
PUBLIC MEETING AGENDA
BOARD OF EDUCATION

WEDNESDAY, NOVEMBER 24, 2021 – 7:30 pm

https://sd38.zoom.us/webinar/register/WN_ztsGkeKhR562Lv-Es4EjQA

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

Telephone 604 668 6000

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The Richmond Board of Education acknowledges and thanks the First Peoples of the hən̓q̓əmiñəḥ (hun-ki-meen-um) language group on whose traditional and unceded territories we teach, learn and live.

1. Recognition of Visitors, Announcements and Updates from Trustees

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

2. Adoption of Agenda

3. Presentations, Special Recognitions, Briefs and Questions from the Public

(a) Presentations

Nil.

(b) Special Recognitions

Nil.

(c) Briefs

Nil.

(d) **Questions from the Public**

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

Communications Break

4. Executive

5. Approval of Minutes

- (a) Regular meeting of the Board held Wednesday, October 27, 2021 for approval.
- (b) Record of an In-camera meeting of the Board held Wednesday, October 27, 2021.

6. Business Arising

- (a) **Annual Five-Year Capital Plan Submission for 2021/2022**
Capital Bylaw No. 2021/22-CPSD38-02. BYLAW. 3 READINGS.
Report from the Secretary Treasurer attached.
- (b) **Long Range Facilities Plan Update. RECOMMENDATION.**
Report from the Executive Director, Facilities Services attached.

7. New Business

- (a) Nil

8. Questions from the Public: Tonight's Agenda

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

9. Standing Committee Reports

- (a) **Audit Committee**
Chair: Donna Sargent
Vice Chair: Norman Goldstein

The next meeting is scheduled for Monday, January 10, 2022.

- (b) **Education Committee**
Chair: Heather Larson
Vice Chair: Donna Sargent

- (i) **For information:** Minutes of meeting held October 20, 2021 attached.

A meeting was held on November 17, 2021. The next meeting is scheduled for Wednesday, January 19, 2022 at 6 pm.

(c) **Facilities and Building Committee**

Chair: Ken Hamaguchi

Vice Chair: Norman Goldstein

- (i) **For information:** Minutes of meeting held October 6, 2021 attached.

A meeting was held on November 3, 2021. The next meeting is scheduled for Wednesday, December 1, 2021 at 4:30 pm.

(d) **Finance and Legal Committee**

Chair: Debbie Tablotney

Vice Chair: Ken Hamaguchi

- (i) **For information:** Minutes of meeting held September 22, 2021 attached.

- (ii) **Trustee Expenses for 3 Months Ending September 30, 2021. RECOMMENDATION.**
Report from the Committee Chairperson attached.

A meeting was held on November 17, 2021. The next meeting is scheduled for Wednesday, January 19, 2022 at 11 am.

(e) **Policy Committee**

Chair: Sandra Nixon

Vice Chair: Debbie Tablotney

- (i) **Policy 310/310-R: Emergency Management. RECOMMENDATION.**
Report from the Committee Chairperson attached.

- (ii) **Policy 204: Creation and Revision of Policy and Regulations. RECOMMENDATION.**
Report from the Committee Chairperson attached.

The next meeting is scheduled for Monday, December 13, 2021 at 11 am.

10. Correspondence

- (a) Nil.

11. Board Committee and Representative Reports

(a) Council/Board Liaison Committee

The next meeting is scheduled for Wednesday, December 8, 2021 at 9:30 am.

12. Adjournment

BOARD OF EDUCATION

Telephone 604 668 6000
Visit our Web Site @ www.sd38.bc.ca

The next meeting is scheduled for Wednesday, December 15, 2021

Contact Persons regarding agenda items:

Superintendent of Schools, Mr. Scott Robinson – 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 am the Thursday preceding a meeting of the Board will be included on the Agenda.
- Items arriving after the 9am 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 2021

	AUDIT	EDUCATION	FACILITIES AND BUILDING	FINANCE AND LEGAL	POLICY
Chair	Donna Sargent	Heather Larson	Ken Hamaguchi	Debbie Tablotney	Sandra Nixon
Vice-Chair	Norman Goldstein	Donna Sargent	Norman Goldstein	Ken Hamaguchi	Debbie Tablotney
Member	Sandra Nixon	Richard Lee	Heather Larson	Richard Lee	Norman Goldstein
Alternate	Debbie Tablotney	Norman Goldstein	Debbie Tablotney	Heather Larson	Heather Larson
Senior Leader	Cindy Wang	Lynn Archer	Cindy Wang/Rick Ryan	Cindy Wang	Scott Robinson

	Cambie Coordinating	Aboriginal Education Enhancement Agreement Advisory Committee	Child Care Development Advisory Committee	Council/Board Liaison Committee	Richmond Sister City Advisory Committee
Rep(s)	Norman Goldstein	Norman Goldstein	Ken Hamaguchi	Sandra Nixon/ Debbie Tablotney	Ken Hamaguchi
Alternate	Sandra Nixon	Heather Larson	Debbie Tablotney	Norman Goldstein	Heather Larson
Senior Leader	Cindy Wang/Christel Brautigam	Jane MacMillan	Frank Geyer	Scott Robinson/Cindy Wang	Jason Higo
Reports To	Finance and Legal Com.	Education Com.	Facilities and Building Com.	Board of Education	Education Com.

	BCPSEA	BCSTA Prov. Council	ELL Consortium	Vancouver Coastal Health Authority	Anti-Racism Working Group
Rep(s)	Ken Hamaguchi	Heather Larson	Donna Sargent	Norman Goldstein	Ken Hamaguchi
Alternate	Debbie Tablotney	Norman Goldstein	Richard Lee	Sandra Nixon	Debbie Tablotney
Senior Leader	Laura Buchanan	Scott Robinson	Jane MacMillan	Scott Robinson	Christel Brautigam
Reports To	Board of Education	Board of Education	Education Com.	Education Com.	Board of Education

	SOGI Advisory Committee
Rep(s)	Heather Larson
Alternate	Donna Sargent
Senior Leader	Scott Robinson
Reports To	Education Com.

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

November 25, 2020

**MINUTES OF A REGULAR MEETING
OF THE BOARD OF EDUCATION
OF SCHOOL DISTRICT NO 38 (RICHMOND)
7811 GRANVILLE AVENUE, RICHMOND, BC (via ZOOM)
ON WEDNESDAY, OCTOBER 27, 2021
AT 7:00 P.M.**

Present: Chairperson
Trustees

Superintendent of Schools
Deputy Superintendent
Secretary Treasurer
Assistant Superintendent
Assistant Superintendent
Executive Director, Facilities Services
Executive Director, Learning Services
Executive Director, Learning & Business Technologies
Director, Communications & Marketing
Director, Richmond International Education
Executive Assistant, Recording Secretary
Executive Assistant, Recording Secretary

S. Nixon
D. Tablotney
N. Goldstein
K. Hamaguchi
H. Larson
D. Sargent
R. Lee
S. Robinson
R. Ryan
C. Wang
L. Archer
C. Brautigam
F. Geyer
J. MacMillan
R. Laing
D. Sadler
S. Sephton
J. Coronel
H. Shen

The Chairperson called the meeting to order at 7:03 pm.

Z. Xu, Student, Richmond International Education presented as part of Item 6 (b)

The Richmond Board of Education acknowledged and thanked the First Peoples of the hənq̓əminəm' (hun-ki-meen-um) language group on whose traditional and unceded territories we teach, learn and live.

Secretary-Treasurer Wang - A reminder was made for those who joined the meeting to please ensure that video was turned off and microphones muted to eliminate background noise; there will be two question periods as pertain to the agenda, and questions sent to the Board meeting email account will be read out. For those who have not already submitted questions, there is an opportunity to via: boardmeetings@sd38.bc.ca; or through the Q and A feature in Zoom.

For the public joining the meeting, they are able to listen to the meeting but not speak or use chatbox during the meeting; and an audio/video recording of the meeting will be made available for viewing after this meeting.

1. Recognition of Visitors, Announcements and Updates from Trustees

(a) Recognition of Visitors

The Chairperson welcomed the gallery to the meeting.

- (b) **Trustee Tablotney** - On November 5, 2021, the Richmond School District celebrates our support staff and the numerous contributions they make throughout the year. Within our District, there are over one thousand support staff roles that operate in a variety of capacities, and all of these individuals play a part in the success of our school system in one way or another.

During the pandemic, their contributions have become even more important, and we are grateful for the way our support staff have gone above and beyond in so many ways.

On behalf of the Board of Education, I would like to express my gratitude to all of our support staff who help to make the Richmond School District the best place to learn and lead.

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

The Secretary Treasurer noted that all materials had been made available to the public.

2. Adoption of Agenda

118/2021 MOVED BY H. LARSON AND SECONDED BY D. SARGENT:

THAT the Wednesday, September 22, 2021 Regular agenda of the Board of Education (Richmond) be adopted as circulated.

CARRIED

3. Presentations, Special Recognitions, Briefs and Questions from the Public

- (a) **Presentations**

Nil.

- (b) **Special Recognitions**

Nil.

- (c) **Briefs**

Nil.

- (d) **Questions from the Public**

4. Executive

The Superintendent welcomed all attendees and provided a presentation titled "Around the District". The presentation highlighted a wide variety of school activities both in and out of the classroom over the last two months. While there is a sense of excitement for many about being back in person as people are gradually moving towards a greater sense of normalcy, the District acknowledges there are also many students, families and employees who are still dealing with the effects of the pandemic.

The District will continue to be sensitive to the challenges relating to the pandemic but is grateful to be in a much more positive position overall compared to a year ago. The Superintendent expressed gratitude to staff across the district, both in and out of schools, who are going above and beyond to support our students.

5. Approval of Minutes

- (a) Regular meeting of the Board held September 22, 2021

119/2021 MOVED BY H. LARSON AND SECONDED BY N. GOLDSTEIN:

THAT the Board of Education (Richmond) approve the Minutes of Wednesday, September 22, 2021 Regular meeting as circulated.

CARRIED

- (b) A Record of an In-camera meeting of the Board held September 22, 2021 was included for information.

6. Business Arising

(a) 2021 FTE Enrolment Update

The Deputy Superintendent presented highlights from his report which provided an update regarding K-12 school-aged fulltime equivalent (FTE) totals and corresponding funding implications when comparing projections to actuals for September 2021. Trustees had a number of questions.

(b) Richmond International Education Update

The Director, International Education presented his report which outlined the recent successes and challenges of the program as well as future plans to facilitate continued success. A current student in the Richmond International Education program shared his learning and cultural experience. Trustees had a number of questions and positive comments for the student and the Director.

7. New Business

(a) K-12 Sector Guidelines for Vaccination Policies

Trustee Larson declared a conflict of interest, and read the following statement: *I have received advice from the BC Public School Employer's Association indicating that I should not participate in any board of education discussion or decision pertaining to the issue of a mandatory employee vaccination policy due to a conflict of interest. A close family member is an employee of the Richmond School District. I am therefore formally declaring myself to be in a position of conflict of interest and will be excusing myself from any discussion regarding this matter.*

Trustee Larson left the meeting at 8:18pm

A report from the Superintendent of Schools was provided under separate cover and uploaded to the District site. A summary of the K-12 Sector Guidelines for Vaccination Policies was provided.

Trustee Larson rejoined the meeting at 8:30pm.

(b) **Board Advocacy - Foundational Skills Assessment**

Trustee Sargent expressed that she will not be in support of the Board Advocacy letter, referencing that representatives of FNSEC (First Nations Education Steering Committee) have advocated for results to be shared publicly to bring awareness and to inform additional support to improve First Nations student successes.

120/2021 MOVED BY S. NIXON AND SECONDED BY D. TABLOTNEY:

THAT the Richmond Board of Education write to the Minister of Education in support of the request made through Motion 12 (passed at the BCSTA 2021 AGM), that the Ministry of Education only provide access to the results of the Foundation Skills Assessment to school district staff and parents/guardians;

AND FURTHER THAT, to seek clarity as to whether the Ministry is legally required to publicly disclose FSA results.

CARRIED

NEGATIVE: N. Goldstein
R. Lee
D. Sargent

8. Questions from the Public: Tonight's Agenda

There were no questions regarding the agenda items.

9. (a) Audit Committee

Chair: Donna Sargent

Vice Chair: Norman Goldstein

The next meeting is scheduled for Monday, January 10, 2022.

(b) Education Committee

Chair: Heather Larson

Vice Chair: Donna Sargent

(i) Minutes of meeting held June 16, 2021 were attached for information.

The next meeting is scheduled for Wednesday, November 17, 2021 at 6 pm.

(c) Facilities and Building Committee

Chair: Ken Hamaguchi

Vice Chair: Norman Goldstein

(i) Minutes of meeting held June 2, 2021 were attached for information.

A meeting was held on October 6, 2021. The next meeting is scheduled for Wednesday, November 3, 2021 at 4:30 pm.

(d) **Finance and Legal Committee**

Chair: Debbie Tablotney

Vice Chair: Ken Hamaguchi

(i) Minutes of meeting held May 19, 2021 were attached for information.

(ii) Trustee Expenses for 3 months ending June 30, 2021

121/2021 MOVED BY D. TABLOTNEY AND SECONDED N. GOLDSTEIN BY:

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 June 30, 2021, in the amount of \$2,368.17.

CARRIED

The next meeting is scheduled for Wednesday, November 17, 2021 at 11 am.

(e) **Policy Committee**

Chair: Sandra Nixon

Vice Chair: Debbie Tablotney

(i) Minutes of the meetings held June 14, 2021 and September 27, 2021 were attached for information.

(ii) A Notice of Motion for a Recommendation was presented. Policy 310/310-R: *Emergency Management* will be presented for final approval at the November 24, 2021 Public Board meeting.

(iii) A Notice of Motion for a Recommendation was presented. Policy 204/204-R: *Creation and Revision of Policy and Regulations* will be presented for final approval at the November 24, 2021 Public Board meeting.

(iv) **RECOMMENDATION:** Policy 204: *Creation and Revision of Policy and Regulations*.

122/2021 MOVED BY D. TABLOTNEY AND SECONDED BY H. LARSON:

In accordance with Board Policy 204: *Creation and Revision of Policy and Regulations*, this RECOMMENDATION to the October 27, 2021 Public meeting of the Board of Education (Richmond) is to approve that **Policy 804.1/804.1-R: Community Use of District Facilities** and **Policy 804.4: Fees for Use of District Facilities** be entered into the Stakeholder Consultation process for feedback and questions by December 3, 2021.

CARRIED

A meeting was held on October 18, 2021. The next meeting is scheduled for Monday, November 15, 2021 at 11 am.

10. Correspondence

- (a) Nil.

11. Board Committee and Representative Reports

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

A meeting was held on October 13, 2021. The next meeting is scheduled for Wednesday, December 8, 2021 at 9:30 am.

123/2021 MOVED BY H. LARSON AND SECONDED BY D. TABLOTNEY:

THAT the Regular meeting of Wednesday, October 27, 2021 of the Board of Education (Richmond) be adjourned at 9:07 pm.

CARRIED

S. NIXON,
CHAIRPERSON

C. WANG,
SECRETARY TREASURER

DATE: November 24, 2021
FROM: C. Wang, Secretary Treasurer
SUBJECT: Record of an In-Camera Board Meeting held October 27, 2021

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 October 27, 2021.

- | | |
|---------------------------------------|--------------------------------------------------------------------------------------------------------|
| (a) Briefs and Presentations: | Nil. |
| (b) Business Arising out of Minutes: | Administrative and personnel items were discussed. |
| (c) New Business: | An administrative item was discussed. |
| (d) Executive: | Administrative items were discussed. |
| (e) Standing Committee Reports: | Administrative items were discussed. |
| (f) Board Committee and Rep. Reports: | Nil. |
| (g) Correspondence: | Nil. |
| (h) Record of Disclosure: | A Trustee declared a conflict of interest with an agenda item and left the meeting for the discussion. |

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.

Report to the Board of Education (Richmond) PUBLIC

DATE: November 24, 2021

FROM: Cindy Wang, Secretary-Treasurer

SUBJECT: Annual Five-Year Capital Plan Submission for 2021/2022
Capital Bylaw No. 2021/22-CPSD38-02

RECOMMENDATION

THAT the Capital Project Bylaw No. 2021/22-CPSD38-02 be approved by way of three readings and adopted.

STRATEGIC PLAN REFERENCES

- *Strategic Priority 3: Optimized Facilities & Technology*
- *Goal 2: The district's facilities are well-maintained, equitable, safe, and conducive to learning*
- *Goal 3: The district fosters energy efficient and environmentally sustainable facilities and practices*

POLICY CONSIDERATIONS

District Policy 701 and Regulation 701-R - Facilities Planning and Development

BACKGROUND

On 22 October 2021, the Ministry of Education provided an amended response to the Board's 2021/2022 Five-Year Capital Plan submission made in June 2021. As per the attached letter from the Executive Director, Capital Management Branch, in addition to projects already approved by the Ministry, the following additional projects were approved to proceed to design:

Carbon Neutral Capital Program (CNCP):

- Energy Upgrades (Charging Infrastructure/Charging Station): \$50,000

Bus Replacements (BUS)

- Supplementary school bus funding for 2 (two) electric buses: \$60,000

These projects are connected to the two Type D school bus replacements previously approved by the Ministry, as the District has elected to order electric and not diesel buses which come with supplementary capital funding. The charging stations for the new buses will be installed at the Facilities Services Centre.

CONCLUSION

In accordance with the Ministry's Project Procurement Procedures and Guidelines, the Board must adopt a Capital Bylaw for its amended approved 2021/22 Five-Year Capital Plan.

The Bylaw authorizes the Secretary-Treasurer to execute the Annual Programs Funding Agreement covering the above projects.

Cindy Wang
Secretary-Treasurer

Attachments

- Capital Project Bylaw No. 2021/22-CPSD38-02
- Ministry Letter dated 22 October 2021

CAPITAL BYLAW NO. 2021/22-CPSD38-02
CAPITAL PLAN 2021/2022

A BYLAW by the Board of Education of School District No. 38 (Richmond) (hereinafter called the "Board") to adopt a Capital Plan of the Board pursuant to sections 143 (2) and 144 (1) of the *School Act*.

WHEREAS in accordance with provisions of the School Act the Minister of Education (hereinafter called the "Minister") has approved the Capital Plan of the Board.

NOW THEREFORE the Board agrees to the following:

- (a) authorize the Secretary-Treasurer to execute Project Agreement(s) related to the expenditures contemplated by the Capital Plan;
- (b) upon approval to proceed, commence the Project(s) and proceed diligently and use its best efforts to complete each Project substantially as directed by the Minister;
- (c) observe and comply with any order, regulation, or policy of the Minister as may be applicable to the Board or the Project(s); and,
- (d) maintain proper books of account, and other information and documents with respect to the affairs of the Project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

- 1. The Capital Bylaw of the Board for the 2021/22 Capital Plan as approved by the Minister, to include the supported project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent dated 22 October 2021 is hereby adopted.
- 2. This Bylaw may be cited as School District No. 38 (Richmond) Capital Bylaw No. **2021/22-CPSD38-02**.

READ A FIRST TIME THE 24TH DAY OF NOVEMBER, 2021;

READ A SECOND TIME THE 24TH DAY OF NOVEMBER, 2021;

READ A THIRD TIME, PASSED AND ADOPTED THE 24TH DAY OF NOVEMBER, 2021.

Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 38 (Richmond) Capital Bylaw No. 2021/22-CPSD38-02 adopted by the Board the 24th day of November, 2021.

Secretary-Treasurer



October 22, 2021

Ref: 251096

To: Secretary-Treasurer and Superintendent
School District No. 38 (Richmond)

Capital Plan Bylaw No. 2021/22-CPSD38-02

Re: Ministry Response to the Annual Five-Year Capital Plan Submission for 2021/22

This is an amendment to the letter sent on May 11, 2021 (Ref: 246842) in response to your School District's 2021/22 Annual Five-Year Capital Plan submission, submitted to the Ministry prior to July 31, 2020, and provides direction for advancing supported and approved capital projects. **Please see all bolded sections below for information.**

This amendment provides additional funding as reflected in the MINOR CAPITAL PROJECTS table below (BUS and CNCP) to supplement your school districts electric bus(es) purchase and charging infrastructure/charging station installation in 2021/22.

The Ministry has reviewed all 60 school districts' Annual Five-Year Capital Plan submissions to determine priorities for available capital funding in the following programs:

- Seismic Mitigation Program (SMP)
- Expansion Program (EXP)
- Replacement Program (REP)
- Rural District Program (RDP)
- School Enhancement Program (SEP)
- Carbon Neutral Capital Program (CNCP)
- Building Envelope Program (BEP)
- Playground Equipment Program (PEP)
- Bus Acquisition Program (BUS)

The following tables identify major capital projects that are supported to proceed to the next stage, if applicable, as well as minor capital projects that are approved for funding and that are able to proceed to procurement.

MINOR CAPITAL PROJECTS (SEP, CNCP, BEP, PEP, BUS)

Below are tables for the minor capital projects that are approved. The first table identifies School Enhancement Program and Carbon Neutral Capital Program that school districts were already made aware of in the initial Capital Plan Response Letter issued in March 2021.

Ministry of
Education

Capital Management Branch
Resource Management Division

Mailing Address:
PO Box 9151 Stn Prov Govt
Victoria BC V8W 9H1

Location:
5th Floor, 620 Superior St
Victoria BC V8V 1V2

Page 1 of 4

The second and third tables identify additional minor capital projects approved in School Enhancement Program (SEP), Carbon Neutral Capital Program (CNCP), Building Envelope Program (BEP), Playground Equipment Program (PEP), as well as the Bus Acquisition Program (BUS), if applicable.

Projects for SEP, CNCP (from initial Capital Plan Response Letter issued in March 2021)

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
General Currie Elementary, Howard De Beck Elementary, John G Diefenbaker Elementary, Garden City Elementary, R.M. Grauer Elementary and Jesse Wowk Elementary	SEP - HVAC Upgrades	\$715,600	Proceed to design, tender and construction. Project is to be completed by March 31, 2022.

New projects for SEP, CNCP, BEP, PEP

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
Steveston-London Secondary	CNCP - Electrical Upgrades	\$550,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2022.
Mitchell Elementary	PEP - Universally Accessible Playground	\$165,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2022.
TBD	CNCP – Energy Upgrades (Charging Infrastructure / Charging Station)	\$50,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2022.

New projects for BUS

Existing Bus Fleet #	New/Replacement Bus Type	Amount Funded by Ministry	Next Steps & Timing
73803A	D (80+FE) with 0 wheelchair spaces	\$170,194	Proceed to ordering the school bus(es) between May 10, 2021 and June 15, 2021 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at http://www.astsbcc.org
73804A	D (80+FE) with 0 wheelchair spaces	\$170,194	Proceed to ordering the school bus(es) between May 10, 2021 and June 15, 2021 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at http://www.astsbcc.org
A9380	A2 UNDER 6350KG (1-24) with 2 wheelchair spaces	\$104,086	Proceed to ordering the school bus(es) between May 10, 2021 and June 15, 2021 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at http://www.astsbcc.org
A9381	A2 UNDER 6350KG (1-24) with 2 wheelchair spaces	\$104,086	Proceed to ordering the school bus(es) between May 10, 2021 and June 15, 2021 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at http://www.astsbcc.org
ADDED	Supplementary school bus funding for 2 (two) electric buses.	\$60,000	Funding applicable to electric bus(es) recently ordered through the Bus Standing Offer portal on the ASTSBC website at http://www.astsbcc.org

An Annual Programs Funding Agreement (APFA) accompanies this Capital Plan Response Letter which outlines specific Ministry and Board related obligations associated with the approved Minor Capital Projects for the 2021/22 fiscal year as listed above.

In accordance with Section 143 of the *School Act*, Boards of Education are required to adopt a single Capital Bylaw (using the Capital Plan Bylaw Number provided at the beginning of this document) for its approved 2021/22 Five-Year Capital Plan as identified in this Capital Plan Response Letter. For additional information, please visit the Capital Bylaw website at:

<https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/capital/planning/capital-bylaws>

The Capital Bylaw and the APFA must be signed, dated and emailed to Ministry Planning Officer Ravnit Aujla at Ravnit.Aujla@gov.bc.ca as soon as possible. Upon receipt the Ministry will issue Certificates of Approvals as defined in the APFA.

With the 2021/22 Capital Plan process now complete, the Capital Plan Instructions for the upcoming 2022/23 Annual Five-Year Capital Plan submission process (using the Ministry's new Capital Asset Planning System (CAPS) online platform) are available at the Ministry's [Capital Planning](#) webpage.

NOTE: School districts' Capital Plan submission deadlines for the 2022/23 fiscal year, using the new CAPS online platform, will be as follows:

- Major Capital Programs (SMP, EXP, REP, RDP, BEP) – July 31, 2021
- Minor Capital Programs (SEP, CNCP, PEP, BUS) – September 30, 2021

Additionally, the Annual Facility Grant (AFG) project requests for the 2021/22 fiscal year are to be submitted using the new CAPS online platform, on or before June 30, 2021.

Please contact your respective Regional Director or Planning Officer as per the [Capital Management Branch Contact List](#) with any questions regarding this Capital Plan Response Letter or the Ministry's capital plan process.

Sincerely,



François Bertrand, Executive Director
Capital Management Branch

pc: Michael Nyikes, Director, Capital Management Branch
Ravnit Aujla, Planning Officer, Capital Management Branch

Report to the Board of Education (Richmond) PUBLIC

DATE: November 24, 2021

FROM: Frank Geyer, Executive Director, Facilities Services

SUBJECT: Long Range Facilities Plan – 2021 Update

RECOMMENDATION

THAT the Board of Education of School District No. 38 (Richmond) approve the updated District Long Range Facilities Plan.

BACKGROUND

On 26 June 2019, the Board approved the initial Long Range Facilities Plan (LRFP) for the Richmond School District.

A District-wide Long Range Facilities Plan (LRFP) forms the basis for capital investment priorities and decisions in school facilities by the District and the Ministry of Education and takes into consideration:

- educational program requirements and trends;
- current and 10-15 year projections in enrolments, and community demographics;
- operating capacities, utilization, and condition of existing facilities, including temporary accommodation and/or rental facilities;
- current and anticipated changes in land use;
- future trends or anticipated new initiatives, including both those of the school district and the government; and
- transportation of students.

Under Ministry of Education guidelines, the LRFP is intended to provide rationale for capital investment priorities contained in the District's annual Five-Year Capital Plan submission and should assist in the determination of the Ministry's Annual Facility Grant allocations to the District.

The LRFP also provides a District-wide framework for key local decisions in optimizing facility assets such as catchment area configurations, locations for District programs, surplus District facilities, addressing areas of the District with low enrolment, and maintenance priorities. The LRFP outlines concrete plans for a ten-year planning horizon with more general considerations for the longer term.

DISCUSSION

The LRFP is to be updated every two years, with the Board to review and approve proposed changes. Over the past 27 months, the Planning Team have worked on a number of proposed amendments to the LRFP categorized as follows:

- Proposed amendments to reflect updated enrolment projections and other data;
- Proposed amendments in response to approvals, decisions, and other changes since 30 June 2019;
- Proposed amendments to Chapter 9 (Strategy for Communities of Schools Regions) to reflect approved and deferred catchment area boundary moves and completed projects;
- Proposed new Strategic Recommendations; and
- Proposed amendments to LRFP Appendices.

The amendments do not fundamentally change long range facilities planning strategies and are for the most part “housekeeping” in nature. A table contain all proposed changes to the LRFP is attached.

A copy of the updated LRFP Executive Summary Brochure is attached. The complete Long Range Facilities Plan and related documents will be available for download as follows:

- Long Range Facilities Plan (complete document) -
[https://facilities.sd38.bc.ca/sites/default/files/SD38 Long Range Facilities Plan Complete 24Nov2021.pdf#zoom=100](https://facilities.sd38.bc.ca/sites/default/files/SD38%20Long%20Range%20Facilities%20Plan%20Complete%2024Nov2021.pdf#zoom=100)
- Long Range Facilities Plan (no appendices) -
[https://facilities.sd38.bc.ca/sites/default/files/SD38 Long Range Facilities Plan 24Nov 2021.pdf#zoom=100](https://facilities.sd38.bc.ca/sites/default/files/SD38%20Long%20Range%20Facilities%20Plan%2024Nov2021.pdf#zoom=100)

Frank Geyer, PEng, FMA
Executive Director, Facilities Services

Attachments

- LRFP Executive Summary Brochure
- Table of 2021 Proposed Updates to Long Range Facilities Plan

LONG RANGE FACILITIES PLAN EXECUTIVE SUMMARY

The Engagement Process

The Long Range Facilities Plan (LRFP) was developed over a six-phase comprehensive engagement process, which began in February 2019 with the launch of the LRFP Public Consultation website and survey.

The website included an engagement life cycle with key dates, contact information for trustees, an area to leave feedback and comments, a news feed and access to surveys. The District received all feedback in May 2019 and the final Long Range Facilities Plan presented to the Board for approval by the end of June 2019.

2021 Bi-Annual Review of Long Range Facilities Plan

Upon adoption of the Long Range Facilities Plan in June 2019, the Board of Education noted the importance of maintaining and updating the plan on an ongoing basis.

In Spring 2021, District staff began their first bi-annual comprehensive review and update to the LRFP. Throughout the review, updates were provided to the District Facilities & Building Committee and workshops were held with the Board of Education on the proposed improvements to the plan. The LRFP update was adopted by the Board of Education in November 2021.

Structure

The LRFP is organized into the following nine chapters:

Chapter 1 – Background and Purpose outlines how the LRFP places the need for capital projects in a district-wide context and explains how it plays a key role in the submission of capital project requests by the District and how it can form a basis of capital investment decisions by the Ministry.

Chapter 2 – Vision and Guiding Principles provides the School Districts Vision, Mission, Values and the Guiding Principles for the LRFP.

Chapter 3 – Educational Considerations consists of an overview of all of the educational programs offered by SD38 and their respective locations.

Chapter 4 – K-12 School Age Enrolment provides community demographics that illustrate that despite historical population growth between 2006 and 2019 school age population dropped significantly.

Chapter 5 – Capacity/Enrolment provides a definition and overview of operating capacity for schools in SD38 and identifies the current and projected surplus in space at both elementary and secondary levels.

Chapter 6 – Facility Condition and Improvements contains Facility Condition and Seismic Risk ratings for all SD38 facilities and identifies programs for capital improvements.

Chapter 7 – Educational Support Facilities outlines all facilities that are complementary to SD38's core educational facilities.

Chapter 8 – Property consists of an overview of all of the parcels of land held by SD38 and current leases and rentals of SD38 property/facilities.

Chapter 9 – Strategy for Communities of Schools Regions outlines the specific strategies for each of the District's four 'Communities of Schools Regions.'

Chapter 1 – Background and Purpose

School District No. 38 (Richmond) (SD38) adopted the LRFP in June 2019 following an intensive engagement process. The updated plan was adopted in November 2021.

SD38 has an inventory of 58 District-owned sites located on 157 hectares (389 acres) and currently serving over 20,000 Kindergarten to Grade 12 students. There are 38 elementary schools, 10 secondary schools, four non-school facilities, and 5 sites not currently used for District schools or operations. The District also leases two facilities for continuing education and alternate education purposes.

The intent of the LRFP is to outline facilities management strategies in support of long term accommodation of projected students and educational programs. The LRFP is a Board of Education-driven document that provides a framework for facilities planning and investment decisions and the District's annual review of its Five-Year Capital Plan and proposed capital projects.



RICHMOND
SCHOOL DISTRICT NO. 38

Chapter 2 – Vision and Guiding Principles

District Policy 100 - Vision, Mission, Values

Vision: The Richmond School District is the best place to learn and lead.

Mission: The Richmond School District's mission is to cultivate a safe, accepting and engaging community that inspires a passion for lifelong learning.

Values: The values that will guide our work together to achieve our vision and mission are: collaboration, creativity, curiosity, resilience, respect and equity, for all.

The LRFP guiding principles are designed to:

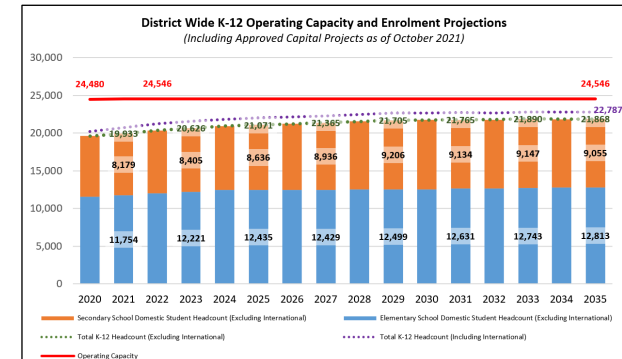
- **ensure** that facilities planning is always in alignment with our District Vision, Mission and Values;
- **support** safe, accessible, appropriately resourced and energy efficient learning environments for all students and working environments for employees;
- **maintain** appropriate sized facilities that will accommodate changing enrolment and educational programs over the next 10 to 15 years;
- **value** input from stakeholders from the community and partner groups;
- **strive** for increased efficiency in operational and capital costs, with financial decisions made that are sustainable over the long term;
- **guarantee** the LRFP is robust, resilient and adaptable as it accommodates unforeseen challenges, new needs and information; and
- **always consider** recommendations and decisions that are made with our focus on learners.

Chapter 3 – Educational Considerations

- **Grade Configuration:** The feedback received during the public engagement process for the LRFP does not support a change to the present K-7 and 8-12 configuration for schools, although some programs will continue to require flexibility in grade configuration options to support student needs or unique circumstances.
- **Early Learning and Pre-Kindergarten Programs:** Early learning and pre-Kindergarten programs provided in schools include Kindergarten Orientation for pre-school age children, a free drop-in Early Learning Centre at General Currie Elementary, and Strong Start Centres at five elementary schools providing free drop-in programs for parents/caregivers and their children aged birth to five years old.
- **K-12 Educational Programs:** The LRFP outlines the variety of K-12 educational programs offered by SD38, including Programs of Choice, the Virtual School Program, Careers Program, and Alternate Programs. Alternate programs include Aspen, Errington Learning Centre, Combined Studies, Integrated Academics, Colts Program, Richmond School Program, Station Stretch/ Street View/ Horizons, Reset, and Language Acquisition & New Directions.
- **Continuing Education:** Richmond Continuing Education (RCE) offers a wide range of educational programs for school-age students and adults throughout the calendar year.
- **International Education:** Richmond International Education (RIE) provides students from around the world the opportunity to achieve their educational goals at schools throughout our District.
- **District Technology:** The LRFP supports improving infrastructure and facilities by integrating up to date technology into classrooms and common areas.

Chapter 4 – K-12 School Age Enrolment

- Despite historical population growth between 2006 and 2019 school age population dropped significantly. The population of Richmond, like Metro Vancouver and Canada has been aging, resulting in fewer school age students per household.
- The ratio of students to households has declined from 0.31 in 2011 to 0.23 in 2020.
- SD38 projects that total K-12 enrolment will grow between 2020 and 2035 by approximately 2,265 based on demographic trends and projected new residential development in the City of Richmond. Most of the proposed new residential units under application are in the City Centre Area (87%).

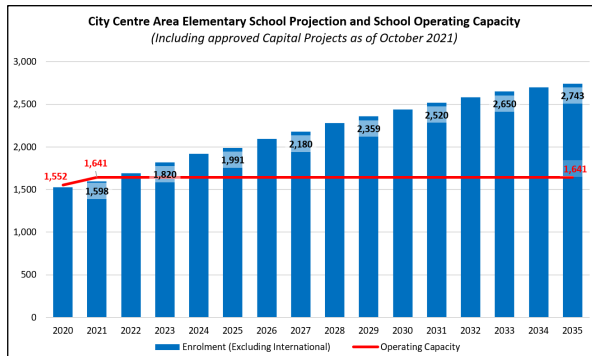


- The District total international enrolment has increased from no students in 1998 to 919 in 2019. Due to the COVID-19 Pandemic, international enrolment decreased to 573 in 2020. It is anticipated to return to previous levels and remain level when travel restrictions are lifted.
- Approximately 17% of school-age population of Richmond does not attend SD38 schools and may attend elsewhere i.e., independent schools, home school or other school districts.

Chapter 4 – K-12 School Age Enrolment

Richmond City Centre Area Plan – Population and School Enrolment Growth

- The City of Richmond adopted the latest City Centre Area Plan (CCAP) in 2009. The CCAP forecasts that the total population of the area will grow to 90,000 (from 39,210) by 2031 and 120,000 by 2100 (projected build-out).
- The CCAP will have rapid housing growth and student growth is expected, resulting in a K-7 shortfall of 718 seats by 2029 and 1,102 seats by 2035 if capacity is not expanded beyond approved projects as of October 2021. For secondary schools there is sufficient capacity to accommodate the projected grade 8-12 enrolment to 2035.



City Centre Area School Expansion Scenarios

- In developing and updating the Capital Funding Strategy, the Board of Education considered three scenarios for accommodating future elementary school enrolment growth in the City Centre Planning Area:
- Scenario #1 – Status Quo/Use of Modular Classrooms.
- Scenario #2 – Combination of School Additions and a New School at Dover Park.
- Scenario #3 – Combination of Fewer School Additions and Two New Schools, Located at Dover Park and Lansdowne Village Area.

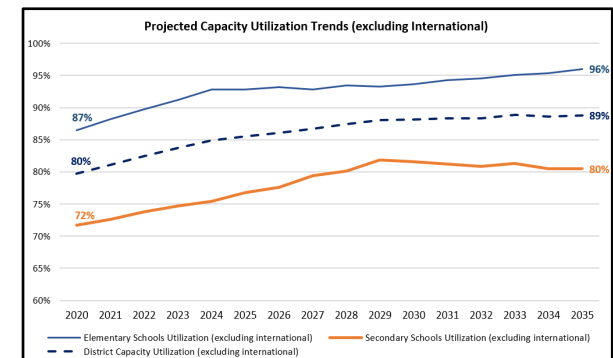
- The review of each of these options in the body of the LRFP resulted in the following conclusions:
- Although Scenario #1 (Status Quo/Use of Modular Classrooms) is the lowest cost of the three scenarios, it is the least desirable strategy from an educational and facility management perspective and therefore is not recommended.
- Scenario #2 (Combination of School Additions and a New School at Dover Park) has the second lowest cost strategy of the three scenarios, is very desirable from an educational facility management perspective, and is therefore the preferred facilities expansion scenario for accommodating enrolment growth between 2021 and 2032.
- Scenario #3 (Combination of Fewer School Additions and Two New Schools, Located at Dover Park and Lansdowne Village Area) has the highest cost of the three strategies studied, and while being very desirable from an educational and facility management perspective, has the highest level of uncertainty and financial and logistical risk. Although Scenario #3 is not the preferred expansion scenario to accommodate the enrolment growth between 2021 and 2032, a school site acquisition proposal has been included in the School District's Eligible School Site Proposal for a future City Centre elementary school to serve enrolment growth beyond 2033.

Hamilton Area Plan - Enrolment Growth and Proposed School Addition

- The City of Richmond adopted the Hamilton Area Plan (HAP) in 1995 and revised it in 2014. The projected new housing growth in this area will result in enrolment growth at Hamilton Elementary supporting a future four classroom addition to Hamilton Elementary as proposed by SD38.

Chapter 5 – Capacity / Utilization

- Chapter Five provides a definition and overview of operating capacity for schools in SD38 and identifies the current and projected surplus in space at both elementary and secondary levels.
- Key points in the overview include:
 - Impact of Restored Class Size and Composition Provisions – resulting increase in the numbers of teachers as class sizes were restored to 2002 limits.
 - Child Care Provisions – the LRFP supports its current policies and practice to manage available space to support child care, early learning programs and before and after school care.
- A series of graphics are provided in Section 5.1 of the LRFP that illustrate the total historic and projected operating capacity, enrolment and capacity utilization for K-7 students, 8-12 students, and all K-12 students with separate graphs for elementary, secondary, and total school district enrolment projections.
- Currently elementary schools have an average capacity utilization of 87% while secondary schools have an average capacity utilization of only 72%.



Chapter 5 – Capacity / Utilization

Optimizing the Utilization of School Assets

The following strategies and alternatives, informed by public input should be considered to help improve the optimization of space within schools:

1. Manage sustainable enrolment cohorts for schools based on operational capacities of school buildings.
2. Provide phased-in boundary moves between schools, affecting new students only, to balance enrolment between schools where appropriate.
3. Give priority for registration in the same school to siblings of current students.
4. Consider choice program locations or moves that may improve space utilization within the District.
5. Provide flexibility to grade configurations to accommodate unique situations where appropriate.
6. Consider including various community health and social services, preschools and child care initiatives in schools that may be considered essential to the community and complementary to schools and encourage the Province to provide exemption from operating capacity for classrooms utilized exclusively during school hours for these community uses.
7. Encourage the Province to provide exemption from operating capacity for classrooms utilized permanently for central District functions (i.e. Learning Services, Continuing Education, Richmond Virtual School) that cannot be accommodated within the District Administration Building.
8. Consider a business case for all future possibilities for Seismic Mitigation Program implementation, in order to reduce surplus space to sustainable levels which may include:

- a) Enrolment moves to provide “swing space” to accommodate seismic projects in surrounding schools.
- b) Seismic upgrading that permanently converts surplus classroom space to be used for child care and essential community uses if a reduction in operating capacity can be supported by the Ministry.
- c) Seismic projects that may replace a school with a smaller “right sized” school capacity where appropriate.
- d) Replacement of a school building that has seismic risk with a modernized larger capacity school to accommodate students from multiple school catchments with possible consolidation considerations.

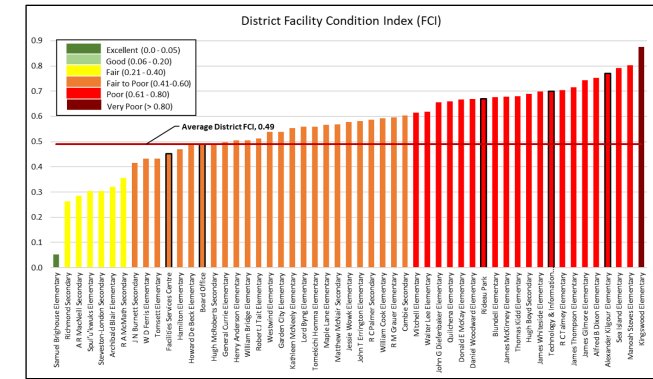
9. After considering other alternatives for optimizing the utilization of school assets, the Richmond School District may consider consolidation of school populations to reduce surplus capacity in community of schools regions where it would improve learning environments and provide the efficient and effective accommodation of students in schools.
10. Where practical, ensure total estimated walk times to and from neighbourhood schools be:
 - 1) within 30 minutes for elementary schools;
 - 2) within 40 minutes for secondary schools; and
 consistent with reasonable walk limits set by the Board of Education for in-catchment students when considering:

- a) boundary moves;
- b) new school locations;
- c) seismic projects which could result in a smaller ‘right sized’ school; and/or
- d) replacing a high seismic risk school building with a modern larger capacity school to accommodate students from multiple school catchments through a consolidation process.

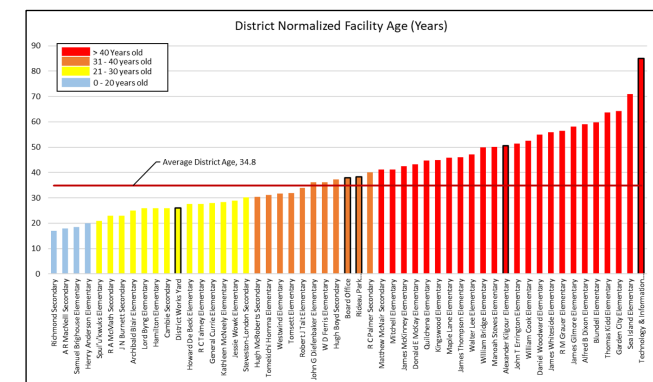
Chapter 6 – Facility Condition

Facility Condition Assessments and Age

- The total replacement cost for the District’s 53 buildings is \$676.8 Million.
- The average Facility Condition Index (FCI) of all District buildings as of October 2020 is 0.49 (Fair to Poor) and the total value of needed or outstanding repairs, renewal or upgrade requirements is \$355.7 Million.



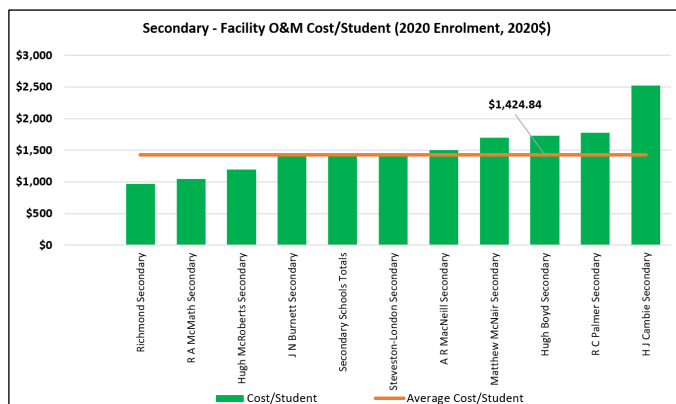
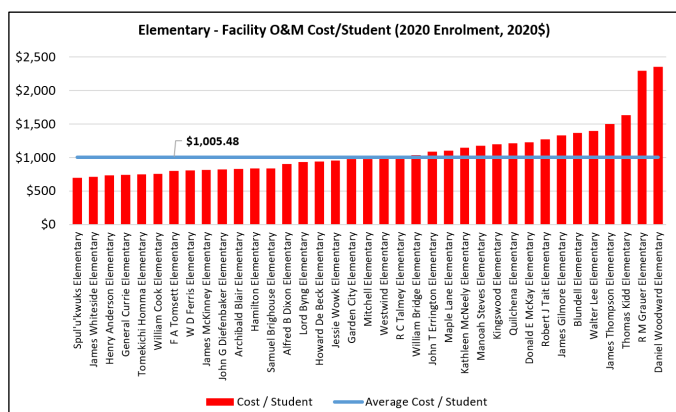
- The average age of SD38 buildings is 34.7 years, with the average age of elementary schools at 39.5 years and the average age of secondary schools at 28.1 years.



Chapter 6 – Facility Condition

Annual Facilities Operating, Maintenance and Utility Costs

- The annual total operating and maintenance (O&M) cost of all facilities is \$22.6 Million.
- If the current District capacity utilization of space was increased from 82% to 90%, the approximate savings in total facilities O&M costs for permanent structures would amount to \$1.8 Million annually.
- If the current inventory of portables was reduced by 50%, the approximate savings in total O&M costs for those structures would amount to approximately \$172,000 annually.



Seismic Upgrades

- In 2004, the Ministry of Education launched the School Seismic Mitigation Program (SMP) in an effort to identify schools that may have structural risks associated with a seismic event.
- In addition to the structural risk of damage, the substructural risk of damage due to liquefaction of soils beneath the foundations of buildings need to be addressed. The liquefaction risk ratings are: high, moderate-high, moderate, and low based on criteria determined by geotechnical engineers to guide seismic project needs.

Current and Proposed Seismic Mitigation Program Projects

- 11 of the 35 have been approved by MOE for design/construction, and four elementary schools are in the feasibility stage, leaving 24 schools containing at least one high seismic structural risk block and 19 schools requiring substructural upgrades to address Liquefaction Risk.
- The Richmond Project Team has reviewed a series of potential metrics and recommends that future seismic projects should be based on the formula (Estimated Total Project Cost ÷ School Enrolment), with schools having the lowest ratios (i.e. lowest cost per student) having priority over schools with higher ratios.
- The ranking of seismic projects for all schools with high seismic risk should be based on the prioritization included annually in the Five-Year Capital Plan.
- In order to expedite seismic upgrades, school programs may need to be temporarily relocated to allow construction to proceed during the school year.
- During the feasibility stage of projects, options must be developed including, but not limited to, Seismic Upgrade of the Existing School, Partial Replacement of the School (Most Vulnerable Blocks) and Seismic Upgrade of the Balance of the School, or Full Replacement of the School.

Chapter 7 – Educational Support Facilities

School Board Office (SBO)

- Currently, District central operations are spread out over a number of sites, due to insufficient space at the current District Administration Building site.
- The Plan supports future consideration of replacing the District Administration Centre in order to centralize educational support services and administrative services in one location.

Significant upgrades to the SBO were completed in 2019/2020 and as a result, the FCI is estimated to have improved to approximately 0.41 with the actual rating to be confirmed by VFA.

Richmond Continuing Education (RCE)

- RCE has programs at seven facilities and has a strong need for a centralized location to accommodate growing adult learning needs.

The Board of Education, at its public meeting 26 May 2021, supported repurposing and renovating a surplus wing of Mitchell Elementary (which had been slated for removal in Summer 2021) as a standalone Continuing Education facility.

If the retention of the building is permitted by the Ministry of Education, the Mitchell Education Centre, which has been physically separated from the elementary school and will be fenced off to prevent inter-mingling of adults with children, will have daytime vehicular access off of Cambie Road and evening/weekend access off of No. 5 Road and Cambie Road.

The relocation of Continuing Education from Rideau Park to Mitchell is planned to be completed by Fall 2022, subject to Ministry permission.

Chapter 7 – Educational Support Facilities

Welcome Centre/Central Registration

- The Welcome Centre/ Central Registration should be located within a new District Administration Centre.

A new District Welcome Centre has been created on the 1st floor of the renovated School Board Office, completed in 2019/20.

Learning and Business Technology Services (LBT)

- The LBT Services, including the Computing Infrastructure and Data Centre should be located in a larger, more modern, low seismic risk facility with adequate temperature control, in order to accommodate all departmental staff and to improve support to schools.

If and when RCE relocated to the Mitchell site, the vacated spaces at Rideau Park will be converted into offices to accommodate LBT as well as a District Learning Resource Centre with a target occupancy by Spring 2023.

Facilities Services Centre

- The Facilities Services Branch is located in a 26 year-old facility situated at the northwest corner of the City.

International Program

- Richmond International Education (RIE) administration should be located in a space suited for its needs within a new District Administration Centre.

Transportation

- SD38 operates a fleet of 15 yellow busses to transport students with special needs to and from their school and for those students residing in rural or remote parts of the city to and from their catchment school.

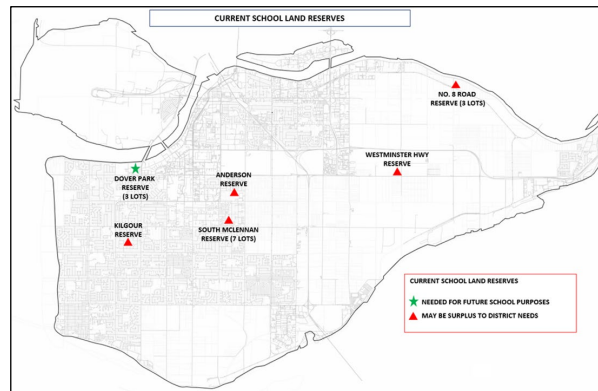
Chapter 8 – Property

General

- The Richmond Board of Education holds title to 75 unique parcels of land totaling 157.3 hectares. A total of 16 parcels totaling 6.4 hectares are not used for District schools or operations: one (former Kilgour Elementary Site) is currently leased to the CSF; three comprise the Dover Park School Reserve (needed for future school development).

School Reserves

- There are currently six sites held in reserve for potential school development, of which only one (Dover Park, 3 lots/1.0 hectares) is expected to be needed in the next 20 years.



Potential Surplus Land Holdings

- There are 12 potential surplus lots which make up 4 distinct sites, with a total assessed value of \$19,475,000.

Leases and Rentals

- **Child Care:** SD38 believes that the presence of before- and after-school child care services at school sites benefits our school communities. Where space exists, individual schools may support child care services for the families in the community that they serve. There are currently 30 elementary schools with child care leases in place.

Kilgour Elementary – Leased to CSF (Conseil Scolaire Francophone de la Colombie-Britannique): The former Kilgour Elementary school site has been leased to the Conseil scolaire francophone de la Colombie-Britannique (CSF) for many years.

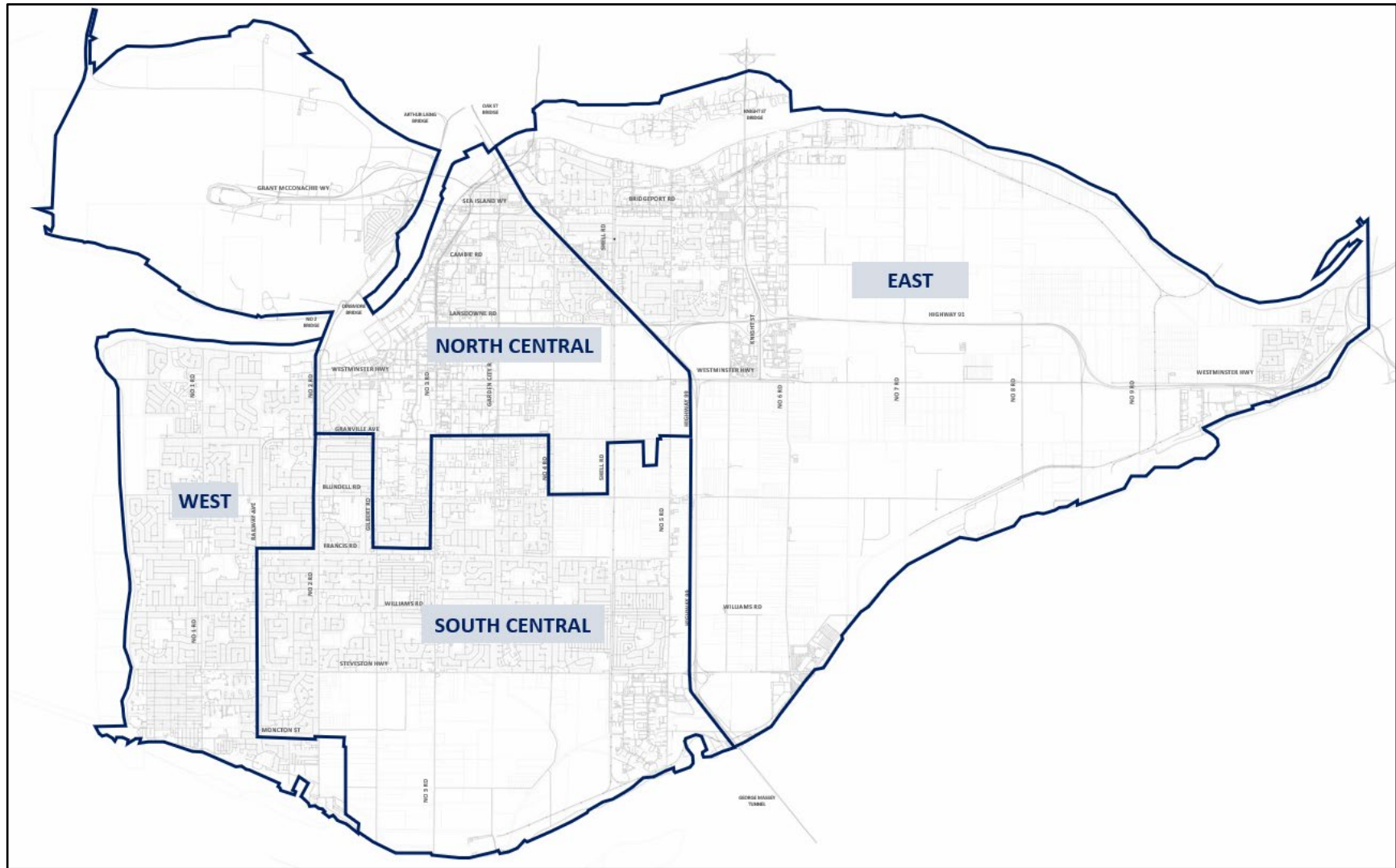
Residences at Anderson School Reserve, South McLennan School Reserve: SD38 currently rents out six lots with houses, and the District may need to consider possible “surplus designation” of these properties by the Board of Education, if they are not needed for SD38 educational or administrative purposes.

Other Leases and Rentals: In addition to child care services, SD38 has long-term license agreements in place for use of school facilities with the City of Richmond, Scouts Canada, Girl Guides of Canada and other groups. Most SD38 facilities are available for rental outside of normal business hours and include classrooms, multipurpose rooms, lounges, foyers and gymnasias.

Chapter 9 – Communities of Schools Regions

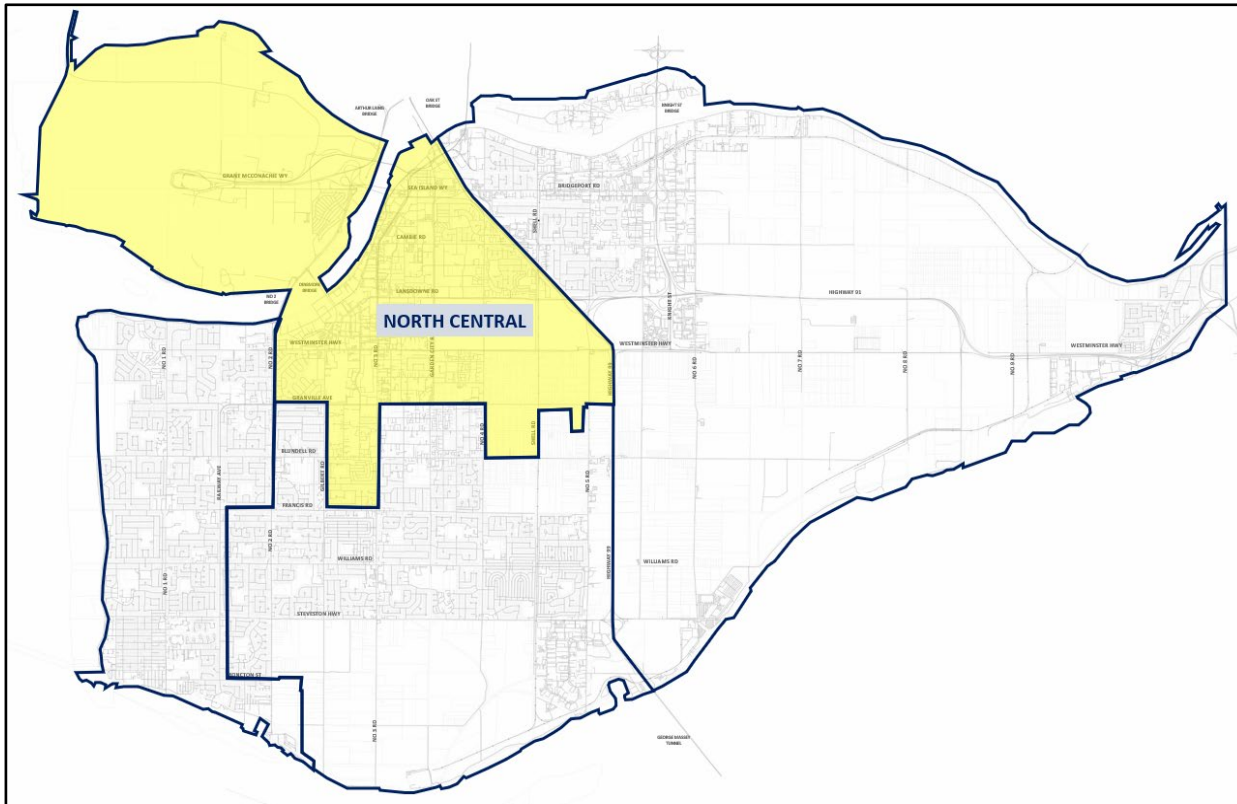
Communities of Schools Regions

- The District has been separated into four (4) “Communities of Schools Regions” including North Central Region, East Region, South Central Region and West Region. Schools have been categorized into communities based on current school catchments and the District’s geography.
- Assessing capacity utilization through the lens of communities of schools regions improves the District’s ability to undertake catchment area boundary reviews and to better understand unique socio-economic characteristics leading to program placement locations and facility decisions.
- The boundaries for the four communities of schools regions are illustrated in the map below:



Chapter 9 – Communities of Schools Regions

North Central Community of Schools Region



Key Recommendations (2019 LRFP):

Comprehensive Boundary Review:

- A comprehensive boundary review to consider future boundary scenarios and capacity alternatives for new schools and expansion proposals for City Centre Planning Area schools.
- Expand R.C. Talmei Elementary Catchment to include portion of the current catchment for Tait Elementary west of Highway 99 and north of Bridgeport Road. Dover Park.

- Review the strategic options for combining the Sea Island K-3 catchment with the Brighthouse Elementary K-7 catchment and when constructed, with the future K-7 catchment of a new school at

Expansions:

- Implement North Central Region Expansion Strategy for City Centre Area Schools.

2021 LRFP Progress Update:

1. Comprehensive Boundary Review:

On 11 December 2019, the Board of Education considered several boundary revisions impacting schools in the North Central Region supported by the 2019 LRFP.

Approved Boundary Revisions:

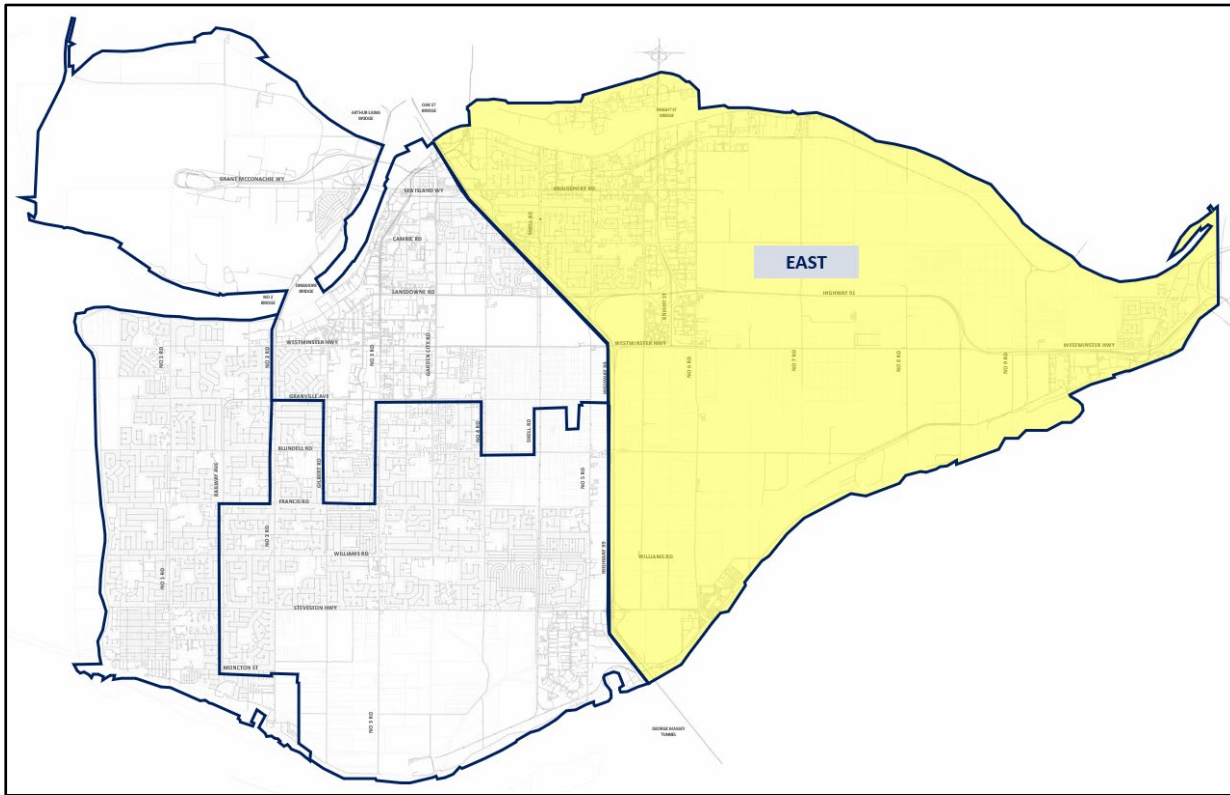
- Three (3) Elementary Boundary Alignment Revisions to Improve Student Safety.
- Three (3) Secondary Boundary Alignment Revisions to Improve Student Safety.
- One (1) Elementary Boundary Revision to Reflect New Regions Defined in the LRFP.
- One (1) Secondary Boundary Revision to Reflect New Regions Defined in the LRFP.
- One (1) Secondary Boundary Revision to Reduce Elementary Split-Feeder Catchments.

2. Major Capital Projects:

Progress has been made on the following Major capital projects in North Central Community of Schools Region:

- William Cook Elementary (structural and liquefaction seismic upgrade/partial replacement/expansion) – **completed Fall 2020.**
- W.D. Ferris Elementary (structural seismic upgrade) – **completed Fall 2020.**
- F.A. Tomsett Elementary (structural and liquefaction seismic upgrade/expansion) – under construction, **targeted for completion in early 2022.**

East Community of Schools Region



Key Recommendations (2019 LRFP):

Comprehensive Boundary Review:

- A boundary move will be considered for the area west of Highway 99 from Tait Elementary to Talmey Elementary.
- Expand McNeely Elementary catchment to include portions of Kingswood Elementary and Woodward Elementary lying east of Highway 99.

- Expand Cambie Secondary catchment to include portions of Kingswood Elementary and Woodward Elementary lying east of Highway 99 and all of Hamilton Elementary catchment.

Expansions:

- Hamilton Elementary is projected to grow rapidly with new residential development and an addition to the school will be required by 2025.

2021 LRFP Progress Update:

1. Boundary Revisions:

On 11 December 2019, the Board of Education considered several boundary revisions impacting schools in the East Region supported by the 2019 LRFP.

Approved Boundary Revisions:

- Five (5) Elementary Boundary Alignment Revisions to Improve Student Safety.
- One (1) Elementary Boundary Revision to Reflect New Regions Defined in the LRFP.
- One (1) Secondary Boundary Revision to Reflect New Regions Defined in the LRFP.

Deferred Boundary Revisions for future consideration:

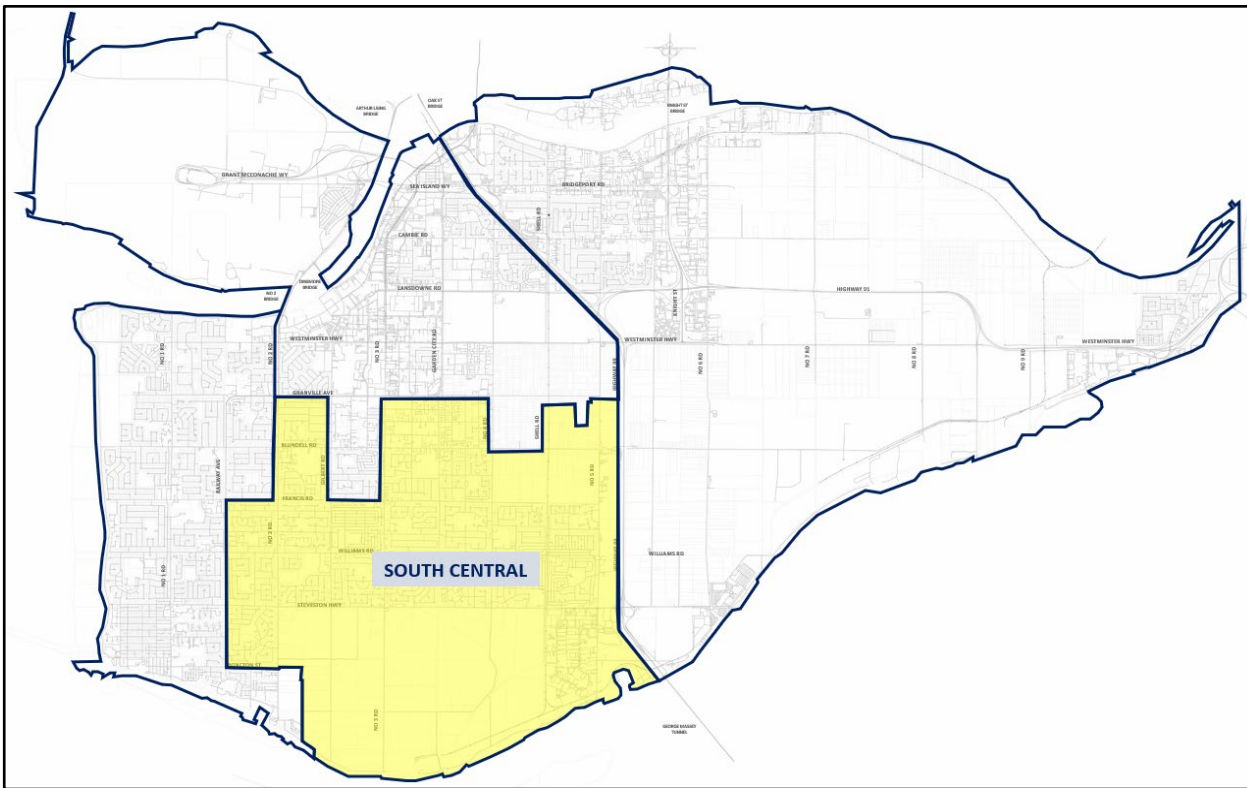
- Two (2) Elementary Boundary Revisions to reflect new regions defined in the LRFP.
- One (1) Secondary Boundary Revision to reflect new regions defined in the LRFP.

2. Major Capital Projects:

Progress has been made on the following Major capital projects in East Community of Schools Region:

- R.J. Tait Elementary (structural and liquefaction seismic upgrade) – **completed Fall 2020**
- Mitchell Elementary (structural and liquefaction seismic upgrade and partial replacement) – **completed Fall 2021**

South Central Community of Schools Region



Key Recommendations (2019 LRFP):

Comprehensive Boundary Review:

- Reduction of split feeder elementary school catchments and expand Cambie Secondary catchment and McNeely Elementary catchment to include portions of Kingswood Elementary and Woodward Elementary lying east of Highway 99 (currently feeding McNair Secondary). Hamilton Elementary will also feed Cambie Secondary.

- Consider Secondary School boundary and program moves, space alterations and where appropriate, school catchment consolidations in the South Central Region to decrease the combined secondary seat surplus in the South Central Region by the equivalent of one secondary school by September 2021.
- Consider Elementary School boundary and program moves, space alterations and where appropriate, school catchment consolidations to decrease the combined seat surplus in the South Central Region by the equivalent of up to two medium sized elementary schools.

2021 LRFP Progress Update:

1. Boundary Revisions

On 11 December 2019, the Board of Education considered several boundary revisions impacting schools in the South Central Region supported by the 2019 LRFP.

Approved Boundary Revisions:

- Six (6) Elementary and four (4) Secondary Boundary Alignment Revisions to Improve Student Safety.
- One (1) Secondary Boundary Adjustment to Reduce Elementary Split-Feeder Catchments.

Deferred Boundary Revisions for future consideration:

- One (1) Elementary Boundary Revision to reflect New Regions defined in the LRFP.
- Two (2) Secondary Boundary Revisions to Reduce Elementary Split-Feeder Catchments.
- One (1) Elementary and one (1) Secondary Boundary Alignment Revision to Improve Student Safety.

2. Major Capital Projects:

Progress has been made on the following Major capital projects in South Central Community of Schools Region:

- R.J. Tait Elementary (structural and liquefaction seismic upgrade) – **completed Fall 2020**
- Mitchell Elementary (structural and liquefaction seismic upgrade and partial replacement) – **completed Fall 2021**
- Maple Lane Elementary (structural seismic upgrade) – under construction, **targeted for completion in early 2022.**
- McKinney Elementary (structural and liquefaction seismic upgrade) – under construction, **targeted for completion in early 2022.**
- Bridge Elementary (structural and liquefaction seismic upgrade) – under construction, **targeted for completion in early 2023.**
- Whiteside Elementary (structural and liquefaction seismic upgrade) – under construction, **targeted for completion in early 2023.**

Comprehensive Boundary Review:

- Reduction of split feeder elementary school catchments.
- Consider phased boundary moves initiated in 2008 from McMath Secondary to Boyd Secondary fully implemented, and ensure all new regular secondary students residing in Diefenbaker and Steves elementary catchments will attend their catchment school, Boyd Secondary.
- Consider Elementary School boundary and program moves, space alterations and where appropriate, school catchment consolidations to decrease the combined seat surplus in the West Region by the equivalent size of up to two medium sized elementary schools by September 2021.

2021 LRFP Progress Update:

1. Boundary Revisions

On 11 December 2019, the Board of Education considered several boundary revisions impacting schools in the West Region supported by the 2019 LRFP.

Approved Boundary Revisions:

- *Two (2) Secondary Boundary Revisions to Reduce Elementary Split Feeder Catchments.*
- *Six (6) Boundary Alignment Revisions to Improve Student Safety.*

Deferred Boundary Revisions for future consideration:

- *One (1) Secondary Boundary Revision to Reduce Elementary Split-Feeder Catchments.*

2. Major Capital Projects:

Progress has been made on the following Major capital projects in West Community of Schools Region:

- *Steves Elementary (structural and liquefaction seismic upgrade) – **completed Fall 2021***
- *Boyd Secondary (structural and liquefaction seismic upgrade and partial replacement) – **completed Fall 2020***

Long Range Facilities Plan Strategy Recommendations

1. Ensure that Grade Configuration(s) are providing the most benefit to all learners.
2. Allow flexibility to provide grad configuration options for unique circumstances or to locate programs to support specific student needs.
3. Review locations and long term accommodation requirements of Early Learning Pre-Kindergarten Programs and Services.
4. Review locations and long term accommodation requirements of District Choice Programs.
5. Explore use of District space to replace existing leased premises for existing Alternate Programs.
6. Review and address the long term accommodation requirements of Continuing Education.
7. Richmond Continuing Education should continue to utilize a variety of District Facilities for Continuing Education if needed, until a single facility can be established to accommodate all Continuing Education programs in the future.
8. Explore the possibility of eliminating leased premises by maximizing Continuing Education program schedules at Mitchell Education Centre.
9. Strive to incorporate enhanced technology and supporting resources into any new construction, renovation or upgrade project.
10. Ensure that all learners are counted and projected enrolment is as accurate as possible in determining the space requirements for capital projects and associated Ministry funding.
11. Determine more precisely, the rationale, timing, location and concept designs of all capital projects, including elementary school expansions to accommodate the projected City Centre Area Enrolment (existing school additions and a new school at Dover Park) and Hamilton Area Enrolment (addition to Hamilton Elementary).
12. Collaborate with City of Richmond and the Development Community to identify opportunities to locate a new elementary school in the City Centre of Richmond.
13. Support the expansion strategy summarized in Chapter 9 of the Long Range Facilities Plan for City Centre Planning Area as part of the Facilities Strategy for the North Central Community of Schools Region.
14. Support the expansion strategy summarized in Chapter 9 of the Long Range Facilities Plan for Hamilton Planning Area as part of the Facilities Strategy for the North Central Community of Schools Region.
15. Determine an optimal capacity utilization for schools proposed for Major Capital Projects consistent with restored class and composition provisions for BC schools.
16. Undertake catchment area boundary reviews in areas of growth in order to achieve a closer balance between enrolment and capacity across the District and facilitate efficient and effective enrolment management.
17. Develop a strategy to address areas of lower growth and utilization, including offering additional programs of choice to additional sites and measures to optimize school assets, consistent with Section 5.4 of this Plan and the facilities strategy developed for communities of schools regions in Chapter 9 of this Plan.
18. Where the Board of Education determined that there is a need to consolidate space, implement boundary moves, or consider choice program locations, the District will undertake consultation and engagement with the public to provide feedback to the Board before decisions are made.
19. Identify opportunities to receive funding to create new permanent child care spaces when completing Major Capital and Seismic Upgrade Projects.
20. All consultations should follow requirements outlined through the School Act, Board Policy and Direction.

Long Range Facilities Plan Strategy Recommendations

21. Strive to maintain all schools in Good/Fair condition with a Target FCI of 0.3 or lower.
22. Maintain current annual facility operations and maintenance funding, and enhance maintenance at schools through reductions in surplus floor area.
23. Advocate for additional government funding in the forms of Annual Facility Grant and School Enhance Program to reduce deferred maintenance and extend the useful life of schools.
24. Advocate for additional government funding in the form of the Carbon Neutral Capital Program, with innovative projects to achieve Carbon Neutrality.
25. Adopt and submit the annual Five-Year Capital Plan, with adjustments made as the Long Range Facilities Plan evolves.
26. Identify opportunities to improve energy efficiency, climate resiliency and sustainability of all facilities through capital improvements, including seismic upgrade projects.
27. Identify physical accessibility barriers to and within district facilities and advocate for government funding to improve physical accessibility through building upgrades or major capital improvements.
28. Support the Richmond Project Team as it continues to accelerate the delivery of major capital improvements, including school expansions and seismic upgrades.
29. Mitigate seismic risk at schools that have a high structural risk and/or moderate to high liquefaction risk through the Seismic Mitigation Program, using the project prioritization development by the Richmond Project Team.
30. Develop guiding principles, to be followed on each seismic upgrade project, for the temporary displacement of students that best manages disruption.
31. Identify opportunities to repurpose schools as temporary swing spaces to expedite the seismic upgrade projects and reduce surplus capacity, consistent with the facilities strategy development for Communities of Schools Regions in Chapter 9 of this Plan.
32. Investigate opportunities under the Seismic Mitigation Program whereby an elementary school that has a High Seismic Risk and high FCI may be replaced with a larger capacity facility that combines enrolment from neighbouring under-utilized elementary schools also having a High Seismic Risk. this would accelerate the Seismic risk reduction and the provision of safer seats in the district, consistent with the facilities strategy development for Communities of Schools Regions in Chapter 9 of this Plan.
33. Develop options and concepts for combining District Administration and District-level services at one location.
34. Continue to provide student transportation for students residing in rural/remote areas and for students with special needs.
35. Advocate for additional government funding in the form of the Bus Acquisition Program to Support Bus Fleet Electrification.
36. Designate and dispose of surplus property holdings to create capital reserves for the upgrade/renewal and expansion of facilities.
37. Continue to manage available space based on existing practice to support child care programs and community uses in schools where appropriate.
38. Support community partners in providing equitable opportunities for engagement and enrichment, including the provision of daycare and after school programming across communities.
39. Review long term needs of the former Kilgour Elementary site to determine whether to retain or designate surplus to District needs and offer to sell the site to School District 93 (CSF) if appropriate

For more information, please visit us at:

<https://facilities.sd38.bc.ca/long-range-facilities-plan>

2021 PROPOSED UPDATES TO LONG RANGE FACILITIES PLAN

Chapter	Chapter/Section Name	2019 LRFP	Proposed 2021 Updates (New/updated text in Red)	Commentary
Cover (inside cover)			Added the following new text: “The Richmond Board of Education acknowledges and thanks the First Peoples of the hən̓q̓əmin̓əm̓ (hun-ki-meen-um) language group on whose traditional and unceded territories we teach, learn and live.”	Add to page 2 (inside cover of front page)
Executive Summary	Chapter 4 - K-12 School Age Enrolment	"Scenario #2 (Combination of School Additions and a New School at Dover Park) has the second lowest cost strategy of the three scenarios, is very desirable from an educational facility management perspective, and is therefore recommended."	"Scenario #2 (Combination of School Additions and a New School at Dover Park) has the second lowest cost strategy of the three scenarios, is very desirable from an educational facility management perspective, and is the preferred facilities expansion strategy to accommodate projected enrolment growth between 2021 and 2032. "	
Executive Summary	Chapter 4 - K-12 School Age Enrolment	"Scenario #3 (Combination of Fewer School Additions and Two New Schools, located at Dover Park and Lansdowne Village Area) has the highest cost of the three strategies studied, and while being very desirable from an educational and facility management perspective, has the highest level of uncertainty and financial and logistical risk. Scenario #3 is therefore not recommended as a strategy to accommodate the enrolment growth between 2018 and 2033. The District will continue to engage the City of Richmond and development community to determine a possible new City Centre Planning Area school site provision to accommodate City Centre growth beyond 2033."	"Scenario #3 (Combination of Fewer School Additions and Two New Schools, located at Dover Park and Lansdowne Village Area) has the highest cost of the three strategies studied, and while being very desirable from an educational and facility management perspective, has the highest level of uncertainty and financial and logistical risk. Although Scenario #3 is not the preferred scenario to accommodate the enrolment growth between 2021 and 2032, a site acquisition is needed for a future City Centre elementary school in the Lansdowne Area, to accommodate growth beyond 2033. "	
Executive Summary	Chapter 6 - Facility Condition and Improvements	Current and Proposed Seismic Mitigation Program Projects	Updated list of Current and Proposed Seismic Mitigation Program Projects	Updated list of schools that have been approved by MOE for design/construction and schools that are in the feasibility stage.
Executive Summary	Chapter 9 – Strategy for Communities of Schools Regions Elementary School Space Utilization Strategy: North Central Region	"Completion by September 2020 of the approved 89 seat addition (Phase 1 expansion) to William Cook, combined with the current completed seismic project under construction."	"Recently completed (September 2020) 89 seat addition (Phase 1 expansion) to William Cook, combined with the completed seismic project."	Updated to reflect completion of Cook Elementary addition
Executive Summary	Chapter 9 – Strategy for Communities of Schools Regions North Central Community of Schools Region	<u>Secondary School Space Utilization Strategy: North Central Region</u> - A comprehensive boundary review is required to eliminate split feeder catchment for Blundell Elementary and to align secondary catchments with communities of schools regions.	Add the following new text: "Boundary adjustments to eliminate the split feeder catchment for Blundell Elementary (Richmond Secondary to Steveston-London Secondary [Blundell Elementary, north of Blundell Rd]) and to align secondary catchments with the North Central Community of Schools Region (Cambie Secondary [West of Highway 99] to MacNeill Secondary) were approved by the Board of Education on December 11, 2019 as part of Phase I of the Comprehensive Catchment Area Boundary Review. Refer to Appendix N for list of approved boundary revisions."	Added to note that this was achieved.
Executive Summary	Elementary School Space Utilization Strategy: East Region		Added the following new text: "- Boundary adjustment from Tait Elementary (West of Highway 99) to Talmey Elementary to align boundaries with the Community of Schools Regions was approved by the Board of Education on December 11, 2019 as part of Phase I of the Comprehensive Catchment Area Boundary Review. Refer to Appendix N for list of deferred boundary revisions."	Added to note that this was achieved.
Executive Summary	Elementary School Space Utilization Strategy: East Region		Added the following new text: "- Boundary adjustments to the portions of Kingswood and Woodward Elementary on the east side of Highway 99 have been deferred to Phase II of the Comprehensive Catchment Area Boundary Review as further analysis is required to determine implications on student transportation. Timing of Phase II of the Comprehensive Catchment Area Boundary Review is subject to Board Direction. Refer to Appendix N for list of deferred boundary revisions."	Added to note that this was deferred to Phase II.

2021 PROPOSED UPDATES TO LONG RANGE FACILITIES PLAN

Chapter	Chapter/Section Name	2019 LRFP	Proposed 2021 Updates (New/updated text in Red)	Commentary
1.1.3	District Strategic Plan (NEW SECTION)		<p>Added the following new text:</p> <p>"In 2020, SD38 completed its 2020 – 2025 Strategic Plan, the highest level plan that outlines School District Priorities and identifies specific areas of focus over the next five years. Facilities Planning is embedded in the Strategic Plan, which encourage the district to optimize and improve our facilities. The LRFP includes strategic recommendations consistent with Priority 3 in the Strategic Plan which states that:</p> <p><i>Priority 3 – Optimized Facilities and Technology:</i> <i>"We will optimize and improve our facilities and our technology to provide a learning environment that is safe, secure, accessible and inspires innovation and creativity."</i> <i>Goal 1: The district's technology infrastructure is stable, secure, and relevant to support learning.</i> <i>Goal 2: The District's facilities are well maintained, equitable safe and conducive to learning.</i> <i>Goal 3: The district fosters energy efficient and environmentally sustainable facilities and practices."</i> <i>(Source: Richmond Board of Education 2020 – 2025 Strategic Plan) "</i></p>	New section added to summarize the 2020-2025 Strategic Plan and how it connects with the LRFP.
2.4.3	Board of Education LRFP Review Process	"The final Long Range Facilities Plan is scheduled for Board of Education consideration in June 2019."	"The final Long Range Facilities Plan was scheduled for Board of Education consideration and was adopted in June 2019."	Updated to reflect status of LRFP consideration and adoption.
3.2.2	Early Learning Pre-Kindergarten Programs	"A free drop-in Early Learning Centre program for preschool children and their parents is currently located at Cook Elementary and is funded through a United Way grant in partnership with Richmond Cares Richmond Gives and Richmond School District."	"A free drop-in Early Learning Centre program for preschool children and their parents is currently located at General Currie Elementary and is funded through a United Way grant in partnership with Richmond Cares Richmond Gives and Richmond School District."	Updated to reflect relocation of Early Learning Centre from Cook Elementary to General Currie Elementary in September 2020.
3.2.3	Strong Start Centres	"In 2018/2019, 1,239 children aged 0-5 attended the Strong Start drop-in program."	In 2018/2019, 1,239 children aged 0-5 attended the Strong Start drop-in program. Due to reduced capacity resulting from COVID-19, a total of 147 children attended the Strong Start drop-in program in 2020/21. It is anticipated that enrolment in the Strong Start drop-in program will return to previous levels as Public Health Orders are lifted.	Text added to note the impact of COVID-19 on enrolment in the Strong Start Program.
3.3.1	French Immersion Programs	"In 2018/2019, approximately 11% of the total District enrolment is in the French Immersion Program."	"In 2020/2021 , approximately 11.5% of the total District enrolment is in the French Immersion Program (2336 students)."	Revised with 202-21 school year data.
3.3.1	French Immersion Programs	"This Early French Immersion program currently accommodates 1,496 students."	" The Early French Immersion program currently accommodates 1,386 students."	Revised with 2020-21 school year data.
3.3.1	French Immersion Programs - Early French Immersion	"Enrolment has been slightly down, likely due to the overall decline in District enrolment and concerns about accessibility of sufficient qualified French Immersion teachers."	" Enrolment has been slightly down in 2020, likely due to an overall decline in District enrolment due to COVID-19. French Immersion programs has growth limitations due to concerns about access to sufficient qualified French Immersion teachers and limited space availability in schools to accommodate program growth. "	Text improved with current information.
3.3.1	French Immersion Programs - Secondary	"This program is currently offered at McMath and McRoberts Secondary Schools. In September 2018, the District had 822 Grade 8-12 French Immersion students, with 448 attending McMath Secondary and 374 attending McRoberts Secondary."	"This program is currently offered at McMath and McRoberts Secondary Schools. In September 2020 , the District had 814 Grade 8-12 French Immersion students, with 465 attending McMath Secondary and 349 attending McRoberts Secondary."	Revised with 2020-21 school year data.
3.3.2	Montessori Program	In 2018/2019, approximately 3.6% of the total District K-7 elementary school population (418 Montessori students) attended the Montessori program.	In 2020/2021 , approximately 3.6% of the total District K-7 elementary school population (416 Montessori students) attended the Montessori program.	Revised with 2020-21 school year data.
3.3.4	IB Diploma Program	"As of June 2019, 250 Grade 11 and 12 students were enrolled in IB courses."	"As of September 2020 , 257 Grade 11 and 12 students were enrolled in IB courses."	Revised with 2020-21 school year data.
3.3.7	Richmond Virtual School	"77% of the RVS students are in blended courses delivered as an online model with regular face-to-face meetings; the rest of the students do not have regular face-to-face meetings with a teacher."	"77% of the RVS students are in blended courses, which are delivered online with regular face-to-face meetings; the remaining 23% of RVS students do not have regular face-to-face meetings with a teacher."	

2021 PROPOSED UPDATES TO LONG RANGE FACILITIES PLAN

Chapter	Chapter/Section Name	2019 LRFP	Proposed 2021 Updates (New/updated text in Red)	Commentary
3.3.7	Richmond Virtual School	"As RVS grows to include a RAIL program for Grades 8-10, three additional classrooms will be needed - one for each grade level per year. "	"As the RVS expands to include the new Richmond Academy of Innovative Learning (RAIL) program, a blended, project-based program for Grades 8-10, three additional classrooms will be needed during regular school hours – one for each grade level."	Revised with the full name of the RAIL program
3.3.9	Alternate Programs - Colts Program	"In 2018/2019, 9 students attended the Colts program."	"In 2020/2021 , 13 students attended the Colts program."	Revised with 2020-21 school year data.
3.3.9	Alternate Programs - Integrated Academics	"In 2018/2019, 40 students attended the Integrated Academics program."	"In 2020/2021 , 42 students attended the Integrated Academics program."	Revised with 2020-21 school year data.
3.3.9	Alternate Programs - Station Stretch	"7. Station Stretch (which, in 2018/2019 , has an enrolment of 81 students)."	"7. Station Stretch (which, in 2020/2021 , has an enrolment of 78 students)."	Revised with 2020-21 school year data.
3.3.9	Errington Learning Centre	"In 2018/2019, 7 students were enrolled at the Errington Learning Centre."	"In 2020/2021 , 6 students were enrolled at the Errington Learning Centre."	Revised with 2020-21 school year data.
3.5	International Education	"Richmond International Education currently places approximately 1,000 students annually in existing secondary and elementary schools, with modest plans to expand as space allows. Administration of the program is currently based at the District Administration Building, with staff also located within the Neighbourhood Learning Centre at Brighthouse Elementary due to lack of space at the District Administration Building. Ideally, for operation efficiency, the entire department should be based at one site"	"Richmond International Education currently places approximately 1,000 students annually in existing secondary and elementary schools in recent years, with modest plans to expand as space allows. International student enrolment decreased in 2020 due to the COVID-19 Pandemic and is anticipated to return to previous levels when travel restrictions are lifted. Administration of the program is currently based at the School Board Office."	Moved to Palmer Secondary from Brighthouse Elementary
4	Strategy Recommendations (Chapter 4)		Proposed new strategic recommendation: "Collaborate with City of Richmond and the Development Community to identify opportunities to locate a new elementary school in the City Centre Area of Richmond."	Added to reflect initiatives being taken by School District Staff to locate a school in the City Centre.
4.1	Provincial Enrolment Trends	"The Province of British Columbia's total public school age headcount enrolment had dropped from 616,617 in 1997 to a low of 512,557 in 2014, rebounding to approximately 527,000 in 2018. The projected provincial enrolment is expected to reach 569,400 students by 2027 (source: Data BC)."	"The Province of British Columbia's total public school age headcount enrolment had dropped from 602,706 in 2000 to a low of 512,557 in 2014, rebounding to approximately 546,000 in 2020 . The projected provincial enrolment is expected to reach 569,330 students by 2029 (source: Data BC)."	Revised with updated Provincial Enrolment Trend data.
4.2	Community Demographics	"Richmond is one of the largest cities in BC with an estimated population of 222,945 in (2018)."	"Richmond is one of the largest cities in BC with an estimated population of 231,689 in 2020 (City of Richmond Projections (with Urban Futures Ltd)."	Revised with 2020-21 school year data.
4.2	Community Demographics		Improved year labels on 'Ratio of Total K-12 Student to Total Households Actuals' table	Year labels were illegible.
4.2	Community Demographics	"The following table illustrates the household growth in the District as compared to the total K-12 headcount in Richmond School District. The ratio of students to households has declined from 0.33 in 2009 to 0.23 in 2018 due the following factors:"	Updated 'Ratio of Total K-12 Student to Total Household Actuals and Projection' table and revised the following text: "The following table illustrates the household growth in the District as compared to the total K-12 headcount in Richmond School District. The ratio of students to households has declined from 0.31 in 2011 to 0.23 in 2020 due the following factors:"	Revised with updated Provincial household statistics and updated projections.
4.2	Community Demographics	"In-Process" Residential Development Applications map	Updated "In-Process" Residential Development Applications map with November 2020 data.	Revised to reflect up to date information.
4.2	Community Demographics - Development Applications	Map with 2018 number of development applications.	Map with 2020 number of development applications.	Revised with November 2020 active residential development applications.
4.3.1	District K-12 Enrolment History	"The District's total K-12 headcount enrolment, not including international students, has declined from 22,773 in 1998 to 19,366 in 2018, a decline of 3,407 students in 20 years (-14.5 percent). When factoring in international students, District enrolment has declined from 22,773 in 1998 to 20,327 students in 2018, a loss of 2,446 students (-10.7 percent)."	Added updated table and revised the following text: "The District's total K-12 headcount enrolment, not including international students, has declined from 22,293 in 2000 to 19,707 in 2020 , a decline of 2,586 students in 20 years (- 11.6 percent). When factoring in international students, District enrolment has declined from 22,293 in 2000 to 20,280 students in 2020 , a loss of 2,013 students (- 9.3 percent)."	Revised with updated enrolment projections.
4.3.2	District Elementary School (Grade K-7) Enrolment History	"The District's total elementary headcount enrolment, not including international students, has declined from 12,781 in 1998 to 11,299 in 2018, a loss of 1,482 students in 20 years (-11.6 percent). When factoring in international students, District elementary enrolment has declined from 12,781 in 1998 to 11,468 students in 2018, a loss of 1,318 (-10.3 percent)."	Added updated table and revised the following text: "The District's total elementary headcount enrolment, not including international students, has declined from 12,659 in 2000 to 11,587 in 2020 , a loss of 1,072 students in 20 years (- 8.5 percent). When factoring in international students, District elementary enrolment has declined from 12,659 in 2000 to 11,693 students in 2020 , a loss of 966 (- 7.6 percent)."	Revised with updated enrolment projections.

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4.3.3	District Secondary School (Grade 8-12) Enrolment History	"The District's total secondary headcount enrolment, not including international students, has declined from 9,992 in 1998 to 8,067 in 2018, a loss of 1,925 students in 20 years (-19.3 percent). When factoring in international students, District secondary enrolment has declined from 9,992 in 1998 to 8,859 students in 2018, a loss of 1,133 (-11.3 percent)."	Added updated table and revised the following text: "The District's total secondary headcount enrolment, not including international students, has declined from 9,634 in 2000 to 8,120 in 2020 , a loss of 1,514 students in 20 years (- 15.7 percent). When factoring in international students, District secondary enrolment has declined from 9,634 in 2000 to 8,587 students in 2020 , a loss of 1,047 (- 10.9 percent)."	Revised with updated enrolment projections.
4.4.1	District K-12 Enrolment Projection	"The total District enrolment, not including international students, is projected to increase from 19,366 in 2018 to 22,153 in 2033, a gain of 2,787 students in 15 years (+13.7 percent). When factoring in international students, District enrolment is projected to increase from 20,327 in 2018 to 23,114 in 2033, a gain of 2,787 students (+13.7 percent)."	Added updated table and revised the following text: "The total District enrolment, not including international students, is projected to increase from 19,603 in 2020 to 21,868 in 2035 , a gain of 2,265 students in 15 years (+ 11.6 percent). When factoring in international students, District enrolment is projected to increase from 20,176 in 2020 to 22,787 in 2035, a gain of 2,611 students (+ 12.9 percent)."	Revised with current school year data.
4.4.2	District Elementary School (Grade K-7) Enrolment Projection	"The District's total elementary headcount enrolment, not including international students, is projected to increase from 11,299 in 2018 to 13,121 in 2033, a gain of 1,822 in 15 years (+16.1 percent). Enrolment will be below and gradually approach the District's operating capacity. When factoring in international students, District elementary enrolment is projected to increase from 11,468 in 2018 to 13,290 in 2033, a gain of 1,822 students (+15.9 percent)."	Added updated table and revised the following text: "The District's total elementary headcount enrolment, not including international students, is projected to increase from 11,533 in 2020 to 12,813 in 2035 , a gain of 1,280 in 15 years (+ 11.1 percent). Enrolment will be below and gradually approach the District's operating capacity. When factoring in international students, District elementary enrolment is projected to increase from 11,639 in 2020 to 13,001 in 2035 , a gain of 1,362 students (+ 10.5 percent)."	Revised with current school year data.
4.4.3	District Secondary School (Grade 8-12) Enrolment Projection	"The District's total secondary headcount enrolment, not including international students, is projected to increase from 8,067 in 2018 to 9,032 in 2033, a gain of 965 students in 15 years (+12.0 percent). Despite the total secondary student growth enrolment is projected to remain significantly below current total operating capacity for SD38 secondary schools. When factoring in international students, District secondary enrolment is projected to increase from 8,859 in 2018 to 9,824 in 2033, a gain of 1,965 students (+10.9 percent)."	Added updated text and revised the following text: "The District's total secondary headcount enrolment, not including international students, is projected to increase from 8,070 in 2020 to 9,055 in 2035 , a gain of 985 students in 15 years (+12.20 percent). Despite the total secondary student growth enrolment is projected to remain significantly below current total operating capacity for SD38 secondary schools. When factoring in international students, District secondary enrolment is projected to increase from 8,537 in 2018 to 9,786 in 2035 , a gain of 1,249 students (+ 14.6 percent)."	Revised with current school year data.
4.5	International Student Enrolment	"The District total international student enrolment has increased from no students in 1998 to 961 in 2018, with 169 in Kindergarten to Grade 7 and 792 in Grades 8 to 12. Projected enrolment to 2033 is relatively flat, however it is possible that if space and resources are available to take in more international students, these figures could rise significantly."	"The District total international student enrolment has increased from no students in 1998 to 919 in 2019, with 188 in Kindergarten to Grade 7 and 731 in Grades 8 to 12. Due to travel restriction resulting from the COVID-19 Pandemic, there were a total of 573 international students attending SD38 schools in 2020, with 106 in Kindergarten to Grade 7 and 467 in Grades 8 to 12. It is anticipated that international student enrolment will return to previous levels and remain relatively flat when travel restrictions are lifted, however it is possible that if space and resources are available to take in more international students, these figures could rise significantly."	New Chart and text added to reflect impact of COVID-19 on international enrolment.
4.6	Richmond School-Age Students Attending Elsewhere	"A total of 23,025 school-age children resided in Richmond in 2018 (including International students). Of these, 13,345 were of elementary school age and 9,090 were of secondary school age (source: Baragar Systems)."	"A total of 23,540 school-age children resided in Richmond in 2020 (including International students). Of these, 14,345 were of elementary school age and 9,195 were of secondary school age (source: Baragar Systems). Excluding international enrolment, 19,472 (82.7 percent) of the resident school-age children attended SD38 schools in 2020/2021, with 11,479 attending SD38 elementary schools and 7,993 attending SD38 secondary schools. This meant that 4,068 resident school age children or 17.3 percent of the resident school-age population did not attend SD38 schools and may have attended elsewhere, i.e., independent schools, home school, other school districts. This can be further broken down into 2,866 (20 percent) of elementary school-age students who did not attend SD38 schools and 1,202 (13.1 percent) of secondary school-age students who did not attend SD38 schools. These figures have been fairly stable over the past 14 years."	Revised with 2020-21 school year data.

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4.6	Richmond School-Age Students Attending Elsewhere	"Richmond School-Age Students Attending Elsewhere"	"Richmond School-Age Students Attending SD38 Schools "	New section title is more representative of the information in this section of the LRFP.
4.7.1	Richmond City Centre Area Plan - Population and School Enrolment Growth	City Centre Secondary enrolment projection graph.	Updated City Centre Secondary enrolment projection graph.	Revised to reflect updated enrolment projections.
4.7.1	Richmond City Centre Area Plan - Population and School Enrolment Growth	"The latest 15-year enrolment projections, completed in January 2019, confirm that additional space will be required to accommodate potential elementary school-aged students from new housing within the City Centre Planning Area as soon as 2022. If no school elementary school expansion takes place in the area other than the approved 89 seat addition to Cook Elementary and approved 89 seat addition to Tomsett Elementary, there will be a significant operating capacity shortage, with 1,062 spaces needed to serve the City Centre Planning Area by 2033. This projected shortage is equivalent to the capacity of four medium-sized elementary schools."	"Updated City Centre Elementary enrolment projection graph and revised the following accompanying text: The latest 15-year enrolment projections, completed in November 2020 , confirm that additional space will be required to accommodate potential elementary school-aged students from new housing within the City Centre Planning Area as soon as 2022. If no school elementary school expansion takes place in the area other than the recently completed 89 seat addition to Cook Elementary and the approved 89 seat addition to Tomsett Elementary, there will be a significant operating capacity shortage, with 1,102 spaces needed to serve the City Centre Planning Area by 2035 . This projected shortage is equivalent to the capacity of four medium-sized elementary schools."	Revised to reflect updated enrolment projections.
4.7.1	Richmond City Centre Area Plan - Population and School Enrolment Growth	"The following table illustrates the status quo capacity and enrolment projections for City Centre Area elementary schools (with approved capacity expansions of Cook and Tomsett shown), illustrating a growing seat shortfall of 1,062 student seats by 2033."	Updated City Centre elementary school projection table and the following accompanying text: "The following table illustrates the status quo capacity and enrolment projections for City Centre Area elementary schools (with approved capacity expansions of Cook and Tomsett shown), illustrating a growing seat shortfall of 1,102 student seats by 2035 ."	Revised to reflect updated enrolment projections.
4.7.1	Richmond City Centre Area Plan - Population and School Enrolment Growth		New Proposed Strategic Recommendation (Chapter 4): "- Collaborate with the City of Richmond and Development Community to identify opportunities to locate a new school in the City Centre."	Revised to reflect initiatives being made by the School District to collaborate with the City.
4.7.1	Richmond City Centre Area Plan - Population and School Enrolment Growth	"The existing elementary schools servicing the City Centre are identified as Samuel Brighthouse, William Cook, F.A. Tomsett and R.C. Talmey."	"The four existing elementary schools servicing the City Centre Villages are identified as Samuel Brighthouse, William Cook, F.A. Tomsett and R.C. Talmey. General Currie and Henry Anderson Elementary schools are physically located in the City Centre Area, although they do not serve the City Centre Villages where the majority of the areas residential growth will be concentrated."	Revised to note that there are 4 schools serving the City Centre Villages and that there are two additional schools geographically located in the City Centre.
4.7.1	Richmond City Centre Area Plan - Population and School Enrolment Growth	"The City Centre Planning Area will have rapid housing growth and student growth is expected, resulting in a K-7 shortfall of 635 seats by 2028 and 1,062 seats by 2033 if current capacity of the four existing elementary schools serving the City Centre are not expanded beyond the 89 seat classroom addition in progress at William Cook and scheduled for completion in September 2020 and the approved 89 seat addition at F.A. Tomsett scheduled for completion in September 2021."	"The City Centre Planning Area will have rapid housing growth and student growth is expected, resulting in a K-7 shortfall of 718 seats by 2029 and 1,102 seats by 2035 if current capacity of the four existing elementary schools serving the City Centre Area Villages are not expanded beyond the 89 seat classroom addition completed at William Cook in September 2020 and the approved 89 seat addition at F.A. Tomsett scheduled for completion in September 2021."	Revised to reflect revised projections.
4.7.1	Richmond City Centre Area Plan - Population and School Enrolment Growth	"- current 2018 seat surplus/(shortfall); and - projected seat shortfall for 2027 and 2033 (based on status quo capacity after approved expansion to Cook Elementary is completed in 2020)."	Updated map and revised the following accompanying text: "- current 2020 seat surplus/(shortfall); and - projected seat shortfall for 2029 and 2035 (based on status quo capacity after approved expansion to Tomsett Elementary is completed in 2021)."	Revised to reflect updated data.
4.7.2	City Centre Area School Capacity Expansion Scenarios	"Scenario #2: This strategy would see a combination of permanent additions made to schools, including the approved four-classroom additions to William Cook and F.A. Tomsett."	"Scenario #2: This strategy would see a combination of permanent additions made to schools, including the approved four-classroom addition to F.A Tomsett, and the recently completed four-classroom addition to William Cook."	Revised to reflect current status of these two projects.
4.7.2	City Centre Area School Capacity Expansion Scenarios	"Scenario #3: This strategy would see the four-classroom additions approved for William Cook and F.A. Tomsett."	"Scenario #3: This strategy would see the four-classroom addition approved for F.A. Tomsett and the recently completed four classroom addition to William Cook."	Revised to reflect current status of these two projects.

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4.7.2	City Centre Area School Capacity Expansion Scenarios		Added the following new 'Green Action Box' text: "In January 2021, the District updated enrolment projections and the timing of proposed capital projects in the City Centre Planning Area in response to the impact of the COVID-19 pandemic on growth projections affected by delays to the development of housing, migration and growth in Richmond."	Text added to introduce the updated City Centre Elementary School Capacity Expansion Strategies
4.7.2	City Centre Area School Capacity Expansion Scenarios	"Scenario #3 is therefore not recommended as a strategy to accommodate the enrolment growth between 2018 and 2033. The District will continue to engage the City of Richmond and development community to determine a possible new City Centre Planning Area school site provision to accommodate City Centre growth beyond 2033."	" Although Scenario #3 is not the preferred facilities expansion scenario to accommodate the enrolment growth between 2021 and 2032 , a school site acquisition proposal has been included in the School District's Eligible School Site Proposal for a future City Centre elementary school to serve enrolment growth beyond 2033. "	Revised to clarify that although Scenario #3 is not preferred, a school site acquisition for the City Centre Area is still recommended to be included in the Eligible School Site Proposal
4.7.2	City Centre Area School Capacity Expansion Scenarios		Added the following recommendation: <i>"The District will continue to engage with the City of Richmond and development community to determine the possibility, timing and financial viability for a suitable new school or air space to locate a future school in the City Centre beyond 2033."</i>	Text added to reflect ongoing process of engaging with the City of Richmond.
4.7.2	City Centre Area School Capacity Expansion Scenarios	"The preferred location would be adjacent to a City-owned grassed event area proposed in the centre of the major site redevelopment, but it must be noted that the site will not be available for 12-15 years, at which time the current shopping centre is demolished."	"The preferred location would be adjacent to a City-owned grassed event area proposed in the centre of the major site redevelopment, but it must be noted that the site may not be available for 10-12 years , as the construction of a new school at Lansdowne can only occur after the Lansdowne shopping centre is demolished and the land or air space has been assembled for the school. "	Revised to reflect potential use land or air space for a new Lansdowne School.
4.7.3	Hamilton Area Plan - Enrolment Growth and Proposed Addition to Hamilton Elementary	"The table below illustrates the projected enrolment and proposes a four-classroom addition in 2025, consistent with the facilities strategy contained in Chapter 9 of this plan."	Added a new table with the following revised text: "The table below illustrates the projected enrolment and proposes a four-classroom addition in 2031 , consistent with the facilities strategy contained in Chapter 9 of this plan."	Revised to reflect updated preferred City Centre and Hamilton Area Capital Expansion Scenario.
5	Strategy Recommendations (Chapter 5)		Added the following recommendation: <i>"Identify opportunities to receive funding to create new permanent child care spaces when completing major capital and seismic upgrade projects."</i>	Added new strategy recommendation to reflect new Provincial and School District Policy related to Child Care.
5.1.1	Definition of Operating Capacity	"The total operating capacity for all Richmond School District (SD38) schools is currently 24,751 seats."	"The total operating capacity for all Richmond School District (SD38) schools is currently 24,480 seats."	Updated to reflect current school year data.
5.1.10	Projected 'Sub-Urban' K-12 Trends (excluding City Centre and Hamilton Planning Areas)	"By excluding the projected enrolment and proposed capacity changes for Hamilton Elementary and the elementary schools within the City Centre Planning Area (Brighouse, Cook, Talmey and Tomsett), the projected total SD38 space surplus at remaining schools will only drop to 3,789 spaces (not including international students) or 3,046 spaces (including international students)."	"By excluding the projected enrolment and proposed capacity changes for Hamilton Elementary and the elementary schools within the City Centre Planning Area (Brighouse, Cook, Talmey and Tomsett), the projected total SD38 space surplus at remaining schools will only drop to 3,965 spaces (not including international students) or 3,046 spaces (including international students)."	Updated to reflect updated enrolment projections.
5.1.3	Child Care Provisions		Added the following text: <i>"The School District will consider new opportunities to partner with child care and early learning providers and public sector agencies. The District will also identify opportunities to receive funding to create new permanent child care spaces when completing major capital and seismic upgrade projects.</i> <i>Any proposed new childcare spaces or changes to existing childcare spaces on board property would have to adhere to District Policy and Regulation 804.1R - Community Use of District Facilities."</i>	New paragraphs added to reflect new directions in Child Care Policy.
5.1.4	Historic District Total Capacity and K-12 Enrolment	"As of September 2018, the MOE total operating capacity (including alternate programs located in non-school facilities) for all SD38 schools is 24,751 spaces, a surplus of 5,385 spaces (not including international students). If international students are factored in, the surplus is reduced to 4,425 spaces."	"As of September 2020 , the MOE total operating capacity (including alternate programs located in non-school facilities) for all SD38 schools is 24,480 spaces, a surplus of 4,773 spaces (not including international students). If international students are factored in, the surplus is reduced to 4,200 spaces."	Updated to reflect 202-21 school year, including updated Operating Capacity.
5.1.5	Historic District Total Capacity and K-7 Enrolment	"As of September 2018, the MOE total operating capacity for SD38 elementary schools is 13,376 spaces, a surplus of 2,077 spaces (not including international students). If international students are factored in, the surplus is reduced to 1,908 spaces."	"As of September 2020 , the MOE total operating capacity for SD38 elementary schools is 13,330 spaces, a surplus of 1,743 spaces (not including international students). If international students are factored in, the surplus is reduced to 1,637 spaces."	Updated to reflect current school year, including updated Operating Capacity.

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5.1.6	Historic District Total Capacity and 8-12 Enrolment	"As of September 2018, the MOE total operating capacity for SD38 secondary schools is 11,375 spaces, a surplus of 3,308 spaces. If international students are factored in, the surplus is reduced to 2,516 spaces."	"As of September 2020 , the MOE total operating capacity for SD38 secondary schools is 11,150 spaces, a surplus of 3,030 spaces. If international students are factored in, the surplus is reduced to 2,563 spaces."	Updated to reflect current school year, including updated Operating Capacity.
5.1.7	Projected District Elementary School Capacity and Grade K-7 Enrolment	"By 2033, based on current enrolment projections not including international students and if there are no changes to school capacities (additions, removals), other than those that have been approved as of June 2019, the total SD38 elementary space surplus, will decrease to 410 spaces. If international students are included, the surplus is reduced to 395 spaces. These surpluses take into account approved Capital Projects as of June 2019 that yield a change in capacity including an 89 seat addition to William Cook Elementary (complete Fall 2020) an 89 seat addition to F.A. Tomsett Elementary (complete Fall 2021), and a 23 seat reduction at Manoah Steves Elementary (complete Fall 2022)."	New Graph added along with the following revised text: "By 2035 , based on current enrolment projections not including international students and if there are no changes to school capacities (additions, removals), other than those that have been approved as of June 2021 , the total SD38 elementary space surplus, will decrease to 583 spaces. If international students are included, the surplus is reduced to 395 spaces. These surpluses take into account approved Capital Projects as of June 2021 that yield a change in capacity including an 89 seat addition to F.A. Tomsett Elementary (complete Fall 2021), and a 23 seat reduction at Manoah Steves Elementary (complete Fall 2022)."	Updated to reflect updated enrolment projections.
5.1.8	Projected District Secondary School Capacity and Grade K-7 Enrolment	"By 2033, based on current enrolment projections not including international students and if there are no changes to school capacities (additions, removals), other than those that have been approved as of June 2019, the total SD38 secondary space surplus, will decrease to 2,175 spaces. If international students are included, the surplus is reduced to 1,451 spaces."	New Graph added along with the following revised text: "By 2035 , based on current enrolment projections not including international students and if there are no changes to school capacities (additions, removals), other than those that have been approved as of June 2021 , the total SD38 secondary space surplus, will decrease to 2,175 spaces. If international students are included, the surplus is reduced to 1,444 spaces."	Updated with revised enrolment projections
5.1.9	Projected Total District K-12 Capacity and Enrolment	"By 2033, based on current enrolment projections not including international students and if there are no changes to school capacities (additions, removals), other than those that have been approved as of June 20192021, the total SD38 space surplus, will decrease to 2,653 spaces. If international students are included, the surplus is reduced to 1,693 spaces. These surpluses take into account approved Capital Projects as of June 2019 that yield a change in capacity including an 89 seat addition to William Cook Elementary (complete Fall 2020) an 89 seat addition to F.A. Tomsett Elementary (complete Fall 2021), a 23 seat reduction at Manoah Steves Elementary (complete Fall 2022), and a 100 seat reduction at Boyd Secondary (complete Fall 2020)."	New Graph added along with the following revised text: "By 2035 , based on current enrolment projections not including international students and if there are no changes to school capacities (additions, removals), other than those that have been approved as of June 2021 , the total SD38 space surplus, will decrease to 2,758 spaces. If international students are included, the surplus is reduced to 1,839 spaces. These surpluses take into account approved Capital Projects as of June 2021 that yield a change in capacity including an 89 seat addition to F.A. Tomsett Elementary (complete Fall 2021), and a 23 seat reduction at Manoah Steves Elementary (complete Fall 2022)."	Updated with revised enrolment projections
5.1.9	Projected Total District K-12 Capacity and Enrolment	"a) By 2023, four elementary schools in the City Centre area are projected to be well over capacity, necessitating a combination of additions and a new school (Dover Park) - refer to Clause 4.4.6.1. b) By 2025, Hamilton Elementary is projected to be over capacity, necessitating a four classroom addition - refer to Clause 4.4.6.2."	"a) By 2026 , four elementary schools in the City Centre area are projected to be well over capacity, necessitating a combination of additions and a new school (Dover Park) - refer to Clause 4.7.1 . b) By 2031 , Hamilton Elementary is projected to be over capacity, necessitating a four classroom addition - refer to Clause 4.7.2 ."	Revised to reflect updated City Centre and Hamilton Area capital expansion scenarios.
5.2.2	District Capacity Utilization (Historic)	"District-wide capacity utilization of school space has dropped from 106% in 1998 to 78% in 2018, with elementary school capacity utilization dropping from 112% to 84% and secondary school dropping from 99% to 71%."	New graph added along with the following revised text: "District-wide capacity utilization of school space has dropped from 99% in 2000 to 81% in 2020 , with elementary school capacity utilization dropping from 101% to 87% and secondary school dropping from 96% to 73% ."	Updated to reflect enrolment data up to September 2020.
5.2.2	District Capacity Utilization (Projected - including vs excluding City Centre Elementary Schools and Hamilton Elementary)	"However, if one removes the four “City Centre” elementary schools (Brighthouse, Cook, Talmey and Tomsett) and Hamilton Elementary – all of which are expected to grow to over capacity due to densification of housing in those areas – the situation is less promising, with the balance of the District at 83% capacity utilization and elementary schools at 87% by 2033."	New graph added along with the following revised text: "However, if one removes the four “City Centre” elementary schools (Brighthouse, Cook, Talmey and Tomsett) and Hamilton Elementary – all of which are expected to grow to over capacity due to densification of housing in those areas – the situation is less promising, with the balance of the District at 82% capacity utilization and elementary schools at 84% by 2035."	Updated to reflect enrolment data up to September 2020.
5.2.2	District Capacity Utilization (Projected)	"Based on current capacities, the District-wide capacity utilization is projected to improve to 90% by 2033, with elementary school capacity utilization increasing significantly to 98% and secondary school improving to 80%."	New graph added along with the following revised text: "Based on current capacities, the District-wide capacity utilization is projected to improve to 90% by 2035 , with elementary school capacity utilization increasing significantly to 95% and secondary school improving to 80%."	Updated to reflect enrolment data up to September 2020.

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5.2.3	Elementary Schools Capacity Utilization	"Currently, the average capacity utilization of elementary schools is 84%, with 22 of 38 elementary schools that have less than 90% utilization, nine with less than 70% and four with less than 60%."	New graph added along with the following revised text: "Currently, the average capacity utilization of elementary schools is 87% , with 20 of 38 elementary schools that have less than 90% utilization, eight with less than 70% and four with less than 60%."	Updated to reflect September 2020 enrolment data.
5.2.4	Secondary Schools Capacity Utilization	"Currently, the average capacity utilization for secondary schools is 71%, with 8 of 10 secondary schools that have less than 90% utilization, 6 with less than 70% and 3 with less than 60%."	New graph added along with the following revised text: "Currently, the average capacity utilization for secondary schools is 71%, with 8 of 10 secondary schools that have less than 90% utilization, five with less than 70% and two with less than 60%."	Updated to reflect September 2020 enrolment data.
5.3.2	Regular Program & French Immersion Program	"Catchment Maps"	" New Catchment Maps"	Replaced catchment maps with new boundary maps based on 2020-2021 comprehensive boundary review.
5.3.5	Enrolment Management	"Families of Schools: A family of schools would be defined as the secondary school and its feeder elementary schools. At present, in Richmond, there are a number of cases whereby an elementary school catchment is split between more than one secondary school: - Grauer and McKay - both split between Burnett [north portion] and Boyd [south portion] along Blundell Road - Blundell - split between Richmond [north portion] and Steveston-London [south portion] along Blundell Road - Lee -split between McRoberts [west portion] and McNair [east portion] along Garden City Road - Westwind - split between McMath [west portion] and Steveston-London [east portion] along Railway Avenue"	"Families of Schools: A family of schools would be defined as the secondary school and its feeder elementary schools. At present, in Richmond, there are two a number of cases whereby an elementary school catchment is split between more than one secondary school: - Grauer and McKay – both split between Burnett [north portion] and Boyd [south portion] along Blundell Road - Blundell – split between Richmond [north portion] and Steveston-London [south portion] along Blundell Road - Lee -split between McRoberts [west portion] and McNair [east portion] along Garden City Road - Westwind - split between McMath [west portion] and Steveston-London [east portion] along Railway Avenue"	
5.3.5	Enrolment Management		Added new graphic representation of current families of schools.	Updated to reflect families of schools for the 2020-21 school year.
5.3.5	Enrolment Management 1. Background	"As of the date of this report, Anderson, Blair, Tomsett, Homma, Spul’u’kwuks, and Ferris Elementary Schools have reached their operating capacity. These schools have been defined by the District as “Category A Schools”	"As of the date of this report, Anderson, Blair, Ferris, McKinney, Spul’u’kwuks, Tomsett and Wowk Elementary Schools have reached their operating capacity. These schools have been defined by the District as “Category A Schools”	Updated based on Fall 2020 list of Category A schools
5.3.5	Enrolment Management 2. Enrolment Management Strategies b) Mid to Long-Term Strategies		Added the following new text: "The Board of Education approved 27 recommended boundary revisions on 11 December 2019 for implementation in the 2020/2021 school year under Phase I of the Comprehensive School Catchment Boundary Review. Approved boundary revisions for the 2020/2021 school year are contained in Appendix N."	Added note that several boundary revisions were approved as part of Phase I of the Comprehensive Boundary Review.
5.3.5	Enrolment Management 3. Families of Schools		Added the following new text: "The Board of Education approved 3 recommended boundary revisions to reduce the number of elementary school split feeder catchments on 11 December 2019 for implementation in the 2020/2021 school year under Phase I of the Comprehensive School Catchment Boundary Review. The following split feeder catchments were addressed: - Grauer – previously split between Burnett [north portion] and Boyd [south portion] along Blundell Road - McKay – previously split between Burnett [north portion] and Boyd [south portion] along Blundell Road - Blundell – previously split between Richmond [north portion] and Steveston-London [south portion] along Blundell Road Approved boundary revisions for the 2020/2021 school year are contained in Appendix N."	Added note that 3 split feeder catchments were addressed as part of Phase I of the Boundary Review.
6	Strategy Recommendations (Chapter 6)		Added the following recommendation: " Advocate for additional government funding in the form of the carbon neutral capital program to achieve carbon neutrality. "	Added new strategy recommendation to reflect actions being made to reduce greenhouse gas emissions.

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6	Strategy Recommendations (Chapter 6)		Added the following recommendation: <i>"Identify opportunities to improve energy efficiency, climate resiliency and sustainability of all facilities through capital improvements, including expansion and seismic upgrade projects."</i>	Added new strategy recommendation to reflect actions being made to reduce greenhouse gas emissions.
6	Strategy Recommendations (Chapter 6)		Added the following recommendation: <i>"Support the Richmond Project Team as it continues to accelerate the delivery of major capital improvements, including school expansions and seismic upgrades."</i>	
6	Strategy Recommendations (Chapter 6)		Added the following recommendation: <i>"Identify physical accessibility barriers to and within district facilities and advocate for government funding to improve physical accessibility through building upgrades or major capital improvements."</i>	
6.1.1	Facilities Condition Assessments	District Facility Condition Index table	Updated District Facility Condition Index table	Addressed incorrect colour coding of 7 schools (changed from Red to Orange).
6.1.2	Facility Age	"The average age of SD38 buildings is 32.7 years, with the average age of elementary schools at 38.5 years and the average age of secondary schools at 26.4 years."	"The average age of SD38 buildings is 34.7 years, with the average age of elementary schools at 40.5 years and the average age of secondary schools at 28.4 years."	Updated to reflect 2020-21 enrolment data.
6.1.3	Portables	Inventory of Portables in SD38 in February 2019	Updated with inventory of portables in SD38 in September 2020.	Updated with 2020-21 school year enrolment
6.2	Annual Facilities Operating, Maintenance and Utility Costs	"If the current District capacity utilization of space was increased from 78-82% to 85-90%, the approximate savings in total facility O&M costs for permanent structures would amount to \$1.9 Million annually. If the current inventory of portables was reduced by 50%, the approximate savings in total O&M costs for those structures would amount to approximately \$195,000 annually."	"If the current District capacity utilization of space was increased from 82% to 90% , the approximate savings in total facility O&M costs for permanent structures would amount to \$1.8 Million annually. If the current inventory of portables was reduced by 50%, the approximate savings in total O&M costs for those structures would amount to approximately \$172,000 annually."	Updated to reflect updated O & M Costs
6.3	Environmental Sustainability and Climate Resiliency (New Section)		6.3 - Environmental Sustainability and Climate Resiliency	New section to reflect District sustainability initiatives underway
6.3.1	District Sustainability Climate Action Plan (New Section)		"The District recently completed its first five-year District Sustainability Climate Action Plan (DSCAP), approved by the Board of Education in MONTH, YEAR. The DSCAP provides direction on all district matters related to environmental sustainability and climate resiliency, including goals and targets that have been established to reduce building Greenhouse Gas (GHG) Emissions. The DSCAP includes several goals that are pertinent to the operation and upgrading of our facilities, which are outlined below: TABLE OF GOALS AND TARGETS Where feasible, the District should identify and pursue opportunities to improve environmental sustainability and climate resiliency when undertaking major capital projects, including expansion, seismic upgrade, and building envelope projects."	New section to reflect District sustainability initiatives underway
6.3.2	Environmental Sustainability and Climate Resiliency Reporting (New Section)		"On an annual basis, the District submits a 'Carbon Neutral Action Report' to the Province outlining progress made towards carbon neutrality as required by BC's Carbon Neutral Regulation. The District also submits a Strategic Energy Management Plan (SEMP) annually to BC Hydro, which provides an overview of achievements and progress made to improve the energy efficiency of District facilities. "	New section to reflect District sustainability initiatives underway

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6.4.2	School Enhancement Program (New Section)		<p>"The School Enhancement Program (SEP) provides capital funding to school districts for capital projects that improve the safety, facility condition, operational efficiency and functionality of existing schools, in an effort to extend their useful life.</p> <p>SEP project proposals that are be eligible for funding are roofing upgrades (replacement or repair), exterior wall systems upgrade (cladding, insulations, windows, building envelope), interior construction upgrades (interior accessibility, flooring, wall partitions), HVAC upgrades (heating and air conditioning), electrical upgrades (power supplies, distribution systems, fire protection systems) and plumbing upgrades (washrooms, water fountains, re-piping).</p> <p>Strategic Recommendation 6.4.1 & 6.4.2 - Reduce Deferred Maintenance - Advocate for additional government funding in the forms of the Annual Facilities Grant and School Enhancement Program to reduce any deferred maintenance and extend the useful life of schools."</p>	New section and strategic recommendation detailing SEP program
6.4.2	School Enhancement Program (New Section)		<p>"Strategic Recommendation 6.4.1 & 6.4.2 - Reduce Deferred Maintenance - Advocate for additional government funding for HVAC system upgrades and replacements to support the improvement of ventilation in school district facilities."</p>	
6.4.3	Carbon Neutral Capital Program (New Section)		<p>"CNCP is a \$5 million annual Provincial program that provides capital funding specifically for energy efficiency projects that lower a school district's carbon emissions. Available funds are based on the bank of carbon offsets collected annually by the Province from the District.</p> <p>When selecting priorities for CNCP funding, a school district should consider the measurable short-term and long-term emission reductions and operational cost savings. CNCP projects should also be coordinated with other capital program needs in the District.</p> <p>Strategic Recommendation 6.4.3 - Support Carbon Neutrality - Advocate for additional government funding in the form of the Carbon Neutral Capital Program, with innovative projects to achieve carbon neutrality."</p>	New Section and strategic recommendation detailing CNCP program
6.4.4	Five-Year Capital Plan	List of projects supported as of June 2019 Report	Updated list to include supported projects as of 2021	Updated to reflect current status of five-year capital plan list.
6.5.4	Schools Requiring Seismic Upgrades	Map of 2018 SRG-3 Seismic Risk Assessments	Updated to reflect current status of seismic projects.	Updated to reflect current status of Seismic projects.
6.5.5	Richmond Project Team		<p>Introduced a new 'Green Action Box' noting that:</p> <p>"Since their inception in early 2018, the Richmond Project Team has completed seismic upgrading at six (6) schools (William Cook Elementary, W.D. Ferris Elementary, Robert. J. Tait Elementary, Mitchell Elementary, Manohah Steves Elementary, and Boyd Secondary) and secured approval from the Ministry of Education for seismic upgrading at five (5) schools (F.A. Tomsett Elementary, Maple Lane Elementary, James McKinney Elementary, William Bridge Elementary, and James Whiteside Elementary).</p> <p>Expansions have also been approved for William Cook Elementary (completed Fall 2020) and F.A. Tomsett Elementary (under construction)."</p>	Updated to add note on progress made by the Richmond Project Team since their inception in early 2018.

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6.5.6	Current and Proposed Seismic Mitigation Program Projects	"Seven of the 35 schools (Cook Elementary, Tait Elementary, Ferris Elementary, Mitchell Elementary, Steves Elementary, Tomsett Elementary, and Boyd Secondary) have been approved by MOE for design/construction, and four elementary schools (Maple Lane, William Bridge Elementary and, James Whiteside Elementary and McKinney) are in the feasibility stage, leaving 24 schools containing at least one high seismic structural risk block and 19 schools requiring substructural upgrades to address Liquefaction Risk."	" Nine of the 35 schools (Cook Elementary, Tait Elementary, Ferris Elementary, Mitchell Elementary, Steves Elementary, Tomsett Elementary, Boyd Secondary, Maple Lane Elementary, and McKinney Elementary) have been approved by MOE for design/construction, and two elementary schools William Bridge Elementary and James Whiteside Elementary) are in the feasibility stage, leaving 24 schools containing at least one high seismic structural risk block and 19 schools requiring substructural upgrades to address Liquefaction Risk."	Revised list of schools that have been approved by MOE for design/construction and schools that are in the feasibility stage.
7	Education Support Facilities - Recommendations		Added the following new Strategic Recommendation: <i>"Develop options and concepts for creating a Conference Centre at a District-owned location for the accommodation of large educational and community events."</i>	New Strategic Recommendation added to reflect the need for permanent Conference space at a District-owned location.
7.1	District Administration Building		Added the following new text: "Significant upgrades to the District Administration Building were completed in Fall 2020. Building upgrades included: - Modernization of the 4th Floor, including addition of a small meeting room and guest workstations - Complete renovation of the 3rd Floor to accommodate the relocation of Finance, Purchasing and Communications & Marketing Departments - Complete renovation of the 1st Floor office areas to accommodate the new District Welcome Centre, consolidated Richmond International Education department, and upgraded finishes to the main lobby - Physical security upgrades to the covered parkade - Installation of electric vehicle charging stations, upgraded building identification signage, exterior pressure washing of the building - Installation of a Carbon Capture Unit to convert CO2 captured from the building's heating system into a stable carbonate used in soaps and detergents. As a result of these upgrades, the FCI is estimated to have been improved from 0.44 to approximately 0.41 with the actual rating to be confirmed by VFA. In addition, Learning Services relocated to an underutilized and renovated wing at Cambie Secondary in summer 2019 to alleviate space issues at the District Administration Building."	Added to provide information on work that has been completed on the District Admin Building.
7.2	Continuing Education		Added the following new text: "At its public meeting on 26 May 2021, the Board of Education approved the relocation of Richmond Continuing Education out of Rideau Park Adult Learning Centre into the repurposed south wing at Mitchell Elementary school which will have 9 classrooms. The new stand alone facility for Continuing Education is to be named Mitchell Education Centre. The facility is scheduled to be renovated and is scheduled for completion in Winter 2022. " At their new location, RCE will be able to provide more services by offering courses in 9 classrooms during the evening and on weekends. The Mitchell Education Centre will not initially accommodate all RCE programs in the District, although future expansions may be made to the facility.	Added to provide information on work that has been completed to improve accommodation of Continuing Education.
7.3	Welcome Centre/Central Registration		Added the following new text within a 'green action box': "A new Welcome Centre was included as part of the upgrades to the School Office that were completed in Fall 2020. The new District welcome centre is located in a renovated space on the 1st floor."	Added to reflect progress made to create an improved District Welcome Centre.

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7.4	Learning and Business Technology Services	"Currently, the Technical & Information Services Department and District Datacentre is located in an 84 year-old former Radio-Canada transmission building at the northwest corner of the McNair Secondary School site (Technology Services Centre), with staff located both at that site and at the School Board Office."	"Currently, Learning and Business Technology Services [LBT], including the Computing Infrastructure and Datacentre, is located in an 86 year-old former Radio-Canada transmission building at the northwest corner of the McNair Secondary School site (Technology Services Centre), with staff located both at that site and at the School Board Office."	Revised Technology & Information Services with new name: Learning and Business Technology Services
7.5	Works Yard	"Works Yard"	Renamed " Facilities Services Centre "	Revised to reflect renaming of the building.
7.6	Richmond International Education	"Administration of Richmond International Education (RIE) is currently based at the District Administration Building with staff also located in the Neighbourhood Learning Centre at Brighthouse Elementary due to lack of space at the District Administration Building. There have been preliminary plans to relocate staff to a renovated space in an elementary school with surplus capacity, however, this is a short term approach to deal with program growth and the processing of visitors. Ideally, RIE administration should be located in a space suited for its needs within a new District Administration Centre."	"Administration of Richmond International Education (RIE) is currently based at the School Board Office [SBO] and has adequate accommodations since the 2019/2020 renovations. RIE administration should be located in a space suited for its needs within a new District Administration Centre."	Revised to reflect accommodation of RIE in the renovated School Board Office (SBO).
7.7	Transportation	"In addition, SD38 provides bussing for students with special needs throughout the District."	"In addition to regular student bussing from remote locations, SD38 provides bussing for students with special needs throughout the District."	Revised text to clarify that bussing is primarily provided to students residing in remote locations.
7.7	Transportation		Added new Strategy Recommendation: "Advocate for additional government funding in the form of the Bus Acquisition Program to support bus fleet electrification."	Add new strategic recommendation to encourage electric busses as our fleet is replaced.
8.1	Land Inventory	"Works Yard"	Renamed " Facilities Services Centre "	Revised to reflect renaming of the building.
8.1	Land Inventory	"Reserved for Future School Development (Dover Park): 3 lots, 1.0 hectares. - Potentially Surplus: 12 lots, 3.3 hectares "	Replaced with: "Undeveloped School Reserves: 15 lots, 4.3 hectares"	Grouped sites reserved for school development and potential surplus sites together as 'undeveloped school reserves'.
8.1.3	Potential Surplus Land Holdings	"total assessed value of \$23,567,000 as illustrated in the table below:"	"total assessed value of \$19,475,000 as illustrated in the table below: REVISED TABLE OF POTENTIAL SURPLUS LAND HOLDINGS"	Revised based on 2021 Property Assessments
8.1.3	Potential Surplus Land Holdings		Added the following new text: "The District may consider designating the former Kilgour Elementary property, as surplus to SD38 needs. The former Kilgour Elementary site is currently leased to the Conseil Scolaire Francophone de la Colombie-Britannique (CSF) and has an assessed value of \$27.5 Million – see Section 8.2.2."	New text added to section making reference to potential future designation of Kilgour Elementary as surplus to SD38 needs.
8.1.3	Potential Surplus Land Holdings		Added the following new text: "Potential surplus holdings should not be disposed of unless they are designated as surplus by the Board of Education and the property is determined not to be needed for school district purposes in the future. Any disposal of real property would have to adhere to District Policy and Regulation 704.1R – Disposal of School Board Land or Improvements (Appendix K), and Ministerial Orders pursuant to the School Act."	
8.2.1	Leases and Rentals - Child Care		Revised to reflect current number of child care leases in place at SD38 elementary schools for 2020-21 school year.	Revised to reflect current number of child care leases in place at SD38 elementary schools for 2020-21 school year.
9	Strategy for Communities of Schools Regions		New Region Maps	Replaced region maps to reflect approved boundary adjustments
9.1	Communities of Schools Regions	"There are a limited number of existing (2018/2019 school year) catchment areas that are split between regions. The following two maps illustrate the overlaps of the Regions for current elementary school catchments (Map 9.2) and for secondary school catchments (Map 9.3)."	Updated maps in S. 9.1, 9.2 & 9.3 to reflect the 2020-21 school year catchments split between regions.	To reflect the approved boundary changes to eliminate catchments split between regions.
9.2	North Central Community of Schools Region	"The North Central Community of Schools Region also includes the north half of Blundell Elementary School's catchment which feeds Richmond Secondary and a portion of Robert J. Tait Elementary School's 2018 Catchment Area that is north of Bridgeport Road and west of Highway 99."	Removed.	Addressed in Phase I of the Comprehensive Boundary Review.

2021 PROPOSED UPDATES TO LONG RANGE FACILITIES PLAN

Chapter	Chapter/Section Name	2019 LRFP	Proposed 2021 Updates (New/updated text in Red)	Commentary
9.2.1	Secondary School Space Utilization Considerations: North Central Region	"Blundell Elementary (school located in the South Central Region) currently is a split feeder catchment, with the north half feeding Richmond Secondary (North Central Region) and the south half feeding Steveston-London Secondary (South Central Region)."	Removed.	Addressed in Phase I of the Comprehensive Boundary Review.
9.2.1	Secondary School Space Utilization Considerations: North Central Region	"Richmond Secondary currently has Ferris, and Brighthouse and the North half of Blundell Elementary within the school's catchment."	"Richmond Secondary currently has Ferris, and Brighthouse and the North half of Blundell Elementary within the school's catchment."	Updated to reflect approved boundary changes.
9.2.1	Secondary School Space Utilization Considerations: North Central Region	"Enrolment at Richmond Secondary is projected to exceed capacity after 2030 while at MacNeill Secondary enrolment will reach capacity by 2033."	"Enrolment at Richmond Secondary is projected to exceed capacity after 2029 while at MacNeill Secondary enrolment will reach approximately 80% capacity utilization by 2035 ."	Updated with 2020-21 school year enrolment
9.2.1	Secondary School Space Utilization Considerations: North Central Region	"Projections and space utilization calculations in this plan do not include a total of 125 international Grade 8-12 students attending North Central Community of Schools in September 2018, including 81 in Richmond Secondary and 44 in MacNeill Secondary."	"Projections and space utilization calculations in this plan do not include a total of 103 international Grade 8-12 students attending North Central Community of Schools in September 2019, including 56 in Richmond Secondary and 47 in MacNeill Secondary." Added the following text: "Due to travel restrictions resulting from the COVID-19, there were a total of 72 international Grade 8-12 students attending North Central Community of Schools in September 2020, representing a 30% decrease from the previous year. It is anticipated that international enrolment will return to previous levels when travel restrictions are lifted."	Updated with 2020-21 school year enrolment
9.2.2	Secondary School Space Utilization Strategy: North Central Region		Added the following text: "The secondary boundary adjustment to eliminate the split feeder catchment for Blundell Elementary (Richmond Secondary to Steveston-London Secondary [Blundell Elementary, north of Blundell Rd]) was approved by the Board of Education on December 11, 2019 to be phased-in (affecting new students only) starting in the 2020/21 school year as part of Phase I of the Comprehensive Catchment Area Boundary Review. Refer to Appendix N for list of approved boundary revisions."	Added to note that the recommendation was approved December 11, 2020.
9.2.4	Elementary Space Utilization Considerations: North Central Region	"The City Centre family of elementary schools is projected to have a combined shortfall of 635 seats by 2027 and 874 seats by 2033 (based on current approved operating capacity for the four schools)."	"The City Centre family of elementary schools is projected to have a combined shortfall of 629 seats by 2029 and 1013 seats by 2035 (based on current approved operating capacity for the four schools)."	Updated with 2020-21 school year enrolment
9.2.4	Elementary Space Utilization Considerations: North Central Region	"Projections and space utilization calculations in this plan do not include a total of 36 international Grade K-7 students attending North Central Community of Schools in September 2018."	"Projections and space utilization calculations in this plan do not include a total of 23 international Grade K-7 students attending North Central Community of Schools in September 2019." Added the following text: "Due to travel restrictions resulting from the COVID-19 Pandemic, there were a total of 6 international K-7 students attending North Central Community of Schools in September 2020, representing a 70% decrease from the previous year. It is anticipated that international enrolment will return to previous levels when travel restrictions are lifted. "	Revised international data with 2019 enrolment and added a note on the impact of COVID-19 on International enrolment in the North Central Region in 2020.
9.2.5	Elementary School Space Utilization Strategy: North Central Region	"Completion by September 2020 of the approved 89 seat addition (Phase 1 expansion) to William Cook, combined with the current completed seismic project under construction."	Replaced with: "Recently completed (September 2020) 89 seat addition (Phase 1 expansion) to William Cook, combined with the completed seismic project."	Updated to reflect completion of Cook Elementary addition
9.2.5	Elementary School Space Utilization Strategy: North Central Region	"The Richmond School District, after considering all space optimization strategies and alternatives pursuant to Section 5.4, may consider consolidation of all Sea Island students at Brighthouse Elementary and then consider repurposing Sea Island for a combination of education support uses, which may include: continuing education, daycare, preschool, K-12 resources, swing space for seismic upgrade projects, and learning support."	"The District , after considering all space optimization strategies and alternatives pursuant to Section 5.4, may consider a permanent consolidation of all Sea Island students at Brighthouse Elementary and then consider repurposing Sea Island for a combination of education support uses, which may include: continuing education, daycare, preschool, K-12 resources, swing space for seismic upgrade projects learning support and/or district conference centre ."	Updated to include consideration of possible future use of Sea Island Elementary as a district conference centre.

2021 PROPOSED UPDATES TO LONG RANGE FACILITIES PLAN

Chapter	Chapter/Section Name	2019 LRFP	Proposed 2021 Updates (New/updated text in Red)	Commentary
9.2.6	North Central Region Elementary Facilities and Seismic Upgrade Considerations		Added the following text: "- Seismic upgrades at William Cook Elementary (structural and liquefaction upgrade/partial replacement/expansion) and W.D. Ferris Elementary (structural) were completed on schedule in Fall 2020."	Updated to note the completions of SMP projects at Cook and Ferris.
9.3.1	Secondary School Enrolment and Space Utilization Considerations: East Region	"- Projections and space utilization calculations in this plan do not include a total of 38 international Grade 8-12 students attending Cambie Secondary in September 2018."	"- Projections and space utilization calculations in this plan do not include a total of 51 international Grade 8-12 students attending Cambie Secondary in September 2019. - Due to travel restrictions resulting from the COVID-19, there were a total of 21 international K-7 students attending East Community of Schools in September 2020, representing a 59% decrease from the previous year. It is anticipated that international enrolment will return to previous levels when travel restrictions are lifted."	Updated with 2020-21 school year enrolment
9.3.2	Secondary School Capacity and Space Utilization Strategy: East Region		Added the following text: "The proposed boundary move of the area of McNair Secondary (East of Highway 99) to Cambie Secondary was considered during Phase I of the Comprehensive Boundary Review and recommended by staff on December 11, 2019 to be deferred to Phase II as further analysis is required to determine implications on student transportation for those in the proposed move area. Timing of Phase II of the Comprehensive Catchment Area Boundary Review is subject to Board direction."	To reflect status of this proposed boundary revision.
9.3.4	Elementary Space Utilization Considerations: East Region	"- Projections and space utilization calculations in this plan do not include a total of 4 international Grade K-7 students attending East Community of Schools in September 2018."	"- Projections and space utilization calculations in this plan do not include a total of 5 international Grade K-7 students attending East Community of Schools in September 2019."	Updated with 2020-21 school year enrolment
9.3.4	Elementary Space Utilization Considerations: East Region	"Hamilton Elementary is projected to grow rapidly with new residential development and an addition to the school will be required by 2025."	"Hamilton Elementary is projected to grow rapidly with new residential development and an addition to the school will be required by 2031."	Revised to reflect updated Hamilton Area Capital Expansion Scenario
9.3.5	Elementary School Capacity and Space Utilization Strategy: East Region	"1. Expansion: A four classroom addition is proposed for Hamilton Elementary as a high priority project in the Five-Year Capital Plan for completion by September 2025."	"1. Expansion: A four classroom addition is proposed for Hamilton Elementary as a high priority project in the Five-Year Capital Plan for completion by September 2031."	Revised to reflect updated Hamilton Area Capital Expansion Scenario
9.3.5	Elementary School Capacity and Space Utilization Strategy: East Region		Added the following text: "- The proposed boundary move of the portion of Robert J. Tait on the west side of Highway 99 and north of Bridgeport Road to R.C. Talmey Elementary was approved by the Board of Education on December 11, 2019 during Phase I of the Comprehensive Boundary Review for implementation in the 2020/21 school year. - During Phase I, the proposed moves of the portions of Daniel Woodward and Kingswood on the east side of Highway 99 to McNeely were both deferred to Phase II of the Comprehensive Boundary Review as it was determined that further analysis is required to determine implications on student transportation. Timing of Phase II of the Comprehensive Catchment Area Boundary Review is subject to Board direction."	To reflect status of these proposed boundary revisions.
9.4	South Central Community of Schools Region		Moved map and paragraph onto same page.	Formatting improvement
9.4.1	Secondary School Space Utilization Considerations: South Central Region	"There is a long term combined secondary school space surplus in the South Central Region of 1,343 seats as of September 2018, which is projected to grow to 1,378 seats by 2023, and to 1,521 seats by 2033, assuming that a proposed boundary move of the area of McNair Secondary east of Highway 99 to Cambie Secondary school is phased in starting in 2021."	"There is a long term combined secondary school space surplus in the South Central Region of 1,341 seats as of September 2020, which is projected to grow decrease to 1,005 seats by 2025, and to 873 seats by 2035."	Updated with 2020-21 school year enrolment

2021 PROPOSED UPDATES TO LONG RANGE FACILITIES PLAN

Chapter	Chapter/Section Name	2019 LRFP	Proposed 2021 Updates (New/updated text in Red)	Commentary
9.4.1		"- Projections and space utilization calculations in this plan do not include a total of 358 international Grade 8-12 students attending South Central Community of Schools in September 2018, including 113 in Steveston-London Secondary, 104 in McRoberts Secondary, 75 in McNair Secondary and 66 in Palmer Secondary."	"- Projections and space utilization calculations in this plan do not include a total of 331 international Grade 8-12 students attending South Central Community of Schools in September 2019, including 100 in Steveston-London Secondary, 92 in McRoberts Secondary, 76 in McNair Secondary and 63 in Palmer Secondary. - Due to travel restrictions resulting from the COVID-19, there were a total of 231 international Grade 8-12 students attending South Central Community of Schools in September 2020, representing a 30% decrease from the previous year. It is anticipated that international enrolment will return to previous levels when travel restrictions are lifted."	Updated with 2020-21 school year enrolment
9.4.2	Secondary School Capacity and Space Utilization Strategy: South Central Region		Added the following new text: "The proposed boundary move of the area of McNair Secondary (East of Highway 99) to Cambie Secondary was considered during Phase I of the Comprehensive Boundary Review and recommended by staff on December 11, 2019 to be deferred to Phase II. Timing of Phase II of the Comprehensive Catchment Area Boundary Review is subject to Board Direction"	To reflect status of this proposed boundary revision.
9.4.2	Secondary School Capacity and Space Utilization Strategy: South Central Region		Added the following new text: "The proposed boundary move for the area in the north half of Blundell Elementary catchment from Richmond Secondary to Steveston-London Secondary to eliminate the split feeder catchment for Blundell Elementary in order to keep student cohorts together in secondary school was approved by the Board of Education on December 11, 2019 during Phase I of the Comprehensive Boundary Review for implementation in the 2020/21 school year."	To reflect status of this proposed boundary revision.
9.4.2	Secondary School Capacity and Space Utilization Strategy: South Central Region		Added the following new text: "Space optimization strategies and alternatives identified in Section 5.4 to decrease the combined seat surplus for secondary schools in the South Central Region will be considered in Phase II of the Comprehensive Boundary Review."	To reflect status of reducing combines seat surplus of secondary schools in South Central Region.
9.4.2	Secondary School Capacity and Space Utilization Strategy: South Central Region		Added the following new text: "The proposed boundary move of the area of McRoberts Secondary (Lee Elementary catchment, west of Garden City Rd) to McNair Secondary was considered during Phase I of the Comprehensive Boundary Review and recommended by staff on December 11, 2019 to be deferred to Phase II. Timing of Phase II of the Comprehensive Catchment Area Boundary Review has been deferred to Phase II."	To reflect status of this proposed boundary revision.
9.4.2	Secondary School Capacity and Space Utilization Strategy: South Central Region		Added the following new text: "A consolidation of McNair Secondary and Palmer Secondary catchments as a single secondary catchment, with the McNair catchment east of Highway 99 moving to H.J. Cambie Secondary, should also be considered if the Secondary French Immersion Program stays at McRoberts Secondary."	New recommendation added, consistent with deferral of proposed boundary move of the area of McNair Secondary to Cambie Secondary
9.4.4	Elementary Enrolment and Space Utilization Considerations: South Central Region	"There is a long term combined elementary school space surplus in the South Central Region of 439 seats as of September 2018, which is projected to grow to 644 seats by 2023 and to decrease slightly to 502 by 2033."	"There is a long term combined elementary school space surplus in the South Central Region of 655 seats as of September 2018, which is projected to decrease to 644 seats by 2023 and to decrease slightly to 502 by 2033."	Typo, updated to align with Appendix B and current enrolment projections.

2021 PROPOSED UPDATES TO LONG RANGE FACILITIES PLAN

Chapter	Chapter/Section Name	2019 LRFP	Proposed 2021 Updates (New/updated text in Red)	Commentary
9.4.4	Elementary Enrolment and Space Utilization Considerations: South Central Region	"- Projections and space utilization calculations in this plan do not include a total of 62 international Grade K-7 students attending South Central Community of Schools in September 2018."	"- Projections and space utilization calculations in this plan do not include a total of 83 international Grade K-7 students attending South Central Community of Schools in September 2019. - Due to travel restrictions resulting from the COVID-19, there were a total of 44 international Grade K-7 students attending South Central Community of Schools in September 2020, representing a 47% decrease from the previous year. It is anticipated that international enrolment will return to previous levels when travel restrictions are lifted."	
9.4.4	Elementary Enrolment and Space Utilization Considerations: South Central Region	"- There is a long term combined elementary school space surplus in the South Central Region of 439 seats as of September 2018, which is projected to grow to 644 seats by 2023 and to decrease slightly to 502 by 2033."	"- There is a long term combined elementary school space surplus in the South Central Region of 439 seats as of September 2018, which is projected to decrease to 282 seats by 2025 and to increase to 466 by 2035."	Revised to reflect 202-21 school year and updated enrolment projections.
9.4.5	Elementary School Capacity and Space Utilization Strategy: South Central Region	"Walter Lee Elementary is the closest elementary school to Whiteside Elementary with long term space surplus and room to accommodate the Late French Immersion program."	"Walter Lee Elementary and Howard DeBeck Elementary have long term space available for a possible Late French Immersion Program move from James Whiteside Elementary."	Updated to specify the consideration of Walter Lee Elementary and Howard DeBeck Elementary as possible locations for the LFI program currently located at Whiteside Elementary.
9.4.5	Elementary School Capacity and Space Utilization Strategy: South Central Region		Added the following new text: "The proposed moves of the portions of Daniel Woodward and Kingswood on the east side of Highway 99 to McNeely Elementary were considered for approval during Phase I of the Comprehensive Boundary Review, and both were deferred to Phase II as it was determined that further analysis is required to determine implications on student transportation. Timing of Phase II of the Comprehensive Catchment Area Review is subject to Board Direction."	To reflect status of this proposed boundary revision.
9.4.6	South Central Region Elementary Facilities Conditions and Seismic Upgrade Considerations		Added the following new paragraph: "Seismic upgrades are proceeding for four elementary schools in the South Central Region Seismic Elementary – construction is well underway at Maple Lane Elementary (structural and liquefaction upgrade, completion late Fall 2021) and at James McKinney Elementary (structural and liquefaction upgrade, completion late Spring 2022), while construction is expected to start at James Whiteside, and William Bridge in Fall 2021 and complete by Fall 2023. Upon completion, these projects will greatly improve the FCI at these locations."	Revised to reflect the current status of seismic upgrades in the South Central Region.
9.5.1	Secondary School Space Utilization Considerations: West Region	"- Projections and space utilization calculations in this plan do not include a total of 271 international Grade 8-12 students attending West Community of Schools in September 2018, including 146 in Burnett Secondary, 57 in Boyd Secondary and 6851 McMath Secondary."	"- Projections and space utilization calculations in this plan do not include a total of 216 international Grade 8-12 students attending West Community of Schools in September 2019, including 108 in Burnett Secondary, 57 in Boyd Secondary and 51 McMath Secondary. - Due to travel restrictions resulting from the COVID-19, there were a total of 142 international Grade 8-12 students attending West Community of Schools in September 2020, representing a 34% decrease from the previous year. It is anticipated that international enrolment will return to previous levels when travel restrictions are lifted."	
9.5.1	Secondary School Space Utilization Considerations: West Region	"A seismic upgrade project is being completed in Fall 2020 at Boyd Secondary that will reduce the schools capacity from 900 to 800 when completed by September 2020."	"A seismic upgrade project was completed in Fall 2020 at Boyd Secondary that reduced the schools capacity from 900 to 800."	Updated to reflect completion of project.
9.5.2	Secondary School Space Utilization Strategy: West Region		Added the following: "- Proposed secondary boundary moves a) and b) were approved by the Board of Education on December 11, 2019 during Phase I of the Comprehensive Catchment Area Boundary Review for implementation in the 2020/21 school year."	To reflect status of these proposed boundary revisions.

2021 PROPOSED UPDATES TO LONG RANGE FACILITIES PLAN

Chapter	Chapter/Section Name	2019 LRFP	Proposed 2021 Updates (New/updated text in Red)	Commentary
9.5.4	Elementary Space Utilization Considerations: West Region	"There is a long term combined elementary school space surplus in the West Region of 630 seats as of September 2018, which is projected to grow to 777 seats by 2023 and then decrease to 602 by 2033. The surplus is equivalent to the size of up to two medium-sized elementary schools. Enrolment at six of the 12 elementary schools in the West Region have significant surplus capacity, with enrolment projections indicating that this space surplus will continue for the foreseeable future."	"There is a long term combined elementary school space surplus in the West Region of 708 seats as of September 2020, which is projected to decrease to 605 seats by 2025 and then increase to 884 by 2035. The surplus is equivalent to the size of up to two medium-sized elementary schools. Enrolment at six of the 12 elementary schools in the West Region have significant surplus capacity, with enrolment projections indicating that this space surplus will continue for the foreseeable future."	
9.5.6	West Region Elementary Facilities Conditions and Seismic Upgrade Considerations		Added the following new text: "The seismic upgrades of John G. Diefenbaker Elementary and Alfred B. Dixon Elementary have been identified by the District as priorities 1 and 2 for the Provincial Seismic Mitigation Program in the 2022/2023 Five-Year Capital Plan."	Text added to note that the remaining West Region schools that require seismic upgrading have been included in the 2022/2023 Five-Year Capital Plan.
9.6	Strategy for Other Facilities, Programs and Administrative Resources (TEXT & MAP)	"Works Yard"	Renamed "Facilities Services Centre"	Revised to reflect renaming of building.
9.6.1	Education Support Facilities Considerations	"The location of the Welcome Centre main office in the District Education Building creates congestions issues, both in the lobby and the parking lot, during peak times of the year."	Replaced with the following new text: "As recommended in the LRFP, the District Welcome Centre was established in the 1st Floor of the School Board Office [SBO] in Fall 2020."	Revised text to reflect progress made in accommodating the District Welcome Centre within the 1st floor of the SBO.
9.6.1	Educational Support Facilities Considerations	"The location of offices for settlement workers in temporary accommodation within an elementary school provides challenges for integrating the temporary accommodation with current K-7 instructional space needs, parking and access within the host school."	"Due to insufficient space and parking at the SBO, offices for settlement workers and cultural interpreters are still located on the 2nd floor of James Gilmore Elementary, which provides challenges for integrating the temporary accommodation with current K-7 instructional space needs, parking and access within the host school."	Revised text to clarify that settlement workers and cultural interpreters are located at James Gilmore Elementary.
9.6.1	Education Support Facilities Considerations	"Works Yard"	Renamed "Facilities Services Centre"	Revised to reflect renaming of building.
9.6.3	Property Management Strategy Leases and Rentals a) Child Care	"The Province has recently introduced the Child Care New Spaces Fund (CCNF) that the District will explore with stakeholders, City of Richmond and Ministry of Education to determine site arrangements for creating more permanent locations child care providers."	"In 2020, the Province introduced the Child Care New Spaces Fund (CCNSF), which the District applied for and obtained capital funding for the development of a new child care centre at F.A. Tomsett Elementary. The District continues to explore with stakeholders, City of Richmond and Ministry of Education potential site arrangements for creating more permanent locations for child care providers. As new calls for CCNSF proposals arise, the District should take advantage by making applications."	Updated section on child care leases with more information on work being don't by the District to create new child care spaces.
Appendix B	Projected Enrolment and Operating Capacity by Community of Schools Region		Updated with revised current enrolment and projected enrolment data.	Revised maps with 2020 enrolment and updated enrolment projections for 2025 and 2035.
Appendix C	Proposed Residential Development & Projected Student Yield by Region		Updated with revised catchments and November 2020 active development application data.	Revised maps with November 2020 active development data.
Appendix D	Families of Schools and Split Feeder Catchment Analysis		Updated with new families of schools graphic and reduced number of split feeder catchments.	Revised to reflect the current number of split-feeder school catchments.
Appendix L	Child Care Related Demographic Analysis & Space Inventory		Updated map with 2020-21 child care facilities on school sites.	Updated map with 2020-21 child care facilities on school sites.
Appendix N	Approved Boundary Changes		New Appendix - added with list of approved boundary revisions (approved in June 2019)	

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

EDUCATION COMMITTEE PUBLIC MEETING MINUTES

Minutes of a PUBLIC meeting of Education Committee held virtually via Zoom on Wednesday, October 20, 2021 at 6:00 pm.

Present:

Heather Larson, Chairperson
Donna Sargent, Vice-Chairperson
Richard Lee, Trustee Member
Norm Goldstein, Trustee
Sandra Nixon, Trustee
Debbie Tablotney, Trustee
Scott Robinson, Superintendent of Schools
Lynn Archer, Assistant Superintendent
Emmanuel Adjei-Achampong, Richmond Association of School Administrators
Liz Baverstock, President, Richmond Teachers' Association
JW Cho, Executive Member, Richmond Teachers' Association
Taffy Jackson, Richmond Management And Professional Staff
Dionne McFie, Past President, Richmond District Parents Association
April Pikkarainen, Richmond Association of School Administrators
Joanne Rooney, Richmond Association of School Administrators
Aviva Vaughn, Richmond Association of School Administrators
Helen Shen, Executive Assistant (Recording Secretary)

Members of the Public:

The meeting was called to order at 6:05 pm.

1. ADOPT AGENDA

The agenda was adopted as circulated.

2. APPROVE MINUTES

The minutes of the meeting held Wednesday, June 16, 2021 were approved as circulated.

3. ENHANCING STUDENT LEARNING REPORT

Staff provided an overview of the structure of the report, which is organized in four main sections: intellectual development, human and social development, career development, and specific student population including Indigenous students, children in care, and students with diverse abilities and/or disabilities. The report to the Ministry of Education is required to be submitted by September 30th each year. The District, through Education Committee meetings,

will be referring to the report throughout the school year to continue working on strategies to enhance student success as part of the Board's strategic plan.

4. DRAFT K-12 REPORTING POLICY

Staff provided the background to the K-12 reporting policy and reviewed the draft reporting policy. Upon receiving comments from representatives of the Richmond Teachers' Association and Richmond District Parent Association, District staff advised stakeholder representatives to provide their feedback to the Ministry as part of the [Ministry of Education's engagement process](#), which will close on November 5, 2021.

5. NEXT MEETING DATE – NOVEMBER 17, 2021.

6. ADJOURNMENT

The meeting adjourned at 7:05 pm.

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

FACILITIES AND BUILDING COMMITTEE MEETING MINUTES

Minutes of a **PUBLIC** meeting of the Facilities and Building Committee held via Zoom Meeting Link, on Wednesday, October 6, 2021 at 4:30 p.m.

Present:

Ken Hamaguchi, Committee Chairperson
Norman Goldstein, Committee Vice-Chairperson
Heather Larson, Trustee Member
Deborah Tablotney, Trustee Alternate*
Cindy Wang, Secretary Treasurer
Frank Geyer, Executive Director, Facilities Services
Liz Baverstock, President, Richmond Teachers' Association
Steve Wenglowksi, 2nd Vice President, Richmond Teachers' Association
Jason Leslie, Richmond Association of School Administrators
Joel Canlas, Richmond Management and Professional Staff
Andrew Scallion, President, Richmond District Parents Association
Hugo Madeira, Vice President, Richmond District Parents Association
Dionne McFie, Past President, Richmond District Parents Association
Joyce Coronel, Executive Assistant (Recording Secretary)

*Present for a portion of the meeting

The meeting began by introductions of attendees at 4:40 pm.

1. APPROVAL OF AGENDA

The agenda was approved as circulated.

2. APPROVAL OF MINUTES

Minutes from the June 2, 2021 meeting were approved as circulated.

3. FACILITIES PLANNING UPDATE [standing item]

Nil

4. RICHMOND PROJECT TEAM UPDATE [standing item]

Information on this agenda item was included in the Facilities Services Update.

5. FACILITIES SERVICES UPDATE

The Executive Director, Facilities Services spoke to his report as included in the agenda package. Updates from the various Facilities Services departments include:

- **Planning Team:**
 - Analysis of 2021/22 actual enrolment vs. projections
 - Determination of proposed sites for a new childcare facility under the Childcare BC New Spaces Fund
 - Preparation for a Facilities Board Workshop on October 25, 2021
- **Richmond Project Team:**
 - Substantial completion of seismic upgrades at Mitchell Elementary and Manoah Steves Elementary
 - Expecting substantial completion of seismic upgrades at Maple Lane Elementary in October 2021
 - Ongoing seismic upgrading at McKinney Elementary
 - Completion of new classroom block at Tomsett Elementary
 - Completion of new childcare room and outside play space at Tait Elementary

Trustee Deborah Tablotney left the meeting at 4:52pm.

Following inquiry from the President, Richmond Teachers' Association on the status of the Mitchell Education Centre, the Executive Director, Facilities Services clarified that engineers are currently conducting due diligence to ensure the project meets seismic requirements and codes.

- **Maintenance:**
 - Roofing replacements at various schools
 - Building envelope restorations at 5 elementary schools
 - LED lighting upgrades at Steveston-London Secondary and School Board Office underway
 - Filter changes and equipment maintenance in schools with mechanical ventilations systems
 - Maximized amount of fresh outside air and increased air exchanges in accordance with provincial guidelines

Discussion ensued on air ventilation in schools and measures taken by the District to ensure compliance with school ventilation guidelines. The Executive Director, Facilities Services also explained the Ministry of Education's funding approval process for HVAC projects.

- **Operations and Transportation:**
 - Hired additional day custodians
 - Maintained portable handwashing stations
 - Prepared buses for increased student volumes
 - Reopened rental facilities in schools subject to provincial health guidelines

- ***Other updates:***

- Successfully launched a new enterprise asset management system called “AssetPlanner”
- Completed Operations and Rentals Department independent review and recommendation report
- Updated Facilities Services website to: <https://facilities.sd38.bc.ca>

The Chairperson expressed his appreciation to the Executive Director, Facilities Services for his detailed report.

6. MINUTES FOR INFORMATION

(a) CHILD CARE DEVELOPMENT ADVISORY COMMITTEE MEETING

Nil

7. NEXT MEETING DATE – Wednesday, November 3, 2021 at 4:30pm

8. ADJOURNMENT

The meeting adjourned at 5:37 pm.

Respectfully Submitted,

Ken Hamaguchi, Chairperson
Facilities and Building Committee

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

FINANCE & LEGAL COMMITTEE PUBLIC MEETING MINUTES

Minutes of a **PUBLIC** meeting of the Finance & Legal Committee held via Zoom meeting link, on Wednesday, September 22, 2021 at 11:00 a.m.

Present:

Deborah Tablotney, Chairperson
Ken Hamaguchi, Vice-Chairperson
Richard Lee, Trustee Member
Heather Larson, Trustee Alternate
Rick Ryan, Deputy Superintendent
Cindy Wang, Secretary Treasurer
Maria Fu, Assistant Secretary Treasurer
Laura Buchanan, Executive Director, Human Resources
Frank Geyer, Executive Director, Facilities Services/Richmond Project Team
Liz Baverstock, President, Richmond Teachers' Association
Tim Mccracken, 1st Vice President, Richmond Teachers' Association
Ian Hillman, President, CUPE*
Tanya Major, President, Richmond Association of School Administrators
Roger Corbin, Richmond Management Administrators Professional Staff
Andrew Scallion, President, Richmond District Parents Association
Dave Madeira, Vice President, Richmond District Parents Association
Dionne McFie, Immediate Past President, Richmond District Parents Association
Joyce Coronel, Executive Assistant (Recording Secretary)

**Joined the meeting while in progress*

The Chairperson called the meeting to order at 11:02 am

1. APPROVAL OF AGENDA

The agenda was adopted as circulated.

2. APPROVAL OF MINUTES

The minutes of the May 19, 2021 public meeting were approved as circulated.

3. HUMAN RESOURCES STAFFING UPDATE

The Executive Director, Human Resources spoke to her report as included in the agenda package. She provided an update on the expenditures for the Foundations of a Healthy Workplace program during the 2020/2021 school year in the total amount of \$124,400, which includes LifeSpeak, Calm App Subscription, and Shingles vaccination programs, among others. She also highlighted the significant increase in employee usage of the Employee Assistance Program (EAP) from approximately 1,300 hours of counselling support per year to 2,400 hours for the period of September 2020 to August 2021. The consequent increase in cost was funded by federal funding.

A finalized plan of program offerings for the 2021/2022 school year will be shared in a future Committee meeting after consultation with employee stakeholder groups.

**Ian Hillman, President, CUPE joined the meeting at 11:08 am.*

The President, Richmond Teachers Association expressed the need for Board advocacy for more federal or provincial funding for school restart. Trustees agreed to continue to support the program and advocate for more funding.

Discussion ensued on the details of Health Assessment Services offered to employees.

The Chairperson facilitated the introduction of attendees before proceeding with the next item on the Agenda.

4. TRUSTEES' EXPENSES FOR THE 3 MONTHS ENDING JUNE 30, 2021

It was agreed that a **RECOMMENDATION** be forwarded to the October 27, 2021 meeting of the Board:

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 June 30, 2021, in the amount of \$2,368.17.

5. 2019/2020 and 2020/2021 BUDGET ADJUSTMENTS UPDATE

The Assistant Secretary Treasurer spoke to her report as included in the agenda package. She provided a summary and status update on the budget adjustments approved by the Board in the 2019/2020 and 2020/2021 budget process. She further advised that due to Covid-19, the majority of the projects that were approved to be completed by June 30, 2021 has been deferred to 2021/2022.

In response to an inquiry from the President, Richmond Teachers Association on whether there will be an opportunity to reallocate funds, the Assistant Secretary Treasurer clarified that reallocation of funds would have to be approved by the Board.

6. 2021 ONE-TIME FEDERAL AND PROVINCIAL SAFE RETURN TO SCHOOL GRANT

The Assistant Secretary Treasurer spoke to her report as included in the agenda package which includes a summary of the one-time Safe Return to School funding from the federal and provincial government during the 2020/2021 school year. She noted that the School District has spent all these funds to support the provision of safe learning environment during the pandemic.

7. SELECT STANDING COMMITTEE BUDGET 2022

The Chairperson highlighted two key messages of the Board's Advocacy Letter to the Select Standing Committee on Finance and Government Services:

1. Provincial funding to support COVID recovery in schools
2. Continued investment in seismically safe schools and major capital projects

The Chairperson added that the presentation went well and the School District's concerns were heard by the Committee.

8. NEXT MEETING DATE – WEDNESDAY OCTOBER 20, 2021 at 11:00 am

9. ADJOURNMENT

The meeting adjourned at 11:43 am.

Respectfully Submitted,

Deborah Tablotney, Chairperson
Finance & Legal Committee

Report to the Board of Education (Richmond) PUBLIC

DATE: November 24, 2021

FROM: Deborah Tablotney, Chair, Finance and Legal Committee

SUBJECT: Trustees' Expenses for the Three Months Ending September 30, 2021

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 September 30, 2021, in the amount of \$870.00.

BACKGROUND

Pursuant to the *School Act*, the board is required to approve by resolution expenses incurred by Trustees.

During the three-month period ended September 30, 2021 expenses totaling \$870.00 were paid to the Trustees.

In accordance with the requirements of the *School Act*, would the Finance & Legal Committee please consider the recommendation noted.

FINANCIAL IMPACT

Charges to the Board for the three-month period ending September 30, 2021, total \$870.00.

CONCLUSION

The Finance & Legal Committee recommends the Board approve Trustees' expenses for the three months ending September 30, 2021.

Respectfully submitted,

Deborah Tablotney, Chair
Finance and Legal Committee

Attachment: Trustees' Expenses for the 3 months ending September 30, 2021

TRUSTEES EXPENSES

DATE	DESCRIPTION	N. GOLDSTEIN	K. HAMAGUCHI	H. LARSON	R. LEE	S. NIXON	D. SARGENT	D. TABLOTNEY	TOTAL
2021-07-07	Cell phone reimbursement - July 2021	40.00	50.00	50.00	50.00	50.00		50.00	290.00
2021-08-05	Cell phone reimbursement - Aug 2021	40.00	50.00	50.00	50.00	50.00		50.00	290.00
2021-09-15	Cell phone reimbursement - Sept 2021	40.00	50.00	50.00	50.00	50.00		50.00	290.00
	TOTALS PAID: July 1 to Sept 30, 2021	120.00	150.00	150.00	150.00	150.00	0.00	150.00	870.00

Report to the Board of Education (Richmond) Public

DATE: November 24, 2021

FROM: Trustee Sandra Nixon, Chairperson, Policy Committee

SUBJECT: **Policy 310/310-R: *Emergency Management***

RECOMMENDATION

IT IS RECOMMENDED THAT the Board of Education (Richmond) approve **Policy 310/310-R: *Emergency Management*** to replace Policy 504.9/504.9-R Emergency Situations.

BACKGROUND

Policy 504.9 & 504.9-R Emergency Situations were adopted on March 5, 1990. Over the course of time, considerable changes have taken place in emergency management protocols for school districts. The attached draft revision of the Emergency Management Policy and Regulation document are reflective of legislative requirements and current best practices in this critical area.

The Ministry of Education has developed an Emergency Management Planning Guide for Schools, Districts and Authorities which incorporates legislative requirements for districts and outlines essential elements of a comprehensive Emergency Management Cycle. The draft Policy and Regulation revisions are aligned with the Ministry of Education Planning Guide.

CONSULTATION

At this time, the Board of Education has Policy 504.9 & 504.9-R Emergency Situations. The draft Policy and Regulation revisions (renumbered and renamed) are attached as Policy 310 & 310-R Emergency Management. These policies were reviewed at the April 19th, May 17th, and June 14th, 2021 Policy Committee meetings. The policy was then entered into the Stakeholder Consultation process for questions and feedback by August 31, 2021. At the September 27, 2021 Policy Committee meeting feedback received from the Richmond Teachers' Association was incorporated into the regulation and the Committee agreed that it now come to the Board for final approval.

SUMMARY

The Richmond Board of Education has as its highest priority the safety of students and staff and upholds the duty of care that is expected from our school community. The Board is responsible for ensuring that emergency management policy is established, outlining protocols to be practiced and activated as required by provincial legislation and regulations.

Respectfully Submitted,

*Sandra Nixon, Chairperson
Policy Committee*

Definitions:

Policies define guiding values, overall purposes, and specific goals. They indicate, as directly and concisely as possible, what the Board wants and why.

Regulations define required actions. They indicate how and by whom the Board requires things to be done.

Administrative guidelines are developed and maintained by the Superintendent to complement policies and regulations developed by the Board by providing additional or more detailed procedures and expectations when that is deemed necessary by either the Superintendent or the Board.

Attachments:

*Proposed Policy 310: Emergency Management
Proposed Regulation 310-R*

ADMINISTRATION:

Policy 310

EMERGENCY MANAGEMENT

The Richmond Board of Education has as its highest priority the safety of students and staff, and upholds the duty of care that is expected from our school community.

The District is responsible for ensuring that Emergency Management protocols are established, practiced and appropriately activated as required by provincial legislation and regulations.

Adoption:

ADMINISTRATION:

Policy 310-R

EMERGENCY MANAGEMENT

Being ready to address different scenarios in collaboration with first responders and relevant community agencies takes considerable preparation on the part of school and district staff. The district engages with an ongoing emergency management cycle in order to provide thoughtful and effective emergency response to our schools and district facilities. All school district facilities must have staff trained in how to manage emergency situations that may arise.

DEFINITIONS

All-Hazard: Any incident or event, natural or human caused, that requires an organized response by public, private, and/or governmental entity in order to protect life, public health and safety, and minimize any disruption of government, social, and economic services.

Critical Incident: Any incident, whether natural or human-caused, that has a negative emotional impact on those affected resulting in a state of stress or discomfort and feelings of loss of control.

Disaster: An event, generally considered to have an even greater impact than an emergency, caused by an accident, fire, explosion or technical failure, or by the forces of nature, and has resulted in serious harm to the health, safety and/or welfare of people, or in widespread damage to property.

Emergency: An event or circumstance that is caused by accident, fire, explosion, technical failure, human action or force of nature, that requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare and/or a person or to limit damage to property.

Emergency Management Cycle: An ongoing process to prevent, prepare for, respond to, and recover from an incident.

Incident Command System: A standardized on-site management system designed to enable effective, efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure.

DUTY OF CARE

As the employer, the Board of Education is responsible, pursuant to the Workers Compensation Act and Occupational Health and Safety Regulation, for the safety of employees.

The Supreme Court of Canada has articulated that "The standard of care to be exercised by school authorities in providing for the supervision and protection of students for whom they are responsible is that of a careful or prudent parent."

In the event of an emergency, staff must ensure that students are cared for until they are safely reunited with their parents or guardians.

DISTRICT RESPONSE PROTOCOLS

The district models emergency response protocols on the British Columbia Emergency Response Management System (BCERMS) which outlines the following priorities:

- Keep students and staff safe.
- Make sure that staff understand clear and consistent standards and procedures to follow.
- Clearly define roles and responsibilities.
- Ensure that communications and protocols are aligned with community partners (e.g., First Responders).
- Minimize disruptions and return to normal as soon as possible.

The district follows the Ministry of Education's Emergency Management Planning Guide for Schools, Districts and Authorities which outlines key elements of the Emergency Management Cycle:

Pre-Event Planning

Effective emergency management begins with ongoing assessment, prevention, planning, and training in preparation for the potential of an emergency situation.

Emergency Event

In the event of an emergency, the district operationalizes the All-Hazards Approach to emergency management. The All-Hazards Approach incorporates five key responses that must be activated appropriately based on the context of an emergency.

Drop-Cover-Hold On
Activated in an event such as an earthquake, where the physical structure becomes unstable. Students and staff must go into a drop-cover-hold on position to reduce the risk of injury.
Evacuation
Activated when the building or area becomes unsafe. In an evacuation, students and staff are to leave the building and go to a previously identified location outside of the building. If it is safe to do so, students and staff are able to re-enter the building.
Shelter-in-Place
Activated when a situation outside of the school is not safe e.g., coyote in proximity to the school. For personal safety, it is important for students and staff to remain inside the school. Exterior doors are locked and monitored to allow students and staff to enter. Once inside, no one leaves the building.
Hold and Secure
Activated by the RCMP when it is necessary to secure the school because there is a security threat occurring in close proximity. Exterior doors are locked and monitored to allow students and staff to enter. Once inside, no one leaves the building.
Lockdown
Activated in response to a significant act or threat of violence. If a lockdown is initiated by the principal, 911 is contacted for immediate response from the RCMP and other support agencies as necessary. Exterior doors and interior classroom doors are locked and no individual is permitted in or out of any area. Only the RCMP are permitted access to the school until the lockdown is over.

Student Reunification Protocol

The district Student Reunification Protocol requires the establishment of a designated area for staff and students to gather in the event of an emergency that requires evacuation of a district facility and activation of the protocol. The district is committed to the reunification of students with their parents as quickly as possible. Supervision of students until they are safely reunited with their parents or designated caregiver is the responsibility of school staff.

Post-Event Recovery

The following elements will require attention post-event:

- Emotional and psychological supports.
- Physical and structural needs of district facilities.
- Continuity of operations (e.g., alternate site arrangements).
- Restoring learning.
- Debriefing to support moving forward.

Violence Threat Risk Assessment (VTRA) Protocol

The Violence Threat Risk Assessment Protocol is one important aspect of the Ministry of Education's Expect Respect & A Safe Education (*erase*) Strategy. The Board of Education and our community partners are committed to making our schools safe for all students, staff and community members. As a result, we are committed to responding in a multi-disciplinary approach to all student behaviours that pose a potential risk to self or other students, staff and members of the community.

Violence Threat Risk Assessment

WE ARE IN THIS TOGETHER

Together we must commit to intervening in all situations in which students may be posing a threat to themselves or others. Parents, staff, students, and community members must report threat-related behaviours to the principal and/or appropriate authorities such as the RCMP or Child and Youth Mental Health.

WHAT IS A THREAT?

A threat is any expression of intent to do harm or to act out violently.



WHO IS PART OF THE THREAT ASSESSMENT TEAM?

Each school has a threat assessment team that includes a school administrator and counsellor. Schools are further supported by district personnel, the RCMP, and other support agencies as appropriate.



WHAT IS THE PURPOSE OF A THREAT ASSESSMENT?

- Ensure the safety of the school community
- Understand the context of the threat(s)
- Assess the factors contributing to the behaviours
- Develop an intervention plan



WHAT HAPPENS IN A THREAT ASSESSMENT PROCESS?

The assessment process starts with a commitment to address all threat-making behaviours. Parents and the student(s) involved will be interviewed to determine the level of risk, and to collaboratively develop an intervention plan to support any student(s) involved in threat-making behaviours. A support plan will also be developed to support anyone in the school community that has been impacted by the threat(s).

GATHERING OF INFORMATION

The district will gather information in compliance with privacy laws. Information gathering will only be undertaken when there is reasonable cause to believe that a risk exists. Relevant information collected as part of a threat assessment process may be provided to the RCMP.

Superintendent

The superintendent will ensure that emergency management policy and regulations are followed and that the chairperson of the Board of Education is updated in a timely way when a serious incident occurs.

Additional responsibilities include:

- Overseeing the development, maintenance and review of the District Emergency Management Plan (DEMP).
- Ensuring that School and Site Emergency Management Plans (SEMP) are up-to-date.
- Making staff training available and aligned with response protocols.
- Serving as the District Incident Commander and activating the District Emergency Operations Centre (DEOC) as appropriate.
- Reporting emergencies, disasters and critical incidence to the Ministry of Education.
- Reporting annually to the Board of Education on the state of the district's emergency preparedness.
- Updating stakeholder presidents in a timely manner and on a needs basis when a serious incident occurs.

Principal or Site Manager

The principal or site manager is responsible for the safe operation and management of the school or site at all times. In the event of an on-site emergency, the principal or site manager maintains responsibility until first responders arrive, at which point responsibility is shared based on context. In all school or district site-based emergency situations, the principal or site manager serves as the Site Incident Commander using the All-Hazards Approach. During a significant emergency event, the principal or site manager will initiate the Incident Command System (ICS).

Principals and site managers are responsible for:

- Ensuring that an up-to-date School or Site Emergency Management Plan (SEMP) is in place.
- Scheduling emergency drills on an annual basis.
- Maintaining a safe and orderly facility to the best extent possible during an emergency.
- Supervision of students until they are safely reunited with their parents or guardians.

School Staff

All school personnel, including teachers, education assistants, clerical, maintenance staff and others, are expected to be familiar with the School Emergency Management Plan (SEMP) and to understand their particular role(s) in carrying it out.

Students

Students have a responsibility to understand emergency routines to the best of their abilities and to follow instructions given by school staff.

Adoption:

Parents and Guardians

Parents play an important role in support of the School Emergency Management Plan (SEMP) by:

- Ensuring that they are aware of the School Emergency Management Plan (SEMP).
- Providing up-to-date information regarding contact, medical, and student release information.
- Following the guidance provided when an emergency is taking place.
- Participating in drills or exercises related to emergency preparedness (including student release drills), when invited to do so by the principal.
- Encouraging their child to take drills seriously.
- Assisting with the acquisition and organization of emergency supplies on an ongoing basis.

First Responders

First responders (e.g., police, fire, paramedics) work at the site-level of an emergency event. Activities of first responders may include securing the perimeter, providing medical response, firefighting, and managing crowds or evacuation zones. First responders work in collaboration with the principal or site manager when arriving on-site.

Report to the Board of Education (Richmond) Public

DATE: November 24, 2021

FROM: Trustee Sandra Nixon, Chairperson, Policy Committee

SUBJECT: **Policy 204/204-R:** *Creation and Revision of Policy and Regulations*

RECOMMENDATION

IT IS RECOMMENDED THAT the Board of Education (Richmond) approve revised **Policy 204/204-R:** *Creation and Revision of Policy and Regulations*.

BACKGROUND

In the spring of 2021, it was determined that the process for the creation and revision of policy and regulations would benefit from being streamlined. In particular, the need for a notice of motion prior to the Board approving a draft policy for entry into the stakeholder review process adds an extra and unnecessary step to the process. The steps involved in the existing process were described in detail in the existing Policy 204-G and at the June 2021 meeting, it was determined that the information contained in the Guideline would be more appropriately placed in a Regulation. It was also determined that the Policy itself required housekeeping revisions.

As agreed upon at the previous In-Camera Policy Committee meeting, the process previously described in the Guideline has now been updated and moved into a Regulation with the requirement of a notice of motion for entry into the stakeholder review process being removed.

Staff have determined that the Policy itself also requires revisions that will not impact the process itself. Portions of the existing Policy would be more appropriately placed in the Regulation, there is duplicate language that needs to be eliminated and the addition of a contextual statement would enhance the Policy.

Suggested Revisions to Policy and Regulation:

In order to address these issues, some sections of the existing Policy have been moved to the proposed Regulation, duplicate language has been removed and a short contextual statement has been added to the proposed Policy statement.

In addition, two minor housekeeping changes have been made to the Policy:

- the removal of the reference to 'Richnet', a former technology communication platform no longer in use
- the removal of the terms 'his/her' and replacement with 'their' in order to promote gender-neutral language

SUMMARY

The proposed revisions will address the original concern about streamlining the policy revision as well as aligning the policy and regulation language in a clearer manner. As indicated, there is no substantive change to the content of the Policy and Regulation, the content is proposed to simply be organized differently between the two documents.

Respectfully Submitted,

*Sandra Nixon, Chairperson
Policy Committee*

Definitions:

Policies define guiding values, overall purposes and specific goals. They indicate, as directly and concisely as possible, what the Board wants and why.

Regulations define required actions. They indicate how and by whom the Board requires things to be done.

Administrative guidelines are developed and maintained by the Superintendent to complement policies and regulations developed by the Board by providing additional or more detailed procedures and expectations when that is deemed necessary by either the Superintendent or the Board.

Attachments:

Proposed to be Revised Policy 204: Creation and Revision of Policy and Regulations

Proposed Regulation 204-R

Proposed retired Guideline 204-G

GOVERNANCE

Policy 204

Creation and Revision of Policy and Regulations

The Board shall initiate the development and revision of policy and regulations via the Policy Committee. It may do so at the suggestion of the Superintendent or any other individual or group, or on its own volition.

The Superintendent, via the Policy Committee, shall provide the Board with a clear assessment of the need for new or revised policy or regulations, and possible alternatives to fulfill the need.

Policies and regulations should be developed in consultation with those who are affected by them. Copies of proposed policies and regulations should be readily available to everyone who is directly concerned with Board operations or who needs Board policies to guide his/her daily decisions. Policies will be posted on the district website and on RichNet. Stakeholder groups shall be advised of all new and revised policies and regulations.

Prior to Board approval of a policy or regulations, a statement of need, an analysis of implications and alternatives, and a copy of the proposed policy and/or regulations should be circulated to those affected by it for comment unless, in the opinion of the Board, the new policy or regulations, or the revision to an existing policy or regulations, is minor and does not require this process.

Notice of Motion for any adoption, amendment, or suspension of a policy or regulation shall be submitted at the regular public Board Meeting prior to the meeting at which the change will be considered.

If a situation arises in which the Board must act quickly, the Chairperson may, with the consent of the Board, waive the requirement of prior notice and the Board may propose, discuss, and adopt a policy or regulations at a single meeting. However, it is the practice of the Board to review such "emergency" policies and regulations after they have been in force for several months to ensure that the policy and/or regulations are well considered and remain appropriate for continued use.

The formal adoption of policies and regulations shall be recorded in the minutes of the public Meeting of the Board at which the adoption vote was taken. Only such written record shall constitute the policies and regulations of the Board.

All Board policies and regulations shall be recorded in the appropriate section of the Policy Manual and, in each case the date of Board approval shall be shown.

The Superintendent shall ensure that notice of new or revised policy or regulations is provided to affected parties (employees, students, parents and/or the public) as appropriate to the topic.

Policy development is a continuing, never-ending process. Policies and regulations will be reviewed periodically by the Policy Committee and revised, if necessary, to meet changing needs.

Adopted: 02 June 2008

The Board shall initiate the development and revision of policy and regulation. It may do so at the suggestion of the Superintendent or any other individual or group, or on its own volition.

The Superintendent will consult with all those affected by a policy or regulation in the process of developing a recommendation for consideration by the Board.

Prior to Board approval of a policy or regulation, a statement of need, an analysis of implications and alternatives, and a copy of the proposed policy and/or regulation should be circulated to those affected by it for comment, unless, in the opinion of the Board, the new policy or regulation, or the revision to an existing policy or regulation, is too minor to require this process.

PROPOSED TO BE REVISED

GOVERNANCE

Policy 204-R

Creation and Revision of Policy and Regulations

Policy development is a continuing, never-ending process. Policies and regulations will be reviewed periodically by the Policy Committee and revised, if necessary, to meet changing needs.

The Board shall initiate the development and revision of policy and regulations via the Policy Committee. It may do so at the suggestion of the Superintendent or any other individual or group, or on its own volition.

The Superintendent, via the Policy Committee, shall provide the Board with a clear assessment of the need for new or revised policy or regulations, and possible alternatives to fulfill the need.

Prior to Board approval of a policy or regulation, a statement of need, an analysis of implications and alternatives, and a copy of the proposed policy and/or regulation should be circulated to those affected by it for comment, unless, in the opinion of the Board, the new policy or regulation, or the revision to an existing policy or regulation, is too minor to require this process.

The Superintendent will consult with all those affected by a policy or regulation in the process of developing a recommendation for consideration by the Board.

Notice of Motion for any adoption, amendment, or suspension of a policy or regulation shall be submitted at the regular public Board Meeting prior to the meeting at which the change will be considered.

If a situation arises in which the Board must act quickly, the Chairperson may, with the consent of the Board, waive the requirement of prior notice and the Board may propose, discuss, and adopt a policy or regulations at a single meeting. However, it is the practice of the Board to review such "emergency" policies and regulations after they have been in force for several months to ensure that the policy and/or regulations are well considered and remain appropriate for continued use.

The formal adoption of policies and regulations shall be recorded in the minutes of the public Meeting of the Board at which the adoption vote was taken. Only such written record shall constitute the policies and regulations of the Board.

All Board policies and regulations shall be recorded in the appropriate section of the [online Policy Manual](#) and, in each case the date of Board approval shall be shown.

The Superintendent shall ensure that notice of new or revised policy or regulations is provided to affected parties (employees, students, parents and/or the public) as appropriate to the topic.

Policies will be posted on the district website. Stakeholder groups shall be advised of all new and revised policies and regulations.

Adopted: 02 June 2014

Revised: 26 November 2015

*Examples are included but not limited to: Housekeeping, Legislative Mandated changes, Board Governance Matters

Key:

Blue font – proposed new language

Green font – moved over from Policy

Required Steps – from original Guideline

REQUIRED STEPS FOR NEW POLICY OR AMENDMENTS TO EXISTING POLICY

1. Policy Initiated or Amended	New policy or amendments to existing policy may be initiated by the Superintendent or designate directly or on behalf of Trustees. Once a new policy is identified or changes to an existing policy are required, it comes to Policy Committee for discussion.
2. Policy Reviewed By Policy Committee	<p>If the Policy Committee is satisfied with the proposed policy and determines it is either a housekeeping amendment or policy change that does not require stakeholder input (*see note below for examples) proceed to step 5.</p> <p>If the Policy Committee determines that a stakeholder consultation process is required, the Chair of the Policy Committee prepares a Recommendation to the Board for circulation to Stakeholders for input and feedback with a timeline.</p>
3. Policy Draft Circulated to Stakeholders for input & feedback	The draft proposed policy (or draft amendment) is sent out for circulation to stakeholders and Trustees for input and feedback with a timeline attached.
4. Input on the Response Draft Reviewed By Policy Committee	Policy Committee makes amendments to the Response Draft as necessary, based on the input received and if further discussion is needed, Policy Committee makes amendments to the response draft as necessary. Once the Policy Committee is satisfied with the proposed Policy or revision to policy, it is attached to the Policy Committee minutes for reference and proceeds to Step 5 Notice of Motion process.
5. Notice of Motion that a Recommendation will be on next Public Board Agenda	The Chair of the Policy Committee prepares a <i>Notice of Motion</i> that a Recommendation will be coming to the Board for consideration and final approval of the new/revised proposed policy. A copy of the proposed policy, along with comments submitted by stakeholders, is attached to the Policy Committee minutes with the <i>Notice of Motion</i> and also to the Recommendation at the following Board meeting, to allow all Board members opportunity for final review and comment.

GOVERNANCE **Creation and Revision of Policy and Regulations**

Policy 204-R

6. Board Considers Policy

This is the final opportunity for Board input. If anything, other than minor changes to the proposed policy are being considered at this time, the Board should send the policy back to Step 4.

7. Board Approves Policy

Following Board approval, the new/revised policy is uploaded to the District Website.

Key:

Blue font – proposed new language

Green font – moved over from Policy

Required Steps – from original Guideline

- PROPOSE TO BE RETIRED -

GOVERNANCE

Creation and Revision of Policy and Regulations

Policy 204-G

1. Policy Initiated or Amended

New policy or amendments to existing policy may be initiated by staff directly or on behalf of Trustees.

2. Policy Reviewed By Policy Committee

Once the Policy Committee is satisfied with the proposed policy, it determines whether this is a housekeeping amendment only. If it is, the next step is #6.

If not determined as a housekeeping amendment, the Chair of the Policy Committee prepares a Notice of Motion to inform the Board that the new/revised proposed policy will be brought to a future meeting of the Board for consideration of circulation response draft to stakeholders. A copy of the proposed policy is attached to the Policy Committee minutes and to the Notice of Motion to allow all Board members an opportunity for review and comment.

3. Policy Response Draft Forwarded To Board

The Board approves the draft proposed policy (or draft amendment) for circulation to stakeholders for input and feedback. This may include a date and additional opportunities for input.

4. Input on the Response Draft Reviewed By Policy Committee

Policy Committee makes amendments to the Response Draft as necessary, based on the input received. If the Policy Committee is satisfied with the proposed Policy or revision to policy, it is attached to the Policy Committee minutes for reference. If the changes are substantive enough, the Policy Committee may choose to go back to Step #3 and recommend that the Board resubmit the policy for response.

5. Notice of Motion Added To Board Agenda

The Chair of the Policy Committee prepares a Notice of Motion to inform the Board that the new/revised proposed policy will be brought to a future meeting of the Board for consideration and approval. A copy of the proposed policy, along with comments submitted by stakeholders, is attached to the Policy Committee minutes and to the Notice of Motion to allow all Board members an opportunity for final review and comment.

6. Board Considers Policy

This is the final opportunity for Board input. If anything other than minor changes to the proposed policy are being considered at this time, the Board should send the policy back to Step #4.

7. Policy Approved