

POLICY COMMITTEE
PUBLIC MEETING AGENDA

DATE: MONDAY, FEBRUARY 13, 2023
11:00 AM

<https://sd38.zoom.us/j/69682515601>
Passcode: 6000

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

- 1. Adopt Agenda**
- 2. Approve Minutes**
Minutes of meeting held January 23, 2023 attached.
- 3. Policy 201: Bylaw Board Operations**
Report from the Superintendent attached.
- 4. Policy 641/641-R: Enterprise Risk Management**
Report from the Secretary Treasurer attached.
- 5. Status of Current and Anticipated Items**
Attachment: Update to February 13, 2023
- 6. Next Meeting Date – Monday April 17, 2023 at 11:00 am**
- 7. Adjournment**

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

MINUTES OF PUBLIC MEETING OF POLICY COMMITTEE

Minutes of a **public** meeting of the Policy Committee held virtually via Zoom on Wednesday, January 23, 2023 at 11:00 am.

Present:	Chairperson	D. Tablotney*
	Vice Chairperson	H. Larson
	Trustee Member	D. Yang
	Trustee Alternate	R. Belleza
	Superintendent	S. Robinson
	Assistant Superintendent	C. Brautigam
	Executive Director, Facilities Services/Richmond Project Team	F. Geyer
	1 st Vice President, Richmond Teachers' Association	T. McCracken
	Pro-D officer, Richmond Teacher's Association	J. Cho
	President, Richmond Association of School Administrators	M. Murray
	Chairperson, Richmond Management and Professional Staff	K. Gibson
	Executive Assistant (Recording Secretary)	J. Coronel

**Present for a portion of the meeting*

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

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

1. Adopt Agenda

The agenda was adopted as circulated.

2. Approve Minutes

The Minutes of the meeting held December 12, 2022 were approved as circulated.

The Chairperson joined the meeting at 11:07 am.

3. DEI Advisory Committee Policy Update

Assistant Superintendent Brautigam reported on the revised draft of the DEI policy checklist based on feedback received in the last Committee meeting. Some of the revisions include:

- Adding language which identifies the users of the checklist
- Adding reference to regulations and guidelines

She also suggested additional actions to help improve the overall accessibility of policies, regulations, and guidelines on the district's website.

The Committee agreed to approve the following **RECOMMENDATION**:

THAT the Policy Committee adopt the attached “Policies Checklist for Policy Revision and Development” for use by those responsible for writing and reviewing policy, regulations, and guidelines.

4. Policy 101- Goals and Objectives

The Superintendent provided a summary of recent revisions to Policy 101 and the proposed new regulation 101-R, based on feedback received in the last public Committee meeting:

- Move the foundational statement above the legislative requirement section in the Policy statement
- Include a brief summary statement regarding alignment of planning in the revised Policy then move the substantive statement on alignment to the proposed Regulation
- Move the Strategic Alignment image to the proposed Regulation
- Move section on Provincial, District and School level planning to the Regulation

Trustees expressed appreciation for the thoroughness of the policy revision.

Tim McCracken, First Vice President of Richmond Teachers’ Association commented on possible concerns on implementation of alignment of planning, specifically at the school level and the reporting order under the enhanced student learning framework. The Superintendent clarified that the preference is to have a combination of school-based data and provincial framework data. Assistant Superintendent Brautigam also explained the importance of school level data and how this adds to the provincial level data, which will form part of the district’s Framework for Enhancing Student Learning (FESL).

Following discussion, the Committee agreed to forward the following **RECOMMENDATION** to the Board:

THAT the Policy Committee recommend to the Board of Education that at the January 25th public meeting of the Board, Policy 101 and 101-R, currently referred to as Goals and Objectives, be referred to the stakeholder input process for the period of January 26 to March 6, 2023.

5. Phase 2 – Policy Section 700: Facilities

The Executive Director, Facilities Services/Richmond Project Team spoke to his report as included in the agenda package. He clarified that the word “handicap” under Policy 702.2-R will be replaced with “universal” in the revised version of the policy for Board approval.

Tim McCracken, First Vice President of Richmond Teachers’ Association inquired if the phrase “*hate against specific races, classes or creeds*” mentioned in Policy 703.3 is appropriate. The Executive Director, Facilities Services/Richmond Project Team suggested that the original language be maintained, and changed later on if the DEI Advisory Committee deems it appropriate.

In response to a request from Tim McCracken, the Executive Director, Facilities Services/Richmond Project Team proposed that the information on the order of authority as

specified in Policy 703.3 under the section on Protection of Students and Maintenance of Order, will be shared to school administrators after the Board approves the revised policy.

It was **AGREED** that the Policy Committee bring forward a Notice of Motion to the Board of Education at the January 25, 2023 Public Meeting that a Recommendation for the Board's consideration will be presented at the February 22, 2023 Public Meeting to approve Section 700: Facilities – Phase 2.

6. Status of Current and Anticipated Items

An updated status document was provided with the agenda package.

7. Next Meeting Date – Monday February 13, 2023 at 11:00 am

8. Adjournment

The meeting adjourned at 11:46 am.

Respectfully Submitted,

*Debbie Tablotney
Chairperson, Policy Committee*

DRAFT

Report to the Policy Committee PUBLIC

DATE: February 13, 2023

FROM: Scott Robinson, Superintendent of Schools

SUBJECT: **Policy 201 -Board Operations**

Recommendation:

THAT the Chairperson of the Policy Committee bring forward a recommendation to the February 22nd public meeting of the Board of Education to approve the attached proposed revisions to Policy 201 and 201 Bylaw: *Board Operations* for entry into the stakeholder review process from February 23rd to April 28th, 2023.

Background:

Revisions to Policy 201 and 201 Bylaw: *Board Operations* originated from a discussion amongst trustee members of the Policy Committee pertaining to the current Board-established meeting structure in the District. During those discussions, it was pointed out that current practice and policy are not aligned and that some meeting structures being used, such as advisory committees and working groups, are not currently contemplated in Board policy.

At the December 2022 public meeting of the Policy Committee, discussion occurred about a number of aspects of the Policy and Bylaw. It was agreed that staff would begin the formal policy revision process and report back to the February Public Policy Committee meeting with an initial revised draft to be considered for entry into the stakeholder review process.

A number of areas of the Policy and Bylaw have been proposed for revision in order to ensure consistency between policy and practice and also to ensure that the updated Policy and Bylaw reflect the Diversity, Equity and Inclusion checklist recently approved by the Committee. Specific attention has been paid to the role of advisory committee and working groups, which are a fundamental part of Board meeting structure practice but have not been reflected in Board policy. The proposed revisions incorporate the important role these two structures play.

Proposed Timeline:

October 2022	In-camera Policy Committee meeting	Discussion by members of Policy Committee including feedback on proposed timeline and potential scope of revisions.
December 2022	Public Policy Committee meeting	Initial public report outlining rationale for policy revision and timeline. Opportunity for preliminary feedback from trustee and stakeholder representatives.

January 2023	In-Camera Policy Committee meeting	In-camera discussion amongst trustee representatives about proposed revisions regarding Board meeting format and role of trustees in advisory committees and working groups.
February 2023	Public Policy Committee meeting	Revised policy reflecting preliminary feedback shared with committee. Possible referral to Board for entry into stakeholder review process.
February 2023	Public Board meeting	Potential Board approval for entry into stakeholder review process
February-April 2023	Stakeholder Review Process	February 23-April 28, 2023
May 2023	Public Policy Committee	Final revisions based on results of stakeholder review process. Possible notice of motion to May Board meeting for final approval at June board meeting.
May 2023	Public Board Meeting	Possible notice of motion for approval at June board meeting.
June 2023	Public Board meeting	Possible final approval of revised policy.

Conclusion:

Policy 201 and 201 Bylaw do not, in some ways, reflect the Board's updated practice with respect to a number of aspects of Board operations and therefore require significant revision. The revision process is an opportunity to not only examine the initial issue which drew the committee's attention to the policy, but also to examine whether other aspects of the policy would benefit from further analysis and revision.

Respectfully Submitted,

*Scott Robinson
Superintendent of Schools*

Attachments:

*Policy 201- Board Operations (proposed revisions)
Policy 201 Bylaw (proposed revisions)*

GOVERNANCE

Policy 201

Board Operations

The Board of Education of School District No. 38 (Richmond) will relinquish none of its statutory authority, since it believes that, as much as possible, decision-making ~~control~~ over children's learning should be in the hands of local citizens, ~~through their elected school board~~. The Board supports the preservation of the ~~authority powers~~ and responsibilities of locally elected boards as separate corporate bodies, distinct from municipal councils or regional districts.

Policy-making is the fundamental process by which the Board will exercise its legitimate authority and responsibility. Through policy, ~~and the strategic planning process~~, the Board will establish goals and give direction to the local school system.

The Board of Education will operate as an open, democratic corporate body that models respect for individuals and strengthens relationships within the education community. The Board is committed to discharging its duties in a fair, efficient and effective manner and will conduct itself within an organized framework. The main business of the Board will be through regularly scheduled meetings of all trustees where they will hear delegations, consider reports and decide by democratic vote on bylaws or motions ~~presented for their consideration~~. ~~by their members~~. Meetings of the Board will be presided over by a chairperson, with the assistance of a vice chairperson, both elected annually from its members.

Because the Board believes it has a fundamental obligation to preserve and enhance the public trust in public education, and because it believes the public and, in particular its ~~education partners~~, must be able to ~~share their perspectives~~, ~~to the educational process~~, meetings will be held in public as much as possible and an opportunity will be given at each meeting to hear the public.

However, there are times when the Board believes the public interest is best served by private discussions of specific issues in closed "in-camera" sessions. To protect individual privacy and the Board's own position, in-camera meetings may be conducted to discuss issues such as individual student or employee matters, legal concerns, or negotiating collective agreements, contracts, or 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.

It is the intent of the Board that both trustees and stakeholders be allowed time and opportunity to become informed, and given adequate notice to prepare and present their views on impending items. The Board may establish committees and hold ad hoc meetings to provide opportunities for trustees and interested parties to meet to discuss issues in a more open, prolonged, and informal manner than is normally allowed at a regular Board meeting. Such meetings should enable participants to fully explore all aspects of a topic, to determine the need for further research, and to propose recommendations. Committees and meetings will not be legally constituted as Board Meetings in that the voting trustee complement will always be less than a majority and committee reports and recommendations will be reported to the full Board for decision.

GOVERNANCE

Policy 201 BYLAW

Bylaw: Board Operations

1. Inaugural Post Election Meeting

1.1 The Secretary-Treasurer shall convene an inaugural meeting of the Board on the second Wednesday in November of a school election year. The purpose of this meeting is for elected trustees to swear an oath, and to elect a board chairperson and vice-chairperson, and representatives and alternates to the **British Columbia School Trustees' Association** (BCSTA) Provincial Council and to the **British Columbia Public School Employers' Association** (BCPSEA) for the ensuing year, as well as to invite trustee interest in membership on committees.

1.2 The Secretary-Treasurer shall announce the results of trustee elections and administer the prescribed oath of office, or oath of solemn affirmation for each trustee present, as specified in the *Manual of School Law*. Alternate arrangements for swearing the oath/affirmation will be made for a trustee who does not attend the inaugural meeting or who is elected in a by-election, and the secretary treasurer must confirm the oath has been taken before that trustee may act in the position.

1.3 The Superintendent shall appoint a returning officer and scrutineers, then call for nominations for a board chairperson by ballot, confirm acceptance of each person nominated and conduct a vote by ballot. The person receiving a clear majority shall be elected Board Chairperson for the ensuing year. If no person receives a clear majority, further ballots shall be taken until a majority is achieved. The Secretary Treasurer or any trustee may then call for destruction of ballots.

1.4 The Chairperson so elected shall assume the chair.

1.5 The Board shall proceed to elect a vice-chairperson for the ensuing year in the same manner as the election of the Chairperson.

1.6 The Chairperson shall call for a show of interest for the positions of BCSTA representative to Provincial Council as well as an alternate representative. If there is more than one trustee interested in being the representative and no concession as to who will be the representative and who will be the alternate, then the Chairperson will conduct an election by ballot and the person receiving a majority of votes will be declared the representative. The runner up will be appointed alternate.

1.7 The positions of BCPSEA representative and alternate will be chosen in the same manner as in 1.6.

1.8 The Chairperson will request trustees declare their interest in membership on committees by mid November and will announce committee appointments in December.

1.9 The Board will authorize its signing authorities, as set out in **Policy 612 and 612-R 603.5.1 and 603.5.1-R: Authorized Signatures** for the ensuing year, at its Inaugural or Organizational Meeting.

1.10 The meeting will adjourn.

2. Annual Organizational Meeting

- 2.1 An organizational meeting of the Board shall be held the ~~second~~ **fourth** Wednesday in November each year in which there is no municipal election. The purpose of this meeting is to elect a board chairperson and vice-chairperson, and representatives and alternates to the BCSTA Provincial Council and to the BCPSEA for the ensuing year, as well as to invite trustee interest in membership on committees.
- 2.2 The current Chairperson shall call the meeting to order, and may give an annual report.
- 2.3 The Superintendent (or designate) shall take the chair and proceed with the election of a chairperson according to the procedure in 1.3
- 2.4 The Chairperson so elected shall assume the chair, and proceed with the election of a vice chairperson in the same manner as the election of the Chairperson.
- 2.5 The Chairperson shall call for a show of interest for the positions of BCSTA Provincial Council representative and alternate in the same manner as in 1.6.
- 2.6 The positions of BCPSEA representative and alternate will be chosen in the same manner as for BCSTA.
- 2.7 The Chairperson will request trustees declare their interest in membership on committees by mid November and will announce committee appointments in December.
- 2.8 The Board will authorize its signing authorities for the ensuing year as in 1.9.
- 2.9 The meeting will adjourn.

3. Regular Meetings

- 3.1 The Board of Education shall meet on the ~~second and~~ **fourth** Wednesday of each month unless otherwise determined by Board resolution. Regular meetings of the Board of Education shall be held not less than once in every three months. The first regular meeting in November will commence upon adjournment of the Inaugural or Organizational meeting. In-camera sessions will generally commence at 17:30 or at the call of the Chair. The public session will begin at 19:00. If in-camera business is not completed by ~~18:55~~ **18:50**, the in-camera session will be recessed and reconvened upon adjournment of the public session. Commencement times of public meetings may be altered by Board resolution.
- 3.2 A quorum of the Board is a majority of the trustees holding office at the time of the meeting. If a quorum has not been made within one-half hour after the appointed time for a meeting, or if a quorum should cease during a meeting, the meeting shall stand adjourned until the next regular meeting date or until another meeting is called by the Chair.
- 3.3 The Chairperson will develop the meeting agendas in consultation with the Superintendent, Vice-Chair and Secretary-Treasurer.
- 3.3.1 Written notice of each meeting, together with the proposed agenda must be given at least 48 hours in advance to each trustee. The package ~~delivered~~ should include all supporting documents. Non-receipt by a trustee shall not void the proceedings.

3.3.2 Public notice of regular meetings and proposed agendas shall be posted on the district website, ~~emailed~~ **provided electronically** to trustees and to chairpersons of employee groups and the district parent association as soon as possible (and no later than 30 minutes prior to board office closing on the Friday prior to the regular Board meeting). Persons or groups known to have particular interest in an agenda item may be alerted ~~by email or telephone~~ if possible. Supporting documents for the meeting may be posted on the district website and available at the district office no later than 30 minutes prior to the Friday office closing.

3.3.3 ~~Requests Briefs and presentations~~ by the public to have briefs and presentations ~~may be~~ placed on the agenda **may be made** by notifying the office of the Secretary-Treasurer in writing by 09:00 on the Thursday prior to a meeting. The notice must identify the topic to be presented.

3.3.4 Trustees may place items on the agenda by:

- Notice of Motion at the meeting prior to anticipated consideration,
- Notifying the Chair or office of the Secretary-Treasurer by 09:00 the Thursday prior to the meeting, or
- A request to the Chair immediately prior to approval of the agenda **for emergent items.**

3.3.5 Every effort should be made to ensure that items are entered on the agenda by the Thursday deadline. However, because issues that require Board attention may arise after the agenda has been distributed, the Chair shall ask the Superintendent and trustees at the meeting for additions to or deletions from the agenda prior to Board approval of the agenda. Additions and deletions will be at the Chair's discretion and are subject to challenge.

3.3.6 Trustees may request that an agenda item be moved from the in-camera to the public agenda, or the reverse.

3.3.7 Once an agenda is accepted, the meeting will be limited to items on the agenda.

3.4 The order of business at in-camera and public regular meetings shall be:

- Recognition of visitors, announcements, trustees' updates
- Adoption of agenda
- Closure of the in-camera meeting in compliance with the School Act
- Presentations, briefs, special recognition
- Questions from the Public (public only)
- Executive
- Approval of minutes of prior meetings
- Business arising from prior minutes
- New business
- Questions from the Public (public only)
- Standing committee reports
- Board committee and representative reports
- Correspondence
- Adjournment

The Board ~~may will generally~~ call a short break prior to the first Questions from the Public session. Additional recesses may be permitted by the Chair as requested by any trustee and agreed to by unanimous consent.

Adopted: 02 June 2008

Board Adoption with Amendments: 17 November 2008

Board Adoption with Amendments: 10 October 2018

3.4.1 Changes to the order of business may be proposed by any trustee and shall require unanimous consent or a two-thirds vote without debate.

3.4.2 Individuals or delegations presenting a brief will be allowed up to 10 minutes for their presentation.

3.4.3 **The** Questions from the Public **portion of the agenda** will be limited to 30 minutes

3.4.4 The Board may agree by vote to extend the time allotted for a presentation or Questions from the Public.

3.5 Minutes of the proceedings of all meetings shall be recorded in a minute book and signed as correct by the Secretary-Treasurer and the Chairperson or trustee presiding at the meeting recorded.

Public and in-camera minutes will include:

- The nature of the meeting (regular, special, in-camera, inaugural, organizational); the date, time, place, Board members present and absent, staff members assisting, and the approval of the preceding meeting's or meetings' minutes.
- A record of all motions passed or defeated by the Board, together with the names of trustees making and seconding the motions, as well as the names of those abstaining due to conflict, and those voting against a motion if so requested.
- A record of the disposition of all matters on which the Board considered but did not take action, and a record of communications received by the Board.
- A summary of the general nature of remarks or concerns raised by trustees, guests and the public on agenda items.

3.6 In-camera minutes will be presented in the public minutes of the Board meeting in the form of a general statement as to the nature of the matters discussed and the general nature of the decisions reached. Public minutes shall be **made available to open for inspection at all reasonable times by** any person.

3.7 All meetings shall stand adjourned at four hours after their commencement unless a resolution has been passed by a two-thirds vote to extend the hour of adjournment.

3.8 The Secretary-Treasurer or designate must be present at all meetings of the Board. The Board may excuse its officials during discussion of any matter, but the Secretary-Treasurer or designate must record and be present at the time of each Board decision.

3.9 The Chairperson presiding at a meeting may expel any person except a trustee who is acting improperly and disrupts the meeting. A majority of the trustees present at a meeting of the Board may expel a trustee from the meeting for improper conduct.

4. Special Meetings

4.1 A special meeting of the board may be called by the Chairperson or, upon written request by a majority of the trustees, shall be called by the Secretary-Treasurer. No business other than that for which the meeting was called shall be conducted at the meeting.

4.2 Where possible, written notice of a special meeting, an agenda and supporting documents will be delivered to each trustee at least 48 hours in advance of the meeting.

Adopted: 02 June 2008

Board Adoption with Amendments: 17 November 2008

Board Adoption with Amendments: 10 October 2018

When it is likely that trustees might not be reading email routinely, as on a weekend or holiday, or if a meeting must be held within 48 hours, trustees will also be notified by telephone.

4.3 Notice of a special public meeting will be posted on the district web site and emailed to the chairpersons of employee groups and the district parent association and to persons or groups with particular interest in the item as soon as possible.

5. Addressing The Board

The public is welcome to attend regular public Board meetings and to address the Board through the following processes.

5.1 Members of the public may ask a question or make a brief statement regarding an item on the agenda during either of the two Question Periods at the meeting **or by emailing their questions or comments to the School District Board Meetings email account in advance of the question period.**

5.2 An individual or a spokesperson for a delegation may present a brief to the Board.

5.2.1 To be allotted time on a meeting agenda, notify the office of the Secretary-Treasurer in writing by 09:00 the Thursday prior to the Board meeting you wish to present at and include a brief description of the issue you wish to raise. Briefs are usually heard during the first hour of the public meeting that begins at 19:00. The content of a brief presented in public should be public in nature. Complaints or concerns that identify an individual **student, parent, or employee,** or deal with the purchase of land or with legal issues **will not be heard during a public meeting and will be directed by the Chairperson to the appropriate venue or process.** ~~be directed by the Chairperson to a closed meeting of the Board.~~

5.2.2 Persons presenting a brief will be called to the presenters' table, asked to introduce themselves and members of their delegation then given a maximum of 10 minutes **total** to make their presentation. The Chair may limit the number of delegations and questions at a meeting unless otherwise directed by the Board.

5.2.3 Trustees will listen to the presentation and may ask questions of the presenter or staff regarding data, policy, Board direction or other relevant matters.

5.2.4 The Board may refer the matter to staff or an appropriate committee for further discussion or to prepare a response.

5.2.5 The Board will not **respond to answer** a brief at the meeting where it is presented. Delegations will be acknowledged in writing soon after the meeting and informed of any process whereby their brief may be considered further, and whether their attendance may be requested at subsequent committee meetings.

5.2.6 The Board Chairperson in consultation with the Superintendent will provide a response to the brief within 60 days of its presentation to the Board.

6. Chairperson And Vice-Chairperson

6.1 A chairperson and vice-chairperson shall be elected at the first meeting of the Board in November according to the procedure outlined in 1.3.

Adopted: 02 June 2008

Board Adoption with Amendments: 17 November 2008

Board Adoption with Amendments: 10 October 2018

6.2 The Board entrusts to its Chair primary responsibility for safeguarding the integrity of the Board's processes and representing the Board to the broader community. The Chairperson shall act as chief spokesperson for the Board by stating positions consistent with Board resolution and policies.

The Chairperson's duties shall include:

6.2.1 Presiding at meetings of the Board and generally fulfilling the duties usually performed by a chairperson.

6.2.2 Regularly consulting with the Superintendent to convey concerns or issues of trustees or arising in the community, and to learn of emerging issues and events within the District or province that may require Board action,

6.2.3 Bringing to the Board all matters requiring a corporate decision of the Board,

6.2.4 Acting as ex-officio member of all Board committees,

6.2.5 Acting as signing officer for the District,

6.2.6 Supplying trustees with a copy of all correspondence written on behalf of the Board, and

6.2.7 Representing the Board at official functions or designating another trustee to do so.

6.3 The Chairperson may vacate the chair to enter debate or propose or second a motion, in which case the Vice-Chairperson shall preside.

6.4 If the Chairperson is absent or unable to act at a meeting, the Vice-Chairperson shall preside. If the Vice-Chairperson is absent or unable to act, the trustees present shall elect one of their members to preside at the meeting.

6.5 The Chairperson has the same right to vote as any other trustee and must vote to break a tie.

6.6 The Vice-Chairperson shall assist the Chairperson in ensuring the Board operates in accordance with its own policies and procedures and in providing leadership and guidance to the Board, and shall serve in the absence of the Chairperson and otherwise shall perform such duties as assigned by the Chairperson or designated by resolution of the Board.

6.7 Rulings of the Chairperson can be challenged by motion and vote of trustees.

6.8 A majority of the Board may elect a new chairperson or vice-chairperson at any time.

7. Rules Of Order

7.1 The current edition of Robert's Rules of Order shall govern, as far as applicable, in all cases not specifically provided herein or in the School Act.

7.2 All powers of the Board will be exercised either by resolution or by bylaw, except where the School Act requires a bylaw.

Adopted: 02 June 2008

Board Adoption with Amendments: 17 November 2008

Board Adoption with Amendments: 10 October 2018

7.3 A rule, other than the requirement for notice of meetings, may be suspended or an additional rule adopted temporarily for one or more meetings by unanimous consent or by a two-thirds vote of the trustees present.

7.4 Notwithstanding 7.3, the rules in this bylaw shall be amended by bylaw only. A Notice of Motion stating the proposed amendment must be given at the previous meeting and in the notice of the meeting.

7.5 When a trustee raises a Point of Order or Point of Privilege, the Chair will give it precedence over all other items of business.

7.6 Any decision of the Chair is open to appeal by a trustee moving a motion to challenge the Chair and giving the reasons for the challenge. If the motion is seconded, the Vice-Chair will preside and the Chair, having stepped down, will then justify the decision. The Vice-Chair will ask the question "Shall the Chair be sustained?" and trustees will vote without further debate whether to sustain the Chair. A majority or tie vote sustains the Chair. A successful challenge does not necessarily set a precedent.

7.7 During a meeting the Board may, by motion, resolve itself into a Committee of the Whole to discuss any matter on the agenda. A committee of the Whole is designated for an allotted time and does not have to adhere to the formal Rules of Order. The Chairperson may vacate the chair and the Board may ask any person present to facilitate the ensuing discussion by acting as Chairperson of the Whole. The discussion may involve anyone present the Board wishes to include. Upon completion of the discussion (whose time allotted may be extended by vote of the Board), the Committee of the Whole is said to Rise and Report, whereupon the facilitator or Chairperson of the Whole reports on the findings of the Committee to the reassembled Board for the minutes.

8. Bylaw Procedure

8.1 Written Notice of Motion to propose or amend a bylaw shall be given at the meeting prior to first reading and in the notice of the meeting where the bylaw or amendment is to be proposed.

8.2 Every bylaw shall be dealt with in the following stages:

- a) First reading: no debate or amendment;
- b) Second reading: discussion of the principle of the bylaw;
- c) Committee stage: if the second reading passes, the bylaw may be referred to a Committee of the Whole or to a standing committee for detailed consideration.
- d) Third reading: consideration of amendments made in committee, if any, and final decision.

8.3 When a bylaw has been amended in committee, it shall be made available ~~reprinted as amended and distributed~~ to the public before further action proceeds. This may be waived by a two-thirds vote.

8.4 The first reading must be read in full. Subsequent readings may consist of a description of the bylaw by its title and a summary of its contents, providing trustees and the public have a written copy of the bylaw and any amendments.

8.5 The Board shall not give a bylaw more than two readings at any one meeting unless trustees present unanimously agree to give the bylaw all three readings at that meeting.

8.6 A bylaw may be withdrawn at any stage with unanimous consent of the Board.

Adopted: 02 June 2008

Board Adoption with Amendments: 17 November 2008

Board Adoption with Amendments: 10 October 2018

9. Motions

9.1 The Board may only make decisions, give direction or determine policy by voting in the majority on a motion presented by a trustee and seconded by another trustee. A motion is a stated proposal for action.

The bulk of Board business will be conducted through the process of trustees posing a motion, debating the merits of the motion then voting to defeat or pass (carry) the motion. However, when a report, brief or presentation is presented to the Board at a meeting, trustees may first ask questions to clarify understanding or may make brief statements to correct facts or state opinions. If a motion on an issue is moved, trustees may ask questions of clarification of the mover and staff before debate begins or during the debate.

9.2 A motion should be worded in a concise, unambiguous and complete form and, if lengthy or complex, should be submitted in writing. A motion once moved should be stated by the Chairperson to ensure it has been heard and understood. Once moved, seconded and repeated by the Chairperson a motion belongs to the Board and may only be altered, directed or withdrawn by vote of the Board.

9.3 The Chairperson may divide a motion containing more than one subject or a trustee may request such a division and it shall be voted on in the form in which it is divided.

9.4 A motion may be amended before the vote. An amendment is a motion to modify the wording of a pending motion. An amendment must be germane, that is, closely related to or having a bearing on the subject of the motion to be amended. A motion can be amended more than once. However, there can be only one amendment on the floor at a time and it shall be voted on before another amendment is presented or the original motion is voted on. An amendment to an amendment must be germane to the first amendment and cannot be amended. If an amendment is acceptable to both the mover and seconder, the amendment shall be accepted without formal vote.

9.5 A motion passed by a vote of the Board becomes known as a resolution.

9.6 A resolution passed by the Board shall not be reconsidered during the year following its acceptance except by order of a two-thirds vote of the Board, with the following exemption. Any question decided by the Board at a meeting where a bare quorum was present may be reconsidered by order of a simple majority vote of the Board.

9.6.1 A Notice of Motion must be given of an intention to reconsider a resolution passed by the Board in the previous year.

9.6.2 Only a trustee who voted on the prevailing side when the resolution was first adopted may move to reconsider the resolution during the following year, except that any trustee who was not in office at the time a decision was reached on a resolution may move the reconsideration of any resolution dealt with by the Board during the previous year.

9.6.3 A motion to reconsider may be seconded by any trustee.

9.6.4 A motion to reconsider is debatable if the motion proposed to be reconsidered is debatable and the debate can be on the merits of the original question. No question can be reconsidered twice.

9.6.5 A motion to reconsider cannot be applied to action that cannot be reversed, such as entering into a contract.

9.7 No motion (or motions so similar that they pose the same question) can be considered twice at the same meeting.

9.8 Consideration of a motion, provided it has been moved and seconded, may be postponed by a resolution to a specific time and date. A motion to postpone:

- requires a simple majority vote,
- precludes further discussion until the stated time and date,
- may be amended as to time and place; and
- is debatable only as to the advisability of the proposed delay.

9.9 A Notice of Motion must be given for presenting motions to adopt, amend, suspend or rescind any bylaw, policy or regulation.

10. Debate

10.1 Debate shall be strictly relevant to the motion under consideration. The Chairperson shall warn speakers who violate this rule.

10.2 In order to speak, a trustee must be recognized by the Chairperson.

10.3 The mover of the motion shall be given the first and last opportunity to speak on the motion.

10.4 Each trustee has the right to speak twice on the same motion on the same day but cannot make a second speech so long as any trustee who has not spoken on that motion wishes to speak. No trustee shall speak for more than ten minutes in total.

10.5 A statement raising a Point of Order (conduct of the meeting) or Privilege (dealing with the rights or interests of the Board as a whole or of a trustee personally) may be made at any time and shall be given precedence and dealt with immediately.

10.6 No trustee shall interrupt another trustee who has the floor except to raise a point of order, a point of privilege or to disclose a conflict of interest.

10.7 It is the role of the Chairperson to maintain the appearance of fairness and refrain from vigorous debate. However, once all trustees have spoken and before the mover closes debate, the Chair may speak on the motion. The Chair may also move a motion or engage more actively through the course of the debate by stepping down and having the Vice-Chair preside.

Adopted: 02 June 2008

Board Adoption with Amendments: 17 November 2008

Board Adoption with Amendments: 10 October 2018

10.8 Debate may be closed by:

- the Chair after all trustees have spoken twice, finishing with the mover;
- a trustee calling the Question whereupon the Chair asks if a trustee wishes to speak further and if not, conducting the vote; or
- a motion to end debate, which is not debatable and requires a two-thirds vote.

11. Voting

11.1 All trustees present at a meeting are **required expected** to vote; **the only exception will be that** a trustee must abstain in the event of a declared conflict of interest of a pecuniary nature. The Chair has the right to vote and must vote if there is a tie.

11.2 Voting shall be by show of hands except where a ballot is required by policy, bylaw or the School Act. The Chairperson shall declare whether the motion was defeated or carried, abstentions, and the names of negative voters if requested.

11.3 All questions shall be decided by a majority of the votes of the trustees present and voting unless otherwise provided by policy, bylaw or the School Act. In the case of a tie vote, the motion shall be resolved in the negative.

12. Conflict Of Interest

12.1 If a trustee has any pecuniary interest in any matter as defined by the School Act and is present at a meeting of the board at which the matter is considered, the trustee shall:

- disclose his or her pecuniary interest and the general nature of the pecuniary interest at the meeting;
- not take part in the discussion of or vote on any question in respect of the matter; and
- not attempt in any way, whether before, during or after the meeting, to influence the voting on any question in respect of the matter.

“Pecuniary interest” shall be taken to include an indirect pecuniary interest.

12.2 If the meeting is not open to the public, in addition to complying with requirements in 12.1 the trustee shall immediately leave that part of the meeting during which the matter is considered.

12.3 If the pecuniary interest of a trustee is not disclosed as required above because the trustee is absent from the meeting, the trustee shall disclose the pecuniary interest and otherwise comply with the requirements at the next meeting attended by the trustee.

12.4 A trustee is expected to be conversant with relevant sections of the School Act, to file disclosure forms under the Financial Disclosure Act and to be responsible for declaring a personal conflict or a conflict of a spouse, parent or child. A trustee who votes on an issue in which s/he is in conflict may lose office and may not be indemnified by the Board.

12.5 Decisions of the Board must be made with integrity and be procedurally fair. A trustee who votes on an issue with which **s/he has they have** a conflict may cause the decision of the Board to be viewed as biased and place the Board at risk of judicial review and the resulting legal and court costs.

Therefore if a trustee is concerned **s/he they** may have a personal conflict with a matter about to come before the Board, the trustee should:

Adopted: 02 June 2008

Board Adoption with Amendments: 17 November 2008

Board Adoption with Amendments: 10 October 2018

- seek the advice of the Superintendent or Secretary-Treasurer,
- consult with the Chairperson, or
- seek advice from the BCSTA, or request that the Chairperson or Superintendent seek legal advice.

If a trustee is concerned that a fellow trustee is in conflict, s/he they should speak with or ask the Chairperson to speak with the trustee believed to have a conflict.

12.5.1 If the question is not resolved prior to the meeting at which the matter in conflict arises, and the trustee thought to be in conflict does not declare a conflict:

- the trustee may declare for the record the reason s/he they believes there is no conflict and the discussion may proceed to a vote; or
- the Board may resolve to postpone the discussion of the issue and seek legal advice.

12.5.2 If legal advice confirms there is a high probability a trustee has a disqualifying conflict:

- the Board may resolve that the trustee be disqualified from voting with reasons given. In this case, the Chairperson will then ask the trustee whether s/he they intends to vote on the matter in conflict and if the trustee declares a continued intent to participate:
- the Board may resolve to take legal proceedings to obtain a court declaration regarding the trustee's disqualification and that the matter be postponed, or
- the Board may proceed to vote on the matter and then determine whether to censure the trustee for participation.

Such actions can be divisive and should be avoided in favour of more amicable resolution, provided liability to the district is minimized.

12.6 If a meeting is open to the public, every disclosure of pecuniary interest and the general nature of it shall be recorded in the minutes of the meeting. If a meeting is not open to the public, the fact that a disclosure of pecuniary interest was made, but not the general nature of that interest, shall be reported to and recorded in the minutes of the next meeting that is open to the public.

13. Standing Committees

13.1 Standing Committees exist to provide an opportunity to deliberate on issues of ongoing importance to the District in an open, prolonged, inclusive and informal manner. The Board will establish an Audit Committee, Education Committee, Facilities and Building Committee, Finance and Legal Committee and a Policy Committee, and any other standing committees it deems appropriate for the routine conduct of its business.

13.1.1 Meetings may be public or, where warranted, in camera.

13.1.2 A standing committee will consider matters referred to it by the Board, and may consider items suggested by staff, committee representatives or members of the community.

13.2 Terms of Reference

13.2.1 *Audit Committee* will assist the Board in fulfilling its governance and oversight responsibilities and may consider matters pertaining to:

Adopted: 02 June 2008

Board Adoption with Amendments: 17 November 2008

Board Adoption with Amendments: 10 October 2018

- Financial reporting;
- Internal control, information systems and risk management;
- External audit; and
- Internal audit.

13.2.2 *Education Committee* may consider matters pertaining to:

- Provision of educational programs for students, including curriculum instruction and assessment;
- Teaching methodology;
- Student learning;
- Learning resources;
- Research on teaching and learning;
- Showcase district programs and effective teaching practices; and
- Other matters referred to it by the Board.

13.2.3 *Facilities and Building Committee* may consider matters pertaining to:

- Building purchase, construction and sale, maintenance and district facilities, transportation and custodial services;
- Develop and recommend to the Board long-term plans for accommodating the District's needs related to sites and buildings;
- Make recommendations to the Board regarding the annual Capital Budget submission to the Ministry of Education;
- Community use of school facilities;
- Naming and renaming of board properties; and
- Other matters referred to it by the Board.

13.2.4 *Finance and Legal Committee* will:

- Consider and make recommendations to the Board on the district's operating, special purpose and capital budgets;
- Consider and make recommendations to the Board on the school district's business and accounting services;
- Provide advice and information to the Board to support the efficient and effective fiscal management and operations of the school district;
- Where applicable to receive, consider and discuss input from stakeholder groups regarding finance and budget matters referred to the committee;
- Consider, recommend and provide advice and information to the Board on contracts, collective agreement negotiations/bargaining and legal matters pertaining to school district's business and operations; and
- Consider such other matters as may be referred by the Board and make recommendations thereon as required.

13.2.5 *Policy Committee* will:

- Periodically and systematically review Board policies with the intent of ensuring policies remain useful, **accessible**, understandable and up to date; and
- Present recommendations for new and revised policy for Board approval.

13.3 Membership

In December of each year the Chairperson of the Board shall appoint up to three Trustees to each standing committee after consultation with Trustees. If an appointed Trustee is absent from a

Adopted: 02 June 2008

Board Adoption with Amendments: 17 November 2008

Board Adoption with Amendments: 10 October 2018

committee meeting, the Board Chairperson may act as an alternate committee member.

The Superintendent or designate shall be an ex officio member of all standing committees. In addition, members of the Board's staff may be invited to assist a committee with its business.

Only trustees, District staff and invitees may attend in-camera sessions. Where there are public sessions of a standing committee, the following groups will be invited to appoint a representative:

- Richmond Association of School Administrators
- Richmond District Parents' Association
- Richmond School Board Employees Union, CUPE Local 716
- Richmond Teachers' Association
- Richmond Management and Professional Staff

Student representation may be invited as appropriate.

13.4 Conduct

13.4.1 The Trustee named first to a committee shall preside as Chairperson. In the absence of the Chairperson, the second Trustee named to the standing committee shall preside.

13.4.2 No committee shall meet when fewer than two appointed Trustee committee members are present.

13.4.3 All committee members and attendees are able to participate fully in discussion. However, only trustees appointed to the committee will vote on recommendations to the Board.

13.4.4 The dates, times and places of public and in-camera committee meetings shall be established at each committee's first regular meeting following the appointment of committee members in December.

13.4.5 Written notice of committee meetings and agendas shall be available for all Trustees and representative members at least three days before committee meeting dates.

13.4.6 The preparation of the agenda and minutes for a committee meeting shall be the responsibility of the committee's Chairperson in cooperation with staff named to assist that committee. Preference on the agenda will be given to items referred by the Board.

13.4.7 Standing committees shall report to the Board matters for action and information. Committee recommendations shall be made in writing. In the event a committee recommendation is not unanimous, a Trustee member of the committee may attach a minority report.

14. ~~Special~~ Other Board-Established Committees

14.1 The Board may establish advisory ~~special or ad hoc~~ committees to study, ~~investigate~~ **provide guidance or advice**, or report on specific matters.

~~14.2 The Board shall determine a period within which a special committee shall present a report to the Board.~~

14.2 The Board shall determine which standing committee the advisory committee shall report to.

14.3 The purpose and terms of reference of ~~an advisory a special~~ committee shall be defined in

Adopted: 02 June 2008

Board Adoption with Amendments: 17 November 2008

Board Adoption with Amendments: 10 October 2018

writing and approved by the Board before members of the committee are named except when the Board asks the committee to recommend its own terms of reference for Board approval. The recommendations of **an advisory special** committee shall be confined to its terms of reference.

14.4 Membership on **an advisory** committee shall be limited in number to a minority of Trustees holding office at the time of the committee's appointment, and to members of the Board's staff appointed to the committee by the Chairperson of the Board, in consultation with the Superintendent. In addition, the Board may appoint **stakeholder representatives, including students** or members of the community who, in the Board's judgment, may assist the committee in its work.

14.5 **Generally, the senior staff member whose portfolio is most closely aligned with the primary focus of the advisory committee** ~~The first Trustee named to a special committee~~ shall be its Chairperson. The Chairperson shall preside at all **advisory special** committee meetings. **In the absence of the Chairperson, the second Trustee named shall preside.**

14.6 Dates, times and places for meetings will be determined by members of the committee. Notice of meeting and agenda will be given to members at least three days prior to the meeting.

14.7 A record will be kept of items discussed and recommendations made and will be available to committee members and the Board.

15. Board-Established Working Groups

15.1 **The Board may establish working groups to study, investigate or provide advice on specific matters. Working groups will be time-limited in nature with a clearly defined task relating to a specific matter.**

15.2 **Working groups shall report directly to the Board. The Board shall determine a period within which a working group shall provide updates and present a report to the Board.**

15.3 **The purpose and terms of reference of a working group shall be defined in writing and approved by the Board before members of the committee are named except when the Board asks the working group to recommend its own terms of reference for Board approval. The recommendations of a working group shall be confined to its terms of reference.**

15.4 **Membership on a working group shall be limited in number to a minority of Trustees holding office at the time of the committee's appointment, and to members of the Board's staff appointed to the committee by the Chairperson of the Board, in consultation with the Superintendent. In addition, the Board may appoint stakeholder representatives or members of the community who, in the Board's judgment, may assist the working group in its work.**

15.5 **The Board shall direct Trustee members of the working group to report back to the Board on a regular basis regarding the progress of the working group and, as necessary, to seek additional direction from the Board.**

15.6 **Generally, the senior staff member whose portfolio is most closely aligned with the primary focus of the working group shall be its Chairperson. The Chairperson shall preside at all working group meetings.**

15.7 **Dates, times and places for meetings will be determined by members of the working group. Notice of meeting and agenda will be given to members at least three days prior to the meeting.**

Adopted: 02 June 2008

Board Adoption with Amendments: 17 November 2008

Board Adoption with Amendments: 10 October 2018

15.8 A record will be kept of items discussed and recommendations made and will be available to working group members and the Board.

15.9 Upon completion of the task assigned and the presentation of a final report to the Board, the working group shall be disbanded.

16. School Liaison Trustees

In order to enhance communication between the Board of Education and local schools, trustees will be assigned to liaise with specific schools.

The Chairperson will assign each trustee a group of secondary and elementary schools at the first meeting in December each year. The assignment shall be one year's duration unless otherwise determined by the Board. Groups of schools will be rotated among trustees.

Assigning each trustee only a portion of the District's schools helps trustees manage their limited time and increases the likelihood that trustee visits will be effectively dispersed across the District's schools. The purpose of liaison assignments is to enable trustees to attend social functions at the schools, to experience in a focused manner educators and children working and learning together over the school year, to connect with Parent Advisory Committees and to become more familiar with schools and their operation. It is not intended that this bylaw will restrict trustees from participating in functions at any other schools in the District or from visiting any other schools in the District. It is also recognized that trustees will visit when they are able, they are not obligated to attend on any routine basis. **In order to ensure that mutually agreeable arrangements can be made, trustees will contact the school principal in advance of all school visits.**

Consistent with the corporate and policy-making role of the Board, the liaison trustee carries no administrative responsibility or Board-delegated authority. It is not intended that trustees become involved in the internal operation of the schools, nor is it intended that trustees use this contact as an avenue for bringing routine administrative matters directly to the Board.

Report to the Policy Committee PUBLIC

DATE: February 13, 2023
FROM: Cindy Wang, Secretary Treasurer
SUBJECT: **Creation of Policy 641 and 641R – Enterprise Risk Management**

Recommendation

THAT the Chairperson of the Policy Committee brings forward a Notice of Motion to the Board of Education at its February 22 2023 public meeting that a recommendation for the board’s consideration will be presented at its March 29 2023 public meeting to approve Policy 641 and 641R Enterprise Risk Management.

Strategic Plan Reference

- *Strategic Priority 4: A Progressive Workplace*
- *Goal 6: The district has effective risk management policies and practices in place to ensure safety and stability*

Background

As part of the Financial Governance and Accountability Guide for school districts of British Columbia, districts are required to complete a comprehensive risk assessment and adopt formal Enterprise Risk Management (ERM) policies and practices. Further, school districts are expected to incorporate risk assessment and strategic planning into their budget decisions.

Accordingly, the district’s 2020-2025 Strategic Plan established Priority 4 Goal 6, which clearly articulates that “the district has effective risk management policies and practices in place to ensure safety and stability”. Goal 6 is comprised of two objectives, which provide a roadmap for the district to establish a formal ERM process:

- I. Conduct a review to identify, assess and prioritize current and potential risk factors.
- II. Develop risk mitigation plans and embed them in policy and practice to manage and address risk.

Discussion

- In the 2021/2022 school year, the district engaged PwC to conduct an ERM review through a series of workshops with trustees, district senior management and department managers.
- The ERM review process was the first step towards building a risk management culture throughout the district. The district plans to undertake the following steps in 2022/2023 to fulfil Objective II of Goal 6 under Priority 4 of the Strategic Plan:
 - Develop a formal Enterprise Risk Management (ERM) policy including the governance structure
 - Establish risk management procedures, including adopting a periodic review and reporting cycle for on-going risk assessment and monitoring

- Embed these policies in the operational practices to proactively manage and address risks
- In accordance with Board Policy 204-R, it is recommended that this draft policy not be placed into the stakeholder review process as it pertains to an internal board governance matter.

Proposed Timeline

December 2022	In-camera Policy Committee meeting	Initial discussion by members of Policy Committee including feedback on proposed timeline and intent and content of the proposed policy.
January 2023	In-camera Policy Committee meeting	Draft policy to be shared for feedback from trustee representatives.
February 2023	Public Policy Committee meeting	Revised policy reflecting trustee feedback shared with the Committee. Referral to Board for approval.
February 2023	Public Board meeting	Possible notice of motion for approval at March Board meeting.
March 2023	Public Board meeting	Possible final approval of new policy.

Conclusion

As outlined in an Auditor General’s ERM review report, the B.C. Government and public sector organizations recognize risk as an integral part of their regular course of business. Risks can be financial, reputational, operational, legal and technological in nature. Well-managed risk can create opportunities. Poorly managed risk, on the other hand, can lead to unintended, destabilizing consequences such as economic loss or loss of reputation.

The Board’s policy framework does not currently have a policy that addresses the governance structure and procedures of enterprise risk management. Although risk is an integral part of the regular course of business in many areas of the organization, the responsibility of risk management is closely associated with the Board’s financial management and accountability to the province. It is therefore recommended that the proposed ERM policy be included in the 600 Finance section of the Board policy framework.

Respectfully Submitted,

*Cindy Wang MSc, CPA-CA
Secretary Treasurer*

Attachments:

Draft Policy 641 and 641R – *Enterprise Risk Management*

FINANCE**Policy 641****Enterprise Risk Management**

The Board of Education (Richmond) recognizes that risk is present in all school district activities and that the successful management of risk is a critical factor in achieving the School District's strategic priorities, objectives and goals. The School District will develop, implement and maintain an Enterprise Risk Management (ERM) process to proactively identify, evaluate, treat, monitor and report on risks that can impact the District.

Board Adoption: date

FINANCE

Policy 641-R

Enterprise Risk Management

Enterprise Risk Management (ERM) is a strategic process that will identify, evaluate, and respond to adverse risks in a manner that is structured, consistent, and continuous to support and advance the Board's educational and operational goals and objectives. The objectives reflected in the ERM should be consistent with the Board's vision, mission and values as identified in the Board's Strategic Plan. The purpose of the ERM is to set out the School District's general approach strategy to manage its risks, and to set out related roles in order to:

- Increase the probability of achieving the District's objectives,
- Increase the probability of achieving student outcomes,
- Recognize the importance of risk management to the District's governance and management responsibilities,
- Support the continuous application of risk management practices in decision making, and
- Establish clear responsibilities for risk management within the District.

Definition

1. Enterprise Risk Management (ERM)
Enterprise Risk Management is a strategic approach that supports the achievement of the District's strategic priorities, goals and objectives by addressing the full spectrum (reputational, strategic, financial, operational and compliance) of its risks and managing the combine impact of an interrelated risk approach.
2. Risk
Risk is defined as any event that can potentially impact (positively or negatively) the District's ability to achieve its mandate, it's vision, mission, values, and it's strategic priorities. Such risks can affect reputational, strategic, operational, financial and compliance objectives.
3. Risk Appetite
Risk appetite is the amount and type of risk that the District is willing to pursue or retain.
4. Risk Tolerance
Risk tolerance is the District's readiness to bear the risk after its risk treatment response in order to achieve its goals.

Enterprise Risk Management Process

The District will establish and maintain an Enterprise Risk Management Process.

For the ERM Process, the following must be observed:

1. The ERM will be carried out systematically, with a view to support and facilitate the Board's Strategic Plan in achieving its priorities, goals, and objectives. This will be accomplished by identifying, analyzing, evaluating, treating, monitoring, and reporting out on risks on a continual basis.
2. The District will promote a culture of risk management and will strive to anticipate and evaluate risks at the point of conception for strategies, plans and objectives. Management processes and controls are in place to provide reasonable assurance that the District's appetite and tolerance are sufficiently mitigated to within an acceptable risk tolerance.
3. The ERM Process will be an integrated and collaborative process involving all levels of the District.
4. The District will maintain a formal register of key risks, indicators and other information that will facilitate management of its ongoing ERM process.

Stages of the Enterprise Risk Management Process

The District's ERM approach has five main stages:

1. Risk Identification - develop a consistent and sustainable approach to identify risk that could impact the District's ability to achieve its strategic priorities. This risk identification will be updated at least annually.
2. Risk Analysis and Evaluation - provide a standard and consistent approach to understanding, documenting and evaluating the likelihood and consequence of potential risks to the District. This risk evaluation will be updated at least annually.
3. Risk Treatment and Mitigation - develop, document and implement formal risk treatments for any risks exceeding the risk appetite and risk tolerance of the District. This risk treatment and mitigation will be updated at least annually.
4. Risk Monitoring and Reporting - assess the effectiveness of the ERM process and make modifications as required. This will involve regular reporting to the Board on emerging/new and existing risks, as well as the respective risk treatments and risk mitigation plans. This risk reporting will be communicated to the Board at least annually.
5. Communication and Training - awareness and training should be developed to ensure that communication is effective and reaches every employee throughout the District. This will promote that risk management responsibilities must be taken seriously by all employees throughout the District.

Roles and Responsibility

The roles, accountabilities, and responsibilities for the District ERM includes:

1. Identifying and evaluating key risks,
2. Documenting and managing the response to key risks,
3. Facilitating appropriate risk/reward decisions at all levels of management, and
4. Communicating risks and management risk responses and risk management priorities to all relevant staff.

The roles and responsibilities for governance and management of ERM are as follows:

Role	Core Responsibility
The Board of Education	Through its delegated authority, the Board of Education will provide direction on the importance of risk management and expected risk management culture. The Board will review and approve management's recommended risk strategy.
Superintendent	The Superintendent retains the ultimate responsibility for risk management and for determining the appropriate level of risk that the District is willing to accept in the determination and execution of the District's strategy and the effective operation of key functions, processes and activities are considered as part of the annual strategic and business planning process.
Secretary Treasurer	As the key facilitator of the ERM process, the Secretary Treasurer supports the Leadership Team to design and facilitate the execution of the ERM framework and processes to support good practice risk management.
Risk Owners	As risk owners, the Leadership Team ensures that risks are managed appropriately by ensuring the integration of risk identification, analysis and response into planning and management processes, and for designing and executing risk management action plans.
All Employees	The District's employees have a general duty of care and are responsible for complying with requests from management in connection with the application of this procedure. Through appropriate preventative and detective action, reasonable care should be taken to prevent and mitigate adverse impacts on the District. Employees need to communicate with management of any addition, deletions and changes in facilities, systems, processes, regulations or operations that may add significant risk and/or significantly affect existing risk assessments.

POLICY COMMITTEE: STATUS OF CURRENT AND ANTICIPATED ITEMS

	POLICY	STATUS	DATE/TIMELINE
1	Policy 101: Goals and Objectives	Requires revision upon completion of District Strategic Plan.	<ul style="list-style-type: none"> Oct 3 2022 – Report from the Superintendent Dec 12 2022 - Draft revised policy for preliminary feedback from trustees/stakeholder representatives Jan 23 2023: Public report on Recommendation to refer revised initial draft of Policy 101 and proposed new Regulation 101-R to stakeholder input process Currently under stakeholder review process from January 26 to March 6
2	Policy 102: Diversity and Inclusion	Requires revision	<ul style="list-style-type: none"> Dec 12 2022: DEI Advisory Committee Policy Update Jan 23 2023: Public report on revised policy checklist from DEI Advisory Committee; Revised policy checklist approved by Policy Committee
3	Policy 103 Bylaw: Complaints by Students, Parents & the Public	Requires revision	2022
4	Policy 105-R: District Code of Conduct: How we Learn and Work Together Personal Use of District Supplies, Equipment and Facilities	Requires revision	<ul style="list-style-type: none"> Feb 8 2021 – Executive Director presented Report and proposed Draft revised Regulation to Policy Committee. Guideline and Policy were reviewed at the Nov 18, 2020 F&L Committee meeting, that advised it be brought to Policy for review.
5	Policy 201: Bylaw Board Operations	Requires revision	<ul style="list-style-type: none"> Dec 12 2022 - Initial public report outlining rationale for policy revision and timeline; Opportunity for

Updated to February 13, 2023

POLICY COMMITTEE: STATUS OF CURRENT AND ANTICIPATED ITEMS

			<p>preliminary feedback from trustees/stakeholder representatives</p> <ul style="list-style-type: none"> • Feb 13 2023: Revised policy reflecting preliminary feedback shared with committee. Possible referral to Board for entry into stakeholder review process. Potential Board approval for entry into stakeholder review process.
6	<p>Policy 502: Student Behaviour and Discipline Policy 502.1: Maintenance of Orderly Conduct Policy 502.2/502.2-R: Student Suspension or Exclusion from School Policy 502.3/502.3-R: Student Possession of Weapons</p>	Requires revision	<ul style="list-style-type: none"> • Jan 18 2021 – Update provided by Deputy Superintendent. Policies and regulations will be updated in with District Code of Conduct and brought back to the Committee for further review and feedback.
7	<p>Policy 522/522-R: Transportation</p>	Requires revision	2022
8	<p>Policy 641/641-R: Enterprise Risk Management</p>	New	<ul style="list-style-type: none"> • Feb 13 2023: Revised policy reflecting trustee feedback shared with the Committee. Referral to Board for approval. Possible NOM for approval at March Board meeting.
8	<p>Policy 701.11/701.11-R: Naming and Renaming of Board Owned Facilities or Parts of Board Owned Facilities</p>	Requires revision	<ul style="list-style-type: none"> • Mar 7 2022 - Update for information from the Deputy Superintendent; To be aligned with the Diversity & Anti-racism Working Group Report
9	<p>Policy 701.12/701.12-G: Official School Openings</p>	Removed from Phase 1 Section 700 Policies package; under review	To be re-submitted in Spring 2023
10	<p>PHASE 2 - Policy Section 700: Facilities: Policy 702/702-R – Maintenance and Operations</p>	Requires revision	<ul style="list-style-type: none"> • Mar 7 2022: Report from the Executive Director, Facilities Services • Oct 3 2022: Recommendation from the Executive Director,

Updated to February 13, 2023

POLICY COMMITTEE: STATUS OF CURRENT AND ANTICIPATED ITEMS

	<p>Policy 702.2/702.2-R – Installation of Adventure Playgrounds</p> <p>Policy 702.6 – Inventory</p> <p>Policy 703 – Safety Programme Buildings and Grounds</p> <p>Policy 703.3/703.3-R (new)/703.3-G (new) – Building and Grounds Security</p> <p>Policy 703.4 – Vandalism</p> <p>Retirement of 702.9 – Life Cycle Analysis of Physical Plant</p>		<p>Facilities Services that the Committee recommend to the Board that Phase 2 Section 700 Policy Review be circulated to stakeholders for input and feedback (approved by the Board on Oct 12 2022)</p> <ul style="list-style-type: none"> • Nov to Dec 2022: Stakeholder review process • Jan 23 2023: Public Report for possible Notice of Motion to Jan 25 Board meeting • Possible final approval in Feb board meeting
11	<p>PHASE 3 - Policy Section 700: Facilities:</p> <p>Policy 703.1 - Accident Prevention and Safety Procedure</p> <p>Policy 703.2 - First Aid and Accident Reports</p> <p>Policy 703.5 and Regulation 703.5-R - Health and Safety</p> <p>Policy 703.6 and Regulation 703.6-R - Protection of Employees from Violence in the Workplace</p> <p>Policy 705 and Regulation 705-R - Telephones</p> <p>Policy 706 - Smoke Free Environments</p> <p>Policy 703.7 and Regulation 703.7-R - Closure of Schools Due to Emergent Conditions</p> <p>Policy 707 and Regulation 707-R - Post Disaster Procedures</p> <p>Policy 708 and Regulation 708-R - Video Surveillance</p>	Under review	To be submitted in Spring 2023
12	Document Management Policy	On hold	

Updated to February 13, 2023