

**Board of Education**  
**Public Meeting Agenda**

**Wednesday, February 21, 2024 – 7:00 pm**  
**1st Floor Boardroom**

[https://sd38.zoom.us/webinar/register/WN\\_ipHglhojSyqkNxxEIVefJw](https://sd38.zoom.us/webinar/register/WN_ipHglhojSyqkNxxEIVefJw)

*After registering, you will receive a confirmation email containing information about joining the webinar.*

The Richmond Board of Education acknowledges and thanks the First Peoples of the hən̓q̓əmiñəṁ language group on whose traditional and unceded territories we teach, learn and live.

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**1. Recognition of Visitors, Announcements and Trustees' Updates**

- (a) Recognition of Visitors
- (b) Announcements
- (c) Any materials not included in packages available to the public

**2. Adoption of Agenda**

**3. Presentations, Briefs, Special Recognition**

- (a) Presentations  
Nil.
- (b) Briefs
  - (i) Budget Brief  
Presented by Liz Baverstock, President, Richmond Teachers' Association
  - (ii) Budget Brief  
Presented by Stacey Robinson, President, Canadian Union of Public Employees 716
- (c) Special Recognition  
Nil.

**4. Questions from the Public**

Members of the public are invited to come forward with questions regarding agenda items.

**5. Executive**

**6. Approval of Minutes of Prior Meetings**

- (a) Record of an in-camera meeting of the board held Wednesday, January 24, 2024.
- (b) Record of an in-camera special meeting of the board held Friday, February 2, 2024.
- (c) Record of an in-camera special meeting of the board held Thursday, February 8, 2024.
- (d) Regular meeting of the board held Wednesday, January 24, 2024 for approval.

**7. Business Arising from Prior Minutes**

- (a) **2023/24 Amended Annual Budget Bylaw – Three Readings**  
Report from the Secretary Treasurer attached.

**8. New Business**

- (a) **A.R. MacNeill Secondary School Equivalency Covenant Bylaw – Three Readings**  
Report from the Secretary Treasurer attached.
- (b) **Disposal of Real Property: Adult Education Centre – Three Readings**  
Report from the Secretary Treasurer attached.

**9. Questions from the Public**

Members of the public are invited to come forward with questions regarding agenda items.

**10. Standing Committee Reports**

(a) **Audit Committee**

*Chairperson: David Yang*

*Vice Chairperson: Alice Wong*

The next meeting is scheduled for Tuesday, March 5, 2024.

(b) **Education Committee**

*Chairperson: Heather Larson*

*Vice Chairperson: David Yang*

- (i) Minutes of the meeting held on December 13, 2023, are attached for information.

A meeting was held on Wednesday, February 14, 2024. The next meeting is scheduled for Wednesday, April 17, 2024, at 6:00 pm.

(c) **Facilities and Building Committee**

*Chairperson: Ken Hamaguchi*

*Vice Chairperson: Debbie Tablotney*

- (i) Minutes of the meeting held on January 10, 2024, are attached for information.

A meeting was held on Wednesday, February 7, 2024. The next meeting is scheduled for Wednesday, March 6, 2024, at 4:30 pm.

(d) **Finance and Legal Committee**

*Chairperson: Donna Sargent*

*Vice Chairperson: Ken Hamaguchi*

- (i) **RECOMMENDATION:** Trustee Expenses for 3 Months Ended December 31, 2023. Report from the Committee Chairperson attached.

- (ii) **RECOMMENDATION:** 2024/25 Facility Rental Rates. Report from the Committee Chairperson attached.

- (iii) Minutes of the meeting held on November 15, 2023, are attached for information.

A meeting was held on Wednesday, February 14, 2024. The next meeting is scheduled for Wednesday, April 17, 2024, at 10:00 am.

(e) **Policy Committee**

*Chairperson: Debbie Tablotney*

*Vice Chairperson: David Yang*

- (i) **NOTICE OF MOTION:** Policy 701.2-R: Capital Project Design Review Process attached.

- (ii) Minutes of the meeting held on January 15, 2024, are attached for information.

A meeting was held on Monday, February 12, 2024. The next meeting is scheduled for Monday, April 15, 2024, at 11:00 am.

**11. Board Committee and Representative Reports**

(a) **Council/Board Liaison Committee**

A meeting was held on January 31, 2024. The next meeting is scheduled for Wednesday, April 10, 2024.

(b) **BCSTA**

BCSTA Provincial Council is scheduled for February 24, 2024 – Trustee representative has been registered.

(c) **BCPSEA**

BCPSEA Annual General Meeting was held on January 25, 2024.

**12. Correspondence**

(a) For action:

Nil.

(b) For information:

Nil.

**13. Adjournment**

**Board of Education**

**Telephone 604 668 6000**

[www.sd38.bc.ca](http://www.sd38.bc.ca)

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**The next meeting is scheduled for Wednesday, March 13, 2024**

**Contact Persons regarding agenda items:**

**Superintendent, Mr. Chris Usih – 604 668 6081**

**Secretary Treasurer, Ms. Cindy Wang – 604 668 6012**

- Please address any item for an upcoming Agenda to the Chairperson, Board of Education (Richmond) at: 7811 Granville Avenue, Richmond, BC V6Y 3E3.
- Items to include your name and address.
- Items received at the office of the Secretary Treasurer by 9:00 a.m. the Thursday preceding a meeting of the Board will be included on the Agenda.
- Items arriving after the 9:00 a.m. Agenda deadline will be reserved for the next meeting of the Board.
- For further assistance, please contact the Executive Assistant to the Board at 604 295 4302.

**Committee Appointments 2023-2024**

	<b>Audit</b>	<b>Education</b>	<b>Facilities and Building</b>	<b>Finance and Legal</b>	<b>Policy</b>	
<b>Chairperson</b>	David Yang	Heather Larson	Ken Hamaguchi	Donna Sargent	Debbie Tablotney	
<b>Vice Chairperson</b>	Alice Wong	David Yang	Debbie Tablotney	Ken Hamaguchi	David Yang	
<b>Member</b>	Rod Belleza	Alice Wong	Heather Larson	Rod Belleza	Rod Belleza	
<b>Alternate</b>	Donna Sargent	Debbie Tablotney	Donna Sargent	Alice Wong	Heather Larson	
<b>District Staff Rep</b>	Cindy Wang	Jane MacMillan	Cindy Wang/Rick Ryan	Cindy Wang	Chris Usih	
	<b>DEI Advisory</b>	<b>Indigenous Ed. Advisory</b>	<b>SOGI Advisory</b>			
<b>Representative</b>	David Yang	Donna Sargent	Heather Larson			
<b>Representative</b>	Donna Sargent	Debbie Tablotney	Debbie Tablotney			
<b>District Staff Rep</b>	Christel Brautigam	Rav Johal	Rav Johal			
<b>Reports To</b>	Board of Education	Board of Education	Board of Education			
	<b>Council/Board Liaison</b>	<b>BCPSEA Provincial Rep</b>	<b>BCSTA Provincial Council</b>			
<b>Representative</b>	Heather Larson/ Donna Sargent	Debbie Tablotney	David Yang			
<b>Alternate</b>	Ken Hamaguchi	Rod Belleza	Alice Wong			
<b>District Staff Rep</b>	Chris Usih/Cindy Wang	Chris Stanger	Chris Usih			
<b>Reports To</b>	Board of Education	Board of Education	Board of Education			
	<b>Cambie Coordinating</b>	<b>Child Care Development Advisory</b>	<b>ELL Consortium</b>	<b>Richmond Sister City Advisory</b>	<b>Richmond Sustainability Action</b>	<b>Vancouver Coastal Health Authority</b>
<b>Representative</b>	Alice Wong	Heather Larson	David Yang	Ken Hamaguchi	Ken Hamaguchi	Rod Belleza
<b>Alternate</b>	Rod Belleza	Rod Belleza	Heather Larson	Alice Wong	Debbie Tablotney	Heather Larson
<b>District Staff Rep</b>	Cindy Wang/Jane MacMillan	Cindy Wang	Braunwyn Thompson	Shaun Sephton	Cindy Wang/Jane MacMillan	Chris Usih
<b>Reports To</b>	Finance and Legal Committee	Facilities and Building Committee	Education Committee	Education Committee	Facilities and Building Committee	Education Committee

**Note:**

The Chairperson or Vice Chairperson of the board is the alternate to all standing committees in the absence of the appointed trustee. All trustees are encouraged to attend standing committee meetings as they are available.

**Richmond Teachers' Association**

210 - 7360 Westminster Hwy.

Richmond, BC

V6X 1A1

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[www.richmondteachersassociation.ca](http://www.richmondteachersassociation.ca)

February 14, 2024

Board of Education  
School District No. 38 (Richmond)  
7811 Granville Avenue  
Richmond, BC V6Y 3E3

Dear Heather,

**Re: Budget Brief**

On behalf of the Richmond Teachers' Association, we would like to thank you for the opportunity to submit a budget brief for the upcoming 2024-2025 District budget. The RTA recognizes the current budget situation is more positive because of enrollment growth and past Board decisions. However, enrollment growth continues to create challenges for the District, including the ability to recruit and retain staff and manage the space pressures that continue in City Center.

In 2023-2024, daily teacher shortages continue, where a baseline of shortages is 20 teachers, which means specialist teachers must often be redeployed to cover classroom positions leaving less support for students and increasing teacher workload. The RTA encourages the Board and District to prioritize ways to address teacher workload while we continue to experience high staffing shortages. This could mean elements of the District's Strategic Plan will need to be paused or shifted until there is sufficient staffing. When systems are under stress, we cannot ask people to do more. Rather, we should find meaningful ways to address workload.

The RTA provides the following suggested budget priorities that are in alignment with the District's Strategic Plan and the staffing shortages that are being experienced daily across Richmond Schools.

2024/2025 Budget Suggestions

- **Recruitment and Retention – increasing the number of shared and part-time assignments and increasing the number of unassigned positions**
  - Recruitment and retention of staff is the greatest challenge to ensuring the District can fulfill the Priorities, Goals and Objectives of the Board’s Strategic Plan. Securing staff must be a priority, which means the District must be flexible and agile with staffing. The teaching profession is not known for flexibility due to the rigid hours of instruction. This reality is in direct contrast to the changing workforce that is looking for increased flexibility. The District cannot change the hours of instruction, but they can offer a greater range of flexible teaching options, including:
    - increasing the numbers of shared and part-time assignments for classroom and specialist positions.
    - increasing the numbers of unassigned positions (contract TTOC positions) to at least 50 per year.
  - The RTA recognizes these decisions require the District to fund additional benefits (Extended Health, Dental, Insurance), but this is a small cost when considering a student may be without a classroom teacher or specialist support because the District is unable to recruit and retain teachers. This year, unassigned positions have provided the district flexibility to place teachers into unfilled positions while they continued to recruit applicants who were interested in staying or moving into the Richmond School District. To be a top employer, the approach to recruitment and retention must continue to evolve. This request aligns with Strategic Priority 1 – “Inspired Learners”, Priority 2 – “Equity and Inclusion” and Priority 4 – “A Progressive Workplace”.
- **Recruitment and Retention - \$250,000 fund to provide mentoring support and access to training and university partnerships**
  - Additional 2.0 FTE Mentoring Teacher Consultants – The current budget only provides for a 1.0 FTE Mentoring Teacher Consultant position that spans K-12. This year HR and RTA agreed to access collective agreement funds to provide additional mentoring support for teachers. This agreement allowed the district to address Teacher Consultant workload and divide up support to three distinct areas: K-5, 6-12 and LRT/ELL/LET. In Richmond, almost 25% of the teaching force has under five years of experience, which is almost 500 RTA Members. In 2018, the Board passed a Budget that added a Teacher-Consultant position for mentoring. At that time, the number of teachers with under five years of experience was 150 RTA Members. Today that number is three times larger. With an aging workforce, alongside enrollment growth, the demand for mentoring will continue to grow. Mentoring is a tangible way to support teachers and enhance recruitment and retention.
  - Support university partnerships and a Richmond cohort model for specialist positions, including counselling and LRT/LA/ELL positions.
  - Enhance university partnerships to support Teacher Candidates with access to workshops and expanded opportunities for extended practicums.



The District and Province continues to have an insufficient supply of specialist teachers resulting in inequitable access to learning environments for students. This challenge cannot be solved simply by recruiting new staff. It is imperative that the District increase its focus on encouraging Richmond teachers to engage in additional training to become specialist teachers. Additional funds can support additional consultant time, access to release time, meeting spaces, and food. This request aligns with Strategic Priority 4 – Goal 4 – “High-quality staff with growth potential are recruited and retained in all positions across the district.”

- **Indigenous-Focused Graduation Courses**

- Maintain additional staffing to support the implementation of the Indigenous Focused Graduation Requirement. Implementation of any new course in secondary schools always impacts enrollment in other elective courses; this is especially true when the Richmond School District continues to see several secondary schools with populations well below 1200 students. As a result of this graduation requirement, many secondary schools have implemented from three to five new First Peoples courses. Additional blocks need to be maintained to ensure all Indigenous-Focused Graduation courses continue to run while maintaining any low-enrollment blocks identified as a departure from previous years. The RTA recommends these are not divided per population, but rather by identified need. Further, the Board of Education should continue to request accounting of these blocks and how they support secondary schools, which will help guide future decisions. This request aligns with Strategic Priority 1 – “Inspired Learners” and Priority 2 – “Equity and Inclusion”.

- **Learning Resources – First Peoples Principles**

- Additional funds must be added to school budgets to support Container 2 – Learning Resources. These additional funds should come with direction to schools to add a specific budget line item - First Peoples Principles. This will provide schools with continued and targeted access to a variety of learning resources which could include guest speakers, honorariums, and field trips. A specific budget line item with additional support has continually been identified as a need by teachers. This request aligns with TRC – Calls to Action, Strategic Priority 1 – “Inspired Learners” and Priority 2 – “Equity and Inclusion”.

- **Additional Classroom Staffing to ensure there is space in elementary schools for mid-year enrollment**

- The RTA requests that staffing for 2024-2025 continues to include consideration for mid-year enrollment increases. With current enrollment growth, it is essential that spaces are available to welcome new students into schools. Rather than opening a new division that is only composed of students new to Richmond, it would be preferable to place them into existing diverse classrooms. The flexibility of staffing allocations will allow for teachers to be better able to focus their attention and provide specialized support to address the needs of all learners. This request aligns with Strategic Priority 2 – Goal 1 – “District learning environments are equitable and inclusive.”

The RTA encourages the Superintendent to review class size and composition pressures and, where necessary per LOU 12, approve smaller classes. This would allow the District to seek funding through the Classroom Enhancement Fund.

- **Supplement for Small Secondary Schools**

- Staffing of secondary schools is generally based on one block per 26 students. For smaller schools this should be decreased to one block per 24 students. This will help maintain a more equitable diversity of offerings across the District, which in turn will help students stay in their neighbourhood schools rather than looking to move to a larger school. Additional support is necessary to ensure an appropriate variety of courses can be offered to students. Further, additional staffing will help support a teacher's ability to grow or maintain programs while helping them to manage their workload. This request aligns with Strategic Priority 1 – “Inspired Learners” and Priority 2 – “Equity and Inclusion” and Strategic Priority 4 – Goal 4 – “All staffing allocations are determined equitably, responsibly, and responsively.”

- **Daytime Custodial Staffing for Large Elementary Schools**

- There are five elementary schools that are as large as the smallest secondary school, but they do not have an equivalent level of custodial support. Elementary schools are busy places with students who are still learning to regularly wash their hands and attend to personal health. Providing greater custodial support will enhance the ability to provide clean, healthy, and safe facilities. This request aligns with Strategic Priority 3 – Goal 2 – “The District’s facilities are well-maintained, equitable, safe and conducive to learning.”

- **Literacy/Numeracy Support**

- Additional support must be provided to enhance teacher access to professional learning opportunities in the areas of literacy and numeracy. Learning Services has invested significant time developing the Pillars of Literacy & Numeracy and teachers are eager to engage with these resources. At elementary, the District needs to enhance professional learning by providing access to collaboration time. Current models only provide access to collaboration time for secondary teachers. The District needs to expand opportunities to elementary schools, as this will allow strategic support to be provided to implement the K-12 literacy and numeracy framework. The RTA recommends that collaboration time be built into elementary schedules to allow access at least seven times per year.

If time cannot be built into current schedules, then additional staffing (6.0 FTE) should be added to allow cohorts of elementary teachers to meet and learn together. The District has experience with models that provide flexible access to collaboration time.

At secondary schools, greater support is needed to support literacy and numeracy foundations. The RTA recommends that 0.143 FTE is added to each secondary school (Total 1.143 FTE) to return dedicated support that existed when we had Literacy Leads. This successful model focused support at grades 8 and 9 or the key transition years. These recommendations align with Strategic Priority 1 – Goal 4 –

Objectives 1 and 2 – “Develop and implement and k-12 literacy/numeracy vision and framework.”

- **AED Defibrillators**

- The RTA recommends that AEDs are placed in every school. The purchase and installation of AEDs is a one-time budget cost, but ongoing costs will need to be addressed. Training can be addressed as part of the current First Aid training budgets. This request aligns with Strategic Priority 3 – Goal 2 – “The district’s facilities are well-maintained, equitable, safe and conducive to learning” and Strategic Priority 4 – Goal 3 – “Employee Health and well-being is valued and supported within a culture of caring.”

- **Naloxone Kits**

- The RTA recommends that a Naloxone kit should be part of every school’s first aid kit. It is the RTAs understanding that Naloxone kits are accessible without cost and further that administering Naloxone is part of regular First Aid training. Naloxone is a First Aid tool that may save a life in the event of an emergency. This life may be a community member, an employee, or a student. Including Naloxone in First Aid kits doesn’t take away from a school’s responsibility to educate students on physical health and decision making. This request aligns with Strategic Priority 3 – Goal 2 – “The district’s facilities are well-maintained, equitable, safe and conducive to learning” and Strategic Priority 4 – Goal 3 – “Employee Health and well-being is valued and supported within a culture of caring.”

- **Health & Safety Training**

- Additional funds must be added to school budgets to support container 3 – Staff Development. This addition should come with direction to schools to include a specific budget line item for Health & Safety Committee training. Targeted funds will demonstrate the commitment to Health & Safety Committees and the function they provide to address rising incidents and injuries related to violence.

These funds can also be available for necessary First Aid Training to support implementation of AEDs and Naloxone Kits. This request aligns with Strategic Priority 3 – Goal 2 - “The district’s facilities are well-maintained, equitable, safe and conducive to learning” and Strategic Priority 4 – Goal 3 - “Employee Health and well-being is valued and supported within a culture of caring.”

- **District Program Coordinator – Truth and Reconciliation – 1.0 FTE**

- The addition of a District Program Coordinator for Truth and Reconciliation will support the District’s work to honour and implement the Calls to Action related to education and our commitment to increase access to authentic learning opportunities which enhance understanding of Indigenous Peoples’ culture and history. This request aligns with Strategic Priority 1 – Goal 3 – “Indigenous Peoples’ history, perspectives, and learning approaches are embedded within district planning and practices.”

- **Teacher Consultant – Indigenous Education – 1.0 FTE**
  - The current workload for Teacher Consultants – Indigenous Education is immense, as they support Indigenous Focused Graduation Courses and embedding First Peoples’ Principles of learning across K-12.  
Honouring our commitment to the TRC Calls to Action requires increased support to ensure teachers can provide authentic learning opportunities, select appropriate resources, and have meaningful collaboration in a well-supported environment. This request aligns with Strategic Priority 1 – Goal 3 – “Indigenous Peoples’ history, perspectives, and learning approaches are embedded within district planning and practices.”
  
- **Teacher Consultant – Diversity, Equity, Inclusion - SOGI – 1.0 FTE**
  - In September 2022 and 2023, the District and Partner Groups made a joint statement in support of SOGI and we reaffirmed our commitment to Board Policy 106 “...to ensure that every individual is treated with fairness, respect and dignity...and to encourage a climate of welcome, respect and support for those who identify as LGBTQ+ and the challenges they often encounter in being accepted and fully included in the life of the school community.” Despite these joint statements, we have been witnessing examples that show this commitment is not well understood or valued by all community members. There is still significant work to be done by the District’s SOGI Advisory Committee, both in terms of the District’s SOGI Policy, but also supporting schools as they continue to ensure schools are supportive and respectful learning environments. The addition of a Teacher Consultant – SOGI will help ensure that every student, employee and family feels safe and accepted for who they are. Currently, the SOGI portfolio is supported as an add-on to the work of Teacher Consultants and Coordinators. The workload is not strategic nor sustainable. This request aligns with Strategic Priority 1 – “Inspired Learners” – Priority 2 – “Equity and Inclusion” and Priority 4 – “A Progressive Workplace”.
  
- **Additional 3.0 FTE of Counselling**
  - The RTA has heard from our members that students require more access to mental health supports, and many students have echoed this during conversations with the Board.

The RTA/RSD Collective Agreement outlines the minimum non-enrolling support for counselling. Like all collective agreement ratios, these numbers are minimums that the District supplements with general operating funds.

Experience is showing that the support is still insufficient to meet demand. Additional FTE may allow the District some flexibility to consider staffing options to help address school based pressures that arise with leaves of absence or mid-year resignations. The RTA would be open to engage in these discussions with relevant Partner Groups. The additional counselling support aligns with Strategic Priority 1, Goals 1 and 2 – “Learners have increased capacity to adapt and thrive in an ever-changing world and the district fosters resilient and healthy life-long learners.”

### Local Capital Projects

- **Support for overcrowded elementary schools**
  - In December 2023, the RTA presented a letter and brief to the Board about Enrollment Growth and Elementary Space and Facilities.  
The RTA believes there are opportunities through local capital funds to help address space pressures, which includes access to meeting and learning support space, as well as additional multi-purpose space and playground equipment. In the longer term, these pressures will only be addressed by the addition of a new school in City Center. The RTA appreciates the continued and increased advocacy by the Board to secure land and funding. This request aligns with Strategic Priority 1 – “Inspired Learners”, Priority 2 – “Equity and Inclusion” and Priority 3 – “Optimized Facilities and Technology”.
  
- **Continued support for Sustainability and Climate Action Projects such as Solar Panels, electric charging stations, and safe storage for electric bikes**
  - Impacts of climate change are ever present in today’s world. Students and staff understand these realities and expect to be part of action. Adding solar panels, electric charging stations and the ability to safely store electric bikes would be visible and tangible support for the climate. This request aligns with Strategic Priority 3 – Goal 3 – “The district fosters energy efficient and environmentally sustainable facilities and practices.”

Thank you for the opportunity to present our suggestions for the 2024-2025 District budget.

Sincerely,



Liz Baverstock  
President, RTA

cc: Chris Usih, Superintendent of Schools  
Cindy Wang, Secretary–Treasurer  
Steve Wenglowski, 1<sup>st</sup> VP, RTA  
JW Cho, VP, RTA  
Frano Marsic, VP, RTA

**Date:** February 21, 2024  
**From:** Cindy Wang, Secretary Treasurer  
**Subject:** **Record of an In-camera Board Meeting held January 24, 2024**

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The Board of Education School District No. 38 (Richmond) would like to report that the following was discussed at an in-camera meeting of the Board held January 24, 2024.

(a) Briefs and Presentations:	Nil.
(b) Executive:	Administrative items were discussed.
(c) Business Arising out of Minutes:	Administrative items were discussed.
(d) New Business:	Administrative items were discussed.
(e) Standing Committee Reports:	Administrative items were discussed.
(f) Board Committee and Representative Reports:	Administrative items were discussed.
(g) Correspondence:	Nil.
(h) Record of Disclosure:	Nil.

Below find an excerpt from Board Policy which outlines those matters that constitute In-Camera material.

**Pursuant to Board Policy 201, unless otherwise determined by the Board, the following matters shall be considered in-camera;**

To protect individual privacy and the Board's own position, in-camera meetings may be conducted to discuss issues such as:

- individual student matters;
- individual employee matters;
- legal concerns;
- negotiating collective agreements;
- negotiating contracts;
- the sale or purchase of land.

Trustees will not disclose to the public or employees the proceedings of an in-camera session unless a resolution has been passed at the closed meeting to allow such disclosure.

**Date:** February 21, 2024  
**From:** Cindy Wang, Secretary Treasurer  
**Subject:** **Record of an In-camera Board Meeting held February 2, 2024**

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The Board of Education School District No. 38 (Richmond) would like to report that the following was discussed at an in-camera meeting of the Board held February 2, 2024.

- |     |   |                                      |
|-----|---|--------------------------------------|
| (a) | Briefs and Presentations:                   | Nil.                                 |
| (b) | Executive:                                  | Nil.                                 |
| (c) | Business Arising out of Minutes:            | Nil.                                 |
| (d) | New Business:                               | Administrative items were discussed. |
| (e) | Standing Committee Reports:                 | Nil.                                 |
| (f) | Board Committee and Representative Reports: | Nil.                                 |
| (g) | Correspondence:                             | Nil.                                 |
| (h) | Record of Disclosure:                       | Nil.                                 |

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- negotiating contracts;
- the sale or purchase of land.

Trustees will not disclose to the public or employees the proceedings of an in-camera session unless a resolution has been passed at the closed meeting to allow such disclosure.

**Date:** February 21, 2024  
**From:** Cindy Wang, Secretary Treasurer  
**Subject:** **Record of an In-camera Board Meeting held February 8, 2024**

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The Board of Education School District No. 38 (Richmond) would like to report that the following was discussed at an in-camera meeting of the Board held February 8, 2024.

- |     |   |                                      |
|-----|---|--------------------------------------|
| (a) | Briefs and Presentations:                   | Nil.                                 |
| (b) | Executive:                                  | Nil.                                 |
| (c) | Business Arising out of Minutes:            | Nil.                                 |
| (d) | New Business:                               | Administrative items were discussed. |
| (e) | Standing Committee Reports:                 | Nil.                                 |
| (f) | Board Committee and Representative Reports: | Nil.                                 |
| (g) | Correspondence:                             | Nil.                                 |
| (h) | Record of Disclosure:                       | Nil.                                 |

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**Board of Education**  
**Public Meeting Minutes**

**Wednesday, January 24, 2024 – 7:00 pm**  
**1<sup>st</sup> Floor Boardroom and via Zoom**

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**Present:**

Chairperson	H. Larson
Vice Chairperson	K. Hamaguchi
Trustee	R. Belleza
Trustee	D. Sargent
Trustee	D. Tablotney*
Trustee	A. Wong
Trustee	D. Yang
Superintendent of Schools	C. Usih
Deputy Superintendent	R. Ryan
Secretary Treasurer	C. Wang
Assistant Superintendent	C. Brautigam
Assistant Superintendent	J. MacMillan
Assistant Superintendent	C. Stanger
Executive Director, Learning and Business Technologies	R. Laing
Director, Communications & Marketing	D. Sadler
Director of Instruction, Student Services & Data Analytics	R. Johal
District Coordinator	T. Lockhart
District Facilitator	Peter Thackwray
Executive Assistant (Recording Secretary)	T. Lee

\*Present for a portion of the meeting

The Chairperson called the meeting to order at 7:00 pm.

The Richmond Board of Education acknowledged and thanked the First Peoples of the hən̓q̓əmi̓nəm̓ language group on whose traditional and unceded territories we teach, learn and live.

**1. Recognition of Visitors, Announcements, Trustees' Updates**

**(a) Recognition of Visitors**

The Chairperson welcomed the gallery to the meeting.

(b) **Announcements**

**Trustee Hamaguchi:** January 27 marks the anniversary of the liberation of Auschwitz-Birkenau concentration camp as International Holocaust Remembrance Day. On this annual day of commemoration, the Richmond School District pays tribute to the memory of the victims of the Holocaust. The district is committed to supporting those who identify as being a part of the Jewish faith and will continue to develop educational programs and provide resources to staff and students that help prevent antisemitism and other forms of intolerance.

**Trustee Wong:** The Richmond School District would like to wish everyone a happy and prosperous Lunar New Year.

Lunar New Year is a time for families to come together, exchange gifts, and feast on traditional foods. The celebration is steeped in ancient traditions, including lion and dragon dances and the giving of red envelopes.

Lunar New Year is also an opportunity to highlight the many past and current contributions of the East and Southeast Asian communities who have helped make our country better, fairer, and more inclusive. These communities have played a vital role in shaping our diverse cultural landscape and continue to contribute to our economic, social, and political fabric.

**Trustee Belleza:** Every February, Canadians are invited to participate in Black History Month festivities and events that honour the legacy of Black Canadians and their communities.

In our district, Black History Month is about teaching, learning, honouring and celebrating Black excellence by highlighting Black people's resilience, innovation, and determination. As we work towards our Strategic Priority of Equity and Inclusion, students and teachers will engage in many learning opportunities that celebrate Black History.

As the month progresses, our schools will share their learning so that the wider community can learn and celebrate together.

**Trustee Yang:** January 29th is the anniversary date of the attack on Centre culturel islamique de Québec in Sainte-Foy in 2017 – one of the deadliest mass shootings in Canadian history. On this day, the Richmond School District remembers the victims, their families, and the survivors of this attack. The district commits to taking a stand against hate by continuing to develop and offer opportunities for learning to help prevent racism and other forms of religious discrimination.

**Trustee Sargent:** Briefs regarding the 2024/25 Annual Budget will be accepted without prior notice at the February 21, 2024 and March 13, 2024 regular meetings of the Board. Please note that budget updates will be made available on the District's Budget website. All budget feedback will be considered by the Board as part of the budget process which is anticipated to be completed by April 24, 2024.

(c) **Any materials not included in packages available to the public**

The Secretary Treasurer noted all materials had been made available to the public on the district website.

**2. Adoption of Agenda**

**006/2024 MOVED BY D. YANG AND SECONDED BY D. SARGENT:**

**THAT** the Wednesday, January 24, 2024 regular agenda of the Board of Education be adopted as circulated.

**CARRIED**

**3. Presentations, Briefs, Special Recognition**

(a) **Presentations**

Nil.

(b) **Briefs**

Nil.

(c) **Special Recognition**

Nil.

**4. Questions from the Public**

There were no questions from the public.

**5. Executive**

The Superintendent reflected on the two snow days last week and acknowledged the efforts made by staff to ensure student safety. He expressed appreciation for the dedication and work of the maintenance and operations staff.

The Superintendent then highlighted his meeting with the student leaders at TABLE 38, noting the value of student voices. He introduced Assistant Superintendent MacMillan to present a video, "Amplifying Student Voices – Shaping the Future Together." The video focused on Strategic Priority 5, Goal 3: Our students' voices and perspectives are valued, encouraged, and embedded, and showed how TABLE 38 is designed to activate student voices and provide an inclusive space for students.

Trustees thanked staff for providing students with leadership opportunities.

**6. Approval of Minutes of Prior Meetings**

- (a) A record of an in-camera meeting of the board held Wednesday, December 20, 2023 was included for information.
- (b) Regular meeting of the board held Wednesday, December 20, 2023

**007/2024 MOVED BY K. HAMAGUCHI AND SECONDED BY A.WONG:**

**THAT** the Board of Education approve the Minutes of Wednesday, December 20, 2023, regular meeting as circulated.

**CARRIED**

**7. Business Arising from Prior Minutes**

Nil.

**8. New Business**

(a) **Budget Process**

The Secretary Treasurer spoke to her report as included in the agenda package. She then highlighted a video presentation on the 2024/25 Budget Consultation Process.

Trustees thanked staff for their work on the budget process and presentation.

(b) **Career Programs**

Ravinder Johal, Director of Instruction, Student Services & Data Analytics introduced Terri Lockhart, District Coordinator and Peter Thackwray, District Facilitator who shared a presentation on the Career Programs offered in the district.

Trustees thanked staff for their presentation and the opportunities provided to students. Staff then responded to trustees' questions regarding the Career Programs offerings.

*Trustee Tablotney left the meeting at 8:05 pm.*

**9. Questions from the Public**

Liz Baverstock, President of the Richmond Teachers' Association, inquired about the amended budget process and consultation process and if there are opportunities for surplus funds to be relocated to other areas.

The Secretary Treasurer responded that as enrollment is growing, funding resources are focused on student learning. She also noted the additional expenditures of inflationary costs for supplies and services, the increase of employee benefits, and the operating costs for the relocation of portables in the city centre area.

## 10. Standing Committee Reports

### (a) **Audit Committee**

*Chairperson: David Yang*

*Vice Chairperson: Alice Wong*

A meeting was held on Tuesday, January 9, 2024. The next meeting is scheduled for Tuesday, March 5, 2024.

### (b) **Education Committee**

*Chairperson: Heather Larson*

*Vice Chairperson: David Yang*

The next meeting is scheduled for Wednesday, February 14, 2024, at 6:00 pm

### (c) **Facilities and Building Committee**

*Chairperson: Ken Hamaguchi*

*Vice Chairperson: Debbie Tablotney*

(i) Minutes of the meeting held on December 6, 2023, were attached for information.

A meeting was held on Wednesday, January 10, 2024. The next meeting is scheduled for Wednesday, February 7, 2024, at 4:30 pm.

### (d) **Finance and Legal Committee**

*Chairperson: Donna Sargent*

*Vice Chairperson: Ken Hamaguchi*

The next meeting is scheduled for Wednesday, February 14, 2024, at 10:00 am.

### (e) **Policy Committee**

*Chairperson: Debbie Tablotney*

*Vice Chairperson: David Yang*

(i) Minutes of the meeting held on November 14, 2023, were attached for information.

A meeting was held on Monday January 15, 2024. The next meeting is scheduled for Monday, February 12, 2024, at 11:00 am.

## 11. Board Committee and Representative Reports

### (a) **Council/Board Liaison Committee**

The next meeting is scheduled for January 31, 2024.

(b) **BCSTA**

BCSTA Provincial Council is scheduled for February 24, 2024 – Trustee representative has been registered. Trustee Yang noted the Annual General Meeting (AGM) motions are due on February 16, 2024, and registration for the AGM will open on February 28, 2024.

(c) **BCPSEA**

BCPSEA AGM is scheduled for January 25, 2024 – Trustee representative has been registered.

**12. Correspondence**

(a) For action:

Nil.

(b) For information:

Letter from the Mayor in response to the Board’s advocacy letter regarding City Centre school sites.

Discussion ensued regarding the challenge of securing a new city centre school site.

**008/2024 MOVED BY D. YANG AND SECONDED BY D. SARGENT:**

**THAT** further to the Mayor’s correspondence dated December 21, 2023, the Board of Education once again write to the Mayor and Councillors to request a meeting.

Trustee Yang provided rationale for the motion. Following discussion, trustees voted on the motion.

**CARRIED**

**13. Adjournment**

**009/2024 MOVED BY D. SARGENT AND SECONDED BY R. BELLEZA:**

**THAT** the regular meeting of Wednesday, January 24, 2024 of the Board of Education be adjourned at 8:39 pm.

**CARRIED**

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H. LARSON  
Chairperson

---

C. WANG  
Secretary Treasurer

## Report to the Board of Education (Public)

**Date:** February 21, 2024  
**From:** Cindy Wang, Secretary Treasurer  
**Subject:** **2023/24 Amended Annual Budget Bylaw**

---

### RECOMMENDATION

**THAT** the Board of Education (Richmond) approve the 2023/24 Amended Annual Budget Bylaw by way of three readings and that the Board authorizes the Chairperson of the Board, Superintendent and Secretary Treasurer to sign the 2023/24 Amended Annual Budget Bylaw and submit the 2023/24 Amended Annual Budget Bylaw together with the 2023/24 Amended Annual Budget to the Ministry of Education and Child Care by February 28, 2024.

### BACKGROUND

The 2023/24 Amended Annual Budget (attached) has been prepared in accordance with the Public Sector Accounting Board (PSAB) standards for not-for-profit organizations, Section 23.1 of the *Budget Transparency and Accountability Act* of the Province of British Columbia, supplemented by Regulations 257/2010 and 198/2011 issued by the Province of British Columbia Treasury Board, as well as the Financial Reporting Policy provided by the Ministry of Education and Child Care.

The Board of Education is therefore required to approve the 2023/24 Amended Annual Budget Bylaw in the amount of \$354,663,935, which is comprised of the Operating, Special Purpose, and Capital Funds. The 2023/24 Amended Annual Budget reflects the operating grant announced by the Ministry of Education and Child Care based on the September 30, 2023 student enrolment count. The February and May 2024 enrolment funding is based on information currently available in the registration system.

### 2023/24 AMENDED BUDGET HIGHLIGHTS – OPERATING FUND

#### Revenues: (Schedules 2 & 2A)

Overall, the 2023/24 Amended Annual Budget Operating Fund revenue is \$12.7 million more than the 2023/24 Annual Budget. It is mainly the result of:

- \$6.0 million increase in operating grant due to enrolment growth (\$4.3 million), increase in Special Education Funding Level 2 and 3 (\$1.3 million), increase in English Language Learner Funding (\$0.8 million), increase in summer learning (\$0.2 million) and salary differential decrease ((\$0.6) million),
- \$4.0 million increase in Labour Settlement Funding,
- \$2.4 million increase in tuition and homestay revenue due to increased uptake in international students, and
- \$0.3 million increase in investment income due to increased interest rates.

#### Expenses: (Schedules 2, 2B & 2C)

Overall, the 2023/24 Amended Annual Budget Operating Fund expenditure is \$9.9 million more than the 2023/24 Annual Budget. It is mainly the result of:

- \$2.7 million increase in teacher salaries due to increase in student enrolment (\$2.3 million for 12.0 FTE enrolling and 14.46 FTE non-enrolling positions, and \$0.4 million for CEF labour settlement funding),
- \$0.6 million increase in administrators and other professional salary increases,
- \$0.9 million increase in educational assistant salaries due to increase in special education students (\$0.8 million for 14 FTE positions, and \$0.1 million for CEF labour settlement funding),
- \$0.3 million increase in support staff salaries due to increased student enrolment (including 6.8 FTE school administration support),
- \$1.7 million increase in substitutes salaries due to increase in sick and other leaves (\$1.6 million to reflect usage trend and increase in release time, and \$0.1 million for CEF labour settlement funding),
- \$2.9 million increase in benefit costs due to increase in employer statutory costs and staffing and employer benefit costs, and
- \$0.8 million increase in international student medical and homestay placement fees due to an increase in international student enrolment.

**Transfer to Local Capital: (Schedule 2)**

Overall, the 2023/24 Amended Annual Budget Operating Fund transfer to Local Capital is \$2.8 million more than the 2023/24 Annual Budget. It is the result of:

- \$1.5 million increase in transfer for the renovation and relocation of six existing portables to accommodate student enrolment growth, and
- \$1.3 million increase in transfer to support technology upgrades and vehicle replacements.

**2023/24 AMENDED BUDGET HIGHLIGHTS – SPECIAL PURPOSE FUND: (Schedules 3 & 3A)**

Overall, the 2023/24 Amended Annual Budget Special Purpose Fund grant revenue received is \$5.3 million higher than the 2023/24 Annual Budget. It is mainly the result of:

- Increase in the CEF Staffing funding (\$3.2 million),
- Increase in the CEF Remedy funding (\$0.4 million),
- Increase in the Provincial Resource Program funding (\$0.1 million),
- Increase in the Just B4 other revenue (\$0.1 million), and
- Increase in School Generated Funds (\$1.5 million).

The corresponding expenses of the Special Purpose Fund are adjusted accordingly.

**2023/24 AMENDED BUDGET HIGHLIGHTS – CAPITAL FUND: (Schedule 4)**

The additional transfer to Local Capital from the Operating Fund (\$2.8 million) is reflected in the Capital Fund. These funds are targeted for the renovation and relocation of six existing portables (\$1.5 million) and to support technology upgrades and vehicle replacements (\$1.3 million).

Respectfully submitted,

Cindy Wang MSc, CPA-CA  
Secretary Treasurer

Attachment: 2023/24 Amended Annual Budget



Amended Annual Budget

## **School District No. 38 (Richmond)**

June 30, 2024

# School District No. 38 (Richmond)

June 30, 2024

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

## AMENDED ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 38 (RICHMOND) (called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2023/2024 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. The Board has complied with the provisions of the *Act*, Ministerial Orders, and Ministry of Education and Child Care Policies respecting the Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 38 (Richmond) Amended Annual Budget Bylaw for fiscal year 2023/2024.
3. The attached Statement 2 showing the estimated revenue and expense for the 2023/2024 fiscal year and the total budget bylaw amount of \$354,663,935 for the 2023/2024 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2023/2024.

READ A FIRST TIME THE 21st DAY OF FEBRUARY, 2024;

READ A SECOND TIME THE 21st DAY OF FEBRUARY, 2024;

READ A THIRD TIME, PASSED AND ADOPTED THE 21st DAY OF FEBRUARY, 2024;

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**Chairperson of the Board**

**( Corporate Seal )**

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**Secretary Treasurer**

I HEREBY CERTIFY this to be a true original of School District No. 38 (Richmond) Amended Annual Budget Bylaw 2023/2024, adopted by the Board the 21st DAY OF FEBRUARY, 2024.

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**Secretary Treasurer**

# School District No. 38 (Richmond)

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

	2024 Amended Annual Budget	2024 Annual Budget
<b>Ministry Operating Grant Funded FTE's</b>		
School-Age	22,004.688	21,502.000
Adult	55.438	52.250
Other	701.000	612.500
<b>Total Ministry Operating Grant Funded FTE's</b>	<b>22,761.125</b>	<b>22,166.750</b>
<b>Revenues</b>		
	\$	\$
Provincial Grants		
Ministry of Education and Child Care	298,826,371	284,671,022
Other	87,917	54,100
Federal Grants	2,002,904	1,929,286
Tuition	20,155,758	17,635,890
Other Revenue	7,850,991	6,567,860
Rentals and Leases	1,617,788	1,468,744
Investment Income	5,597,295	4,909,548
Amortization of Deferred Capital Revenue	11,023,319	11,088,961
<b>Total Revenue</b>	<b>347,162,343</b>	<b>328,325,411</b>
<b>Expenses</b>		
Instruction	285,198,427	270,201,709
District Administration	8,986,569	8,566,376
Operations and Maintenance	50,332,711	50,570,643
Transportation and Housing	1,981,960	2,016,107
Debt Services	240,000	215,000
<b>Total Expense</b>	<b>346,739,667</b>	<b>331,569,835</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>422,676</b>	<b>(3,244,424)</b>
<b>Budgeted Surplus (Deficit), for the year comprised of:</b>		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	422,676	(3,244,424)
<b>Budgeted Surplus (Deficit), for the year</b>	<b>422,676</b>	<b>(3,244,424)</b>

# School District No. 38 (Richmond)

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

	2024 Amended Annual Budget	2024 Annual Budget
<b>Budget Bylaw Amount</b>		
Operating - Total Expense	262,428,354	252,549,204
Special Purpose Funds - Total Expense	65,074,879	59,283,455
Special Purpose Funds - Tangible Capital Assets Purchased	903,791	903,791
Capital Fund - Total Expense	19,236,434	19,737,176
Capital Fund - Tangible Capital Assets Purchased from Local Capital	7,020,477	11,484,510
<b>Total Budget Bylaw Amount</b>	<b>354,663,935</b>	<b>343,958,136</b>

## Approved by the Board

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Signature of the Chairperson of the Board of Education \_\_\_\_\_ Date Signed \_\_\_\_\_

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Signature of the Superintendent \_\_\_\_\_ Date Signed \_\_\_\_\_

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Signature of the Secretary Treasurer \_\_\_\_\_ Date Signed \_\_\_\_\_

# School District No. 38 (Richmond)

Amended Annual Budget - Changes in Net Financial Assets (Debt)  
 Year Ended June 30, 2024

	2024 Amended Annual Budget	2024 Annual Budget
	\$	\$
<b>Surplus (Deficit) for the year</b>	<b>422,676</b>	<b>(3,244,424)</b>
<b>Effect of change in Tangible Capital Assets</b>		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(903,791)	(903,791)
From Local Capital	(7,020,477)	(11,484,510)
From Deferred Capital Revenue	(24,417,844)	(11,259,637)
From Capital Leases	(3,650,800)	(3,382,076)
<b>Total Acquisition of Tangible Capital Assets</b>	<b>(35,992,912)</b>	<b>(27,030,014)</b>
Amortization of Tangible Capital Assets	18,996,434	19,522,176
<b>Total Effect of change in Tangible Capital Assets</b>	<b>(16,996,478)</b>	<b>(7,507,838)</b>
	-	-
<b>(Increase) Decrease in Net Financial Assets (Debt)</b>	<b>(16,573,802)</b>	<b>(10,752,262)</b>

# School District No. 38 (Richmond)

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund  
 Year Ended June 30, 2024

	Operating Fund \$	Special Purpose Fund \$	Capital Fund \$	2024 Amended Annual Budget \$
<b>Accumulated Surplus (Deficit), beginning of year</b>	14,442,019	-	152,029,804	<b>166,471,823</b>
<b>Changes for the year</b>				
Net Revenue (Expense) for the year	5,800,000	903,791	(6,281,115)	<b>422,676</b>
Interfund Transfers				
Tangible Capital Assets Purchased		(903,791)	903,791	-
Local Capital	(5,800,000)		5,800,000	-
<b>Net Changes for the year</b>	-	-	422,676	<b>422,676</b>
<b>Budgeted Accumulated Surplus (Deficit), end of year</b>	<b>14,442,019</b>	<b>-</b>	<b>152,452,480</b>	<b>166,894,499</b>

# School District No. 38 (Richmond)

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

	2024 Amended Annual Budget	2024 Annual Budget
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education and Child Care	241,890,605	232,219,222
Other	87,917	54,100
Tuition	20,155,758	17,635,890
Other Revenue	823,991	790,700
Rentals and Leases	1,617,788	1,468,744
Investment Income	3,652,295	3,380,548
<b>Total Revenue</b>	<b>268,228,354</b>	<b>255,549,204</b>
<b>Expenses</b>		
Instruction	221,861,390	212,563,368
District Administration	7,917,516	7,517,679
Operations and Maintenance	31,085,173	30,910,642
Transportation and Housing	1,564,275	1,557,515
<b>Total Expense</b>	<b>262,428,354</b>	<b>252,549,204</b>
<b>Net Revenue (Expense)</b>	<b>5,800,000</b>	<b>3,000,000</b>
<b>Net Transfers (to) from other funds</b>		
Local Capital	(5,800,000)	(3,000,000)
<b>Total Net Transfers</b>	<b>(5,800,000)</b>	<b>(3,000,000)</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>-</b>	<b>-</b>



# School District No. 38 (Richmond)

Amended Annual Budget - Schedule of Operating Revenue by Source  
Year Ended June 30, 2024

	2024 Amended Annual Budget	2024 Annual Budget
	\$	\$
<b>Provincial Grants - Ministry of Education and Child Care</b>		
Operating Grant, Ministry of Education and Child Care	234,586,866	228,570,622
Other Ministry of Education and Child Care Grants		
Pay Equity	2,215,706	2,215,706
Funding for Graduated Adults	404,915	246,150
Student Transportation Fund	21,608	21,608
Support Staff Benefits Grant	230,836	230,836
FSA Scorer Grant	27,292	27,292
Early Learning Framework (ELF) Implementation	3,168	3,168
Labour Settlement Funding	4,024,349	-
Integrated Child and Youth Teams	375,865	903,840
<b>Total Provincial Grants - Ministry of Education and Child Care</b>	<b>241,890,605</b>	<b>232,219,222</b>
<b>Provincial Grants - Other</b>	<b>87,917</b>	<b>54,100</b>
<b>Tuition</b>		
Summer School Fees	254,260	254,281
Continuing Education	1,164,998	1,007,609
International and Out of Province Students	18,736,500	16,374,000
<b>Total Tuition</b>	<b>20,155,758</b>	<b>17,635,890</b>
<b>Other Revenues</b>		
Other School District/Education Authorities	529,200	529,200
Miscellaneous		
Cafeteria	293,791	260,000
Miscellaneous	1,000	1,500
<b>Total Other Revenue</b>	<b>823,991</b>	<b>790,700</b>
<b>Rentals and Leases</b>	<b>1,617,788</b>	<b>1,468,744</b>
<b>Investment Income</b>	<b>3,652,295</b>	<b>3,380,548</b>
<b>Total Operating Revenue</b>	<b>268,228,354</b>	<b>255,549,204</b>

# School District No. 38 (Richmond)

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

	2024 Amended Annual Budget	2024 Annual Budget
	\$	\$
<b>Salaries</b>		
Teachers	110,891,415	108,149,807
Principals and Vice Principals	14,604,331	14,115,899
Educational Assistants	20,831,222	19,980,787
Support Staff	24,640,785	24,343,989
Other Professionals	7,243,161	7,158,870
Substitutes	11,574,561	9,901,937
<b>Total Salaries</b>	<b>189,785,475</b>	<b>183,651,289</b>
<b>Employee Benefits</b>	<b>49,466,277</b>	<b>46,553,646</b>
<b>Total Salaries and Benefits</b>	<b>239,251,752</b>	<b>230,204,935</b>
<b>Services and Supplies</b>		
Services	7,801,877	7,360,259
Student Transportation	15,022	15,022
Professional Development and Travel	1,265,800	1,259,491
Rentals and Leases	319,558	319,558
Dues and Fees	154,387	155,481
Insurance	671,334	536,852
Supplies	8,581,538	8,330,520
Utilities	4,367,086	4,367,086
<b>Total Services and Supplies</b>	<b>23,176,602</b>	<b>22,344,269</b>
<b>Total Operating Expense</b>	<b>262,428,354</b>	<b>252,549,204</b>

# School District No. 38 (Richmond)

Amended Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2024

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>							
1.02 Regular Instruction	83,738,585	2,661,171		1,453,037		9,231,302	97,084,095
1.03 Career Programs	227,243			584,683			811,926
1.07 Library Services	1,754,461			657,777			2,412,238
1.08 Counselling	2,869,103						2,869,103
1.10 Special Education	8,772,822		20,744,181		293,400	848,692	30,659,095
1.20 Early Learning and Child Care				21,976			21,976
1.30 English Language Learning	6,597,089			199,943			6,797,032
1.31 Indigenous Education	328,601			39,356			367,957
1.41 School Administration		11,397,142		5,472,427		365,485	17,235,054
1.60 Summer School	899,678	110,396	87,041	35,881		29,884	1,162,880
1.61 Continuing Education	611,798	245,002		132,176	98,364	334,738	1,422,078
1.62 International and Out of Province Students	5,092,035	20,495		200,820	830,754	20,000	6,164,104
1.64 Other							-
<b>Total Function 1</b>	<b>110,891,415</b>	<b>14,434,206</b>	<b>20,831,222</b>	<b>8,798,076</b>	<b>1,222,518</b>	<b>10,830,101</b>	<b>167,007,538</b>
<b>4 District Administration</b>							
4.11 Educational Administration				303,559	2,182,421	13,229	2,499,209
4.20 Early Learning and Child Care							-
4.40 School District Governance					224,387		224,387
4.41 Business Administration		170,125		1,067,152	1,891,792	2,190	3,131,259
<b>Total Function 4</b>	<b>-</b>	<b>170,125</b>	<b>-</b>	<b>1,370,711</b>	<b>4,298,600</b>	<b>15,419</b>	<b>5,854,855</b>
<b>5 Operations and Maintenance</b>							
5.20 Early Learning and Child Care							-
5.41 Operations and Maintenance Administration				331,324	1,722,043	1,218	2,054,585
5.50 Maintenance Operations				12,409,576		605,023	13,014,599
5.52 Maintenance of Grounds				926,078			926,078
5.56 Utilities							-
<b>Total Function 5</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>13,666,978</b>	<b>1,722,043</b>	<b>606,241</b>	<b>15,995,262</b>
<b>7 Transportation and Housing</b>							
7.70 Student Transportation				805,020		122,800	927,820
<b>Total Function 7</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>805,020</b>	<b>-</b>	<b>122,800</b>	<b>927,820</b>
<b>9 Debt Services</b>							
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>110,891,415</b>	<b>14,604,331</b>	<b>20,831,222</b>	<b>24,640,785</b>	<b>7,243,161</b>	<b>11,574,561</b>	<b>189,785,475</b>

# School District No. 38 (Richmond)

Amended Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2024

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2024 Amended Annual Budget	2024 Annual Budget
	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>						
1.02 Regular Instruction	97,084,095	25,403,810	122,487,905	4,745,036	127,232,941	123,211,477
1.03 Career Programs	811,926	212,423	1,024,349	440,830	1,465,179	1,459,263
1.07 Library Services	2,412,238	631,109	3,043,347	411,229	3,454,576	3,431,903
1.08 Counselling	2,869,103	750,638	3,619,741	8,944	3,628,685	3,607,782
1.10 Special Education	30,659,095	8,021,280	38,680,375	853,624	39,533,999	38,413,847
1.20 Early Learning and Child Care	21,976	5,736	27,712	-	27,712	-
1.30 English Language Learning	6,797,032	1,778,294	8,575,326	44,277	8,619,603	7,395,805
1.31 Indigenous Education	367,957	96,268	464,225	110,323	574,548	571,867
1.41 School Administration	17,235,054	4,509,174	21,744,228	457,009	22,201,237	21,036,442
1.60 Summer School	1,162,880	231,712	1,394,592	40,085	1,434,677	1,273,011
1.61 Continuing Education	1,422,078	299,508	1,721,586	149,751	1,871,337	1,912,965
1.62 International and Out of Province Students	6,164,104	1,608,832	7,772,936	4,033,073	11,806,009	10,238,119
1.64 Other	-	-	-	10,887	10,887	10,887
<b>Total Function 1</b>	<b>167,007,538</b>	<b>43,548,784</b>	<b>210,556,322</b>	<b>11,305,068</b>	<b>221,861,390</b>	<b>212,563,368</b>
<b>4 District Administration</b>						
4.11 Educational Administration	2,499,209	653,863	3,153,072	279,492	3,432,564	3,123,564
4.20 Early Learning and Child Care	-	-	-	-	-	-
4.40 School District Governance	224,387	16,851	241,238	155,026	396,264	396,264
4.41 Business Administration	3,131,259	819,225	3,950,484	138,204	4,088,688	3,997,851
<b>Total Function 4</b>	<b>5,854,855</b>	<b>1,489,939</b>	<b>7,344,794</b>	<b>572,722</b>	<b>7,917,516</b>	<b>7,517,679</b>
<b>5 Operations and Maintenance</b>						
5.20 Early Learning and Child Care	-	-	-	-	-	-
5.41 Operations and Maintenance Administration	2,054,585	537,537	2,592,122	1,165,543	3,757,665	3,663,008
5.50 Maintenance Operations	13,014,599	3,404,985	16,419,584	5,087,074	21,506,658	21,433,531
5.52 Maintenance of Grounds	926,078	242,288	1,168,366	285,398	1,453,764	1,447,017
5.56 Utilities	-	-	-	4,367,086	4,367,086	4,367,086
<b>Total Function 5</b>	<b>15,995,262</b>	<b>4,184,810</b>	<b>20,180,072</b>	<b>10,905,101</b>	<b>31,085,173</b>	<b>30,910,642</b>
<b>7 Transportation and Housing</b>						
7.70 Student Transportation	927,820	242,744	1,170,564	393,711	1,564,275	1,557,515
<b>Total Function 7</b>	<b>927,820</b>	<b>242,744</b>	<b>1,170,564</b>	<b>393,711</b>	<b>1,564,275</b>	<b>1,557,515</b>
<b>9 Debt Services</b>						
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>189,785,475</b>	<b>49,466,277</b>	<b>239,251,752</b>	<b>23,176,602</b>	<b>262,428,354</b>	<b>252,549,204</b>

# School District No. 38 (Richmond)

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

	<b>2024 Amended Annual Budget</b>	2024 Annual Budget
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education and Child Care	<b>56,935,766</b>	52,451,800
Federal Grants	<b>2,002,904</b>	1,929,286
Other Revenue	<b>6,995,000</b>	5,777,160
Investment Income	<b>45,000</b>	29,000
<b>Total Revenue</b>	<b>65,978,670</b>	60,187,246
<b>Expenses</b>		
Instruction	<b>63,337,037</b>	57,638,341
District Administration	<b>1,069,053</b>	1,048,697
Operations and Maintenance	<b>668,789</b>	596,417
<b>Total Expense</b>	<b>65,074,879</b>	59,283,455
<b>Net Revenue (Expense)</b>	<b>903,791</b>	903,791
<b>Net Transfers (to) from other funds</b>		
Tangible Capital Assets Purchased	<b>(903,791)</b>	(903,791)
<b>Total Net Transfers</b>	<b>(903,791)</b>	(903,791)
<b>Budgeted Surplus (Deficit), for the year</b>	<b>-</b>	-

**School District No. 38 (Richmond)**

Amended Annual Budget - Changes in Special Purpose Funds  
Year Ended June 30, 2024

	Annual Facility Grant	Learning Improvement Fund	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead
	\$	\$	\$	\$	\$		\$	\$	\$
<b>Deferred Revenue, beginning of year</b>		73,536	1,079,950	5,605,246	64,533	35,683	-	-	-
<b>Add:</b> Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	829,289	865,171			224,000	90,650	298,472	849,718	5,298,621
Federal Grants									
Other			30,000	6,800,000					
Investment Income			40,000						
	829,289	865,171	70,000	6,800,000	224,000	90,650	298,472	849,718	5,298,621
<b>Less:</b> Allocated to Revenue Recovered	829,289	938,707	80,000	6,500,000	288,533	126,333	298,472	849,718	5,298,621
<b>Deferred Revenue, end of year</b>	-	-	<b>1,069,950</b>	<b>5,905,246</b>	-	-	-	-	-
<b>Revenues</b>									
Provincial Grants - Ministry of Education and Child Care	829,289	938,707			288,533	126,333	298,472	849,718	5,298,621
Federal Grants									
Other Revenue			40,000	6,500,000					
Investment Income			40,000						
	829,289	938,707	80,000	6,500,000	288,533	126,333	298,472	849,718	5,298,621
<b>Expenses</b>									
Salaries									
Teachers							108,200		
Principals and Vice Principals						23,120			79,045
Educational Assistants		778,580			187,420	29,950		442,186	2,310,741
Support Staff									568,828
Other Professionals									383,374
Substitutes							16,843		922,717
	-	778,580	-	-	187,420	53,070	125,043	442,186	4,264,705
Employee Benefits		160,127			54,352	15,390	25,969	119,390	888,836
Services and Supplies	70,578		80,000	6,500,000	46,761	57,873	147,460	288,142	
	70,578	938,707	80,000	6,500,000	288,533	126,333	298,472	849,718	5,153,541
<b>Net Revenue (Expense) before Interfund Transfers</b>	758,711	-	-	-	-	-	-	-	145,080
<b>Interfund Transfers</b>									
Tangible Capital Assets Purchased	(758,711)								(145,080)
	(758,711)	-	-	-	-	-	-	-	(145,080)
<b>Net Revenue (Expense)</b>	-	-	-	-	-	-	-	-	-

**School District No. 38 (Richmond)**

Amended Annual Budget - Changes in Special Purpose Funds  
Year Ended June 30, 2024

	Classroom Enhancement Fund - Staffing	Classroom Enhancement Fund - Remedies	Mental Health in Schools	Changing Results for Young Children	Early Childhood Education Dual Credit Program	Student & Family Affordability	JUST B4	SEY2KT (Early Years to Kindergarten)	ECL Early Care & Learning
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Deferred Revenue, beginning of year</b>	-	-	46,332	16,629	42,822	515,667	13,163	16,863	11,015
<b>Add:</b> Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	43,024,547	402,692	48,000	11,250	25,000		50,000	19,000	175,000
Federal Grants									
Other							80,000		
Investment Income									
	43,024,547	402,692	48,000	11,250	25,000	-	130,000	19,000	175,000
<b>Less:</b> Allocated to Revenue Recovered	43,024,547	402,692	94,332	27,879	67,822	515,667	143,163	35,863	186,015
<b>Deferred Revenue, end of year</b>	-	-	-	-	-	-	-	-	-
<b>Revenues</b>									
Provincial Grants - Ministry of Education and Child Care	43,024,547	402,692	94,332	27,879	67,822	515,667	63,163	35,863	186,015
Federal Grants									
Other Revenue							80,000		
Investment Income									
	43,024,547	402,692	94,332	27,879	67,822	515,667	143,163	35,863	186,015
<b>Expenses</b>									
Salaries									
Teachers	34,119,386								
Principals and Vice Principals									153,113
Educational Assistants							107,878		
Support Staff									
Other Professionals									
Substitutes		335,578							
	34,119,386	335,578	-	-	-	-	107,878	-	153,113
Employee Benefits	8,905,161	67,114					31,285		26,335
Services and Supplies			94,332	27,879	67,822	515,667	4,000	35,863	6,567
	43,024,547	402,692	94,332	27,879	67,822	515,667	143,163	35,863	186,015
<b>Net Revenue (Expense) before Interfund Transfers</b>	-	-	-	-	-	-	-	-	-
<b>Interfund Transfers</b>									
Tangible Capital Assets Purchased	-	-	-	-	-	-	-	-	-
<b>Net Revenue (Expense)</b>	-	-	-	-	-	-	-	-	-

**School District No. 38 (Richmond)**

Amended Annual Budget - Changes in Special Purpose Funds  
Year Ended June 30, 2024

	<b>Feeding Futures Fund</b>	<b>Provincial Resource Program</b>	<b>Provincial Early Years</b>	<b>Educational Trust Fund</b>	<b>LINC/ SWIS</b>	<b>TOTAL</b>
	\$	\$	\$	\$	\$	\$
<b>Deferred Revenue, beginning of year</b>	-	107,927	172,459	310,931	73,618	<b>8,186,374</b>
<b>Add:</b> Restricted Grants						
Provincial Grants - Ministry of Education and Child Care	2,372,391	966,900	540,410			<b>56,091,111</b>
Federal Grants					1,929,286	<b>1,929,286</b>
Other				400,000		<b>7,310,000</b>
Investment Income				5,000		<b>45,000</b>
	2,372,391	966,900	540,410	405,000	1,929,286	<b>65,375,397</b>
<b>Less:</b> Allocated to Revenue	2,372,391	970,138	545,584	380,000	2,002,904	<b>65,978,670</b>
Recovered		104,689	167,285			<b>271,974</b>
<b>Deferred Revenue, end of year</b>	-	-	-	<b>335,931</b>	-	<b>7,311,127</b>
<b>Revenues</b>						
Provincial Grants - Ministry of Education and Child Care	2,372,391	970,138	545,584			<b>56,935,766</b>
Federal Grants					2,002,904	<b>2,002,904</b>
Other Revenue				375,000		<b>6,995,000</b>
Investment Income				5,000		<b>45,000</b>
	2,372,391	970,138	545,584	380,000	2,002,904	<b>65,978,670</b>
<b>Expenses</b>						
Salaries						
Teachers		557,010	250,382		114,068	<b>35,149,046</b>
Principals and Vice Principals					154,952	<b>410,230</b>
Educational Assistants						<b>3,856,755</b>
Support Staff		22,867	32,063		597,609	<b>1,221,367</b>
Other Professionals	89,816					<b>473,190</b>
Substitutes					334,758	<b>1,609,896</b>
	89,816	579,877	282,445	-	1,201,387	<b>42,720,484</b>
Employee Benefits	21,555	148,218	71,435		311,555	<b>10,846,722</b>
Services and Supplies	2,261,020	242,043	191,704	380,000	489,962	<b>11,507,673</b>
	2,372,391	970,138	545,584	380,000	2,002,904	<b>65,074,879</b>
<b>Net Revenue (Expense) before Interfund Transfers</b>	-	-	-	-	-	<b>903,791</b>
<b>Interfund Transfers</b>						
Tangible Capital Assets Purchased						<b>(903,791)</b>
	-	-	-	-	-	<b>(903,791)</b>
<b>Net Revenue (Expense)</b>	-	-	-	-	-	<b>-</b>



# School District No. 38 (Richmond)

Amended Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2024

	2024 Amended Annual Budget			2024 Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
<b>Revenues</b>				
Other Revenue		32,000	32,000	-
Investment Income		1,900,000	1,900,000	1,500,000
Amortization of Deferred Capital Revenue	11,023,319		11,023,319	11,088,961
<b>Total Revenue</b>	<b>11,023,319</b>	<b>1,932,000</b>	<b>12,955,319</b>	<b>12,588,961</b>
<b>Expenses</b>				
Amortization of Tangible Capital Assets				
Operations and Maintenance	18,578,749		18,578,749	19,063,584
Transportation and Housing	417,685		417,685	458,592
Debt Services				
Capital Lease Interest		240,000	240,000	215,000
<b>Total Expense</b>	<b>18,996,434</b>	<b>240,000</b>	<b>19,236,434</b>	<b>19,737,176</b>
<b>Net Revenue (Expense)</b>	<b>(7,973,115)</b>	<b>1,692,000</b>	<b>(6,281,115)</b>	<b>(7,148,215)</b>
<b>Net Transfers (to) from other funds</b>				
Tangible Capital Assets Purchased	903,791		903,791	903,791
Local Capital		5,800,000	5,800,000	3,000,000
<b>Total Net Transfers</b>	<b>903,791</b>	<b>5,800,000</b>	<b>6,703,791</b>	<b>3,903,791</b>
<b>Other Adjustments to Fund Balances</b>				
Tangible Capital Assets Purchased from Local Capital	6,778,461	(6,778,461)	-	
Tangible Capital Assets WIP Purchased from Local Capital	242,016	(242,016)	-	
Principal Payment				
Capital Lease	2,885,101	(2,885,101)	-	
<b>Total Other Adjustments to Fund Balances</b>	<b>9,905,578</b>	<b>(9,905,578)</b>	<b>-</b>	
<b>Budgeted Surplus (Deficit), for the year</b>	<b>2,836,254</b>	<b>(2,413,578)</b>	<b>422,676</b>	<b>(3,244,424)</b>

## Report to the Board of Education (Public)

**Date:** February 21, 2024  
**From:** Cindy Wang, Secretary Treasurer  
**Subject:** **A.R. MacNeill Secondary School Equivalency Covenant Bylaw**

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### RECOMMENDATION

**THAT** the Board of Education (Richmond) approve the A.R. MacNeill Secondary School Equivalency Covenant Bylaw by way of three readings.

### STRATEGIC PLAN REFERENCES

- Priority 3: Optimized Facilities and Technology
- Goal 2: The district’s facilities are well-maintained, equitable, safe and conducive to learning.
  - I. Provide equitable learning environments through effective and efficient facilities planning, management and resource allocation.
  - VI. Create learning environments that are flexible and support inclusive educational practices.

### BACKGROUND

In order to provide safe learning spaces for students and staff, minor renovation work is required at A.R. MacNeill Secondary School. The work involves installation of FOB access only doors at the Aspen Learning Centre that ensure occupant safety and meet the requirements of the Fire Code and Building Code.

As a condition of granting the permit application, the City of Richmond requires the Board to grant an “equivalency covenant” to be registered against the title of the property. The purpose of the equivalency covenant is to make sure the current and future owners of the site meet the fire code either directly or through the equivalency covenant. Granting of the equivalency covenant will not conflict with the educational needs of the School District.

### CONCLUSION

Boards of Education are required to exercise their power over land owned by the District by way of bylaw. Based on the advice of legal counsel, a bylaw (attached) has been prepared for the Board’s approval.

Respectfully submitted,

Cindy Wang MSc, CPA-CA  
Secretary Treasurer

**THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 38 (RICHMOND)**

**A.R. MacNEILL SECONDARY SCHOOL EQUIVALENCY COVENANT BYLAW 2024**

WHEREAS a board of education may dispose of land or improvements owned or administered by the board under the authority of Section 96(3) of the School Act, subject to the Orders of the Minister of Education;

AND WHEREAS Section 65(5) of the *School Act* requires a board of education to exercise a power with respect to the acquisition or disposal of property only by bylaw;

AND WHEREAS:

- (a) The British Columbia Building Code provides for certain fire, building and safety protection measures for the current or intended use of buildings, and permits equivalent performance measures;
- (b) The Board of Education of School District No. 38 (Richmond) (the “**Board**”) proposes to install delayed egress and FOB access only doors at the A.R. MacNeill Secondary School site (the “**Property**”) as described in a report prepared for the City of Richmond (the “**City**”) by Eriksberg Engineering Ltd. dated December 5, 2023 and identified by the City in Equivalency Building Permit Application No. 23-035513 (the “**Application**”);
- (c) As a condition of granting the Application, the City requires the Board to grant an Equivalency Covenant (the “**Equivalency Covenant**”) to be registered against the Property in favour of the City;
- (d) The Board has determined and hereby confirms that the granting of the Equivalency Covenant will not conflict with or detract from the regular or extracurricular program of a school or the current or future educational needs of the school district;
- (e) The Property is facility number 03838064; and
- (f) The address of the Property is 6611 No. 4 Road, Richmond, British Columbia, V6Y 1R4, and the legal description of the Property is:

Parcel Identifier: 027-840-891

Lot 2 Section 10 Range 6 West New Westminster District Plan BCP39451.

NOW THEREFORE be it resolved as a Bylaw of the Board that the Board grant the Equivalency Covenant to the City in the form required by the City and register the Equivalency Covenant against title to the Property.

BE IT FURTHER resolved that the Secretary-Treasurer be and is hereby authorized, on behalf of the Board, to execute and deliver the Equivalency Covenant and all related documents required to complete the registration of the Equivalency Covenant.

This Bylaw may be cited as “School District No. 38 (Richmond) A.R. MacNeill Secondary School Equivalency Covenant Bylaw 2024”.

Read a first time this 21<sup>st</sup> day of February 2024.

Read a second time this 21<sup>st</sup> day of February 2024.

Upon unanimous agreement of the Trustees of the Board in attendance, this Bylaw was read a third time on 21<sup>st</sup> day of February 2024, and finally passed and adopted this 21<sup>st</sup> day of February 2024.

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Heather Larson  
Chairperson of the Board

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Cindy Wang  
Secretary-Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 38 (Richmond) A.R. MacNeill Secondary School Equivalency Covenant Bylaw 2024, adopted by the Board the 21<sup>st</sup> day of February 2024.

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Cindy Wang  
Secretary-Treasurer

## Report to the Board of Education (Public)

**Date:** February 21, 2024  
**From:** Cindy Wang, Secretary Treasurer  
**Subject:** Disposal of Real Property – Adult Education Centre

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### RECOMMENDATION

**THAT** The Board of Education of School District No. 38 (Richmond) (the “**Board**”) adopt the Bylaw, Disposal of Real Property – Road Dedication – Adult Education Centre, by way of three readings in accordance with the *School Act* (British Columbia).

**AND FURTHER THAT** the Board authorize the Chairperson of the Board and Secretary Treasurer to execute and deliver the Purchase and Sale Agreement with the City of Richmond (the “**City**”) in respect of the road dedication along Cambie Road of a portion of the Board’s property located at 3800 No. 5 Road, Richmond, BC.

### BACKGROUND

The City approved a capital project in 2023 to upgrade the intersection of No. 5 Road and Cambie Road to improve safety and traffic flow through the intersection (the “**Project**”). The city intends on completing construction of the Project in 2024. This work involves introducing left-turn bays and dedicated left-turn signals in all four directions, upgraded crosswalk painting, signage, as well as pedestrian and sidewalk enhancements fronting the Board’s property known as Mitchell Elementary School located at 3800 No. 5 Road, Richmond, BC (the “**School Site**”). The Project is anticipated to reduce collisions and congestion through this intersection. Further pedestrian and cyclist enhancements along the south and west legs of the intersection are anticipated as part of a future phase of the Project.

Implementation of the work for the Project will require a road dedication by the Board of approximately 173 square meters from the School Site. All existing structures on the School Site including the fence, retaining wall and staircase will be restored to existing conditions in conjunction with the new property line at no cost to the Board by the City.

The proposed land disposal by way of road dedication by the Board to the City does not involve a school closure and will not impact future educational programs. The disposal of land by way of road dedication is subject to approval by the British Columbia Ministry of Education and Child Care (the “**Ministry**”) and is subject to the passing and adoption of a bylaw by the Board. The Ministry granted its approval to the proposed road dedication on December 12, 2023. The proceeds from the land disposal will be allocated towards financing future capital projects approved by the Board.

The City has offered the sum of \$410,000 to purchase the 173 m<sup>2</sup> area from the Board. The offer has been reviewed by the Richmond Project Team and determined to be fair market value based on an independent appraisal commissioned for the School Site. The transfer of the property by way of road dedication to the City will have no adverse effects on educational program for the District now and in the future.

## **PUBLIC CONSULTATION**

During October 2023, the Board completed a public consultation process by inviting community members to provide their input on the proposed land disposal by way of road dedication to the City. Community members had opportunities to share feedback or ask questions by emailing [questions@sd38.bc.ca](mailto:questions@sd38.bc.ca), as well as providing further feedback during the question periods at the public board meeting on Wednesday, October 25, 2023.

During the public consultation process, one written submission was received from the City to express their support for the proposed land disposal in order to implement the No. 5 Road and Cambie Road Intersection Improvement Project.

The letter stated that the Project aims to enhance safety and reduce congestion at the No. 5 Road and Cambie Road intersection by introducing new left-turn lanes, dedicated left-turn signals, and pedestrian improvements on the north side. It was initiated based on public request and will benefit road users by improving safety and accessibility for pedestrians and cyclists. The intersection was identified as the 6th most collision-prone in Richmond, underscoring the need for safety upgrades. The Project requires access to Richmond School District lands, and the City plans to complete construction in 2024.

The City is committed to working closely with the School District and the public to mitigate construction impacts on the school's operations, including appropriate detour routes, prioritizing pedestrian safety and connectivity, and clear communication about upcoming construction work. Design efforts have been taken to minimize construction impacts to the School District property. Existing infrastructure that is impacted will be restored within the new property boundary at no cost to the School District.

## **CONCLUSION**

In December 2023, the District received the Ministerial approval for this land disposal. In accordance with the *School Act* (British Columbia) and Ministerial Order M193/08, as well as Board Policy 704.1 – Disposal of School Board Land or Improvements, a Bylaw notifying the British Columbia Minister of Education and Child Care of the property disposal and allocation of the proceeds according to section 100(2) of the *School Act* is required.

Cindy Wang MSc, CPA-CA  
Secretary Treasurer

# THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 38 (RICHMOND)

## CAPITAL BYLAW 2024

### DISPOSAL OF REAL PROPERTY – ROAD DEDICATION - ADULT EDUCATION CENTRE

WHEREAS The Board of Education of School District No. 38 (Richmond) (the “**Board**”) is a board of education under the *School Act* (British Columbia);

AND WHEREAS the Board may dispose of land or improvements, or both, subject to the orders of the British Columbia Minister of Education and Child Care (the “**Minister**”) under the authority of Section 96(3) of the *School Act* (British Columbia);

AND WHEREAS the Board must not dispose of land or improvements by sale and transfer in fee simple unless such disposal is approved by the Minister pursuant to Section 5 of *Ministerial Order M193/08 (Disposal of Land or Improvements Order)*;

AND WHEREAS Section 65(5) of the *School Act* (British Columbia) requires a board of education to exercise a power with respect to the acquisition or disposal of property only by bylaw;

AND WHEREAS:

- A. the Board is the owner of certain lands and premises having a civic address of 3800 No. 5 Road, Richmond, British Columbia and legally described as follows:

Parcel Identifier: 005-322-847

Lot C Section 30 Block 5 North Range 5 West New Westminster District Plan 23836 Except Parcel 1 (Bylaw Plan 57105)

(the “**Property**”);

- B. the Board proposes to enter into a purchase and sale agreement (the “**Purchase Agreement**”) with the City of Richmond (the “**City**”) pursuant to which the Board will, subject to ministerial approval from the Minister and other conditions in the Purchase Agreement, sell a portion of the Property consisting of approximately 173 square meters abutting Cambie Road (as more particularly shown in yellow highlight in Appendix “A” to this Bylaw) (the “**Road Dedication Parcel**”) to the City by way of a road dedication for a purchase price of \$410,000.00 (the “**Purchase Price**”) in accordance with the terms and conditions of the Purchase Agreement;
- C. The Board is satisfied that the Purchase Price represents the fair market value of the Road Dedication Parcel, and it would be in the best interests of the Board to enter into the Purchase Agreement and, pursuant to the Purchase Agreement, complete the sale of the Road Dedication Parcel to the City; and
- D. The Board is satisfied that the Road Dedication will not interfere with the Board’s use of the Property and that it would neither conflict with nor detract from the regular or extracurricular program of the Property or the current or future educational needs of the school district.

NOW THEREFORE be it resolved as a Bylaw of the Board that the Purchase Agreement and the disposal of the Road Dedication Parcel be and are hereby authorized and approved, subject to approval by the Minister.

BE IT FURTHER resolved as a Bylaw of the Board that the Chairperson of the Board and the Secretary-Treasurer be and are hereby authorized, on behalf of the Board, to execute and deliver the Purchase Agreement, and upon receiving confirmation of disposal approval from the Minister, the Chairperson of the Board and the Secretary-Treasurer be and are hereby authorized, to execute and deliver all documents required to complete the disposal of the Road Dedication Parcel by the Board to the City on such terms and conditions as the Chairperson of the Board and the Secretary-Treasurer may consider advisable as witnessed by the signature of the Chairperson of the Board and the Secretary-Treasurer.

BE IT FURTHER resolved as a Bylaw of the Board that the Minister be notified of the disposal of the Road Dedication Parcel with all proceeds of the disposal allocated to the District’s Local Non-Sharable Capital Reserve.

READ A FIRST TIME THIS 21<sup>st</sup> DAY OF FEBRUARY, 2024;

READ A SECOND TIME THIS 21<sup>st</sup> DAY OF FEBRUARY, 2024;

UPON UNANIMOUS AGREEMENT OF THE TRUSTEES OF THE BOARD IN ATTENDANCE, THIS BYLAW WAS READ A THIRD TIME ON THIS 21<sup>st</sup> DAY OF FEBRUARY, 2024, AND FINALLY PASSED AND ADOPTED THIS 21<sup>st</sup> DAY OF FEBRUARY, 2024.

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

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

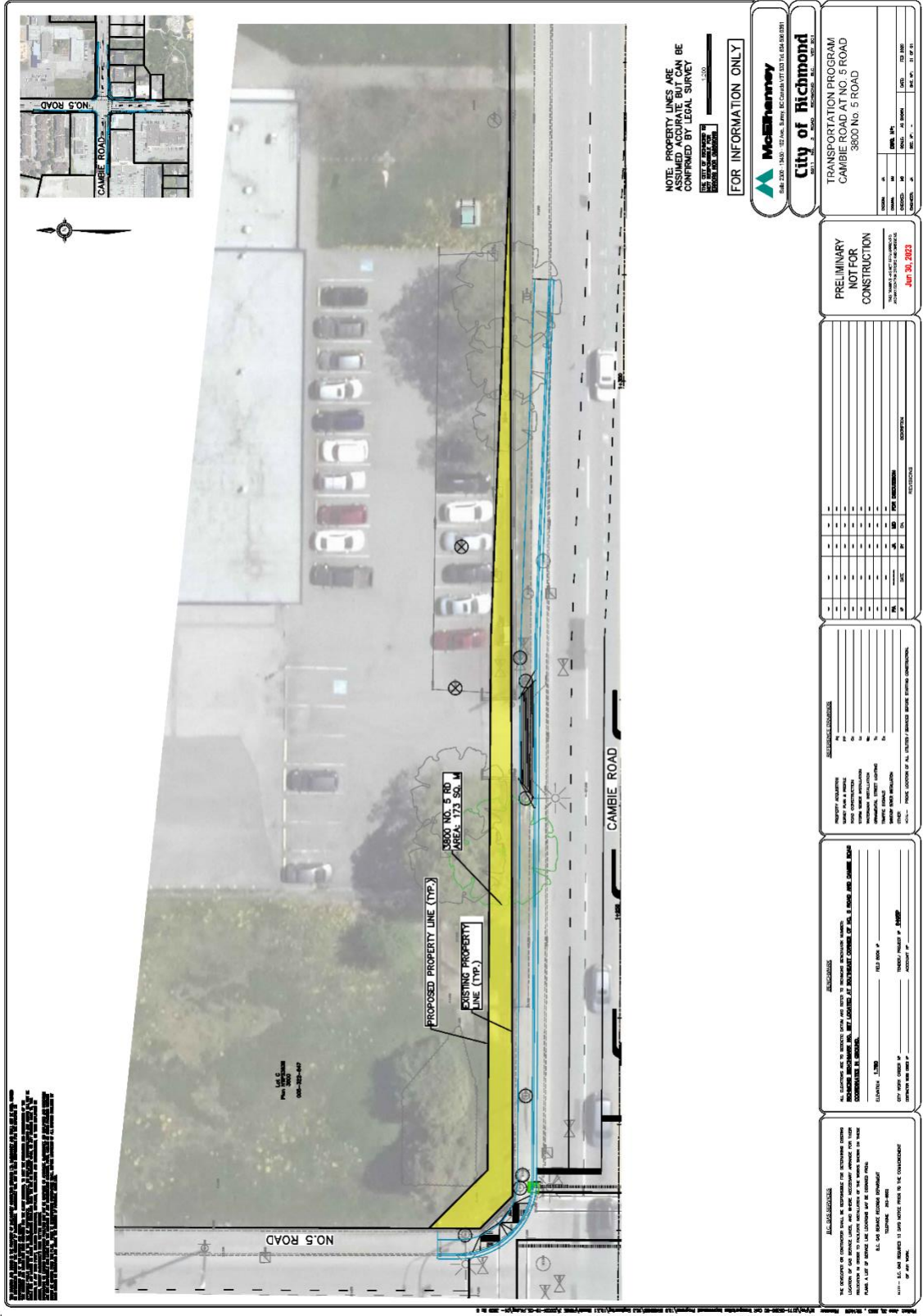
I HEREBY CERTIFY this to be a true and original of the School District No. 38 (Richmond) Capital Bylaw - Disposal of Real Property – Road Dedication - Adult Education Centre adopted by the Board the 21<sup>st</sup> DAY OF FEBRUARY, 2024.

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



# APPENDIX "A"

(to be replaced once legal survey received from City)



NOTE: PROPERTY LINES ARE ASSUMED ACCURATE BUT CAN BE CONFIRMED BY LEGAL SURVEY

FOR INFORMATION ONLY

**McShannery**  
 City of Richmond  
 TRANSPORTATION PROGRAM/  
 CAMBIE ROAD AT NO. 5 ROAD  
 3800 No. 5 ROAD

PRELIMINARY  
 NOT FOR  
 CONSTRUCTION  
 JUL 20, 2023

NO.	DATE	DESCRIPTION	BY	CHKD BY
1	07/20/23	ISSUED FOR INFORMATION		

REFERENCE DRAWINGS

NO.	DATE	DESCRIPTION	BY	CHKD BY
1	07/20/23	ISSUED FOR INFORMATION		

ALL DRAWINGS ARE TO BE REVIEWED FOR CONFORMANCE WITH THE CITY OF RICHMOND'S DESIGN STANDARDS SPECIFICATION (DSS) AND THE CITY OF RICHMOND'S DESIGN STANDARDS SPECIFICATION (DSS) FOR THE CITY OF RICHMOND.

ALL DRAWINGS ARE TO BE REVIEWED FOR CONFORMANCE WITH THE CITY OF RICHMOND'S DESIGN STANDARDS SPECIFICATION (DSS) AND THE CITY OF RICHMOND'S DESIGN STANDARDS SPECIFICATION (DSS) FOR THE CITY OF RICHMOND.

**Education Committee**  
**Public Meeting Minutes**

**Wednesday, December 13, 2023 – 6:00 pm**  
**Via Zoom**

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**Present:**

Chairperson	H. Larson
Vice Chairperson	D. Yang
Trustee Member	A. Wong
Assistant Superintendent	J. MacMillan
District Coordinator	B. Douglas
Teacher Consultant	O. Miyashita
President, Richmond Teachers' Association	L. Baverstock
3 <sup>rd</sup> Vice President, Richmond Teachers' Association	J. Cho
Representative, Richmond Association of School Administrators	A. Pikkarainen
Richmond Management and Professional Staff	S. Glanzmann
President, Canadian Union of Public Employees 716	S. Robinson
Executive Assistant (Recording Secretary)	S. Khan

The meeting was called to order at 6:00 pm.

The Richmond Board of Education acknowledged and thanked the First Peoples of the hən̓q̓əmiñəm language group on whose traditional and unceded territories we teach, learn and live.

**1. Adopt Agenda**

The agenda was adopted as circulated.

**2. Approve Minutes**

The minutes of the public meeting held Wednesday, November 15, 2023, were approved as circulated.

**3. Beyond Four Walls – Richmond Schools Outdoor Learning Spaces**

Assistant Superintendent MacMillan introduced District Administrator, Brooke Douglas, and Teacher Consultant, Olivia Miyashita who shared a presentation on Outdoor Learning Spaces in the Richmond School District. They discussed the benefits of outdoor learning, its relation to the districts' strategic plan and to the curriculum and promoting the development of core competencies. Brooke and Olivia responded to trustees' questions regarding opportunities for outdoor learning, consistency in learning and teaching, and accessibility for outdoor learning.

**4. Next Meeting Date – Wednesday, January 17, 2024 at 6:00 pm.**

**5. Adjournment**

The meeting adjourned at 6:54 pm.

*Respectfully Submitted,*

*Heather Larson  
Chairperson, Education Committee*

**Facilities and Building Committee**  
**Public Meeting Minutes**

**Wednesday, January 10, 2024 - 4:30 pm**  
**Via Zoom**

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**Present:**

Chairperson	K. Hamaguchi
Trustee Member	H. Larson
Trustee	R. Belleza
Trustee	A. Wong
Trustee	D. Yang*
Deputy Superintendent	R. Ryan
Secretary Treasurer	C. Wang
Executive Director, Learning and Business Technologies	R. Laing
Director, Richmond Project Team	S. Ahluwalia
Director, Facilities Services	K. Wilkins
President, Richmond Teachers' Association	L. Baverstock
2nd Vice President, Richmond Teachers' Association	F. Marsic
3rd Vice President/Pro-D Chair, Richmond Teachers' Association	J. Cho
Representative, Richmond Management and Professional Staff	J. Canlas
Vice President, Richmond Association of School Administrators	A. Goulas
Executive Assistant (Recording Secretary)	T. Lee

**Regrets:**

Vice Chairperson	D. Tablotney
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\*Present for a portion of the meeting

The meeting was called to order at 4:30 pm.

The Richmond Board of Education acknowledged and thanked the First Peoples of the hən̓q̓əmiñəm language group on whose traditional and unceded territories we teach, learn and live.

**1. Approval of Agenda**

The agenda was adopted as circulated.

**2. Approval of Minutes**

Minutes from the December 6, 2023 meeting was approved as circulated.

**3. Facilities Planning Update (standing item)**

The Director, Richmond Project Team noted there were no further updates to his report which is

included in the agenda package. He then responded to a question from the President of Richmond Teachers' Association regarding the impact of the *Local Government Act* amendments.

**4. Capital Projects Update (standing item)**

The Director, Richmond Project Team spoke to his report as included in the agenda package.

Trustee Larson expressed her appreciation for the completed projects and thanked staff for their work.

The Director, Richmond Project Team then responded to a question from the Chairperson regarding future childcare facilities sites.

**5. Facilities Services Update (standing item)**

*Trustee Yang joined the meeting at 4:39 pm.*

The Director, Facilities Services referred to his report as included in the agenda package. He highlighted the plumber position has been reposted and is currently vacant again since the agenda package has been published.

The Director, Facilities Services then responded to a question from the President of Richmond Teachers' Association regarding the process and procedures for the anticipated cold weather and snow.

**6. Minutes for Information**

**(a) Child Care Development Advisory Committee Meeting**

Minutes of Meeting held November 1, 2023 were attached for information.

**7. Next Meeting Date – February 7, 2024 at 4:30 pm**

**8. Adjournment**

The meeting adjourned at 4:41 pm.

*Respectfully Submitted,*

*Ken Hamaguchi  
Chairperson, Facilities and Building Committee*

## Report to the Board of Education (Public)

**Date:** February 21, 2024  
**From:** Donna Sargent, Chairperson, Finance and Legal Committee  
**Subject:** Trustees' Expenses for the Three Months Ended December 31, 2023

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### RECOMMENDATION

**WHEREAS** the Board of Education of School District No. 38 (Richmond) is paying for expenses incurred by the Trustees in the discharge of their duties,

**BE IT RESOLVED** that in accordance with the *School Act*, the Board of Education of School District No. 38 (Richmond) approves Trustees' expenses paid during the three-month period ended December 31, 2023, in the amount of \$10,514.25.

### BACKGROUND

In accordance with the provisions outlined in the *School Act*, the board is required to approve trustee expenses through a formal board resolution. This requirement ensures transparency and accountability of the use of funds.

During the three-month period ended December 31, 2023, the Trustees incurred a total of \$10,514.25 in expenses associated with their roles and responsibilities. These expenses were reimbursed to trustees to carry out their duties and responsibilities.

### CONCLUSION

In compliance with the provisions of the *School Act*, Finance and Legal Committee recommends the Board's approval of Trustees' expenses for the three months ended December 31, 2023.

Respectfully submitted,

*Donna Sargent, Chairperson*  
*Finance and Legal Committee*

*Attachment: Trustees' Expenses for the Three Months Ended December 31, 2023*

**TRUSTEES EXPENSES**

DATE	DESCRIPTION	R. BELLEZA	K. HAMAGUCHI	H. LARSON	D. SARGENT	D. TABLOTNEY	A. WONG	D. YANG	TOTAL
2023-10-12	Cell phone reimbursement - Oct 2023		50.00	50.00		50.00	11.20	50.00	211.20
2023-11-08	Cell phone reimbursement - Nov 2023		50.00	50.00		50.00	11.20	50.00	211.20
2023-12-06	Cell phone reimbursement - Dec 2023		50.00	50.00		50.00	11.20	50.00	211.20
2023-11-08	BCSTA Day of Advocacy - Oct 18-20, 2023 - transportation (ferry) and meals			31.79	259.20				290.99
2023-11-08	Richmond Chinese Community Society Fundraising Gala - Oct 12, 2023 - ticket						128.00		128.00
2023-11-16	Richmond Secondary School Christmas luncheon - Dec 15, 2023 - ticket	25.00	25.00	25.00	25.00	25.00	25.00	25.00	175.00
2023-11-08	BCSTA Trustee Academy - Nov 23-25, 2023 - accommodation and parking	550.78	550.78	550.78	550.78	550.78	550.78	550.78	3,855.46
2023-12-20	BCSTA Trustee Academy - Nov 23-25, 2023 - meals			42.80				21.24	64.04
2023-12-20	BCSTA Trustee Academy - Nov 23-25, 2023 - meal and mileage						38.41		38.41
2023-12-20	BCSTA Trustee Academy - Nov 23-25, 2023 - pre-conference and registration fees	761.25	761.25	761.25	761.25	761.25	761.25	761.25	5,328.75
	<b>TOTALS PAID: Oct 1 to Dec 31, 2023</b>	<b>1,337.03</b>	<b>1,487.03</b>	<b>1,561.62</b>	<b>1,596.23</b>	<b>1,487.03</b>	<b>1,537.04</b>	<b>1,508.27</b>	<b>10,514.25</b>

## Report to the Board of Education (Public)

**Date:** February 21, 2024  
**From:** Donna Sargent, Chairperson, Finance and Legal Committee  
**Subject:** **2024/25 Facility Rental Rates**

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### RECOMMENDATION

**THAT** the Board of Education approve a five per cent (5%) increase to both non-commercial (not-for-profit) and commercial (for profit) facility rental rates for the 2024/25 fiscal year as presented herein.

### POLICY CONSIDERATIONS

In accordance with District Policy 804.4 - Fees for Use of School Facilities and Administrative Guideline 804.4-G - Schedule of Charges for Use of School Facilities.

### BACKGROUND

Following the independent review of the Operations & Rentals Department completed in 2021 which included the review of rental rates in other Metro Vancouver school districts ([click here for table](#)), in the report to the Finance & Legal Committee on January 19, 2022, staff recommended a 5% annual increase on rates and custodial services for the next three years, until 2025 to offset increasing cost in utilities and building maintenance.

In past years, room rental rate increases have been recommended and approved based on the Consumer Price Index (CPI). The CPI for British Columbia over and above the prior year was 4.5% for Services in 2023 and 6.4% in 2022, therefore Facilities Services and the Secretary-Treasurer's Office are recommending a 5% increase be applied for 2024/25, which is within the CPI average of the last 2 years. This is year 3 of 3 of the planned rate increases.

District Policy 804.4 requires childcare rate to be reviewed every three (3) years, and we are in the third year of the current cycle (adopted in 2022/23). The rate that applies to childcare operations for the period of July 1, 2024 to June 30, 2025 is \$10.00/hour of use, which reflects actual costs to operate and maintain these spaces.

### DISCUSSION

Please find attached the proposed Schedule of Charges for School Use of Facilities, effective July 1, 2024 to June 30, 2025.

Respectfully submitted,

*Donna Sargent, Chairperson  
Finance and Legal Committee*



## Schedule of Charges for Use of School Facilities

**July 1, 2024 to June 30, 2025**

1. School facilities shall be provided free of charge to Richmond school/parent groups, and to Richmond organizations and community groups meeting for the purpose of holding municipal or civic meetings.
2. Facilities will be provided free of charge for Richmond School District employees' unions and associations for meetings and social events on the understanding that custodial services will be paid for by those groups.
3. Non-commercial rates apply to Richmond non-profit and non-commercial groups and organizations. Not included in Clauses 1 or 2 above, e.g., Richmond religious organizations, Richmond groups offering educational services and Richmond sporting or community organizations not booking through the City of Richmond Community Services Division.
4. Commercial rates apply to commercial groups and organizations, non-Richmond based groups and organizations using school facilities for social and other type of events. Family orientated booking requests may qualify for non-commercial rates only if Richmond based.
5. Bookings are for a minimum of one hour, on the hour by the hour is encouraged to provide maximum opportunity for bookings. Any requested spaces must be booked for the full duration of time rented.
6. Rental charges for all childcares will be shall not exceed the direct and indirect costs incurred and to be incurred by the Board in making the board property available to the childcare operator. A rate of \$10.00 per hour of occupancy per facility shall be charged. This applies to the usage of the following areas: dedicated childcare facility, classroom, multi-purpose room, kitchen, and gymnasium only.
7. Where the services of a rental custodian are required, there is a 3-hour minimum for weekdays and 4-hour minimum for weekend.
8. Additional service fees may apply, e.g., damage caused, trade personnel callout, etc.
9. All charges are subject to 5% GST.

### **2024/25 Rental Rates (Proposed):**

Space	Non-commercial	Commercial
<b>Hourly Rates</b>		
Gymnasium (Secondary)	\$57.75	\$158.55
Large Foyer/Rotunda/Theatre	\$51.45	\$118.65
Gymnasium (Elementary)	\$51.45	\$118.65
Multipurpose Room/Library (Elementary)	\$51.45	\$118.65
Cafeteria without Teaching Kitchen	\$51.45	\$118.65
Change Room/Showers	\$51.45	\$64.05
Classroom/Small Foyer	\$25.20	\$45.15
Kitchen	\$25.20	\$45.15

Space	Non-commercial	Commercial
<b>Daily Rates</b>		
Parking Lot (Daily Rate)	\$497.00	\$1,102.50
Movie Shoot - Exterior	N/A	\$1,380.00
Movie Shoot - Interior	N/A	\$3,860.00

**Custodial Charges:**

Hourly	Rate
Rental Custodian – Daycares	\$32.50
Rental Custodian – Other Groups	\$40.00

**Other Services:**

Space	Non-commercial	Commercial
Chair Rental (each, daily rate)	\$1.00	\$1.00
Table Rental (each, daily rate)	\$8.00	\$8.00
Table & Chair Delivery (Flat Rate)	\$110.00	\$150.00

## Finance and Legal Committee

### Public Meeting Minutes

Wednesday, November 15, 2023 – 10:00 am  
Via Zoom

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**Present:**

Chairperson	D. Sargent
Vice Chairperson	R. Belleza
Trustee Member	K. Hamaguchi
Secretary Treasurer	C. Wang
Assistant Superintendent, Human Resources	C. Stanger
President, Richmond Teachers' Association	L. Baverstock
2nd Vice President, Richmond Teachers' Association	F. Marsic
President, Canadian Union of Public Employees 716	S. Robinson
Representative, Richmond Management and Professional Staff	R. Corbin
President, Richmond Association of School Administrators	G. Fitt
Executive Assistant (Recording Secretary)	J. Coronel

The meeting was called to order at 10:00 am.

The Richmond Board of Education acknowledged and thanked the First Peoples of the hən̓q̓əmiñəm language group on whose traditional and unceded territories we teach, learn and live.

#### 1. Adopt Agenda

The agenda was adopted as circulated.

#### 2. Approve Minutes

The minutes of the public meeting held Wednesday, October 18, 2023, were approved as circulated.

#### 3. Human Resources Update

The Assistant Superintendent, Human Resources referred to his report as included in the agenda package. He then responded to a question from the President of Richmond Teachers' Association on changes to the BCTF benefits plan. Discussion also ensued on the district's plan to recognize employees in a meaningful way, as this is also part of employee wellness.

**4. 2024/25 Annual Budget Process and Timeline**

The Secretary Treasurer spoke to her report as included in the agenda package. The President of Richmond Teachers' Association and trustees expressed their appreciation to the Secretary Treasurer and her team for establishing a budget process and timeline that will provide stakeholders sufficient time to share their budget feedback.

The Committee agreed to forward the following **RECOMMENDATION** to the Board:

**THAT** the Board of Education (the Board) approve the 2024/25 Annual Budget process and timeline as presented; and **FURTHER THAT** the Board direct staff to publish the 2024/25 budget process and timeline on the district's website.

**5. Next Meeting Date – Wednesday, December 13, 2023 at 10:00 am.**

**6. Adjournment**

The meeting adjourned at 10:20 am.

*Respectfully Submitted,*

*Donna Sargent  
Chairperson, Finance and Legal Committee*

## Report to the Board of Education (Public)

**Date:** February 21, 2024

**From:** Debbie Tablotney, Chairperson, Policy Committee

**Subject:** **Notice of Motion - Proposed Minor Revisions to Policy 701.2-R: Capital Project Design Review Process**

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### **NOTICE OF MOTION TO MARCH 13, 2024, MEETING OF THE BOARD OF EDUCATION**

In accordance with Board Policy 204-R: *Creation and Revision of Policy and Regulations*, this is a Notice of Motion that a RECOMMENDATION will be presented at the March 13, 2024, Public meeting of the Board of Education to approve minor revisions to Policy 701.2-R: Capital Project Design Review Process.

#### **BACKGROUND:**

From time to time, Policy Committee will bring forward minor revisions to existing policies and/or regulations for the Board's consideration. Ultimately, all revisions supported by Policy Committee will require approval at a public meeting of the Board of Education.

One important aspect of the proposed minor revisions to Policy 701.2-R includes new understandings through a DEI lens (i.e., DEI Policy Checklist). Specifically, the provincial government has developed and posted online a document titled ***Terminology in Indigenous context*** which articulates that the term "stakeholder is a common cooperate term for partners which has negative connotations to many Indigenous Peoples." With this understanding, the term partner group is inserted in place of stakeholder.

#### **LEGISLATIVE CONSIDERATIONS:**

School Act - Section 85: Power and Capacity

For the purposes of carrying out its powers, functions, and duties under the School Act, a board has the power and capacity to determine local policy.

#### **PROCESS:**

As per Board Policy 204-R, it was recommended not to place the policy revisions into the partner group review process, since the proposed revisions are minor in nature.

**PROPOSED TIMELINE:**

<b>Dates</b>	<b>Meeting</b>	<b>Comments</b>
January 15, 2024	Policy Committee (In-camera)	Report submitted to Policy Committee (In-camera) with draft minor policy revisions attached. Opportunity for trustee review and feedback.
February 12, 2024	Policy Committee (Public)	Draft revised policy incorporating trustee feedback submitted to Policy Committee (Public). <b>Recommendation for Notice of Motion at the next Board of Education (Public) Meeting.</b>
February 21, 2024	Board of Education (Public)	Notice of Motion for approval at the next Board of Education (Public) Meeting.
March 13, 2024	Board of Education (Public)	Recommendation for board approval of revised policy.

*Respectfully submitted,*

*Debbie Tablotney  
Chairperson, Policy Committee*

*Attachments:*

- 1. Revised Policy 701.2-R*
- 2. Provincial Government Document: Terminology in Indigenous content*

## FACILITIES

## Policy 701.2-R

### Capital Project Design Review Process

#### A. Project Types

Capital projects undertaken by the school district are classified as follows:

1. Minor Capital Projects are those with total budgets of \$10 million or less, which include most small to medium scale renovations and/or additions to existing facilities which improve space utilization, modify outmoded spaces for new use, improve accessibility, etc. These projects are typically funded by the Board of Education. This regulation applies to these projects only if the affected building area exceeds 600 square metres.
2. Facility Renewal and Upgrade Projects are funded annually by the Ministry of Education and Child Care (the "**Ministry**"). These projects are focused on improving safety, facility condition (including building envelope), energy efficiency and functionality of existing school facilities and infrastructure, in an effort to extend their useful physical life. This regulation does not apply to these projects.
3. Seismic Upgrade Projects are funded by the Ministry. This regulation applies to these projects.
4. Major Capital Projects are those with total budgets greater than \$10 million, which include new facilities, large-scale building renovations, additions, and replacements of existing facilities. These projects may be funded by the Ministry, by the Board of Education, or both parties. This regulation applies to these projects.

#### B. Project Planning and Pre-Design

Refer to District Policy 701-R: Facilities Planning and Development.

#### C. Project Design Advisory Committees

##### 1. Composition

Project Design Advisory Committees (the "**Committee**") consist of key partner groups in the design and implementation of capital projects. These parties will be invited to attend meetings at critical design stages to review progress drawings, discuss scheduling and phasing and other issues pertaining to the delivery of the project. The composition of these teams is based on the type, magnitude and complexity of each capital project and will include, but not be limited to, the following membership:

- a) Applicable Minor Capital and Seismic Upgrade Projects
  - Superintendent or designate
  - Director, Facilities Services or Richmond Project Team

Adopted: 20 February 1995

Revised: 16 January 2006; 23 June 2021

- Project Manager (Chair/RMAPS \*1 representative)
- Construction Liaison \*2
- School Administrator (RASA \*3 representative)
- Board of Education Representative (Liaison Trustee for that school)
- Richmond Teachers' Association Representatives (maximum of two)
- School's Parent Advisory Council Representative
- Canadian Union of Public Employees, Local 716 Representative

b) Major Capital Projects

- Superintendent or designate
- Secretary-Treasurer or designate
- Director, Richmond Project Team
- Project Manager (Chair/RMAPS \*1 representative)
- Board of Education Representative (Liaison Trustee for that school)
- School Administrator or designate (RASA \*3 representative) \*4
- Richmond Teachers' Association Representatives (maximum of two)
- Student Representatives (maximum of two, selected by Student Council) \*5
- School's Parent Advisory Council Representatives (maximum of two) \*6
- Canadian Union of Public Employees, Local 716 Representative
- City of Richmond Representative (nominated by Community Services) \*7
- Community Representative (nominated by nearest Community Association) \*7
- Department Manager(s) or designate(s) \*8

Notes:

\*1 *Richmond Management and Professional Staff (RMAPS)*

\*2 *Applicable to seismic upgrade projects only*

\*3 *Richmond Association of School Administrators (RASA)*

\*4 *For a new school only. Representative designated by the Superintendent*

\*5 *Applicable to secondary school projects only. For a new school, the Student Council will be from the school currently serving the new catchment area.*

\*6 *Applicable to school projects only. Parent Advisory Council will be from the school currently serving the new catchment area.*

\*7 *Applicable to new school projects only.*

\*8 *Applicable to non-school facility projects.*

2. Governance

It is the responsibility of the Project Manager to call and chair Committee meetings, arrange for agendas to be issued to all members prior to meeting, and record and distribute meeting minutes to all members. Meetings are to be held at a location, dates, and times convenient to the majority of parties.

The Project Architect will attend all meetings as a resource to the Project Manager.

It is the responsibility of all representatives to report Committee proceedings to the organizations they represent.

When recommendations are being formulated by the Committee, there will be a minimum of:



- four (4) members present at applicable Minor Capital and Seismic Upgrade project meetings;
- six (6) members present at applicable Major Capital project meetings.

As necessary, sub-committees may be formed to assist in the planning of individual curricular areas, comprised of teachers, administrators, and staff with particular expertise in those areas.

The introductory meeting at the onset of design phase will include a description of the purpose, process and reporting responsibilities of the Committee and a general discussion on philosophies, principles, and educational design concepts as applicable.

Upon completion of design phase and prior to construction, the role of the Committee will be complete, and the Committee ended.

### 3. Frequency of Meetings

The frequency of meetings of the Committee is based on the scope and complexity of the project:

- a) for Seismic Upgrade projects not involving any major changes to the floor plan of a school (i.e., purely a structural improvement with some upgrades to building systems and/or finishes), meetings are to be held at the onset of design phase and at the 50%/95% design completion stages;
- b) for applicable Minor Capital projects and Seismic Upgrade projects involving major changes to the floor plan of a school (i.e., seismic upgrade plus either an addition or partial replacement to the building), meetings are to be held at the onset of design phase and at the 35%/70%\*/95% design completion stages; and
- c) for Major Capital projects, meetings are to be held as a minimum:
  - i. Onset of design
  - ii. 50%/95% complete schematic design stage to consider design options
  - iii. 35%/70%/95%\* complete design development stage
  - iv. 95% complete working drawings stage

with additional meetings scheduled as needed by the Project Manager.

\* *The Ministry of Education and Child Care is to be invited to attend these meetings*

## **D. Design Reviews/Approvals**

### 1. Major Capital Projects

#### a) Schematic Design

The Project Architect prepares alternate floor plan, site plan and elevations concepts based on the scope defined in the Project Definition Report approved by the Ministry, co-presents the schematic designs with the Project Manager to the Committee for review and feedback at the meetings scheduled per C.3.c) ii.

At the 95% complete schematic design stage, the Project Manager and Project Architect present the proposed design option supported by the Committee to the Facilities and Building Committee. The Facilities and Building Committee either recommends the proposed design to the Board for approval or directs back to the

Committee for reconsideration.

If requested by the Facilities and Building Committee and/or the Board, a Public Workshop may be scheduled to present design options and solicit feedback for the Committee to consider prior to resubmitting for final approval of the schematic design.

The Project Manager, upon Board approval of proposed design option, submits drawings and Class C cost estimate to the Ministry for information and comments. The project proceeds to Design Development phase.

## b) Design Development

The Project Architect prepares preliminary design drawings based on the concept approved by the Board and co-presents the documents with the Project Manager to the Committee for review and feedback at the meetings scheduled per C.3.c) iii.

The Project Manager:

- makes drawings available for review and feedback by the Maintenance, Operations and Transportation and Learning and Business Technologies departments at the 50% and 95% complete design development stage;
- at the 95% complete design development stage, co-presents with Project Architect the updated design supported by the Committee to the Facilities and Building Committee; the Facilities and Building Committee either recommends the updated design to the Board for approval or directs back to Committee for reconsideration;
- co-presents with the Project Architect the updated design recommended by the Facilities and Building Committee to the Board at a Public Meeting; and
- upon Board approval of proposed design option, submits drawings and Class B cost estimate to the Ministry for information and comments.

The project may proceed to Working Drawings/Tender Documents upon approval by the Board.

## c) Working Drawings/Tender Documents

The Project Architect prepares working drawings, specifications, and other documents necessary to apply for Building Permit and to enable a request for tenders to be undertaken.

The Project Manager:

- at the 50% and 95% complete working drawings stages, makes drawings and specifications available for review and feedback by the Maintenance, Operations and Transportation, and Learning and Business Technologies departments.
- at the 95% complete working drawings stage:
  - along with the Project Architect presents the updated design to the Committee for final review and feedback;

- makes drawings and specifications available for review and feedback by Facilities Services, and Learning and Business Technologies key staff;
- submits final design drawings and Class A cost estimate to the Ministry for information and comments; and
- upon receipt of concurrence from the Ministry to proceed with the request for tenders, initiates the tendering process with the Purchasing Department and instructs the Project Architect to proceed with the Building Permit application.

## 2. Applicable Minor Capital and Seismic Upgrade Projects

The Project Architect prepares design drawings, specifications, and other documents necessary to apply for Building Permit and to enable a request for tenders to be undertaken based on the scope defined in the Project Definition Report approved by the Ministry.

The Project Manager:

- a) co-presents the designs with the Project Architect to the Committee for review and feedback at the meetings scheduled per C.3.a) or b), depending on whether the project involves major changes to the floor plan of the school;
- b) at the 50% design stage, submits drawings and Class B cost estimate to the Ministry for information and comments, and makes drawings and specifications available for review and feedback by the Maintenance, Operations and Transportation, and Learning and Business Technologies departments; and
- c) at the 95% complete design stage:
  - submits final design drawings and Class A cost estimate to the Ministry for information and comments;
  - makes drawings and specifications available for review and feedback by Facilities Services, and Learning and Business Technologies key staff; and
  - initiates the tendering process with the Purchasing Department and instructs the Project Architect to proceed with the Building Permit application.

## 3. The Project Manager issues regular project status updates that are posted on the Richmond School District website and reported out to the Facilities and Building Committee, and Ministry by the Director, Richmond Project Team throughout the life of each project.

# Terminology in Indigenous content

Last updated on January 26, 2024

Individuals and Nations may have preferred terminology. Always check first with those you're writing about.

## Aboriginal

Legal term in Canada when referring to Aboriginal rights under [s.35 of the Constitution Act, 1982](#).

## Band Councils

Use this term only to describe leadership operating under the Indian Act. The term may not be appropriate when self-government agreements such as treaties are in place. Review the Profile of Indigenous Peoples to learn more about the government structure of a Nation.

## British Columbians

The term 'British Columbians' is often used to reference people living in B.C. This term excludes Indigenous Peoples who may not identify with it. For many, they identify as members of their own sovereign nations and do not consider themselves part of one that has actively worked to assimilate their people.

'British Columbians' also excludes other groups such as newcomers and refugees. We recommend instead saying 'people living in B.C.'

## First Nation(s)

- Identifies one of the three populations of Indigenous Peoples within Canada, the other two being Métis and Inuit
- An individual's heritage which can be a combination of any or all three
- Usually, the term 'First Nations' is plural when used as an adjective and singular or plural as a noun
- First Nations people identify with their ancestral Indigenous origins and do not like to have their identity tied to the federally regulated reserve status, which is a colonial construct through the Indian Act
- Many First Nation communities in Canada are still governed by the Indian Act, and are referred to as [Bands](#)
- First Nation refers to the political governance entity and is made up of members of the First Nation community

## Hereditary Chiefs

Hereditary Chiefs inherit their title. Their responsibilities and governing principles are according to the history and cultural values of their community. Hereditary Chiefs are the caretakers of the people and the culture. In addition to governance responsibilities, they may carry or share the responsibility of ensuring the traditions, protocols, songs, and dances of the community are respected and kept alive.

## Indigenous

- The term 'Indigenous Peoples' includes First Nations, Inuit and Métis people in Canada
- Although used as a synonym to Aboriginal, Indigenous is the preferred term
- Individuals are more likely to identify with their Nation than the term Indigenous

## Inuit and Inuk

- Indigenous people who live in the Arctic regions of what is now Canada, Greenland, United States of America and Siberia
- Identifies one of the three populations of Indigenous Peoples within Canada, the other two being First Nations and Métis
- Inuit in Canada are part of the Indian Act and at the same time do not have 'status'. They have their own history of land claims and journey of returning to self-governance
- Inuit in B.C. do not currently have political representation within B.C.
- Inuit – plural, 'we're Inuit'
- Inuit - adjective or collective noun. For example:
  - 'No matter where Inuit live, whether in Nunavut or elsewhere, they share certain ideals, beliefs and ways of life.'[\[1\]](#)
  - 'An Inuit drum'
- Inuk - singular noun referring to an individual. 'This Inuk is a celebrated Inuit musician' is correct, but not 'The musician is an Inuk' or 'They're an Inuk musician'

## Métis

- Indigenous peoples with ancestral lineage that can be traced back to the historic Métis Nation Homeland which includes Manitoba, Saskatchewan, and Alberta, as well as parts of Ontario, British Columbia, the Northwest Territories and parts of the northern United States.
- Identifies one of the three populations of Indigenous Peoples within Canada, the other two being First Nations and Inuit
- Nation-specific term with unique culture, language and customs
- Can be singular or plural, noun or adjective

- Métis people possess both First Nations and European ancestry. However, not all people with mixed First Nations and European ancestry are Métis.
- The Métis National Council (MNC), the political organization that represents the Métis Nation federally, defined Métis in 2002 as: “a person who self-identifies as Métis, is distinct from other Aboriginal peoples, is of historic Métis Nation ancestry and who is accepted by the Métis Nation”

## **Reserve**

Lands defined under the Indian Act and held in trust by the Crown. Note that the term ‘reservation’ is used in the United States only.

## **Rights**

Asserted or established rights as referred to under Section 35 of the Constitution and Nation-specific Treaties.

## **Poles and Posts**

‘Totem pole’ is a general term, not all Nations have them. There are different types of poles, statutory figures and posts. Other names for Totem poles can be translated as Clan or House totems. These identify the Clan or Wilp (Gitxsan for House group) that protects and uses the land in that totem’s territory. Traditionally this allowed others to identify the People whose territory they were moving through. It also identified who to ask for permission to use the land for themselves for a time. For example, when they need to hunt/harvest to get a stock of food to keep travelling. Speak with the Nation, Elder, Knowledge Keeper or other knowledgeable individual from the Nation about what kind of pole or post is being discussed and its purpose and history.

## **Stakeholders**

‘Stakeholder’ is a common corporate term for partners which has negative connotations to many Indigenous Peoples. When land acquisition was happening, this term referred to the allotment of land to settlers. Settlers were given wooden stakes to claim their plot of land prior to any treaty or land negotiations with Indigenous Peoples. It's more appropriate to refer to Indigenous Peoples as partners rather than stakeholders. Indigenous Peoples are not stakeholders; they're Aboriginal rights holders whose rights are protected under the Constitution of Canada.

## **Territory**

Territories that Nations have occupied and continue to occupy where they exercise their Indigenous rights.

## **Treaty Settlement Lands**

Lands identified under a treaty over which a First Nation has law-making authority and title.

## **Two-spirit**

Two-spirit people are part of the LGBTQ2S+ community, specific to the Indigenous community. The term ‘Two-spirit’ can be abbreviated as ‘2S.’ An older term, ‘Two-spirited’ may be preferred by some people when referring to themselves.

## **UN Declaration on the Rights of Indigenous Peoples**

When shortening the name of the United Nations Declaration on the Rights of Indigenous Peoples, it's the preference to use the term UN Declaration, and not the acronym UNDRIP.



## Outdated terms to avoid

Avoid outdated terms unless they're formalized in organizational, geographical names, or legislation.

- Aboriginal groups
- Aboriginal interest
- Band (Unless referring to a local Nation that uses this term, check with the Nation first for proper reference)
- Eskimo
- Indian (Unless referring to a local Nation that uses this term, such as 'Adams Lake Indian Band'. Or it is part of legislation like the 'Indian Act' or 'Status Indian')
- Native (Unless it is part of an organization name such as 'Native Women's Association of Canada')
- Traditional (i.e. traditional knowledge, traditional territories, makes it seem like it is only applicable to the past and not the present.) When referring to ceremonies, please check with the local Nation's website for assistance on whether to include 'traditional'.
- Tribe (Unless referring to a local Nation that uses this term, such as 'Cowichan Tribes'. 'Tribe' may also be appropriate when working with groups or individuals in the U.S.A.)

Offer context where possible when using the terms listed above, such as, 'Status Indian under the Indian Act'.

## Be mindful of the words you're using

Some words have historical connotations which may cause unease or mistrust. Awareness of this historical lens is important when working with Indigenous Peoples. For example:

- 'Executing' and 'execute' are commonly used and can be replaced with 'implement.'  
Consider that in 1864, the provincial government asked to meet the Tsilhqot'in Chiefs

and then hanged five of them on October 25, 1864, at a location just north of Quesnel's hospital.

- 'Artifact(s)' and 'curating/curate' are commonly used when describing documents or the work done to compile information. When used out of context it has negative connotations to many Indigenous Peoples. Indigenous communities struggle to reclaim cultural and ceremonial regalia, artwork and tools which were stolen and are displayed publicly or privately. In some cases, there are pieces that were never meant to be seen outside of ceremony and they continue to hang in a museum or a private collection not being honored and cared for by their rightful owners. Using the word(s) out of context sounds like something is being taken, e.g. data, knowledge, ideas, and used without the permission of Indigenous Peoples.

Be curious of the influence of our words. Choose language that reflects consent and Indigenous agency and resiliency. For example:

- 'Leverage' instead of 'take advantage'
- 'Practice' instead of 'use'

Many words can support a positive shift. For example:

- 'Should' may be replaced with 'could'
- 'But' may be replaced with 'and'
- 'Best' may be replaced with 'wise'
- 'Gaps' may be replaced with 'needs'

(source: The Provincial Governments [website](#))

**Policy Committee**  
**Public Meeting Minutes**

**Monday, January 15, 2024 – 11:00 am**  
**Via Zoom**

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**Present:**

Vice Chairperson	D. Yang
Trustee Member	R. Belleza
Trustee Alternate	H. Larson
Trustee	A. Wong
Superintendent	C. Usih
Deputy Superintendent	R. Ryan
Secretary Treasurer	C. Wang
President, Richmond Teachers' Association	L. Baverstock
1 <sup>st</sup> Vice President, Richmond Teachers' Association	S. Wenglowski
2 <sup>nd</sup> Vice President, Richmond Teachers' Association	F. Marsic
2 <sup>nd</sup> Vice President/Pro-D Officer, Richmond Teachers' Association	J. Cho
President, Canadian Union of Public Employees 716	S. Robinson
Vice President, Richmond Association of School Administrators	A. Goulas
Executive Assistant (Recording Secretary)	J. Coronel

**Regrets:**

Chairperson	D. Tablotney
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The Vice Chairperson called the meeting to order at 11:00 am.

The Richmond Board of Education acknowledged and thanked the First Peoples of the hən̓q̓əmiñəm language group on whose traditional and unceded territories we teach, learn and live.

**1. Adopt Agenda**

The agenda was adopted as circulated.

**2. Approve Minutes**

Minutes of the meeting held November 14, 2023 were approved as circulated.

**3. Status of Current and Anticipated Items**

An updated status document was provided with the agenda package.

4. **Next Meeting Date – Monday, February 12, 2024 at 11:00 am.**
5. **Adjournment**

The meeting adjourned at 11:03 am.

*Respectfully Submitted,*

*David Yang*  
*Vice Chairperson, Policy Committee*