
PUBLIC MEETING AGENDA
BOARD OF EDUCATION

WEDNESDAY, MARCH 30, 2022 – 7:00 pm

https://sd38.zoom.us/webinar/register/WN_0IGz1YFXQF6DJ3I6-wldxQ

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The Richmond Board of Education acknowledges and thanks the First Peoples of the hə́nqəmínə́m (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, February 23, 2022 for approval.
- (b) Record of an In-camera meeting of the Board held Wednesday, February 23, 2022.

6. Business Arising

- (a) **2022-2023 Capital Bylaw. RECOMMENDATION. 3 READINGS REQUIRED.**
Report from the Executive Director, Facilities Services attached.
- (b) **2022-2023 School Site Acquisition Charge (SSAC). RECOMMENDATION. 3 READINGS REQUIRED.**
Report from the Executive Director, Facilities Services attached.
- (c) **Strategic Plan – Quarterly Update Strategic Priority 4 & 5**
Report from the Superintendent of Schools, Secretary-Treasurer, Executive Director, Human Resources and the Director, Communications & Marketing 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: Norman Goldstein

Vice Chair: Donna Sargent

The next meeting will be held on Monday, May 9, 2022.

(b) Education Committee

Chair: Heather Larson

Vice Chair: Debbie Tablotney

The next meeting is scheduled for Wednesday, April 20, 2022 at 6 pm.

(c) Facilities and Building Committee

Chair: Ken Hamaguchi

Vice Chair: Debbie Tablotney

(i) **For information:** Minutes of meeting held February 2, 2022 attached.

(ii) **RECOMMENDATION: Classroom Ventilation Program**

Report from Trustee Hamaguchi, Committee Chair attached.

A meeting was held on March 2, 2022. The next meeting is scheduled for Wednesday, April 6, 2022 at 4:30 pm.

(d) Finance and Legal Committee

Chair: Donna Sargent

Vice Chair: Ken Hamaguchi

The next meeting is scheduled for Wednesday, April 20, 2022 at 10 am.

(e) Policy Committee

Chair: Debbie Tablotney

Vice Chair: Sandra Nixon

(i) **For information:** Minutes of meeting held December 13, 2021 attached.

A meeting was held on March 7, 2022. The next meeting is scheduled for Tuesday, April 19, 2022 at 11 am.

10. Correspondence

(a) For Action:

Correspondence from CUPE Local 716 dated March 9, 2022 regarding the April 28th, National Day of Mourning attached.

11. Board Committee and Representative Reports

(a) Council/Board Liaison Committee

The next meeting is scheduled for Wednesday, April 13, 2022 at 9:30 am.

12. Adjournment



Richmond School District
7811 Granville Avenue, Richmond BC V6Y3E3
Phone: (604) 668-6000

BOARD OF EDUCATION

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

The next meeting is scheduled for Wednesday, April 27, 2022

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 2022

	AUDIT	EDUCATION	FACILITIES AND BUILDING	FINANCE AND LEGAL	POLICY
Chair	Norman Goldstein	Heather Larson	Ken Hamaguchi	Donna Sargent	Debbie Tablotney
Vice-Chair	Donna Sargent	Debbie Tablotney	Debbie Tablotney	Ken Hamaguchi	Sandra Nixon
Member	Sandra Nixon	Richard Lee	Norman Goldstein	Norman Goldstein	Heather Larson
Alternate	Heather Larson	Sandra Nixon	Richard Lee	Heather Larson	Norman Goldstein
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)	Donna Sargent	Debbie Tablotney	Ken Hamaguchi	Sandra Nixon/ Heather Larson	Ken Hamaguchi
Alternate	Richard Lee	Donna Sargent	Heather Larson	Norman Goldstein	Debbie Tablotney
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
Rep(s)	Debbie Tablotney	Norman Goldstein	Donna Sargent	Heather Larson
Alternate	Donna Sargent	Heather Larson	Richard Lee	Sandra Nixon
Senior Leader	Laura Buchanan	Scott Robinson	Jane MacMillan	Scott Robinson
Reports To	Board of Education	Board of Education	Education Com.	Education Com.

	SOGI Advisory Committee	Anti-Racism Working Group
Rep(s)	Heather Larson	Ken Hamaguchi
Rep(s)	Sandra Nixon	Debbie Tablotney
Senior Leader	Scott Robinson	Christel Brautigam
Reports To	Education Com.	Board of Education

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.

**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, FEBRUARY 23, 2022
AT 7:00 P.M.**

Present:	Chairperson	S. Nixon
	Vice Chairperson	H. Larson
	Trustees	N. Goldstein
		K. Hamaguchi
		R. Lee
		D. Sargent
		D. Tablotney
		S. Robinson
	Superintendent of Schools	R. Ryan
	Deputy Superintendent	C. Wang
	Secretary Treasurer	L. Archer
	Assistant Superintendent	C. Brautigam
	Assistant Superintendent	F. Geyer
	Executive Director, Facilities Services	J. MacMillan
	Executive Director, Learning Services	R. Laing
	Executive Director, Learning & Business Technologies	D. Sadler
	Director, Communications & Marketing	R. Johal
	Director of Instruction, Learning Services	M. Ratcliffe
	District Administrator, Learning Services	C. Cleary
	Executive Assistant, Recording Secretary	

The Chairperson called the meeting to order 7:03 pm

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) Announcements

Trustee Larson – Pink Shirt Day is February 23, 2022. Pink Shirt Day began in 2007 when a student in Nova Scotia was bullied for wearing a pink shirt to school.

It has since been recognized annually worldwide as a day to stand against bullying and to *Lift Each Other Up* and have greater acceptance, respect, and inclusion for all. The Board's Strategic Plan Priority 2, Equity and Inclusion, outlines our commitment to ensure that all of our students, families, and staff feel welcomed, are treated respectfully, and have a sense of belonging. This Pink Shirt Day let's do what we can to elevate the voices of all, take a stand against bullying, and be advocates for kindness and inclusivity.

Trustee Sargent – Briefs regarding the 2022/2023 Annual Budget will be accepted without prior notice at the March 30, 2022 and April 27, 2022 regular meetings of the Board. Please note that budget updates will be made available on the District's Budget 2022/2023 website. All budget feedback will be considered by the Board as part of the budget process which is anticipated to be completed by May 2022.

(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

021/2022 MOVED BY K. HAMAGUCHI AND SECONDED BY H. LARSON:

THAT the Wednesday, February 23, 2022 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**

A 2022-2023 Budget Brief was presented by Liz Baverstock, President, Richmond Teachers' Association.

Ms. Baverstock spoke to the Budget Brief with a request from Richmond Teachers' Association (RTA) for the Board's consideration.

The Chairperson thanked Ms. Baverstock for the Brief, noting that there will be discussion at the upcoming Budget Advisory Working Group meetings as the District moves through the process.

022/2022 MOVED BY D. SARGENT AND SECONDED BY H. LARSON:

THAT the Board of Education (Richmond) refer the Brief to the Budget Process.

CARRIED

(d) Questions from the Public

There were no questions from the public.

4. Executive

The Superintendent updated trustees that the District had been tracking student absences since early January, and that numbers have been steadily declining since the middle of January.

The Superintendent noted that valedictory ceremonies scheduled for May and June are in the planning stages with guidance from Public Health officials and will very likely be in person. The District is hopeful that all students, staff and guests will be able to attend in person.

An update on the District conference reflected areas of the Board Strategic Plan with particular focus on equity and inclusion. Both keynote speakers were excellent and inspiring, and the Superintendent thanked organizers for the event.

The Secretary Treasurer provided information on the Budget Process which will be similar in format to previous years, with the goal to complete the annual budget for Board approval in May. She noted that Budget information will be updated and shared with the public on the District's website page.

The Superintendent then shared Pink Day activities and highlighted events from around the District during the month of February, 2022 in a presentation that will be featured on the District website for the next month.

5. Approval of Minutes

- (a) Regular meeting of the Board held January 26, 2022

023/2022 MOVED BY H. LARSON AND SECONDED BY R. LEE:

THAT the Board of Education (Richmond) approve the Minutes of Wednesday, January 26, 2022 Regular meeting as circulated.

CARRIED

- (b) A Record of an In-camera meeting of the Board held January 26, 2022 was included for information.

6. Business Arising

(a) 2021 – 2022 Amended Annual Budget Bylaw.

The Secretary Treasurer presented highlights from the report attached to the agenda package, noting that the 2021/2022 Amended Annual Budget requires the Board to approve the 2021/2022 Amended Annual Budget Bylaw amount of \$290,586,771 which is comprised of the Operating, Special Purpose and Capital Funds.

The Chairperson read the Amended Annual Budget Bylaw

AMENDED ANNUAL BUDGET BYLAW

A Bylaw of The Board of Education of School District No.38 (RICHMOND) (called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2021/2022 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. Board has complied with the provisions of the Act respecting the Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 38 (Richmond) Amended Annual Budget Bylaw for fiscal year 2021/2022.
3. The attached Statement 2 showing the estimated revenue and expense for the 2021/2022 fiscal year and the total budget bylaw amount of \$290,586,771 for the 2021/2022 fiscal year was prepared in accordance with the Act.
4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2021/2022.

There was unanimous consensus that 3 readings of the 2021/2022 Annual Budget Bylaw take place.

024/2022 1st READING MOVED BY H. LARSON AND SECONDED BY D. TABLOTNEY:

THAT the Board of Education (Richmond) approve the 2021/2022 Amended Annual Budget Bylaw by way of three readings and that the Board authorizes the Chair of the Board, Superintendent and Secretary Treasurer to sign the 2021/2022 Amended Annual Budget Bylaw and submit the 2021/2022 Amended Annual Budget Bylaw together with the 2021/2022 Amended Annual Budget to the Ministry of Education by February 28, 2022.

CARRIED

**025/2022 2nd READING MOVED BY D. SARGENT AND SECONDED
BY K. HAMAGUCHI:**

THAT the Board of Education (Richmond) approve the 2021/2022 Amended Annual Budget Bylaw by way of three readings and that the Board authorizes the Chair of the Board, Superintendent and Secretary Treasurer to sign the 2021/2022 Amended Annual Budget Bylaw and submit the 2021/2022 Amended Annual Budget Bylaw together with the 2021/2022 Amended Annual Budget to the Ministry of Education by February 28, 2022.

CARRIED

**026/2022 3rd AND FINAL READING MOVED BY R. LEE AND SECONDED
BY D. TABLOTNEY:**

THAT the Board of Education (Richmond) approve the 2021/2022 Amended Annual Budget Bylaw by way of three readings and that the Board authorizes the Chair of the Board, Superintendent and Secretary Treasurer to sign the 2021/2022 Amended Annual Budget Bylaw and submit the 2021/2022 Amended Annual Budget Bylaw together with the 2021/2022 Amended Annual Budget to the Ministry of Education by February 28, 2022.

CARRIED

**THE AMENDED ANNUAL OPERATING BUDGET BYLAW FOR 2021/2022
IS THEREFORE CARRIED.**

(b) Classroom Ventilation Program

The Executive Director, Facilities Services provided background on the need for ventilation upgrades in the District's schools. The Ministry of Education committed special funding for school districts to purchase and place air purifiers within rooms where no mechanical ventilation currently exists. As the portable air purifiers have a limited life span and require costly filter changes, this temporary solution was installed until a permanent solution could be installed in these rooms.

Facilities Services recommended that the Board consider approving funding of up to \$12 Million out of its local capital reserve to expedite work on this program, which would take 16-17 months to complete. The proposed solution would address the need for all schools to have fully functioning ventilation systems moving into the future. The target completion date for the program, if approved by the Board, is 31 August 2023.

Trustees thanked the Executive Director for his detailed report. Trustees had comments on use of the Capital reserve, City Centre school plans, seismic projects, and the Project Office. Discussion ensued.

The Chairperson called for a recess break at 8:30 pm.

The Public Meeting reconvened at 8:38pm

7. New Business

(a) Student Mental Health Support

A Presentation from the Director of Instruction, Learning Services; and the District Administrator, Learning Services was provided on an overview of District initiatives for Student Mental Health. Three areas were highlighted including Social Emotional Learning (SEL), Mental Health Literacy (MHL), and Trauma Informed Practice (TIP).

The Director of Instruction reported that the District recognizes the importance of collaboration with parents, guardians and caregivers with the network of community partners who work with school and District staff to support the diverse student population. He noted that due to Covid, the District has had to navigate through extraordinary circumstances particularly around mental health.

The presentation highlighted that with Integrated Children and Youth Teams, members help navigate and integrate mental health and substance use services to wrap around children and youth.

Trustees had questions and comments noting that these services are much needed especially during Covid. The Chairperson noted that with the dedicated focus and initiatives identified any information in terms of additional supports and funding going forward, be brought to the Board's attention.

8. Questions from the Public: Tonight's Agenda

There were no questions from the public.

9. Standing Committee Reports

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

The next meeting will be held on Monday, March 7, 2022.

- (b) **Education Committee**
Chair: Heather Larson
Vice Chair: Debbie Tablotney

- (i) Minutes of meeting held January 19, 2022 were attached for information.

A meeting was held on February 16, 2022. The next meeting is scheduled for Wednesday, April 20, 2022 at 6 pm.

(c) **Facilities and Building Committee**

Chair: Ken Hamaguchi

Vice Chair: Debbie Tablotney

- (i) Minutes of meeting held January 5, 2022 were attached for information.

A meeting was held on February 2, 2022. The next meeting is scheduled for Wednesday, March 2, 2022 at 4:30 pm.

(d) **Finance and Legal Committee**

Chair: Donna Sargent

Vice Chair: Ken Hamaguchi

- (i) Minutes of meeting held November 17, 2021 were attached for information.

A meeting was held on February 16, 2022. The next meeting is scheduled for Wednesday, April 20, 2022 at 11 am.

(e) **Policy Committee**

Chair: Debbie Tablotney

Vice Chair: Sandra Nixon

- (i) **Policy 804.1/804.1-R: Community Use of District Facilities/Policy 804.4: Fees for Use of District Facilities.**

027/2022 MOVED BY D. TABLOTNEY AND SECONDED BY N. GOLDSTEIN:

THAT the Board of Education (Richmond) approve revisions to **Policy 804.1/804.1-R: Community Use of District Facilities/Policy 804.4: Fees for Use of District Facilities.**

CARRIED

The next meeting is scheduled for Monday, March 7, 2022 at 11 am.

10. Correspondence

Nil.

11. Board Committee and Representative Reports

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

A meeting was held on February 9, 2022. Trustee Larson provide an update on agenda item highlights including Traffic safety with the City working in close collaboration with ICBC and the RCMP to address speeding and distract driving. The next meeting is scheduled for Wednesday, April 13, 2022 at 9:30 am.

12. Adjournment

028/2022 MOVED BY H. LARSON AND SECONDED BY K. HAMAGUCHI:

THAT the Regular meeting of Wednesday, February 23, 2022 of the Board of Education (Richmond) be adjourned at 9:16 pm.

CARRIED

S. NIXON,
CHAIRPERSON

C. WANG,
SECRETARY TREASURER

DATE: March 30, 2022
FROM: C. Wang, Secretary Treasurer
SUBJECT: Record of an In-Camera Board Meeting held February 23, 2022

The Board of Education School District No. 38 (Richmond) would like to report that the following was discussed at an in-camera meeting of the Board held February 23, 2022.

- | | | |
|-----|-----------------------------------|--|
| (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: | Nil. |

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

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

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

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

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

Report to the Board of Education (Richmond) PUBLIC

DATE: 30 March 2022

FROM: Frank Geyer, Executive Director, Facilities Services

SUBJECT: Capital Bylaw No. 2022/23-CPSD38-01

RECOMMENDATION

THAT the Capital Project Bylaw No. 2022/23-CPSD38-01 be approved by way of three readings and adopted.

BACKGROUND

On 15 March 2022, the Ministry of Education responded to the Board's 2022/2023 Five-Year Capital Plan submission made in June 2022. As per the attached letter from the Executive Director, Capital Management Branch, the following projects were supported by the Ministry:

Major Capital Projects

- Seismic Mitigation Program (SMP)
 - Alfred B. Dixon Elementary \$17,837,000
 - Howard DeBeck Elementary \$15,580,000

Minor Capital Projects

- School Enhancement Program (SEP)
 - Secondary School Lab Ventilation Safety Upgrades, Phase 1 (A.R. MacNeill, H.J. Cambie, Matthew McNair, Steveston-London): \$252,730
 - LED Lighting Upgrades (R.A. McMath Secondary): \$547,287
 - Secondary School Dust Extraction System Replacement (Matthew McNair) \$472,000
- Carbon Neutral Capital Program (CNCP)
 - Digital HVAC Controls Upgrades (Lord Byng Elementary, Hugh McRoberts Secondary) \$371,500
- Playground Equipment Program (PEP)
 - New Universally Accessible Playground Equipment (Maple Lane Elementary) \$165,000

Building Envelope Program (BEP)

- Archibald Blair Elementary and Howard DeBeck Elementary already approved
- No new projects approved

Bus Replacements

- Type A2 (1-24) – 1 each \$119,914

CONCLUSION

In accordance with the Ministry's Project Procurement Procedures and Guidelines, the Board must adopt a Capital Bylaw for its approved 2022/23 Five-Year Capital Plan.

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

*Frank Geyer, PEng, FMA
Executive Director, Facilities Services/Richmond Project Team*

Attachments

- Capital Project Bylaw No. 2022/23-CPSD38-01
- [Ministry Letter dated 15 March 2022](#)
- [Annual Program Funding Agreement](#)

CAPITAL BYLAW NO. 2022/23-CPSD38-01
CAPITAL PLAN 2022/2023

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 2022/23 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 15 March 2022 is hereby adopted.
- 2. This Bylaw may be cited as School District No. 38 (Richmond) Capital Bylaw No. **2022/23-CPSD38-01**.

READ A FIRST TIME THE 30th DAY OF MARCH, 2022;

READ A SECOND TIME THE 30th DAY OF MARCH, 2022;

READ A THIRD TIME, PASSED AND ADOPTED THE 30th DAY OF MARCH, 2022.

Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 38 (Richmond) Capital Bylaw No. 2022/23-CPSD38-01 adopted by the Board the 30th day of March, 2022.

Secretary-Treasurer

Report to the Board of Education (Richmond) PUBLIC

DATE: 30 March 2022

FROM: Frank Geyer, Executive Director, Facilities Services

SUBJECT: 2022-2023 School Site Acquisition Charge (SSAC) Bylaw No. 2022-1

RECOMMENDATION

THAT SSAC Bylaw No. 2022-1 to set the 2022-2023 School Site Acquisition Charge be given three readings and adoption pursuant to the Local Government Act and School Site Acquisition Regulations.

POLICY CONSIDERATIONS

Provincial School Site Acquisition Regulations prescribe maximum rates and formulas to determine the per unit School Site Acquisition Charge (SSAC) rates to be paid by developers for new residential development. The intent of the SSAC is to raise revenue to cover 35% of the acquisition costs and school site property expansions required over a 10-year period identified in the school districts eligible school sites proposal.

BACKGROUND

The Board of Education approved a resolution to adopt and submit the 2021-2022 Eligible School Site Proposal (ESSP) and 2022-2023 Five-Year Capital Plan to the Ministry of Education on 23 June 2021. The Board of Education also approved forwarding the resolution to the City of Richmond and Metro Vancouver Regional District for acceptance pursuant to the Local Government Act.

A letter acknowledging the submission was received from the Ministry of Education on 15 March 2022. The Board has sixty (60) days from receipt of the approval letter to enact a School Site Acquisition Charge Bylaw.

REVIEW AND ANALYSIS

The projected growth of new housing and impact on enrolment growth at schools has been included in the District Long Range Facilities Plan (LRFP), which provides a facilities expansion strategy to address the growth in the City Centre Area and Hamilton Area, including a combination of additions to existing schools, construction of a new school at Dover Park Eligible School Site (previously acquired by the District), and the acquisition of a new site in the City Centre Area.

SSAC rates are based on the total value of the land required to meet the eligible school sites proposal. Pursuant to the approved 2021-2022 Eligible School Site Proposal, the Board of Education expects one (1) new school site will be required in the vicinity of Lansdowne Centre in the City Centre Area in addition to planned expansions to several schools in the City Centre Area to accommodate student growth resulting from new residential development in the School District. Based on Ministry of Education Area Standards, a site acquisition of approximately two (2) hectares in the City Centre is expected to be purchased within 10 years, at a cost of approximately \$75 Million.

CONSULTATION

Pursuant to the School Site Acquisition provisions of the Local Government Act, the 2021-2022 ESSP was prepared in consultation with local government and developer stakeholders and approved through resolution by the Board of Education. The ESSP resolution has been accepted by local government, including City of Richmond and Metro Vancouver, pursuant to the Act.

The District's 10 year residential unit projections are based on information provided by the City of Richmond. Also, District planning staff continually consult with development stakeholders to estimate potential timing of planned residential development and impact on the enrolment projections for schools.

FINANCIAL IMPACT

The funds are collected by the City of Richmond on our behalf and remitted quarterly. The funds can only be used with the prior approval of the Minister of Education and are intended to augment capital funds provided by the Ministry for necessary site acquisitions.

The charges are based on the value of the land required and the density category for residential development applications received by the City and the charge is calculated on a per-dwelling unit basis pursuant to Provincial regulation. This proposal will increase charges to the maximum allowable rate pursuant to Provincial School Site Acquisition Regulations and represents an average increase of \$183.00 per unit from the current rate:

Residential Density	Current SSAC Rate	Proposed 2022-2023 SSAC Rate
Low Density (< 21 units per hectare)	\$772	\$1,000
Medium Low Density (21 - 50 units per hectare)	\$695	\$900
Medium Density (51 - 125 units per hectare)	\$617	\$800
Medium High Density (126 - 200 units per hectare)	\$540	\$700
High Density (> 200 units per hectare)	\$463	\$600

SUMMARY

This report recommends that the attached SSAC Bylaw to set the 2022-2023 School Site Acquisition Charge be given three readings and be approved by adoption of the attached resolution, pursuant to the requirements of the Local Government Act.

Upon adoption, there will be a sixty-day grace period before the increased charges come into force on 30 May 2022. Any residential development applications received by the City prior to 30 May 2022 will be classified as an 'in-process development' and will have a period of 12 months (or by 30 May 2023) within which to be approved and qualify for the old SSAC rates. If an 'in-process development' is not approved within this 12-month period, it will be subject to the new SSAC rates.

Frank Geyer, PEng, FMA
Executive Director, Facilities Services/Richmond Project Team

Attachments

- SSAC Bylaw No. 2022-1 to set the School Site Acquisition Charge
- [Board Resolution – 2021-22 Eligible School Site Proposal](#)
- [Ministry Letter dated 15 March 2022](#)

SSAC BYLAW NO. 2022-1 TO SET THE SCHOOL SITE ACQUISITION CHARGE

WHEREAS, School District No. 38 (Richmond) (hereafter called the “Board”) is an eligible school district pursuant to Division 10.1 of the Local Government Act for which the Board has indicated an eligible school site requirements in its approved 2022-2023 Five-Year Capital Plan;

AND WHEREAS, the Board submitted its eligible school site requirement pursuant in its capital plan to the Ministry of Education after the Board consulted with and received approval from each local government within the School District pursuant to the Local Government Act;

AND WHEREAS, the site acquisition component of the 2022-2023 Five-Year Capital Plan for School District No. 38 (Richmond) was approved by the Minister of Education on the 15th day of March, 2022 with the Minister requiring that the School Site Acquisition Charge Bylaw be adopted by the Board within sixty (60) days;

NOW THEREFORE, the Board enacts as follows:

1. This bylaw may be cited as School District No. 38 (Richmond) Bylaw SSAC 2022-1 to set the 2022-2023 School Site Acquisition Charge.
2. “Eligible Development” means
 - (a) A subdivision of land in School District No. 38 (Richmond); or
 - (b) Any new construction, alteration, or extension in School District No. 38 (Richmond) that increases the number of self-contained units on a parcel.
3. Pursuant to Division 10.1 of the Local Government Act, the Board establishes the charges applicable to the prescribed categories of eligible development for the School District in accordance with the following formula: $SSAC = [(A \times B) / C] \times D$

WHERE SSAC = the School Site Acquisition Charge applicable to each prescribed category of eligible development

A = \$75,000,000 (the approved value of land required to meet the Board’s eligible school site requirements)

B = 35 percent [pursuant to Section 937.5(1)]

C = 16,740 (the number of approved eligible development units); and

D = a factor set by Provincial Regulation for each prescribed category of eligible development.

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

Prescribed Category of Eligible Development (BC Reg 17/00)	D <i>(Factor Set by BC Reg 17/00)</i>	School Site Acquisition Charge SSAC = [(A X B) / C] x D <i>(The SSAC rate is capped at maximum allowed pursuant to Provincial Regulations)</i>
Low Density (< 21 units/ha)	1.25	\$1,000 per unit
Medium Low Density (21-50 units/ha)	1.125	\$900 per unit
Medium Density (51-125 units/ha)	1.000	\$800 per unit
Medium High Density (126-200 units/ha)	0.875	\$700 per unit
High Density (> 200 units/ha)	0.750	\$600 per unit

5. The school site acquisition charge does not come into effect until sixty (60) days after the adoption of the bylaw or as regulated by the Province.

READ A FIRST TIME THE 30th DAY OF MARCH, 2022;

READ A SECOND TIME THE 30th DAY OF MARCH, 2022;

READ A THIRD TIME, PASSED AND ADOPTED THE 30th DAY OF MARCH, 2022.

Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 38 (Richmond) SSAC Bylaw No. 2022-1 adopted by the Board the 30th day of March, 2022.

Secretary-Treasurer

Report to the Board of Education (Richmond) PUBLIC

DATE: March 30, 2022
FROM: Cindy Wang, Secretary Treasurer
SUBJECT: Strategic Plan – Quarterly Update Strategic Priority 4, Goal 6

The following report to the Board is for information only. No further action on the part of the Board is required at this time.

INTRODUCTION

The purpose of this report is to provide trustees with an annual update on the progress made towards Strategic Priority 4, Goal 6.

BACKGROUND

At its December 2020 Public meeting, the Board of Education approved the strategic priorities, goals and objectives contained in the [2020-2025 Strategic Plan](#). Operational plans outlining the annual areas of focus for each strategic priority were then developed by senior staff. As part of the Strategic Plan reporting cycle, quarterly reports focusing on specific strategic priorities will be provided to the Board in December, March and June, and an Annual Report summarizing progress on all five strategic priorities will be provided each June.

STRATEGIC PRIORITY 4, GOAL 6 UPDATE

STRATEGIC PLAN- AREAS OF FOCUS 2021-2022

STRATEGIC PRIORITY FOUR – A PROGRESSIVE WORKPLACE

Goal Six- The district has effective risk management policies and practices in place to ensure safety and stability

Objective One: Conduct a review to identify, assess and prioritize current and potential risk factors.

- ☐ **Identify areas of risk.** The District engaged PwC to conduct an Enterprise Risk Management (ERM) Assessment to help the organization formally identify and document significant risks at the enterprise level and prioritize these risks. The risk assessment and prioritization will in turn inform the District in developing an appropriate risk management framework and implementing risk monitoring and treatment procedures.
- ☐ **Provide final report with recommendations.** PwC completed their field work in March 2022 and currently working on completion of the ERM report. The report will be provided to the District prior to the end of June 2022. The report will provide a risk assessment framework, a risk trend analysis summary and heat map, and a high-level risk registry. The ERM report will also provide a risk ranking, high level summary of current mitigation and recommendations on ERM risk management framework and strategies.
- ☐ **Provide professional learning opportunities.** Through the ERM engagement from December 2021 to March 2022, PwC led a series of 14 workshops for seven groups, including Trustees, District Senior Management Team, HR & Finance, Facilities Services, School Operations & Learning Services, Technology, Communications Marketing & International Education. Each group has reviewed the definition of enterprise risk management, independently assessed and analyzed the types of risks, risk drivers, risk management strategies and mitigation controls in place, and discussed additional treatment options if needed. Future professional learning opportunities will be informed by the ERM Report and will be explored in the process of implementing the recommendations provided in the report.

Objective Two: Develop risk mitigation plans and embed them in policy to manage and address risk.

- ☐ **Review and update plans.** The planning work is underway. Informed by the ERM Report, the District will formalize an enterprise risk management process, assigning individuals responsible for the administration of the ERM process and adopting a regular reporting cycle for on assessing and monitoring risks.
- ☐ **Update relevant policies and procedures.** Research is underway on updating relevant policies and procedures as part of formalizing the ERM framework. The ERM framework will be informed by the findings and recommendations provided in the ERM Report, as well as align with the priorities and objectives outlined in the District's Strategic Plan.

Report to the Board of Education (Richmond) PUBLIC

DATE: March 24 2022

FROM: Laura Buchanan, Executive Director, Human Resources

SUBJECT: Strategic Plan – Quarterly Update Strategic Priority 4

This report is provided to the Board for information purposes. No further action on the part of the Board is required at this time.

INTRODUCTION:

The purpose of this report is to provide an update on progress made towards Strategic Priority 4.

BACKGROUND:

At is December 2020 Public meeting, the Board of Education approved the strategic priorities, goals and objectives contained in the 2020-2025 Strategic Plan. Operational plans outlining the annual areas of focus for each strategic priority were then developed by senior staff. As part of the Strategic Plan reporting cycle, it was agreed that quarterly reports focusing on specific strategic priorities will be provided to the Board each December, March and June and an annual report summarizing progress on all five strategic priorities will be provided each June.

STRATEGIC PRIORITY 4 UPDATE:

STRATEGIC PLAN – AREAS OF FOCUS 2021-2022

STRATEGIC PRIORITY FOUR – A PROGRESSIVE WORKPLACE

Goal One – Inclusion, equity and diversity are foundational to employment at every level of the district

Objective One: *Ensure all HR practices consider and reflect equity, diversity and inclusion to actively address various forms of implicit bias, discrimination and privilege.*

Develop district equity statement and include on all internal and external job postings. COMPLETE. The following statement is now included in every external and internal job posting: *Richmond School District is committed to recruiting a diverse workforce that represents the community we so proudly serve. Our ability to provide the best education for our student population relies on a rich diversity of skills, knowledge, backgrounds and experiences. Indigenous applicants, people of colour, all genders, 2SLGBTQ+ and persons with disabilities are encouraged to apply.*

- **Identify and analyze the HR practices and processes that require equity, diversity and inclusion related updates.** Samples of updates already implemented include adding non-binary gender selection where gender information is required; adding the Mx salutation option where a salutation is included; removal of gendered references in communications where gender is not required; removal of gendered salutations from contact lists.
- **Review and update job interview templates to include questions addressing equity and inclusion.** All job interview templates have now been updated to include questions addressing equity and inclusion.

Objective Two: *Develop and provide opportunities for employees to learn about workplace equity, diversity and inclusion.*

- **Provide 2SLGBTQ+ workplace introduction to HR Managers, RMAPS reps and RASA reps.** A two-part learning services was held on March 30 and April 1, 2021, attended by 17 representatives from RMAPS, RASA and Executive Teams.
- **Provide EDI workplace introduction and recruitment & selection EDI training to HR Managers, RMAPS reps, RASA reps and ET.** A two-part learning services was held on April 25 and May 10, 2021, attended by 44 representatives from RMAPS, RASA and Executive Teams.
- **Collect feedback from participants of all sessions to identify gaps in cultural awareness and understanding and determine expansion of EDI offerings to other targeted groups.** Survey feedback confirms training content relevance and indicates increased understanding of EDI and the workplace; additional offerings being planned for the 2022-2023 school year.

Goal Two – Professional learning, leadership and skill development for all staff is promoted, encouraged and supported

Objective One: *Develop human resource plans to ensure equity of access and continuity of learning, skill development and training for all.*

- **Gather baseline employee group information.** We have identified employee groups and sub-groups by classification, and funding resources and allocations by employee group and department.
- **Departmental survey.** We have collected from each department historical professional learning activities and any activities already planned for near future.
- **Strategic Plan learning review.** We have compiled professional learning, leadership and skill development priorities from Strategic Plan Priority team leads, including the priorities identified by Educational Leadership for administrators and management staff.
- **Employee survey.** With a goal to soliciting input from employees regarding professional learning, leadership and skill development areas of interest and efficacy of opportunities provided to date, a survey has been drafted; timing of survey distribution currently under consideration.
- **Multi-year learning plan development.** A framework of a learning plan has been drafted; will be informed by the employee survey once distributed. The framework will align with strategic plan priorities to ensure employees have the knowledge and skills required to successfully meet the vision, mission and values of the school district.

Objective Two: *Design a comprehensive leadership development plan across the district.*

- **Research HR best practices regarding leadership development and adopt strategies to meet needs of the district.** The research process is underway, learning from other similar and dissimilar organizations; considering specific needs of the school district and inform strategic direction moving forward.

Goal Three – Employee health and well-being is valued and supported within a culture of caring

Objective One: *Define the district's Foundations of a Healthy Workplace pillars.*

- **Develop RSD health and wellness vision.** Research on the programs of comparable employer and district and consultation with union stakeholders and the steering committee. A vision and framework document has been developed which will guide this work going forward; the vision and framework document will be reviewed on an annual basis.
- **Branding strategy, logo design, and communication mechanisms.** Foundations of a Healthy Workplace now has an identifiable and specific branding strategy and logo design. A communications strategy has been engaged and has been underway this school year. Annual review process has been developed.
- **Union consultation.** Regular meetings with union stakeholders to obtain input and guidance on the Foundations of a Healthy Workplace pillars; **engagement to plan initiatives going forward year over year.**
- **Steering Committee engagement.** The steering committee was reconvened to review pillars and make recommendations for final changes and area(s) of focus for the new school year 2021-2022.

Objective Two: *Identify the primary areas of focus to grow or enhance existing supports.*

- **Participation and utilization feedback:** Identify and summarize participation in and utilization of various health and well-being related offerings to date. Annual report was developed for 2021 and will be in place each year going forward.
- **Consult with union stakeholders and steering committee.** Regular engagement processes led to the development of and survey for to obtaining employee feedback on 2020-2021 offerings
- **Develop comprehensive plan and offerings for 2021-2022.** 2021-2022 plan was developed in line with the vision and framework, and in consultation with union representatives.
- **Cyclical survey and feedback processes.** 2021 survey was undertaken which showed high levels of satisfaction with offerings. 2022 survey is currently under development.

Goal Four –High quality staff with growth potential are recruited and retained in all positions across the district.

Objective Two: *Provide opportunities for management staff to build and enhance their assessment and hiring capabilities.*

- **Research and adopt HR best practices in recruitment and selection.** Research undertaken and current strengths as well as gaps identified. Strengths include timeliness of communications; openness and connection-building with candidates. Gaps include comprehensive information tracking and consistency across recruiters – tracking mechanisms and templates have been created and implemented.
- **Identify and promote training opportunities for HR staff in recruitment and selection practices.** Training opportunities identified and offered to all HR staff, with particular focus on those with recruitment responsibilities. Tracking document created, where HR staff track their participation and reflect on learning and action items from each session.
- **Identify and implement improved screening strategies and time to fill rate.** Gaps in pre-screening questions identified and rectified. Tracking spreadsheet developed to establish current time to fill rates and identify areas for improvement.
- **Standardize processes through the development of recruitment best practices documentation for utilization across all recruiters in HR.** Implementation of recruitment process flowchart and checklist for recruitment for all positions, implementation of templates across recruitment areas.
- **Conduct survey of recent hires to obtain understanding of applicant experience.** 1st issue of survey has been issued to 68 new hires, with 28 individuals completing the survey. The survey will be distributed to new hires 3 times per year. 1st issue showed high levels of satisfaction with recruitment process, including 100% of respondents indicating the HR recruitment was professional, polite and friendly. 86% of respondents would definitely recommend the district to others as a place of employment. 87% of respondents indicated that the HR recruiter was knowledgeable of the district/positions; listened/answered questions; and provided clear information regarding next steps in the hiring process.

Objective Four: Highlight and promote our district as an employer of choice.

- **Research the district against other districts and other comparable employers to identify gaps and strengths across organizations.** Research underway; focused on ease of access to information about prospective employment; information promoting the organizations as an employer of choice. Gaps in SD 38 information have been identified and plans underway to address.
- **Promote RSD as an employer of choice at local schools, programs, job fairs.** Review of current job fair attendance underway; exploring integrating updated district promotional materials into job fairs and other channels.
- **Consult new hires to understand what attracted them to the district.** Data gathered through existing mechanisms has been consolidated and reviewed; new survey being developed for cyclical process.

- **Streamline and increase / improve access to employee services to enhance current employee experience.**
Opportunities currently being explored, including retrieve HRIS functionality and implementation of a new employee portal upcoming.

Goal Five –All staffing allocations are determined equitably, responsibly, and responsively.

Objective One: *Analyze and refine current staffing allocation processes.*

- **Research and baseline data:** Requested staffing allocation information from other metro school districts. In the process of analyzing responses and identifying gaps. To date, few other comparable school districts have undertaken the broader analysis of staffing allocations as identified in this goal.

Report to the Board of Education (Richmond) PUBLIC

DATE: March 30, 2022

FROM: Scott Robinson, Superintendent of Schools
David Sadler, Director of Communications and Marketing

SUBJECT: Strategic Plan Quarterly Update – Strategic Priority 5

This report is provided to the Board for information purposes. No further action on behalf of the Board is required at this time.

INTRODUCTION

The purpose of this report is to provide an update on progress made towards Strategic Priority 5.

BACKGROUND

At its December 2020 Public meeting, the Board of Education approved the strategic priorities, goals and objectives contained in the [2020-2025 Strategic Plan](#). Operational plans outlining the annual areas of focus for each strategic priority were then developed by senior staff. As part of the strategic plan reporting cycle, it was agreed that quarterly reports focusing on specific strategic priorities will be provided to the board each December, March and June and an Annual Report summarizing progress on all five strategic priorities will be provided each June.

STRATEGIC PRIORITY FIVE – A CONNECTED LEARNING COMMUNITY

Goal One- *External communication practices effectively serve and inform the public.*

Objective One: Develop and implement communications guidelines and cohesive design standards.

☐ **Develop communication guidelines and design standards document.**

The development and implementation of design standards supports the delivery of clear, consistent, and effective messaging. The communications department has developed an Internal Brand Guidelines document with input from key stakeholders. The document outlines best practices and provides clear guidance for creating district documents and presentations.

☐ **Develop district templates to ensure consistent use of communication guidelines.**

Accompanying the Internal Brand Guidelines is a set of template files that staff can utilize for developing district documents and presentations. These templates utilize defined district fonts and colours, while maintaining a consistent look and feel across all files. Templates include:

- General Letterhead Document
- General Letterhead Document with Cover
- Sample Bulletin Document
- Sample Memo
- Board Document – Sample Guideline
- Board Document – Sample Policy
- Board Document – Sample Regulation
- Power Point Presentation Template

Objective Two: Utilize analytics to improve district and schools' websites to enhance the user experience.

☐ **Identify and adopt tools and processes to analyze traffic and use of district and school websites and social channels.**

- Websites - Google analytics has been implemented to analyze district websites. Analytic data provides information on visitor traffic, how visitors interact with the websites, what information they are seeking and what information they are not interested in. The acquisition of user-behaviour data facilitates informed decision making related to the optimization of all district websites. As a result, the district is better equipped to optimize content, improve navigation, and meet the needs of site visitors.
- Twitter - Twitter analytics data provides information on the number of followers, profile views, post views, mentions, impressions, and interactions on a daily, weekly, monthly, and yearly basis. The analytics also provide insights on top tweets, follower growth, and content performance.

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- Facebook - Facebook page insights provide information on the number of followers, profile views, post views, mentions, impressions, and interactions on a daily, weekly, monthly, and yearly basis. Additionally, the analytics provide demographic data and which posts have the most engagement.
- WeChat - WeChat analytics provides information on demographics, the total number of followers, new followers, and canceled followers. It also provides metrics on article reach, including the number of people that read, shared, and liked an article.

❑ Develop reporting template to capture, evaluate and summarize use of district website, school websites, social media channels and the intranet.

Monthly and yearly reporting templates have been developed to capture data and insight related to district websites, school websites and social media channels. These measurement reports analyze, evaluate and summarize performance over time.

❑ Develop a schedule for monitoring, reporting, and implementing updates based on data and user feedback.

Item	Schedule
Media Monitoring Report	Weekly/Yearly
Communications Report	Monthly/Yearly
District Website Report	Quarterly/Yearly
School Website Report	Quarterly/Yearly

❑ Provide reports to communications team to ensure best and current practices are being used

- A monthly communications monitoring report summarizes information that has been shared to the district website and social media channels. A complete summary is provided at the end of the school year.
- A weekly media monitoring report captures media coverage across online platforms and social media channels. A complete summary is provided at the end of the school year.
- A quarterly district website report highlights key performance metrics across the district website. A complete summary is provided at the end of the school year.
- A quarterly school website report highlights key performance metrics across the school websites. A complete summary is provided at the end of the school year.

❑ Provide reports and feedback mechanism to school administrators and those responsible for website and social management to ensure best and current practices are being used.

To improve school communication and support school administrators, website upgrades have been implemented across the district. Enhancements to the user interface, content

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organization, page layouts, navigation, and content editing tools were made in response to the feedback that was provided by staff. These updates support school administrators with more efficient ways to communicate with parents through their school website and their social media channels.

Multiple training sessions have been hosted in close partnership with tech help desk staff. Additionally, a support group was created on Microsoft Teams to coordinate site launches and consolidate all feedback received from schools.

School administrators will continue to have access to regularly updated training videos, and at any time, can request website support from communications or the tech help desk.

Goal Two - *Internal communication practices effectively improve collaboration and productivity.*

Objective One: Complete a comprehensive intranet review and implement improvements to internal communications.

- ☐ **Review and assess current technology and systems used for communication in the district with the assistance of an intranet consultant.**

Prescient Digital Media was retained to review and assess current technology and systems used for communication in the district. A key findings report was developed based on the assessment and feedback received from employees.

- ☐ **Consult and survey staff and stakeholders.**

The consultation process was designed to inform a clear understanding of the district's current intranet ecosystem – the business and communication objectives, the end user needs and the current state of the intranet. Over 2,200 employees provided feedback through surveys, focus groups and interviews.

- ☐ **Review feedback and identify needs regarding district intranet.**

Feedback from employees, stakeholders and executive staff was documented and analyzed to better understand what is required and expected of a new intranet.

- ☐ **Identify future intranet technology platform.**

SharePoint Online was identified as the future intranet technology platform.

- ☐ **Develop a governance structure for a district intranet.**

Strategic governance and functional content plans for a new intranet are currently being developed.

STRATEGIC PLAN- AREAS OF FOCUS 2021-2022

Objective Two: Implement, train, and support a district-wide platform that effectively delivers communications while promoting collaboration and connection.

- ☐ **Train learning business technology and communications department on custom interface for intranet platform.**
 - The appropriate business technology and communications staff have been identified and will receive training in SharePoint Online by June 2022.
 - Training providers are currently being sourced and identified.
- ☐ **Implement governance structure for district intranet.**
 - Strategic governance and functional content plans for a new intranet are currently being developed.
 - Content managers for various departments have been identified and are currently engaged in the development of a new intranet.

Goal Three – Our students’ voice and perspectives are valued, encouraged and embedded.

Objective One: Create a variety of ongoing opportunities to activate student voice to provide ideas and observations.

- ☐ **Create a working group of students:**
 - A working group of 24 students from grades 7-12 has been established and has met several times with the guidance of the District Administrator- Student Voice and Leadership
 - Group focus has been on defining student voice and agency as well as beginning to define the working group’s priorities
 - The group has developed a graphic organizer defining student voice and agency
 - Next meeting- the group will be engaged in a discussion with the District Principal- Diversity/Equity/Inclusion to identify how student voice can support diversity and personal identity across the district.
- ☐ **Identify and review existing student platforms to identify and establish additional platforms and means to activate student voice:**
 - A wide variety of existing and new platforms have been identified, including:
 - District Student Voice Working Group
 - SOGI Youth Advisory Group, Rainbow Cafes and Rainbow Network
 - Mental Health Youth Advisory Group
 - Equity, Diversity and Inclusion Advisory Group
 - Unity Clubs
 - Student Councils
 - TABLE38
 - Board of Education- Activating Student Voice Meeting (upcoming in April)
 - School-based student voice groups- example- Burnett Secondary- ‘Use Your Voice’ student group- newly formed

STRATEGIC PLAN- AREAS OF FOCUS 2021-2022

- In 2019/2020 students across the district were invited to provide input into the strategic plan. Ultimately, student voice provided the basis of several areas of the plan.
- Recently, the district surveyed all secondary students regarding secondary schedules for the 2022-2023 school year. Student voice will form a significant part of the decision-making process and the outcome.

☐ **Identify different groups of students and the best means to connect to/with them**

- Specific Youth Advisory Groups- a number of groups/structures intended to engage student voice from a variety of different student groups exist including Indigenous student connections through the Indigenous Support Team, International student connections, Unity Clubs connecting youth with additional needs, SOGI Youth Advisory Group, and the Mental Health Advisory Group.

☐ **Develop a high-level framework for the executive team to ensure student voice is used in planning**

- This framework is currently being developed
- Student voice is already been utilized in a number of different district level initiatives by members of the Executive Team.

☐ **Identify, design and deliver professional learning opportunities on effective student engagement and its importance**

- Student voice and agency was recently highlighted in a session at the district conference co-facilitated by students. The session was attended by teachers, support staff and administrators.
- Presentations on how to engage student voice at the school level have been provided by the District Administrator responsible for student voice to principals and vice-principals at several elementary and secondary administrator meetings.

Objective Two: Increase engagement and collaboration between students, staff and trustees.

☐ **Create a working group of students**

- See above

☐ **Identify and review existing opportunities for collaboration between students and staff as well as students and trustees and establish additional means for collaboration**

- See above
- Currently, the primary opportunity for collaboration between students and trustees is the *Board of Education-Activating Student Voice* event (formerly known as Junior Board). This annual event provides an opportunity for trustees to meet with students and engage in discussion. Opportunities for other trustee/student engagement are currently being explored. This year's event will focus on identifying other opportunities for trustee-student engagement in the future.

☐ **Identify different groups of students and the best way to connect to them**

- see above

CONCLUSION

Significant progress has been made on all Strategic Priority Five objectives scheduled for the current school year. Many steps have been taken to refine and improve both external and internal communication practices. Student voice has become an area of focus in many schools and student voice and agency are becoming embedded in the work of the district. Work will continue in each of the areas discussed in this report.

Respectfully Submitted by:

Scott Robinson
Superintendent of Schools

David Sadler
Director of Communications and Marketing

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, on Wednesday, February 2, 2022 at 4:30 p.m.

Present:

Ken Hamaguchi, Committee Chairperson
Debbie Tablotney, Committee Vice-Chairperson
Norman Goldstein, Trustee Member
Heather Larson, Trustee
Sandra Nixon, Trustee
Donna Sargent, Trustee*
Scott Robinson, Superintendent
Cindy Wang, Secretary Treasurer
Frank Geyer, Executive Director, Facilities Services
Rob Laing, Executive Director, Learning and Business Technologies
Liz Baverstock, President, Richmond Teachers' Association
Steve Wenglowski, 2nd Vice President, Richmond Teachers' Association
Mike Murray, President, Richmond Association of School Administrators
Andrew Scallion, President, Richmond District Parents Association
Dionne McFie, Past President, Richmond District Parents Association
Joyce Coronel, Executive Assistant (Recording Secretary)

Regrets:

Joel Canlas, Richmond Management and Professional Staff

**Present for a portion of the meeting*

The meeting was called to order at 4:33 pm.

1. APPROVAL OF AGENDA

The agenda was approved as circulated.

2. APPROVAL OF MINUTES

Minutes from the January 5, 2022 meeting was approved as circulated.

3. FACILITIES PLANNING UPDATE [standing item]

The Executive Director, Facilities Services spoke to his report as included in the agenda package. He then responded to inquiries from the Vice Chairperson on potential locations for the Integrated Child & Youth Teams (ICY) program.

4. RICHMOND PROJECT TEAM UPDATE [standing item]

The Executive Director, Facilities Services provided an update on capital projects as referenced in his report. There were no further questions or comments.

5. FACILITIES SERVICES UPDATE

The Executive Director, Facilities Services spoke to his report as included in the agenda package with the following highlights:

- completion of installation of portable air purifiers in classrooms without mechanical ventilation and upgrade of filtration in HVAC systems
- delivery of rapid tests for school staff

The President, Richmond Teachers' Association expressed her appreciation for the District's prompt action on COVID-19 concerns in schools, including installing the hepa purifiers in the classrooms, delivering rapid test kits to employees efficiently and providing N95 masks upon employee request.

Trustee Sargent left the meeting at 5:00pm.

6. PROPOSED CLASSROOM VENTILATION PROGRAM

The Executive Director, Facilities Services spoke to his report as included in the agenda package. He then responded to questions and comments from attendees on his report. Trustees expressed their appreciation to the Executive Director, Facilities Services for his report.

The President, Richmond Teachers' Association spoke strongly in support of the classroom ventilation program using capital funds. She also noted that the program is a great investment for the District because having good air quality is important in a learning environment.

The President, Richmond District Parents Association expressed his full support for the ventilation program. He emphasized that parents have been voicing their concerns on classroom ventilation for the past two years and they understand how important it is to have clean air in the classroom.

Trustee Larson reiterated how the classroom ventilation program aligns with the District's strategic plan. The Vice Chairperson acknowledged the importance of stakeholders' feedback and conveyed her appreciation for stakeholders' support for the ventilation program using capital reserve fund.

The Executive Director, Facilities Services then responded to questions from Trustees on approval timeline and other questions of technical nature.

7. MINUTES FOR INFORMATION

(a) CHILD CARE DEVELOPMENT ADVISORY COMMITTEE MEETING

Meeting minutes from December 1, 2021 were attached for information.

8. NEXT MEETING DATE – Wednesday, March 2, 2022 at 4:30pm

9. ADJOURNMENT

The meeting adjourned at 5:30 pm.

Respectfully Submitted,

Ken Hamaguchi, Chairperson
Facilities and Building Committee

Report to the Board of Education (Richmond) PUBLIC

DATE: 30 March 2022

FROM: Ken Hamaguchi, Chair, Facilities and Building Committee

SUBJECT: Proposed Classroom Ventilation Program

RECOMMENDATION

THAT the Facilities & Building Committee recommends approval by the Board of Education (Richmond) for staff to proceed with the proposed Classroom Ventilation Program as presented to a maximum cost of \$12 Million funded from Local Capital Reserves.

POLICY CONSIDERATIONS

Not applicable.

STRATEGIC PLAN REFERENCE

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

BACKGROUND

At the 02 February 2022 in camera and public meetings of the Facilities & Building Committee meeting, staff brought forward a report discussing the need to retrofit a number of older elementary schools in our district (refer to **Appendix A**) with mechanical ventilation systems.

As mentioned in earlier reports, the COVID pandemic has highlighted one major deficiency in many older Richmond public schools – many classrooms, libraries, multipurpose rooms, staff rooms and offices do not have mechanical ventilation to move and exchange air with mixed fresh air, as any post-1990 school construction includes as part of the National Building Code of Canada. The only means of ventilation is passive – opening windows above heating radiators which then temper the cooler outside air for occupant comfort, which is energy inefficient and not conducive to student learning as documented in many studies.

As a temporary means of providing filtered air within classrooms and other spaces during the pandemic, the Facilities Services in January 2022 purchased and installed portable air purifiers within these rooms. As mentioned in previous reports, these units have a limited lifespan, require more and costlier filter changes than permanent HVAC systems and only filter and recycle inside air with no fresh air from outside brought in.

Facilities Services has undertaken an in-house analysis of the available technologies and estimate that the maximum cost to energy efficiently and economically retrofit the 11 schools that are currently not scheduled to receive mechanical ventilation as part of the seismic mitigation projects would be in the order of \$12 Million (refer to updated **Appendix B**). Project estimates include allowances for

electrical and boiler upgrades as necessary to accommodate the new equipment in the older buildings, as well as for hazardous materials (i.e., asbestos) abatement.

Financial Implications:

There is currently a great deal of uncertainty regarding provincial capital funding, due in part to the multiple pressures the provincial government is facing from all sectors as a result of the pandemic as well as recent problems caused by climate change. If the district were to rely on only existing Ministry capital funding (i.e., Annual Facility Grant, School Enhancement Program, Carbon Neutral Capital Program), it would take over 10 years to complete a retrofit.

Facilities Services is recommending that the Board consider approving funding of up to \$12 Million out of its local capital reserve to expedite work on this important program, which would take 16-17 months to complete, and two complete summers would be required. Staff would continue to advocate for special funding from the Ministry and would also seek out potential grants from various agencies (NRCan, BC Hydro, Fortis BC, etc.) to help offset some or all of these costs.

The timeline for consideration and a decision is as follows:

Date	Stage
02 February 2022 Facilities & Building Committee (F&BC) (In Camera & Public)	1. Initial report: <ul style="list-style-type: none"> share background info and preliminary proposal with stakeholders seek preliminary input from committee members and stakeholders
17 February 2022 Trustee Workshop	2. Informal Board discussion: <ul style="list-style-type: none"> further explore rationale for proposal discuss implications on seismic and new capital projects discuss capital budget implications
23 February 2022 Board Meeting (In Camera & Public)	3. Report for information from staff: <ul style="list-style-type: none"> update Board on F&BC stakeholder discussions seek further guidance from Board
02 March 2022 Facilities & Building Committee (Public)	4. Update report from staff: <ul style="list-style-type: none"> further opportunity for stakeholder input possible committee recommendation to Board
30 March 2022 Board Meeting (Public)	5. Final decision by Board

CONCLUSION

District and provincial stakeholders have indicated a strong desire to see ventilation issues in schools addressed in an urgent manner by Boards of Education. Although the COVID-19 pandemic has highlighted the need for a timely solution, appropriate ventilation is an ongoing need in schools that will exist even after the current pandemic ends. The proposed solution would address the well-documented need for all schools to have fully functioning ventilation systems moving into the future. The target completion date for the program, if approved by the Board, is 31 August 2023.

Ken Hamaguchi
Chairperson, Facilities and Building Committee

APPENDIX A

SCHOOLS LACKING FULL MECHANICAL VENTILATION

Group A – Schools Not Being Retrofitted as Part of an Existing Project

School	Rooms	
	Large ^{*1}	Small ^{*2}
Alfred B. Dixon Elementary	14	3
Blundell Elementary	16	4
Daniel Woodward Elementary	17	12
Donald E. McKay Elementary	13	3
Garden City Elementary	7	4
James Gilmore Elementary	22	12
Manoah Steves Elementary	14	2
R.M. Grauer Elementary	13	4
Thomas Kidd Elementary	16	2
Walter Lee Elementary	17	6
William Cook Elementary	9	1

Group B – Schools Scheduled to Be Retrofitted as Part of an Existing Project

School	Rooms	
	Large ^{*1}	Small ^{*2}
F.A. Tomsett Elementary	5	0
James McKinney Elementary	3	3
James Whiteside Elementary	15	5
Mitchell Elementary	3	0
W.D. Ferris Elementary	4	0
William Bridge Elementary	16	0

**1 - Large rooms include classrooms, libraries, multipurpose rooms, staff rooms without mechanical ventilation*

**2 - Small rooms include general offices, PVP offices, resource rooms, special education rooms without mechanical ventilation*

APPENDIX B

ESTIMATED PROGRAM COST, BASED ON JAMES WHITESIDE ELEMENTARY PROJECT

Total HVAC Equipment (Unit Ventilators/Heat Pumps) Required: 186

Average Cost of Unit, Installed: \$37,000

Item	Cost
Supply/Installation Cost of HVAC Equipment	\$6,876,000
Boiler Upgrades at 11 sites @ \$83,800	922,000
Hazmat at 11 sites @ \$44,700	492,000
Electrical Service Upgrades at 10 sites @ \$111,800	1,118,000
Estimated Construction Cost	\$9,408,000
Consultant Fees, Permits @ 12.5%	1,176,000
Contingency @ 10%	941,000
Project Management @ 1%	94,000
Total Program Cost	\$11,619,000

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

MINUTES OF PUBLIC MEETING OF POLICY COMMITTEE

Date: Monday, December 13, 2021 at 11 am
Via Zoom Webinar

Present: Sandra Nixon, Chairperson
Debbie Tablotney, Vice-Chairperson
Sandra Nixon, Chairperson
Heather Larson, Member
Norman Goldstein, Alternate member
Scott Robinson, Superintendent
Liz Baverstock, Richmond Teachers' Association
Ian Hillman, CUPE 716
Jw Cho, Richmond Teacher's Association
Tim McCracken, Richmond Teachers' Association
Tanya Major, Richmond Association of School Administrators
Jason Leslie, Richmond Association of School Administrators
Rebeca Avendano, Richmond Management Professionals Staff
Dave Madeira, Richmond District Parents' Association
Catherine Cleary, Executive Assistant (Recording Secretary)

The Chair called the meeting to order at 11:05 am.

1. **ADOPT AGENDA**

The agenda was adopted as circulated.

2. **APPROVE MINUTES**

The Minutes of the meeting held October 18, 2021 were approved as circulated.

3. **POLICY 804.1/804.1-R: *Community Use of District Facilities*/POLICY 804.4: *Fees for Use of District Facilities***

The Executive Director, Facilities Services reviewed his report. Background to the policy revisions was provided in August 2020, when the provincial government amended the School Act and issued a Ministerial Order M326 pertaining to the provision of childcare programs on board property. In December 2020, a legal opinion was provided by BCSTA to Boards of Education regarding the need to revise their policies to reflect these changes.

Based on the information received from BCSTA legal counsel, and further to feedback received to date, senior District staff collaborated on revisions to both policies.

The Executive Director noted that no new feedback was received from stakeholders during the consultation process. However, upon further review between the Assistant Superintendent and Secretary-Treasurer, minor adjustments were made to Policy Regulation 804.1-R and Administrative Guidelines 804.1-G including the requirement for consultation when it comes to adding new childcare programs. These changes were highlighted for the Committee in the attached package.

Ian Hillman, President of CUPE 716 asked about rental costs for the stakeholder groups. The Executive Director noted the term is clarified in the policy as *internal stakeholder groups* and includes both unions, RASA, RDPA, and RMAPS. The blanket coverage and the rates for items like tables/chairs or the parking lot noted in the guideline, will be part of the annual review of rental rates, to be considered by the Financial and Legal Committee in the Spring 2022.

ACTION: It was **AGREED** to bring a Notice of Motion to the January 26, 2022 Public Board meeting for a Recommendation at the February 23, 2022 Public Board meeting for final approval on Policy 804.1 and 804.4 revisions.

4. STATUS OF CURRENT AND ANTICIPATED ITEMS

An update was provided through to December 13, 2021.

5. ADJOURNMENT

The meeting adjourned at 11:28 am.

Respectfully Submitted,

Sandra Nixon, Chairperson
Policy Committee

SEA ISLAND ELEMENTARY OFFICE

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March 9th, 2022

Cindy Wang
Secretary-Treasurer &
Sandra Nixon
School Trustee
School District 38 (Richmond)
7811 Granville Avenue
Richmond, BC. V6Y 3E3

Re: April 28th, 2022 Day of Mourning

Dear Cindy and Sandra,

Thursday, April 28th, 2022 is the National Day of Mourning in Canada. A day when we honour workers who have lost their lives because of workplace accidents or from occupational disease. As President of CUPE Local 716, I am writing to ask that the Richmond School Board once again, as has become our tradition, recognize this day.

CUPE Local 716 is requesting that schools and district work sites be encouraged to honour workers who have lost their lives with a moment of silence at 11:00am on Thursday, April 28th, 2022. Also, we are requesting that flags be lowered to half-staff at all worksites on that day.

Thank you for your consideration and attention to this special day.

Yours truly,



Ian Hillman
President, CUPE Local 716

C.C.

Stacey Robinson, 1st Vice President CUPE Local 716

Nancy Williams, 2nd Vice President CUPE Local 716