

Board of Education
Public Meeting Agenda

Wednesday, March 29, 2023 – 7:00 pm
1st Floor Boardroom and via Zoom

https://sd38.zoom.us/webinar/register/WN_C-8tL41-TkSEQp1MM7UV4w

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

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

1. Recognition of Visitors, Announcements and Trustees' Updates

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

2. Adoption of Agenda

3. Presentations, Briefs, Special Recognition

- (a) Presentations
Nil.
- (b) Briefs
Nil.
- (c) Special Recognition
Nil.

4. Questions from the Public

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

5. Executive

6. Approval of Minutes of Prior Meetings

- (a) Record of an in-camera meeting of the board held Wednesday, February 22, 2023.
- (b) Regular meeting of the board held Wednesday, February 22, 2023 for approval.

7. Business Arising from Prior Minutes

- (a) **2023/2024 Capital Bylaw – Three Readings**
Report from the Executive Director, Facilities Services/Richmond Project Team attached.
- (b) **Strategic Plan – Quarterly Update Strategic Priority 4 and 5**
Report from the Acting Superintendent, Secretary Treasurer, Executive Director, Human Resources and the Director, Communications & Marketing attached.
- (c) **Update on Student and Family Affordability Fund**
Report from Assistant Superintendent MacMillan attached.

8. New Business

- (a) **Student Voice Update**
Presentation from the Acting Superintendent and District Administrator, Inclusive Learning

9. Questions from the Public

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

10. Standing Committee Reports

- (a) **Audit Committee**
Chairperson: David Yang
Vice Chairperson: Ken Hamaguchi
- (b) **Education Committee**
Chairperson: Heather Larson
Vice Chairperson: David Yang

The next meeting is scheduled for Wednesday, April 19, 2023, at 6:00 pm.

- (c) **Facilities and Building Committee**
Chairperson: Ken Hamaguchi
Vice Chairperson: Debbie Tablotney

- (i) Minutes of the meeting held on February 1, 2023, are attached for information.

A meeting was held on Wednesday, March 1, 2023. The next meeting is scheduled for Wednesday, April 5, 2023, at 4:30 pm.

(d) **Finance and Legal Committee**

Chairperson: Donna Sargent

Vice Chairperson: Rod Belleza

The next meeting is scheduled for Wednesday, April 19, 2023, at 10:00 a.m.

(e) **Policy Committee**

Chairperson: Debbie Tablotney

Vice Chairperson: Heather Larson

- (i) **RECOMMENDATION:** Policy 641/641-R: Enterprise Risk Management.
Report from the Committee Chairperson attached.

The next meeting is scheduled for Monday, April 17, 2023, at 11:00 am.

11. Board Committee and Representative Reports

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

The next meeting date is scheduled for Wednesday, April 5, 2023.

12. Correspondence

(a) For action:

Correspondence from CUPE Local 716 dated March 7, 2023 regarding National Day of Mourning on April 28, 2023.

(b) For information:

Nil.

13. Adjournment

Board of Education

Telephone 604 668 6000

www.sd38.bc.ca

The next meeting is scheduled for Wednesday, April 26, 2023

Contact Persons regarding agenda items:

Acting Superintendent, Mr. Rick Ryan – 604 668 6081

Secretary Treasurer, Ms. Cindy Wang – 604 668 6012

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

Committee Appointments 2022/2023

	Audit	Education	Facilities and Building	Finance and Legal	Policy
Chairperson	David Yang	Heather Larson	Ken Hamaguchi	Donna Sargent	Debbie Tablotney
Vice Chairperson	Ken Hamaguchi	David Yang	Debbie Tablotney	Rod Belleza	Heather Larson
Member	Rod Belleza	Alice Wong	Heather Larson	Ken Hamaguchi	David Yang
Alternate	Debbie Tablotney	Rod Belleza	Alice Wong	Debbie Tablotney	Rod Belleza
Senior Leader	Cindy Wang	Jane MacMillan	Cindy Wang/Rick Ryan	Cindy Wang	Rick Ryan
	Cambie Coordinating	Child Care Development Advisory Committee	Council/Board Liaison Committee	Richmond Sister City Advisory Committee	
Representative(s)	Alice Wong	Heather Larson	Debbie Tablotney/Heather Larson	David Yang	
Alternate	Rod Belleza	Alice Wong	Donna Sargent	Alice Wong	
Senior Leader	Cindy Wang/Christel Brautigam	Frank Geyer	Rick Ryan /Cindy Wang	Jason Higo	
Reports To	Finance and Legal Committee	Facilities and Building Committee	Board of Education	Education Committee	
	BCPSEA	BCSTA Provincial Council	ELL Consortium	Vancouver Coastal Health Authority	
Representative(s)	Donna Sargent	Heather Larson	David Yang	Debbie Tablotney	
Alternate	Debbie Tablotney	David Yang	Alice Wong	Heather Larson	
Senior Leader	Laura Buchanan	Rick Ryan	Jane MacMillan	Rick Ryan	
Reports to	Board of Education	Board of Education	Education Committee	Education Committee	
	SOGI Advisory Committee	DEI Advisory Committee	Richmond Sustainability Action Committee		
Representative(s)	Debbie Tablotney	Heather Larson	Ken Hamaguchi		
Representative(s)	Ken Hamaguchi	Donna Sargent	Heather Larson		
Senior Leader	Rick Ryan	Christel Brautigam	Frank Geyer		
Reports To	Education Committee	Board of Education	Facilities and Building Committee		

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

Date: March 29, 2023

From: Cindy Wang, Secretary Treasurer

Subject: Record of an In-camera Board Meeting held February 22, 2023

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 22, 2023.

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

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

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

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

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

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

Board of Education
Public Meeting Minutes

Wednesday, February 22, 2023 – 7:00 pm
1st Floor Boardroom and via Zoom

Present:

Chairperson	D. Tablotney
Vice Chairperson	H. Larson
Trustee	R. Belleza
Trustee	K. Hamaguchi
Trustee	D. Sargent
Trustee	A. Wong
Trustee	D. Yang
Superintendent of Schools	S. Robinson
Deputy Superintendent	R. Ryan
Secretary Treasurer	C. Wang
Assistant Superintendent	C. Brautigam
Assistant Superintendent	C. Stanger
Executive Director, Facilities Services	F. Geyer
Executive Director, Learning and Business Technologies	R. Laing
Director, Communications and Marketing	D. Sadler
District Administrator, Equity, Inclusion, and Indigenous Success	N. Savory
Executive Assistant (Recording Secretary)	J. Coronel

Regrets:

Assistant Superintendent	J. MacMillan
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The Chairperson called the meeting to order at 7:04 pm.

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

1. Recognition of Visitors, Announcements, Trustees' Updates

(a) Recognition of Visitors

The Chairperson welcomed the gallery to the meeting.

(b) Announcements

Trustee Larson: Today is Pink Shirt Day. 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 *Be Kind and Lift Each Other Up* for 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, respect and inclusion.

Trustee Belleza: Briefs regarding the 2023/2024 Annual Budget will be accepted without prior notice at the March 29, and April 26, 2023 regular meetings of the Board. Please note that budget updates will be made available on the District's Budget website. All budget feedback will be considered by the Board as part of the budget process which is anticipated to be completed by May 2023.

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

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

2. Adoption of Agenda

The Chairperson proposed to add "BCPSEA Annual General Meeting" as Item 11 (b) under Board Committee and Representative Reports.

024/2023 MOVED BY H. LARSON AND SECONDED BY D. SARGENT:

THAT the Wednesday, February 22, 2023 regular agenda of the Board of Education (Richmond) be adopted as amended.

CARRIED

3. Presentations, Briefs, Special Recognition

(a) Presentation from Richmond Poverty Reduction Coalition

Deirdre Whalen, President of Richmond Poverty Reduction Coalition, provided background information on Richmond Poverty Reduction Coalition and introduced Hajira Hussain, Executive Director of Richmond Food Bank Society a member of the Coalition.

Ms. Whalen then referred to information included in her letter to the board and invited the board to join advocacy efforts to advocate to the provincial government for dedicated funds for a Universal School Meal program, and to appeal to the Federal government for a pan-Canadian school meal policy.

Ms. Hussain also shared that the Richmond Food Bank has an existing school meal program which allows them to provide meals to different schools in the district, through the district's Feed-U-Cate program. She highlighted the importance of dedicated funds for a Universal School Meal program as there is currently an increased need for meals in schools.

Ms. Hussain then responded to a trustee's question on the process of implementing a Universal School Meal program. Trustees thanked Ms. Whalen and Ms. Hussain for their dedication and commitment to food security for families in Richmond.

025/2023 MOVED BY H. LARSON AND SECONDED BY D. YANG:

THAT the Board of Education (Richmond) refer the Richmond Poverty Reduction Coalition letter to staff to respond upon further examination.

CARRIED

D. Whalen and H. Hussain left the meeting at 7:31 pm.

4. Questions from the Public

Liz Baverstock, President of Richmond Teachers' Association, commented on the Ministry K-12 Anti-Racism Action Plan, particularly on the implementation of the Anti-Racism training, Incident Response Guidelines and Resource Guide and Curriculum Resources, as outlined by the Ministry in its Action Plan timelines. Ms. Baverstock also inquired on whose responsibility it is in the district to ensure compliance with the Ministry's Action Plan and where will discussions on the Anti-Racism Action Plan take place within the district.

5. Executive

The Superintendent shared a slideshow presentation on events around the district, including celebration of Black History Month, outdoor learning experiences, and initiatives to collect donations for those affected by the earthquake in Syria and Turkey. Garden City Elementary also celebrated the unveiling of their new school mural, painted by local Salish artist, Atheana Picha.

6. Approval of Minutes of Prior Meetings

- (a) A record of an in-camera meeting of the board held Wednesday, January 25, 2023 was included for information.
- (b) Regular meeting of the board held Wednesday, January 25, 2023

026/2023 MOVED BY R. BELLEZA AND SECONDED BY D. YANG:

THAT the Board of Education approve the Minutes of Wednesday, January 25, 2023, regular meeting as circulated.

CARRIED

7. Business Arising from Prior Minutes

- (a) **2022/2023 Amended Annual Budget Bylaw. Three readings.**

The Secretary Treasurer presented highlights from the report attached to the agenda package, noting that the 2022/2023 Amended Annual Budget requires the Board to approve the 2022/2023 Amended Annual Budget Bylaw amount of \$323,494,330 which is comprised of the Operating, Special Purpose and Capital Funds.

027/2023 MOVED BY R. BELLEZA AND SECONDED BY H. LARSON:

THAT the Board of Education (Richmond) approve the 2022/2023 Amended Annual Budget Bylaw by way of three readings and that the Board authorize the Chairperson of the Board, Superintendent and Secretary Treasurer to sign the 2022/2023 Amended Annual Budget Bylaw and submit the 2022/2023 Amended Annual Budget Bylaw together with the 2022/2023 Amended Annual Budget to the Ministry of Education and Child Care by February 28, 2023.

CARRIED

There was unanimous consensus that three readings of the 2022/2023 Annual Budget Bylaw take place.

The Chairperson then read the first reading of the Amended Annual Budget Bylaw in full:

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 2022/2023 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 2022/2023.
3. The attached Statement 2 showing the estimated revenue and expense for the 2022/2023 fiscal year and the total budget bylaw amount of \$323,494,330 for the 2022/2023 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 2022/2023.

028/2023 FIRST READING MOVED BY D. SARGENT AND SECONDED BY H. LARSON

CARRIED

The Chairperson then read the second reading of the 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 2022/2023 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 2022/2023.
3. The attached Statement 2 showing the estimated revenue and expense for the 2022/2023 fiscal year and the total budget bylaw amount of \$323,494,330 for the 2022/2023 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 2022/2023.

029/2023 SECOND READING MOVED BY K. HAMAGUCHI AND SECONDED BY D. YANG

CARRIED

The Chairperson then read the third reading of the 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 2022/2023 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 2022/2023.
3. The attached Statement 2 showing the estimated revenue and expense for the 2022/2023 fiscal year and the total budget bylaw amount of \$323,494,330 for the 2022/2023 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 2022/2023.

030/2023 THIRD AND FINAL READING MOVED BY A. WONG AND SECONDED BY R. BELLEZA

CARRIED

A trustee had a question on the budgeted amount for the English Language Learning (ELL) program. The Secretary Treasurer offered to provide the information on this item after the meeting.

THE 2023/2024 AMENDED ANNUAL BUDGET BYLAW IS THEREFORE CARRIED.

8. New Business

(a) Ministry K-12 Anti-Racism Action Plan

Assistant Superintendent Brautigam spoke to her report as included in the agenda package, with highlights on actions being undertaken as part of the board's Strategic Plan and the mandate of the Diversity, Equity and Inclusion Advisory Committee. She also explained the following pillars to the Action Plan Framework and how these are practiced in the district:

- Community Voice
- Removing Barriers
- Raising Awareness
- Collaborative Change
- Capacity Building
- School Support

The District Administrator, Equity, Inclusion and Indigenous Success spoke to the Ministry's Action Plan timeline and its alignment with the district's work in this area. She also noted that more information on the resources specified in the Action Plan timeline will be available from the Ministry.

Assistant Superintendent Brautigam responded to trustees' questions on the details of the Action Plan, and how the board can support the implementation of the Action Plan. A trustee commended the provincial government for shedding light on racism. In response to a trustee's question, the District Administrator, Equity, Inclusion, and Indigenous Success explained how the resource guide for teachers referred to in the Action Plan is integrated in Richmond schools.

9. Questions from the Public

The Superintendent read two questions from a public member that were sent to the board meeting email:

- Are you able to provide total cost for the mural at Garden City; Alternatively, are you able to provide the total cost for the entire mural program?

Information requested will be provided to the public member after the meeting.

- Are there any measurements of racism, violence, suspension, grades, graduation completion, representative staff, etc? If these don't exist, how will the district measure the actual use of the Ministry's K-12 Anti-Racism Action Plan?

Assistant Superintendent Brautigam responded that as of this time, the district uses qualitative data to measure outcome of the implementation of our strategic priorities.

10. Standing Committee Reports

(a) **Audit Committee**

Chairperson: David Yang

Vice Chairperson: Ken Hamaguchi

(b) **Education Committee**

Chairperson: Heather Larson

Vice Chairperson: David Yang

- (i) Minutes of the meeting held on January 18, 2023, were attached for information.

A meeting was held on Wednesday, February 15, 2023. The next meeting is scheduled for Wednesday, April 19, 2023 at 6:00 pm.

(c) **Facilities and Building Committee**

Chairperson: Ken Hamaguchi

Vice Chairperson: Debbie Tablotney

- (i) Minutes of the meeting held on January 4, 2023, were attached for information.

A meeting was held on Wednesday, February 1, 2023. The next meeting is scheduled for Wednesday, March 1, 2023 at 4:30 pm.

(d) **Finance and Legal Committee**

Chairperson: Donna Sargent

Vice Chairperson: Rod Belleza

- (i) **RECOMMENDATION:** 2023/2024 Facility Rental Rates

031/2023 MOVED BY D. SARGENT AND SECONDED BY H. LARSON:

THAT the Board of Education approves a five per cent (5%) increase to both non-commercial (not-for-profit) and commercial (for profit) facility rental rates for the 2023/2024 fiscal year as presented herein.

CARRIED

Negative: D. Yang

Following inquiry from a trustee, the Executive Director, Facilities Services/ Richmond Project Team explained the process for booking rentals, which facilities are mostly used by rental groups, and which rental groups typically use the district's facilities.

Trustee Yang expressed his reservation on the recommendation to increase facility rental rates from an accessibility perspective, especially for non-commercial user groups.

- (ii) Minutes of the meeting held on January 18, 2023, were attached for information.

A meeting was held on Wednesday, February 15, 2023. The next meeting is scheduled for Wednesday, April 19, 2023 at 10:00 am.

(e) **Policy Committee**

Chairperson: Debbie Tablotney

Vice Chairperson: Heather Larson

- (i) **RECOMMENDATION:** Policy 201: Bylaw Board Operations

032/2023 MOVED BY D. TABLOTNEY AND SECONDED BY D. YANG:

THAT the Board of Education 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.

CARRIED

- (ii) A Notice of Motion for the March 29, 2023 Public Board Meeting regarding Policy 641/641-R: Enterprise Risk Management was attached for information.

- (iii) **RECOMMENDATION:** Policy Section 700: Facilities

033/2023 MOVED BY D. TABLOTNEY AND SECONDED BY D SARGENT:

THAT the Board of Education approve attached revised Policy **Section 700: Facilities**, in accordance with Board Policy 204: *Creation and Revision of Policy and Regulations*.

CARRIED

- (iv) Minutes of the meetings held on January 23, 2023, were attached for information.

A meeting was held on Monday, February 13, 2023. The next meeting is scheduled for Monday, April 17, 2023 at 11:00 am.

11. Board Committee and Representative Reports

(a) Council/Board Liaison Committee

The next meeting is scheduled for Wednesday, April 5, 2023.

(b) BCPSEA Annual General Meeting

Trustee Sargent provided updates on the Annual General Meeting held in January 2023, which she attended as the district's BCPSEA representative. Trustees congratulated Trustee Sargent for being elected as BCPSEA director.

12. Correspondence

(a) For action:

Nil.

(b) For information:

Nil.

13. Presentation to the Superintendent

Each trustee shared their message of congratulations and gratitude for the Superintendent as he retires from the district. They also shared highlights of the Superintendent's leadership, particularly, his work on the SOGI policy and his leadership during the pandemic. Trustees also reflected on the Superintendent's dedication, professionalism, and hard work that have made a lasting impact on K-12 education in Richmond.

The Chairperson then called on the following students, who were supported by Ms. Linda Macholm, Indigenous Success Teacher, and the District Administrator for Equity, Inclusion and Indigenous Success:

- James Waller, Grade 12 student at Steveston-London Secondary School
- Autumn Jacobson, Grade 11 student at MacNeill Secondary School
- Autumn Castle, former Richmond student, currently a student at UBC Indigenous Teacher Education Program

The students introduced themselves and presented their farewell gifts to the Superintendent.

The Superintendent then shared his message of appreciation and gratitude to the Board, stakeholders, and the senior team for their trust and for the opportunity to work together to serve the students and community in Richmond during his tenure.

14. Adjournment

034/2023 MOVED BY D. YANG AND SECONDED BY H. LARSON:

THAT the regular meeting of Wednesday, February 22, 2023 of the Board of Education be adjourned at 9:20 pm.

CARRIED

D. TABLOTNEY
Chairperson

C. WANG
Secretary Treasurer

DRAFT

Report to the Board of Education (Public)

Date: March 29, 2023
From: Frank Geyer, Executive Director, Facilities Services
Subject: **Capital Bylaw No. 2023/24-CPSD38-01**

RECOMMENDATION

THAT the Capital Project Bylaw No. 2023/24-CPSD38-01 be approved by way of three readings and adopted.

POLICY CONSIDERATIONS

Not applicable.

BACKGROUND

On 09 March 2023, the Ministry of Education and Child Care (MECC) responded to the Board's 2023/2024 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)
 - John G. Diefenbaker Elementary \$13,439,000

Minor Capital Projects

- School Enhancement Program (SEP)
 - Secondary School Dust Extraction System Replacement (Richmond) \$495,000
 - Secondary School Dust Extraction System Replacement (R.A. McMath) \$768,000
- Carbon Neutral Capital Program (CNCP)
 - Secondary School Lab Ventilation Safety Upgrades, Phase 2 (Hugh Boyd, Hugh McRoberts, J.N. Burnett, R.A. McMath, R.C. Palmer, Richmond): \$734,808
 - LED Lighting Upgrade (Hugh McRoberts Secondary, W.D. Ferris Elementary): \$636,000
 - Low Temperature Low Temperature Heating Retrofit and Hot Water Heater Replacement (Archibald Blair Elementary): \$64,000

CONCLUSION

In accordance with the Ministry's Project Procurement Procedures and Guidelines, the Board must adopt a Capital Bylaw for its approved 2023/2024 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

- Capital Project Bylaw No. 2023/24-CPSD38-01
- [Ministry Letter dated 09 March 2023](#)
- [Annual Program Funding Agreement](#)

CAPITAL BYLAW NO. 2023/24-CPSD38-01

CAPITAL PLAN 2023/2024

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 2023/2024 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 09 March 2023 is hereby adopted.
- 2. This Bylaw may be cited as **School District No. 38 (Richmond) Capital Bylaw No. 2023/24-CPSD38-01**.

READ A FIRST TIME THE 29th DAY OF MARCH, 2023;

READ A SECOND TIME THE 29th DAY OF MARCH, 2023;

READ A THIRD TIME, PASSED AND ADOPTED THE 29th DAY OF MARCH, 2023.

Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 38 (Richmond) Capital Bylaw No. 2023/24-CPSD38-01 adopted by the Board the 29th day of March, 2023.

Secretary-Treasurer



March 9, 2023

Ref: 288311

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

Capital Plan Bylaw No. 2023/24-CPSD38-01

Re: Ministry Response to the Annual Five-Year Capital Plan Submission for 2023/24

This letter is in response to your School District's 2023/24 Annual Five-Year Capital Plan submissions for Major Capital Programs and Minor Capital Programs and provides direction for advancing supported and approved capital projects. **Please see all bolded sections below for information.**

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

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

***Note: The FIP is a new program commencing in fiscal year 2023/24. FIP project requests are required to be submitted as part of the capital plan submissions that are due on June 30, 2023. School districts will be advised of approved FIP projects in early fall via an amended 2023/24 Capital Plan Response letter. Further information regarding the scope of the program, program criteria, and eligible projects will be included in the 2024/25 Capital Plan Instructions.**

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

Ministry of
Education and Child Care

Capital Management Branch
Resource Management Division

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

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

Page 1 of 4

MAJOR CAPITAL PROJECTS (SMP, EXP, REP, SAP, RDP)

New Projects

Project #	Project Name	Project Type	Comments
150384	John G Diefenbaker Elementary	Seismic	Project has been supported for planning (business case). Please submit Project Development Report (PDR) to Ministry as soon as possible

Projects in Development from Previous Years

Project #	Project Name	Project Type	Comments
150315	Alfred B Dixon Elementary	Seismic	Final PDR with Ministry for funding approval

Follow-up meetings will be scheduled by your respective Regional Director or Planning Officer regarding next steps. Also, note that Capital Project Funding Agreements (CPFA) are not issued for Major Capital Projects until after the Business Case and all other required supporting documentation is received, reviewed, and approved for funding by the Ministry.

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

Below are tables for the minor capital projects that are approved. The table identifies School Enhancement Program (SEP), Carbon Neutral Capital Program (CNCP), Building Envelope Program (BEP), Playground Equipment Program (PEP), as well as the Bus Acquisition Program (BUS), if applicable.

New projects for SEP, CNCP, BEP, PEP

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
Richmond Secondary	SEP - HVAC Upgrades	\$495,000	Proceed to design, tender & construction. To be completed by March 31, 2024.
Robert Alexander Mcmath Secondary	SEP - HVAC Upgrades	\$768,000	Proceed to design, tender & construction. To be completed by March 31, 2024.
Hugh Boyd Secondary, Hugh McRoberts Secondary, J N	SEP - HVAC Upgrades	\$734,808	Proceed to design, tender & construction. To be completed by December 31, 2023.

Burnett Secondary, R C Palmer, Richmond Secondary, Rober Alexander Mcmath Secondary*			
Hugh McRoberts Secondary, W D Ferris Elementary	CNCP - Electrical Upgrades	\$636,000	Proceed to design, tender & construction. To be completed by March 31, 2024.
Hamilton Elementary, Robert Alexander Mcmath Secondary, Samuel Brighthouse Elementary*	CNCP - HVAC Upgrades	\$471,562	Proceed to design, tender & construction. To be completed by December 31, 2023.
Archibald Blair Elementary	CNCP - HVAC Upgrades	\$64,000	Proceed to design, tender & construction. To be completed by March 31, 2024.

*Funded in part by Canada through the Ventilation Improvement Fund (VIF). Please see accompanying APFA for details

An Annual Programs Funding Agreement (APFA) accompanies this Capital Plan Response Letter which outlines specific Ministry and Board related obligations associated with the approved Minor Capital Projects for the 2023/24 fiscal year as listed above.

In accordance with Section 143 of the *School Act*, Boards of Education are required to adopt a single Capital Bylaw (using the Capital Bylaw Number provided at the beginning of this document) for its approved 2023/24 Five-Year Capital Plan as identified in this Capital Plan Response Letter. For additional information, please visit the Capital Bylaw website at:

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

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

As the 2023/24 Capital Plan process is now complete, the Capital Plan Instructions for the upcoming 2024/25 Annual Five-Year Capital Plan submission process (using the Ministry's Capital Asset Planning System (CAPS) online platform) will be available on the Ministry's Capital Planning webpage by April 1st, 2023.

NOTE: School districts' Capital Plan submission deadlines for the 2024/25 fiscal year, using the CAPS online platform, will be as follows:

- **June 30, 2023** – Major Capital Programs (SMP, EXP, REP, RDP, SAP, BEP); Minor Capital Programs (FIP).
- **September 30, 2023** – Minor Capital Programs (SEP, CNCP, PEP, BUS).

The staggered deadlines are intended to provide the Ministry with input required to initiate planning for the next budget cycle, while enabling school districts additional time and flexibility to plan over the summer. School districts may wish to provide Major and Minor Capital submissions by the June 30, 2023 deadline.

Additionally, the Annual Facility Grant (AFG) project requests for the 2023/24 fiscal year are to be submitted using the CAPS online platform, on or before May 31, 2023.

As a school district with a School Site Acquisition Charge (SSAC) scheme in place, please also be advised that the eligible school site requirement set out in the final resolution of the Board of Education in accordance with s. 574(5) of the Local Government Act, is duly accepted by the Ministry as part of the Board's approved capital plan for 2022/23.

The Board should forthwith adopt a bylaw setting the School Site Acquisition Charges for the School District, as s. 575(3) of the Local Government Act prescribes that a SSAC may only come into effect 60 days (inclusive of weekends and holidays) after that bylaw is adopted by a board of education. At that point, local government may commence the collection of an applicable per dwelling unit charge from residential developers on behalf of a board.

Please contact your respective Regional Director or Planning Officer as per the [Capital Management Branch Contact List](#) with any questions regarding this Capital Plan Response Letter or the Ministry's capital plan process. Specific questions about SSAC should be directed to Travis Tormala, Regional Director.

Sincerely,



Francois Bertrand, Executive Director
Capital Management Branch

pc: Damien Crowell, Director, Major Capital Projects, Capital Management Branch
Geoff Croshaw, A/Director, Minor Capital Programs and Finance Unit, Capital Management Branch

ANNUAL PROGRAMS FUNDING AGREEMENT

This Annual Programs Funding Agreement dated for reference the 9th day of March 2023, is in effect for the 2023/24 fiscal year period of April 1, 2023 to March 31, 2024.

BETWEEN: His Majesty the King in Right of the Province of British Columbia,
represented by the Minister of Education and Child Care (the "Ministry")

OF THE FIRST PART

AND: the Board of Education of School District No. 38 (Richmond) (the "Board")

OF THE SECOND PART.

The parties agree as follows:

1. DEFINITIONS

1.01 In this Agreement, unless the context otherwise requires:

"Agreement" means the Annual Programs Funding Agreement;

"Board" or "Board of Education" means a board of school trustees constituted under the *School Act* [RSBC 1996] c. 412 and any person designated by the Board to act with respect to a provision of this Agreement;

"Business Day" means a day, other than a Saturday or Sunday or Statutory Holiday, on which Provincial government offices are open for normal business in British Columbia;

"Capital Funding Grant" means a funding grant authorized by the Minister of Finance in accordance with section 56.1 of the *Financial Administration Act* [RSBC1996] c. 138;

"Certificate of Approval" means the Certificate of Approval described in paragraph 3.04;

"Eligible Expenditure(s)" means those expenditure(s) areas more particularly described in paragraph 3.01;

"Event of Force Majeure" means invasion, rebellion, hostilities, sabotage, government regulations or controls, acts of God, strikes, lockouts or labour disputes that are a major disabling event or circumstance in relation to the normal operations of the party concerned as a whole that is beyond the reasonable control of the party directly affected and results in a material delay, interruption or failure by such party in carrying out its duties, covenants or obligations under this Agreement;

"Minister" means the Minister of Education and Child Care, and includes the Deputy Minister of Education and Child Care and any person designated by either of them to act with respect to a provision of this Agreement;

"Ministry" means the Ministry of Education and Child Care of the Province of British Columbia;

"Project" means the project(s) described in paragraph 3.01;

"Schools Protection Program" means the risk management program administered and delivered by the Risk Management Branch of the Ministry of Finance in conjunction with the Ministry of Education and Child Care, and includes the "Schools Protection Program Reference Manual" and all amendments and updates to the program and manual;

"Treasury Board" means the Treasury Board established under the *Financial Administration Act* [RSBC 1996] c. 138.

2. THIS AGREEMENT

2.01 The following Schedules are attached to and form an integral part of this Annual Programs Funding Agreement:

- SCHEDULE A -Communications Protocol Agreement on Minor Capital Projects between the Ministry of Education and Child Care (ECC) and School Districts
- SCHEDULE B - Terms, Conditions and Agreement for Minor Capital Projects Funded through the Ventilation Improvement Fund (VIF)

3. PROVINCIAL FUNDING CONTRIBUTIONS AND OBLIGATIONS

3.01 The Ministry will provide capital funding to the Board which is to be used for the purposes of the following Project:

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
Richmond Secondary	SEP - HVAC Upgrades	\$495,000	Proceed to design, tender & construction. To be completed by March 31, 2024.
Robert Alexander Mcmath Secondary	SEP - HVAC Upgrades	\$768,000	Proceed to design, tender & construction. To be completed by March 31, 2024.
Hugh Boyd Secondary, Hugh McRoberts Secondary, J N Burnett Secondary, R C Palmer, Richmond Secondary, Rober Alexander Mcmath Secondary*	SEP - HVAC Upgrades	\$734,808	Proceed to design, tender & construction. To be completed by December 31, 2023.

2023/24 Annual Programs Funding Agreement for School District No. 38 (Richmond)

Hugh McRoberts Secondary, W D Ferris Elementary	CNCP - Electrical Upgrades	\$636,000	Proceed to design, tender & construction. To be completed by March 31, 2024.
Hamilton Elementary, Robert Alexander Mcmath Secondary, Samuel Brighthouse Elementary*	CNCP - HVAC Upgrades	\$471,562	Proceed to design, tender & construction. To be completed by December 31, 2023.
Archibald Blair Elementary	CNCP - HVAC Upgrades	\$64,000	Proceed to design, tender & construction. To be completed by March 31, 2024.

*Funded in part by Canada through the Ventilation Improvement Fund (VIF). Projects supported through the VIF must adhere to the terms and criteria outlined in Schedule B.

- 3.02 The Ministry will, in no event, provide more than the amount listed above.
- 3.03 The Ministry will provide the capital funding in paragraph 3.01 in the form of a Capital Funding Grant.
- 3.04 Payment of a Capital Funding Grant is subject to the Ministry issuing a Certificate of Approval for the Project in paragraph 3.01 in accordance with Treasury Board policies and directives and to the following conditions:
- a) in no case may the Board make a draw against funds available under a Certificate of Approval, unless the draw is reimbursement for Eligible Expenditure(s) properly incurred by the Board in connection with the Project;
 - b) the Ministry may modify or withhold a Capital Funding Grant and applicable Certificate of Approval, or any portion thereof, in the event the Board fails to observe, perform and comply with any provision of this Agreement or if, in the opinion of the Ministry, there has been a material change in the Project;
 - c) the Board will comply with all applicable policies and directives of the Treasury Board respecting Capital Funding Grants.
- 3.05 Notwithstanding any other provision of this Agreement, the payment of funds by the Ministry to the Board, pursuant to this Agreement, is subject to the provisions of the *Financial Administration Act* ("the Act"), which makes that payment obligation subject to:
- a) there being sufficient monies available in an appropriation, as defined in the Act, to enable the Ministry, in any fiscal year or part thereof when any payment of money by the Ministry to the Board falls due pursuant to this Agreement, to make that payment;

- b) Treasury Board, as defined in the Act, not having controlled or limited, pursuant to the Act, expenditure(s) under any appropriation referred to in this subparagraph a).

4. BOARD OBLIGATIONS

4.01 The Board will:

- a) carry out the Project in a manner that ensures:
 - i) delivery within budget;
 - ii) completion by March 31, 2024;
 - iii) scope details are fully met upon completion;
 - iv) accrued cost-savings realized from completed capital projects as approved in this Agreement are reported to the Ministry and transferred into the school district's Minister-Restricted Capital account, unless otherwise agreed to in writing by the Ministry.
 - b) comply with all policies and best practices related to Capital Project Procurement, as documented in the Capital Asset Management Framework and Capital Procurement Checklist published by the Ministry of Finance;
 - c) procure the Project in accordance with the Capital Asset Management Framework;
 - d) include in any contracts all standard insurance and indemnification clauses required by the Schools Protection Program;
 - e) ensure all communication related to the Capital Project conforms to the "Communications Protocol Agreement on Minor Capital Projects between the Ministry of Education and Child Care and School Districts" (provided as Schedule A). Note this protocol may be amended from time to time by the Ministry, with the most current version of the protocol being used.
 - f) ensure all projects funded in part by Canada through the VIF adhere to the all terms and criteria outlined in the "*Terms, Conditions and Agreement for Minor Capital Projects Funded Through the Ventilation Improvement Fund (VIF)*" (provided as Schedule B).
- 4.02 Provide written notice to the Ministry of Education and Child Care immediately upon completion of each Project. (Note: the Ministry will be following up with school districts regarding delayed and/or incomplete projects in early January, at which time the Ministry may choose to reallocate associated funds depending on the status of the Project).
- 4.03 At the request of the Ministry, prepare additional reports relating to the Project.
- 4.04 Notify the Ministry immediately, in writing, should any Event of Force Majeure arise that could materially affect the scope, costs or schedule of the Project.

- 4.05 Indemnify and save harmless the Province of British Columbia and its employees and agents from and against any losses, claims, damages, actions, causes of action, costs and expenses that the Province of British Columbia or any of its employees or agents may sustain, incur, suffer or be put to at any time, either before or after this agreement ends, which are based upon, arise out of or occur, directly or indirectly, by reason of, any act or omission by the Board or by any of its agents, employees, officers, directors, or contractors with respect to the Project.
- 4.06 Purchase school buses through the Request for Standing Offer (RFSO) portal available through the Association of School Transportation Services of BC (ASTSBC).
- 4.07 Reserve two (2) percent of the Total Funding amount provided under the Bus Acquisition Program in paragraph 3.01 as fee payment for ASTSBC's administration services. The ASTSBC will invoice the Board once buses have been ordered. This fee is included in the Capital Funding Grant and is not an additional cost to the Board.

5. EVENT OF FORCE MAJEURE

- 5.01 In the Event of Force Majeure:
- a) the Board will immediately notify the Ministry, in writing, describing the Event of Force Majeure.
 - b) within five (5) Business Days of being notified of the Event of Force Majeure, the Ministry will communicate with the Board to explore what steps are to be taken to mitigate the Event of Force Majeure, determine an appropriate course of action, and establish an estimated cost related to the Event of Force Majeure.
 - c) the course of action must be agreed to by the Ministry and the Board.
 - d) either party may request the assistance of an independent cost consultant appointed by mutual agreement of the parties.
 - e) the Ministry will not approve any expenditure(s) incurred prior to the agreed course of action unless the costs were demonstrably incurred for the preservation of life and/or safety.

6. PUBLIC ANNOUNCEMENTS

- 6.01 Any public announcement relating to the Project will be in accordance with the "Communications Protocol Agreement on Minor Capital Projects between the Ministry of Education and Child Care and School Districts" (provided as Schedule A).

7. NOTICE

- 7.01 Any notice or communication required or permitted to be given under this Agreement will be in writing and will be considered to have been sufficiently given if delivered by

hand or electronic transmission to the physical address or electronic mail address of each party set out below:

a) if to the Board:

School District No. 38 (Richmond)
7811 Granville Ave, Vancouver, BC, V6J 5K8
Attention: Cindy Wang, Secretary-Treasurer
Email: ciwang@sd38.bc.ca

b) if to the Ministry:

Ministry of Education and Child Care
PO Box 9151 Stn Prov Govt, Victoria, BC, V8W 9H1
Attention: Nathan Whipp
Email: Nathan.Whipp@gov.bc.ca

7.02 Any such notice or communication will be considered to have been received:

- a) if delivered by hand during business hours (and in any event, at or before 4:00pm local time in the place of receipt) on a Business Day, upon receipt by a responsible representative of the receiver, and if not delivered during business hours, upon the commencement of business hours on the next Business Day;
- b) if sent by electronic transmission during business hours (and in any event, at or before 4:00pm local time in the place of receipt) on a Business Day, upon receipt by a responsible representative of the receiver, and if not delivered during business hours, upon the commencement of business hours on the next Business Day, provided that:
 - i) the receiving party has, by electronic transmission or by hand delivery, acknowledged to the notifying party that it has received such notice; or
 - ii) within twenty-four (24) hours after sending the notice, the notifying party has also sent a copy of such notice to the receiving party by hand delivery.

7.03 Delivery by mail will not be considered timely notice under this Agreement.

7.04 In the event a contact name changes for either the Ministry or for the Board, then parties must be notified within five (5) Business Days.

IN WITNESS WHEREOF the parties have executed this Agreement, in duplicate, as of the day and year first above written.

SIGNED on behalf of His Majesty the King)
in Right of the Province of British Columbia)
by a duly authorized designate of the)
Minister of Education and Child Care)

Authorized Signatory (For the Minister of Education and
Child Care)

Name (Print)

Title

Date Signed (Month/Day/Year)

SIGNED on behalf of **the Board**)
of Education of School District)
No. 38 (Richmond) by its duly)
authorized signatories)

Signatory (Secretary Treasurer)

Name (Print)

Date Signed (Month/Day/Year)

SCHEDULE A

COMMUNICATIONS PROTOCOL AGREEMENT ON MINOR CAPITAL PROJECTS BETWEEN THE MINISTRY OF EDUCATION AND CHILD CARE (ECC) AND SCHOOL DISTRICTS

News Release

Upon issuance of Capital Plan approvals and funding agreements to school districts, ECC will issue public news releases regarding minor capital projects. School district(s) may be requested to provide a quote from a designated representative for such news releases.

Signage

Significant, high-profile minor capital construction projects and/or initiatives approved in the ECC Capital Plan **may** be requested to be identified by signage prominently displayed at the site. ECC will notify a school district(s) if this is the case.

If requested, signs must conform to Government of B.C.'s Infrastructure Sign Specifications and be produced by Government Communications and Public Engagement (GCPE) graphics department. In addition to the BC logo, school districts and other funding partners will be identified with their logos on signage. Signs are to be installed as soon as possible after announcement of the project, and amended to include the amount of investment and date of completion after award of the contract and preferably before the start of work. The signs are to remain on the site until the work is completed and after any completion ceremonies where applicable. A digital picture of the sign is to be sent to GCPE after it has been installed. Cost of the sign is to be funded from the approved project budget. School districts are responsible for installing the signs.

The steps from signage design to installation are as follows:

1. Project is announced;
2. GCPE will have their graphics department create a construction sign;
3. GCPE graphics department will create and send the approved file to Kings Printer for print production;
4. Kings Printer will notify GCPE when the sign is ready;
5. GCPE will notify the school district(s) when the sign is ready to be ordered and provide them with the online requisition form: <http://brokerage.qp.gov.bc.ca/submit-print/print-form.aspx>;
6. The school district(s) orders, pays and arranges for the sign to be installed. Signs are to be post mounted in a visible location;
7. School district(s) will notify GCPE when the sign is installed and send photo as confirmation.

Official Ceremonies

ECC will notify a school district(s) if an official ceremony **may** be held to commemorate the launch and/or ground-breaking for a project. The parties shall co-operate in the organization ceremonies, and messages and public statements for such events should be mutually agreed upon.

Plaques

ECC **may** request the district provide and install (upon completion of significant, high-profile construction projects and/or initiatives), a plaque bearing an appropriate inscription. The design, wording and specifications of such plaques must be approved by ECC. Cost of the plaque is to be funded from the approved project budget.

SCHEDULE B

TERMS, CONDITIONS AND AGREEMENT FOR MINOR CAPITAL PROJECTS FUNDED THROUGH THE VENTILATION IMPROVEMENT FUND (VIF)

VIF: PROJECT INFORMATION

A.1 Project Title: ECC – SD 38 – Hugh Boyd, Hugh McRoberts, J N Burnett, R C Palmer, Richmond, Robert Alexander Mcmath Secondaries Ventilation Improvements
Project No. VF0009

and

Project Title: ECC – SD 38 – Hamilton Elementary, Robert Alexander Mcmath Secondary, Samuel Brighthouse Elementary Ventilation Improvements
Project No. VF0010

A.2 The SD38 (Richmond) Projects will consist of the following:

A renewal ventilation improvement project within six (6) SD38 Secondary schools, that requires the lab ventilation safety upgrade, replacement of fume hoods, make-up air units, and direct digital controls. It is required as the make-up air units are used in areas where frequent ventilation is needed to ensure the health and safety of occupants. The completed project will increase outdoor air intake.

and

A renewal ventilation improvement project within three (3) SD38 schools, that requires the direct digital controls upgrade. It is required as the direct digital control systems allows for a single control point for the facilities HVAC System, this upgrade will improve system efficiencies . The completed project will increase outdoor air intake.

A.3 The Commencement Date of the Projects is January 15, 2023 which is the date the Project was approved.

A.4 The Completion Date of the Projects is December 31, 2023. All project works shall be completed by this date. The Projects must also reach Substantial Completion before this date.

VIF: PAYMENT TERMS AND CONDITIONS

B.1 Payment by the Province of the financial contributions from Canada:

Canada has approved a financial contribution for the Projects which will not exceed the lesser of eighty percent (80%) of the total approved Eligible Expenditures of the Projects or:

Five Hundred Eighty Seven Thousand Eight Hundred Forty Six Dollars and Zero Cents (\$587,846)

and

Three Hundred Seventy-Seven Thousand Two Hundred Fifty Dollars and Zero Cents (\$377,250)

being the maximum amount (the 'Total Contribution') approved to be paid under this Agreement to pay for Eligible Expenditures incurred by the recipient.

Canada's financial contribution will be paid by the Province to the Recipient in accordance with the terms and conditions of this Schedule II and this Agreement.

B.2 Timing of Eligible Expenditures:

The Province will not make any payment for Eligible Expenditures incurred before the Commencement Date or after the Completion Date.

B.3 Timing of Claims:

B.3.1 The Recipient will be eligible for payment once claims for Eligible Expenditures have been submitted to and approved by the Province. The Recipient will submit to the Province online claims setting out the amount of Eligible Expenditures actually incurred and paid by the Recipient to the date of such claims.

B.3.2 The Recipient will submit a claim to the Province covering Eligible Expenditures that have been incurred and paid on a semi-annual basis at a minimum.

B.3.3 No reimbursement will be paid if a claim is received later than March 31, 2024.

B.3.4 The Province will not reimburse a claim unless the following have been submitted and approved in accordance with Schedule III of this Agreement:

(a) current periodic progress report and/or final report; and

(b) any other additional reporting requirements as required under Schedule III of this Agreement.

B.3.5 Notwithstanding any other provisions of this Agreement, the parties agree the Province is entitled to withhold the final ten percent (10%) of the Total Contribution amount until the Province has received and approved the Final Report required under section C.2 of Schedule III of this Agreement.

VIF: REPORTING REQUIREMENTS

C.1 Periodic Progress Reports:

The Recipient will submit to the Province through IBA-ICIP Staff on a semi-annual basis and/or upon request by the Province, periodic progress reports ending March 31 and September 30 of each year of the term of this Agreement commencing on the first reporting period following the Commencement Date and ending on the Project Completion Date. Each report will be due on the seventh (7th) day of the month following the end of the

reporting period. The periodic progress reports will be in a form established by the Province.

C.2 Final Report:

In order to receive final payment when the Project is completed, the Recipient will submit to the Province through IBA-ICIP Staff a Final Report, in a form established by the Province.

C.3 Project Audit Report:

Prior to payment of the final claim for Eligible Expenditures, the Recipient may also be required to provide, upon request by the Province, a Project audit report from an auditor qualified to conduct an audit of financial statements under the Canadian Auditing Standards, confirming that the Project expenditures have been made in compliance with this Agreement and the IBA-ICIP. If required by the Province, the audit is to be in accordance with the form and reporting standards recommended by the Canadian Institute of Chartered Accountants.

Reports submitted by the Recipient under this section are for the Province's information and IBA-ICIP guidelines accountability only, and their review by the Province in no way endorses, approves or verifies the findings, technical data, results, quality statements, representations or recommendations therein, and the Recipient warrants that all information contained in any report is true and correct.

C.4 Other Information:

The Recipient will provide the Province through IBA-ICIP Staff, upon request, all such other information concerning the progress of the Project to completion and payment of Eligible Expenditures, including, but not limited to, Budget Forecast Reports, as may be required by the Province from time to time.

VIF: ELIGIBLE AND INELIGIBLE EXPENDITURES

D.1 ELIGIBLE EXPENDITURES

Excluding those identified under Section D.2 (Ineligible Expenditures), Eligible Expenditures will be all costs considered by the Province to be direct and necessary for the successful implementation of the Project. Eligible Expenditures will include the following:

- a) capital costs, design and planning costs, and costs related to meeting specific Program requirements;
- b) communication related expenses including expenditures for Project related signage;
- c) the incremental costs of the Recipient's employees may be included as Eligible Expenditures under the following conditions:
 - i. The Recipient is able to demonstrate that it is not economically feasible to tender a contract; and

- ii. The arrangement is approved in advance and in writing by the Province and Canada;
- d) leasing of equipment directly related to the construction of the Project;
- e) costs incurred between the Commencement Date and the Completion Date set out in Schedule I.

D.2 INELIGIBLE EXPENDITURES

The following expenditures are ineligible:

- a) expenditures incurred prior to the Commencement Date;
- b) cost incurred for cancelled projects;
- c) land acquisition;
- d) financing charges, legal fees, and interest payments on loans, including those related to easements (e.g. surveys);
- e) leasing land, buildings and other facilities; leasing equipment except those noted under D.1(d) above; real estate fees and related costs;
- f) furnishings and non-fixed assets which are not essential for the operation of the Asset/Project with the exception of temporary infrastructure and non-fixed assets funded under this Agreement, as approved by the Province.
- g) costs associated with operating expenses and regularly scheduled maintenance work;
- h) the expenditures related to any goods and services which are received through donations or in kind;
- i) any overhead expenditures, including salaries and other employment benefits of any employees of the Recipient, direct or indirect operating or administrative expenditures of Recipients, and more specifically expenditures related to planning, engineering, architecture, supervision, management and other activities normally carried out by Recipient staff except in accordance with subsections D.1(c) in the Eligible Expenditures above;
- j) provincial sales tax or goods and services tax for which the Recipient is eligible for a tax rebate and all other costs eligible for rebates;
- k) permit fees charged by the Recipient to itself;
- l) costs of relocating entire communities;
- m) costs incurred after December 31, 2023; and
- n) other costs that, in the opinion of the Province, are not considered to be direct and necessary for the successful implementation of a project.

Report to the Board of Education (Public)

Date: March 29, 2023

From: Rick Ryan, Acting 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 the 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](#).

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 September. The following summarizes progress made on each of the goal areas that were scheduled to be addressed during the 2022-2023 school year.

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.

- Design and deliver training sessions to ensure consistent use of communication guidelines.**

The design of training sessions to ensure consistent use of communication guidelines have been successfully developed. The training sessions will be delivered in September to coincide with the start of the school year. These sessions are designed to equip all members of the organization with the necessary skills to implement the communication guidelines effectively. The district will also utilize these sessions to gather feedback and look at ways to continually improve communications.

Objective Three: Provide equitable access to information.

- Analyze and identify communication channels, gather feedback from stakeholders, identify areas of inequity and opportunities to increase equity of access.**

Progress has been made towards achieving the objective of analyzing and identifying communication channels, gathering feedback from stakeholders, and identifying areas of inequity and opportunities to increase equity of access. The district has now successfully identified communication channels and identified relevant audience and stakeholder groups. Additionally, accessibility scans on the district website have been completed and include recommendations to improve the overall accessibility of digital platforms.

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

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.**

All learning business technology and communications department staff have received training.

- Implement governance structure for district intranet.**

Staff members have been assigned specific roles based on the governance structure document. These roles include front-end, back-end, and support services. Additionally, content managers have been assigned for all departments, ensuring that all aspects of the organization are accounted for. In order to facilitate effective communication and collaboration, an intranet working group has been established and includes members from both technology services and communications.

Back-end server and AD integration.

A cloud-server has been successfully set up, providing the necessary infrastructure for digital platform testing. Additionally, Active Directory (AD) integration has been implemented, ensuring that user accounts are managed effectively. All tools and technologies required for platform testing are now fully functioning.

Design intranet user interface.

Staff feedback has been gathered and incorporated to complete the Intranet User Interface, resulting in a functional and intuitive design. Meetings have been held with individual departments, including facilities services, financial services, health and safety, human resources, learning services, and technology services, to develop a consistent and user-friendly navigation structure. Multiple iterations have been created, and ongoing meetings with departments are being held to further refine and improve the design.

Test platform to identify and resolve issues.

Identified user issues and errors are being actively addressed to optimize platform performance. The platform will be opened to staff and stakeholder groups for further testing and feedback, allowing for ongoing improvements to be made. The objective is to ensure that the platform functions with a high degree of stability, and all identified issues are resolved.

Develop tutorial resources.

The development of tutorial resources to support content managers is currently underway, with a focus on gathering feedback from the managers to incorporate into the resources. Going forward, tutorial resources will be continuously developed to provide support for staff members. These resources are essential for effectively managing the intranet, as they provide guidance and best practices for content creation and management, leading to improved user experiences and overall platform performance.

Goal Four - *The Richmond School District is an engaged and collaborative community partner.*

Objective Two: Engage the community through in-person and online consultation and provide opportunities to contribute meaningful input into school and district decision making.

Provide guidelines, tools, and training for staff on community engagement.

A Framework for Engagement document has been developed to provide executive team members with the necessary guidelines and tools to implement meaningful engagement opportunities effectively. The document will be distributed by Communications to executive team members and will help ensure a consistent approach to engagement across the district. Communications will be available as a resource to guide departments through the framework for collaborative community engagement processes.

Objective Three: Strengthen engagement by incorporating public participation best practices within the decision-making process.

- Identify past and present engagement activities at district and school level and review effectiveness.**

Included in the Framework for Engagement: From 2018 – 2022 the Richmond School District engaged stakeholders on a variety of topics and initiatives. This commitment to engagement indicates that the district is dedicated to building trust and fostering positive relationships. It values the engagement of its stakeholders, actively seeks out their views, and works towards addressing their concerns. District engagement practices were identified, reviewed, and summarized.

- Identify all stakeholder groups and determine the best means to engage each group in decision making.**

Included in the Framework for Engagement: Stakeholder groups (audience) and communication channels were identified. An audience is considered a group of individuals who will be affected by, or have an interest in, a particular decision or policy. In the context of public participation and engagement, it is important to consider the needs and perspectives of different audiences to ensure that their voices are heard and considered in the decision-making process.

Communication channels are the ways in which information is shared. It is important for the district to consider a range of communication channels in order to effectively reach their defined audience, and to ensure that information is disseminated effectively.

- Conduct review to identify public participation best practices.**

Included in the Framework for Engagement: A summary of best practices related to public participation were identified to effectively inform the development of the framework. Moving forward, the communications department can facilitate best practices related to public participation in district and school decision making.

- Develop a high-level framework for the executive team to implement during engagement including: Value of engagement, When and where to engage, Process for obtaining participation, IAP2 best practices.**

A high-level framework for the executive team to implement during engagement has been completed. The Framework for Engagement includes a process for engagement, parameters for engagement, stages of engagement, audience, stakeholder groups, communication channels, communication preferences, stages of engagement template, parameters for engagement template, previous engagement activities, and a stakeholder engagement survey. The framework is designed to provide guidance on the value of engagement, when and where to engage, the process for obtaining participation, and IAP2 best practices.

Engaging effectively with students, staff, parents and stakeholders allows the Richmond School District to gain a better understanding of their beliefs and opinions, and to use this knowledge to make informed decisions. The Framework for Engagement is important because it:

STRATEGIC PLAN - AREAS OF FOCUS 2022-2023

- Provides a structured approach to engagement.
- Ensures that the audience has a meaningful role in the decision-making process.
- Promotes transparency and accountability.
- Improves the quality of decisions.

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.

- Identify and review existing student platforms to identify and establish additional platforms and means to activate student voice:**
 - A growing number of both formal and informal opportunities/initiatives for student voice exist across the district, including but not limited to:
 - TABLE38 Presidents' Council and TABLE38 Secondary Student Leadership
 - Student Voice Working Group
 - Representation on District SOGI Advisory Committee and DEI Advisory Committee
 - Rainbow Cafes and Rainbow Network
 - Mental Health Youth Advisory Group
 - Equity, Diversity and Inclusion Youth Advisory Group
 - Multiple school-based student voice groups
 - Classroom-based opportunities for students to have agency over how they represent their learning
- Identify different groups of students and the best means to connect to/with them.**
 - Efforts have been made at both the school and district level to widen and diversify the approach to accessing student voice.
 - Schools are making specific efforts to bring students voices that may have been marginalized in the past to the table.
 - Efforts are being made to find new ways to invite students to contribute who might otherwise not participate by using less formal, more comfortable methods such as small group focus groups and individual surveys.
 - 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, 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.**
 - Student voice is now being utilized regularly in a number of different district level initiatives by members of the Executive Team such as the secondary school schedule surveys and a number of Diversity, Equity, and Inclusion initiatives.
 - Members of the Executive Team will be participating in the Student Voice Forum to be held in early May and feedback from that forum will be used to inform future district level initiatives.

- ❑ **Identify, design, and deliver professional learning opportunities on effective student engagement and its importance.**
 - 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 elementary and secondary administrator meetings.
 - Students have presented to staff and other students on topics such as Indigenous student voice.

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

- ❑ **Identify and review existing opportunities for collaboration between students and staff as well as students and trustees and establish additional means for collaboration.**
 - The first annual Student Voice Forum, which will include over 200 students with diverse backgrounds and identities will be held on May 2nd. Trustees and staff will be participating alongside students.
 - Opportunities for small groups of trustees and students with a variety of identities and experiences are being arranged for the spring of 2023 in order for students to share their experiences with trustees. Example, March 2 - Richmond Secondary International Students.
 - The annual Activating Student Voice meeting with Board of Education will occur on May 29th (formerly Junior Board).

- ❑ **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:

*Rick Ryan, Acting Superintendent of Schools
David Sadler, Director of Communications and Marketing*

Report to the Board of Education (Public)

Date: March 29, 2023
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 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.** In 2021/2022, 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 inform the District in the implementation of risk monitoring and treatment procedures.

- Provide final report with recommendations.** PwC completed their field work in March 2022 and provided the final report to the Board through the Audit Committee prior to the end of 2021/2022. The report included a risk assessment framework, risk trend analysis summary and heat map, and a high-level risk registry. The ERM report also provide a risk ranking, 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 and communication plan will be developed following the implementation of the district’s ERM policy and procedures.

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

- Review and update plans.** Planning work is underway for the district staff to periodically review and update the risk management process, and report back to the Board through the Audit Committee. Specifically the risk management process will involve the district’s management staff and discuss the following topics across various function areas in the district:
 - Existing strategies used to manage the risks
 - Review the metrics to measure the effectiveness of existing risk management strategies
 - Timeline of developing and implementing of further risk mitigation plans
 - Allocation of resources for proactive risk management
 - Communication of risk management strategies to stakeholders as necessary
 - Frequency of follow-up conversations

- Update relevant policies and procedures.*** Draft ERM Policy 641 and 641-R have been provided to the Policy Committee for recommendation of approval by the Board of Education in its March 29, 2023 public board meeting. The policy formally defines the district’s approach of identifying, assessing, mitigating, monitoring and reporting on risks across the district. The proposed ERM policy reflects the district strategic goals and objectives. The draft policy defines the governance structure for ERM, including the roles and responsibilities of the board, senior management and other stakeholders. The draft policy also outlines the district’s commitment to comply with laws and regulations, as well as ethical standards for risk management. The draft policy promotes a risk-aware culture within the district, emphasizing the importance of identifying and managing risks in all aspects of business operations.

Report to the Board of Education (Public)

Date: March 29, 2023

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 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.*

- **Identify and analyze the HR practices and processes that require equity, diversity and inclusion related updates.** Samples of practices and processes under analysis include health and welfare benefit plan reviews for equity, diversity and inclusion, as well as Foundations of a Healthy Workplace offerings. Various foundational practices reviewed and changes implemented in 2021-2022.

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

- **Provide EDI leadership in-service for all Management & Executive Staff** A three-part learning series was held on November 2 2022, February 8 2023 and March 8 2023, attended by 50+ members from RMAPS and Executive Teams. Focus areas included Inclusive Meetings and Inclusive Leadership Practices. Presented by Bakau Consulting.
- **Identify /develop professional learning resources & modules for introduction into the district.** Identification of Provincial K-12 Anti-Racism Strategy Anti-Racism Training resources for implementation when available, according to the 2022-2023 provincial timeline. Implementation of additional educational resources planned (posters, communications materials).

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.*

- **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. Draft in finalized stages, for distribution to senior team then executive team.
- **Employee survey.** Review of CUPE provincial survey results, distributed to department managers, to support development of learning plans for CUPE employee groups.
- **Multi-year learning plan development.** A framework of a learning plan has been drafted. The framework is aligned 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 complete learning from other similar and dissimilar organizations; considering specific needs of the school district and inform strategic direction moving forward. Resources include other school districts, the BC Public Service and BC educational professional organizations (BCSSA, BCPVPA).
- **Complete Draft of a Leadership Development Framework** An initial draft has been completed, currently under circulation with the Superintendent’s office for feedback and refinement.

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

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 2022 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 2021-2022 offerings.
- **Develop comprehensive plan and offerings for 2022-2023.** 2022-2023 plan was developed in line with the vision and framework, and in consultation with union representatives.
- **Cyclical survey and feedback processes.** 2022 survey was undertaken which showed high levels of satisfaction with offerings. New offerings included establishment of monthly health focus areas, invitation for site-based healthy workplace champions, and a Blood Services partnership “Partners for Life”. 2023 survey is currently under development.

Objective Three: *Build supervisor/management capacity for acknowledging and supporting employee wellness*

- **Create on-line resource to house Foundations of a Healthy Workplace materials and resources for one-stop employee access** Framework of a plan under development; research underway to learn from other organizations.
- **Consult with union stakeholders and steering committee.** Upcoming engagement processes will include discussion on challenges and opportunities for supervisors/managers to support employees in their health and wellbeing.

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.*

- **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. Requirement for all HR staff with recruitment responsibilities to participate in at least 1 training session per calendar year.
- **Develop resources & training modules for supervisors/managers.** Monthly training sessions delivered for administrators, as ongoing in-service and in preparation for spring staffing processes. Centralized location for accessing the resources developed to date.

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

- **Conduct survey of recent hires to obtain understanding of applicant experience.** 2nd issue of survey was issued to employees hired between Aug. 29th/22 – Jan. 6th/23. The survey will be distributed 3 times per year. 2nd issue showed high levels of satisfaction with recruitment process, with 100% of respondents indicating the HR recruitment was professional, polite and friendly. 83% of respondents would definitely recommend the district to others as a place of employment. 86% 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.
- **Enhance engagement strategies through the recruitment process.** Sustained focus on teacher candidate engagement and recruitment: Comprehensive engagement through a Field Service experience at the conclusion of the 10 week teaching practicum. Activities include:
 - A tour of the island to learn about our place and our story
 - A visit to the DRC (District Resource Centre) to learn about the resources available for teachers to borrow
 - A visit to Outdoor Classrooms; how do we move our learning to various spaces and how do we teach in various spaces
 - Time spent in the library, a resource room, a French Immersion and Montessori classroom
 - Introductions to and time with our Teacher Consultants
- **Streamline and increase / improve access to employee services to enhance current employee experience.** Employee onboarding portal scheduled for implementation in Spring 2023.

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

Objective One: *Identify and implement innovative staffing allocation processes that support timely responses to emergent needs.*

- **Research and baseline data:** Issued survey to administrators regarding noon-hour supervisor and clerical staffing allocations; research conducted with comparable school districts. Conducted site visits as appropriate/requested.
- **Develop measures and criteria.** 84% of survey respondents indicated current noon hour supervisor staffing meets their needs, survey measure was 89% for clerical staffing. Developed criteria for assessment where needs are not met
- **Identify new allocation processes.** New process implemented for clerical staffing in response to survey results and emergent school needs, leading to a pro-active versus reactive staffing allocation process. Technology Services staffing allocations have been identified as an area of focus for 2023/2024.

Report to the Board of Education (Public)

Date: March 29, 2023
From: Jane MacMillan, Assistant Superintendent
Subject: **Student and Family Affordability Fund**

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

INTRODUCTION

The purpose of this report is to provide a context and information regarding the Ministry's Student and Family Affordability Fund and the current expenditures of this one-time special purpose fund in the Richmond School District. This fund provides significant augmented support beyond current district resources for financially vulnerable students, for the 2022/23 school year.

BACKGROUND

The [Student and Family Affordability Fund](#) is one-time funding provided to school districts to increase food security for students and their families, and to support students, parents, and guardians with affordability concerns. Richmond School District's allocation is \$1.96 million for this year.

This fund is designed to assist families who require financial assistance with school-related costs such as school and course fees, workbooks, specialty supplies, field trips and other school-related charges and costs. The additional funding can also be used to support school meal programs and other nutritional supports for students.

The goals of this fund are to:

- directly offset costs to parents, guardians, and students, such as school supplies or other cost pressures they are facing, and
- improve students' access to nutritional food / meals, before, during and after the school day

Funding use includes, but is not limited to:

- increasing nutritional opportunities for students throughout the day (i.e. breakfast programs, lunch supports, snack cupboards)
- providing nutritional food and meal support to additional students outside of the school day
- providing basic school supplies that might otherwise be purchased by parents, guardians, and students
- waiving education-related fees

- fees for school sports and other school activities
- provide support for the purchase of clothing and footwear required for school sports and other school activities

DISCUSSION

Consultation and communication with stakeholder groups began in early Fall 2022, and included meetings with district staff, Richmond Teacher’s Association and Richmond District Parent Association, among others. Feedback was also requested from Indigenous stakeholder groups including Musqueam First Nation and Métis Nation BC. Information was shared with families through school communication processes such as newsletters, and district-wide through the district website. A key priority in sharing and receiving information from families was a focus on confidentiality and honouring the privacy of those reaching out for support.

Initial opportunities focused on food security supports, school fees and other school-related cost pressures. Since that time, additional fund availability has been put in place for clothing and footwear needs, grocery gift cards over Winter and Spring Breaks and expanded nutrition and food support, as well as creating school based allocations to allow individual schools to address the unique needs within their contexts.

STUDENT AND FAMILY AFFORDABILITY FUND EXPENDITURES

A mid-year summary report of expenditures was submitted to the Ministry on January 20, 2023. As of March 2023 total expenditures and commitments totaling \$1.18 million have been allocated in the following areas in support of vulnerable students and families:

- School-related extra-curricular participation: \$72 000
- Field Trips: \$129 000
- Transportation: \$42 000
- Student Supplies: \$84 000
- Food Security: \$700 000
 - School based nutrition programs
 - Partner programs to support additional nutrition needs
 - Supports for Winter and Spring Break
- Clothing and Footwear: \$33 000
- Student Fees: \$78 000

Targeted funds have also been allocated to support specific vulnerable students in such areas as alternate programs and supports accessed through the Indigenous Success Department.

Looking ahead, ongoing requests for all of the above will provide additional resourcing for students and families facing affordability concerns for the remainder of the school year.

CONCLUSION

The one-time special purpose Student and Family Affordability Fund has enabled the district to provide significant enhanced support to students and families facing affordability concerns. This also provides support aligned with Goal 1 of the Board's Strategic Plan Priority 2, Equity and Inclusion, to support equitable and inclusive learning environments for all learners.

Respectfully Submitted:

Jane MacMillian
Assistant Superintendent

Facilities and Building Committee
Public Meeting Minutes

Wednesday, February 1, 2023 - 4:30 pm
Via Zoom

Present:

Chairperson	K. Hamaguchi
Vice-Chairperson	D. Tablotney*
Trustee Member	H. Larson
Trustee Alternate	A. Wong
Trustee	R. Belleza
Secretary Treasurer	C. Wang
Executive Director, Facilities Services/Richmond Project Team	F. Geyer
President, Richmond Teachers' Association	L. Baverstock
Representative, Richmond Management and Professional Staff	J. Canlas
President, Richmond Association of School Administrators	M. Murray
President, Richmond District Parents Association	A. Scallion
Past President, Richmond District Parents Association	D. McFie
Executive Assistant (Recording Secretary)	J. Coronel

*Present for a portion of the meeting

The meeting was called to order at 4:32 pm.

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

1. Approval of Agenda

The agenda was adopted as circulated.

2. Approval of Minutes

Minutes from the January 4, 2023 meeting was approved as circulated.

3. Facilities Planning Update (standing item)

The Executive Director, Facilities Services/Richmond Project Team spoke to his report as included in the agenda package. He then responded to trustees' questions on portables and childcare.

The President of Richmond Teachers' Association urged trustees to engage in advocacy work to address City Centre enrolment growth and explore funding opportunities for portables and a new elementary school at the City Centre.

The Committee Vice Chairperson joined the meeting at 4:54 pm.

4. Capital Projects Update (standing item)

The Executive Director, Facilities Services/ Richmond Project Team provided the following highlights from his report as included in the agenda package:

- James Whiteside Elementary Enhanced Seismic Upgrade
- William Bridge Elementary Seismic Upgrade
- Classroom Ventilation Program
- SD38 Plumbing Upgrade Program

He then responded to Trustee Belleza's questions on funding and cost of major capital projects.

5. Facilities Services Update (standing item)

The Executive Director, Facilities Services/Richmond Project Team referred to his report as included in the agenda package. The President of Richmond Teachers' Association expressed her appreciation for the hiring of additional pest control staff and suggested to consider pest control support in the amended budget or next year's budget. She also mentioned that Richmond Teachers' Association will continue to help send reminders to teachers to keep exterior doors closed.

Trustees thanked the Executive Director, Facilities Services/Richmond Project Team for his team's efforts to address rodent issues in schools.

6. Minutes for Information

(a) CHILD CARE DEVELOPMENT ADVISORY COMMITTEE MEETING

Minutes of Meeting held December 7, 2022 were attached for information.

7. Next Meeting Date – Wednesday, March 1, 2023 at 4:30 pm

The Chairperson informed the Committee that future meetings will be on zoom based on the survey results. An in-person meeting may be called towards the end of the year.

8. Adjournment

The meeting adjourned at 5:33 pm.

Respectfully Submitted,

*Ken Hamaguchi
Chairperson, Facilities and Building Committee*

Report to the Board of Education (Public)

Date: March 29, 2023
From: Debbie Tablotney, Chairperson, Policy Committee
Subject: Policy 641 and 641R – Enterprise Risk Management

RECOMMENDATION:

THAT the Board of Education approve attached Policy 641 and 641R Enterprise Risk Management, in accordance with Board Policy 204: *Creation and Revision of Policy and Regulations*.

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:
 - Establish a formal Enterprise Risk Management (ERM) policy
 - Develop enterprise risk management procedures, including a periodic review and reporting cycle for on-going risk monitoring and assessment
 - Embed ERM policy in the operational practices to proactively manage and address risks

- The draft policy is related to the Board's governance work and internal procedures. Therefore, according to Board Policy 204-R, it is recommended that the policy be approved by the Board without stakeholder review. However, it is essential to ensure clear communication of any future risk management procedure updates or changes that may impact stakeholder groups and employees.

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 and 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,

*Debbie Tablotney
Chairperson, Policy Committee*

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.

PROPOSED - NEW POLICY

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.

Sea Island Elementary Office
8-1891 Wellington Crescent
Richmond, BC V7B1G6
Tel. 604-273-1651 cupe716.ca

March 7th, 2023

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

Dear Cindy and Debbie,

Re: April 28th, 2023 Day of Mourning

Friday April 28th, 2023, 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 have come 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 Friday April 28th, 2023. 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.

Regards,



Ian Hillman
CUPE 716 President

cc
Stacey Robinson, 1st VP Vice President CUPE Local 716
Nancy Williams, 2nd VP Vice President CUPE Local 716

Ian Hillman
President
Stacey Robinson
1st Vice President
Nancy Williams
2nd Vice President
Louise Henry
Secretary Treasurer
Lisa Devitt
Recording Secretary