

Special Committee of the Whole – Public Meeting

Agenda



Special Committee of the Whole - Public Meeting
June 12, 2018 commencing at 3:30pm
District Education Office, 33046 – 4th Avenue, Mission, BC

Page

1. CALL TO ORDER		
<i>The Board Chair will acknowledge that this meeting is being held on Traditional Territory.</i>		
2. ADOPTION OF AGENDA		
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ITEM 3.1 Action

TO: Committee of the Whole
FROM: Principal Wade Peary
SUBJECT: Junior Drag Racing Activity – Riverside College

Recommendation

THAT the request for a Junior Drag Racing Activity at Riverside College be discussed and forwarded to the June 19, 2018 Public Board meeting for approval.

The Principal of Riverside College will provide the committee with information about the junior drag racing activity.

ITEM 4.1 Discussion

TO: Committee of the Whole
FROM: Secretary Treasurer
SUBJECT: Possible Expansion Riverside College

The Secretary Treasurer will provide an overview regarding the possible expansion of Riverside College.

Attachments:

- a. Riverside College Expansion Report

Riverside College

Physical Space Expansion – ITA Trades Program Space

INTRODUCTION

Riverside College provides a variety of education and technical training programs for Mission students. The Industry Training Authority (ITA) regulates and provides financial support for the provision of the trades programs. The Riverside College Industry Training Programs (which include Carpentry, Plumbing and Electrical) do not meet the recommended 3000 square foot workshop space¹. When Riverside College moved to its current location in 2010, very little planning was done to design the shops to meet the ITA Guidelines. This issue has led to multiple conversations with the ITA regarding the validity of our Trades Programs. In order for Riverside College to build on its competitive advantage in the Mission School District, access to appropriate shop space needs to be addressed.

The success of any program is dependent on the effort invested in developing the right plan of action. The following plan identifies the issues, the plans, and the budget for the possible expansion of Riverside College.

A strategic (long-term) plan for Riverside College cannot happen in a vacuum. There needs to be a strategic vision from the District Level before we can plan for Riverside College’s future expansion. Currently, Riverside College shares the facility and grounds with the Facilities/Maintenance Crew, the Bus Garage and depot as well as the International Department. A fifteen-year plan (or vision) for Riverside College needs to take into account the strategic vision of the district and all of the other capital expenses that will fall out from that vision.

“Failing to plan is planning to fail.” – Benjamin Franklin

PRELIMINARY PLANNING

The ITA requires a minimum of 3000 square feet of workshop space to deliver the trades programs. Riverside College currently does not have this space within the facility. To support the growth of the trades programming at Riverside College and meet the requirements of the ITA, a 3000 square foot shop space is needed.

While most of the Facilities Department operating functions have relocated to the former Ferndale Elementary School site, the carpentry function has remained in the woodshop at Riverside. Ideally, this function should also be relocated to the Facilities Department site to reduce future conflict between operational needs and educational needs.

In consideration of the need for workshop space, the following options were explored.

¹ ITA Training Provider Standards Documents

A) CONSTRUCT A WORKSHOP ON CAMPUS²

The current site has space at the back of the building that could be used to construct a workshop on the campus. A few building options were drawn, and are presented in Appendix B. Two options were drafted and a third option is being explored. The cost of the options vary from approximately \$400,000 to \$900,000. The preferred option is to construct an addition adjacent to the east side of the campus, in the third drawing.

1. The creation of an onsite 3000 sq ft workshop would allow for the sharing of this space between the Carpentry, Plumbing and Electrical Programs. It would also allow the programs to work in partnership to create “authentic” builds such as tiny houses. Two Building types have been explored by the administration: Olympia Steel Buildings (Appendix B) and Arctic Shelters (Appendix C). The cost for each of the structures will be broken down later in the report.
2. An addition to the facility could be considered on the northeast end of the building. The area outlined would need to be leveled before any building could be put in place. This workshop could resolve our lack of space for all of our construction trades.

B) RENOVATE RIVERSIDE COLLEGE CAMPUS

A second option is to renovate the lower floor of the existing building to create a 3200 sq ft shop.

1. The creation of this workshop would allow for the sharing of this space between the Carpentry, Plumbing and Electrical Programs. It would also allow the programs to work in partnership.
2. Issues include the cost of construction, and loss of space for other potential programs, noise created by the programs using this space will resonate through the building.
3. Converting (reverting) a finished classroom space to an industrial space reduces value and future potential income.
4. There is the possibility of removing walls in the lower level of Riverside College to create a 3200ft² workshop space.
5. If the wall between rooms 115 and 116 was removed, approximately 1200ft² would be created. If the rooms were extended, and consumed the hallway space, an additional 400ft² could be created. An additional 1600ft² could be added by knocking down the walls to the adjacent classrooms. (Wall removal is in red and wall building is in green).
6. Riverside College would like the wall between 115 and 116 removed to use the space for Trades Sampler Program. This plan could be viable, but a number of shuffles would have to happen to adjust classroom space. From initial conversations, this option would also be quite costly (no cost estimates were given).
7. Riverside College would lose 2 classrooms spaces.

² See appendix A for draft schematics of possible on-site construction options



C) OPERATE THE PROGRAM AT ANOTHER LOCATION

Riverside College will continue to operate its Electrical Program off-site at a warehouse, and continue to operate the plumbing and carpentry programs in the suboptimal spaces at Riverside. This is required for the 2018/2019 year. While the offsite location could be used by the Plumbing and Carpentry Programs, the transportation of students, supplies and tools are concerns due to the distance from the campus. Other issues include image, reputation, liability, costs, convenience and the unknown. There is also a loss of efficiency in the general operation of Riverside College, which includes meetings with staff/students, access to email/internet, communication, etc.

This space comes at a cost. The rent, heat, lights, telecommunications and internet for the 2018-19 school year will be approximately \$67,000.

ANALYSIS

ADVANTAGES OF OPERATING THE PROGRAM AT RIVERSIDE COLLEGE

1. Providing all programs at the Riverside College site provides better oversight of and support for staff, and allows better integration of coursework activity in a classroom, as well as less travel for students.
2. The classroom space at Riverside Riverside College is underutilized.
3. Allows better access to a computer lab, which is also required by the ITA in the Program Requirement Document.
4. The students enrolled in the Program are a part of the Riverside College community and culture and thus have a feeling of belonging.
5. It is easier to market a program that is "on campus" as opposed to a satellite campus.
6. The administration can deal with emergent issues in a more expedited fashion.
7. Elimination of off-site rental costs.

DISADVANTAGES OF OPERATING THE PROGRAM AT RIVERSIDE COLLEGE

1. The costs of renovating the existing building or the construction of a new workshop space is significant, and there is limited space available on-site.
2. There is insufficient time to renovate or build the workshop for the start of the new program in September 2018.
3. Construction will disrupt the facility and environment for both staff and students.

OPTION COSTING

In the amended 2017/2018 budget, \$100,000 was set aside for the possible expansion of Riverside College. While this funding may not cover the full extent of a 3000 square foot expansion, it would cover a large part of the initial investment, or renovation of the facility to incorporate the shop within the existing footprint. The estimated cost associated with a few options are presented below.

A) BUILDING EXPANSION OPTIONS

The construction of an addition on the building will have a significant cost. Two options for addition were additions to the building were drafted, and a revision of one of the options developed a preferred option. In addition, preliminary estimates were calculated for less expensive stand-alone options were researched.

i)	west side of building	up to \$900,000
ii)	east side of building	up to \$500,000
iii)	modified east side of building	up to \$450,000
iv)	modified east side open air structure	est \$250,000
v)	temporary structure (Arctic Shelter)	est \$150,000
vi)	semi-permanent structure (steel bldg.)	est \$280,000

B) BUILDING RENOVATION OPTIONS

Costs estimates for the renovation of the existing building have not been estimated at this time. It is expected that a \$100,000 budget would cover the cost of the changes. The request for removing a portion of the wall between rooms 115 and 116 would be part of this renovation. This minor change would improve programing options for the college.

C) PROGRAM AT OFF-SITE LOCATION

The continued use of the off-site location to provide the workshop space needed for the trades programs would cost approximately \$67,000 a year for short-term leases. A longer lease may result in a reduced rate. If costs will result in the rental of an off-site warehouse (including custodial and utilities). Riverside College is currently renting a warehouse facility for the electrical program. The costs for rent, utilities and other costs for 2018-19 for the off-site facility are:

Rent	\$55,500
Utilities (Phone, internet, heat, lights...)	\$ 5,000
Custodial (\$30/hour for the year)	<u>\$ 7,000</u>
	\$67,500

TIMELINE

The amount of time needed to accommodate any expansion plans for the Riverside College will be dependent upon the option selected and funding approval. The amended budget must be approved by February 2019. Staff will have a better estimate of funding available to support options in September 2018.

When a decision is reached regarding moving forward with an expansion option, detailed plans and budgets will be developed. A decision made in 2018 would enable construction to occur so that an on-site workshop for the trades program could be available for September 2019.

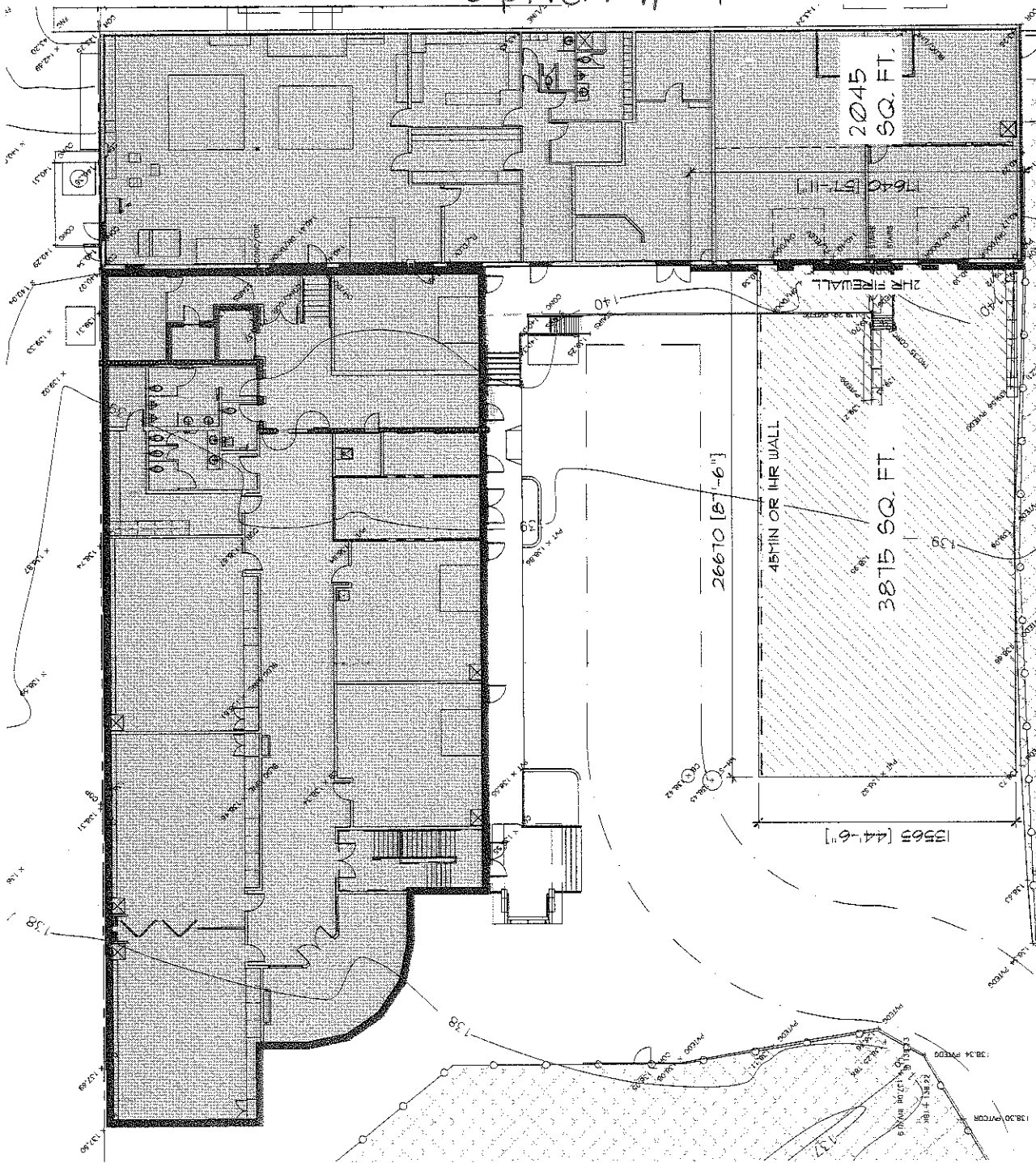
CONCLUSION AND RECOMMENDATION

Riverside College moved to its current location in 2010. The design and program needs at that time did not identify the workshop space needed to meet the Industry Training Authority Guidelines. This issue has led to multiple conversations with the ITA regarding the validity of the Riverside College Trades Programs. Including a 3000 square workshop at Riverside College campus would improve the perception of the college in the eyes of the ITA and provide exceptional trades programming for our students that is in line with the services provided by surrounding trades schools.

Investing in a multipurpose workshop space is a more fiscally responsible and educationally sound approach to supporting trades programming at Riverside College, than providing the program at a rented single-use facility or other off-site facility.

“In any moment of decision, the best thing you can do is the right thing, the next best thing is the wrong thing, and the worst thing you can do is nothing.” - Theodore Roosevelt

Appendix A
Option A-1



OPTION C:

USING A NEW FIREWALL, ADD A THIRD WING TO THE BUILDING TO PROVIDE THE DESIRED AREA. POTENTIALLY RELOCATE PROGRAMMING WITHIN THE BUILDING TO PROVIDE CORRECT USERS WITH DIRECT ACCESS TO STRUCTURE.

PRO:

- NEAR DESIRED SIZE (44'-0" / 13.5m DEEP)
- NOT REMOTE FROM BUILDING
- REDUCES NOISE EXPOSURE TO OTHER CLASSROOMS.

CON:

- REQUIRES ADDITIONAL FIREWALL
- REQUIRES FIRE RATED WALL (SPATIAL SEPARATION PROTECTION)
- MAY REQUIRE RECONFIGURATION OF PROGRAMMING

OPTION C

RIVERSIDE TRADES - SHOP EXPANSION

Scale 1:300

Project No. 18059

8055 Young Blvd
Cypress, TX 77429
714-453-4533
Tel: 804 1793 19416
Fax: 804 1793 19416
E-mail: chp@chparchitects.com

CHPA
Craven | Huston | Powers | Architects

Appendix A.

Option A - 2

OPTION B:

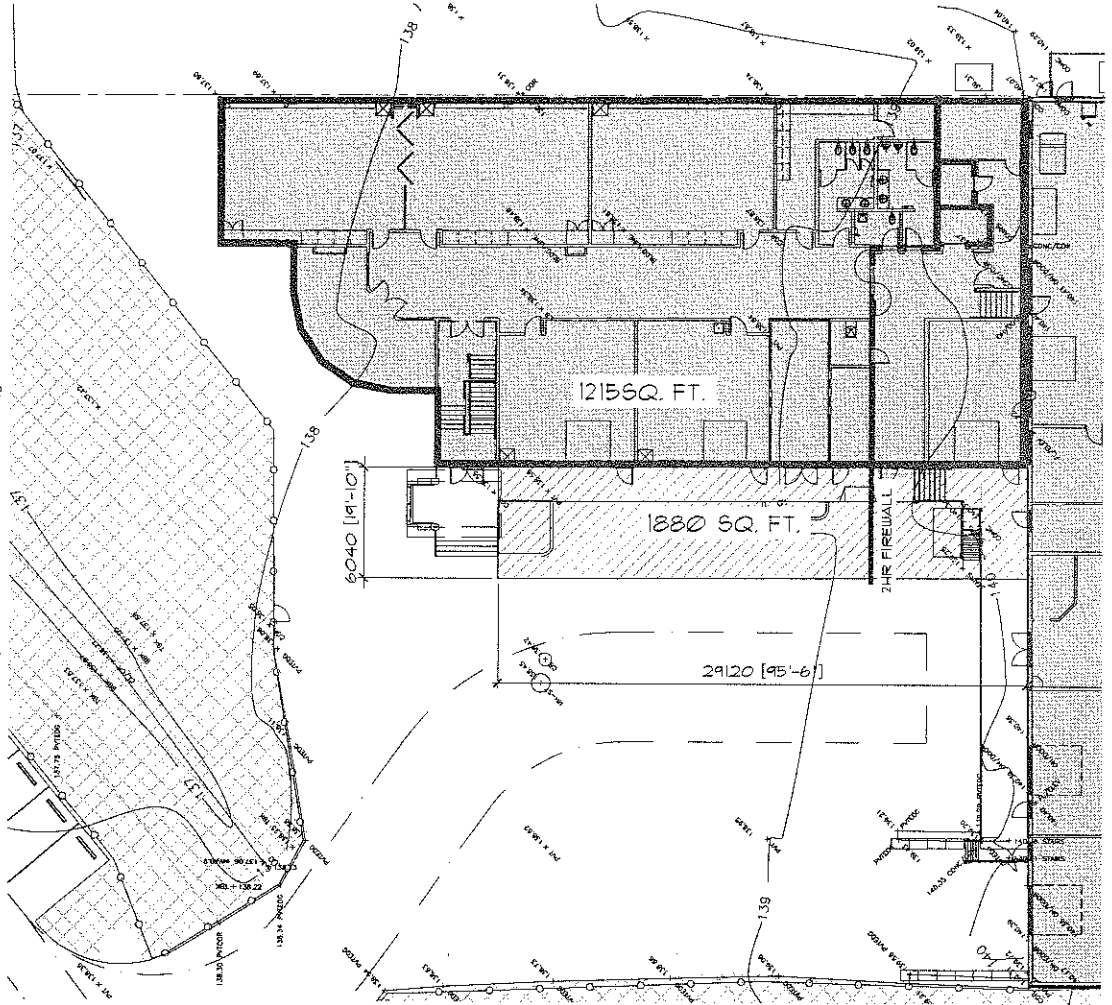
ADD DIRECTLY TO EXISTING BUILDING. THIS OPTION IS LIMITED BY THE MAXIMUM 6000m² BUILDING SIZE ALLOWABLE FOR EACH SIDE OF THE FIREWALL.

PROS:

- MINIMAL ADDITIONAL FIRE PROTECTION REQUIREMENTS
- NOT REMOTE FROM BUILDING
- ADDITION IS IN DESIRED LOCATION

CONS:

- DOES NOT MEET DESIRED AREA MAX 20'-0" / 6.0m EXPANSION (OR REDUCED WIDTH)
- FIREWALL EXTENSION REQUIRED
- COVERED AREA MUST BE DIVIDED BY FIREWALL



OPTION B

RIVERSIDE TRADES - SHOP EXPANSION

Scale 1:300

Project No. 18059

3355 Young Road
 Channahon, Ill., Corporate
 V2P 450
 Tel: 815 (781) 9445
 Fax: 815 (781) 9446
 E-mail: chp@chperchitects.com

Craven | Huston | Powers | Architects

CHIPA

Appendix A

Option A - 3

OPTION B:

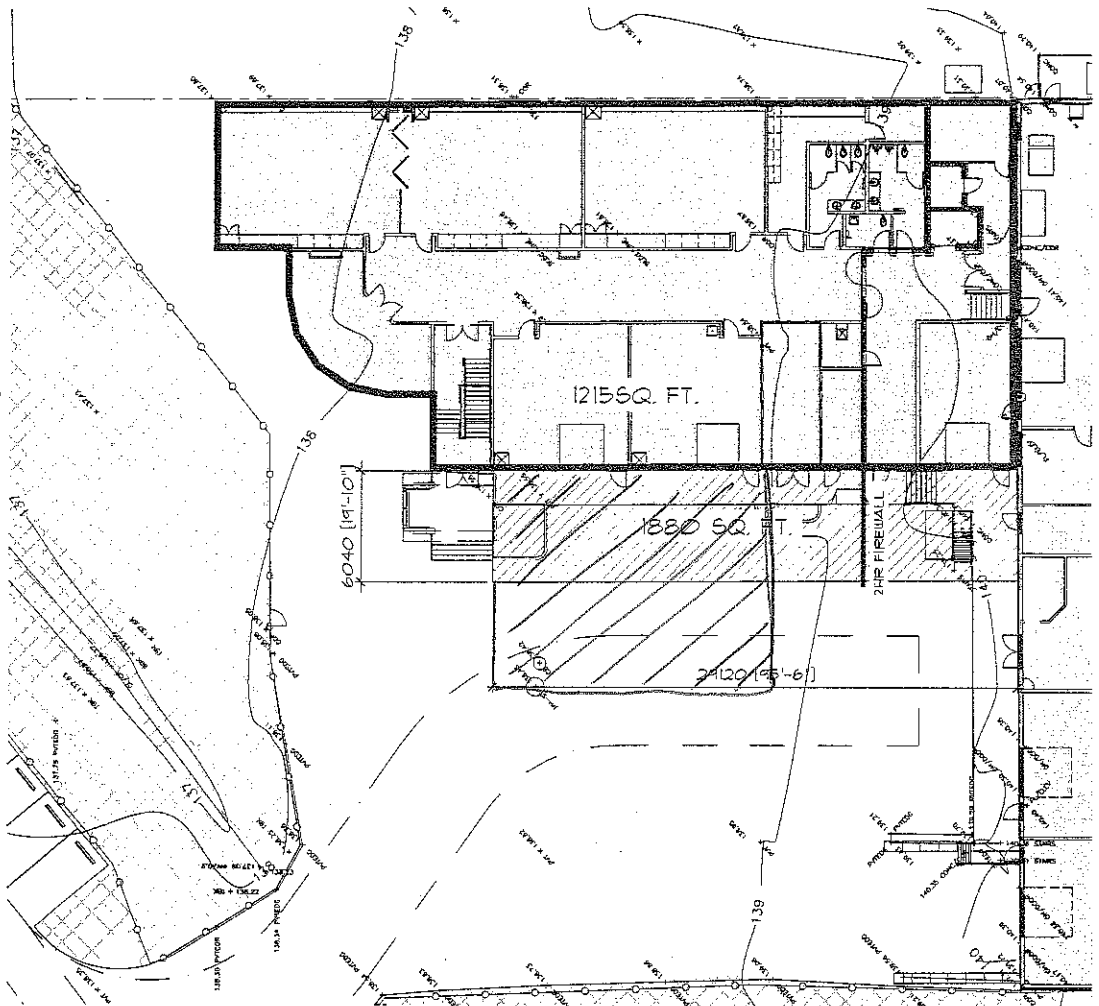
ADD DIRECTLY TO EXISTING BUILDING. THIS OPTION IS LIMITED BY THE MAXIMUM 8000m² BUILDING SIZE ALLOWABLE FOR EACH SIDE OF THE FIREWALL.

PROS:

- MINIMAL ADDITIONAL FIRE PROTECTION REQUIREMENTS
- NOT REMOTE FROM BUILDING
- ADDITION IS IN DESIRED LOCATION

CONS:

- DOES NOT MEET DESIRED AREA MAX 20'-0" / 6.0m EXPANSION (OR REDUCED WIDTH)
- FIREWALL EXTENSION REQUIRED
- COVERED AREA MUST BE DIVIDED BY FIREWALL



OPTION B

RIVERSIDE

Scale 1:31

8300 Young Place
Columbia, E.C., Canada
V2P 4S5
Tel: 804 783 8445
Fax: 804 783 8446
E-mail: crp@chardred.ca

ITEM 4.2 Action

TO: Committee of the Whole
FROM: Wade Peary, Principal, Riverside College
SUBJECT: Installation of Cameras

Recommendation

That the following resolution be forwarded to the June 19, 2018 Board of Education meeting for consideration:

That up to seven (7) cameras be installed at Riverside College for monitoring the inside of the school, including the entrances to the building, and the back outside areas where the remainder of the maintenance staff park the white fleet vehicles

Summary:

Riverside College has been expanding over the last several years. The number of programs are increasing, the enrollment in Continuing Education is growing and we are actively seeking other educational programs that would like to rent space at our facility. With the increased number of students, we have found an increase in the vandalism at the school. Riverside College is also concerned about the safety and security of its students. With the addition of security cameras, we would be able to track the movement of our students if ever there was an issue regarding student safety. It should also be noted that Riverside College is the closest facility to the two prisons in town (one of which does not have a fence to keep its clients inside).

Background:

The school has experienced a moderate amount of vandalism to the inside areas of the building. With the increase in foot traffic in the building through our expanded enrollment, rentals and our resale customers, the cameras would be a small deterrent for students who would want to vandalize the school.

In accordance with the School Act, Board approval is required to install the cameras. In addition, an annual review is required, which will be submitted to the Superintendent each year.

Options, Analysis and Impact:

The cost of installing the cameras is estimated at \$8,700 +GST. Installing video surveillance may deter future vandalism, but there is no guarantee. The cameras would add an extra level of safety and security for the students who attend Riverside College. The funding for this project has been approved by the Board through the District Facility Improvement Fund.

If cameras are not installed, the current hidden areas of the building would continue to be subjected to vandalism, without any means of identifying who is causing the damage.

Policy, Regulation, Legislation:

Section 74.01 of the *School Act* regulates the installation and monitoring of surveillance cameras in a school facility, or on school land for the purposes of protecting the safety of individuals, individual's belongings, or school property. All cameras installed after September 2010 requires the prior approval of the school's parent advisory committee to install and operate a video surveillance camera.

An annual review is also required.

Public Participation:

Riverside College does not have a Parent Advisory Committee. The Principal of Riverside College presented a recommendation to the District Parent Advisory Council (DPAC) for the installation of cameras. DPAC passed the motion unanimously.

Implementation:

- | | |
|------------------|--|
| 1. May 14, 2018 | Recommendation presented to the District Parent Advisory Council |
| 2. June 5, 2018 | Committee of the Whole consideration |
| 3. June 19, 2018 | Board of Education consideration |

Attachment:

- a. DPAC AGM Meeting Minutes, May 14, 2018

**DPAC Annual General Meeting Minutes May 14, 2018
Held at School Board Office**

Meeting Commenced: 7:03pm

Meeting Facilitator: Karah Hutchison

Attendees Present: (See Bottom)

- ❖ Presentation by Wade Perry, Riverside College re: Installation of Security Cameras at Riverside College
- ❖ Must obtain PAC permission to move forward to COTW and Board to install; School Board to fund the cameras
- ❖ Monitored locally by Principal/Secretary in local front office
- ❖ Motion to support 7 cameras installed at Riverside by Lori seconded by Dionne. Passed unanimously.

Adoption of April Minutes: Motion by Clare, Lori Seconds

Additions to Agenda:

- ❖ Under New Business
- ❖ Discussion of Protocol & DPAC members when approached by School Trustees for campaign support
- ❖ Acknowledgement of traditional territory before meetings
- ❖ Update to Event Timing: Raising Digitally Responsible Youth start time to change to 7pm

Adoption of Agenda(as updated): Motion by Lori, Clare Seconds

Correspondence:

- ❖ Prospera Credit Union Bank Statement
- ❖ Letter to Hon. Rob Fleming
- ❖ MPSD Phone Directory
- ❖ Summary of Enrollment
- ❖ COTW Agenda May 1
- ❖ Board of Education Agenda April 17
- ❖ ACF Revised Invoice

Superintendents Report - Angus Wilson:

- ❖ Fraser Health Healthy Schools Program - collaborating on comprehensive health and wellness programs for students - trial starting with Cherry Hill Elementary and Mission Central School
- ❖ Parenting in The Digital Age Workshop - time changed to 7pm start
- ❖ There are a variety of reasons which have caused students to be ineligible to attend prom this year
- ❖ Summer School at MSS - July - Grade 9 and 10 variety of classes - registration upcoming - with success will be expanded in the future
- ❖ Cherry Hill Elementary mural unveiled

BCCPAC Conference Report - Chantelle Morvay Adams

- ❖ Summary of BCCPAC AGM and presentations
- ❖ DPAC and Hatzic Elementary PAC are only voting members from Mission SD

Chair's Report: Karah Hutchison

- ❖ DPAC to provide support for district PACs on a regular basis - ongoing communication throughout the year including deadline for Gaming Grant submission by June 30 and email update in September regarding appropriate spending of gaming grant money
- ❖ More detailed position information and guidelines for executive roles: ie. Treasurer duties and with point by point information to be posted and available online on new DPAC website - coming soon

Treasurer's Report:

- ❖ Chequing Account:
 - Opening Balance \$3612.80 Closing Balance \$3535.80
- ❖ -BCCPAC reimbursed us for attending summit in November, reimbursed to attendee
- ❖ Gaming Account:
 - No Change Balance \$5466.61
- ❖ Outstanding:
- ❖ MSS cheque for February event refreshments, sent to school Via Angus
- ❖ Cheque for BCCPAC AGM attendant

Movie Committee Report:

- ❖ New ACF invoice received
- ❖ Discussion regarding future years involvement - responsibility back to the schools PACs
- ❖ Motion put forward that schools will pay and administer on their own to ACF for movie licensing starting 2018/19 school year. Passed unanimously.

Communications Report: Clare Seeley

- ❖ Post removal and report of a hate post on Facebook - re: SOGI educational event

COTW Report:

May 1st Meeting

- ❖ Joyful Literacy update,
- ❖ Mission Curriculum Website recognized,
- ❖ Hatzic Middle School 1st place in Halqeméylem,
- ❖ Letter to Hon. Rob Flemming from SD75 re: Visit to view our school district for more capital investment,
- ❖ New Board policy on contingency funds

May 8th Meeting:

- ❖ Details regarding funding for Stave Falls Elementary schools reopening budget
- ❖ Student recommendations for funding for future years - draft preliminary budget

Ongoing Items:

October 2018 event:

- ❖ Viewing of Screenagers followed up by panel with Q&A including RCMP liaison, Child & Youth Mental Health
- ❖ To be followed up by a second event in November with a presentation by Jesse Miller

- ❖ Motion to book the Clarke theatre for joint event October 23rd for Screenagers viewing and Panel discussion and a TBD date in November for Jesse Miller presentation by Lori, second Karah. Motion passed.

New Business:

- ❖ Protocol on School Trustees running in current campaign approaching DPAC members
 - As DPAC constitution states we will not support any partisan individual
- ❖ Motion to have DPAC to look into scheduling a School Trustee Candidates Q&A at the end of September with Moderator by Lori, second Dionne. Motion Passed
- ❖ Acknowledgement of traditional territory before all DPAC meetings
- ❖ Motion to acknowledge traditional territory at start of all DPAC meetings by Destinee, second Clare. Motion passed

Nomination and Elections for 2018/2019

- ❖ Nominations:
- ❖ Chair: Karah Hutchison
- ❖ Co-Chair: Chantelle Morvay-Adams
- ❖ Secretary/Treasurer: Cheryl Blondin
- ❖ Communications Director: Vacant
- ❖ Members at Large: Jason Elliot, Christie Lindgren
- ❖ Vote passed to accept executive nominations.

- ❖ DPAC Wrap Up on Friday, June 15 at 6pm location TBD

Adjournment:

- ❖ Motion to adjourn by Cheryl, second by Jason. Adjourned at 9:07pm

Attendees:

HPMS: Karah Hutchison, Jason Elliot; *Albert McMahon:* Cheryl Blondin; *MSS:* Clare Seeley, Dionne Hairsine; *Christine Morrison:* Chantelle Morvay-Adams; *HMS:* Lori McComish; *ESR:* Kirstin Heise, Sheneal Anthony; *Dewdney* Christie Lindgren, Destiny Cunningham; Laura Wilson, ECC; Angus Wilson, MPSD;

ITEM 4.3 Action

TO: Committee of the Whole
FROM: Secretary Treasurer
SUBJECT: Worksafe Update

The Secretary Treasurer will provide the Committee with a verbal update on the school districts progress with the Worksafe PACE audit.

Committee Of the Whole Meeting

June 12, 2018



ITEM 4.4 Action

TO: Board of Education
FROM: Secretary Treasurer
SUBJECT: 2018-2019 Board Meeting Schedule

Recommendation

THAT the 2018–2019 Committee of the Whole/ Board of Education Meeting Schedules be reviewed and forwarded to the June 19, 2018 Public Board Meeting for consideration.

Background/Rationale

Committee of the Whole meetings are typically held on the first Tuesday of each month.
Closed and Public Board Meetings are typically held on the third Tuesday of each month.
Some dates have been adjusted to reflect scheduled and approved school/statutory holidays.
The inaugural meeting will be held on November 20, 2018 for the newly elected Trustees.

Committee of the Whole Meetings – Open to the Public

September 11
October 2
November 6
December 4
January 8
February 5
March 5
April 9
May 7
June 4

Board of Education (Closed and Public) Meetings

September 18 *Fraserview Learning Centre and Summit Learning Centre*
October 16 *École Mission Secondary School*
November 20 *Heritage Park Middle School*
December 18 *Hatzic Middle School*
January 22 *Christine Morrison Elementary*
February 19 *Hatzic Elementary*
March 12 *Silverdale Elementary*
April 16 *Dewdney Elementary*
May 21 *Cherry Hill Elementary*
June 18 *Mission Central Elementary*

ITEM 4.5 Action

TO: Committee of the Whole
FROM: Trustee Cairns
SUBJECT: Motion to BCSTA Provincial Council

Recommendation:

THAT the Committee of the Whole forward the following to the Board meeting for consideration to submit to BCSTA Provincial Council

That BCSTA be requested to develop policy guidelines and templates for preventing, and/or addressing discrimination, harassment, and poisoned work environments of Boards of Education and individual trustees.

Rationale:

Have seen, read, or been told of instances of harassment or poisoned work environments experienced by trustees. Without knowing the details, this should not be any elected trustees experience. Censuring should be done in public not in closed meetings then used to ostracize, or hold over ones head with no public knowledge. Trustees should not be experiencing post-traumatic stress.

Poisoned work environments are those where harassment, discrimination, unfair treatment is known, condoned and those in authority take no action to end. In British Columbia school districts this does happen and needs to end.

In the past and currently, this is accepted and defended under the guise of political license. Yet we are leaders of students and should lead by example.

ITEM 4.6 Discussion

TO: Committee of the Whole
FROM: Trustee Carter
SUBJECT: Vending Machine

Trustee Carter would like to discuss vending machines at school sites.

ITEM 5.1 Action

File No. 1105.Election 2018

TO: Committee of the Whole
FROM: C. Becker, Secretary Treasurer
SUBJECT: 2018 School Trustee Elections

Recommendation

THAT the following resolutions be reviewed and forwarded to the June Board Meeting for consideration:

- 1. That the following appointments for the 2018 Mission School District Fraser Valley Rural Area School Trustee Election be approved:**
 - a. Jamie Schween Chief Election Officer**
 - b. Pam Loat, Deputy Chief Election Officer**
 - c. Christina Mooney, Deputy Chief Election Officer**

- 2. That the following appointments for the 2018 District of Mission School Trustee Election be approved:**
 - a. Mike Younie, Chief Election Officer**
 - b. Jennifer Russell, Deputy Chief Election Officer**

- 3. That the Secretary Treasurer be authorized to execute the agreements with the District of Mission and the Fraser Valley Regional District for the conduct of the trustee elections on behalf of School District #75 (Mission).**

- 4. That the three readings and adoption of Bylaw No 2018-4, a Bylaw to establish various procedures and requirements to be applied in the conduct of general school elections and other trustee elections, be considered at one meeting.**

- 5. That Bylaw No 2018-4, a Bylaw to establish various procedures and requirements to be applied in the conduct of general school elections and other trustee elections, be read three times, and approved.**

Summary:

The election for the Trustees of School District 75 will be held in October 2018. The elected trustees will serve a four year-term beginning in November 2018. The election process must be conducted in accordance with the School Act and the Local Government Act.

To prepare for the election, the School District must update any required changes to the bylaw prior to August 2018, appoint the chief and deputy election officers for the two election areas, and approve agreements with the District of Mission and the Fraser Valley Regional District to conduct the election. As the election process begins in August, the bylaws and appointments must be made at the June meeting.

Background:

The School District electoral boundaries encompass the District of Mission and a portion of the Fraser Valley Regional District. The election process has been previously coordinated by the District of Mission for the election of trustees from the District, and by the Fraser Valley Regional District for the trustee from the electoral area. As in prior years, staff recommend that the School District enter into agreements with the District of Mission (DOM) and the Fraser Valley Regional District (FVRD) to run the elections for School District 75 trustees in the 2018 local elections. This is a process that occurs in most school districts throughout the province.

Upon review of the School District's election bylaw, a few minor changes were required to update references to outdated legislation. As such, the bylaw was updated to follow the bylaw template provided by the BCSTA.

Policy, Regulation, Legislation:

The Election of School Trustees is conducted in accordance with the *BC School Act* and the *Local Government Act*.

Attachments:

- a) Draft Election Bylaw
- b) Draft Agreement – FVRD – includes FVRD Election Bylaw
- c) Draft Agreement – DOM – includes DOM Election Bylaw

SCHOOL DISTRICT NO. 75 (Mission)

TRUSTEE ELECTIONS BYLAW

BYLAW No. 2018-4

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 75 (Mission), in accordance with the *School Act*, to establish various procedures and requirements to be applied in the conduct of general school elections and other trustee elections.

Whereas in School District #75 (Mission) trustee elections are held in the following trustee electoral areas:

Trustee Electoral Area	Trustee Electoral Area Description	Number of Trustees
#1 (DOM)	Municipality of the District of Mission	Four
#2 (FVRD)	Electoral Areas F, G, and a portion of Area C of the Fraser Valley Regional District	One

Therefore, the Board, in open meeting assembled, enacts as follows:

1. Definitions:

The terms used in this bylaw shall have the meanings assigned by the *School Act*, the *Local Government Act*, and the *Local Elections Campaign Financing Act*, except as the context indicates otherwise.

“Board” means the Board of Education of School District No.75 (Mission)

“by-election” means a trustee election to fill a vacancy on the Board in any of the circumstances described in section 36 of the *School Act*.

“election” means a trustee election.

“Regional District” means the Fraser Valley Regional District.

2. Application

(a) This bylaw applies to both general school elections and by-elections, except as otherwise indicated in this bylaw.

3. Application of Local Government Bylaws

(a) In Trustee Electoral Area #1 (DOM) the election bylaws of the Municipality of the District of Mission apply to trustee elections conducted by the Municipality of the District of Mission, except for bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nomination deposit, or any other matter on which the local government bylaws may not by law apply to a trustee election.

(b) In Trustee Electoral Area #2 (FVRD) the election bylaws of the Regional District apply to trustee elections conducted by the Regional District, except for bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nomination deposit, or any other matter on which the local government bylaws may not by law apply to a trustee election.

4. Resolution of Tie Vote after Judicial Recount

(a) In the event of a tie vote after a judicial recount, the tie vote will be resolved by lot in accordance with the *Local Government Act*.

5. Title:

This bylaw may be cited as School District No.75 (Mission) Trustee Elections Bylaw No. 2018-4.

6. Repeal

School District No 75 (Mission) Trustee Elections Bylaw No 2 - 2008 is hereby repealed.

READ A FIRST TIME THE _____ DAY OF JUNE 2018;

READ A SECOND TIME THE _____ DAY OF JUNE 2018_;

READ A THIRD TIME, PASSED AND ADOPTED THE _____ DAY OF JUNE 2018.

Chairperson of the Board

(Corporate Seal)

Secretary Treasurer



**LETTER OF AGREEMENT FOR ELECTIONS SERVICES
2018 School Trustee Election – Rural Area School Trustee
School District 75 – Mission**

28 May 2018

Corien Becker, Secretary/Treasurer
School District #No. 75
33046 Fourth Avenue
Mission, BC V2V 1S5

Re : Agreement for Election Services - 2018 Rural Area School Trustee Election within Electoral Areas F, G and a Portion of Electoral Area C of the Fraser Valley Regional District (“FVRD”)

This letter confirms our agreement with respect to the above referenced matter:

1. School District No. 75 (“School District”) shall be responsible for the following:

- a. Appointing the following individuals, by Board resolution, to act in the following roles for purposes of conducting the 2018 Rural Area School Trustee Election (“Election”):
 - Jaime Schween, Chief Election Officer
 - Pam Loat, Deputy Chief Election Officer
 - Christina Mooney, Deputy Chief Election Officer;
- b. Statutory reporting and publication of acclamation or Election results and reporting of results to Elections BC;
- c. Remitting to the FVRD within 30 days of being invoiced, those costs for conducting the Election on behalf of the School District in accordance with this agreement. The amount will represent the extra costs borne by the FVRD for staffing, advertising, supplies and other miscellaneous expenses attributable to conducting this election on behalf of the School District;
- d. It is agreed and understood that if any FVRD Electoral Area Director is elected by acclamation in the applicable electoral area where the FVRD is conducting Rural Area School Trustee Election, the FVRD will adjust the amount payable by the School District to be the total costs of that Election and will conduct the Election regardless;
- e. If the Rural Area School Trustee is elected by acclamation in the applicable electoral area where the FVRD is conducting elections, the amount payable will also be adjusted accordingly to reflect only the value of services provided by the FVRD;

- f. Paying all legal costs which can be specifically attributed to the Rural Area School Trustee Election. Such amounts will be invoiced separately.

2. The Chief Election Officer for the FVRD shall be responsible for the following;

- a. Conducting the Election on behalf of the School District within FVRD Electoral Areas F, G and a portion of C;
- b. Providing the services of its appointed Chief Election Officer, Deputy Chief Election Officers and election staff for these purposes;
- c. Providing and training all election staff for purposes of the Election;
- d. Arranging for the use of all facilities designated as voting places;
- e. Preparing all nomination documents and accepting all nominations;
- f. Preparing and publishing all statutory advertising and other notices;
- g. Making all statutory declarations;
- h. Providing the voting books and ballots for all voting opportunities;
- i. Providing all election forms incidental to conducting the Election;
- j. Conducting the ballot count and calling in the preliminary election results to the School District at the end of the ballot count. In accordance with S. 47 of the *School Act*, the FVRD will not conduct the count until it is advised by the Chief Election Officer/designate for the School District that all voting places for the School District have closed;
- k. Reporting acclamation or election results to the School District;
- l. Communicating with Elections BC as required, with the exception of reporting of Election results as per Section 1. b of this agreement;
- m. Destruction of all election materials as per the Local Government Act;
- n. Making election materials available for public inspection;
- o. Delivering all election related records not destroyed under section (m) of this agreement to the School District, after the first day to destroy election materials as prescribed in the Local Government Act;
- p. The FVRD is not responsible for any statutory or other duties associated with this election once the election related records have been delivered to the School District;
- q. It is understood and agreed that should the Electoral Area Director for either Electoral Area C, F or G be elected by acclamation, the FVRD shall abide by the terms of this agreement regardless;
- r. Invoicing the School District as per this agreement.

3. **Miscellaneous:**

- a. It is hereby acknowledged that *Fraser Valley Regional District Local Government Election and Procedures Bylaw No. 1442, 2017 (attached)* shall apply for purposes of this agreement, except where Section 45 (9) of the School Act requires otherwise.
- b. It is hereby acknowledged that the Fraser Valley Regional District will only conduct one (1) Advance Voting Opportunity on October 10, 2018 as prescribed in the Local Government Act.
- c. The School District shall indemnify and save harmless the FVRD from and against any and all claims, losses, damages, costs, actions, liabilities, expenses, costs, including legal or other fees incurred in respect of any such claim, or any cause or proceeding brought thereon, arising directly, or indirectly from, or in connection with, the conduct of the Election with respect to this agreement;

Please kindly attend to the execution of this agreement and return a fully executed copy to me via email.

Should these matters require further clarification or should there be any errors or omission contained in this agreement, please contact me at your very earliest opportunity direct at 604-702-5023 or jschween@fvrd.bc.ca. Thank you very much for your cooperation and assistance throughout and I look forward to working with you during the upcoming Election.

Sincerely,



Jaime Schween
Chief Election Officer

Approved as to form and content

Authorized Signatory
School District #75

Date



Jaime Schween
Chief Election Officer

Date

FRASER VALLEY REGIONAL DISTRICT

BYLAW NO. 1442, 2017

A bylaw to provide for the procedures for the conduct of General local elections and other voting

WHEREAS Parts 3 and 4 of the *Local Government Act* (the "Act") provides for the conduct of General Local Elections and Assent Voting;

WHEREAS the Act provides that a board may, by bylaw, determine various procedures and requirements to be applied to the conduct of General Local Elections and Assent Voting and the Fraser Valley Regional District Board ("the Board") deems it advisable to establish certain procedures and requirements under that authority.

NOW THEREFORE, the Board in open meeting assembled, enacts as follows:

A. CITATION

This bylaw may be cited for all purposes as the "*Fraser Valley Regional District Election Procedures Bylaw No. 1442, 2017*".

B. DEFINITIONS

Assent Voting means:

- (a) Voting on a bylaw or other matter for which the assent of the electors is required;
- (b) Voting on a bylaw or other matter for which the local government is authorized under *the Act* or another Act to obtain the assent of the electors;
- (c) Voting on a referendum under Section 336 of *the Act* regarding a regional district service.

General Local Election means the election to be held for the offices of Electoral Area Director of the Fraser Valley Regional District according to *the Act*.

C. ENACTMENTS

1. Access to Nomination Documents

As authorized under *the Act*, public access to nomination documents will be provided from the time of delivery until 30 days after the declaration of election results, by internet or other electronic means, and will otherwise be available for public inspection at the offices of the

Fraser Valley Regional District located at 45950 Cheam Avenue, Chilliwack, B.C. between the hours of 8:30 a.m. and 4:30 p.m. Monday through Friday, except statutory holidays.

2. Advance Voting Opportunity

- a) In accordance with *the Act*, for electoral areas with a population less than 5000, only one (1) advance voting opportunity will be held on the 10th day before general voting day.
- b) For electoral areas with a population greater than 5000, the second advanced voting opportunity will be held on the 3rd day before general voting day.

3. Special Voting Opportunities

In accordance with *the Act*, the Chief Election Officer may determine whether a special voting opportunity is to be conducted and may establish the dates, locations and voting hours for special voting opportunities. The Chief Election Officer may limit the number of candidate representatives who may be present at a special voting opportunity.

4. Voting Day Registration Only

For purposes of all General Local Elections and Assent Voting under Parts 3 and 4 of *the Act*, a person may register as an elector only at the time of voting in accordance with *the Act*.

5. Resolution of Tie Vote after Judicial Recount

In accordance with *the Act*, in the event of a tie vote after a judicial recount, the results of the election will be determined by lot rather than by a runoff election.

6. Mail Ballot Voting

- a) As authorized under *the Act*, voting and elector registration for mail ballot voting may be conducted by mail for those electors who meet the criteria under subsection 6)b) of this bylaw for each General Local Election or Assent Voting.
- b) The following electors are permitted to register to vote by mail, and to vote by mail ballot:
 - i. those electors who have a physical disability, illness, or injury that affects their ability to vote at another voting opportunity;
 - ii. electors who expect to be absent from the Fraser Valley Regional District on general voting day and during the times of all advance voting opportunities;
 - iii. electors who reside within a remote area located more than 25kms from the nearest voting place at which they are entitled to vote.
- c) The Chief Election Officer is hereby authorized to establish time limits in relation to voting by mail ballot and applying for voting by mail ballot.



**LETTER OF AGREEMENT FOR ELECTION SERVICES
2018 School Trustee Election
School District 75 – District of Mission**

June 1, 2018

Corien Becker, Secretary/Treasurer
School District #No. 75
33046 Fourth Avenue
Mission BC V2V 1S5

**Re : Agreement for Election Services - 2018 School Trustee Election within
the District of Mission**

This letter confirms our agreement with respect to the above referenced matter:

1. **School District No. 75 (“School District”) shall be responsible for the following:**
 - a. Appointing the following individuals, by Board resolution, to act in the following roles for purposes of conducting the 2018 School Trustee Election (“Election”) within the District of Mission:
 - Mike Younie, Chief Election Officer
 - Jennifer Russell, Deputy Chief Election Officer
 - b. Statutory reporting and publication of acclamation or Election results and reporting of results to Elections BC;
 - c. Providing all required information, such as but not limited to nomination packages, advertising requirements etc. to Mission in a timely manner to meet legislated timelines;
 - d. Paying Mission’s legal costs which can be directly attributed to the School Trustee Election. Seeking of legal advice in this case shall be reviewed with the School District prior to making the expenditure.
 - e. Making available, at no cost to Mission, the gymnasiums, washrooms and lunch rooms of the following School District facilities from 4PM to 8PM on October 19 and from 6AM to 10PM on October 20, 2018:
 - Cherry Hill Elementary School
 - Mission Central Elementary School
 - Albert McMahon Elementary School

- Hatzic Middle School
 - Silverdale Elementary School
 - West Heights Elementary School
- f. Making available, at no cost to Mission, tables and chairs in sufficient quantities to host the Election in each facility.

2. Mission shall be responsible for the following;

- a. Conducting the Election on behalf of the School District within the District of Mission at no cost to the School District;
- b. Providing the services of its appointed Chief Election Officer, Deputy Chief Election Officers and election staff for these purposes;
- c. Providing and training all election staff for purposes of the Election;
- d. With the assistance of the School District as per 1(d) and 1(e), arranging for the use of all facilities designated as voting places;
- e. Preparing all nomination documents, accepting and recoding all nominations;
- f. Preparing and publishing all statutory advertising and other notices;
- g. Making all statutory declarations;
- h. Providing the voting books and ballots for all voting opportunities;
- i. Providing all election forms incidental to conducting the Election;
- j. Conducting the ballot count and calling in the preliminary election results to the School District at the end of the ballot count when the voting places have closed.
- k. Reporting acclamation or election results to the School District as soon as definitive results are known;
- l. Communicating with Elections BC as required, with the exception of reporting of Election results as per Section 1(b) of this agreement;
- m. Destruction of all election materials as per the Local Government Act;
- n. Making election materials available for public inspection;
- o. Delivering all election related records not destroyed under section 2(m) of this agreement to the School District, after the first day to destroy Election materials as prescribed in the Local Government Act;
- p. Mission is not responsible for any statutory or other duties associated with the Election once the election related records have been delivered to the School District;
- q. Notwithstanding 2(a), it is agreed and understood that if the District of Mission Mayor and Councillors are elected by acclamation Mission will conduct the Election regardless but will negotiate reasonable recovery of costs from the School District prior to the Election.

3. **Miscellaneous:**

- a. It is hereby acknowledged that the District of Mission Election Procedures Bylaw 2669-1993 and the Automated Vote Counting System Authorization and Procedure Bylaw 2978-1996 shall apply for purposes of this Agreement, except where Section 45 (9) of the School Act requires otherwise in which case the School District shall promptly notify Mission of these exceptions;
- b. It is hereby acknowledged that Mission will only conduct two Advance Voting Opportunities as per the District of Mission Election Procedures Bylaw 2669-1993;
- c. The School District shall indemnify and save harmless Mission from and against any and all claims, losses, damages, costs, actions, liabilities, expenses, costs, including legal or other fees incurred in respect of any such claim, or any cause or proceeding brought thereon, arising directly, or indirectly from, or in connection with, the conduct of the Election with respect to this agreement;

Please kindly attend to the execution of this agreement and return a fully executed copy to me via email.

Should these matters require further clarification or should changes to the Agreement be required, please contact me at your earliest opportunity direct at 604-820-3798 or myounie@mission.ca. Thank you very much for your cooperation and assistance throughout and I look forward to working with you during the upcoming Election.

Sincerely,



Mike Younie
Chief Election Officer, District of Mission

IN WITNESS WHEREOF each party has caused this Agreement to be executed by its duly authorized representative at Mission as of the date first written above.

Corien Becker, Secretary/Treasurer, School District #75

Date

Mike Younie, Chief Election Officer, District of Mission

Date



ELECTION PROCEDURES BYLAW

2669-1993

THE FOLLOWING DOCUMENT HAS BEEN REPRODUCED FOR CONVENIENCE ONLY and is a consolidation of "District of Mission Election Procedures Bylaw 2669-1993" with the following amending bylaws:

Bylaw Number	Date Adopted	Section Amended
3238-1999-2669(1)	July 5, 1999	Sections 1, 3, 4, 5, 6, 7
3395-2001-2669(2)	June 18, 2001	Sections 1 to 5
3816-2005-2669(3)	July 18, 2005	Section 1
4065-2008-2669(4)	July 21, 2008	Sections 1, 3, 4
5224-2011-2669(5)	July 18, 2011	Section 3
5449-2014-2669(6)	August 5, 2014	Section 3, 5, 7

Individual copies of any of the above bylaws are available from the Administration Department of the District of Mission. For legal purposes, copies of the original bylaws should be obtained.

DISTRICT OF MISSION

BYLAW 2669-1993

A bylaw to provide for the determination of various procedures for the conduct of local government elections and other voting

3395-2001-2669(2)

WHEREAS, under the *Local Government Act*, the Council of the District of Mission may, by bylaw, determine various procedures and requirements to be applied in the conduct of local government elections and other voting;

AND WHEREAS the Council of the District of Mission wishes to establish various procedures and requirements under that authority;

NOW THEREFORE the Council of the District of Mission, in open meeting assembled, ENACTS AS FOLLOWS:

1. **DEFINITIONS**

In this bylaw:

3238-1999-2669(1)
3395-2001-2669(2)

"Chief Election Officer" means the election official appointed by the local government of the District of Mission under Section 41 of the *Local Government Act*,

3395-2001-2669(2)
3816-2005-2669(3)

"Elector" means a resident elector or non-resident property elector of a municipality as defined under the *Local Government Act*,

"Election" means an election for the number of persons required to fill a local government office;

"General local election" means the elections held for the mayor and all councillors of the municipality which must be held in the year 1993 and every 3rd year after that;

"General voting day" means,

a) for a general local election, the 3rd Saturday of November in the year of the election,

3238-1999-2669(1)

b) for other elections, the date set under sections 37 or 38 of the Local Government Act, and

c) for other voting, the date set under section 162 of the Local Government Act;

3816-2005-2669(3)

"Jurisdiction" means, in relation to an election, the municipality for which the election is held;

3816-2005-2669(3)

"Local government" means the Council of a municipality, the council;

3238-1999-2669(1)
3395-2001-2669(2)
3816-2005-2669(3)

"Other voting" means voting on a matter referred to in section 158 of the *Local Government Act* and includes seeking assent of the electors under section 85 of the *Community Charter*.

4065-2008-2669(4)

“Qualified Nominator” means a resident elector or non-resident property elector listed or eligible to be listed on the current list of electors.

2. REQUIRED ADVANCE VOTING OPPORTUNITIES

3395-2001-2669(2)

a) As required under section 97 of the *Local Government Act*, the following required advance voting opportunities are established to be held in advance of general voting day for each election and other voting.

i) On the tenth day before general voting day at the Municipal Hall, 8645 Stave Lake Street, Mission, B.C., from 8:00 a.m. to 8:00 p.m.

ii) On the third day before general voting day at the Municipal Hall, 8645 Stave Lake Street, Mission, B.C., from 8:00 a.m. to 8:00 p.m.

3. SPECIAL VOTING OPPORTUNITIES

3238-1999-2669(1)
3395-2001-2669(2)
5224-2011-2669(5)
5449-2014-2669(6)

a) As authorized under section 99 of the *Local Government Act*, special voting opportunities will be provided and the chief election officer is hereby authorized to establish the dates, locations, and voting hours within the limits set out in section 99 of the *Local Government Act*, for the special voting opportunities.

b) The only electors who may vote at a special voting opportunity are electors who, on the date on which the special voting opportunity is held, and before the end of the voting hours for that special voting opportunity, have been admitted as patients, are residents of, or are workers at the location of the special voting opportunity.

c) The following procedures for voting and for conducting the voting proceedings apply to the special voting opportunities:

i) The ballot boxes and necessary supplies for the voting may be carried from room to room by the presiding election official and another election official to afford each elector the opportunity to vote at his/her bedside, where it is determined by the presiding election official that the elector cannot attend the voting place established at each of the special voting opportunities.

d) One candidate representative may be present at each of the special voting opportunities, with that candidate representative chosen by agreement of the candidates for that election, or failing such agreement, by the Chief Election Officer.

3238-1999-2669(1)

4. REGISTER OF RESIDENT ELECTORS

3395-2001-2669(2)

For the purposes of all local elections and submissions to the electors under Part 3 and 4 of the *Local Government Act*, the most current available Provincial list of voters prepared under the *Election Act* shall become the register of resident electors for the District of Mission on the 52nd day prior to the general voting day for such elections and submissions to the electors.

4065-2008-2669(4)

ACCESS TO NOMINATION DOCUMENTS

As authorized under section 73 of the *Local Government Act* additional public access to nomination documents will be provided for public viewing through the internet on the District's web site from the time of posting until 30 days after the declaration of the election results.

3238-1999-2669(1)

5. **REPEAL**

"District of Mission Advance Poll and Mobile Poll Bylaw 2210-1990" is repealed as of the adoption date of this bylaw.

3238-1999-2669(1)

6. **CITATION**

This Bylaw may be cited as "District of Mission Election Procedures Bylaw 2669-1993".

5449-2014-2669(6)

7. **OATH OF OFFICE**

I, [insert name of person elected or appointed], do [swear]/[solemnly affirm] as (Mayor)/(Councillor) for the District of Mission, that I shall:

- *Perform the duties of the office of (Mayor)(Councillor) faithfully and with integrity;*
- *Abide by the statutes, bylaws and policies that govern the District and promote openness, accountability, and responsible leadership;*
- *Provide stewardship of the public assets through the development and evaluation of the District's policies and programs; and*
- *Always consider the well-being and interest of the community as a whole leading the development of a safe, vibrant and sustainable Community.*

READ A FIRST TIME this 16th day of August, 1993

READ A SECOND TIME this 16th day of August, 1993

READ A THIRD TIME this 16th day of August, 1993

RECONSIDERED AND FINALLY ADOPTED this 7th day of September, 1993

(original signed by Mayor K. Redl)
MAYOR

(original signed by Dennis Clark)
CLERK

I HEREBY CERTIFY the foregoing to be a true and correct copy of "District of Mission Election Procedures Bylaw 2669-1993".

CLERK

ITEM 5.1a Discussion

TO: Committee of the Whole
FROM: Trustee Taylor
SUBJECT: Limiting of Trustee official duties prior to the election

Trustee Taylor would like discuss the limiting of Trustee official duties and formal meetings prior to the 2018 Election.

ITEM 5.2 Action

File No. 1020

TO: Committee of the Whole
FROM: C. Becker, Secretary Treasurer
SUBJECT: Draft Budget Development, Monitoring and Reporting Policy

Recommendation

THAT the draft Budget Development, Monitoring and Reporting policy be reviewed and forwarded to the June 5, 2018 Board meeting for consideration.

Summary:

The Financial Governance and Accountability framework developed by the Financial Health Working Group, recommends that Boards of Education develop a Budget Monitoring and Reporting policy by June 30, 2018. The draft policy presented is based on the recommendations from the working group. The policy includes guidelines for budget documents that will facilitate a fulsome review.

Background:

The detailed report on Financial Governance and Accountability recommends that School Districts incorporate processes that are considered good practices for Financial Governance and Accountability for School District Operations. The recommendations include adopting a policy with respect to budget monitoring and reporting by June 30, 2018.

Analysis and Impact:

Staff have been working towards the practices that are outlined in the draft policy. As such, the policy will have minimal additional impact on the organization. If the reporting requirements are expanded, additional support would be required in the finance department.

Strategic Priority:

The Boards Strategic Plan includes the requirement to review, revise and create policy that contributes to effective governance and operational direction, as well as maintaining a healthy financial position. The policy assists the Board in achieving these goals.

Policy, Regulation, Legislation:

The policy is to provide guidance to staff as they develop the annual budget, and present financial information for the review of the financial progress. The policy is the regulatory framework for staff to work under.

Public Participation:

Included with the Committee of the Whole discussion, and additional opportunity to solicit comments following approval in principle.

Attachments:

- a) Draft Budget Development, Monitoring and Reporting Policy

Implementation:

June 5, 2018 Committee of the Whole review
June 19, 2018 Board approval in principal
Sept - Nov 2018 Public consultation
December 2018 Board approval

Section:	Finance	
Title:	Budget Development, Monitoring, and Reporting	504

Purpose

To support the financial governance and accountability responsibilities of the Board with regular monitoring and reporting of the actual financial spending to planned financial spending.

Policy

The Board of Education is responsible for approving the annual budget bylaw, the amended budget bylaw, the five-year capital plan and capital bylaw.

The Superintendent and the Secretary Treasurer are delegated the responsibility for drafting the annual budget, the amended budget, and the five-year capital plan, considering the Board's strategic priorities, departmental operating priorities, and guidelines provided by the Ministry of Education.

The Secretary Treasurer is delegated responsibility for the overall management and monitoring of the financial budget, spending, and reporting processes.

The Board and senior management are responsible for monitoring actual spending to planned spending. In addition to the annual reporting to June 30 that is reviewed in September each year, financial activity reports comparing actual to budget will be provided to the Board and Senior Management.

Guidelines

1. Budget Development
 - 1.1. The draft budget documents are to include the following information:
 - 1.1.1. Summary of projects and initiatives to meet strategic and operating plans and priorities.
 - 1.1.2. Key budget assumptions:
 - 1.1.2.1. Grant rate changes / impacts.
 - 1.1.2.2. Student enrolment changes / impacts.
 - 1.1.2.3. Staffing changes.
 - 1.1.2.4. Salary increases – inflation rate increases, and length of service increases.
 - 1.1.2.5. Inflation rate, interest rate, utility rate changes and impact.
 - 1.1.3. Financial and business risks.
 - 1.1.3.1. Options for mitigating risks.
 - 1.1.4. Summary of reserve funds
 - 1.1.4.1. Transfers to and from reserve funds
 - 1.1.4.2. Use of reserve funds
 - 1.1.5. Summary of local capital

2. Budget and Interim Reporting

2.1. Quarterly Reports as of September 30, December 30, and March 30, are to be prepared for senior management and the Board, including the following information and comments on significant variances:

2.1.1. Operating revenues, expenses, comparing actual to budget.

2.1.2. The projected year end surplus or deficit

2.1.3. Eligible funded students

2.1.4. Number of full-time equivalent employees (FTE)

2.1.5. Local capital projects: status, % complete

2.1.6. Provincial funded capital project: status, % complete, funding received

2.2. Quarterly reports are to be presented at the Committee of the Whole for discussion with partner groups prior to submitting to a Board meeting.

Date of Original Board Approval: _____, 2018

Date Amended:

Legal Reference:

Cross Reference: *Financial Governance and Accountability*
 - Financial Health Working Group, March 20, 2017

DRAFT

ITEM 5.3 Action

File No. 11210

TO: Board of Education
FROM: Secretary Treasurer
SUBJECT: 2019-2020 Five Year Capital Plan

Recommendation:

THAT the 2019-2020 Five Year Capital Plan dated June 2018 be reviewed and forwarded to the June 19, 2018 Board meeting for consideration.

Executive Summary:

The Ministry of Education directed School Districts to develop five-year capital plans. The capital plans should be based on a Long Range Facilities Plan (LRFP). This Mission Public School District's LRFP is in draft form, and is expected to be finalized in 2018.

The 2019-2020 five-year capital plan is to be submitted to the Province by June 30, 2018. The plan is put together considering the draft LRFP. The plan has been updated to include requests for funding for the Stave Falls School as well.

Background:

Mission Public School District is required to submit a five-year capital plan to the Minister of Education. The School Act requires the School District to prepare a capital plan that sets out proposed sites and facilities and the renovation of existing facilities, other than plans for local capital projects or the annual facility projects. The capital plan must include the amount of financial resources needed for the projects.

All capital funding programs (with the exception of the Annual Facility Grant (AFG)) are to be included in the submission. These programs are:

- SMP - Seismic Mitigation Program
- EXP - New Schools, Additions, Site Acquisition
- REP - School Replacement
- BEP - Building Envelope
- SEP - School Enhancement Program
- CNCP - Carbon Neutral Capital Program
- BUS - Bus Replacement & Inventory
- PEP - Playground Equipment Program

A new Project Request Fact Sheet (PRFS) must be submitted if projects are for seismic upgrades, additions to schools, replacement schools or new schools within the first three years of the five-year capital plan submission.

Only building envelope projects currently on the Ministry list can be submitted under the BEPs program; Albert McMahon and Dewdney are on this list. Other building envelope projects would be submitted under the School Enhancement Program.

Options:

The 2019/2020 Five Year Capital Plan must be submitted to the Ministry before June 30th, 2018. The plan is based on the draft LRFP and other capital needs identified by the Facilities department.

Analysis and Impact:

This report provides details on projects to submit to the Province to fund capital for the school district. At this point it provides basic information on what projects could be considered acceptable by the Province. Failure to submit the plan to the Province by June 30, 2018 may compromise the District's ability to access capital funds to improve existing facilities.

Strategic Priority:

MPSD Strategic Priorities identifies the need to be economically sustainable, including developing short and long-term plans for the optimal use of School District assets and resources. The LRFP assists with establishing priorities for the optimal use of assets. The Capital Plan helps achieve the goals of the LRFP.

Policy, Regulation, Legislation:

The Province is regulating the form and manner to prepare and submit requests for funding for capital improvements for school district facilities. This report provides the information in a format that is summarized for board use and is not in the format that the Province requires.

Public Consultation:

Section 142 (2) of the *School Act* requires the School District to review and consider any community plans prepared that include any part of the School District and to consult with those local governments that prepared those community plans. School District staff meet with the District of Mission staff regularly to review development activity within the District of Mission, and to consider the potential impact of this development on school enrolment. In addition, the Board of the School District, and the Council of the District of Mission meet regularly and discuss growth and development and the impact of the growth of the community on schools.

Information from the District of Mission indicates that significant development is occurring in the Hatzic, Albert McMahon, and Windebank catchment areas. Five elementary schools currently exceed 100% utilization, and as such, realigning the catchment areas, expanding these schools, or building a new school in the central area is expected to be needed in the near future.

Staff also review growth in the Fraser Valley Regional District areas to consider growth plans around the rural schools. Both rural schools have significant capacity for growth at this time.

Once the LRFP is finalized, it will be brought to a committee of the whole meeting for consultation with stakeholder groups.

Implementation:

The plan will be input into the Province's system set up to capture and collate the capital plan requests of school districts.

The Ministry will provide a written response to the five-year capital plan submission once the assessment of all submissions is complete and the funding for fiscal year 2019/20 is announced. Once the Province has reviewed the plans, and advised, the District will prepare any necessary bylaws for approved capital projects, and initiate the projects if possible for construction in July / August 2019.

Attachment:

- A. Mission Public School District No. 75 - 2019 / 2020 to 2022 / 2024 Five Year Capital Plan

Attachment "A"

Mission Public School District #75

Five Year Capital Plan 2019/2020 - 2023/2024 Summary Report

June-18

2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
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SMP - SEISMIC MITIGATION

1	Mission Secondary - shop wing only. Risk = High 3				tbd	
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NEW SCHOOL, ADDITIONS, & SITE ACQUISITION (EXP)

1	McMahon	Addition				tbd	
2	Mission Secondary	Addition					tbd

SCHOOL REPLACEMENT (REP)

1	Hatzic Elementary						tbd
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BUILDING ENVELOPE PROGRAM (BEP)

1	McMahon Elementary	<i>(Information provided by Ministry)</i>				1,900,000	
2	Dewdney Elementary	<i>(Information provided by Ministry)</i>					600,000

SCHOOL ENHANCEMENT PROGRAM (SEP)

1	Mission Secondary	Wookshop Dust Collector System	\$595,000				
2	Heritage Park Middle	AHU#3 condensing unit replacement	\$225,000				
3	Stave Falls Elementary	Metal Roof Replacement	\$1,500,000				
4	Hatzic Middle	Replace roof section H (2B)		\$430,000			
5	West Heights Elem	Replace old furnaces with unit ventilators		\$260,000			
6	Edwin S. Richards Elem	Replace roof sections A (7), I (6), S (9) and T (6A)		\$340,000			
7	Hatzic Middle	Replace roof sections K (3) and Z (1)			\$570,000		
8	Hatzic Middle	Replace roof section B (2A)			\$245,000		
9	Mission Sec	Replace 70T condensing unit B wing				tbd	

CARBON NEUTRALCAPITAL PROGRAM (CNCP)

1	Stave Falls Elementary	Mechanical Upgrade	\$300,000				
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BUS ACQUISITION PROGRAM (BUS)

1	New Bus Acquisition	Two new buses - Opening Stave Falls School	Costs are assigned by the Ministry as per the provincial contract				
2	Bus Replacements	Units: 2752, 4751	year 1				
3	Bus Replacements	Unit:: 4750, 5751		Year 2			
4	Bus Replacements	Units: 2753, 6751			Year 3		
5	Bus Replacements	Units: 7751, 7752				Year 4	
6	Bus Replacements	Units: 6750					Year 5

PLAYGROUND EQUIPMENT PROGRAM (PEP)

1	Stave Falls Elementary	Reopened School - playground needed	\$90,000				
2	Edwin S. Richards Elem	Replace East Playground		\$90,000			
3	Silverdale	Replace old blue IMP Structure			\$90,000		
4	Albert McMahon	Additional structure due to growth				\$90,000	
5	Hillside, West Heights, Central	Replace / add swingsets					\$90,000

ITEM 5.4 Action

File No. 1100.15

TO: Committee of the Whole
 FROM: C. Becker, Secretary Treasurer
 SUBJECT: Trustee Remuneration

Recommendation

THAT staff be directed to review the compensation system for Trustee remuneration and report to the Board in September for consideration of amendments to the remuneration system for the incoming Board.

Summary:

The federal government is introducing a new income tax rule that will apply as of the start of 2019.

The change affects the non-accountable expense allowance portion of remuneration for school trustees and other elected officials. A few school districts and municipal councils are amending their compensation to offset the increased taxes that will be payable when the taxation rule changes.

With the election of a new Board scheduled for October 20, 2018, it is an ideal time to review the compensation for Trustees, and either approve a compensation structure for the incoming Board, or make a recommendation for any changes to the compensation. The changes would consider research conducted and considered by the current Board, providing the opportunity for a less biased review of the remuneration system.

Analysis and Impact:

While the report for September will provide more information, including a survey of remuneration to other boards of education, the following provides a preliminary review of the impact of the change.

Current annual compensation rates (in effect since at least 2011):

	Chair	Vice-Chair	Trustee
Remuneration	12,951.36	11,741.28	10,928.52
Expense Allowance	6,474.72	5,869.80	5,463.48
Total Compensation	19,426.08	17,611.08	16,392.00
estimated impact of tax change (20% tax)	(1,294.94)	(1,173.96)	(1,092.70)

Policy, Regulation, Legislation:

Administrative Procedure #513 provides a structure for the review of Board remuneration. Staff note that the compensations rates have not changed since at least 2011, and as such, a fulsome review is warranted.

Public Participation:

Providing a detailed review in September, will allow the opportunity for public consultation or even public participation in the review of Trustee compensation.

Attachment: Revenue Canada Notice

Allowances for Members of Legislative Assemblies and Certain Municipal Officers

Notice to the Reader - This measure has received Royal Assent.

Budget 2017 proposes the full amount of non-accountable allowances for work-related expenses received by certain municipal officers and members of legislative assemblies will be included in income for tax purposes, for the 2019 and subsequent years.

1. Generally, how are non-accountable allowances for work-related expenses treated for tax purposes?

Generally, a non-accountable allowance paid to an employee is considered a taxable benefit and is included in income for tax purposes.

2. Currently, are non-accountable allowances for work-related expenses received by members of legislative assemblies and certain municipal officers included in computing their income for tax purposes?

Within a certain limit, an income tax exemption is currently available for non-accountable allowances for work-related expenses received by the following officials:

- elected members of provincial and territorial legislative assemblies and offices of incorporated municipalities;*
- officers, elected by popular vote, of municipal utilities boards, commissions, corporations or similar bodies; and*
- members of public or separate school boards or of similar bodies governing a school district.*

3. What is the proposed change to the tax treatment of these non-accountable allowances paid to members of legislative assemblies and certain municipal officers?

For 2019 and subsequent taxation years, Budget 2017 proposes that the full amount of the non-accountable allowances paid to these officials will be included in income.

4. Where can I get more information on the proposed changes?

The CRA is committed to providing taxpayers with up-to-date information. The CRA encourages taxpayers to check its webpages often. All new forms, policies, and guidelines will be posted as they become available.

In the meantime, please consult the Department of Finance Canada's Budget 2017 documents for details.

<https://www.canada.ca/en/revenue-agency/programs/about-canada-revenue-agency-cra/federal-government-budgets/budget-2017-building-a-strong-middle-class/allowances-members-legislative-assemblies-certain-municipal-officers.html>

Date modified: 2018-04-20

ITEM 5.5 Action

File No. 7030

TO: Committee of the Whole
 FROM: C. Becker, Secretary Treasurer
 SUBJECT: Audit Committee - Internal Audit Recommendations

Recommendation

THAT the committee consider the information presented regarding internal audit planning.

Summary:

The Financial Governance and Accountability framework recommends internal audits to support the oversight role of an audit committee. Considering financial risks in the organization, staff have put together a preliminary listing of possible internal audit considerations. Ideally, this list would be developed in consultation with the external auditors.

The following list is a high-level report to begin the conversation about possible internal audits.

Year	Months	Audit Focus	Sites
2018/2019	Oct / Nov	Accounts Payable GST / PST Audit	Board Office
	Oct - May	SRB Payroll / HR Review	Board Office
2019 / 2020	Sept – April	Revenue controls	All sites
2020 / 2021	Sept – Dec	Payroll / HR systems and controls	Board Office
	Jan – April	District purchasing policy & District accounts payable controls	Board Office
2021 / 2022	Sept – Dec	School trust accounts purchasing procedures and payables controls	Mission Secondary Riverside College Heritage Park Hatzic Middle
	Jan - April	School trust accounts purchasing procedures and payables controls	Elementary Schools Summit International Program

Background:

The Financial Governance and Accountability framework recommends that school districts implement an audit committee and internal audits function that has oversight of the financial systems, internal controls, interfund transactions, and risk management. A previous committee of the whole meeting requested that staff return recommendations on possible internal auditing, along with additional information on an audit committee. The audit committee information will be returned for consideration after the election.

Analysis and Impact:

A program of internal auditing is a process that is currently not available with existing staffing. As such, any program will require support from external organizations. The cost of these specialized audits will vary depending on the depth of the audit, and the complexity of the systems supporting the function. For example, the payroll and HR systems are large complex processes, and as such, an audit of the full payroll and HR functions would take considerably more time and resources than an audit of the accounts receivable systems.

Strategic Priority:

A program of internal auditing supports the financial accountability responsibilities, with a strategic and targeted focus. The Boards objectives regarding financial sustainability are supported when the financial systems and processes maintain appropriate controls over financial activities.

Policy, Regulation, Legislation:

The Financial Governance and Accountability report recommends that Boards implement a program that includes an audit committee function that includes the Board, and a program of internal audits. This report supports the recommendations from the report.

Public Participation:

At this point, the inclusion of a public process as part of the audit function has not been developed or considered.

Attachments:

n/a

Implementation:

June – Aug '18	Call for proposals to conduct internal audit
September '18	Award contract for internal audit
Jan '19	Report to Board / Audit Committee on findings of internal audit Staff to incorporate recommendations from audit

ITEM 5.6 Information

TO: Committee of the Whole
FROM: Superintendent of Schools
SUBJECT: Pace of Innovation & Change

The Superintendent will provide an update to the Committee about consultations with stakeholder groups regarding the status of technological implementation and the pace of innovation and training in the District.

ITEM 6.1 Action

TO: Committee of the Whole
FROM: Trustee Cairns
SUBJECT: Placement of a Community Police Office at the Leisure Centre

Recommendation

THAT the Board of Education recommend the District of Mission consider the placement of a community police office at the Mission leisure centre.

Rationale

At the Committee of the Whole meeting on June 5, 2018, there was a discussion with Partner Groups about safety, vandalism, etc and youth support in schools and community. It was suggested youth and community may be better served by having a community police office at the leisure centre.

I think the leisure centre being a community hub and having a high youth presence would be well served by such an addition.

2011-2017 Monthly Enrolment including International (excluding Summit, FLC & Riverside)

