#### 1. Holiday Shutdown Campaign

The district organized a spring break holiday shutdown campaign to raise awareness and prompt behavioral change. Impactful posters and shutdown checklists were distributed throughout the school district. Participating schools were asked to complete checklists for their school and submit behavioral action photos. The winners of this campaign were Davie Jones Elementary and Harry Hooge Elementary.



Spring Holiday  
Shutdown Campaign



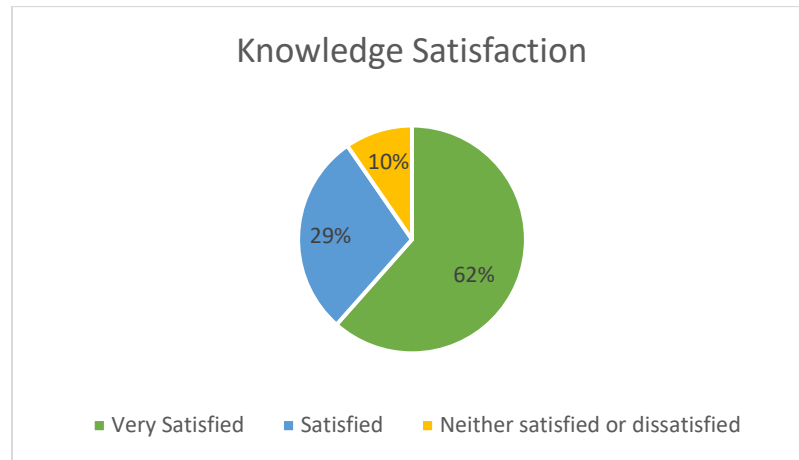
#### 2. Training for Heating, Ventilation and Air-Conditioning (HVAC) trades team

The district partnered with two service providers to deliver training sessions on the basics of HVAC controls and identify energy savings and optimization opportunities. The training occurred over

four days (July 22, 23, 29, and 31, 2024). BC Hydro and FortisBC funded the online training sessions.

To maximize the impact of this training, we invited other districts to participate. SD36 (Surrey), SD38 (Richmond), SD41 (Burnaby), and SD43 (Coquitlam) also took part. Thirty participants from various school districts attended the online training session.

Following the training session, attendees were surveyed on their level of knowledge satisfaction. Over four days, 52 responses were received.



According to the feedback gathered from the survey, the event was a great success. As shown in the chart above, out of 32 respondents, 62% of the attendees were “very satisfied” with the training and felt confident in making energy-saving changes to their organizations.

### 3. Sustainability Stickers for Students to celebrate Earth Day

To appreciate and celebrate Earth Day and sensitize staff and students about energy conservation and sustainability, the district issued Energy Star and Energy Leaders stickers for students of all ages and schools. More than 4000 stickers were distributed across 11 locations to celebrate the day.



### 4. Energy Catalyst Newsletter

The district launched a newsletter to share its sustainability initiatives with the community. Since its initiation, three editions have been published on the district’s website at [www.sd42.ca/energy-environmental-sustainability](http://www.sd42.ca/energy-environmental-sustainability). The idea is to bring forward sustainability stories that happen throughout the district.





## **5. Tree Plantation Drive at Alexander Robinson Elementary**

As a joint effort, the City of Maple Ridge and the district planted nearly a dozen trees next to the school as part of a planting drive through a BC Hydro greening grant. This was an excellent opportunity for students to learn about the importance of planting trees and their benefits to the community.



“SAY TREES”

## **6. Waste Audits**

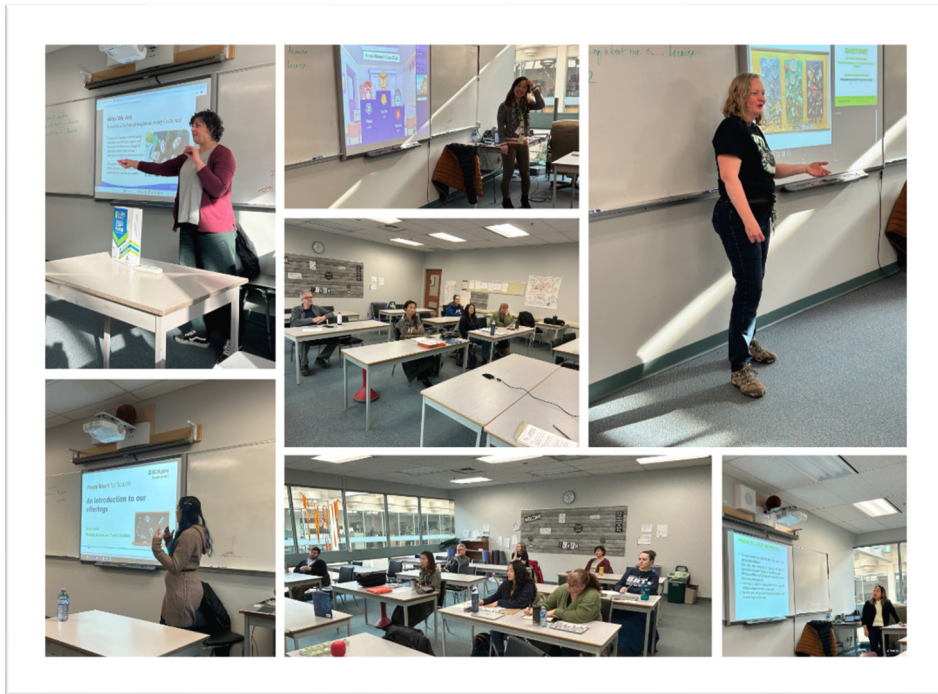
The district undertook a waste audit with support from GFL at four locations. The idea was to disseminate knowledge about waste management through the school. The schools were selected based on waste diversion rates observed over the last 2 years. The audit took place over 2 days, and a final report with a summary of observations was shared with all the schools. The district recently developed a video called “Waste Sorting: Know where it goes, think before you throw” published on our webpage <https://www.sd42.ca/waste-collection-program/>

## **7. Teacher training on sustainability, climate change, and waste management**

The district undertook a professional development day training program to help teachers gain tools focused on sustainability, climate change, and waste management. This training was organized under the BC Hydro Energy Wise Network Program. The idea is to bring energy conservation and sustainability to the classroom and offer teachers tools.

The agenda included include talks on climate change, lesson plans offered by BC Hydro PowerSmart for schools and eco-schools, waste management in schools, alternative paper, and reducing the use of single-use plastic in schools through innovative solutions offered by Friendlier Plastics. The workshop was concluded with a survey asking teachers to commit to undertaking at least one initiative this year at their school.





## 2C: SUCCESS STORIES

This year, the district successfully undertook fuel switching projects to convert gas heating systems to electricity by replacing natural gas-fired rooftop units with heat pumps at Garibaldi Secondary and Laity View Elementary. These upgrades will help ensure that our buildings are more resilient in the face of our future climate.

## EXECUTIVE SIGN OFF

---

Signature

---

Date

---

Richard Rennie

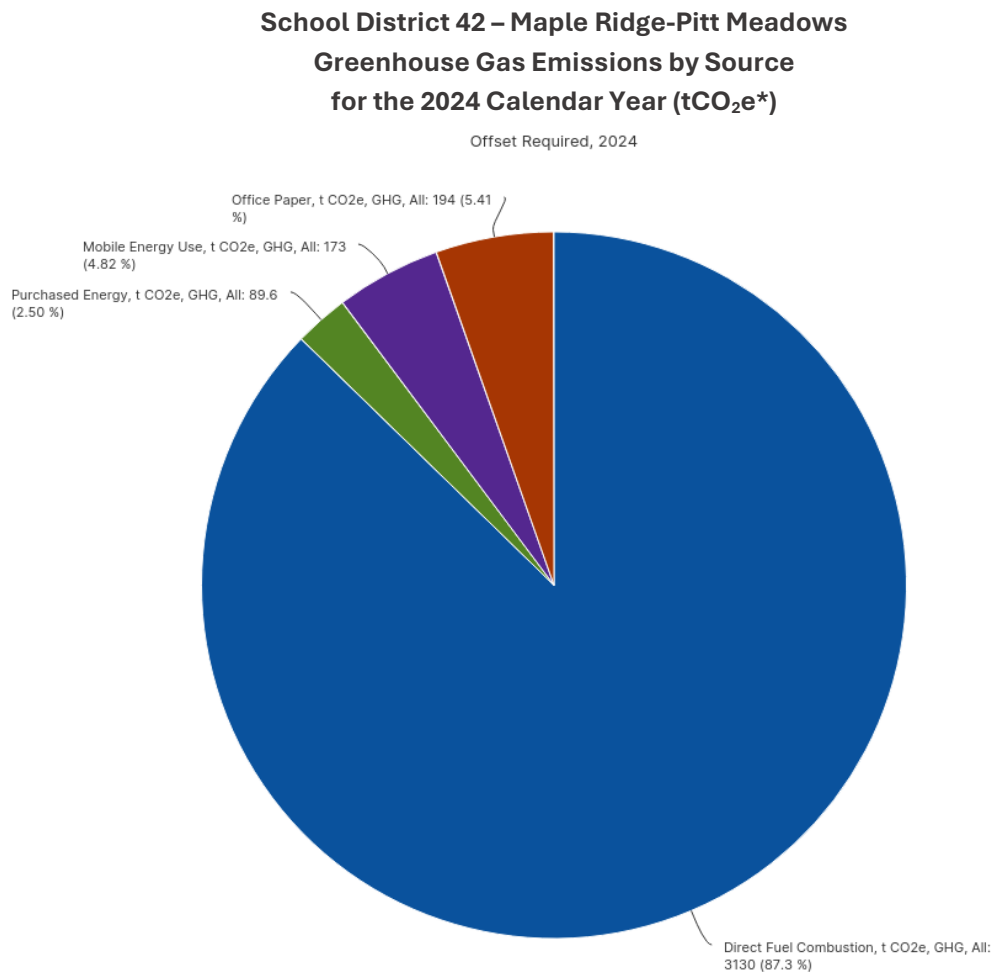
---

Title: Secretary Treasurer

\*Signature by a senior official such as CEO, COO, Secretary Treasurer, or Superintendent

## GREENHOUSE GAS EMISSIONS SOURCE BREAKDOWN

The chart below shows the breakdown of Greenhouse Gas Emissions by source in 2024.



**Total Emissions: 3,586\*\* tCO<sub>2</sub>e**

**Offsets Applied to Become Carbon Neutral in 2024 (Generated on April 28<sup>rd</sup> , 2025 3:00 PM)**

\*Tonnes of carbon dioxide equivalent (tCO<sub>2</sub>e) is a standard unit of measure in which all types of greenhouse gases are expressed based on their global warming potential relative to carbon dioxide.

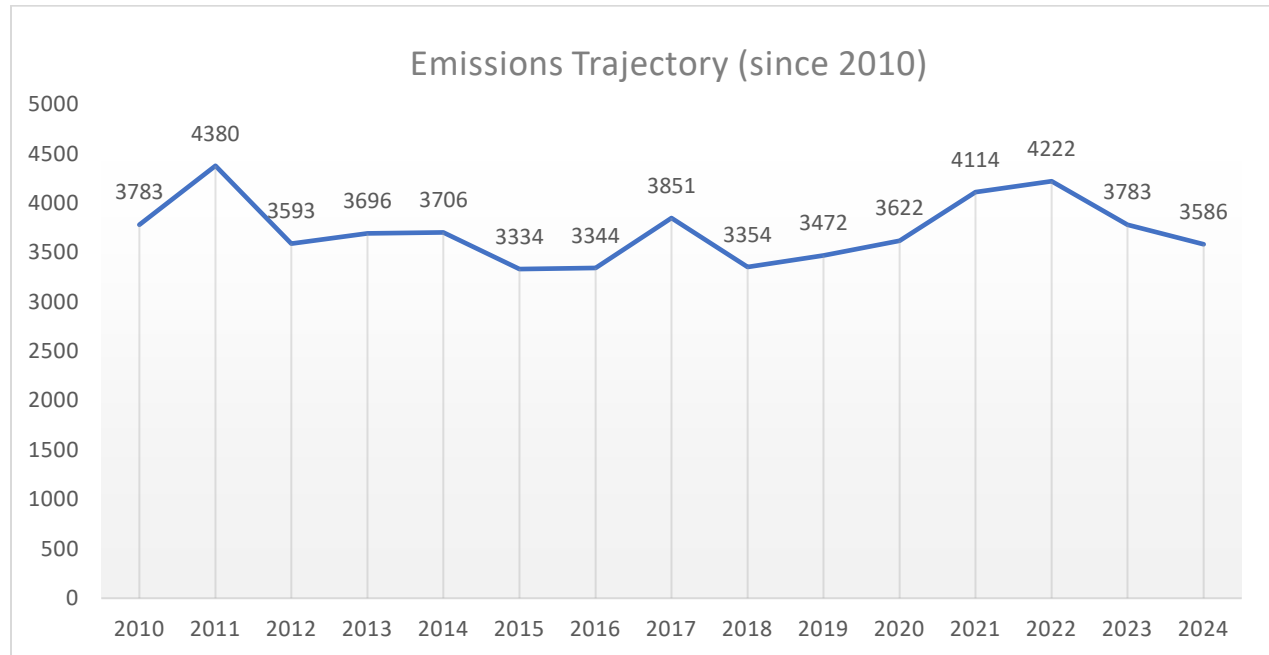
\*\* Under the *Carbon Neutral Government Regulation of the Climate Change Accountability Act*, all emissions from the sources listed above must be reported. As outlined in the regulation, some emissions, such as biogenic emissions) do not require offsets.

## OFFSETS APPLIED TO BECOME CARBON NEUTRAL IN 2024

The total offsets required for 2024, including adjustments, are 3586 tCO<sub>2</sub>e. At the government offset price of \$25/tCO<sub>2</sub>e, the total offset investment is \$89,650, which allows the district to achieve carbon neutrality for 2024.

## ANNUAL EMISSIONS YEAR OVER YEAR

Since 2010, the district has been tracking its carbon emissions and has been focusing its efforts at the strategic and operational levels to achieve carbon neutrality. The graph below shows the district's annual carbon emissions.



Key observations and considerations:

1. The trajectory delineates the importance of an energy management program in the district and how it can help achieve success in meeting the provincial reduction targets.
2. Despite increasing enrolment, building expansions, and the addition of new portables, the district's overall emissions have remained relatively stable, demonstrating the success of the district's ongoing emissions reduction initiatives.
3. With approximately 87% of emissions coming from natural gas use, the district will continue to prioritize GHG reduction strategies. These include projects such as Continuous Optimization, Direct Digital Control (DDC) upgrades, operating schedule reviews, boiler plant upgrades, and the installation of heat pumps where feasible all critical steps in preparing schools for a low-carbon future.

## ACTIONS TAKEN TO REDUCE GREENHOUSE GAS EMISSIONS IN 2024

The district has been a Power Smart Partner with BC Hydro since 2010, employing a Manager of Energy and Environmental Sustainability and engaging in the BC Hydro (BCH) Energy Manager Program. The district’s energy and environmental sustainability department works within the facilities department, providing resources to develop various carbon reduction initiatives such as lighting retrofits, HVAC upgrades, DDC improvements, and building energy studies. The Manager also works with students and staff on numerous behavioral and educational initiatives to further the organization’s and the community's understanding and adoption of sustainability and reducing our carbon footprint to mitigate climate change. In the future, the focus will be on leveraging both FortisBC and BCH programs to support business cases to reduce emissions in the district.

### HEATING PLANT UPGRADES

In 2024, much as in almost all other years, approximately 87% of greenhouse gas emissions were from the combustion of natural gas for heating. This is one of the key drivers to retrofitting heating systems by replacing mid-efficiency plants with high-efficiency condensing boilers, installing variable frequency drives, changing over to electrification through heat pumps, and improving DDC controls and scheduling. These projects have multiple benefits, including increased energy efficiency, a high turn-down rate, and a far greater ability to meet building loads. All these measures reduce natural gas consumption and, in turn, reduce GHG emissions. To maximize the incentive inflow from FortisBC and BCH, the school district aligns energy studies and projects with planned capital projects. This measure helps the district achieve additional energy conservation measures while undertaking necessary capital upgrades.

This year, the district completed boiler plant upgrades at Laity View Elementary and the Maintenance office.

SCHOOL	PROJECT SCOPE	STATUS	FUNDING SOURCE	COST	ENERGY CONSERVATION SAVINGS **(GJ/kWh)
Laity View Elementary	Boiler Plant Upgrade: Replace existing boilers with 3x399 MBH IBC boilers	Completed	Annual Facilities Grant (2024)	\$230,877	145 GJ
Maintenance Facility	Boiler Plant Upgrade: Replace existing boilers with 4x399 MBH IBC boilers	Completed	Annual Facilities Grant (2024)	\$151,803	169 GJ

\*\*Estimated

The district is also completing a boiler plant upgrade at Edith McDermott Elementary and replacing a cooling only unit, with a heat pump to provide electrical heating and cooling support. This will reduce natural gas use. The project includes other energy conservation measures like variable speed drives and rebalancing and recommissioning.

### DIRECT DIGITAL CONTROLS (DDC) UPGRADES

The district will also undertake the following DDC upgrades to improve the operational performance of existing buildings. This year, the district undertook DDC upgrades at Alexander Robinson Elementary, Samuel Robertson Technical Secondary School, the Maintenance facility, and Riverside Centre.

## LIGHTING UPGRADES

Every year, the district undertakes several lighting upgrade projects with funding support from BC Hydro to reduce energy consumption and improve learning spaces. These upgrade projects include changing from existing high-intensity discharge, incandescent, and fluorescent lights to LEDs. In 2024, the district completed a BC Hydro-funded feasibility study on lighting upgrades for six schools. We observed that most of the lighting was fluorescent and needed to be upgraded to LED.

We plan to undertake at least one lighting upgrade in the upcoming year. The table below shows the schools up for lighting and low voltage controls installation as follows:

School	Energy Savings (kWh/year)	Budget Cost (\$)
Glenwood Elementary	25,178	\$90,000
Webster's Corners Elementary	19,728	\$75,000
Maple Ridge Secondary Annex	24,551	\$85,000
Yennadon Elementary	23,032	\$100,000
Samuel Robertson Technical	81,751	\$250,000
Thomas Haney Secondary	117,896	\$525,000

## OTHER UPGRADES FOCUSED ON REDUCTION OF ENERGY CONSUMPTION

The district has been upgrading aged terminal units to improve occupant comfort while reducing energy consumption.

Laity View Elementary's project scope was to replace one 7.5-ton gas-fired rooftop unit with one new air-to-air heat pump with gas-fired backup, new duct distribution, air balancing, and direct digital controls. The heat pump will be able to provide partial mechanical cooling in summer and partial heating in winter, which will be especially important to ensure the building is more resilient in the face of our future climate.



Before Upgrade



After Upgrade

## CONTINUOUS OPTIMIZATION (C.Op.) STUDIES

As buildings and systems age, their performance deviates from the required levels and their energy consumption increases, requiring a focused review and correction. BCH offers a continuous optimization program that provides funding to help improve the efficiency of energy-intensive systems such as HVAC. Through a retro-commissioning or recommissioning process, the focus is first identifying opportunities and then implementing simple, low-cost solutions without a significant capital investment. In 2024, the district completed three C.Op. studies and is in the process of implementing the following energy conservation measures:

### Westview Secondary

- RTU gas lock-out based on variance from setpoint
- Allow RTU outdoor air damper to modulate based on CO2 sensor
- Re-enable RTU occupancy sensors
- Rectify RTU-18 compressor operation
- Control destratification fans with reverse action thermostat

Electrical Savings (KWh/yr)	Fuel Savings (GJ/year)	Cost Savings (\$)	Emission Reduction (tCO2e)
9,752	208	\$ 3,721	10.5

### Maple Ridge Elementary

- Implement optimal starts
- Install motion sensors in the gym and multi-purpose room
- Obtain feedback from corridors

Electrical Savings (KWh/yr)	Fuel Savings (GJ/year)	Cost Savings (\$)	Emission Reduction (tCO2e)
34,447	568	\$ 33,400	28.7

### Yennadon Elementary

- Improve optimal start and align DDC schedules with occupancy
- Optimize outdoor air flow rates

Electrical Savings (KWh/yr)	Fuel Savings (GJ/year)	Cost Savings (\$)	Emission Reduction (tCO2e)
5,188	90	2,300	5.6



## ELECTRIC VEHICLE (EV) CHARGERS

In 2021, the district began gradually implementing EV chargers at selected sites. Through various incentive programs, four EV chargers were installed at two locations: c̓əsq̓ənel̓ə Elementary and the District Education Office. In 2024, four new chargers were installed at the Maintenance office. The district now has eight EV chargers in total.



*EV Chargers at c̓əsq̓ənel̓ə Elementary*

With the idea of gradually electrifying its fleet, the district purchased its first EV fleet vehicle, an electric Ford Transit, in 2023. Depending on financial feasibility, the district will continue to expand its fleet of electric vehicles (EVs) and install EV charging infrastructure at its locations.

In 2024, the district installed four new EV chargers at the Maintenance facility to service the new Maintenance EV and future EVs; the district now has eight EV chargers in total.

The district also earns carbon credits as a Part-3 Fuel supplier under the Low Carbon Fuel Standard by offering EV charging facilities to employees. To date, the district has accumulated 17 credits, which are saleable in the market. In August, the district signed an agreement with the Association of School Transportation Services of BC to act as the aggregator and sell these credits.

The district will install two more EV chargers at Edith McDermott Elementary to expand the charging network to both cities. This location was selected because it is near a shared-use facility with the city of Pitt Meadows.

## BEHAVIOURAL PROGRAMS

Student engagement is the key to the success of sustainability and behavioral programs. Refer to 2B: OTHER SUSTAINABILITY INITIATIVES earlier in this report to see all the district's behavioral programs.

## PLANS TO CONTINUE REDUCING GREENHOUSE GAS EMISSIONS IN 2025

The district has prioritized energy management and environmental sustainability as part of its overall strategy to reduce its GHG emissions. Facilities and maintenance departments will continue with HVAC and lighting upgrades to contribute to more energy-efficient buildings and better learning and working environments for students and staff. As part of the design process for new schools, the district will also continue to consult with energy modelers to ensure that all new buildings perform at optimal levels of energy efficiency.

To prepare the district for 2027 and beyond, the existing plan will be converted into a Low Carbon Strategic Action Plan (LCSAP) with a focus on promoting energy management, sustainability, and climate change and create pillars and action plan items that focus on meeting GHG emission reduction targets set by the provincial government based on funding availability within the district.

In 2025, the following projects will take place:

### MECHANICAL UPGRADES

#### Edith McDermott Elementary Boiler Plant Upgrade

- Replace existing boilers with 3x 399 MBH IBC boilers.
- Replace existing (Direct Hot Water Heaters) DHWs with tankless instantaneous Water Heaters
- Replace the existing DX unit with a heat pump for electric heating and cooling.
- The project was funded for Fiscal 2024-25 and will be completed Mid 2025.
- Estimated Energy savings: 300 GJ/year

#### Golden Ears Elementary Boiler Plant Upgrade

- Replace existing boilers with 4x399 MBH boilers
- Replace existing DHWs with tankless instantaneous Water Heaters
- Variable Frequency drives, CO<sub>2</sub>, and occupancy sensors for Air Handling Units
- Expected Energy savings: 115 GJ/year

#### Highland Park Elementary

- Replace Unit Ventilators in Classroom 1 to 10 along with sensors and controls.
- Expected Energy Savings: 88 GJ/year

### DIRECT DIGITAL CONTROL (DDC) UPGRADES

The district will also undertake the following DDC upgrades to improve the operational performance of existing buildings.

In 2025, a controls upgrade is planned for Thomas Haney Secondary to address ongoing HVAC control issues. The project scope includes the installation of new controllers, variable air volume boxes, and sensors to enhance HVAC system efficiency and responsiveness. The estimated project cost is \$512,500 with anticipated energy savings of 982 GJ per year.

More broadly, the district continues to assess HVAC control systems across its facilities to identify and address performance issues, supporting energy efficiency and occupant comfort.



## LIGHTING UPGRADES

The district will continue to invest in lighting upgrades to convert existing lights to LED fixtures with low-voltage controls, including occupancy sensors and dimmers. For 2025, it is considering the feasibility of undertaking lighting upgrades for the following locations:

- **Glenwood Elementary.** Upgrade school lighting and install low-voltage controls
- **Expected Energy Savings:** 25,178 kWh/91 GJ

## ELECTRIC VEHICLES AND CHARGING INFRASTRUCTURE

The district plans to install 1 EV charger and purchase an EV for the Riverside Centre food delivery program. The district also plans to buy a new fleet EV (Ford F-150 Lightning) for our grounds crew.

## CONTINUOUS OPTIMIZATION (C.OP.) STUDIES

The district continues to review its facilities to improve overall building performance and reduce GHG emissions. In 2025, we will be completing C.Op studies at the following schools:

- Pitt Meadows Elementary
- Davie Jones Elementary
- Kanaka Creek Elementary

In 2026, the district will be undertaking C.Op. reviews of Blue Mountain Elementary and Webster's Corners Elementary.

## BEHAVIOURAL CAMPAIGNS

For 2025, the district has planned the following campaigns:

- **Training on sustainability, climate change, and waste management for custodial staff:**  
This training will be undertaken on a professional development day to help custodial staff understand why sustainability, climate change, and waste management are essential to the district.
- **Initiate a school sustainability leaders' program:**  
The facilities department will work with the school sustainability contacts to initiate a school sustainability leaders' program wherein schoolteachers and students will meet once a month to discuss common interests, goals, and programs.
- **Summer Holiday Shutdown Campaign:**  
The Holiday Shutdown Campaign for summer 2025 focuses on teaching students about unplugging switches and lamps before going to summer break.
- **Tree Planting Drive and Outdoor Learning Spaces:**  
The district plans to continue working with the city of Maple Ridge to provide schools with an opportunity to participate in a tree plantation drive that will focus on the importance of trees, maintaining a balanced environment, and the effects and remedies for climate change.

- **Eco-Challenge Competition:**

This year, under the Energy Wise Network Campaign, the district will again undertake an Eco-Challenge Competition to promote energy conservation and sustainable practices through schools. The Eco-Challenge will comprise of 4 individual days and themes (1 per day):

- **Monday** – Electricity reduction
- **Tuesday** – Gas Reduction
- **Wednesday** – Waste Reduction
- **Thursday** – Declaration – Sign a declaration of what you can do to help fight Climate Change.

## CONCLUSION

The district continues to invest in emission reduction technologies and focus on creating energy-efficient and sustainable buildings. It strives to reduce energy consumption and emissions across its portfolio through a combination of technical and behavioral projects.

With sustained executive support and the enthusiasm of students and educators, the district will continue to focus efforts required to meet its GHG reduction goals set by the province.

## ANNEXURES: EXTRACT FROM PORTAL FOR REPORTING

### ANNEXURE - A: CCAR REPORT

#### CCAR Total GHG & Bio GHG

School District 42 - Maple Ridge 2024	
<b>t Bio CO2e, GHG, All</b>	
GHG Inventory Activity Data	18.6
GHG Inventory Estimates	
Total	18.6
<b>t CO2e, GHG, All</b>	
GHG Inventory Activity Data	3,586
GHG Inventory Estimates	
Total	3,586
<b>Total</b>	<b>3,605</b>

*Calculated: 2025.04.25 11:16*

#### CCAR Total Offsets

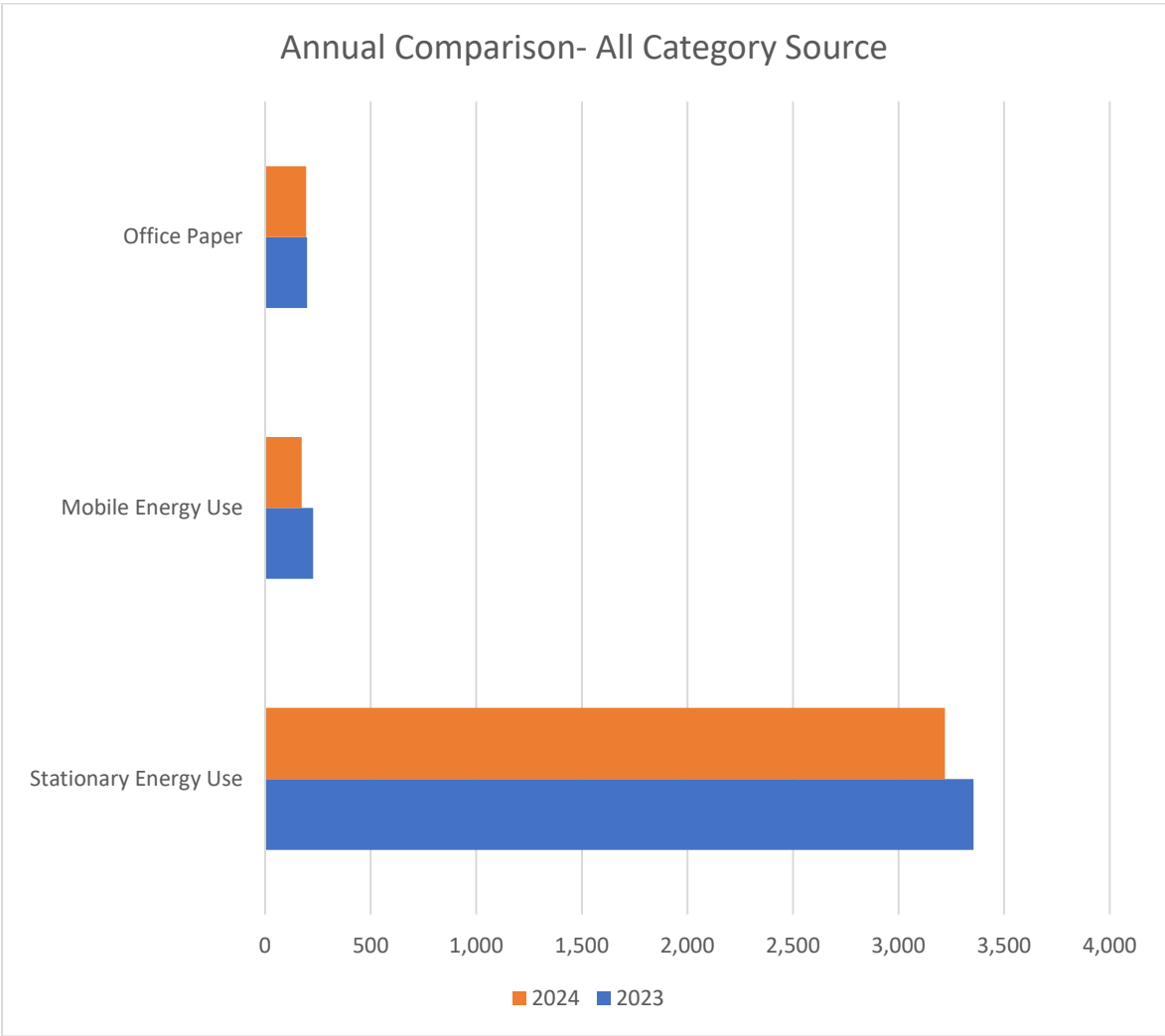
#### CCAR Total Offsets

2024 Offset Required t CO2e, GHG, All	
GHG Inventory Activity Data	3,586
GHG Inventory Estimates	
Total	3,586

*Calculated: 2025.04.28 11:16*

ANNUAL COMPARISON ORG - ALL CATEGORY SOURCES

	t CO2e, GHG, All	
	2023	2024
School District 42 - Maple Ridge		
Stationary Energy Use	3,355	3,220
Mobile Energy Use	228	173
Office Paper	199	194



## ANNEXURE - B. GHG EMISSION SOURCE DETAILS REPORT FOR 2024

	2024				
	GJ	kg	Unit (PKs)	l	t CO2e, GHG, All
<b>Direct Fuel Combustion</b>					
Offset Exempt					
Offset Required	62,497	5,701		1,601,394,902	3,130
Total	62,497	5,701		1,601,394,902	3,130
<b>Purchased Energy</b>					
Offset Exempt					
Offset Required	32,573				89.6
Total	32,573				89.6
<b>Mobile Energy Use</b>					
Offset Exempt					
Offset Required				66,336	173
Total				66,336	173
<b>Office Paper</b>					
Offset Exempt					
Offset Required			32,467		194
Total			32,467		194
<b>Fugitive Emissions</b>					
Offset Exempt					
Offset Required					
Total					
<b>Total</b>	<b>95,069</b>	<b>5,701</b>	<b>32,467</b>	<b>1,601,461,238</b>	<b>3,586</b>



**Public Board Meeting**  
**May 14, 2025**  
**Information Memo**  
**Item #12**

---

**From:** Education Advisory Committee  
**Topic:** **Receive Minutes of Meeting**

---

**RECOMMENDATION**

**THAT the Board receive the Education Advisory Committee minutes for the meeting held on May 6, 2025, for information.**

Attachment



## Minutes of the Education Advisory Committee May 6, 2025

---

### In Attendance:

#### 1. Welcome

Susanne Bonny, Ken Cober, Teresa Downs, Leanne Dunbar, Jason Franklin, Joel Olsen, Chad Raible, Darren Rowell, Chris Schultz-Lorentzen, Cheryl Schwarz, Trustee Pascale Shaw, and David Vandergugten.

#### 2. Recognition of Traditional and Unceded Territories

*The traditional and unceded territories of Katzie First Nation and Kwantlen First Nation were recognized.*

#### 3. Education Advisory Committee Minutes, April 9, 2025

*The committee reviewed the minutes from the April 9, 2025 meeting.*

#### 4. Framework for Responding to Disruptions in Classrooms and Schools

*The committee worked on the development of a framework for responding to disruptions in classrooms and schools. The committee reviewed the changes from the April 9, 2025 meeting and completed the development of the framework.*

#### 5. Adjournment

The meeting adjourned at 4:30.

---

**From:** Elaine Yamamoto, Board Chairperson

**Topic:** **Question Period**

---

**NOTICE TO THE PUBLIC**

Question period will be restricted to questions only – statements and debate will not be permitted. Questions, with the exception of Trustee questions, will be limited to one question per person. Members of the public can submit questions for the board by emailing them to [board@sd42.ca](mailto:board@sd42.ca) by no later than 5:30pm on May 14, 2025. The email subject line should read: QUESTION PERIOD. All questions received before the start of the question period will be answered in the order they are received. This agenda item has a time limit of 10 minutes; extension is at the discretion of the board.