



**PUBLIC MEETING
OF THE BOARD OF EDUCATION**

Wednesday, October 10, 2012
6:00 p.m.

District Education Office
22225 Brown Avenue
Boardroom

A G E N D A

“The capacity for uplift is part of what makes us essentially, euphorically human.” ~ Jessica Winter

A – OPENING PROCEDURES

ITEM 1

1. Call to Order
2. Correspondence
 - i. Zora Andjelic, Planning Technician – City of Pitt Meadows
3. Ordering of Agenda
4. Invitation for Public Input to matters on the Agenda

B – CONFIRMATION OF MINUTES

ITEM 2

1. September 26, 2012

C – PRESENTATIONS

ITEM 3

1. Christina Shearme - Parent Education Programs,
Family Education & Support Centre

D – DELEGATIONS

E – CHAIR REPORT

1. Change of November Board Meeting date

ITEM 4

F – DEFERRED ITEMS

G – TRUSTEE MOTIONS

H – CHIEF EXECUTIVE OFFICER’S REPORT

1. Decision Items
 - a) Superintendent of Schools
 - b) Deputy Superintendent
 - c) Secretary Treasurer
 - i. Eligible School Sites Proposal – 2012 - 2016 Capital Plan
 - ii. Five-Year Capital Plan
 - iii. Board Policy Development Committee
 - iv. Board Policy Approval – Replacements for

ITEM 5

ITEM 6

ITEM 7

ITEM 8

Procedural Bylaw – September 22, 2009:
2320, 2400, 2915 and 2918

v. Board Policy Approval: 9510, 10510, 10540 ITEM 9

2. Information Items

- a) Superintendent of Schools
- b) Deputy Superintendent ITEM 10
 - i. Stewart Sonne, Director of Secondary and Adult Education and Alan Millar, Principal, Aboriginal Education – Achievement Contract
- c) Secretary Treasurer

I – COMMITTEE BUSINESS

1. Committees of the Whole

- a) 2011 - 2012 Finance
- b) 2012 - 2013 Budget
- c) Advocacy
- d) Human Resources

2. Committee & Advisory Committee Reports

- a) Aboriginal Education
- b) Board Policy Development
- c) District Student Advisory
- d) Education
- e) French Immersion Advisory
- f) Inclusive Education
- g) Transportation

J – QUESTION PERIOD

- 1. Trustee Questions
- 2. Staff Questions
- 3. Employee Group Questions
- 4. DPAC Questions
- 5. Public Questions

K – TRUSTEE REPORTS

- 1. BC School Trustees' Association Provincial Council
- 2. District Parent Advisory Council
- 3. Joint Parks and Leisure Services
- 4. Municipal Advisory & Accessibility
- 5. Ridge Meadows Community Arts Council
- 6. Ridge Meadows Education Foundation
- 7. Social Planning Advisory
- 8. Tzu Chi Foundation
- 9. Youth Society
- 10. Other Board Liaison Representative Reports
 - a) Good News Items
 - b) Public Disclosure of Closed Meeting Business ITEM 11

L – OTHER BUSINESS

M – ADJOURNMENT

Every student deserves safe and supportive learning environments free of bullying behaviours



To: Board of Education

From: Chairperson
Mike Murray

Re: **OPENING PROCEDURES**

Date: October 10, 2012
(Public Board Meeting)

Decision

- i. Zora Andjelic, Planning Technician – City of Pitt Meadows
*(September 10, 2012) Subject: 2011 Census Data:
Population Growth, Age and Sex Distribution*

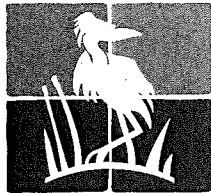
RECOMMENDATION:

THAT the Board receive all correspondence for information.

Attachment

RECOMMENDATION:

THAT the Agenda be ordered as circulated.



The *Natural* Place

City of Pitt Meadows

September 10, 2012

Jan Unwin
Superintendent of Schools
School District No. 42
Maple Ridge, BC
V2X 8N6

Dear Ms. Unwin

Re: 2011 Census Data: Population Growth, Age, and Sex Distribution

The City of Pitt Meadows Planning Department prepared a report on Population Growth, Age, and Sex Distribution based on 2011 Census data. The report was presented to Council who recommended the report be forwarded to the ~~School Board~~ for information. (See Attachment).

For more information, please contact the undersigned at 604-465-2441 or email at zandjelic@pittmeadows.bc.ca

Yours truly,

Zora Andjelic,
Planning Technician

Enclosure

ZA:kw

cc: Dana Parr
Gord Gillespie



To: Board of Education

From: Chairperson
Mike Murray

Re: **CONFIRMATION OF MINUTES**

Date: October 10, 2012
(Public Board Meeting)

Decision

RECOMMENDATION:

THAT the Minutes of the September 26, 2012 Public Board Meeting be approved as circulated.

Attachment

IN ATTENDANCE:

BOARD MEMBERS:

Board Chairperson – Mike Murray
Vice-Chairperson – Eleanor Palis
Trustee – Susan Carr
Trustee – Ken Clarkson
Trustee – Kathy Marshall
Trustee – Sarah Nelson

STAFF:

Superintendent – Jan Unwin
Secretary Treasurer – Wayne Jefferson
Deputy Superintendent – Laurie Meston
Mgr. of Communications/Community Relations – Irena Pochop
Executive Assistant – Tracy Orobko

ABSENT:

Trustee – Dave Rempel

A. OPENING PROCEDURES

Call to Order

The meeting was called to order at 6:00 p.m.

The Chair welcomed and thanked everyone for attending.

1. Correspondence
2. Ordering of Agenda

Moved: Trustee Palis

Seconded: Trustee Carr

THAT the Agenda be ordered as circulated.

CARRIED

The Chair opened the floor to others wanting to speak to the Agenda.

B. CONFIRMATION OF MINUTES

1. September 12, 2012 Public Board Meeting Minutes

Moved: Trustee Clarkson

Seconded: Trustee Nelson

THAT the Minutes of the September 12, 2012 Public Board Meeting be approved as circulated.

CARRIED

C. PRESENTATIONS

Summer Learning 2012 - Bruce Grady, District Principal – Riverside Centre

Bruce Grady, District Principal - Riverside Centre, provided a presentation for *Summer Learning 2012: Get R.E.A.L.* - "Get Real: Resilient Engaged Active Learning".

Teachers: Drew Clutchey (SRT), Sue Beyer (GSS), Tom Levesque (PMSS), Erin Talbot (THSS), Trevor Takasaki (THSS), Carla Van Der Pauw (THSS), Nicole Von Krogh (WSS) provided a presentation modeling the collaborative style used during the Summer Learning program.

A day in the life of Summer Learning was presented displaying the efforts of building the feeling, culture and community within the program.

Highlights of Summer Learning included: Student pods; Teacher Assistants; activities/field trips; planners/schedules; guided inquiry; Ipads/laptops; collaborative planning/interdisciplinary approach; Student Aides - gaining volunteer hours including post-secondary students; peer mentors/role models; students felt highly productive with the technology component.

In follow-up, the group would like to conduct staff presentations, student follow-up, carrying the model over to schools and building collaborative time.

The Chair opened the floor to questions and comments.

The Board invited the group to return at year's end for an update on transitioning processes to the regular school year.

The Superintendent relayed Senior Staff and Board support for the innovation of Summer Learning requesting the group's assistance with shifting the current structure and providing a challenge: "How can what you do, be the new system for high school?"

Moved: Trustee Palis

Seconded: Trustee Carr

THAT the Board receive District Principal, Bruce Grady's Summer Learning presentation for information.

CARRIED

Trustee Clarkson exited the meeting at 6:53 p.m.

D. DELEGATIONS

E. CHAIR REPORT

F. DEFERRED ITEMS

G. TRUSTEE MOTIONS

H. CHIEF EXECUTIVE OFFICER'S REPORT

1. Decision Items

- a) Superintendent of Schools**
- b) Deputy Superintendent**
- c) Secretary Treasurer**

Capital Project Bylaw No. 116190 – Kanaka Creek Elementary Building Envelope Project

Moved: Trustee Marshall

Seconded: Trustee Carr

THAT Capital Project Bylaw 116190 – Kanaka Creek Elementary Building Envelope Project be given three (3) readings at this meeting (vote must be unanimous).

CARRIED

Trustee Clarkson joined the meeting at 6:54 p.m.

Moved: Trustee Palis

Seconded: Trustee Carr

THAT Capital Project Bylaw No. 116190 – Kanaka Creek Elementary Building Envelope Project be read a first time.

CARRIED

Moved: Trustee Marshall

Seconded: Trustee Palis

THAT Capital Project Bylaw No. 116190 – Kanaka Creek Elementary Building Envelope Project be read a second time.

CARRIED

Moved: Trustee Palis

Seconded: Trustee Marshall

THAT Capital Project Bylaw No. 116190 – Kanaka Creek Elementary Building Envelope Project be read a third time, passed and adopted.

CARRIED

Carbon Neutral Capital Bylaw 126455 – Carbon Neutral Capital Program

The Secretary Treasurer provided background on the Ministry of Education’s decision to reinvest carbon offsets into schools.

Moved: Trustee Clarkson

Seconded: Trustee Carr

THAT Capital Project Bylaw No. 126455 – Carbon Neutral Capital Program be given three (3) readings at this meeting (vote must be unanimous).

CARRIED

Moved: Trustee Carr

Seconded: Trustee Clarkson

THAT Capital Project Bylaw No. 116190 – Carbon Neutral Capital Program be read a first time.

CARRIED

Moved: Trustee Palis

Seconded: Trustee Marshall

THAT Capital Project Bylaw No. 116190 – Carbon Neutral Capital Program be read a second time.

CARRIED

Moved: Trustee Palis

Seconded: Trustee Carr

THAT the Board pass Capital Project Bylaw No. 116190 – Carbon Neutral Capital Program be read a third time, passed and adopted.

CARRIED

Board Policy Development Committee Recommended Changes – Governance Modeling

Moved: Trustee Clarkson

Seconded: Trustee Nelson

THAT the Board rescind Procedural Bylaw: September 22, 2009 and replace with a Board policy.

IT IS FURTHER RECOMMENDED THAT the attached Procedural Bylaw, September 22, 2009, be rescinded as read a second time.

CARRIED

2. Information Items

a) Superintendent of Schools

Erase Bullying Strategy

The Superintendent referred to the report attached with the Agenda providing background on Theresa Campbell's findings on school Codes of Conduct. Bruce Cummings has been appointed Safe Schools Coordinator.

A question was asked regarding funds attached to the strategy. The Ministry of Education has indicated the cost of training will be covered however each School District is required to find their own release time for TOC backfill affording teachers to get the required training. Comments regarding the recent success of "Breaking Down the Walls" event at Garibaldi Secondary were provided.

The Superintendent will be inviting RCMP Const. A. Dunlop and B. Cummings to make a presentation to the Board in due course.

Moved: Trustee Palis

Seconded: Trustee Clarkson

THAT the Board receive the Superintendent's Erase Bullying Strategy report for information.

CARRIED

Regional Graduation Requirements Dialogue

The Superintendent is coordinating an invitational forum anticipating 300 people representing six school districts in the Fraser Valley. Five questions will be posed for critical discussion and feedback soliciting enhancement to existing curriculum. Discussion ensued regarding recent graduates, parents, trades and life skills in general.

Moved: Trustee Palis

Seconded: Trustee Clarkson

THAT the Board receive the Superintendent's Regional Graduation Requirements Dialogue Report for Information.

CARRIED

b) Deputy Superintendent

Achievement Contract – Early Learning

Deputy Superintendent, Laurie Meston presented the first of three parts of the Achievement Contract highlighting: comprehensive mentoring program for Full Day Kindergarten; showcasing the successful coordination of networking of teachers; commenting on the success of the Katzie 'PALS' group; early

learning is the foundation of student engagement and success; and support of continued dialogue between Strong Start facilitators and kindergarten teachers was encouraged.

The Achievement Contract can be viewed on the School District's website.

Moved: Trustee Marshall

Seconded: Trustee Clarkson

THAT the Board receive the Achievement Contract as provided by the Deputy Superintendent for information.

CARRIED

c) **Secretary Treasurer**

I. COMMITTEE BUSINESS

Inclusive Education. Trustee Clarkson provided information from a parent whose special needs child has been granted the same teacher and Special Education Assistant ("SEA") as last year and encouraged the Board to continue with the practice. Discussion ensued regarding SEA Bumping and layoffs. Question was asked regarding the mid-year bumping to which the Deputy Superintendent responded the matter is on the table with respect to bargaining.

J. QUESTION PERIOD

K. TRUSTEE REPORTS

Municipal Advisory and Accessibility Trustee Marshall reported the group would like to make a presentation to the Board. At the last meeting, there was a review of accomplishments from the last year and business plan for next year. Their next meeting is October 18th however. Trustee Marshall is unable to attend. Chair Murray will review his schedule and will attend in her place.

Good News Items

Trustee Nelson attended Alouette Elementary observing multi-aged classes for grades 5, 6 and 7 and the positive interaction between ages on school grounds.

Trustees Palis, Carr and Nelson attended the recent Pitt Meadows Secondary awards ceremony and were pleased to see the students supporting each other.

L. OTHER BUSINESS

M. ADJOURNMENT

Moved: Trustee Palis

Seconded: Trustee Nelson

THAT the meeting of the Board be adjourned at 8:09 p.m.

CARRIED

Mike Murray, Chairperson

Flavia Coughlan, Secretary Treasurer



To: Board of Education

From: Chairperson
Mike Murray

Re: **PRESENTATIONS**

Date: October 10, 2012
(Public Board Meeting)

Information

1. Christina Shearme – Parent Education Programs,
Family Education & Support Centre

RECOMMENDATION:

THAT the Board receive the presentation for information.



To: Board of Education

From: Chairperson
Mike Murray

Re: **CHAIR REPORT –**
CHANGE OF BOARD MEETING DATES

Date: October 10, 2012
(Public Board Meeting)

Decision

In light of other events impacting the upcoming November Board meetings, it is proposed the Board adopt an amended schedule for the month of November reflecting a change from the November 14, 2012 Board meeting date to November 7.

Accordingly, it is proposed that the November Closed and Public Board meetings be held on Wednesday, November 7 and 28, 2012.

RECOMMENDATION:

THAT the Board approve the change of meeting date from November 14, 2012 to November 7, 2012.



To: Board of Education

From: Secretary Treasurer
Flavia Coughlan

Re: **ELIGIBLE SCHOOL SITES PROPOSAL** Date: October 10, 2012
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

The Eligible School Site 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 pursuant to the *Local Government Act*.

This report estimates the number of eligible school age children which would be generated by residential growth and to estimate the number of eligible school site requirements for the School District, including approximate number, location and cost of school sites proposed to be included in the 2012–2016 Facilities Capital Budget.

The Eligible School Site Proposal was initially incorporated into the 2001-2002 capital budget submission and involved extensive consultation with District of Maple Ridge and City of Pitt Meadows as well as the development community. Both municipalities have undertaken major revisions to their Official Community Plans and land use bylaws and have provided revised 10 year projections for residential development which were incorporated into these projections.

There will be no change to school site acquisition charge (SSAC) bylaw rate applied to new development units, based on calculations consistent with Provincial School Site Acquisition Charge Regulations. The SSAC bylaw rate was set in 2007 at the maximum allowed by the *Local Government Act* and Provincial Regulations and is still in effect (see attached: Capital Bylaw #1A, 2007 – School Site Acquisition Charge Bylaw).

The following information has been considered:

1. The Eligible School Site Proposal projections have been discussed with planning department staff for City of Pitt Meadows and District of Maple Ridge, who provided local government's forecasts for new housing which has been included in the report for the period 2012-2021 (See Schedule 'A').
2. A projection of the number of children of school age, as defined in the *School Act*, that will be added to the School District as the result of the projected eligible development units for the period 2012-2021 (Schedule 'A').

3. The approximate size and the number of school sites required to accommodate the number of children projected under paragraph (2). (Schedule 'B').
4. The approximate location and value of school sites referred to in paragraph (3) (Schedule 'B').

RECOMMENDATION:

THAT the Board approve the following eligible school site proposal:

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

IT IS RESOLVED THAT:

1. Based on information from local government, the Board of Education of School District No.42 estimates there will be approximately 9,352 new development units constructed in the School District over the next 10 years, as presented in Schedule 'A';
2. These 9,352 new development units will be home to an estimated 3,793 school age children, as presented in Schedule 'A';
3. The School Board expects seven (7) new school sites and one (1) site expansion, over the ten-year period, will be required as the result of this growth in the school district. The site acquisitions will be generally located as presented in Schedule 'B';
4. According to Ministry of Education site standards, the School Board expects that the eligible school sites will require a total acquisition of 22.54 hectares (55.7 acres) of land, as presented in Schedule 'B'. These sites should be purchased within ten years and, at current serviced land costs, the land will cost approximately \$32 million.
5. That the Eligible School Sites Proposal as adjusted be incorporated in the 5 Year Facility Capital Budget, 2012-2016, and submitted to the Ministry of Education.

ATTACHMENTS:

Schedule A

Schedule B

Copy: Capital Bylaw #1A, 2007 - School Site Acquisition Charge Bylaw

SCHEDULE 'A'
School District No. 42 (Maple Ridge – Pitt Meadows)

Ten Year Projections (2012-2021) - Eligible Development Units and School Age Children

| Table 1 - Growth Forecasts - Housing Units Completions By Type (10 year forecast - completions for previous school year by July 1st.) | | | | | | | | | | | |
|--|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------------|
| Year | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 10 yr Tot. |
| <i>District of Maple Ridge</i> | | | | | | | | | | | |
| Single Detached | 350 | 400 | 400 | 410 | 426 | 426 | 426 | 426 | 426 | 426 | 4,116 |
| Row House | 118 | 170 | 180 | 199 | 200 | 200 | 200 | 200 | 200 | 200 | 1,867 |
| Low Rise Apart. | 130 | 180 | 220 | 245 | 275 | 275 | 275 | 275 | 274 | 274 | 2,423 |
| <i>City of Pitt Meadows</i> | | | | | | | | | | | |
| Single Detached | 35 | 35 | 35 | 35 | 35 | 35 | 35 | 35 | 29 | 29 | 338 |
| Row House | 42 | 42 | - | - | - | - | - | - | - | - | 84 |
| Low Rise Apart. | 52 | 52 | 52 | 52 | 52 | 52 | 53 | 53 | 53 | 53 | 524 |

| Table 2 - SCHOOL DISTRICT 42 - ELIGIBLE DEVELOPMENT UNITS (Annual totals by housing type, 2012-2021) | | | | | | | | | | | 10 yr Total |
|---|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|--------------------|
| Single Detached | 385 | 435 | 435 | 445 | 461 | 461 | 461 | 461 | 455 | 455 | 4,454 |
| Row House | 160 | 212 | 180 | 199 | 200 | 200 | 200 | 200 | 200 | 200 | 1,951 |
| Low Rise Apart. | 182 | 232 | 272 | 297 | 327 | 327 | 328 | 328 | 327 | 327 | 2,947 |
| Total Units | 727 | 879 | 887 | 941 | 988 | 988 | 989 | 989 | 982 | 982 | 9,352 |

| Table 3 - PROJECTED SCHOOL AGE YIELD (From Eligible development unit projections 2012-2021) | | | | | | | | | | | Eligible Students |
|--|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|--------------------------|
| Single Detached | 251 | 283 | 283 | 289 | 300 | 300 | 300 | 300 | 296 | 296 | 2,895 |
| Row House | 75 | 98 | 81 | 88 | 86 | 84 | 82 | 82 | 80 | 80 | 780 |
| Low Rise Apt. | 9 | 11 | 13 | 13 | 14 | 14 | 14 | 13 | 13 | 13 | 118 |
| Total EDU Students | 334 | 391 | 376 | 390 | 400 | 398 | 395 | 395 | 389 | 389 | 3,793 |

| Table 4 - PROJECTED AVERAGE YIELD FACTORS (July 1, 2012-2021) | | | | | | | | | | | Yield (2019) |
|--|--------|--------|--------|--------|--------|--------|--------|--------|------|------|---------------------|
| Single Detached | 0.6507 | 0.6506 | 0.6505 | 0.6504 | 0.6503 | 0.6502 | 0.6501 | 0.6501 | 0.65 | 0.65 | 0.65 |
| Row House | 0.47 | 0.46 | 0.45 | 0.44 | 0.43 | 0.42 | 0.41 | 0.41 | 0.4 | 0.4 | 0.4 |
| Low Rise Apt. | 0.048 | 0.047 | 0.046 | 0.045 | 0.044 | 0.043 | 0.042 | 0.041 | 0.04 | 0.04 | 0.04 |



SCHEDULE 'B'
School District No. 42 (Maple Ridge – Pitt Meadows)

ELIGIBLE SCHOOL SITES PROPOSAL - 2012 CAPITAL PLAN
(Does not include eligible sites already approved for acquisition)

| Proposed Elementary School Sites General Location | Size (Ha) | Cost \$ |
|--|------------------|---------------------|
| Albion South Area Elementary (Site Expansion) | 1.4 Ha | \$1,915,000 |
| Albion North Area Elementary | 2.59 Ha | \$4,255,000 |
| Silver Valley Central Area | 2.59 Ha | \$4,416,000 |
| Silver Valley West | 2.59 Ha | \$3,680,000 |
| Silver Valley East | 2.59 Ha | \$2,944,000 |
| Silver Valley North | 2.59 Ha | \$2,208,000 |
| Albion East | 2.59 Ha | \$4,048,000 |
| Proposed Secondary School Sites General Location | Size (Ha) | Cost \$ |
| Silver Valley Secondary | 5.6 Ha | 8,400,750 |
| TOTAL (7 new school sites and 1 site expansion) | 22.54 Ha | \$31,866,750 |



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.

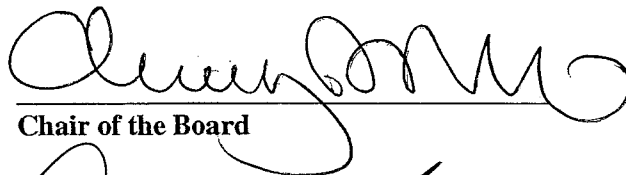
8. This Bylaw shall be cited for all purposes as the "School District No.42 (Maple Ridge-Pitt Meadows) Capital Bylaw No. 1A- 2007 (Re: School Site Acquisition Charge Capital Bylaw)".

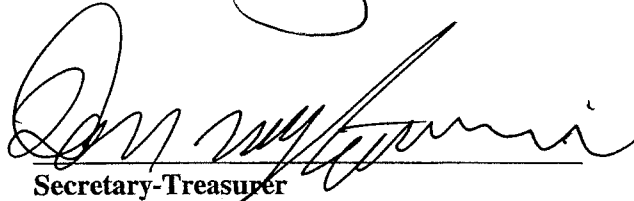
READ A FIRST TIME THE 25TH DAY OF APRIL, 2007

READ A SECOND TIME THE 25th DAY OF APRIL, 2007

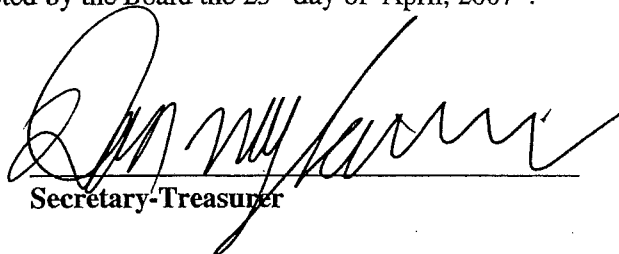
READ A THIRD TIME, PASSED AND ADOPTED THE 25th DAY OF APRIL, 2007




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 25th day of April, 2007 .


Secretary-Treasurer

SCHEDULE 'A'
School District No. 42 (Maple Ridge – Pitt Meadows)

Ten Year Projections (2012-2021) - Eligible Development Units and School Age Children

| Table 1 - Growth Forecasts - Housing Units Completions By Type (10 year forecast - completions for previous school year by July 1st.) | | | | | | | | | | | |
|--|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------------|
| Year | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 10 yr Tot. |
| <i>District of Maple Ridge</i> | | | | | | | | | | | |
| Single Detached | 350 | 400 | 400 | 410 | 426 | 426 | 426 | 426 | 426 | 426 | 4,116 |
| Row House | 118 | 170 | 180 | 199 | 200 | 200 | 200 | 200 | 200 | 200 | 1,867 |
| Low Rise Apart. | 130 | 180 | 220 | 245 | 275 | 275 | 275 | 275 | 274 | 274 | 2,423 |
| <i>City of Pitt Meadows</i> | | | | | | | | | | | |
| Single Detached | 35 | 35 | 35 | 35 | 35 | 35 | 35 | 35 | 29 | 29 | 338 |
| Row House | 42 | 42 | - | - | - | - | - | - | - | - | 84 |
| Low Rise Apart. | 52 | 52 | 52 | 52 | 52 | 52 | 53 | 53 | 53 | 53 | 524 |

| Table 2 - SCHOOL DISTRICT 42 - ELIGIBLE DEVELOPMENT UNITS (Annual totals by housing type, 2012-2021) | | | | | | | | | | | 10 yr Total |
|---|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|--------------------|
| Single Detached | 385 | 435 | 435 | 445 | 461 | 461 | 461 | 461 | 455 | 455 | 4,454 |
| Row House | 160 | 212 | 180 | 199 | 200 | 200 | 200 | 200 | 200 | 200 | 1,951 |
| Low Rise Apart. | 182 | 232 | 272 | 297 | 327 | 327 | 328 | 328 | 327 | 327 | 2,947 |
| Total Units | 727 | 879 | 887 | 941 | 988 | 988 | 989 | 989 | 982 | 982 | 9,352 |

| Table 3 - PROJECTED SCHOOL AGE YIELD (From Eligible development unit projections 2012-2021) | | | | | | | | | | | Eligible Students |
|--|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|--------------------------|
| Single Detached | 251 | 283 | 283 | 289 | 300 | 300 | 300 | 300 | 296 | 296 | 2,895 |
| Row House | 75 | 98 | 81 | 88 | 86 | 84 | 82 | 82 | 80 | 80 | 780 |
| Low Rise Apt. | 9 | 11 | 13 | 13 | 14 | 14 | 14 | 13 | 13 | 13 | 118 |
| Total EDU Students | 334 | 391 | 376 | 390 | 400 | 398 | 395 | 395 | 389 | 389 | 3,793 |

| Table 4 - PROJECTED AVERAGE YIELD FACTORS (July 1, 2012-2021) | | | | | | | | | | | Yield (2019) |
|--|--------|--------|--------|--------|--------|--------|--------|--------|------|------|---------------------|
| Single Detached | 0.6507 | 0.6506 | 0.6505 | 0.6504 | 0.6503 | 0.6502 | 0.6501 | 0.6501 | 0.65 | 0.65 | 0.65 |
| Row House | 0.47 | 0.46 | 0.45 | 0.44 | 0.43 | 0.42 | 0.41 | 0.41 | 0.4 | 0.4 | 0.4 |
| Low Rise Apt. | 0.048 | 0.047 | 0.046 | 0.045 | 0.044 | 0.043 | 0.042 | 0.041 | 0.04 | 0.04 | 0.04 |



SCHEDULE 'B'
School District No. 42 (Maple Ridge – Pitt Meadows)

ELIGIBLE SCHOOL SITES PROPOSAL - 2012 CAPITAL PLAN
(Does not include eligible sites already approved for acquisition)

| Proposed Elementary School Sites General Location | Size (Ha) | Cost \$ |
|---|-----------------|---------------------|
| Albion South Area Elementary (Site Expansion) | 1.4 Ha | \$1,915,000 |
| Albion North Area Elementary | 2.59 Ha | \$4,255,000 |
| Silver Valley Central Area | 2.59 Ha | \$4,416,000 |
| Silver Valley West | 2.59 Ha | \$3,680,000 |
| Silver Valley East | 2.59 Ha | \$2,944,000 |
| Silver Valley North | 2.59 Ha | \$2,208,000 |
| Albion East | 2.59 Ha | \$4,048,000 |
| Proposed Secondary School Sites General Location | Size (Ha) | Cost \$ |
| Silver Valley Secondary | 5.6 Ha | 8,400,750 |
| TOTAL (7 new school sites and 1 site expansion) | 22.54 Ha | \$31,866,750 |



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.

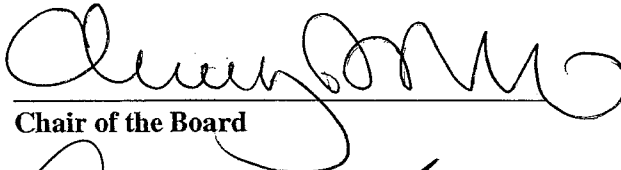
8. This Bylaw shall be cited for all purposes as the "School District No.42 (Maple Ridge-Pitt Meadows) Capital Bylaw No. 1A- 2007 (Re: School Site Acquisition Charge Capital Bylaw)".

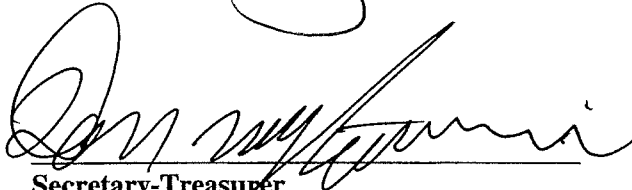
READ A FIRST TIME THE 25TH DAY OF APRIL, 2007

READ A SECOND TIME THE 25th DAY OF APRIL, 2007

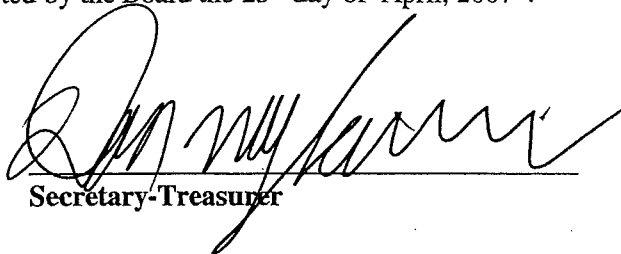
READ A THIRD TIME, PASSED AND ADOPTED THE 25th DAY OF APRIL, 2007




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 25th day of April, 2007 .


Secretary-Treasurer



To: Board of Education

From: Secretary Treasurer
Flavia Coughlan

Re: **FIVE YEAR CAPITAL PLAN**

Date: October 10, 2012
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

The current Capital Plan for the Maple Ridge-Pitt Meadows School District was prepared by staff at the request of Ministry of Education (MOE) and approved by the Board on June 30, 2010. (Attachment A – 2010/2014 Capital Plan)

In essence this capital plan was a rollover of past capital plans. The Board identified the need for a new elementary school in Albion South as its first priority for funding followed by the need to increase the capacity of Samuel Robertson Technical Secondary (from a nominal capacity of 600 students to 1000 students).

The 2010 Capital Plan did not include any seismic projects as the MOE was working with the Association of Professional Engineers and Geoscientists of British Columbia (APEGBC) to re-assess the schools under new seismic criteria.

The 2010/2014 Capital Plan was accompanied by a resolution of the Board with respect to Eligible School Sites. This resolution was consistent with the Maple Ridge Official Community Plan and the Board Bylaw #1A, 2007 – School Site Acquisition Charge Bylaw. The table below shows the proposed elementary and secondary school sites included in the 2010/2014 capital plan that have not already been approved for acquisition (i.e. Albion South Area Elementary site).

| Proposed Elementary School Sites General Location | Size (Ha) | Cost \$(mil) |
|--|----------------------|-------------------------|
| Albion North Area Elementary | 2.59 Ha | 3.70 |
| Silver Valley Central Area Elementary | 2.59 Ha | 3.84 |
| Silver Valley West Elementary | 2.59 Ha | 3.20 |
| Silver Valley East Elementary | 2.59 Ha | 2.56 |
| Silver Valley North Elementary | 2.59 Ha | 1.92 |
| Albion East Elementary | 2.59 Ha | 3.52 |
| Silver Valley Secondary | 5.6 Ha | 7.31 |
| TOTAL (7 sites) | 18.55 Ha | 26.05 |

2012/2013 Five Year Capital Plan

On May 18 2012, the Ministry of Education issued the 2012/13 Capital Plan Instructions (Attachment B). Capital projects eligible for submission include seismic projects, new school project requests, as well as building envelope projects and mechanical upgrade projects. The deadline for 2012/13 Capital Plan submissions to the Ministry is October 15, 2012.

The proposed 2012/13 Five Year Capital Plan lists projects for the fiscal years 2012/13 to 2016/17 according to the Board's assigned priority of capital needs. (Attachment C)

The short timeline given for the preparation and submission of a five year capital plan did not allow for a comprehensive review of the existing Capital Plan to be undertaken. The projects included in this Capital Plan include new schools, building additions, building envelope remediation, renovations and acquisitions of new school sites.

Staff focused on completing the due diligence related to the new South Albion Elementary school which is the Board's number one priority for funding. A Project Identification Report (PIR) was completed by King & Company for the new South Albion Elementary school and will be included in the capital plan submission to MOE. The PIR confirmed the immediate need for a new elementary school for 500 students in the South Albion area to accommodate future elementary enrolment. The estimated cost for this project is \$ 17.73 million.

The Board's second priority remains the expansion of Samuel Robertson Technical Secondary School from 600 to 1,000 capacity school. Currently there are 13 portables used at this school to accommodate enrollment in an area that continues to grow.

School District Facilities Plan

In order to ensure that future Capital Plan submissions accurately reflect the priorities and needs of the Maple Ridge-Pitt Meadows School District, staff's recommendation is that a comprehensive School District Facilities Plan be prepared over the next twelve months in consultation with stakeholders, educators, the community and the two municipalities. The School District Facilities Plan will identify and rationalize current and future capital requirements for new schools, school expansion and consolidation; school replacement or upgrades based on building condition, seismic vulnerability and ongoing maintenance/life cycle costs; as well as new government initiatives. Once completed, the School District Facilities Plan will provide the critical context for discussions with the municipalities regarding eligible school sites, the Ministry regarding high priority project requests, and the community regarding the board's vision and priorities surrounding district facilities. The School District Facilities Plan will also inform the Board's Strategic Plan.

RECOMMENDATIONS:

- 1) THAT the Board approve the 2012/2013 Five Year Capital Plan as presented for submission to the Ministry of Education.
- 2) THAT the Board direct staff to prepare a School District Facilities Plan.



CP2 - Five Year Capital Plan Summary

School District: 42 Maple Ridge - Pitt Meadows

Capital Plan Year: 2010/2011

Capital Plan Submission Date:

12-JUL-2010

| Existing Project Priority | School District No. | School District Reference No. | Project Title | Year One | Year Two | Year Three | Year Four | Year Five | Total Funding |
|------------------------------|------------------------|----------------------------------|---|-------------|-------------|---------------|--------------|--------------|------------------|
| 1 | 101584 | 1 | NEW - ALBION SOUTH ELEMENTARY NEW 80K/450 ELEMENTARY SCHOOL. | \$0 | \$0 | \$12,470,401 | \$0 | \$0 | \$12,470,401 |
| 2 | 114823 | 6 | ADD - SAMUEL ROBERTSON TECHNICAL SECONDARY INCREASE CAPACITY FROM 600 TO 1000. | \$0 | \$0 | \$13,504,272 | \$0 | \$0 | \$13,504,272 |
| 3 | 105765 | 15 | NEW - ALBION NORTH ELEMENTARY SITE ACQUISITION FOR A NEW 80K/300 ELEMENTARY SCHOOL. | \$0 | \$0 | \$3,775,000 | \$10,499,255 | \$0 | \$14,274,255 |
| 4 | 116182 | 42004 | MECHUP - WESTVIEW SECONDARY MECHANICAL UPGRADE | \$250,000 | \$0 | \$0 | \$0 | \$0 | \$250,000 |
| 5 | 116191 | 42001 | BEP - MAPLE RIDGE SECONDARY BUILDING ENVELOPE UPGRADE | \$2,130,000 | \$0 | \$0 | \$0 | \$0 | \$2,130,000 |
| 6 | 116190 | 42037 | BEP - KANAKA CREEK ELEMENTARY BUILDING ENVELOPE UPGRADE | \$2,710,000 | \$0 | \$0 | \$0 | \$0 | \$2,710,000 |
| 7 | 116189 | 42014 | BEP - MAPLE RIDGE ELEMENTARY BUILDING ENVELOPE UPGRADE | \$629,000 | \$0 | \$0 | \$0 | \$0 | \$629,000 |
| 8 | 116188 | 42038 | BEP - THOMAS HANEY CENTRE BUILDING ENVELOPE UPGRADE | \$0 | \$1,187,000 | \$0 | \$0 | \$0 | \$1,187,000 |

CP2 - Five Year Capital Plan Summary

School District: 42 Maple Ridge - Pitt Meadows

Capital Plan Year: 2010/2011

Capital Plan Submission Date:

12-JUL-2010

| Existing Project Priority | Project No. | School District Reference No. | Project Title | Year One | Year Two | Year Three | Year Four | Year Five | Total Funding |
|------------------------------|----------------|----------------------------------|--|-------------|-------------|---------------|--------------|--------------|------------------|
| 9 | 116187 | 42005 | BEP - ALBION ELEMENTARY BUILDING ENVELOPE UPGRADE | \$0 | \$1,725,000 | \$0 | \$0 | \$0 | \$1,725,000 |
| 10 | 116186 | 42009 | BEP - FAIRVIEW ELEMENTARY BUILDING ENVELOPE UPGRADE | \$0 | \$2,290,000 | \$0 | \$0 | \$0 | \$2,290,000 |
| 11 | 116183 | 42017B | BEP - PITT MEADOWS ELEMENTARY BUILDING ENVELOPE UPGRADE | \$0 | \$0 | \$449,000 | \$0 | \$0 | \$449,000 |
| 12 | 116185 | 42035 | BEP - ALOUETTE ELEMENTARY SCHOOL BUILDING ENVELOPE UPGRADE | \$0 | \$0 | \$708,000 | \$0 | \$0 | \$708,000 |
| 13 | 116184 | 42003 | BEP - PITT MEADOWS SECONDARY BUILDING ENVELOPE UPGRADE | \$0 | \$0 | \$1,765,000 | \$0 | \$0 | \$1,765,000 |
| 14 | 101582 | 14 | NEW - SILVER VALLEY WEST ELEMENTARY SITE ACQUISITION FOR A NEW 40/275 ELEMENTARY SCHOOL. | \$0 | \$0 | \$0 | \$3,275,000 | \$10,103,943 | \$13,378,943 |
| 15 | 114820 | 42017 | RENO - PITT MEADOWS ELEMENTARY MAJOR RENOVATION. | \$0 | \$0 | \$0 | \$5,352,407 | \$0 | \$5,352,407 |
| 16 | 101583 | 8 | NEW - SILVER VALLEY CENTRAL ELEMENTARY SITE ACQUISITION FOR A NEW 40K/275 ELEMENTARY SCHOOL. | \$0 | \$0 | \$0 | \$3,915,000 | \$0 | \$3,915,000 |



CP2 - Five Year Capital Plan Summary

School District: 42 Maple Ridge - Pitt Meadows

Capital Plan Year: 2010/2011

Capital Plan Submission Date: 12-JUL-2010

| Existing Project Priority | Project No. | School District Reference No. | Project Title | Year One | Year Two | Year Three | Year Four | Year Five | Total Funding |
|------------------------------|----------------|----------------------------------|--|-------------|-------------|---------------|--------------|--------------|------------------|
| 17 | 107749 | 17 | NEW - ALBION EAST ELEMENTARY SITE ACQUISITION FOR A NEW 40K/275 ELEMENTARY SCHOOL. | \$0 | \$0 | \$0 | \$0 | \$3,595,000 | \$3,595,000 |
| 18 | 101581 | 16 | NEW - SILVER VALLEY EAST ELEMENTARY SITE ACQUISITION FOR A NEW 40K/275 ELEMENTARY SCHOOL. | \$0 | \$0 | \$0 | \$0 | \$2,610,000 | \$2,610,000 |
| 19 | 108931 | 18 | NEW - SILVER VALLEY NORTH ELEMENTARY SITE ACQUISITION FOR A NEW 40K/275 ELEMENTARY SCHOOL. | \$0 | \$0 | \$0 | \$0 | \$1,970,000 | \$1,970,000 |
| 20 | 113491 | 5 | NEW - SILVER VALLEY SECONDARY SITE ACQUISITION FOR A NEW 800 CAPACITY SECONDARY SCHOOL. | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total: | | | | \$5,719,000 | \$5,202,000 | \$32,671,673 | \$23,041,662 | \$18,278,943 | \$84,913,278 |



May 18, 2012

VIA EMAIL
Ref: 159498To: All Secretary-Treasurers
All School Districts**Re: 2012/13 Capital Plan Instructions**

I am pleased to advise that the 2012/13 Capital Plan Instructions and Allowances, Rates and Costing Factors have now been placed on the Ministry website. These may be accessed at the following link: <http://www.bced.gov.bc.ca/capitalplanning/resources/welcome.htm>.

The 2012/13 Capital Plan will address funding requests for capital projects which involve new space, replacements, renovations, site acquisitions, seismic mitigation projects and bus purchases. Furthermore, the Ministry is anticipating funding for minor capital project envelopes in 2013/14 fiscal year to fund two important initiatives:

- Building Envelope Program (BEP)
- Mechanical/Energy System Upgrade Program (MEUP)

Capital Projects

For their 2012/13 Capital Plan submission, school districts should review their previous submissions, to confirm the priority and scope of the capital projects requested. Based on this review, revision of supporting Project Identification Reports (PIR) previously provided to the Ministry may be required, especially with regard to addressing the impact of construction cost de-escalation and two key government initiatives:

- Full-Day Kindergarten (fully implemented September 2011)
- Neighbourhood Learning Centres

School districts considering the submission of new PIRs in support of capital projects now being regarded as very high priorities for the upcoming capital plan may wish to first contact their Planning Officer should there be further questions regarding the process.

Allowance, Unit Rate and Costing Factor Updates

The rates and allowances that are utilized as a part of the capital planning process have been updated to better reflect current construction costs. A number of items that have been addressed with the latest revision include:

- Building Code adjustments
- Changes to the prototypical school specifications (such as increased roof overhangs and improved mechanical systems)
- Site development adjusted to include better playfields and playgrounds for elementary schools

.../2

Mechanical/Energy System Upgrade Program (MEUP), including the Carbon Neutral Capital Program (CNCP)

Dedicated minor capital project funding in 2013/14 will allow the Ministry to continue to promote the improvement, replacement or provision of heating, ventilation, and air conditioning systems in schools. All school districts will be eligible for funding under MEUP.

Annual CNCP program funding will be equal to or greater than the cost of carbon offsets for all school districts in the previous calendar year. In 2012/13, funding will be focussed on school districts that did not receive funding from the Public Sector Energy Conservation Agreement (PSECA) or Energy Efficient Mechanical Upgrade (EEMU) programs. However, in 2013/14 and beyond funding will be distributed based on a call for projects, with emissions-reductions being the primary consideration.

Seismic Mitigation Projects

The seismic upgrading of high-risk schools continues to be one of government's highest capital priorities. For the 2012/13 Capital Plan submission, seismic remediation consideration must be integrated into a board's overall capital planning strategy to effectively plan and implement priority seismic projects along with required capital projects.

A new consideration for any outstanding seismic projects will be the results of the screening process and enhanced assessment methodology carried out by the Association of Professional Engineers and Geoscientists of British Columbia (APEGBC) under contract with the Ministry. This review of schools identified in the original 2004 assessment incorporates the results of recent advancements in seismic risk assessment methodologies, and ongoing research and analysis on the performance of various types of school buildings.

Further information on the APEGBC's recent work has been shared with affected school districts, including the requirement for Seismic Project Identification Reports (SPIRs) as outlined in the Capital Plan Instructions. Further information will be available on the Ministry website in the near future.

School District Facility Plans

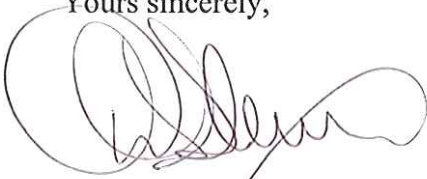
Boards of education are expected to have a School District Facilities Plan (SDFP) in place that supports projects being submitted to the Ministry for capital investment consideration. A SDFP must identify and rationalize current and future capital requirements for new schools, school expansion and consolidation; school replacement or upgrades based on building condition, seismic vulnerability and ongoing maintenance/life cycle costs; as well as new government initiatives. While formal submission is not required, the SDFP will provide the critical context for discussions with the Ministry regarding high priority project requests.

.../3

We expect the online Remote Data Entry Capital Planning (RDECP) system to be available for 2012/13 submissions by May 31, 2012. The deadline for 2012/13 Capital Plan submissions to the Ministry is **October 15, 2012**.

If you have any questions regarding any aspect of the processes outlined above, please contact your Planning Officer.

Yours sincerely,

A handwritten signature in dark ink, appearing to read 'Doug Stewart', with a large, stylized initial 'D'.

Doug Stewart
Director
Capital Management Branch

pc: All Superintendents of Schools
Ministry Planning Officers



CP2 - Five Year Capital Plan Summary

School District: 42 Maple Ridge - Pitt Meadows

Capital Plan Year: 2012/2013

Capital Plan Submission Date:

Unsubmitted

| Existing Project Priority | School District No. | School District Reference No. | Project Title | Year One | Year Two | Year Three | Year Four | Year Five | Total Funding |
|---------------------------|---------------------|-------------------------------|--|-------------|-------------|--------------|-----------|-----------|---------------|
| 1 | 101584 | 1 | NEW - ALBION SOUTH ELEMENTARY NEW 80K/450 ELEMENTARY SCHOOL. INCLUDING SITE EXPANSION | \$0 | \$0 | \$17,729,821 | \$0 | \$0 | \$17,729,821 |
| 2 | 114823 | 6 | ADD - SAMUEL ROBERTSON TECHNICAL SECONDARY INCREASE CAPACITY FROM 600 TO 1000. | \$0 | \$0 | \$13,372,493 | \$0 | \$0 | \$13,372,493 |
| 3 | 107749 | 17 | NEW - ALBION EAST ELEMENTARY SITE ACQUISITION FOR A NEW 40K/275 ELEMENTARY SCHOOL. | \$0 | \$0 | \$4,248,000 | \$0 | \$0 | \$4,248,000 |
| 4 | N/A | 42004 | SPS - WESTVIEW SECONDARY SESIMIC UPGRADE | \$0 | \$0 | \$400,570 | \$0 | \$0 | \$400,570 |
| 5 | 116187 | 42005 | BEP - ALBION ELEMENTARY BUILDING ENVELOPE UPGRADE | \$1,725,000 | \$0 | \$0 | \$0 | \$0 | \$1,725,000 |
| 6 | 116189 | 42014 | BEP - MAPLE RIDGE ELEMENTARY BUILDING ENVELOPE UPGRADE | \$629,000 | \$0 | \$0 | \$0 | \$0 | \$629,000 |
| 7 | 116188 | 42038 | BEP - THOMAS HANEY CENTRE BUILDING ENVELOPE UPGRADE | \$1,187,000 | \$0 | \$0 | \$0 | \$0 | \$1,187,000 |
| 8 | 116186 | 42009 | BEP - FAIRVIEW ELEMENTARY BUILDING ENVELOPE UPGRADE | \$0 | \$2,290,000 | \$0 | \$0 | \$0 | \$2,290,000 |



CP2 - Five Year Capital Plan Summary

School District: 42 Maple Ridge - Pitt Meadows

Capital Plan Year: 2012/2013

Capital Plan Submission Date:

Unsubmitted

| Existing Project Priority | School District No. | School District Reference No. | Project Title | Year One | Year Two | Year Three | Year Four | Year Five | Total Funding |
|---------------------------|---------------------|-------------------------------|--|----------|----------|-------------|-------------|-------------|---------------|
| 9 | N/A | 42009S | SPS - FAIRVIEW ELEMENTARY SEISMIC UPGRADE | \$0 | \$0 | \$433,400 | \$0 | \$0 | \$433,400 |
| 10 | 116183 | 42017B | BEP - PITT MEADOWS ELEMENTARY BUILDING ENVELOPE UPGRADE | \$0 | \$0 | \$449,000 | \$0 | \$0 | \$449,000 |
| 11 | 114820 | 42017 | RENO - PITT MEADOWS ELEMENTARY MAJOR RENOVATION. | \$0 | \$0 | \$5,352,407 | \$0 | \$0 | \$5,352,407 |
| 12 | 116185 | 42035 | BEP - ALOUETTE ELEMENTARY SCHOOL BUILDING ENVELOPE UPGRADE | \$0 | \$0 | \$0 | \$708,000 | \$0 | \$708,000 |
| 13 | 116184 | 42003 | BEP - PITT MEADOWS SECONDARY BUILDING ENVELOPE UPGRADE | \$0 | \$0 | \$0 | \$1,765,000 | \$0 | \$1,765,000 |
| 14 | 116191 | 42001 | BEP - MAPLE RIDGE SECONDARY BUILDING ENVELOPE UPGRADE | \$0 | \$0 | \$0 | \$0 | \$2,130,000 | \$2,130,000 |
| 15 | 105765 | 15 | NEW - ALBION NORTH ELEMENTARY SITE ACQUISITION FOR A NEW 80K/300 ELEMENTARY SCHOOL. | \$0 | \$0 | \$4,455,000 | \$0 | \$0 | \$4,455,000 |
| 16 | 101582 | 14 | NEW - SILVER VALLEY WEST ELEMENTARY SITE ACQUISITION FOR A NEW 40/275 ELEMENTARY SCHOOL. | \$0 | \$0 | \$0 | \$3,780,000 | \$0 | \$3,780,000 |

CP2 - Five Year Capital Plan Summary

School District: 42 Maple Ridge - Pitt Meadows

Capital Plan Year: 2012/2013

Capital Plan Submission Date: Unsubmitted

| Existing Project Priority | Project No. | School District Reference No. | Project Title | Year One | Year Two | Year Three | Year Four | Year Five | Total Funding |
|------------------------------|----------------|----------------------------------|--|-------------|-------------|---------------|--------------|--------------|------------------|
| 17 | 101581 | 16 | NEW - SILVER VALLEY EAST ELEMENTARY SITE ACQUISITION FOR A NEW 40K/275 ELEMENTARY SCHOOL. | \$0 | \$0 | \$0 | \$0 | \$3,044,000 | \$3,044,000 |
| 18 | 108931 | 18 | NEW - SILVER VALLEY NORTH ELEMENTARY SITE ACQUISITION FOR A NEW 40K/275 ELEMENTARY SCHOOL. | \$0 | \$0 | \$0 | \$0 | \$2,308,000 | \$2,308,000 |
| 19 | 101583 | 8 | NEW - SILVER VALLEY CENTRAL ELEMENTARY SITE ACQUISITION FOR A NEW 40K/275 ELEMENTARY SCHOOL. | \$0 | \$0 | \$0 | \$4,616,000 | \$0 | \$4,616,000 |
| 20 | 113491 | 5 | NEW - SILVER VALLEY SECONDARY SITE ACQUISITION FOR A NEW 800 CAPACITY SECONDARY SCHOOL. | \$0 | \$0 | \$0 | \$0 | \$8,700,750 | \$8,700,750 |
| Total: | | | | \$3,541,000 | \$2,290,000 | \$46,440,691 | \$10,869,000 | \$16,182,750 | \$79,323,441 |



To: Board of Education

From: Secretary Treasurer
Flavia Coughlan

Re: **BOARD POLICY DEVELOPMENT
COMMITTEE RECOMMENDED
CHANGES – GOVERNANCE MODELING**

Date: October 10, 2012
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

All Boards of Education in the Province are governed by the Provincial *School Act* (the “Act”) and Regulations. Under Part 6 – Boards of Education section of the Act, the Act sets out the broad terms of reference for the governance role of Boards and the role of Trustees.

To be legally binding, all Board of Education decisions must be made by formal resolution or bylaw at a properly constituted Board meeting (section 65 (4) of the Act). Both methods carry equal weight as a Board enacts its authority under the *School Act*.

A formal resolution requires a motion be moved and seconded, and to receive a majority of votes cast following an opportunity for debate and amendment, and one reading of the final motion.

A bylaw also needs to be moved and seconded but it requires majority approvals at three readings, bylaws being usually reserved for matters of more formal and continuous nature than resolutions.

The use of bylaws is also required for certain Board actions, as specified in the *School Act* by Regulations:

- Adoption of annual or amended operating budgets (section 113, the Act);
- Establishment of student and parent appeal procedures against decisions made by Board employees (section 11(3), the Act);
- Implementing of the Board’s capital project plan by means of a capital borrowing and expenditure bylaw (section 143, 144 the Act); and
- Acquisition or disposal of Board property (section 86(5), the Act); and establishment of Trustee elections arrangements (sections 45, 46, the Act).

A bylaw may not receive more than two readings at any one Board meeting unless all of the Trustees present agree to hold all three readings at that meeting. The bylaw must be read in full at each reading unless there is a written copy of the bylaw or each Trustee and or each member of the public present at the meeting in which case a reading may consist of the bylaw's title and a summary of its contents (section 68, the Act).

A policy will be more consistent with the Board's approach to governance through policy development, while still ensuring opportunities to consider further at a future Board meeting, similar to a bylaw. The proposed policy which will replace the bylaw will more accurately reflect the current practices of the Board.

PROPOSED ACTION

The following bylaw is proposed to be considered for rescinding:

Procedural Bylaw – September 22, 2009

To be replaced by the following policy:

School Board Meeting Proceedings – 2320, 2400, 2915, 2918

It is further recommended the Board review other bylaws to improve the effectiveness and efficiencies of conducting the Board's business at its meetings. The Board Policy Development Committee will forward other bylaws for the Board's consideration in the future.

This action to rescind or amend a previously adopted bylaw and replace the rescinded bylaw with Board Policy through Board approved resolutions should greatly improve the efficiencies and management of the Board's governance model.

RECOMMENDATION:

THAT the Board rescind Procedural Bylaw: September 22, 2009 and replace with a Board policy.

IT IS FURTHER RECOMMENDED THAT the attached Procedural Bylaw, September 22, 2009, be rescinded as read a third and final time.

Attachments

PROCEDURAL BYLAWS

Part A: Regular and Special Meetings of the Board

1.00 Action and Proceedings

1.01 No act or proceeding shall be valid or binding on the Board unless such act or proceeding shall have been adopted at a meeting called and held as herein provided.

1.02 The Secretary Treasurer, under the direction of the Superintendent/Chief Executive Officer in consultation with the Board Chair and Vice Chair, shall prepare and submit an order of business called an agenda for each regular and special meeting.

1.03 Except as otherwise indicated, the agenda of each regular public and each regular closed meeting, unless varied by motion, shall be as follows:

A – OPENING PROCEDURES

1. Call to Order
2. Correspondence
3. Ordering of Agenda

B – CONFIRMATION OF MINUTES

C – PRESENTATIONS 15 minutes; 12 minutes for presentations, 3 minutes for questions

D – DELEGATIONS 3 minutes maximum each, to a maximum of 15 minutes in total

E - CHAIR REPORT

F – DEFERRED ITEMS Decision items only

G – TRUSTEE MOTIONS

H – CEO DECISION ITEMS – SUPERINTENDENT

H – CEO DECISION – DEPUTY SUPERINTENDENT

H – CEO DECISION – SECRETARY TREASURER

H – CEO INFORMATION ITEMS – SUPERINTENDENT

H – CEO INFORMATION ITEMS – DEPUTY SUPERINTENDENT

H – CEO INFORMATION ITEMS – SECRETARY TREASURER

I - COMMITTEE BUSINESS – COMMITTEE OF THE WHOLE

I – COMMITTEE BUSINESS – COMMITTEE & ADVISORY COMMITTEE REPORTS

J – QUESTION PERIOD

Questions with the exception of Trustee Questions will be limited to one question per person with two follow-up questions – not statements. The Chair will exercise more discretion in assessing the group the person represents. Question period will be restricted to questions only – statements and debate will not be permitted.

K – TRUSTEE REPORTS Written are preferred – or brief verbal highlights.

1. External Representative Reports
2. Board Liaison Representative Reports
3. Other Trustee Reports

L – OTHER BUSINESS

M – ADJOURNMENT

Reports, unfinished business, new business and enquiries shall be listed on the agenda under the appropriate officer/committee heading.

- 1.04 Except as otherwise indicated, the agenda for each special public and each special closed meeting, unless varied by motion, shall be as follows:

- a) Call to Order
- b) Motion of Exclusion (Closed only)
- c) Business Item(s)
- d) Public Disclosure of Closed Meeting Business
- e) Adjournment

- 1.05 The proposed regular agenda, together with notice of each meeting, must be delivered by the Friday proceeding the next Board meeting and never less than 48 hours in advance of Board meetings to each Trustee at the place designated by the Trustees.

Public agendas will also be distributed to the Superintendent, Secretary – Treasurer, Recording Secretary, MRTA, Press, CUPE Local 703, DPAC, MRPVPA, Communications Officer and the general public no later than 48 hours in advance of each public meeting.

Closed agendas will also be distributed to the Superintendent, Secretary – Treasurer, Recording Secretary 48 hours in advance of each public meeting.

- 1.06 A change to the prescribed order of business may be proposed by a Trustee and shall require unanimous consent, without debate.
- 1.07 The agenda for each meeting shall specify those items of business which in accordance with these Bylaws shall be dealt with in closed sessions.
- 1.08 Minutes shall be kept by the Secretary Treasurer of the Board of all proceedings passed at each Board meeting. Such minutes are to be concise and to detail proceedings of the Board but not the contents of speeches. A copy of the minutes, when approved, shall be made available to the Ministry of Education and to the Board's auditors.

Copies of public minutes will also be distributed to each Trustee, Superintendent, Secretary – Treasurer, MRTA, MRPVPA, CUPE Local 703, DPAC, Communications Officer and the general public.

Copies of closed minutes will also be distributed to each Trustee, Superintendent, and Secretary – Treasurer.

2.00 Regular Public Meetings

2.01 Save and except for the following, the Board shall hold regular public meetings on the second and last Wednesday of each month commencing at 6:00 p.m. save that:

- a) No Board meeting shall be held on statutory holidays or during the Winter, or Spring school breaks.
- b) No regular meeting shall be held during the month of July.
- c) No regular meeting shall be held during the first three weeks of August.
- d) An August meeting may be held on the last Wednesday of the month.

2.02 Except for weekends and as otherwise excluded by Section A, Subsection 2.01 of these Bylaws, the Board may hold additional meetings on such days and at such hours as the Board may decide by majority vote.

3.00 Electronic Meetings

3.01 Generally, the Board will hold their meetings according to provisions of this Bylaw and the School Act. The Board recognizes that there may be circumstances where it is practical or necessary to hold a meeting through electronic means, except for Inaugural Meetings. Accordingly, at the call of the Chair, Board meetings may be held using electronic arrangements providing that such arrangements be in accordance with the following:

- (a) Electronic meeting arrangements include video conferencing, telephone or other such technology, and will only be made where;
 - (i) it is practical to do so,
 - (ii) does not involve significant expense or human resources,
 - (iii) all Trustees and Officers of the Board attending or participating in the meeting, are able to communicate with each other.
- (b) Where circumstances are such that attendance at a meeting does not permit any or all Board members and its Officers to be physically present and where participation in proceedings could be arranged to allow for all, or a greater number of Board members and Officers to participate,
- (c) It is practical to hold a meeting of the Board and its Officers using electronic means to deal with matters that require immediate attention, have significant time constraints, are straight forward or procedural in nature, emergencies that are more efficiently handled using electronic means, collective bargaining matters, legislative requirements or other similar circumstances.
- (d) For purposes of determining a quorum, at the start of a meeting or during a meeting, the Chair shall count as present any trustees who are connected to the meeting by electronic means.
- (e) Trustees who will be present at a meeting by electronic means shall advise the Secretary-Treasurer of the contact number where a telephone will be used or other contact arrangements that are necessary for connections to be made.

- (f) In the absence of pre-circulated material, the Board Chair and Officers of the Board as required, shall brief the meeting regarding the matter, or matters before it and shall read the resolution requiring Board consideration and voting.
- (g) Voting shall occur by each Trustee identifying themselves and indicating their vote either for or against the resolution.
- (h) The meeting otherwise shall be conducted in accordance with the Bylaws of the Board.
- (i) Minutes of the Board shall indicate that the meeting was held pursuant to this provision, indicate which Trustees and Officers were connected electronically and in which manner the electronic meeting was held.

4.00 Regular Closed Board Meetings

4.01 The Board shall hold regular closed meetings on the second and last Wednesday of each month typically commencing no earlier than 1:30 p.m. and no later than 3:30 p.m. unless determined to be required by the Agenda Preparation Committee, save and except that:

- a) No Board meeting shall be held on statutory holidays or during the Winter Spring school breaks,
- b) No regular meeting shall be held during the month of July,
- c) No regular meeting shall be held during the first three weeks of August.

Regular Closed meetings held on the second and last Wednesday of each month shall conclude no later than 4:30 p.m., unless there is majority vote of the members to extend the meeting no longer than 15 minutes.

- 4.02 A Special Board Meeting, either public or closed, may be called by the Chair, or upon special written request of the majority of the Trustees, may be called by the Secretary Treasurer. No business other than that for which the meeting was called upon shall be conducted at that Special meeting.
- 4.03 The Superintendent and Secretary Treasurer shall have the right to be present at all Board meetings where decisions are made. With a 2/3 vote, the Board may request that anyone of the Board's officers not be present at a Board meeting. However, at least the Superintendent or Secretary Treasurer must be present at all Board meetings where decisions are made.

5.00 Notice of Meeting

- 5.01 Forty-eight hours notice in writing shall be required either to reschedule a regular meeting or to call a special meeting of the Board, which notice must be given to each Trustee by delivery of same at the place designated for notice, or failing such designated place, then at the address set out in the nomination papers.
- 5.02 Written notice of any rescheduled meetings or of any special meeting of the Board may be waived provided that reasonable steps shall have been taken to notify all Trustees of the meeting and that no less than the number of Trustees required to make a quorum agree to the waiving of the written notice.

6.00 Board Quorum

- 6.01 A quorum of the Board shall be a majority of the Trustees holding office at the time of the meeting.

6.02 The Superintendent of Schools or designate, and the Secretary Treasurer or designate, shall be present during all parts of all public and closed sessions of all regular and special meetings of the Board save that:

- a) The Board and the Superintendent may mutually agree to the Secretary Treasurer being excused during discussion of a specific matter, or
- b) The Board and the Superintendent may mutually agree to both the Superintendent and the Secretary Treasurer being excused during discussion of a specific matter.

No Board action shall be taken unless both officials or designate(s) are present.

6.03 At the appointed time for commencement of a meeting, the Chair shall ascertain if a quorum is present before proceeding to the business of the meeting.

6.04 Thirty minutes after the time appointed for the meeting of the Board, should a quorum not be present, the meeting shall stand adjourned to a date to be fixed by the Chair or, in default of the Chair fixing a meeting date, until the next regular meeting.

6.05 After a meeting has commenced, if there ceases to be a quorum, the presiding officer shall adjourn the meeting to a time certain or the next regular meeting date, at the Chair's discretion.

6.06 The Secretary Treasurer shall record the names of the members present at the expiration of the thirty minute period, or at the point where it is found there has ceased to be a quorum.

7.00 Length of Meeting

7.01 All regular public Board meetings shall stand adjourned at three hours after their commencement, however, adjournment may be extended by 15 minutes by majority consent. With the unanimous consent of all Board members present, the normal adjournment time may be extended by a maximum of one hour or until 10:00 p.m., whichever comes first.

8.00 Public and Closed Sessions

8.01 Except as provided in these Bylaws, all meetings of the Board shall be open to the public and no person shall be excluded, except for improper conduct.

8.02 If in the Board's opinion the public interest so requires, the Board may order a meeting or part thereof to be closed and may exclude persons other than Trustees and officers as provided for in these Bylaws.

8.03 Unless otherwise determined by a two-thirds majority vote, the following matters shall be considered by the Board in closed session:

- a) Salary claims and adjustments, and the consideration of requests of employees and Board officers with respect to collective bargaining procedures and negotiations guidelines.
- b) Accident claims and other matters where Board liability may arise.
- c) Legal opinions or actions respecting the liability of interest of the Board.

- d) The conduct, efficiency, discipline, suspensions, termination, or retirement of employees.
 - e) Medical examiners or examinations, and medical reports.
 - f) Matters pertaining to individual pupils, including their achievement, conduct, discipline, suspension or expulsion, truancy, or indigence.
 - g) Personnel changes or other personnel issues of a personal nature including appointments, transfers, resignations, promotions, assignments, demotions, illnesses, leaves of absence, and any legal, or possible legal actions against the School District by an employee or employee group.
 - h) The conduct, efficiency, discipline, or performance, of the Board, its members or its advisory officers.
 - i) Matters involving School Board organization, governance, planning and related matters.
 - j) The lease, sale or exchange of real property prior to finalization thereof.
 - k) Matters pertaining to the safety, security or protection of Board property.
 - l) Such other matters of a confidential nature where the Board decides the public interest so requires.
 - m) Purchase of real property, including the designation of new sites, consideration of appraisal reports, consideration of amounts claimed by owners, determination of Board offers, expropriation procedures and related matters.
- 8.04 No Trustee or Board employee shall disclose to the public, the proceedings of a closed meeting or any materials or information pertaining thereto, unless a Resolution has been passed at a closed meeting to allow disclosure.
- 8.05 Minutes of a closed meeting shall be kept in the same manner as a regular meeting but shall be approved by the Board only in closed session and shall not be filed with the Minutes of public meetings.
- 9.00 Conflicts of Interest
- 9.01 Conflicts of interest of a pecuniary nature must be handled in the manner prescribed in the School Act, specifically:
- a) If a Trustee has a pecuniary interest in a matter before the Board, the Act requires that the Trustee not attempt to influence anyone at the table or to vote, and the Act requires that the Trustee leave the meeting while the matter is being dealt with.
 - b) No one can require a Trustee to leave the table during a Board meeting. This is a matter for the individual Trustee to deal with. However, any participation in the meeting during the discussion of the item by the Trustee, can be referred to the courts. It must be remembered that the Act does require a Trustee to leave the room.
 - c) When a Trustee leaves the room to comply with the Act, as it relates to a pecuniary interest, this must be reported to the next open meeting. The disclosure may be as brief as an indication that Trustee "X" left the room due to a pecuniary interest. No further details need to be disclosed.

- d) In the end, only a Trustee can declare themselves in a pecuniary interest, or the courts, and to decide to leave the room, or not, in compliance with the Act.
- e) There are times when to facilitate a free flow of discussion it would be advantageous for one or more Trustees to leave the room due to a non-pecuniary conflict of interest, or a perceived non-pecuniary conflict of interest.
- f) Being in conflict of interest is not a negative situation, it merely means that the individual may have some connection to the matter imparting on them, or some knowledge that should not be available to the Board in making its determination related to a specific matter, or an individual may benefit from the decision in some non-monetary manner.
- g) In situations such as this, the Trustee should make the Board aware of the conflict, and leave the room. This would not have to be reported at the next open meeting as it is not a pecuniary conflict. If the Trustee chooses to stay in the room they should sit back from the table and not participate in the debate or vote in any manner.
- h) The Board, or any Trustee, should feel free to offer an opinion on any other Trustee's conflict of interest or possible conflict of interest. This is merely an opinion, and the particular Trustee will have to make the final determination.
- i) Trustees need to be cognisant of the fact that on some matters their mere presence may create a situation where, owing to their presence, or link to the matter, the issue may not be fully debated. Being asked to leave the room is only an attempt to allow for the full and complete discussion of an issue.
- j) Trustees must remain aware of the need to facilitate full and comprehensive review, and debate of all matters, and make decisions based on this premise.

10.0 Board Committees

- 10.01 To enhance the effectiveness and efficiency of Board operations Board Committees and Board Working Groups shall be created as follows:

10.02 Board Committee of the Whole

The Board may act as Committee of the Whole on any item of business or District policy which, in the opinion of the Board, requires that it consider that subject with all the freedom of discussion, study and discovery available to an ordinary committee.

10.03 Board Standing Committees

The Chair shall, after consultation with Board members in a meeting, appoint appropriate Standing Committees, as deemed necessary consisting of two Trustees each, to serve no longer than the ensuing annual December organizational meeting, with such appointments to be subject to Board approval.

10.04 Board Special Committees

The Chair shall, after consultation with Board members in a meeting appoint such special committees, as deemed necessary, each to expire on or before the ensuing annual December organizational meeting, with such appointments to be subject to Board approval.

PROCEDURAL BYLAWS

Part B: Annual Inaugural and Organizational Meeting of the Board

- 1.00 The inaugural and organizational meeting of the Board shall be held in the Board Room on the second Tuesday of December concurrent with the regular open meeting of the Board commencing at 7:00 p.m.
- 1.01 In the year of a general election of Trustees, the Inaugural and Organizational meeting shall be held on the first Tuesday in December commencing at 4:00 p.m. and shall be held exclusively for that purpose.
- 2.00 Items of Business

The business of the annual meeting shall be comprised of:

 - a) The installation of any newly elected Trustees.
 - b) The election of Board officers.
 - c) The annual report of the immediate past Board Chair.
 - d) Adoption of the District Policy Manual.
 - e) Passage of banking resolutions and appointments of signing officers.
 - f) Appointing of time and place for meeting, or any other item of business which these Bylaws may prescribe for the annual meeting.
 - g) Such items of ordinary business as the Board otherwise may approve as being in order for the annual meeting.
- 2.01 Subsequent to the annual meeting of the Board, and before the next scheduled meeting, the Board Chair shall consult with the other Trustees concerning the naming of Trustees to committees and the naming of Trustee representatives.
- 2.02 The agenda of the first Board meeting scheduled after the annual meeting of the Board shall include these items of business:
 - a) Naming of Trustees to committees.
 - b) Naming of Trustee representatives.
- 3.00 Staff Officers
- 3.01 The Superintendent of Schools shall call the annual meeting to order and shall serve as Chair pro tem of the meeting pending the election of a Chair and Vice Chair.
- 3.02 The Secretary Treasurer shall serve as returning officer, and together with the Deputy Superintendent, shall scrutineer for these elections.

4.00 Installation of Trustees

4.01 At the direction of the Chair, the Secretary Treasurer shall report upon the returns of the election of school Trustees, as certified by the returning officers of the two municipalities.

4.02 The Secretary Treasurer then shall administer to each Trustee, or have administered by another person duly qualified for this task, the Declaration and Oath of Allegiance required by the School Act.

5.00 Election of Chair

5.01 The Chair pro tem shall call for nominations for the office of Board Chair.

5.02 Any Trustee who is at the annual meeting may be nominated for Chair including trustees who wish to nominate themselves.

5.03 Trustees who allow their names to stand for office under this section shall be given the opportunity to comment for a maximum of three minutes, on their reasons for accepting the nomination.

5.04 Only Trustees who have been nominated and accepted the nomination for Chair are eligible for that office.

5.05 If more than one nomination remains for the office of Chair, a vote by secret ballot shall be taken forthwith.

5.06 All Trustees present at the meeting shall vote.

5.07 A majority of ballots cast by those Trustees present shall be required to elect a Board Chair.

5.08 The returning officer, assisted by the scrutineers, shall then distribute and collect the ballots in approved fashion, shall retire from the Board Room in order to count the ballots, and upon returning, shall provide the Chair pro tem with a written report on the balloting, including: the total number of ballots cast, the number obtained by each nominee, the number of spoiled ballots, and the name, if any, of the nominee receiving a majority of votes.

5.09 The Chair pro tem shall then announce all the balloting results and confirm either: That the nominee whom the Chair names has received a majority of votes and therefore is elected the Chair, or, That no nominee has received a majority of votes and another ballot is therefore required to elect a Chair.

5.10 Immediately upon the Chair pro tem's declaration of the results of balloting on a motion to elect, an election recount shall be held if the order for a recount is supported by a majority of the Trustees present. In the absence of a motion of recount, or upon public announcement of the results of a recount, the balloting results shall be final and binding. At that point the ballots for that voting shall be destroyed forthwith by motion of the Board.

5.11 The returning officer's report on each balloting for elected office shall be entered in full in the minutes of the meeting and become a part of the Board's official records.

5.12 If no nominee receives a simple majority at the first balloting, then balloting shall continue immediately until one nominee shall have received a majority.

5.13 At each successive ballot, the name of the Trustee receiving the fewest votes at the previous ballot shall be dropped. If because of a tie, it is not possible to determine which name shall be dropped, then a special ballot shall be taken for that purpose. If, after three successive special ballots on the name to be dropped, there continues to be a tie, then the name to be dropped shall be determined by drawing lots.

6.00 Election of Vice Chair

6.01 Following the Chair's election, the next item of business shall be the election of Board Vice Chair.

6.02 Except for the Chair elect, any Trustee who is present at the annual meeting may be nominated for Vice Chair.

6.03 The Vice Chair's election shall be conducted in the same manner as the Chair's election.

7.00 Election Results Final

7.01 Other than as provided for in Section B, sub-section 5.10 of these Bylaws, save only where the elected nominee immediately declines, an election to office as Board Chair or Board Vice Chair becomes final and binding immediately upon the Chair pro tem declaring the name of the nominee receiving the majority of votes and, thereby, election as Chair or Vice Chair, as the case may be.

7.02 Once an election has become final in accordance with Section B, sub-section 7.01 of these Bylaws, reconsideration of the vote on the election or any procedures associated with that election will be unacceptable.

8.00 Terms of Office

8.01 The term of elected office for the Chair and Vice Chair shall be one year, commencing at the time of the inaugural and organizational meeting and concluding at the inaugural and organizational meeting of the calendar year following.

PROCEDURAL BYLAWS

Part C: Board Committees & Work Groups

1.00 Rules

- 1.01 Except as otherwise may be provided for in Section C of these Bylaws, the rules applying in regular or special meetings shall be observed in Committee of the Whole, and in special committees and work groups so far as these may be applicable.
- 1.02 Meetings of special committees and work groups shall be convened by the committee Chair or by two committee or and work groups members requesting a meeting of said committee or and work group. Adequate notice to committee or and work group members is required to cancel a scheduled meeting or to call an additional meeting.
- 1.03 Board members may attend meetings of any special committees or and work groups, save and except any committee involved with employee contract negotiations unless approved in advance by the Board, and may be allowed to take part in any discussion or debate by permission of a majority of the committee work group, but may not vote.
- 1.04 The committee Chair shall preside at each meeting except that he may vacate the chair and call upon the Vice Chair or any other committee member or and work group to assume the chair. In the Chair's absence, the committee or and work group Vice Chair, or if there is none, another committee member shall preside.
- 1.05 Speeches in Committee of the Whole, and to the degree reasonable, those in special committees, must be strictly relevant to the item or clause under consideration. On the basis of a two-thirds majority vote of committee members, the number or length of speeches may be limited or debate otherwise limited or closed.
- 1.06 It shall not be necessary to second any motion in committee or and work groups.
- 1.07 All committee or and work group decisions shall be made by voting, and the Chair shall announce the prevailing position on all questions considered.
- 1.08 Committee of the whole proceedings shall be recorded in the Board Minutes in the normal fashion.
- 1.09 Agenda and materials as necessary shall be provided to special committee or and work group members and resource personnel in advance of the meeting, and notes of all committee or and work group meetings shall be kept and circulated to committee or and work group members and resource personnel.
- 1.10 All special committees, and work groups and Committee of the Whole shall report their recommendations to the Board.

- 1.11 Action by any committee or work group shall not be binding until formally approved, unless the Board, by a two-thirds majority vote and in a situation clearly defined in advance, gives a special committee or work group power to act on its behalf pending Board ratification of the committee work group action.
- 1.12 A report from the Committee of the Whole may be amended by a majority of the Board before its adoption without being referred back to Committee of the Whole for that purpose.
- 2.00 Types of Committees
- 2.01 The Board may resolve itself into Committee of the Whole for the consideration of reports of committees or of any motion or other matter before the Board.
- 2.02 Upon majority approval by the Board, the Chair may appoint special committees and work groups in the numbers and with terms of reference considered appropriate.
- 2.03 The maximum number of Trustees who may be appointed to any Board special committee or work groups will be at the discretion of the Board with three being the typical number, of whom one shall be named its Chair.
- 2.04 Each special committee or work group appointed shall dissolve on the date specified at the time of the appointment, or, at the ensuing Board inaugural and organizational meeting.
- 2.05 Committee of the Whole, work groups and special committees shall have jurisdiction to consider and make recommendations to the Board on matters assigned to them by the Board.
- 2.06 If any vacancy occurs in a special committee or work group of the Board, on the recommendation of the Board Chair, the Board shall name a successor to fill the position.
- 2.07 The Superintendent shall name management resource personnel to each Board special committee or work group, and the Superintendent and these officials shall keep the Chair of each special committee informed on matters within the jurisdiction of the committee or work group.
- 2.08 A committee or work group quorum shall be comprised of one named Trustee (two on committee/work group when three Trustees are named), plus the management representatives.

PROCEDURAL BYLAWS

Part D: Rules of Order

1.00 General

- 1.01 Where these Rules are silent and where not inconsistent with these Rules, the most recent edition of Robert's Rules of Order shall apply to the conduct of meetings, provided, further, that where both these Rules and Robert's Rules of Order are silent, the Standing Orders of the British Columbia Legislature shall be followed. Where there is an inconsistency between these Rules and the School Act, the School Act shall apply over the Rule in question.
- 1.02 The Board may adopt a procedural Rule for one or more meetings by Resolution of a majority of two-thirds of the Trustees present at the meeting. A Rule other than the requirement for notice of meetings may be suspended by unanimous consent of the Trustees present.
- 1.03 The Rules may be amended via Bylaw only.
- 1.04 The presiding officer's ruling on a point of order shall be based on Rules of Order as stated in Section D, sub-section 1.01 of these Bylaws.
- 1.05 An Appeal of a ruling of the presiding officer shall be decided without debate by a majority vote of Trustees present. When an appeal is successful, it does not necessarily set a precedent.
- 1.06 All questions shall be decided by a vote on motion.
- 1.07 No Trustee shall leave the Board meeting before the close of the session without first notifying the Chair.
- 1.08 Under the order of "Question Period" questions may be put to the Chair or, through the Chair, to any other Board member or executive officer of the Board, relating to any matter connected with the business of the Board.
- 1.09 In the performance of official duties, each Trustee is entitled to receive:
 - a) All materials and information made available by the School District to the general public.
 - b) All materials and information made available by the School District to any Board meeting or to any Board committee or working group meeting during either open or closed session.
 - c) All supplementary materials and information which the Board, by majority vote, determines shall be made available to one or more Trustees.

- 1.10 Unless the Board authorizes the disclosure, information given to or obtained by a Trustee or Board employee and considered confidential by the Chair, a Board Committee/working group or the Superintendent, shall not be disclosed by any Trustee or Board employee.
- 1.11 The presiding officer may expel and exclude from a Board meeting any person whom he considers has been guilty of improper conduct.
- 1.12 In accordance with Robert's Rules of Order, the Board and its presiding officer shall have the authority to impose order, control and discipline as suitable on both non-members and members during the conduct of a Board meeting, and upon members elsewhere than in a meeting. The disciplinary procedures followed and the penalties or punishments imposed shall be consistent with those provided for in Robert's Rules of Order and the School Act, and, on the basis of a two-thirds majority vote, may include reprimand or suspension or exclusion of a Trustee found guilty of conduct "tending to injure the good name of the Board, disturb its well-being, or hamper it in its work".
- 1.13 A copy of the Board's Procedural Bylaws and all amendments thereto shall be filed with the Ministry of Education.
- 2.00 Chair and Presiding Officer
- 2.01 The Chair shall preside at all meetings of the Board but may vacate the chair in order to enter debate or propose or second a motion.
- 2.02 The Vice Chair shall preside in the absence of the Chair or when the Chair vacates the chair.
- 2.03 In the event that neither the Chair nor the Vice Chair is able or willing to take the chair, the presiding officer shall be such person as the Board may elect for that meeting. Any member occupying the chair temporarily shall discharge all the duties and enjoy all the rights of the Chair.
- 2.04 The Chair and the Vice Chair shall be elected in December for a term of one year.
- 2.05 In the event that the Chair vacates the office during the term or ceases to be a Trustee during the term, the Vice Chair shall be Chair of the Board for the remainder of the term and the Board shall elect a Vice Chair in the manner prescribed in Section B, sub-section 6.00, of the Bylaws.
- 2.06 If the Vice Chair succeeds to the office of Chair pursuant to Section D, sub-section 1.05, of the Bylaws, and either vacates the office of Chair or ceases to be a Trustee before a successor as Vice Chair has been elected, then the Board shall elect a new Chair in the manner prescribed in Section B, sub-section 5.00, of these Bylaws.
- 2.07 In the event the Vice Chair vacates the office during this term or ceases to be a Trustee during the term, the Board shall elect a Vice Chair to serve for the remainder of the term in the manner prescribed in Section B, sub-section 6.00 of these Bylaws.
- 2.08 The presiding officer shall rule on all points of order and shall state the reasons and the authority for ruling when making a ruling. The presiding officer's ruling shall be subject to appeal to the Board. An appeal may only be requested immediately after a ruling and before resumption of business.

2.09 The Chair shall vote in accordance with Section D, sub-section 6.05 of these Bylaws.

3.00 Motions

3.01 Motions shall be phrased in a clear and concise manner so as to express an opinion or achieve a result. A preamble does not form part of a Resolution when passed.

3.02 The presiding officer may divide a motion containing more than one subject if the presiding official feels this would produce a fairer or clearer result and the same shall be voted on in the form in which it is divided.

3.03 No motion other than to postpone consideration of a question or a procedural motion shall be repeated during the calendar year except by the reconsideration process.

3.04 An amendment to a motion does not require notice. Amendments shall be dealt with sequentially with the last amendment being dealt with first. Amendments must be strictly relevant to the main motion and not alter in a material way or be contrary to the principal embodied in the main motion.

4.00 Reconsideration and Rescission

4.01 Robert's Rules of Order shall prevail in determining eligibility of a motion to be reconsidered or rescinded.

4.02 No question once decided by the Board shall be reconsidered or rescinded during the same calendar year in which the said question was decided unless either:

a) The motion for such reconsideration or rescission is brought by a Trustee who voted on the prevailing side when the motion first was adopted or rejected; or

b) By order of a two-thirds majority of the votes of the members present and voting.

4.03 A motion to reconsider shall require only a majority vote regardless of the vote necessary to adopt the motion to be reconsidered.

4.04 Nothing in this sub-section shall be construed as depriving any Trustee who was not a Trustee at the time a decision was reached on a Resolution from moving the reconsideration or rescission of such Resolution in the same calendar year.

5.00 Debate

5.01 Debate shall be strictly relevant to the question before the meeting and the presiding officer shall warn speakers who violate this Rule.

5.02 No Trustee shall speak until recognized by the Chair.

5.03 No Trustee shall speak to a question for a period in excess of five minutes at a time. The Chair may caution a Trustee who persists in tedious and repetitious debate and may direct the Trustee to discontinue if the Trustee persists. A Trustee can only speak a second time for purposes of rebuttal or to add new information. A mover of a motion shall provide a brief background and/or rationale to their motion and shall have the opportunity to close debate

- 5.04 A matter of order/privilege (a matter dealing with the rights or interests of the Board as a whole or of a Trustee personally, or for clarification) may be raised at any time and shall be dealt with forthwith before resumption of business.
- 5.05 No Trustee shall interrupt another Trustee who has the floor except to raise a point of order/privilege.
- 6.00 Tabling Of Motions
- 6.01 A motion may be tabled at anytime by any Trustee, providing that the motion to table is seconded and passed by a majority of Trustees
- 6.02 Once tabled a motion may be lifted from the table by any Trustee providing the motion to lift the tabled motion is seconded and passed by a majority of Trustees.
- 6.03 Once tabled motions will remain tabled until they are lifted from the table or the motion has remained tabled for two successive meetings. If the tabled motion is has not been lifted from the table after two successive meetings it will be removed from the table.
- 6.04 Tabled motions may be extended for an additional two meetings based on a majority vote of Trustees.
- 7.00 Voting
- 7.01 At all Board meetings all questions shall be decided by the majority of the votes of the Trustees present and voting, save as otherwise provided by these Bylaws or the School Act.
- 7.02 All Trustees present at a meeting must vote, although a Trustee must abstain from voting in the event that the Trustee has a conflict of interest because of a direct pecuniary interest in a vote. A Trustee may also abstain from voting if the Trustee states at the meeting the reasons for abstaining.
- 7.03 No Trustee shall have more than one vote on any question whether at a meeting of the Board or in Committee of the Whole or any other committee/working committee.
- 7.04 Voting shall be by a show of hands and where all Trustees vote in the affirmative, the minutes shall reflect this result by the term *CARRIED UNANIMOUSLY*. Where the vote on any question is not unanimous, then the minutes shall record the votes of all trustees in either the negative or affirmative. Where a Trustee fails to vote, or abstains from voting without stating reasons as required under Section 7.02 of these Bylaws, the minutes of the meeting shall be recorded indicating that the Trustee has voted on the prevailing side of the question.
- 7.05 The Chair shall vote at the same time as the other members of the Board and, in the case of a tie vote, for and against a motion, the question is resolved in the negative and the Chair shall so declare the motion defeated.
- 7.06 The Chair shall declare the results of all votes.

PROCEDURAL BYLAWS

Part E: Bylaws and Resolutions

- 1.00 All matters shall be dealt with by Resolution/motion or Bylaw. A Resolution/motion shall have only one reading but a Bylaw shall have three readings.
- 1.01 The following matters shall only be resolved by Bylaw:
 - a) Amendments to Bylaws.
 - b) The rules of procedure of the Board and rules relative to the organization of meetings of the Board.
 - c) Regulation and control of the use of property owned and administered by the Board.
 - d) Where required by the School Act.
- 2.00 Procedure on Financial Bylaws
- 2.01 Financial Bylaws shall be processed in accordance with School Act provisions, and may be advanced through all stages from introduction to third reading and final adoption during a single meeting of the Board.
- 3.00 Procedure on Non-Financial Bylaws
- 3.01
 - a) Written notice of intention to propose a Bylaw, or an amendment to a Bylaw, shall be given at the meeting prior to the one at which first reading is scheduled. Written notice of intention to propose a Bylaw or an amendment to a Bylaw is not required where such proposed action is being initiated by Board decision.
 - b) Every proposed new Bylaw or amendment to an existing Bylaw shall be dealt with in the following stages:
 - 1) First reading - no debate or amendment.
 - 2) Second reading - discussion of the principle of the Bylaw or amendment to the Bylaw.
 - 3) The Board or Committee/work group of the Board - if the question for second reading passes, the Bylaw automatically shall be referred to the Board or a Committee/work group of the Board for detailed consideration unless a motion is passed by a majority to refer the Bylaw or the amendment to the Bylaw to a specified standing committee, work group or special committee for detailed consideration.

- c) When a Bylaw has been amended in Committee and work group, it shall be reprinted as amended and shall not be further proceeded with until the amended version has been distributed, except by a two-thirds majority vote of the Board.
- d) Every Bylaw shall receive three readings on different days. A Bylaw may be advanced two or more stages in one day by a two-thirds majority or on urgent or extraordinary occasions, the determination of which shall be by the Chair.
- e) Notwithstanding Section E, sub-section 3.1 (d) of these Bylaws, a period of not less than thirty (30) days shall be required between the date on which written notice to propose a new or amended Bylaw shall have been made, and the date on which third reading of the new or amended Bylaw shall have been granted.
- f) The Secretary Treasurer shall certify on a copy of each Bylaw the readings and the times thereof and the context of any amendment passed in committee/ and work group.
- g) The Trustee who introduces a Bylaw may withdraw the same at any stage with unanimous consent.

4.00 Definitions and Explanations

4.01 In these Bylaws, unless the context otherwise requires:

- a) Board means the Board of School Trustees of School District No. 42 (Maple Ridge-Pitt Meadows).
- b) Chair means a person presiding as Chair of the Board or one of the Board's standing or special committees/ and work group.
- c) Vice Chair means a person presiding as Vice Chair of the Board or of one of its standing or special committees/ and work group.
- d) Superintendent means the Superintendent of Schools/Chief Executive Officer of School District No. 42 (Maple Ridge-Pitt Meadows).
- e) Secretary Treasurer means the Secretary Treasurer of School District No. 42 (Maple Ridge-Pitt Meadows).
- f) Majority means in excess of 50 per cent of the votes cast by those Trustees present, exclusive of any abstentions, or of any blank or spoiled ballots.
- g) Two-thirds majority means voting support by at least two-thirds of the total number of Trustees currently elected to office, regardless of whether or not all are present at that meeting.

4.02 All words in these Bylaws in the singular shall, when the context so requires, include the plural.



To: Board of Education

From: Secretary Treasurer
Flavia Coughlan

Re: **BOARD POLICIES 2320, 2400, 2915
AND 2918 - REPLACEMENTS
FOR PROCEDURAL BYLAW –
SEPTEMBER 22, 2009**

Date: October 10, 2012
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

The attached policies and procedures, after having been presented to the Board for pre-reads and circulated to stakeholders and following the Board and Educational Partners' input, were posted on the School District's website for feedback for the required consultation period and are now ready for Board approval. These policies are the replacement for the rescinded Procedural Bylaw – September 22, 2009.

2320 – Board Committee and Trustee Representation;
2400 – School Board Meeting Proceedings;
2915 – Board Chairperson: Elections, Roles, Responsibilities;
2915.1 – Trustee Elections – Chairperson and Vice-Chairperson; and
2918 – Vice-Chairperson: Elections, Roles, Responsibilities.

RECOMMENDATION:

THAT the Board approve policies 2320, 2400, 2915 and 2918 for implementation; and
THAT the attached procedures 2915.1 be received for information.

Attachments

SD 42 POLICY: 2320

**BOARD COMMITTEES & TRUSTEE
REPRESENTATION**

PHILOSOPHY

Generally, committees appointed by the Board of Education ("Board") shall be fact finding, deliberative and advisory rather than legislative or administrative. Such committees shall report and make their recommendations only to the Board.

Trustees will be expected to report to the Board at either Closed or Public Board meetings on major topics discussed.

1. BOARD COMMITTEE OF THE WHOLE

The Board will have two (2) standing Board Committees of the Whole, ("COTW") although the Board may appoint standing District committees that include Trustees as members. The Board has established the Board Budget and Finance Committees of the Whole as its standing committees. The terms of references are as follows:

(a) Purpose

To receive background information on a particular topic(s).

(b) Powers and Duties

To review the information presented

To gather additional information through questioning and discussion

To request supplementary information

To refer the matter to a regular meeting of the Board, if desirable

(c) Membership

All Trustees.

Superintendent, Secretary Treasurer and designate(s).

(d) Meetings

As required, at the call of the Board Chairperson.

(e) Reporting Out

The COTW will only report out to the Board.

Any necessary Board committees will be ad hoc committees established for specific purposes, and a specific length of time. When the Board establishes an ad hoc committee, it shall determine its membership, (comprised solely of Trustees) terms of reference and reporting our date at the formation of the committee. An ad hoc committee may be a Committee of the Whole Board, if approved as such. All committees of the Board, unless otherwise directed, shall prepare and submit minutes or a report to the Board. It is expected that reports will be included in the appropriate Agenda package.

2. AD HOC COMMITTEES

All committees of the Board, unless otherwise directed, shall prepare and submit minutes or a report to the Board. It is expected that reports will be included in the appropriate Agenda package.

3. TRUSTEE REPRESENTATION ON OTHER COMMITTEES AND BODIES

The presence of a Trustee(s) on a staff committee, a non-Board appointed District committee or a non-school District body, may be requested, expected or otherwise considered to be in the best interests of the Board of Education. Prior to appointments, the Chairperson will consult with each Trustee regarding committee appointments. The Board Chairperson shall appoint Trustees to existing committees or bodies as soon as possible following the inaugural meeting of the Board and each December following the inaugural meeting and advise the Board of such appointments at the first meeting subsequently. The need for appointments arising subsequent to the inaugural meeting shall also be met by the Board Chairperson with advice to the Board.

4. ROLE OF TRUSTEES & CONDUCT OF BUSINESS

4.1 Board Committees (COTW and Ad Hoc)

Although by nature, committees provide a forum for deliberation that is less formal than Board meetings permitting more latitude in discussion, it is expected that meetings will be conducted in accordance with *Robert's Rules of Order*. Only Trustees may vote. Minutes will be kept of the committee deliberations and administrative resource persons will participate as required. The Superintendent/Secretary Treasurer may assign a chief resource person to the committee. Any research and correspondence necessary for the work of the Board committee will be conducted by the resource person on direction of the committee.

4.2 Board Appointed District Committees

(Membership including Trustees, staff and/or others)

- (i) The Chairperson will always be a Trustee.
- (ii) The committee will report to the Board on its activities and outcomes (recommendations, etc.) through its Chairperson.
- (iii) Unless appointed by name to the committee by Board resolution, and given the right to vote, staff and others will act as resource persons.

- (iv) The Board Chairperson will be an ex-officio member of all committees, with full voting privileges.
- (v) The committee will function in a formal manner under *Robert's Rules of Order* – permitting the kind of free flowing discussion anticipated for committee work.
- (vi) The committee will appoint a recorder who shall keep minutes of the committee's deliberations and conduct any correspondence as directed by the committee.
- (vii) Decisions of these committees will always be in the form of recommendations to the Board.
- (viii) All Trustees will vote as they see fit when recommendations are dealt with by the Board.

4.3 Trustee Representation on Other Committees and Bodies

(a) Staff Committees

Trustees appointed as above. Staff members will be appointed by the Superintendent, Secretary Treasurer or other member of Management, if delegated, unless there is a specific position designated in procedures or an action by the Board.

- (i) Committee always chaired by a staff member.
- (ii) Meetings may be formal or informal. Variations might include:
 - Voting (majority decision);
 - Consensus (all agree);
 - Chair (staff member) makes all decisions subject to whatever higher authority governs.
- (iii) Trustees will act purely as observers and advisors, always reserving the right (and obligation) to speak and vote freely when matters arising from the committee are taken to the Board. A Trustee's commitment is, first and foremost, to the Board.
- (iv) Decisions of the committee must always be made within the authority given (specific) or delegated (general) by the Board. All actions require prior Board approval if outside the committee's mandate.
- (v) The committee Chairperson or staff member having responsibility makes reports to the Board through the established senior management structure.
- (vi) The committee Chairperson (staff):
 - Clarifies Terms of Reference;
 - Ensures notification of meetings are sent and appropriate notes are kept;
 - Provides all representatives with sufficient information to enable them to function as expected in their capacity as members of the committee;
 - When there is voting or consensus, minutes must be kept and circulated to all members.

(b) Other Committees & Bodies

Trustees appointed to other non-Board committees and, non-School District committees/bodies may or may not participate as voting members, depending upon the nature and purpose of their involvement. Trustees should be cautious not to put themselves into a conflict situation. Their more common role will be as resource or liaison persons. Regardless of the nature of Trustees' participation, they do not have the authority to act on behalf of, or commit the Board.

(c) Resource Personnel

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

APPROVED:

SD 42 POLICY: 2400

SCHOOL BOARD MEETING PROCEEDINGS

1. AGENDA PREPARATION

No act or proceeding shall be valid or binding on the Board of Education (“Board”) unless such act or proceeding shall have been adopted at a meeting called and held as provided by the *School Act* or Board policy.

The Secretary Treasurer, under the direction of the Superintendent/Chief Executive Officer in consultation with the Board Chairperson and Vice-Chairperson, (Agenda Preparation Committee), shall prepare and submit an order of business called an Agenda for each regular, closed and special meeting including an indication of the number of presentations/delegations to be received reflecting the volume of business to be conducted.

2. PROCEEDINGS

The most recent edition of Robert’s Rules of Order shall apply to the conduct of meetings, provided further, that where both these Rules and Robert’s Rules of Order are silent, the Standing Orders of the British Columbia Legislature shall be followed. Where there is an inconsistency between these Rules and the *School Act*, the *School Act* shall apply over the Rule in question.

3. AGENDAS - REGULAR AND CLOSED MEETINGS

Except as otherwise indicated, the Agenda of each public and closed meeting, unless varied by motion, shall be presented as follows:

Opening Procedures

1. Call to Order
2. Correspondence
3. Ordering of Agenda
4. Invitation for Public Input – To speak to items on the Agenda to a maximum of 3 minutes per person.

Confirmation of Minutes

Presentations/Delegations –

Up to 20 minutes including questions; extension is at the discretion of the Chairperson.

Chairperson Report

Deferred Items –

Decision items only

Trustee Motions

CEO Decision Items – Superintendent

CEO Decision Items – Secretary Treasurer

CEO Information Items – Superintendent

CEO Information Items – Secretary Treasurer

Committee Business – Budget and Finance Committees of the Whole

Committee Business – Committee and Advisory Committee Reports

Question Period

Questions, with the exception of Trustee questions, will be limited to one question per person with two follow-up clarification questions, if necessary. Question period will be restricted to questions only – statements and debate will not be permitted.

Trustee Reports

1. External Representative Reports
2. Board Liaison Representative Reports
3. Other Trustee Reports

Other Business

Public Disclosure of Closed Meeting Business

Adjournment

4. OTHER AGENDA NOTES

Reports, unfinished business, new business and enquiries shall be listed on the Agenda under the appropriate officer/committee heading.

Written reports are preferred or brief verbal highlights.

5. SPECIAL MEETINGS

Except as otherwise indicated, the Agenda for each Special Public and each Special Closed meeting, unless varied by motion, shall be as follows:

- a) Call to Order
- b) Motion of Exclusion (Closed only)
- c) Business Item(s)
- d) Public Disclosure of Closed Meeting Business
- e) Adjournment

6. NOTICE OF MEETINGS

The proposed regular Agenda, together with notice of each meeting, must be electronically delivered by the Friday proceeding the next Board meeting and no less than 48 hours in advance of Board meetings to each Trustee, Superintendent, Deputy Superintendent, Secretary Treasurer and Manager of Communications and Community Relation, at a place designated by the Trustees.

A change to the prescribed order of business may be proposed by a Trustee and shall require two-thirds consent.

Public Agendas will be provided to the general public no later than 48 hours in advance of each Public meeting as posted to the School District website.

7. MINUTES OF MEETINGS

Minutes shall be kept by the Secretary Treasurer of the Board of all proceedings passed at each Board meeting. Such minutes are to record decisions of the Board but not the contents of speeches.

Where a Board member abstains from voting, reasons for such abstention must be given if requested by other Trustees.

Verbal reports made by Trustees, shall not be recorded in the minutes of Board meetings unless the Board takes special action as a result of such reports.

A copy of the Public Board meeting minutes, when approved, shall be made available on the School District website and Minute book for review by the Board auditors. Special meeting minutes will be filed by public or closed based on the meeting.

8. ELECTRONIC MEETINGS

The Board recognizes there may be circumstances where it is practical or necessary to hold a meeting through electronic means, except for Inaugural Meetings. Accordingly, at the call of the Chairperson, Board meetings may be held using electronic arrangements providing that such arrangements be in accordance with the following:

- (a) Electronic meeting arrangements include video conferencing, telephone or other such technology, and will only be made where it is practical to do so. All Trustees and Officers of the Board attending or participating in the meeting are able to communicate with each other.
- (b) It is practical to hold a meeting of the Board and its Officers using electronic means to deal with matters that require immediate attention, have significant time constraints, are straight forward or procedural in nature, emergencies that are more efficiently handled using electronic means, collective bargaining matters, legislative requirements or other similar circumstances.
- (c) For purposes of determining a quorum, at the start of a meeting or during a meeting, the Chair shall count as present any trustees who are connected to the meeting by electronic means.
- (d) In the absence of pre-circulated material, the Board Chair and Officers of the Board as required, shall brief the meeting regarding the matter, or matters before it and shall read the resolution requiring Board consideration and voting.
- (e) Voting shall occur by each Trustee identifying him/herself and indicating their vote either for or against the resolution.
- (f) Minutes of the Board shall indicate that the meeting was held pursuant to this provision, indicate which Trustees and Officers were connected electronically and in which manner the electronic meeting was held.

9. REGULAR PUBLIC MEETINGS – DAY AND TIME

The Board shall hold regular Public meetings on the second and last Wednesday of each month commencing at 6:00 p.m. except that:

No Board meeting shall be held on Statutory Holidays or during the Winter/Spring school breaks.

No regular meeting shall be held during the month of July.

No regular meeting shall be held during the first three weeks of August.

An August meeting may be held on the last Wednesday of the month.

10. ADDITIONAL PUBLIC MEETINGS

The Board may hold additional meetings on such days and at such hours as the Board may decide by majority vote.

11. REGULAR CLOSED BOARD MEETINGS – DAY AND TIME

The Board shall hold regular closed meetings on the second and last Wednesday of each month typically commencing no earlier than 1:00pm and no later than 3:30pm unless determined to be required by the Agenda Preparation Committee, save and except:

No Board meeting shall be held on Statutory Holidays or during the Winter/Spring school breaks.

No regular meeting shall be held during the month of July.

No regular meeting shall be held during the first three weeks of August.

An August meeting may be held on the last Wednesday of the month.

Regular closed meetings held on the second and last Wednesday of each month shall conclude no later than 4:30 p.m., unless there is majority vote of the members to extend the meeting no longer than 15 minutes. A second extension requires unanimous approval.

A special meeting, either public or closed, may be called by the Chairperson, or upon special written request of the majority of the Trustees, may be called by the Secretary Treasurer. No business other than that for which the meeting was called upon shall be conducted at that Special meeting.

12. STAFF ATTENDANCE AT MEETINGS

The Superintendent and Secretary Treasurer shall have the right to be present at all Board meetings where decisions are made. With a two-thirds vote, the Board may request that any one of the Board's officers not be present at a Board meeting. However, at least the Superintendent or Secretary Treasurer must be present at all Board meetings where decisions are made.

13. NOTICE OF MEETING

Forty-eight hours' notice in writing shall be required either to reschedule a regular meeting or to call a special meeting of the Board. Notice must be given to each Trustee in electronic form followed by verbal confirmation of receipt by phone, via Board Chairperson or Executive Assistant, by delivery of same at the place designated for notice.

Notice of any rescheduled meetings or of any Special Meeting of the Board may be waived provided reasonable steps have been taken to notify all Trustees. No less than the number of Trustees required to form a quorum agree to the waiving of the notice.

14. BOARD QUORUM

A quorum of the Board shall be a majority of the Trustees holding office at the time of the meeting.

Thirty minutes after the time appointed for the meeting of the Board, should a quorum not be present, the meeting shall stand adjourned to a date to be fixed by the Chairperson or, in default of the Chairperson fixing a meeting date, until the next regular meeting.

After a meeting has commenced, if there ceases to be a quorum, the presiding officer shall adjourn the meeting to a time certain or the next regular meeting date, at the Chairperson's discretion.

The Secretary Treasurer shall record the names of the members present at the expiration of the 30 minute period, or at the point where it is found there has ceased to be a quorum.

15. LENGTH OF MEETING

All regular public Board meetings shall stand adjourned at three hours after their commencement at 9:00 p.m. However adjournment may be extended by 15 minutes by majority vote. With a unanimous vote of all Board members present, the normal adjournment time may be extended by a maximum of one hour or until 10:00 p.m., whichever comes first.

16. PUBLIC AND CLOSED SESSIONS

Except as provided in this policy, all meetings of the Board shall be open to the public.

If in the Board's opinion the public interest so requires, the Board may order a meeting or part thereof to be closed and may exclude persons other than Trustees and officers as provided for in this policy.

Unless otherwise determined by a two-thirds majority vote, the following matters shall be considered by the Board in closed session:

- a) Labour matters dealing with personnel or collective bargaining matters.
- b) Land matters dealing with any litigious items involving the Board, staff or the community.
- c) Law dealings of purchase, swap or disposals.

No Trustee or Board employee shall disclose to the public, the proceedings of a closed meeting or any materials or information pertaining thereto, unless a Resolution has been passed at a closed meeting to allow disclosure.

17. CONFLICTS OF INTEREST

Conflicts of interest must be handled in the manner prescribed in the *School Act*.

18. INAUGURAL AND ANNUAL ORGANIZATIONAL MEETING OF THE BOARD

The inaugural and organizational meeting of the Board shall be held in the Boardroom on the second Wednesday of December concurrent with the regular open meeting of the Board commencing at 6:00 p.m.

In the year of a general election of Trustees, the Inaugural and Organizational meeting shall be held on the first Wednesday in December commencing at 4:00 p.m. and shall be held exclusively for that purpose.

Items of Business

The business of the inaugural (I) and annual (A) meeting shall be comprised of:

- a) The installation of any newly elected Trustees. (I)
- b) At the direction of the Chairperson Pro Tem, the Secretary Treasurer, who shall be Chairperson, will report upon the returns of the election of school Trustees, as certified by the returning officers of the two municipalities. (I)
- c) The Secretary Treasurer then shall administer to each Trustee, or have administered by another person duly qualified for this task, the Declaration and Oath of Allegiance required by the *School Act*. (I)
- d) The election of Board Chairperson and Vice-Chairperson as per Board policy 2915. (I)(A)
- e) The annual report of the immediate past Board Chairperson under policy 2918. (I)(A)
- f) Passage of banking resolutions and appointments of signing officers. (I)(A)
- g) Such items of ordinary business as the Board otherwise may approve as being in order for the annual meeting. (I)(A)

SD 42 POLICY: 2915

BOARD CHAIRPERSON - ELECTIONS / ROLES / RESPONSIBILITIES

1. ELECTIONS

At its inaugural meeting following a general local election, and for the following two years, at the regular December meeting, the Board shall elect one of its members to serve as Board Chair, to hold office at the pleasure of the Board.

Each December, the Board will conduct an election for Chairperson and Vice-Chairperson for the coming year. The election procedure will be conducted at a Public Board Meeting as described in its supporting procedure.

A Trustee may not hold the office of Chairperson for more than three (3) consecutive terms of office. The position of Vice-Chairperson has no restriction on the number of terms a Trustee may hold this office.

2. ROLES

The Board entrusts to its Chairperson primary responsibility for safeguarding the integrity of the Board's processes and representing the Board to the broader community.

The Board also believes that a position of leadership must be selected in a fair and equitable manner, therefore, each year the positions of Chairperson and Vice-Chairperson will be elected from among the Trustees.

A Board Chairperson is an equal, with no more power or authority than any other Trustee outside the School Board setting. They do however, have an additional function and responsibility to speak for, and represent the positions and decisions of the School Board. The Chairperson's role is limited to speaking only for what the School Board has already decided, to receive input, or to bring matters to the School Board for consideration.

3. RESPONSIBILITIES

The Board delegates to the Chairperson the following powers and duties:

- (a) Prior to each Board meeting confers with the Vice-Chairperson, Superintendent and Secretary Treasurer on items included on the Agenda, and become thoroughly familiar with them.

- (b) Presides over all Board meetings and ensures that such meetings are conducted in accordance with the *School Act*, the policies and procedures as established by the Board, and *Robert's Rules of Order*.
- (c) Performs the following duties during Board meetings:
 - i. Ensures that all issues before the Board are well stated and clearly expressed.
 - ii. Ensures that each Trustee has a full and fair opportunity to be heard and understood by the other members of the Board in order that collective opinion can be developed and a corporate decision reached.
 - iii. Directs the discussion by Trustees to the topic being considered by the Board.
 - iv. Ensures that each Trustee presents votes on all issues before the Board.
 - v. Extends hospitality to Trustees, officials of the Board, the press, and members of the public.
- (d) Keeps informed of significant developments within the District.
- (e) Keeps the Board, Superintendent and Secretary Treasurer informed of all matters coming to his/her attention that might affect the District.
- (f) Is in regular contact with the Superintendent and Secretary Treasurer to maintain a working knowledge of current issues and events.
- (g) Conveys directly to the Superintendent and Secretary Treasurer, such concerns or questions as are related to him/her by Trustees, parents, students or employees which may significantly affect the administration of the District.
- (h) Brings to the Board, all matters requiring a corporate decision of the Board.
- (i) Acts as the chief spokesperson for the Board by stating positions consistent with Board direction and policies (except for those instances where the Board has delegated this role to another individual or group).
- (j) Acts as ex-officio member of all committees appointed by the Board.
- (k) Acts as a signing officer for the District as directed by Board Policy.
- (l) Serves as an officer of the Board authorized to witness the use of the Board's corporate seal, when required.

- (m) Represents the Board or arranges alternative representation at official meetings or other public functions.
- (n) Ensures the Board engages in regular assessments of its effectiveness as a Board.
- (o) Ensures the Board engages in a regular assessment of its Superintendent and Secretary Treasurer performance as required by their individual employment contract.
- (p) Sets out the effective process to deal with the business of the Board.
- (q) Creates a tone at the top to maintain public confidence in the management of the affairs of the Board.

APPROVED:

SD 42 PROCEDURE: 2915.1

**TRUSTEE ELECTIONS -
CHAIRPERSON and VICE-CHAIRPERSON**

1. NOMINATION

(a) Process Approval

Prior to the commencement of the election, the process for the election of the Board Chairperson and Vice-Chairperson will be approved at the public Board meeting by Board Resolution.

(b) Nomination Procedure

(i) The Chairperson will call for a motion:

THAT the Board proceed to elect a new Chairperson and Vice-Chairperson following the attached nomination and election procedure.

(ii) The Chairperson passes the gavel to the Secretary Treasurer who will Chair the meeting during the election process.

(iii) The Chairperson will call a first time for nominations, for Chairperson for a one year term. A seconder will not be required for nominations.

(iv) Each nominee will be asked whether he/she agrees to stand for election and can speak to the nomination.

(v) The Chairperson will call a second and third time for nominations for chairperson for a one year term.

(vi) If after three (3) calls, there is only one nominee for the office, and that nominee accepts, the Chairperson declares that person the duly elected Chairperson of the Board of Education of School District No. 42 (Maple Ridge – Pitt Meadows), for a one (1) year period ended the next December.

2. ELECTION PROCEDURE

- (a) If more than one person is nominated, the Chair will call on scrutineers to distribute, collect and count the ballots.
- (b) The Chairperson will call for a motion to appoint scrutineers. The motion will read as follows:

THAT _____ and _____ be appointed scrutineers for the election of Board Chairperson and Vice-Chairperson.

- (c) Trustees will vote by secret ballot.
- (d) Scrutineers will report the results of each ballot to the Chairperson of the meeting, who shall announce the Trustee who has received the majority of the votes cast.
- (e) The Trustee receiving the majority of votes cast shall be declared elected. In accordance with *Robert's Rules of Order*, if on the first or subsequent ballots a nominee does not receive a majority, voting for the office with all nominees remaining on the ballots shall continue until a majority vote is obtained for a single candidate.
- (f) The Chair will then call for nominations for Vice-Chairperson of the Board of Education for a one (1) year term and repeat the above process, beginning at Item III.
- (g) If ballots were required, the Chairperson will call for the following motion:

THAT the scrutineers destroy the ballots for the election of either Chairperson or Vice-Chairperson, or both and that the scrutineers are discharged with gratitude.
- (h) The Chairperson will then return the gavel to the newly elected Chairperson who will conduct the balance of the meeting.

APPROVED:



SD 42 POLICY: 2918

VICE-CHAIRPERSON - ELECTIONS / ROLES / RESPONSIBILITIES

1. ELECTIONS

At its inaugural meeting following a general local election and for the following two years, at the regular December meeting, the Board shall elect one of its members to serve as Board Vice-Chairperson, to hold office at the pleasure of the Board.

2. ROLES

The Vice-Chairperson shall act on behalf of the Board Chairperson, in the latter's absence and shall have all the duties and responsibilities of the Board Chairperson.

3. RESPONSIBILITIES

The Vice-Chairperson shall assist the Board Chairperson in ensuring the Board operates in accordance with the *School Act* policies and procedures, and Roberts' Rules of Order in providing leadership and guidance to the Board.

Prior to each Board meeting, confer with the Board Chairperson, Superintendent and Secretary Treasurer on items included on the agenda, and become thoroughly familiar with them.

The Vice-Chairperson may be assigned other duties and responsibilities by the Board Chairperson.

The Vice-Chairperson shall be an alternate signing authority for the District, if required.

APPROVED:



To: Board of Education

From: Secretary Treasurer
Flavia Coughlan

Re: **BOARD POLICY APPROVAL**
9510, 10510, 10540

Date: October 10, 2012
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

As contemplated under the Board's policy 2500, the Board Policy Development Committee has followed the appropriate consultation requirements as outlined within and is pleased to present for the Board's approval, two new policies.

The attached policies and procedures, after having been presented to the Board for pre-reads and circulated to stakeholders and following the Board and Educational Partners' input, were posted on the School District's website for feedback for the required consultation period and are now ready for Board approval:

| | |
|--------|-------------------------------------|
| 9510: | Flags – Canada and British Columbia |
| 10510: | Board Correspondence |
| 10540: | Financial or In-Kind Donations |

RECOMMENDATION:

THAT the Board approve policies 9510, 10510 and 10540 for implementation.

Attachments

SD 42 POLICY: 9510

FLAGS – CANADA and BRITISH COLUMBIA

1. PHILOSOPHY

The Board of Education (“Board”) believes the flags of Canada and British Columbia are an important part in the celebration of Canada as a country and British Columbia as a province.

Schools in the School District will display the Canadian and British Columbia flags, as prescribed in the School Act and Regulations, generally following the protocol established by the federal government.

The Ministry of Education recognizes the importance of these symbols of patriotism. Regulation #265/89, sections 5 (10) and 5 (11), of the School Act, specifically states:

“(10) The principal of a school shall

- (a) Subject to the approval of the board, establish a program of school assemblies to be conducted at appropriate times during the school year;
- (b) Ensure that assemblies are held at least 3 times in a school year, including the school day immediately preceding Remembrance Day;
- (c) Ensure that the Canadian national anthem shall be sung at each school assembly; and
- (d) Ensure that the Canadian flag and the British Columbia flag be displayed at each school while in session.”

“(11) School assemblies referred to in subsection (10) shall be established to promote loyalty to the Crown, respect for Canadian traditions, laws, institutions and human values, and shall include observation of occasions of historic or current importance to Canada and the Commonwealth, as well as appropriate references to the Canadian flag.”

2. PROTOCOL – FLAG DISPLAY

The Canadian flag should be displayed outside the school building from either a ground or wall mounted pole/staff. Each school will have a single flag pole installed.

No flag, banner or pennant should be flown or displayed above the Canadian flag.

Flags flown together should be approximately the same size and shall be flown from separate staffs at the same height. The Canadian flag should be given the place of honour when flown or displayed with other flags.

The British Columbia flag should be prominently displayed inside the building using either of the following methods: (1) attached flat to a wall with fasteners penetrating the hem area only; or (2) hung from a beam in the gymnasium.

It is only appropriate for the flags of Canada and British Colombia to be flown or displayed properly and treated at all times with dignity and respect.

All flag(s) should be in good clean condition when flown or displayed. When the flag(s) do become worn, noticeably faded or otherwise unfit for service, they should be replaced and the old flag disposed of by private burning.

The flag should be flown from sunrise to sunset each day school is in session and it is not contrary to etiquette to have the flag flying at night.

Flags can be displayed inside the building, either on staffs or fastened to a wall. If flat, it may be hung horizontally or vertically. If it hangs vertically against a wall, the flag should be placed so that the upper part of the leaf is to the left and the stem is to the right as seen by spectators.

3. OCCASIONS FOR HALF-MASTING

Schools will fly their flags at half-mast on appropriate occasions, to bestow an honour or express a collective sense of sorrow.

Flags flown at half-mast will be by special instruction of the Board or the Superintendent of Schools following a general protocol as follows:

(a) National (all schools):

On the death of the Sovereign or a member of the Royal Family related in the first degree to the Sovereign (spouse, son or daughter, father, mother, brother or sister);

On the death of the Governor General, the Prime Minister, a former Governor General, a former Prime Minister; and

On Remembrance Day, Nov 11, if the school is flying its flag(s) on that day.

(b) Provincial (all schools):

On the death of the Lieutenant Governor or the Premier.

(c) School District (all schools):

On the death of a current Trustee or Superintendent of Schools.

(d) School (school affected only):

On the death of a current student or staff member; and

On the death of the Member of Parliament or Member of the Legislative Assembly for the riding in which the school is located.

4. PERIOD OF HALF-MASTING

Flags would normally be half-masted upon the death of a person listed, up to and including the day of the funeral or memorial service.

5. METHOD OF HALF-MASTING

The flag is brought to the half-mast position by first raising it to the top of the mast then immediately lowering it slowly to the half-mast position

The position of the flag when flying at half-mast will depend on the size of the flag and the length of the flagstaff. It must be lowered at least to a position recognizably “half-mast” to avoid the appearance of a flag, which has accidentally fallen away from the top of the mast owing to a loose flag rope. A satisfactory position for half-masting is to place the centre of the flag exactly halfway down the staff.

On occasions requiring that one flag be flown at half-mast, all flags flown together should also be flown at half-mast.

Flags will only be half-masted on those flagpoles fitted with halyards and pulleys. Some buildings fly flags from horizontal or angled poles, without halyards, to which flags are permanently attached. Flags on these will not be half-masted.

APPROVED:

SD 42 POLICY: 10510

BOARD CORRESPONDENCE

1. PHILOSOPHY

The Board of Education (“Board”) recognizes the rights of individuals or groups to present information and material requests for information and/or complaints through appropriate channels concerning the School District’s operation or district policy.

The Board’s goal is to ensure that such correspondence is dealt with in an expeditious, fair and thorough manner.

2. MATERIALS SENT TO THE CHAIRPERSON FOR READING/REVIEW – Circulate

3. MATERIALS SENT TO TRUSTEES OR CIRCULATED – Trustees may request that any item they feel needs to be discussed by the Board be placed on an appropriate Agenda.

4. Letters/Emails specifically addressed to or copied to the “Board of Education” or “Board of Trustees” or addressed to School District No. 42 and related to the governance function – The rule of thumb is something so addressed must appear on an Agenda somewhere so we can indicate the Board received it formally, usually under correspondence, unless it is input on a matter before the Board like the catchment issue where it can be attached to a staff report on the same subject.

Items involving Land, Labour, Law – Go to closed Agenda

Public Items – Go to regular Agenda

The item will appear under correspondence on the appropriate Agenda where it is either received or moved from correspondence to an appropriate location on the Agenda for a decision to be made, where some direction is given. Direction can be:

- a simple referral to staff to respond directly to the inquiry; or
- a request to staff to provide additional information and a recommendation if required;
- a decision at that time if the subject is relatively clear.

If the correspondence so addressed is a complaint the Chairperson or a representative of the School District (possibly senior staff) may contact the complainant to determine if they wish the matter to be dealt with at a Public Board meeting (that may not have been their intent). If not it may be handled as identified in Item four below.

5. **Letters/Emails in response to a Board Inquiry (i.e. letters from the Ministry of Education)** – must appear on an Agenda to be received as a formal response and for further direction if any. Can be placed under correspondence (Closed or Public depending upon the matter being discussed) or attached to a report on the subject.
6. **Letter/email addressed to the Chairperson (may or may not be copied to all Trustees)** – Chairperson shall exercise some discretion on the matter in consultation with the Vice-Chairperson and/or Senior Staff as to how the response should be handled. If the correspondence is an operational complaint the Chairperson may respond with direction on the appropriate person to talk to at the staff level (in accordance with the appeals policy and guidance on the website about how to resolve disputes). The Chairperson will provide “direction but not a position” on the matter maintaining sufficient distance to allow for a later appeal to the Board if required). The response from the Chairperson will be copied to all Trustees and the Senior Staff. Once the matter is dealt with by staff the disposition will be shared with the Trustees via an email note. The principle is that everyone who is notified about a complaint should be apprised of the resolution or outcome.

If the correspondence is requesting clarification of an existing policy the Chairperson can respond with the required clarification copying all Trustees and Senior Staff in the process. If the correspondence is requesting a change in policy it should be placed on a meeting Agenda for the Board to determine if further work is warranted (no matter whom the email or letter is referred to).

7. **Letter/Email or verbal comment or question addressed to one or more but not all Trustees** – If it appears that the individual raising the issue wishes to formalize their concerns they will be encouraged to follow the protocols noted above on addressing conflict and use the appeals policy as guidance if required when they are not satisfied with the outcome at any level of their follow up. Trustees receiving formal input respond should refer the item to the Chairperson and copy to All Trustees. The Chairperson will respond in accordance with the guidelines noted above.

It is understood that all Trustees will be approached from time to time by constituents who know them and that they will receive input on emerging issues primarily through incidental discussion. It is not anticipated that all such input will be formalized and shared however, at the point the communication is moving toward a more formal concern or complaint the individual making the comment should be encouraged to follow the protocols noted above and senior staff and the rest of the Trustees should be informed.

8. **Letter or Email Invitations to all Trustees** - need not appear on an Agenda. It is good if Trustees responses can be copied to all Trustees so we will all know if an event has been covered for coordination purposes.

9. Letters the Board has directed the Chairperson to send on the Board's behalf –
During the course of a Board meeting, resolutions may be passed directing the Chairperson forward a letter expressing the Board's congratulations, thanks or an opinion on a subject.

If the subject is relatively straight forward (a thank you letter) the Chairperson can either prepare a draft and ask the Executive Assistant to prepare the formal letter for signature and send it out or ask the Secretary Treasurer to arrange for the letter to be written for the Chairperson's signature.

If the letter is more sensitive in nature (ie. a letter to the Minister of Education) expressing the Board's opinion on a matter a draft should be prepared either by the Chairperson or Secretary Treasurer (at the Chairperson's discretion) and reviewed and edited as required in a meeting involving the Chairperson, Vice-Chairperson and Secretary Treasurer. In the absence of the Secretary Treasurer, the Superintendent will be asked to assist. The final version will be copied to all Trustees and all other appropriate parties as determined by the Chairperson, Vice-Chairperson and Secretary Treasurer. It is noted that the Board may choose to request the opportunity to review a draft letter before it is sent out providing such request forms part of the resolution directing that the letter be prepared. Since this will slow the process down for conveying the Board's position it is anticipated this approach will be requested on very rare occasions only.

While transparency and sending copies of letters to a standard list of interested parties will generally be the practice it is understood that who the Board copies its correspondence to constitutes part of the message being sent and may have a bearing on the ongoing relationship with the intended recipient. Since maintaining positive working relationships is critical to the Board achieving its goals some consideration should be given to what the Board is trying to achieve in both the drafting of the letter and the list of persons and agencies letters are copied to.

APPROVED:



SD 42 POLICY: 10540

FINANCIAL OR IN-KIND DONATIONS

The Board of Education will not contribute either financially or in-kind to such causes that are not within its mandate or authority, although such activities are worthwhile.

Further, requests from organizations not directly connected with or contributing to the function of the School District for financial or in-kind contributions will not be considered.

APPROVED:



To: Board of Education

From: Deputy Superintendent
Laurie Meston

Re: **ACHIEVEMENT CONTRACT**

Date: October 10, 2012
(Public Board Meeting)

Information

RECOMMENDATION:

THAT the Board receive the Achievement Contract as provided by Stewart Sonne, Director of Secondary and Adult Education and Alan Millar, Principal, Aboriginal Education, for information.

RECORD

2012-2013

Pursuant to provisions of 72 (1) of the *School Act*, the following report is a general statement of: (a) matters discussed; and (b) the general nature of decisions resolved at the following meetings from which persons other than Trustees or officers of the Board, or both were excluded:

September 26, 2012

| | |
|--|--------------------------------------|
| Call to Order | Meeting called to order at 2:09 p.m. |
| Motion of Exclusion | Approved |
| Correspondence | Received |
| Ordering of Agenda | Approved as amended |
| Confirmation of Minutes – September 12, 2012 | Approved as circulated |
| Secretary Treasurer Decision Items | Approved |
| Superintendent Information Items | Received |
| Secretary Treasurer Information Items | Received |
| Committee Business | Received |
| Trustee Reports | Received |
| Adjournment | Adjourned at 3:18 p.m. |