

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

**Wednesday, November 22, 2023 – 7:00 pm**  
**1st Floor Boardroom**

[https://sd38.zoom.us/webinar/register/WN\\_lfvfcBFJS8y5yNEN-JoQaw](https://sd38.zoom.us/webinar/register/WN_lfvfcBFJS8y5yNEN-JoQaw)

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

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

---

**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

Michael Taylor, Teacher, Hugh Boyd Secondary

**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, October 25, 2023.
- (b) Regular meeting of the board held Wednesday, October 25, 2023 for approval.

**7. Business Arising from Prior Minutes**

Nil.

**8. New Business**

Nil.

**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*

- (i) The next meeting is scheduled for Tuesday, January 9, 2024.

(b) **Education Committee**

*Chairperson: Heather Larson*

*Vice Chairperson: David Yang*

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

A meeting was held on Wednesday, November 15, 2023. The next meeting is scheduled for Wednesday, December 13, 2023, at 6:00 pm.

(c) **Facilities and Building Committee**

*Chairperson: Ken Hamaguchi*

*Vice Chairperson: Debbie Tablotney*

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

A meeting was held on Wednesday, November 1, 2023. The next meeting is scheduled for Wednesday, December 6, 2023, at 4:30 pm.

(d) **Finance and Legal Committee**

*Chairperson: Donna Sargent*

*Vice Chairperson: Rod Belleza*

- (i) **RECOMMENDATION:** 2024/25 Annual Budget Process and Timeline. Report from the Committee Chairperson attached.
- (ii) Minutes of the meeting held on October 18, 2023, are attached for information.

A meeting was held on Wednesday, November 15, 2023. The next meeting is scheduled for Wednesday, December 13, 2023, at 10:00 am.

- (e) **Policy Committee**  
*Chairperson: Debbie Tablotney*  
*Vice Chairperson: Heather Larson*

- (i) **NOTICE OF MOTION:** Policy 402/402-R: Public Interest Disclosure Policy attached.
- (ii) Minutes of the meeting held on October 16, 2023, are attached for information.

A meeting was held on Tuesday, November 14, 2023. The next meeting is scheduled for Monday, December 11, 2023, at 11:00 am.

## 11. Board Committee and Representative Reports

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

A meeting was held on November 15, 2023.

- (b) **BCSTA**

Trustee Academy is scheduled for November 23-25, 2023 at the Westin Bayshore, Vancouver.

- (c) **BCPSEA**

Symposium 2023 was held on November 2-3, 2023.

## 12. Correspondence

- (a) For action:

Nil.

- (b) For information:

Nil.

## 13. Adjournment

## Board of Education

Telephone 604 668 6000

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

---

**The next meeting is scheduled for Wednesday, December 20, 2023**

### Contact Persons regarding agenda items:

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

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

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

**Committee Appointments 2023/2024**

	<b>Audit</b>	<b>Education</b>	<b>Facilities and Building</b>	<b>Finance and Legal</b>	<b>Policy</b>
<b>Chairperson</b>	David Yang	Heather Larson	Ken Hamaguchi	Donna Sargent	Debbie Tablotney
<b>Vice Chairperson</b>	Ken Hamaguchi	David Yang	Debbie Tablotney	Rod Belleza	Heather Larson
<b>Member</b>	Rod Belleza	Alice Wong	Heather Larson	Ken Hamaguchi	David Yang
<b>Alternate</b>	Debbie Tablotney	Rod Belleza	Alice Wong	Debbie Tablotney	Rod Belleza
<b>Senior Leader</b>	Cindy Wang	Jane MacMillan	Cindy Wang/Rick Ryan	Cindy Wang	Chris Usih
	<b>Cambie Coordinating</b>	<b>Child Care Development Advisory Committee</b>	<b>Council/Board Liaison Committee</b>	<b>Richmond Sister City Advisory Committee</b>	
<b>Representative(s)</b>	Alice Wong	Heather Larson	Debbie Tablotney/Heather Larson	David Yang	
<b>Alternate</b>	Rod Belleza	Alice Wong	Donna Sargent	Alice Wong	
<b>Senior Leader</b>	Cindy Wang/Christel Brautigam	Cindy Wang	Chris Usih/Cindy Wang	Jason Higo	
<b>Reports To</b>	Finance and Legal Committee	Facilities and Building Committee	Board of Education	Education Committee	
	<b>BCPSEA</b>	<b>BCSTA Provincial Council</b>	<b>ELL Consortium</b>	<b>Vancouver Coastal Health Authority</b>	
<b>Representative(s)</b>	Debbie Tablotney	Heather Larson	David Yang	Debbie Tablotney	
<b>Alternate</b>		David Yang	Alice Wong	Heather Larson	
<b>Senior Leader</b>	Chris Stanger	Chris Usih	Jane MacMillan	Chris Usih	
<b>Reports to</b>	Board of Education	Board of Education	Education Committee	Education Committee	
	<b>SOGI Advisory Committee</b>	<b>DEI Advisory Committee</b>	<b>Richmond Sustainability Action Committee</b>		
<b>Representative(s)</b>	Debbie Tablotney	Heather Larson	Ken Hamaguchi		
<b>Representative(s)</b>	Ken Hamaguchi	Donna Sargent	Heather Larson		
<b>Senior Leader</b>	Chris Usih	Christel Brautigam	Cindy Wang/Jane MacMillan		
<b>Reports To</b>	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:** November 22, 2023  
**From:** Cindy Wang, Secretary Treasurer  
**Subject:** **Record of an In-camera Board Meeting held October 25, 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 October 25, 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:	Administrative items were discussed.
(e) Standing Committee Reports:	Administrative items were discussed.
(f) Board Committee and Representative Reports:	Administrative items were discussed.
(g) Correspondence:	Nil.
(h) Record of Disclosure:	Nil.

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

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

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

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

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

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

**Wednesday, October 25, 2023 – 7:00 pm**  
**1<sup>st</sup> 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	C. Usih
Deputy Superintendent	R. Ryan
Secretary Treasurer	C. Wang
Assistant Superintendent	C. Brautigam
Assistant Superintendent	J. MacMillan
Assistant Superintendent	C. Stanger
Executive Director, Learning and Business Technologies	R. Laing
Director, Communications and Marketing	D. Sadler
Director, Richmond International Education	S. Sephton*
Executive Assistant (Recording Secretary)	T. Lee

\*Present for portion of meeting

The Chairperson called the meeting to order at 7:02 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 Wong:** October is Foster Family Month in BC, a time to recognize foster caregivers throughout the province who provide nurturing, safe, inclusive and understanding homes for children and youth in need. In difficult circumstances where it's not possible for a child or

youth to be with family, the care of foster parents is crucial. Foster caregiving takes time, effort and patience. But most of all, it takes a desire to make a difference in the life of a child or youth. Thank you to all Richmond Foster Families for their commitment in supporting children and youth in their care.

**Trustee Belleza:** On November 5, 2023, the Richmond School District recognizes the efforts and contributions made by its support staff throughout the year. More than one thousand support staff roles operate within our district, and all of these individuals play a part in the success of our school system.

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

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

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

**2. Adoption of Agenda**

**112/2023 MOVED BY D. YANG AND SECONDED BY H. LARSON:**

**THAT** the Wednesday, October 25, 2023 regular agenda of the Board of Education be adopted as circulated.

**CARRIED**

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

(a) **Presentations**

Nil.

(b) **Special Recognitions**

Nil.

(c) **Briefs**

Nil.

**4. Questions from the Public**

Liz Baverstock, President, Richmond Teachers' Association asked the following questions:

1. With increased enrolment, how much of this has already been staffed versus how much staffing is to come – especially teachers supporting ELL learners and learners with diverse abilities and disabilities?



2. If increased enrolment is the trend, is there anything that could be done within the district so we can prepare for this?

The Chairperson thanked the President, Richmond Teachers' Association for her questions.

## 5. Executive

The Superintendent highlighted Strategic Priority 2: Equity and Inclusion and shared a video of the creation of the mural at Mitchell Elementary School. The video showed how through art, we can connect, celebrate diversity, and create a more inclusive educational community. He then thanked staff and students who participated in the creation of the video.

## 6. Approval of Minutes of Prior Meetings

- (a) A record of an in-camera meeting of the board held Wednesday, September 27, 2023 was included for information.
- (b) Regular meeting of the board held Wednesday, September 27, 2023

**113/2023 MOVED BY A. WONG AND SECONDED BY K. HAMAGUCHI:**

**THAT** the Board of Education approve the Minutes of Wednesday, September 27, 2023, regular meeting as circulated.

**CARRIED**

## 7. Business Arising from Prior Minutes

### (a) Enrolment Update

The Deputy Superintendent referred to his report as included in the agenda package. The Secretary Treasurer then responded to a trustee's question regarding projection trends. Discussion ensued regarding increased level of staffing and student support required as a result of the enrolment increase.

### (b) Richmond International Education Update

The Director of Richmond International Education spoke to his report as included in the agenda package. Trustees thanked the Director of Richmond International Education for the report and expressed their appreciation of the work being done by the department to serve the students in the program. The Director of Richmond International Education then responded to trustees' questions regarding:

- Space capacity and projections for international student enrolment;
- International student recruitment strategies;
- Benefits the program brings to the district; and
- Geopolitical challenges the program is facing.

**8. New Business**

**(a) Capital Bylaw**

The Secretary Treasurer referred to her report as included in the agenda package.

**There was unanimous consensus that three readings of the 2023/2024 Capital Bylaw take place.**

The Chairperson then read the first reading of the 2023-2024 Capital Bylaw in full:

**Capital Bylaw No. 2023/24-CPSD38-03**

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 letters addressed to the Secretary-Treasurer and Superintendent dated March 9, 2023, September 15, 2023 and September 27, 2023 is hereby adopted.
2. This Bylaw may be cited as **School District No. 38 (Richmond) Capital Bylaw No. 2023/24-CPSD38-03**.

**114/2023 FIRST READING MOVED BY R. BELLEZA AND SECONDED BY K. HAMAGUCHI:**

**CARRIED**

The Chairperson then read the second reading of the bylaw in summary:

**THAT** the Board of Education (Richmond) approve CAPITAL BYLAW No. 2023/2024-CPSD38-03. Through the Bylaw, the Board agrees to authorize the Secretary Treasurer to execute the project agreement, and commence and proceed the approved projects and comply with all applicable laws, regulations and Ministry policies.

Discussion then ensued regarding City Centre growth and the long-term focus of securing a site for a new school.

**115/2023 SECOND READING MOVED BY D. YANG AND SECONDED BY D. SARGENT:**

**CARRIED**

The Chairperson then read the third and final reading of the bylaw in summary:

**THAT** the Board of Education (Richmond) approve CAPITAL BYLAW No. 2023/2024-CPSD38-03. Through the Bylaw, the Board agrees to authorize the Secretary Treasurer to execute the project agreement, and commence and proceed the approved projects and comply with all applicable laws, regulations and Ministry policies.

**116/2023 THIRD AND FINAL READING MOVED BY H. LARSON AND SECONDED BY A. WONG:**

**CARRIED**

**The Capital Bylaw No. 2023/2024-CPSD38-03 is therefore approved.**

**(b) Public Consultation Regarding Land Disposal to the City of Richmond**

The Secretary Treasurer provided highlights from her report. Trustees thanked the Secretary Treasurer for her report and for providing transparency to the public. Discussion then ensued regarding the proposed road expansion project.

**9. Questions from the Public**

There were no questions from the public.

**10. Standing Committee Reports**

**(a) Audit Committee**

*Chairperson: David Yang*

*Vice Chairperson: Ken Hamaguchi*

The next meeting is scheduled for Tuesday, January 9, 2024.

**(b) Education Committee**

*Chairperson: Heather Larson*

*Vice Chairperson: David Yang*

- (i) Minutes of the meeting held on September 20, 2023, are attached for information.

A meeting was held on Wednesday, October 18, 2023. The next meeting is scheduled for Wednesday, November 15, 2023, at 6:00 pm.

(c) **Facilities and Building Committee**

*Chairperson: Ken Hamaguchi*

*Vice Chairperson: Debbie Tablotney*

- (i) Minutes of the meeting held on September 6, 2023, are attached for information.

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

(d) **Finance and Legal Committee**

*Chairperson: Donna Sargent*

*Vice Chairperson: Rod Belleza*

- (i) **RECOMMENDATION:** Trustees Expenses for the Three Months ended September 30, 2023.

**117/2023      MOVED BY D. SARGENT AND SECONDED BY D. YANG:**

**WHEREAS** the Board of Education is paying for expenses incurred by the Trustees in the discharge of their duties,

**BE IT RESOLVED** that in accordance with the *School Act*, the Board of Education approve Trustees' expenses paid during the three-month period ended September 30, 2023, in the amount of \$ \$3,919.70.

**CARRIED**

- (ii) Minutes of the meeting held on September 20, 2023, are attached for information.

A meeting was held on Wednesday, October 18, 2023. The next meeting is scheduled for Wednesday, November 15, 2023, at 10:00 am.

(e) **Policy Committee**

*Chairperson: Debbie Tablotney*

*Vice Chairperson: Heather Larson*

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

A meeting was held on Monday, October 16, 2023. The next meeting is scheduled for Tuesday, November 14, 2023, at 11:00 am.

**11. Board Committee and Representative Reports**

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

The next meeting is scheduled for Wednesday, November 15, 2023.

**(b) BCSTA**

**(i) Provincial Council**

Trustee Larson highlighted the presentations given at the meeting and noted three motions were passed – support for youth mental health, Pay Equity Supplement advocacy, and request for the Minister of Education and Child Care’s support for equity, diversity, and inclusion.

**(ii) Advocacy Day**

Trustee Sargent attended Advocacy Day held in Victoria on behalf of the Chairperson and provided an overview of the events of the day. She noted the three common goals districts are advocating for include improving student outcomes, recruitment and retention, and capital and deferred maintenance.

**(c) BCPSEA**

Nil.

**12. Correspondence**

Nil.

**13. Adjournment**

**118/2023 MOVED BY A. WONG AND SECONDED BY H. LARSON:**

**THAT** the regular meeting of Wednesday, October 25, 2023 of the Board of Education be adjourned at 8:42 pm.

**CARRIED**

---

D. TABLOTNEY  
Chairperson

---

C. WANG  
Secretary Treasurer

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

**Wednesday, October 18, 2023 – 6:00 pm**  
**Via Zoom**

---

**Present:**

Chairperson	H. Larson
Vice Chairperson	D. Yang
Trustee Member	A. Wong
Trustee Alternate	R. Belleza
Assistant Superintendent	J. MacMillan
Superintendent	C. Usih
Director of Instruction	B. Thompson
President, Richmond Teachers' Association	L. Baverstock
Vice President, Richmond Teachers' Association	S. Wenglowski
Pro-D Officer, Richmond Teachers' Association	J. Cho
Member, Richmond Association of School Administrators	L. Leung
Member, Richmond Association of School Administrators	A. Pikkarainen
Member, Richmond Management and Professional Staff	T. Jackson
President, Canadian Union of Public Employees 716	S. Robinson
Executive Assistant (Recording Secretary)	S. Khan

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

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

**1. Adopt Agenda**

The agenda was adopted as circulated.

**2. Approve Minutes**

The minutes of the in-camera meeting held Wednesday, September 20, 2023, were approved as circulated.

**3. Learning in Richmond SD38**

Assistant Superintendent MacMillan introduced Director of Instruction Braunwyn Thompson. She provided detailed information regarding inclusive learning supports and structures, and provided examples of inclusive learning in the Richmond School District. Connections to the Board's Strategic Plan were discussed, along with defining disabilities and diverse abilities. Finally, an overview of school-based and district-based support roles was discussed. Staff then responded to questions from trustees and stakeholders about Individual Education Plans (IEPs), Educational Assistant (EAs) staff shortages, transition planning, and diverse abilities.

**4. Next Meeting Date – Wednesday, November 15, 2023 at 6:00 pm.**

**5. Adjournment**

The meeting adjourned at 7:01 pm.

*Respectfully Submitted,  
Heather Larson  
Chairperson, Education Committee*

## Facilities and Building Committee

### Public Meeting Minutes

Wednesday, October 4, 2023 - 4:30 pm  
Via Zoom

---

**Present:**

Chairperson	K. Hamaguchi
Trustee Member	H. Larson
Trustee Alternate	A. Wong
Superintendent	C. Usih
Secretary Treasurer	C. Wang
Deputy Superintendent	R. Ryan
Executive Director, Learning and Business Technologies	R. Laing
Director, Richmond Project Team	S. Ahluwalia
Director, Facilities Services	K. Wilkins
President, Richmond Teachers' Association	L. Baverstock
2nd Vice President, Richmond Teachers' Association	F. Marsic
Vice President, CUPE 716	N. Williams
Vice President, Richmond Association of School Administrators	A. Goulas
Executive Assistant (Recording Secretary)	T. Lee

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

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

**1. Approval of Agenda**

The agenda was adopted as circulated.

**2. Approval of Minutes**

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

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

The Director, Richmond Project Team spoke to his report as included in the agenda package. He then responded to a trustee's question regarding the criteria for selecting the two new Indigenous Gathering Spaces. The Deputy Superintendent then responded to an inquiry from the President of Richmond Teachers' Association regarding engagement with teachers who are currently using the spaces.

The Director, Richmond Project Team then responded to a trustee's question on the criteria for the Long Range Facilities Plan and noted feedback from trustees and the public are welcome.



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

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

A trustee commented their appreciation for the child care facilities. The Director, Richmond Project Team and the Director, Facilities Services provided further details regarding ventilation in portables following a question from the President of Richmond Teachers' Association. Discussion then ensued regarding portable and modular classrooms.

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

The Director, Facilities Services spoke to his report as included in the agenda package. He then responded to a question from the President of Richmond Teachers' Association regarding pest control and prevention.

**6. Minutes for Information**

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

Minutes of Meeting held June 7, 2023 were attached for information.

**7. Next Meeting Date – November 1, 2023 at 4:30 pm**

**8. Adjournment**

The meeting adjourned at 4:56 pm.

*Respectfully Submitted,*

*Ken Hamaguchi  
Chairperson, Facilities and Building Committee*

## Report to the Board of Education (Public)

**Date:** November 22, 2023

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

**Subject:** **2024/25 Annual Budget Process and Timeline**

---

### RECOMMENDATION

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

### DISCUSSION

#### Budget Guiding Principles

The annual budget process is guided by a set of principles developed by the Board of Education in consultation with stakeholders. These guiding principles include:

- The budget will support and align to the board's strategic plan and priorities and reflect the board's commitment to responsible long term fiscal planning;
- Budget processes will be inclusive, transparent and will encourage stakeholder and community input;
- All budget decisions will be focused on creating and maintaining educational programs and services for students which maximize opportunities for learning;
- Budget decisions will support a culture of innovation and responsiveness to system change, while maintaining cost effectiveness and long term sustainability;
- Business and operational services and systems required to support schools and students will be based on best practices and maintained in an efficient and cost effective manner; and
- Budget decisions will be based on accurate, relevant data and information.

#### Budget Process and Planning Cycle

The district operates under the authority of the *School Act* of British Columbia as a corporation and receives about 91 per cent of revenue from the Government of British Columbia through the Ministry of Education and Child Care. In accordance with the *School Act*, school districts must approve a balanced budget for the upcoming school year and submit it to the Ministry of Education and Child Care before June 30 each year.

The district develops its annual budget that supports its vision, mission and values, and considers its priorities and goals of the strategic plan. The district's strategic priorities and resource allocation are centred around student learning.

The district's budget is prepared in accordance with the *Budget Transparency and Accountability Act* supplemented by regulations 257/2010 and 198/2011 issued by the Treasury Board of the Province of British Columbia, which establish government's financial reporting and accountability framework. This

budget process follows Board Policy 601 Budget, 621 Financial Reporting, and 631 Accumulated Operating Surplus and Capital Reserves.

The district begins its annual budget process in January with a stakeholder and community engagement process and completes the process by the end of April with the approval of the annual budget. The board approves the budget by the end of April to ensure contractual obligations and annual staffing timelines are met.

Once the annual budget is approved, it is continuously updated for known changes in estimates, updated grant funding, and current information on trends impacting the district’s financial operations. These changes are consolidated into the amended budget approved by the board and submitted to the ministry by February 28 of the fiscal year.

**Budget Consultation**

The budget consultation process is a two-way dialogue between the board and its education partner groups to establish priorities for the upcoming school year. This process allows for valuable input into the district’s fiscal resource allocation and decision making.

The board offers partner groups and the public multiple opportunities to present their priorities and budget requests to the board prior to the approval of the annual budget at the end of April. The table below presents the specific meetings to complete the 2024/25 Annual Budget consultation, offering various opportunities for stakeholder engagement.

A key component of the budget consultation process is the Budget Advisory Working Group (BAWG) meetings. The BAWG is comprised of the Board of Education and representatives from key stakeholder groups, including Richmond Teachers’ Association (RTA), Canadian Union of Public Employees (CUPE) Local 716, Richmond Association of School Administrators (RASA), Richmond District Parents Association (RDPA) and Richmond Management and Professional Staff (RMAPS). Two meetings will be scheduled for January 15, 2024 and March 7, 2024 to provide budget updates and gather feedback and input from the stakeholders.

<b>Date</b>	<b>Meeting</b>	<b>Goal</b>
<b>November 22, 2023</b>	Public Board Meeting	Approval of 2024/25 budget process and timeline.
<b>January 8, 2024</b>	Trustee Budget Workshop	An opportunity for Trustees to review and discuss preliminary 2024/25 budget information.
<b>January 11, 2024</b>	Richmond Leadership Team (RLT) Meeting Budget Consultation	Preliminary budget information presented to RLT for their feedback and input.
<b>January 15, 2024</b>	Budget Advisory Working Group Meeting	The board and education partner groups are presented with preliminary budget information; engage in round table discussions on the alignment between the fiscal plan and strategic plan priorities and goals.
<b>February 14, 2024</b>	Finance & Legal Committee Meeting	Preliminary 2024/25 three-year budget information presented to the Committee In-camera meeting.

<b>February 21, 2024</b>	Public Board Meeting	Approval of 2023/24 Amended Budget.
<b>March 7, 2024</b>	Budget Advisory Working Group Meeting	Preliminary three-year fiscal plan and draft budget proposals presented to education partner groups for feedback and input.
<b>March 13, 2024</b>	Public Board Meeting – Annual Budget Committee of the Whole	The public and stakeholders are invited to comment on the preliminary annual budget proposals during the Committee of the Whole of the public board meeting.
<b>April 2, 2024</b>	Trustee Budget Workshop	An opportunity for Trustees to discuss draft budget proposals; staff finalize the annual budget following Trustee Workshop.
<b>April 24, 2024</b>	Public Board Meeting	Final approval through three readings of the budget bylaw.

Members of the community are welcome to submit feedback and ask questions via email to [sd38budgetfeedback@sd38.bc.ca](mailto:sd38budgetfeedback@sd38.bc.ca) or in writing to the Office of the Secretary Treasurer, Board of Education of School District No. 38, 7811 Granville Avenue, Richmond, BC V6Y 3E3.

## **CONCLUSION**

The District’s annual budget serves as an operational plan in financial terms for carrying out the district’s strategic priorities and goals for the upcoming school year. The budget process is an effective process to engage staff, stakeholders and the public in a transparent and inclusive manner to receive their input and feedback on the district’s financial plan. For the 2024/25 Budget process, it is recommended that the budget process and timeline be approved as presented.

*Respectfully submitted,*

*Donna Sargent  
Chairperson, Finance and Legal Committee*

*Attachment: 2024/25 Annual Budget Timeline Table*

**School District No. 38 Richmond**  
**2024/25 Annual Budget Process and Timeline**

November	December	January	February	March	April
<b>Amended Budget</b>		<b>Budget Consultation and Preparation</b>			<b>Budget Approval</b>
<ul style="list-style-type: none"> <li>- Update 2023/24 school year operating budget to reflect September 30, 2023 actual enrolment.</li> <li>- Board approval of 2024/25 budget process and timeline (November 22, 2023 public board meeting)</li> <li>- Ministry operating grants and special purpose funds announcement (December 15, 2023)</li> <li>- Update three year enrolment projections 2024/25 - 2026/27</li> <li>- Update three year financial projections 2024/25 - 2026/27</li> </ul>		<ul style="list-style-type: none"> <li>- Board Approval of 2023/24 Amended Budget Bylaw (February 21, 2024 Public Board Meeting)</li> <li>- Budget consultation - gather stakeholder and public input and feedback               <ul style="list-style-type: none"> <li>- Budget Advisory Working Group meetings</li> <li>- Committee of the Whole (March 13, 2024 Public Board Meeting)</li> <li>- Board consideration of stakeholder and public input and feedback</li> </ul> </li> <li>- Develop three-year budget and draft 2024/25 Annual Budget</li> <li>- Provincial Government Budget announcement (February 2024)</li> <li>- Ministry 2024/25 funding announcement (March 2024)</li> </ul>			<ul style="list-style-type: none"> <li>- Board deliberations on draft budget (early April)</li> <li>- Finalization of Budget 2024/25</li> <li>- Board approval of 2024/25 Annual Budget (April 24, 2024 Public Board Meeting)</li> </ul>

**Finance and Legal Committee**  
**Public Meeting Minutes**

**Wednesday, October 18, 2023 – 10:00 am**  
**Via Zoom**

---

**Present:**

Chairperson	D. Sargent
Vice Chairperson	R. Belleza
Trustee Member	K. Hamaguchi
Trustee	A. Wong
Superintendent	C. Usih
Secretary Treasurer	C. Wang
Assistant Secretary Treasurer	M. Fu
District Administrator, Human Resources	T. Major
2nd Vice President, Richmond Teachers' Association	F. Marsic
Representative, Richmond Management and Professional Staff	R. Corbin
Representative, Richmond Association of School Administrators	W. Walker
Executive Assistant (Recording Secretary)	T. Lee

**Regrets:**

Vice President, Richmond Association of School Administrators	A. Goulas
---	-----------

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

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

Prior to adoption of the agenda, the Chairperson initiated introductions in the Committee.

**1. Adopt Agenda**

The agenda was adopted as circulated.

**2. Approve Minutes**

The minutes of the public meeting held Wednesday, September 20, 2023, were approved as circulated.

### 3. Human Resources Update

The District Administrator, Human Resources presented on the report as included in the agenda package on behalf of the Assistant Superintendent, Human Resources. She then provided further details regarding ELL supports following a question from the Chairperson.

The Secretary Treasurer responded to the 2nd Vice President's, Richmond Teachers' Association question regarding adjusting the budget approval timeline from May to April to better align with the recruitment process and staffing timeline. The Superintendent thanked the 2nd Vice President, Richmond Teachers' Association for the feedback and noted district staff will work together to assess the options to move forward. Discussion then ensued regarding budget timelines.

Following a question from a trustee regarding staffing shortages and recruitment challenges, the Superintendent provided a brief update from a BCSSA All Superintendents Meeting. His update highlighted that, given the province-wide recruitment challenges in the K-12 education sector, the district is performing relatively well in terms of staffing for the new school year when compared to school districts in other regions of the province.

### 4. Trustees' Expenses for the 3 Months Ending September 30, 2023

The Committee agreed to forward the following recommendation to the Board:

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

**BE IT RESOLVED** that in accordance with the *School Act*, the Board of Education of School District No. 38 (Richmond) approves Trustees' expenses paid during the three-month period ended September 30, 2023, in the amount of \$3,919.70.

### 5. Minutes for Information

#### (a) Cambie Coordinating Committee Meeting

Minutes of Meeting held May 17, 2023 were attached for information. The next meeting is scheduled on May 15, 2024 to be hosted by the School District.

### 6. Next Meeting Date – Wednesday, November 15, 2023 at 10:00 am.

### 7. Adjournment

The meeting adjourned at 10:24 am.

*Respectfully Submitted,*

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

**Report to the Board of Education (Public)**

**DATE:** November 22, 2023  
**FROM:** Debbie Tablotney, Chairperson, Policy Committee  
**SUBJECT:** Notice of Motion – Policy 402/402-R: Public Interest Disclosure

**NOTICE OF MOTION TO DECEMBER 20, 2023 MEETING OF THE BOARD OF EDUCATION**

In accordance with Board Policy 204: *Creation and Revision of Policy and Regulations*, this is a Notice of Motion that a RECOMMENDATION will be presented to the December 20, 2023 Public meeting of the Board of Education (Richmond) to approve new **Policy 402/402-R: Public Interest Disclosure**.

**BACKGROUND:**

The *Public Interest Disclosure Act* (the *Act*) came into effect on December 1, 2019. The *Act* was established to protect whistleblowers in the public sector entities, was initially applied to provincial government ministries and independent offices of the legislature. In September 2020, the Ministry of Attorney General informed the British Columbia Public School Employers' Association (BCPSEA) of the government's commitment to extending the coverage of the *Act* to school districts by 2024.

**DISCUSSIONS:**

There are currently thirty one school districts that have a policy on public interest disclosure or whistleblower protection. Out of these thirty one school districts, twelve have updated their PIDA policies to align with the requirements provided by the provincial government and BCPSEA.

This report presents the draft Policy, including the Regulation, Administrative Guidelines and Public Interest Disclosure Form, which align with BCPSEA's requirements provided to school districts during summer 2023. Please refer to the attachments of this report for the draft policies and related documents.

**PROPOSED TIMELINE:**

The table below is the proposed timeline for the Board of Education to adopt and implement the Public Interest Disclosure Policy.

September 2023	In-camera Policy Committee meeting	Initial discussion by members of Policy Committee regarding the background and proposed timeline and process to establish the PIDA policy.
October 2023	In-camera Policy Committee meeting	Draft policy shared for feedback from trustees.



November 2023	Public Policy Committee meeting	Draft policy reflecting trustee feedback to be shared with the Committee. Referral to the Board for notice of motion.
November 2023	Public Board meeting	Possible notice of motion for approval at December Board meeting.
December 2023	Public Board meeting	Possible final approval of the new policy.

**CONCLUSION:**

The Board’s policy framework does not currently have a policy addressing public interest disclosure protection or whistleblower protection. It is recommended that the PIDA policy be included in the 400 Human Resources section of the policy framework, as the nature of this policy directly relates to personnel matters within the organization.

According to Board Policy 204-R, it is recommended not to include this policy in the stakeholder review process, since it is a legislatively mandated requirement for a Board of Education to adopt such a policy.

Following the establishment of this Policy, the district will provide training for all employees using the materials provided by BCPSEA. Additionally, the district is also required to align their annual PIDA report with the school year, with the first report covering December 1, 2023 to June 30, 2024, and be finalized by December 31, 2024.

*Respectfully Submitted,*

*Debbie Tablotney  
Chairperson, Policy Committee*

*Attachments:*

- 1. Draft Policy 402: Public Interest Disclosure*
- 2. Draft Policy 402-R: Public Interest Disclosure*
- 3. Draft Policy 402-G: Public Interest Disclosure – Administrative Guidelines*
  - a. Appendix 1: PIDA Disclosure Form*

## HUMAN RESOURCES

## Policy 402

### PUBLIC INTEREST DISCLOSURE

The Board is committed to honesty, integrity and accountability in its operations, programs and services, and to promoting a culture of openness and transparency. The School District encourages and supports all employees and trustees in bringing forward reports of unlawful acts and acts of wrongdoing in a manner consistent with the provisions of the British Columbia *Public Interest Disclosure Act* ("PIDA").

The purpose of this Policy and related Guidelines is to establish a process, in compliance with PIDA, for employees and trustees to report, in good faith, wrongful or unlawful conduct without fear of retaliation or reprisal.

Reference: [Public Interest Disclosure Act](#)

Adopted:

## HUMAN RESOURCES

## Policy 402-R

### PUBLIC INTEREST DISCLOSURE

#### 1. Scope of Policy

This Policy applies to alleged wrongdoing related to the School District's operations or personnel. This Policy does not displace other mechanisms set out in School District Policy for addressing and enforcing standards of conduct, disputes, complaints, or grievances, including issues of discrimination, bullying and harassment, occupational health and safety, or disputes over employment matters or under collective agreements.

#### 2. Definitions

In this Policy and the Guidelines, the following capitalized terms are defined as indicated:

- 2.1 "**Advice**" means advice that may be requested in respect of making a Disclosure or a complaint about a Reprisal under this Policy or PIDA;
- 2.2 "**Discloser**" means an Employee or Trustee who makes a Disclosure or seeks Advice or makes a complaint about a Reprisal;
- 2.3 "**Disclosure**" means a report of Wrongdoing made under this Policy and includes allegations of Wrongdoing received by the School District from the Ombudsperson or another government institution for investigation in accordance with PIDA;
- 2.4 "**Employee**" refers to a past and present employee of the School District;
- 2.5 "**FIPPA**" means the *Freedom of Information and Protection of Privacy Act*, and all regulations thereto;
- 2.6 "**Guidelines**" means the School District's Administrative Guidelines associated with this Policy;
- 2.7 "**Investigation**" means an investigation undertaken by the School District under this Policy or by the Ombudsperson under PIDA;
- 2.8 "**Ombudsperson**" means the Ombudsperson of British Columbia;
- 2.9 "**Personal Information**" has the same meaning set out in FIPPA, namely "recorded information about an identifiable individual", and includes any information from which

the identity of the Discloser or any person who is accused of Wrongdoing or participates in an Investigation can be deduced or inferred;

2.10 "**PIDA**" means the *Public Interest Disclosure Act* of British Columbia, and all regulations thereto;

2.11 "**Policy**" means the School District's Public Interest Disclosure Policy;

2.12 "**Reprisal**" means the imposition of, and any threat to impose, discipline, demotion, termination or any other act that adversely affects employment or working condition of an Employee or Trustee because they made a Disclosure, sought Advice, made a complaint about a Reprisal or participated in an Investigation;

2.13 "**Trustee**" means a past or present member of the School District's Board of Education; and

2.14 "**Wrongdoing**" refers to:

2.14.1 a serious act or omission that, if proven, would constitute an offence under an enactment of British Columbia or Canada;

2.14.2 an act or omission that creates a substantial and specific danger to the life, health or safety of persons, or to the environment, other than a danger that is inherent in the performance of an employee's duties or functions;

2.14.3 a serious misuse of public funds or public assets;

2.14.4 gross or systematic mismanagement;

2.14.5 knowingly directing or counselling a person to commit any act or omission described in paragraphs 2.14.1 and 2.14.4 above.

### **3. Statement of Principles**

3.1 The School District is committed to supporting ethical conduct in its operations, and seeks to foster a culture in which Employees and Trustees are encouraged to disclose Wrongdoing, including by receiving, investigating and responding to Disclosures and by providing information and training about PIDA, this Policy and the Guidelines.

3.2 The School District will investigate Disclosures that it receives under this Policy. Investigations under this Policy will be carried out in accordance with the principles of procedural fairness and natural justice.

3.3 The School District will not commit or tolerate Reprisals against any Employee or Trustee who, in good faith, makes a request for Advice, makes a Disclosure, participates in an Investigation or makes a complaint under this Policy.

3.4 The School District is committed to protecting the privacy of Disclosers, persons accused of Wrongdoing and those who participate in Investigations in a manner that is consistent with its obligations under PIDA and FIPPA.

#### **4. Privacy and Confidentiality**

All Personal Information that the School District collects, uses or shares in the course of receiving or responding to a Disclosure, a request for Advice, a complaint of a Reprisal, or conducting an Investigation will be treated as confidential and will be used and disclosed as described in this Policy, the Guidelines, PIDA or as otherwise permitted or required under FIPPA and other applicable laws.

#### **5. Reporting**

Each year, the Superintendent shall prepare, in accordance with the requirements of PIDA, and make available, a report concerning any Disclosures received, Investigations undertaken and findings of Wrongdoing. All reporting under this Policy will be in compliance with the requirements of FIPPA.

#### **6. Responsibility**

The Superintendent is responsible for the administration of this Policy, and shall ensure that training and instruction is available to all Employees and Trustees concerning this Policy, the Guidelines and PIDA.

In the event that the Superintendent is unable or unavailable to perform their duties under this Policy, the Superintendent may delegate their authority in writing to the Secretary-Treasurer or other senior members of the School District.

References:

[Public Interest Disclosure Act](#)

[BC Freedom of Information and Protection of Privacy Act](#)

## HUMAN RESOURCES

## Policy 402-G

### Public Interest Disclosure Policy

#### 1. Definitions

In this Guidelines and the Policy, the following capitalized terms are defined as indicated:

- 1.1 "**Advice**" means advice that may be requested in respect of making a Disclosure or a complaint about a Reprisal under this Policy of PIDA;
- 1.2 "**Designated Officer**" means the Superintendent and any other senior member of the School District designated by the Superintendent from time to time, which includes, in accordance with section 5 of this Guidelines, the Secretary Treasurer, and the Chairperson of the Board of Education;
- 1.3 "**Discloser**" means an Employee or Trustee who makes a Disclosure or seeks Advice or makes a complaint about a Reprisal;
- 1.4 "**Disclosure**" means a report of Wrongdoing made under this Policy and includes allegations of Wrongdoing received by the School District from the Ombudsperson or another government institution for investigation in accordance with PIDA;
- 1.5 "**Disclosure Form**" means the form attached to this Guidelines as Appendix 1.
- 1.6 "**Employee**" refers to a past and present employee of the School District;
- 1.7 "**FIPPA**" means the *Freedom of Information and Protection of Privacy Act*, and all regulations thereto;
- 1.8 "**Guidelines**" means the School District's Administrative Guidelines associated with this Policy;
- 1.9 "**Investigation**" means an investigation undertaken by the School District under this Policy or by the Ombudsperson under PIDA;
- 1.10 "**Ombudsperson**" means the Ombudsperson of British Columbia;
- 1.11 "**Personal Information**" has the same meaning set out in FIPPA, namely "recorded information about an identifiable individual", and includes any information from which the identity of the Discloser or any person who is accused of Wrongdoing or participates in an Investigation can be deduced or inferred;
- 1.12 "**PIDA**" means the *Public Interest Disclosure Act* of British Columbia, and all regulations thereto;
- 1.13 "**Policy**" means the School District's Public Interest Disclosure Policy;

1.14 "**Protection Official**" means:

- 1.14.1 in respect of a health-related matter, the provincial health officer,
- 1.14.2 in respect of an environmental matter, the agency responsible for the *Emergency Program Act*, or
- 1.14.3 in any other case, a police force in British Columbia.

1.15 "**Reprisal**" means the imposition of, and any threat to impose, discipline, demotion, termination or any other act that adversely affects employment or working condition of an Employee or Trustee because they made a Disclosure, sought Advice, made a complaint about a Reprisal or participated in an Investigation;

1.16 "**Respondent**" means a person against whom allegations of Wrongdoing or a complaint of reprisal is made;

1.17 "**School**" means:

- 1.17.1 a body of students that is organized as a unit for educational purposes under the supervision of a principal or vice principal;
  - 1.17.2 the teachers and other staff members associated with the unit, and
  - 1.17.3 the facilities associated with the unit,
- and includes a Provincial resource program and a distributed learning school operated by a board;

1.18 "**Supervisor**" includes:

- 1.18.1 an Employee's direct management supervisor;
- 1.18.2 for School-based Employees, the Principal or any Vice-Principal at the School where the Employee is assigned; and
- 1.18.3 for Trustees, the Board Chairperson or the Superintendent of Schools;

1.19 "**Trustee**" means a past or present member of the School District's Board of Education;

1.20 "**Urgent Risk**" arises there is a reasonable belief that a matter constitutes an imminent risk of a substantial and specific danger to the life, health or safety of persons or to the environment.

1.21 "**Wrongdoing**" refers to:

- 1.21.1 a serious act or omission that, if proven, would constitute an offence under an enactment of British Columbia or Canada;
- 1.21.2 an act or omission that creates a substantial and specific danger to the life, health or safety of persons, or to the environment, other than a danger that is inherent in the performance of an employee's duties or functions;
- 1.21.3 a serious misuse of public funds or public assets;

1.21.4 gross or systematic mismanagement;

1.21.5 knowingly directing or counselling a person to commit any act or omission described in paragraphs 1.21.1 to 1.21.4 above.

## **2. Who may Make a Disclosure**

2.1 Any Employee may report Wrongdoing under this Policy if the alleged Wrongdoing occurred or was discovered while the Employee was employed or engaged by the School District.

2.2 Any Trustee may report Wrongdoing under this Policy if the alleged Wrongdoing occurred or was discovered while the Trustee was holding office.

2.3 Reports received from members of the public or from Employees or Trustees who were not employed by or held office with the School District at the time that the alleged Wrongdoing occurred or was discovered are outside the scope of the Policy and this Guidelines.

## **3. How to Make a Disclosure**

3.1 An Employee or Trustee who reasonably believes that a Wrongdoing has been committed or is about to be committed may make a Disclosure to any of the following:

3.1.1 that person's Supervisor;

3.1.2 the Superintendent;

3.1.3 a Designated Officer other than the Superintendent; or

3.1.4 The Ombudsperson.

3.2 A Disclosure should be submitted in writing using the Disclosure Form or in other written form, and include the following information if known:

3.2.1 a description of the Wrongdoing;

3.2.2 the name of the person(s) alleged to be responsible for or to have participated in the Wrongdoing;

3.2.3 the date or expected date of the Wrongdoing;

3.2.4 if the Wrongdoing relates to an obligation under a statute or enactment, the name of that statute or enactment; and

3.2.5 whether the Wrongdoing has already been reported, and if so, to whom and a description of the response received.

3.3 A Disclosure may be submitted to the School District on an anonymous basis, but must contain sufficient information to permit the School District to conduct a full and fair investigation into the alleged Wrongdoing. If a Disclosure does not contain sufficient detail to permit investigation, the School District may take no action with respect to the Disclosure. Any notices required to be given to a Discloser under this Policy or PIDA will



not be provided to an anonymous Discloser, except at the discretion of the Designated Officer and where the Disclosure has provided contact information.

- 3.4 A Discloser who is considering making a Disclosure may request Advice from any of their union representative or employee association representative, a lawyer, their Supervisor, a Designated Officer, or the Ombudsperson.
- 3.5 A Discloser should not make a Disclosure to a person if the allegations relate, in whole or in part, to alleged Wrongdoing by that person, and any person who receives a Disclosure and reasonably believes that the allegations of Wrongdoing relate to their own acts or omissions must refer the allegations of Wrongdoing to another person under this Policy with responsibility for receiving a Disclosure.

#### **4. How to Make a Disclosure About Urgent Risk**

- 4.1 PIDA permits Employees and Trustees to make public disclosures if the Employee or Trustee reasonably believes that a matter poses an Urgent Risk. An Urgent Risk only arises if there is reasonable and credible evidence of an imminent risk of a substantial and specific danger to the life, health or safety of persons or to the environment.
- 4.2 Before making a public disclosure of an Urgent Risk the Employee or Trustee must:
  - 4.2.1 consult with the relevant Protection Official (public health officer, Emergency Management BC, or police),
  - 4.2.2 receive and follow the direction of that Protection Official, including if the Protection Official directs the Employee not to make the public disclosure,
  - 4.2.3 refrain from disclosing, publishing or otherwise sharing Personal Information except as necessary to address the Urgent Risk;
  - 4.2.4 refrain from disclosing any information that is privileged or subject to a restriction on disclosure under PIDA or any other enactment of British Columbia or Canada, including legal advice privilege, litigation privilege or another ground of common law privilege, and
  - 4.2.5 seek appropriate advice if uncertain about what Personal Information, privileged or other information may be disclosed as part of a public disclosure.
- 4.3 An Employee or Trustee who makes a public disclosure in relation to an Urgent Risk is expected to provide timely notification to their Supervisor or the Superintendent about the public disclosure or submit a Disclosure in accordance with section 3 above.
- 4.4 If the Employee or Trustee decides not to make a public disclosure or is directed by a Protection Official not to do so, the Employee or Trustee is nevertheless expected to report Urgent Risks without delay to the Superintendent or a Designated Officer.

## **5. Referral to Designated Officer**

5.1 Each Supervisor and any other Employee or Trustee who receives a Disclosure under this Policy must promptly refer it, including all Disclosures Forms and other materials supplied, to the appropriate Designated Officer as follows:

5.1.1 Unless the allegations concern alleged Wrongdoing by the Superintendent, the Disclosure shall first be referred to the Superintendent who may delegate their duties under the Policy and this Guidelines to any other Designated Officer;

5.1.2 If the allegations concern alleged Wrongdoing by the Superintendent, then the Disclosure should be referred to Office of the Ombudsperson.

## **6. Responsibilities of the Designated Officer**

The Designated Officer is responsible to:

6.1 Receive and respond to any Disclosure;

6.2 Receive and respond to reports made about Urgent Risks;

6.3 If the Designated Officer reasonably believes that an Urgent Risk exists, the Designated Officer may make a report to the relevant Protection Official;

6.4 Review allegations of Wrongdoing in a Disclosure and determine if they fall within the scope of PIDA or the Policy;

6.5 Refer disclosures or allegations falling outside the scope of PIDA or this Policy to the appropriate authority or dispute resolution process, as applicable;

6.6 If a Disclosure relates to Wrongdoing at another government body that is subject to PIDA, refer the Disclosure to that institution;

6.7 Seek clarification of the allegations of Wrongdoing from the Discloser or referring institution as needed;

6.8 If appropriate, initiate an Investigation into allegations of Wrongdoing in accordance with section 8 below;

6.9 Assess the risk of any Reprisal to the Discloser, and take appropriate action, if any, to mitigate that risk;

6.10 Manage communications with the Discloser and Respondent;

6.11 Notify the Discloser and the Respondent of the outcome of the Investigation in accordance with section 8.7; and

6.12 Ensure that, in accordance with section 9 of this Guidelines, all Personal Information received by the School District related to the Disclosure, request for Advice or any Investigation is appropriately protected against such risks as unauthorized access, collection, use, disclosure, theft or loss in accordance with FIPPA and PIDA.

## **7. Responsibilities of Employees and Trustees**

All Employees and Trustees are responsible to:

- 7.1 Make any Disclosures in good faith and on the basis of a reasonable belief that Wrongdoing has or is expected to occur;
- 7.2 Refrain from engaging in Reprisals and report all Reprisals in accordance with this Guidelines and PIDA;
- 7.3 Maintain the confidentiality of Personal Information received in connection with a Disclosure, request for Advice or Investigation in accordance with the Policy, this Guidelines, and PIDA;
- 7.4 Provide their reasonable cooperation with investigations by the School District or the Ombudsperson;
- 7.5 Seek appropriate advice if uncertain about whether to make a Disclosure or a public disclosure of an Urgent Risk; and
- 7.6 Comply with the requirements of this Guidelines and PIDA concerning Urgent Risks.

## **8. Investigations**

- 8.1 Every person involved in receiving, reviewing and investigating Disclosures must carry out those function in an expeditious, fair and proportionate manner as appropriate in the circumstances and as required under PIDA.
- 8.2 The School District shall seek to complete all Investigations within 90 calendar days of receipt of a Disclosure, but the Designated Officer may shorten or extend this time period depending on the nature and complexity of the allegations.
- 8.3 The Designated Officer may expand the scope of any Investigation beyond the allegations set out in the Disclosure to ensure that any potential Wrongdoing discovered during an Investigation is investigated.
- 8.4 All Investigations shall be conducted by an internal or external investigator with sufficient qualifications and experience to carry out the Investigation, though overall responsibility and accountability for the Investigation remains with the Designated Officer.
- 8.5 The Designated Officer may consult with the Ombudsperson regarding a Disclosure or refer allegations of Wrongdoing in whole or in part to the Ombudsperson, provided that notice of the referral is provided to the applicable Discloser.
- 8.6 The Designated Officer may refuse to investigate or postpone or stop an Investigation if the Designated Officer reasonably believes that:
  - 8.6.1 the Disclosure does not provide adequate particulars of the Wrongdoing;

- 8.6.2 the Disclosure is frivolous or vexatious, has not been made in good faith, has not been made by a person entitled to make a Disclosure under the Policy or PIDA, or does not deal with Wrongdoing;
  - 8.6.3 the Investigation would serve no useful purpose or could not reasonably be conducted due to the passage or length of time between the date of the alleged Wrongdoing and the date of the Disclosure;
  - 8.6.4 the investigation of the disclosure would serve no useful purpose because the subject matter of the disclosure is being, or has been, appropriately dealt with;
  - 8.6.5 the Disclosure relates solely to a public policy decision;
  - 8.6.6 the allegations are already being or have been appropriately investigated by the Ombudsperson, the School District or other appropriate authority;
  - 8.6.7 the Investigation may compromise another investigation; or
  - 8.6.8 PIDA otherwise requires or permits the School District to suspend or stop the Investigation.
- 8.7 Subject to the School District's obligations under FIPPA and section 3.3 above, the Discloser and the Respondent(s) will be provided with a summary of the School District's findings, including:
- 8.7.1 notice of any finding of Wrongdoing;
  - 8.7.2 a summary of the reasons supporting any finding of Wrongdoing;
  - 8.7.3 any recommendations to address findings of Wrongdoing.

## **9. Privacy and Confidentiality**

- 9.1 All Personal Information that the School District collects, uses or shares in connection with a Disclosure, request for Advice, or an Investigation shall be treated as confidential and shall be used and disclosed by the School District only as described in the Policy, the Guidelines and PIDA unless otherwise permitted or required under FIPPA or other applicable laws.
- 9.2 Personal Information that is collected, used or shared by the School District in the course of receiving, responding to or investigating a Disclosure or a request for Advice Reprisal shall be limited to the Personal Information that is reasonably required for these purposes.
- 9.3 Any person who, in their capacity as an Employee or Trustee, receives information about the identity of a Discloser shall maintain the identity of the Discloser in confidence, and may only use or share that information for the purposes described in this Policy or PIDA, except with the consent of the Discloser or as authorized or required by PIDA or other applicable laws.
- 9.4 The School District shall ensure there are reasonable security measures in place to protect all Personal Information that the School District collects or uses in the course of

receiving or responding to a Disclosure, a request for Advice, or conducting an Investigation, including by ensuring that such information is subject to appropriate controls to ensure that it is only shared by its employees and trustees internally on a need to know basis.

## **10. Reprisals**

- 10.1 The School District will not tolerate Reprisals against Employees or Trustees.
- 10.2 Any Employee or Trustee who believes that they have been the subject of a Reprisal may make a complaint to the Ombudsperson, who may investigate in accordance with the procedures set out in PIDA.
- 10.3 Any person who engages in any Reprisals shall be subject to disciplinary action up to and including, for an Employee, dismissal for cause.

### References:

[Public Interest Disclosure Act](#)

[BC Freedom of Information and Protection of Privacy Act](#)

## DISCLOSURE FORM

### INSTRUCTIONS

Before filling out this Public Interest Disclosure Form, please review the School District's Public Interest Disclosure Policy and Guidelines [<insert link>](#). Please also ensure that you provide all required details and attach copies of any documents you wish to submit as part of your report. The completed form (together with all attachments) may be submitted by email to PIDA@sd38.bc.ca or by mail to the Office of the Secretary Treasurer, 7811 Granville Ave, Richmond, BC V6Y 3E3 or (604) 668-6008.

### PRIVACY STATEMENT

The personal information submitted in this Public Interest Disclosure Form is collected by the School District under sections 26(a) and (c) of the Freedom of Information and Protection of Privacy Act, and will be used to assess, review, investigate and respond to allegations of wrongdoing made under the Public Interest Disclosure Act. If you have any questions about the collection, use or disclosure of your personal information in connection with your disclosure, please contact the Privacy Officer at [privacy@sd38.bc.ca](mailto:privacy@sd38.bc.ca), 7811 Granville Ave, Richmond, BC V6Y 3E3 or (604) 668-6008.

### CONFIDENTIALITY

Reports made under the Public Interest Disclosure Act are received and held in confidence by the School District. The reports and information received will be used and shared only to the extent reasonable and necessary to assess, investigate and respond to your disclosure and will not be used or disclosed for other purposes except as permitted or required under the Freedom of Information and Protection of Privacy Act and the Public Interest Disclosure Act or other applicable laws.

### COMPLETING THE DISCLOSURE FORM

The purpose of this Public Interest Disclosure Form is to assist you in making a disclosure under the Public Interest Disclosure Act. The requested information is to ensure we have sufficient information to carefully review, investigate and respond to your disclosure. If you are unable to provide all requested details at the time you make your initial disclosure, you may ask to submit additional details at a later time.

### DISCLOSURE REPORT

1. Are you a current employee of the School District?  
 Yes                       No
2. Were you an employee of the School District when the alleged wrongdoing occurred or was discovered?  
 Yes                               No

3. Please enter your contact information below so that we can communicate with you about your disclosure. Your identity and contact information may be shared with investigators to allow them to communicate with you.

While anonymous disclosures may be accepted under the Public Interest Disclosure Act, we may not be able to investigate if we are unable to contact you to confirm you are a current or former employee or to obtain further details, evidence or clarification about your disclosure.

NAME	ADDRESS
EMAIL	PHONE
ADDITIONAL INSTRUCTIONS e.g. How would you prefer to be contacted? May we leave messages for you?	

4. A report may be made under the Public Interest Disclosure Act for any of the following categories of wrongdoing. Please check any that apply:

- serious act or omission that, if proven, would constitute an offence under an enactment of British Columbia or Canada;
- an act or omission that creates a substantial and specific danger to the life, health or safety of persons, or to the environment, other than a danger that is inherent in the performance of an employee's duties or functions;
- a serious misuse of public funds or public assets;
- gross or systemic mismanagement;
- knowingly directing or counselling a person to commit a wrongdoing described above.

If your report does not fall within one of these categories, you may wish to consider whether your report falls under another policy or guidelines of the School District.

[<Insert Link to District Policies>](#).

5. In the space below, please describe the alleged wrongdoing and the person(s) alleged to have committed the wrongdoing. Please provide as much detail as you are able, including:

- A description of the wrongdoing and any relevant background,
- The names of those responsible,
- When and where the wrongdoing occurred,
- Names of people who witnessed the wrongdoing, if available,
- Any law or legislation that has been breached.

DESCRIPTION OF ALLEGED WRONGDOING
-----------------------------------

6. Have you previously reported the wrongdoing to the School District?

- Yes                       No

If yes, please indicate who the report was made to and any actions taken.

REPORT DATE AND PERSON REPORTED TO
------------------------------------

7. Please describe any other steps or action that you or others have taken to address, report or prevent the reported wrongdoing.

OTHER ACTION TAKEN
--------------------

8. Do you know of any other organizations that are investigating the reported wrongdoing or whether other complaints or claims about the wrongdoing have been filed (e.g. court filings, grievance, human rights complaint, privacy complaint, police investigation, etc.). Please explain.

OTHER INVESTIGATIONS
----------------------



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

**Monday, October 16, 2023 – 11:00 am**  
**Via Zoom**

---

**Present:**

Vice Chairperson	H. Larson
Trustee Member	D. Yang
Trustee Alternate	R. Belleza
Trustee	A. Wong
Superintendent	C. Usih
Deputy Superintendent	R. Ryan
1 <sup>st</sup> Vice President, Richmond Teachers' Association	S. Wenglowski
2 <sup>nd</sup> Vice President, Richmond Teachers' Association	F. Marsic
Vice President, Richmond Association of School Administrators	A. Goulas
President, Canadian Union of Public Employees 716	S. Robinson
Chairperson, Richmond Management and Professional Staff	K. Gibson
Executive Assistant (Recording Secretary)	J. Coronel

\*Present for a portion of the meeting

**Regrets:**

Chairperson	D. Tablotney
-------------	--------------

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

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

**1. Adopt Agenda**

The agenda was adopted as circulated.

**2. Approve Minutes**

Minutes of the meeting held September 18, 2023 were approved as circulated.

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

An updated status document was provided with the agenda package.

The Deputy Superintendent explained that updated information and timelines have been added to the status document. He then offered to forward questions from RTA and CUPE representatives to the Secretary Treasurer on the revision process of Policy 703.6/703.6-R on Protection of Employees from Violence in the Workplace and how recent data on workplace violence within the district will impact changes to the policy. He also provided context on the nature of the ongoing revisions to policies on Student Behaviour and Discipline and Student Suspensions or Exclusion from School.

The Deputy Superintendent also assured trustees that staff are working on the revision of policies within the anticipated timelines.

**4. Next Meeting Date – Tuesday, November 14, 2023 at 11:00 am.**

**5. Adjournment**

The meeting adjourned at 11:14 am.

*Respectfully Submitted,*

*Heather Larson  
Vice Chairperson, Policy Committee*