

BOARD OF EDUCATION REGULAR PUBLIC MEETING AGENDA

School District No. 43 (Coquitlam)
Education Learning Centre

June 18, 2024
7:00 p.m.

*Our mission is to ensure quality learning
opportunities for all students of all ages*

ACKNOWLEDGEMENT OF TERRITORY

Chuck Denison

Today we acknowledge the Traditional Territory and honour the Ancestors and all relations who walked this land long before we were gathered here today. We would like to acknowledge, with gratitude, this beautiful place where we live, work, play and learn – the Coast Salish Nations. All My Relations.

STATEMENT REGARDING NATIONAL INDIGENOUS PEOPLE'S DAY

A. ACCEPTANCE OF AGENDA

B. INTRODUCTIONS

C. DELEGATIONS / PRESENTATIONS

- a) Student Leadership Council – Accomplishments for the Year
Presenters: Alina Wang, Mason Mattu, and Arya Ghag, SLC Tri-Chairs *(Page 4)*
- b) Gates Park Improvements
Presenters: Ivano Cecchini, Executive Director, Facilities and Planning & Glenn Mitzel & Josh Fredrick – City of Port Coquitlam

D. EDUCATION

E. APPROVAL OF CONSENT AGENDA (7:30 pm)

- a) Approval of May 14, 2024 Regular Board Meeting Minutes
- b) Trustee Calendar Planning Report for Information *(Page 5)*
- c) Trustee Reports for Information *(Page 6)*

F. RESPONSE TO PREVIOUS DELEGATIONS

G. DISTRICT STAFF REPORTS (7:40 pm)

- a) Superintendent
 - i) News & Events
(Pages 7-12)

Patricia Gartland
(10 minutes)

- ii) Superintendent's Update
(Verbal) Patricia Gartland
(10 minutes)
- b) Secretary-Treasurer
 - i) Year End Financial Position
(Pages 13-15) Nita Mikl
(10 minutes)
 - ii) Enterprise Risk Management Update
(Pages 16-22) Randy Manhas
(10 minutes)
 - iii) Energy Management Update
(Page 23) Ivano Cecchini
(15 minutes)
- H. UNFINISHED BUSINESS (8:35 pm)**
 - a) Policy #17- District Code of Conduct for Students
(Pages 24-27) Stephen Whiffin/Robert Zambrano
(10 minutes)
- I. QUESTION PERIOD (8:45 pm)**
(for questions that relate to agenda items only) (10 minutes)
 - a) Trustees
 - b) Gallery
- J. NEW BUSINESS (8:55 pm)**
 - a) Capital Plan Response Bylaw
(Pages 28-34) Ivano Cecchini
(10 minutes)
 - b) 2025-2026 Annual Five Year Capital Plan
(Pages 35-39) Ivano Cecchini
(10 minutes)
- K. NOTICES OF MOTION**
- L. ITEMS OF TRUSTEE BUSINESS (9:15 pm)**
 - a) Trustee School Liaison Assignments
(Page 40) Michael Thomas
(10 minutes)
- M. QUESTION PERIOD (9:25 pm)**
(for questions that relate to agenda items only) (10 minutes)
 - a) Trustees
 - b) Gallery

N. ADJOURNMENT (9:35 pm)

ANNOUNCEMENT

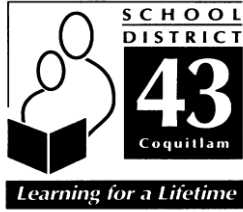
Next Public Board Meeting: September 19, 2024 – 7:00 p.m.

Location: Education Learning Centre

Contacts regarding agenda items: Michael Thomas, Chair – 604-939-9201

Randy Manhas, Secretary-Treasurer/CFO – 604-939-9201

Nicole Schenato, Executive Assistant – 604-939-9201



SCHOOL DISTRICT NO. 43 (COQUITLAM)

Office of the Superintendent

MEMORANDUM

TO: Board of Education

FROM: Nadine Tambellini, Assistant Superintendent

DATE: June 18, 2024

SUBJECT: **Student Leadership Council – Year in Review**

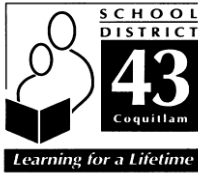
COPIED TO: District Leadership Team

Recommended Action: The following is provided for information.

Background: Student Leadership Council (SLC) Tri-Chairs, Alina Wang, Arya Ghag and Mason Mattu, will present a summary of SLC activities and accomplishments for the 2023-24 school year.

Alina and Arya have served on the SLC Executive for many years and both are graduating this year from Port Moody Secondary School. Their leadership has made a significant difference in the success of SLC in School District 43.

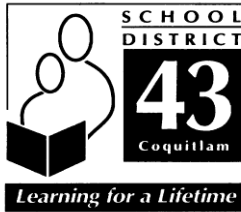
Jessica Bell is the sponsor teacher for the Student Leadership Council. In addition, she teaches at Como Lake Middle School. Ms. Bell has provided exemplary direction, support, and leadership to SLC members.



BOARD OF EDUCATION Calendar Planning

June 18, 2024

JUNE 2024			
18	Board Meeting	ELC, Board Room	7:00pm
19	Encompass Commencement Ceremony – Trustee Royer ONLY	Vanier School Gym	4:30pm
21	CABE Commencement Ceremony – Trustee Palmer Isaak ONLY	TBD	TBD
22	Port Moody Commencement Ceremony – Trustee Royer ONLY	Orpheum Theatre Vancouver	11:00am
22	Terry Fox Commencement Ceremony – Trustee Blatherwick ONLY	Orpheum Theatre Vancouver	7:00pm
23	Gleneagle Commencement Ceremony – Trustee Pollock ONLY	Orpheum Theatre Vancouver	11:00am
23	Riverside Commencement Ceremony – Trustee Thomas ONLY	Simon Fraser University	11:00am
24	Centennial Commencement Ceremony – Trustee Brodie ONLY	Simon Fraser University	6:00pm
25	Dr. Charles Best Commencement Ceremony – Trustee Denison ONLY	Orpheum Theatre Vancouver	7:00pm
26	Inquiry HUB Commencement Ceremony – Trustee Palmer Isaak ONLY	Inlet Theatre Port Moody	7:00pm
26	Pinetree Commencement Ceremony – Trustee Woods	Orpheum Theatre Vancouver	6:00pm
27	CE, CLC, CLOC Commencement Ceremony – Trustee Palmer Isaak ONLY	Heritage Woods Secondary Theatre	6:30pm



BOARD OF EDUCATION TRUSTEE REPORT

June 18, 2024

Trustee Lisa Park participated in the following activities, events and meetings:

- May 10, 2024 – 57th Annual BC Leadership Prayer Breakfast, Hyatt Regency Vancouver, Vancouver
- May 14, 2024 – In Camera Meeting and In Service Board Meeting, ELC, Coquitlam
- May 14, 2024 - Public Board Meeting, ELC, Coquitlam
- May 28, 2024 – Coquitlam Council/Board of Education Liaison Meeting, Coquitlam City Hall, Coquitlam
- June 2, 2024 - 754 Phoenix Squadron Royal Canadian Air Cadets Annual Ceremonial Review, PMSS, Port Moody
- June 3, 2024 – Indigenous Grade 12 Honoring Ceremony, PoCo Wilson Arena, Port Coquitlam
- June 4, 2024 – SD43 Retirement Event, Westwood Plateau Golf Course, Coquitlam
- June 7, 2024 – CPVPA Retirement Event, Westwood Plateau Golf Course, Coquitlam
- June 8, 2024 – Meeting with Senator Yonah Martin and KBS, Insadong, Coquitlam

1. At an awards celebration hosted by the City of Coquitlam on Saturday, June 1, two SD43 teachers and Gleneagle Secondary's Green Team were honoured as environmental champions.



Joanne Peressin, a Grade 3 teacher at Nestor Elementary, received the Lifetime Achievement Individual award. She has been recognized for her efforts in teaching students about the salmon life cycle, culminating in the annual release of young salmon into the Coquitlam River.

Lynn Truong, an educational assistant at Baker Drive Elementary, was awarded the Teacher or Educator accolade. Her work with the Eco Bears Club, organizing clean-ups, and promoting energy conservation and mindful consumption among students earned her this recognition.

Additionally, the Green Team from Gleneagle Secondary was awarded the Youth Group, School or Club award. Their contributions include managing trails, supporting community gardens, and educating the public about salmon conservation in local watersheds. Read more on Tri-City News [here](#).

2. The Best Secondary community will benefit from the addition of 300 new student spaces, as part of the government's initiative to expand school capacity. This project includes constructing 12 new classrooms, corridors, and lockers using prefabricated materials to ensure a swift completion.

Students at École Dr. Charles Best Secondary have already been benefiting from the prefabricated classroom addition completed in February 2021. The upcoming addition is one of several new projects planned to be ready for students by fall 2025.

"We are pleased to add much-needed student spaces to Dr. Charles Best Secondary," said Michael Thomas, Chair, School District 43 Coquitlam Board of Education. "We are also very proud to have been leaders in utilizing this model of prefabricated classroom additions and know that this model will serve students for many years to come."

Read the full Government of BC News announcement [here](#).

3. On May 28th to 30th, over 400 students from 24 elementary and 7 middle schools gathered at the Hazel Trembath Gym for the STEAM Challenge Days. This event, aligned with SD43's Directions 2025 strategic objectives, aimed to "equip students for a world that requires practical scientific, technical, and innovation skills through STEAM and Career Education."



The theme for this year's event was sustainability, and SD43's "SuSTEAMability Superstars", engaged in activities focused on energy conservation, wind power, earthquake preparedness, and cleaning ocean waste. These hands-on challenges allowed students to showcase their creative thinking and problem-solving skills in the context of real-world issues.

During breaks, students further exercised their creativity and problem-solving abilities with Makedo Challenge Cards, Lego constructions, and other engaging activities. Principal of Technology Implementation, Dave Sands, highlighted the students' demonstration of strong 21st-century skills and core competencies from the BC curriculum. The innovative solutions produced by student teams were both impressive and enjoyable to witness.

4. On May 27, Trustee Christine Pollock attended the grand opening of the new Eastern Drive Park playground, located next to the Karen Kuong basketball court. The event honoured Karen Kuong, a former Terry Fox basketball player who passed away from cancer. During the ceremony, Karen's mother and teammates presented a \$2000 scholarship to Haitham Alhariri, a deserving Riverside student, and celebrated his accomplishments with a heartfelt speech.
5. On June 5th, the Board of Education honoured staff retiring from SD43. We thank Rouvin Seah and the Pinetree Secondary School Vocal Jazz Ensemble for their outstanding performance during the evening.



To all our retirees, we extend our deepest gratitude for your unwavering commitment and hard work. Your efforts have shaped countless young minds and enriched our community beyond measure.



Thank you for your years of service. We wish you all the best in your next journey and hope your retirement is filled with joy and fulfillment!

6. On May 8th, the Gleneagle Secondary School Life Skills program hosted its first annual "Marketplace." Life Skills students from across SD43 participated, selling a variety of creative and tasty products to raise funds for their respective programs' year-end social events. The products included arts and crafts, delicious baked goods, soaps, handcrafted kitchen cloths, candles, coasters, wooden signs, and plants.
7. To celebrate National Indigenous History Month this June, Port Moody Secondary School recently held an Indigenous History Month Gathering, led by Grade 12 students Emma Ward and Sam Westlands. The event showcased their teachings and featured a captivating performance by the Wild Moccasin Dancers. Additionally, the art teacher also presented a visually stunning Beaded Timeline representing the history of Indigenous people in Canada.



The emcees shared valuable insights on the Halkomelem (Hul'q'umi'num') language and introduced HIP (History, Identity, and Place), an initiative fostering community and reconciliation among Indigenous and non-Indigenous students across the country.

This event at Port Moody Secondary highlights our district's commitment to celebrating and honouring Indigenous history, culture, and contributions.

8. On May 10, Terry Fox Secondary School held a successful Mother's Day Tea event, organized by the Skill Development Team and a CLC-12 teacher in collaboration with students.



The event was designed to provide the "Helping Hands" team—comprising Grade 12 and Skill Squad Capstone students—with practical work experience in the food service industry. Additionally, it served as an opportunity to honour and connect with the elders in our community.

This event is a significant step toward achieving the school's longstanding goal of welcoming elders to share and learn together, thereby fostering intergenerational connections and celebrating the invaluable contributions of our community's elders.

The event also honoured Maxine Wilson, a valued supporter of SD43, former teacher, trustee, board chair, and former mayor of Coquitlam.

9. SD43 thanks the City of Port Coquitlam Public Works Department for their recent visits to Birchland, Central, and Hazel Trembath Elementary Schools. These visits provided students with a valuable opportunity to learn about the essential services provided by the Public Works Department and to explore the impressive machinery used in their operations. This hands-on experience was both educational and inspiring for our students.



10. On May 14, Centennial Secondary School received a generous donation of \$5,000 from the Coquitlam Express, dedicated to creating scholarships for students at Centennial Secondary and across the district.



The annual contribution, as stated by Tali Campbell, general manager and chief operating officer of the Express, is a testament to their commitment to removing financial barriers for students who wish to pursue post-secondary education.

The scholarships, each starting at \$1,500, will be awarded to students who exhibit strong academic performance, leadership qualities, and community involvement. Applications for these scholarships will be open throughout the school year.

Principal Manjit Rai of Centennial Secondary acknowledged the significant impact this donation will have, providing essential support for our students on their academic journeys. This contribution aligns perfectly with SD43's mission to facilitate opportunities for all students to achieve their educational goals.

11. Congratulations to Jolaine and Jordan Bolam, two lacrosse-playing sisters from Port Moody, who have been recognized for their athletic accomplishments and leadership within the Indigenous community.



The Bolam sisters are among 36 young First Nations athletes from across British Columbia to receive the 2023 Premier's Award for Indigenous Excellence in Sport.

With Sto:lo heritage on their father's side, Jolaine and Jordan were members of Team British Columbia's U19 women's box lacrosse team, which won a gold medal at the North American Indigenous Games in Halifax-Dartmouth last July.

Jolaine Bolam, the first of the sisters to take up lacrosse, was inspired by their father, Mike, who played the sport in his youth. Jordan followed in her sister's footsteps a year later. Both have played together in the Port Moody Minor Lacrosse Association and the Coquitlam Adanacs field lacrosse program. Read more as featured on Tri-City News [here](#).

12. On May 23, SD43's Student Wellness and Safety Team successfully hosted a virtual workshop titled "Understanding the Adolescent Brain" as part of the SD43 Family and Community Learning Series. The session was conducted by Shannon Sullivan, Coordinator of Counselling Services, and Sami du Sautoy, an SD43 Licensed School Psychologist.

This workshop provided insights into adolescent brain development, typical versus concerning behaviours, and effective communication strategies for parents and guardians. It also offered practical tools for setting limits, addressing challenges, and maintaining strong attachments with adolescents.

13. Congratulations to Gleneagle Secondary's Con X Team for successfully concluding the Talons Athletic Program!



Since November, this fantastic initiative has brought afterschool sports to three elementary schools—Westwood Elementary, Hampton Park Elementary, and Walton Elementary. Over three exciting rounds, nearly 200 kids participated in engaging group activities, mini-sports, and games, that fostered team bonding, fitness, and essential social interactions.

The energy and enthusiasm were infectious, with students enjoying games like Mayhem, Capture the Flag, and Skittles. Over the past eight months, these young participants have not only had fun but also developed valuable social skills and maturity, forming relationships they might have missed in the classroom or during the pandemic.

Kudos to the inspiring student role models from Con X and Gleneagle for making this program a tremendous success!

14. On May 30, Eagle Mountain Middle School celebrated its 10th anniversary. The celebration featured honoured guests, inspiring speeches, outstanding student presentations, and exceptional band and choir performances. The festivities concluded with a barbecue, providing opportunities for past and present students, staff, and



visitors to socialize and celebrate the school's achievements. The event successfully acknowledged the school's past, celebrated the present, and inspired the community to look forward to a bright future.

15. On May 29, Port Moody Secondary School celebrated its 50th anniversary.

Principal Jeremy Clarke remarked, "It was amazing to have over 750 former students and staff visit our open house to explore our evolving campus. A special thank you to Assistant Superintendents Carey Chute and Anthony Ciolfitto, both former vice principals at Port Moody Secondary, for joining former principals Karen Jensen and Glen Conley as official guests for the evening. Additionally, it was wonderful to have Board Chair Michael Thomas, a former Port Moody graduate, in attendance along with our Port Moody Trustee Zoe Royer."



The event was a remarkable celebration, highlighting the school's rich history and the strong connections within the community.

16. On May 21, thousands of students, teachers, and parent volunteers gathered at Coquitlam's Percy Perry Stadium for the annual SD43 District Track and Field Meet. Students in grades 3 to 5, competed for ribbons in events such as the 100m and 400m races, long jump, high jump, and more. The excitement and energy of the participants highlighted the spirit of competition and camaraderie within our district. Well done students!



17. Congratulations to the talented high school students from Port Moody, Gleneagle, and Heritage Woods Secondary Schools who showcased their artwork at the Coquitlam Centre Mall Art Exhibit last month. Their impressive collection included paintings, photographs, and multimedia art pieces, prominently displayed near H&M and Walmart. Many of these students are graduating and planning to further their studies in art schools across North America. We are immensely proud of their achievements and look forward to their continued success in the arts. Read the full article on Tricity News [here](#).



18. On June 5th, 2024, Terry Fox Secondary School hosted its largest STEAM Fair to date in the Learning Library Commons. Seventy-five STEAM students from grades 9-11 showcased over 60 passion projects, including drones, robots, musical instruments, and a weather station. This year's event demonstrated the remarkable creativity and innovation of our students, highlighting their dedication to science, technology, engineering, arts, and mathematics.



19. Sean Duncan, a student at Terry Fox Secondary School and standout player for the Langley Blaze in the BC Premier Baseball League, is gaining international recognition for his talent. His impressive skills on the mound have the potential to propel him to the Major Leagues in the future. Read more on City News [here](#).



20. Congratulations to Eagle Mountain Middle on their successful annual 24-Hour Famine event! The participants raised nearly \$2700 for famine relief efforts worldwide. Through this impactful experience, both students and staff gained a deeper understanding of the challenges faced by those who experience hunger. Participants learned firsthand how the lack of nourishment can impede one's ability to function productively and focus on daily activities.

Thank you to Thrifty Foods Suterbrook for their generous donation towards the school's celebration breakfast.

Upcoming Events

June 27 – Last Day of School for all students

June 28 – Administrative Day

District Graduations/ Commencements

June 15 – Heritage Woods Secondary School

June 19 – Encompass

June 21 – CABB

June 22 – Terry Fox Secondary School

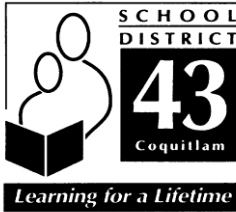
June 23 – Riverside Secondary School

June 24 – Centennial Secondary School

June 25 – Ecole Dr. Charles Best Secondary School

June 26 – Pinetree Secondary School

June 26 – Inquiry Hub



SCHOOL DISTRICT NO. 43 (COQUILTAM)
OFFICE OF THE SECRETARY-TREASURER

MEMORANDUM

TO: Board of Education

FROM: Manhas, Randy, Secretary-Treasurer/CFO
 Nita Mikl, Assistant Secretary-Treasurer

DATE: June 18, 2024

SUBJECT: **2023/24 Year End Financial Position**

COPIED TO: District Leadership Team

Recommended Action: The following is provided for information.

The Finance Department has started preparing for the fiscal year end, and with one month remaining, we are forecasting a surplus of approximately \$10.63 million. The table below summarizes the components which make up the estimated surplus:

Revenue - Excess (Below) Budget	Amended Budget	Forecast	Estimated Surplus
	<i>(in millions of dollars)</i>		
Grant Funding	\$354.26	\$355.04	\$0.79
Wage Settlements	\$5.99	\$5.99	\$0.00
International Education	\$19.13	\$24.25	\$5.12
Rentals and Leases	\$2.11	\$2.33	\$0.22
Investment Income	\$3.43	\$5.81	\$2.38
Other Revenues	\$0.78	\$0.89	\$0.11
Total Revenues	\$385.70	\$394.33	\$8.62
Expenses - Under (Over) Spend			
Teachers	\$172.20	\$171.26	\$0.94
PVP's, Other Professionals	\$28.19	\$28.27	(\$0.08)
Education Assistants	\$27.39	\$26.98	\$0.41
Support Staff	\$31.82	\$30.22	\$1.61
Substitutes	\$16.23	\$15.04	\$1.19
Benefits	\$74.76	\$73.73	\$1.03
Services and Supplies	\$35.36	\$34.94	\$0.42
Total Salaries, Benefits and Operating Expenses	\$385.95	\$380.45	\$5.51
Net Revenue (Expense) Surplus Estimate			
	(\$0.25)	\$13.88	\$14.13
Transfers to Capital - Tangible Capital Assets Purchased	(\$2.50)	(\$4.50)	(\$2.00)
Transfers to Local Capital	(\$1.00)	(\$2.50)	(\$1.50)
Use of Prior Year Surplus	\$3.75	\$3.75	\$0.00
Total Operating Surplus (Deficit) for the Year			
	\$0.00	\$10.63	\$10.63

OPERATING FUND REVENUES:

Grant Funding

Grant funding revenues, which are enrolment and formula based and generally predictable, are forecasted to be \$790k above the amended budget. The increase is due to a higher February enrolment count offset by a decrease in Graduated Adult revenue due to timing differences from when Student Achievement Data Exchange (SADE) is reported to the Ministry and when the Ministry actually funds for the completions. The May enrolment count estimated at \$717k is expected to materialize as budgeted.

International Revenue

International Education revenues are projected to be approximately \$5.12 million above amended budget. This is mostly due to the use of a conservative approach for budgeting second semester enrolment, which is generally not confirmed until February, after the amended budget has been finalized.

Other Revenue

Rental revenue is trending \$220k higher than budgeted due to increases in bookings from community user groups, and community school facility rentals from before and after school programs.

Investment income is trending \$2.38 million higher than budget due to the continuation of higher interest rates earned through guaranteed term deposits and the Ministry's central deposit pooling program.

Other miscellaneous income is trending \$110k above amended budget. These revenues include energy grants from BC Hydro and Fortis, and administrative recoveries from federally funded programs.

OPERATING FUND EXPENSES:

Salaries

All staffing groups, except for other professionals, are trending to be underspent against budget. Much of this was captured in the 3rd Quarter report. The underspending in the Teachers, Educational Assistants and Support Staff salaries are associated with slippage, unpaid leaves taken, lag times between posting and filling a position and difficulty in filling vacancies in specialized positions. Underspending in Principals and Vice-Principals is due to timing of filling specialized vacant positions. Substitute costs are projected to be underspent due to fewer cold and flu illness related absences than budgeted combined with unintended savings resulting from unfilled absences due to lack of substitute availability in the teacher and support categories. Other Professionals are trending slightly over budget due to staffing costs related to capital projects that are not fully recovered as part of a capital project due to unforeseen delays of project completions.

Benefits

Benefit costs are projected to be within budget. Benefit savings resulting from slippage and staffing levels noted above are offset by higher WorkSafe, extended health and dental premiums. Year end adjustments, relating to items such as employee future benefits and vacation liabilities, are difficult to quantify until all reconciliations are completed and could further impact total benefit costs.

Services and Supplies

Service and supply expenditure accounts are cumulatively trending marginally below budget levels on a year-to-date basis and are projected to remain as such for the fiscal year end. These savings are due to a combination of underspending across various departments, allocations provided to schools, and lower usage of various services and contingency budgets.

INTERFUND TRANSFERS AND SURPLUS USAGE:

Transfers to the Capital Fund represent the value of tangible capital assets that were purchased using operating funds that must be transferred to the Capital Fund to be appropriately amortized over the useful life of the assets acquired. This is trending above budget due to increase in furniture and equipment and computer related purchases at the school and district level.

Transfers to local capital represent transfer of operating funds required to support local capital initiatives such as purchase of portables that are generally not funded by the ministry. The \$2.5 million in transfers includes the purchase of two portables, moving portables from one site to another, funding of capital purchases that are in progress and some funding to contribute towards playground needs for Hazel Trembath students that were relocated to the Winslow site as result of the fire.

Usage of Surplus, per our surplus policy remains as budgeted at \$3.75 million.

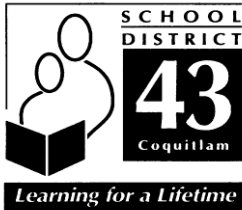
OPERATING SURPLUS:

Final financial results for the year will be determined once all expenditure commitments and revenue opportunities are fully captured, reconciliations completed, and financial accounts have been externally audited.

The Accumulated Operating Surplus policy will be applied once the final surplus has been determined, after all capital transfers and surplus usage have been accounted for.

Based on the above projection of a surplus for the year ending June 30, 2024, the proposed allocation of the surplus would be as follows:

- as per the Accumulated Operating Surplus policy, allocation of the first \$3.75 million towards the Staffing Stabilization Provision to support future operations, distributed equally over the subsequent three fiscal years, not including the immediately following year; and
- as per the Accumulated Operating Surplus policy, allocation of \$1 million of the current year operating surplus towards the Staffing Stabilization Reserve, to deal with extenuating staffing circumstances, typically during school start up; and
- the proposal under consideration to allocate excess funds towards the following:
 1. Contingency to mitigate future benefit cost uncertainties - \$2 million
 2. Business systems initiatives - \$3-4 million
 3. Unfunded Capital Initiatives/Local Capital – remaining surplus funds



SCHOOL DISTRICT NO. 43 (COQUITLAM)

Office of the Secretary-Treasurer

MEMORANDUM

TO: Board of Education

FROM: Randy Manhas, Secretary Treasurer/CFO

DATE: June 18, 2024

SUBJECT: Enterprise Risk Management Update

COPIED TO: P. Gartland, Superintendent

Recommended Action: The following is provided for information.

Background: The School District previously engaged KPMG in 2017 to undertake an enterprise risk management (ERM) review as a strategic initiative in support of SD43's strategic plan. KPMG engaged with the Board of Education, District Leadership Team (DLT) and stakeholder groups to independently gather their input of identifying key risks. The DLT reviewed the information, assessed, and independently prioritized the risk of each identified risk type, drivers and mitigation or compensating controls.

The result of the ERM assessment was the identification and classification of twenty-nine risks into a Risk Register. Annually in June, Staff provides the Board with a review and update of the Risk Register. Last year's review included the addition of three new risks: the impact on student enrollment due to changes in federal immigration policy, staff mental health, and Provincial funding direction related to the CEF. This year's review did not lead to any additional risks being identified.

In total, four risks were elevated in the register, two were lowered, and 5 were removed. The risk associated with SD43's legacy Enterprise Resource Planning (ERP) system was elevated to high likelihood/high impact. Both the Reputation and Support Areas risk associated with cybersecurity threats were elevated to high likelihood /high impact as staff continue to work on updating training, infrastructure, and equipment. The risk associated with ethical breaches or misconduct by staff has been elevated to medium likelihood /medium impact.

The risk that SD43 is not sufficiently aligned in its operations and educational programming as it relates to climate change had its likelihood reduced to low and the impact remained at medium. The risk regarding underfunding from the Ministry to deal with mandated post pandemic requirements around issues such as cleaning standards, ventilation, etc, has been lowered to medium likelihood/low impact as we move further from the pandemic.

Finally, 5 risks were removed from the register. The risk that SD43 is unable to adequately replace potential vacancies was amalgamated with risk #6 and the remaining four deletions were all at the low likelihood/low impact level for several years and it was determined that it was no longer necessary to report them on the risk register.

**Coquitlam School District
Risk Register**

May-24

23/24 Rank	24/25 Rank	Change	Risk Category	Risk Description	Likelihood	Impact	Action to Prevent/Manage Risk	Comments
1	1		Facilities	The risk that SD43 is unable to adequately maintain all of its schools and facilities, resulting in further facility degradation, a sub-optimal teaching environments, and higher capital costs over the long-term for major repairs. Unfunded inflationary pressures have impacted the school district's ability to follow our deferred maintenance plan, meaning we are doing less projects with the same amount of funding on a yearly basis.	High	High	Allocating a portion of financial reserves to facility maintenance improvements is a critical element to offset degradation. Planned / recent facility upgrades. An integrated and ongoing capital planning approach to identifying issues, needs and solutions in the allocation of scarce capital funds.	We have seen a significant increase in cost of building materials that we frequently use in our schools. Everything has increased from paint, lumber, glues, aluminum and steel, as well as many other products. Significant supply chain issue.
2	2		Financial	The risk that shifts in the political landscape may lead to changes in budgeting / funding, requiring cuts in staffing, programming. The province is placing greater requirements on school districts to allocate ear-marked financial reserves for major capital projects (e.g., Burke Mountain \$25M funding contribution) and subsidize unfunded provincial initiatives (e.g., Employment Standards Act changes to 5 paid sick days for all employees, CPP contribution rates, etc.), limiting the district's ability to effectively engage in multi-year financial planning for sustainable decision making.	High	High	The requirement to produce a balance budget has resulted in the need to implement a financial reserves policy to help avoid and stabilize changes in staffing and programming.	There is increased concern that growing Ministry mandates may impact funding levels and/or 'mandate creep' may be required without incremental funding.
3	3		Reputation	The risk that, due to limited Ministry funding, SD43 lacks sufficient resources or available positions to adequately support and provide a positive experience for its students with special academic or behavioral needs.	High	High	Hiring more EAs and other professionals to accommodate students with special needs. Allocation of resources based on needs.	Inadequate grant funding to cover imposed costs (EHT, CPP, etc.) and in particular the reduction of vulnerable student funding potentially limits overall support capacity. Need for more seats at post secondary for training purposes.
4	4		Strategic	SD43 continues to attempt to work with partners to provide sufficient or appropriate supports to address the needs of students and families with mental health issues outside the school setting. A navigable community plan is a must to support our students	High	High	Continued advocacy for improved supports in our community from the Board and Management.	Navigating community supports and being placed on lengthy waitlists continues to be problematic for many students and families seeking supports. Evolution of the Foundry should remedy this somewhat.
5	5		Financial	The risk that due to new federal immigration policy, SD43 will continue to see an influx of students arriving after the September 30th funding cutoff, resulting in insufficient Ministry funding, significantly limiting the district's tools and resources to address the needs of students and families.	High	High	Board advocacy to ensure that new immigrant students receive funding regardless of the timing of their arrival to the district.	This issue is expected to continue for the next several years based on federal government policy.
6	6		Human Resources	The risk that SD43 is unable to recruit and retain enough highly skilled faculty and staff to replace potential vacancies within key management, teaching, support staff, and administrative positions, leading to potential loss of organizational knowledge and skills	High	High	The District continues to grow its strong brand. The district will be hiring teachers on letters of permission to support daily needs as well as fill positions as appropriate. The District offers one of the best benefits package in the province. A continued focus on our mentorship and the new leadership program are positive recruitment and retention features. The District has strong / engaging leadership team.	The labor market is very competitive for all positions, and it is taking longer to fill all positions. Specialized skilled positions are very difficult to fill and in some cases are left unfilled for periods of time (IT specialist, HVAC, etc.) There is a need for more seats at university and college levels. Barriers should be removed at the TRB so that BC Certification can be expedited. Updated HR marketing plans. Targeted HR staffing for 'high need' positions.

23/24 Rank	24/25 Rank	Change	Risk Category	Risk Description	Likelihood	Impact	Action to Prevent/Manage Risk	Comments
7	7	↑	Support Areas (including IT & Admin)	The risk that SD43's legacy Enterprise Resource Planning (ERP) system is unable to offer sufficient functionality, availability and data integrity in risk due to ineffective and inefficient support for operations, internal control, and decision making. Data security and cyber attack threats is also an increasing risk.	High	High	Investment in new MS Fabric data platform will create new opportunities to ensure needed data is available and secure. Transitioning on-premise ERP server to cloud-based delivery strategy to decrease risk of system failure. Beginning the process of determining the possible replacement of the existing system in the medium-term.	SD43 has taken steps to improve the quality of existing ERP data, which is an important first step regardless of future plans. Use of the MS Fabric data platform will provide enhanced data and decision-making capacity in the medium-term. The District must now undertake a comprehensive review of ERP posture in order to determine the pathway to modernize existing systems.
11	8	↑	Reputation	The risk that SD43 may be the subject of a cyber security breach or internal leak, resulting in the loss of confidential or personal information which leads to reputational damage, loss of credibility, and possible legal or regulatory action.	High	High	Substantial improvements have been made to network security infrastructure. Focus has shifted to utilizing new technical capabilities through user behavioral change to improve security practices	Security initiatives are ongoing but new specific risks in the form of user behavior (data handling and access security) as well as lack of current technical expertise have emerged as priority issues. The rapidly increasing knowledge-gap between existing IT roles and newly required IT security-driven specialization is emerging as a significant challenge
13	9	↑	Support Areas (including IT & Admin)	Cybersecurity Threats - risk that compromise of SD43's IT infrastructure may result in service limitations and/or compromise of sensitive data	High	High	Commitment to a sustainable infrastructure funding model to ensure required equipment and system updates to address latest threats. Initiated a comprehensive digital records management and process automation initiative to improve data access and security. Development of Privacy Management Program targeting improved process clarity and safe computing knowledge for. New, modern security protocols have been implemented, including multi-factor authentication. Reorganization of IT department to emphasize the value of high skill roles as well as assist with the recruitment and retention of key staff	IT infrastructure has faced exceedingly large inflationary pressures. Increasing cost of equipment and licensing challenge current sustainability funding levels. Further, the continued proliferation of cloud-based tools and IoT devices have increased complexity, creating need for more sophisticated network management as well as the development of IT staff skills are more important than ever, both to help prevent compromises and better position the organization to respond to compromises when they occur.
8	10		Human Resources	The risk that a provincial agreement cannot be reached with the BCTF leading to a strike or other forms of labor disruption.	Medium	High	Ongoing risk as CA's are generally only for 3 years. Efforts continually made to maintain positive/proactive relationships with local unions.	Preparation for bargaining 2025 has already begun. It is anticipated that this will be a challenging negotiation cycle.
9	11		Human Resources	Lack of adequate autonomy to implement required new roles or change responsibilities within existing roles due to limitations imposed by PSEC.	Medium	High	The District has very little control or influence over provincial decision and mandated from PSEC. However, SD43 is advocating for transparency and autonomy towards decision making.	The labor market is very competitive for all positions and the district is restricted by rules imposed by PSEC.
12	12		Strategic	The risk that SD43's overall approach and process around the disposal of assets (e.g. land) may pose limitations on offering additional programming and educational space.	Medium	High	Board / Staff alignment on the long term capital plan a) specific to land sale proceeds targeted for specific land acquisitions or facility improvements and b) new school priorities.	The two step process introduced in 2019 by the Ministry complicated and resulted in delays of several major projects. The continued expectation of SD contributed capital funding redirects classroom education funding.
14	13		Human Resources	The risk of increased staff absenteeism.	Medium	High	Supports in place for employees such as EFAP. Resources available on HR website. SD 43 Health and Wellness department. Joint Early Intervention Program (support staff). BCTF/SD43 Health and Wellness program (teachers). Attendance Promotion and Support Program	Absenteeism in all employee groups has gone up over the past several years.

23/24 Rank	24/25 Rank	Change	Risk Category	Risk Description	Likelihood	Impact	Action to Prevent/Manage Risk	Comments
15	14		Operations	The risk that incidents related to the safety of students and faculty within SD43's care, including violence and threats, require significant resources to prevent and manage.	High	Medium	Increased focus on health and safety through a number of District-wide initiatives. Creation of more site 'calm' rooms and mindfulness dedicated areas. Mentoring support and training to assist teachers in dealing with difficult situations. Establishing new partnerships and review current partnerships to adjust service and intervention	We have seen an increase in violent situations among early adolescents, mostly off site and off hours, which may add to feelings of unsafe school environment. Working with RCMP and some external agencies to intervene early with these students. Potential for reputational risk. i.e. video footage being shared on social media
17	15		Financial	The risk that the district's CEF submission will not be fully funded by the Ministry, resulting in insufficient Ministry funding, significantly limiting the district's tools and resources to address the needs of students and families.	Low	High	District staff carefully analyzes any additions to prior year CEF submissions to ensure that they are compliant.	CEF funding is not announced until after the beginning of the school year and funds associated with the CEF have already been allocated.
18	16		Strategic	Lack of organizational capacity (people and expertise) to manage all current and planned initiatives and projects, while maintaining effective regular operations.	Medium	Medium	SD43 has been successful in past and current recruitment initiatives - much of which is an aspect of SD43's positive culture and efficient recruitment and retention strategies	Grant Funding shortfalls, if they continue, could hamper initiatives and projects. There is a growing skill set shortage in some specialty areas. Mandate creep without adequate funding resources is a concern
19	17		Strategic	The risk that SD43 is unable to diversify its base of international students, while political changes within or relationships with key countries reduce enrollment levels within the program.	Medium	Medium	The District continues to grow its strong brand.Placement of international students in under-enrolled schools.	SD43's robust international education program has been challenged by governmental actions with regards to immigration policy.
27	18	↑	Reputation	The risk that ethical breaches or misconduct by SD43 staff result in legal or financial penalties or reputational damage (or possibly a decrease in enrollment levels).	Medium	Medium	Heightened scrutiny around teacher/student conduct development and institution of policies (e.g. District Code of Conduct sent to all employees annually) and training programs.	
20	19	↓	Strategic	The risk that SD43 is not sufficiently aligned in its operations and educational programming in discussing and addressing climate change.	Low	Medium	This is becoming more fully integrated into classroom curriculum. Continued investment in energy efficient machinery works to reduce emissions. New, replacement, or facility upgrades are built with LEED's considerations and standards.	
21	20		Human Resources	The risk that an agreement cannot be reached with the CUPE 561 leading to a strike or other forms of labor disruption.	Low	Medium	Ongoing risk as CA's are generally only for 3 years. Efforts continually made to maintain positive/proactive relationships with local unions.	Preparation for bargaining 2025 has already begun. It is anticipated that this will be a challenging negotiation cycle.
22	21		Operations	The risk that SD43 does not adequately comply with regulatory requirements (e.g., OH&S rules, changing building codes, union requirements for staff).	Low	Medium	Various programs in place throughout the School District that monitor compliance in areas such as OH&S. The District is prioritizing and addressed in a balanced manner. Yearly inservice plan developed	
23	22		Operations	The risk that SD43 may not be able to provide sufficient appropriate educational continuity or emergency response to manage plausible events (e.g., hazards, catastrophes, pandemics) while managing the scope and cost of continuity planning.	Low	Medium	High-level continuity plans have been developed in certain areas (e.g., IT). Site admin yearly inservice. Senior staff is currently engaging in refinement of continuity plans. EOC has been effective and utilized.	While no formal district continuity plan existed, SD43 performed very well in its pivot to online delivery of instruction in response to COVID-19, mitigating a fire at CABE, and the loss of Hazel Trembath Elementary. Approaches and learnings have been recorded. A cyber security plan is in development.

23/24 Rank	24/25 Rank	Change	Risk Category	Risk Description	Likelihood	Impact	Action to Prevent/Manage Risk	Comments
24	23		Strategic	The risk that SD43 is resistant to cease activities that are no longer effective, or bold / nimble enough to attempt new initiatives or activities to achieve desired outcomes (e.g., emotional ties to traditional approaches or activities).	Low	Medium	Recent addition of key leaders in management roles to drive change and add needed skillsets. Baseline targeted inservice in competencies training for site admin/employees	A pivot to an on-line delivery of learning and other delivery systems during the pandemic was amply demonstrated by staff due to initiatives to support their training and previous support of alternative tools in the instruction of students.
25	24		Strategic	The risk that a lack of clarity around roles and responsibilities between SD43's management and board leads to conflicts, lack of objective challenge of management, or poor working relationships.	Low	Medium	SD43 provides training to the Trustees in certain areas as part of the onboarding process and further in-service presentations throughout the trustees 4-year term.	
26	25		Strategic	The risk that SD43 does not consult or collaborate with appropriate groups within the organization to make key decisions.	Low	Medium	The SD has implemented numerous consultation processes as part of its decision making path (e.g. budget consultation/ policy impact/ partner group meetings)	
16	26	↓	Operations	Requirements imposed and significant underfunding from the Ministry for post pandemic operations (e.g. enhanced cleaning standards, ventilation standards, and employment benefits)	Medium	Low	Maintaining financial reserves. Redirecting financial and staffing resources from regular operations to support new requirements.	Recent changes to the FOI Act (e.g. enhanced measures for assessments and verification of applications) and Employment Standards Act for a minimum of 5 paid sick days for the calendar year all employees, including casual employees, exemplifies the post-COVID realities that have been mandated on school districts.
28	27		Financial	The risk that SD43's administrative staff / principals / vice-principals lack sufficient training and skills to make informed budgeting decisions to allocate available funding optimally to achieve the best educational outcomes and manage various possible budgets	Low	Low	Institution of more rigor and visibility around financial reporting/budgeting processes. Balanced budgets. Centralized Staffing Budget Methodology. Introduction of August Learning Series sessions. Ongoing training at district leadership meetings.	Continue to provide training opportunities to administrative staff as part of bi-monthly LWB series.
29	28		Financial	The risk of successful fraudulent activities perpetrated by employees, stakeholders, or students against SD43 (e.g., misappropriation of financial, physical, or information assets).	Low	Low	Implementation of online payment system to reduce cash handling at schools. Increased focus on internal controls as well as segregation of duties as part of our training and internal review procedures.	Additional training is being planned for exempt staff
30	29		Human Resources	The risk that SD43 does not have an adequate performance management process in place to identify and address underperformance and reward high performers.	Low	Low	Performance expectations are high and are embedded within the District's culture rather than being formally instituted. The District has developed a performance management program with ongoing inservice and follow up with managers.	
31	30		Operations	The risk that SD43's organizational alignment including lines of authority and accountability, decision making structure and holding people accountable for their decision.	Low	Low	Performance expectations are high and embedded through the District's culture and are enforced through SD43 policies and administrative procedures. The District has developed a performance management program.	

23/24 Rank	24/25 Rank	Change	Risk Category	Risk Description	Likelihood	Impact	Action to Prevent/Manage Risk	Comments
10	30	Delete/ Combine #6	Human Resources	The risk that SD43 is unable to adequately replace potential vacancies within key management, teaching, support staff, and administrative positions, leading to potential loss of organizational knowledge and skills				
32	30	Delete	Strategic	The risk that, due to limited Ministry funding, SD43 may not have sufficient tools and resources to support First Nations students to achieve desired educational outcomes.				
33	30	Delete	Strategic	The risk that SD43's teachers and faculty are unable to efficiently and correctly deliver the new curriculum.				
34	30	Delete	Strategic	The risk that competition with other education providers (e.g., private schools and other school districts) could result in a loss of students and funding for SD43.				
35	30	Delete	Strategic	The risk that SD43 is under-enrolled and unable to attract the student base required to grow enrollment to a desired level.				

DISTRICT CODE OF CONDUCT FOR STUDENTS

The Board believes it has a responsibility to establish expectations of students as part of its governance role for the District. The Board further believes that the responsibility for student discipline in school is shared among students, staff and parent/guardian. Students have a responsibility to respect the rights and dignity of others and to become actively and productively involved in their own academic learning and social growth. Educators are responsible for establishing a positive school climate in which structure, support and encouragement assist students in developing a sense of self-discipline and responsibility. Parent/guardians are responsible for establishing a positive learning atmosphere in the home, knowing school policies and procedures, supporting the school in the enactment of these policies and procedures, and encouraging their children to understand and respect these policies and procedures. To support these aims, the Board has established a District Code of Conduct for Students, which shall be followed in all schools.

Specifically

1. The Board believes that appropriate student conduct, based on respect for oneself, respect for others, and respect for property is essential to the development of responsible citizens. To this end students are expected to:
 - 1.1 be aware of and obey all school rules
 - 1.2 attend classes punctually and regularly
 - 1.3 work cooperatively and diligently at their studies and with home assignments
 - 1.4 respect the rights of all persons within the school including peers, staff and parent/guardian
 - 1.5 respect the legitimate authority of the school staff
 - 1.6 respect the school's physical school facilities
 - 1.7 respect the diversity of our school community
 - 1.8 behave in a safe and responsible manner at all times
 - 1.9 **not** threaten, harass, bully*, intimidate or assault, in any way, any person within the school community; and
 - 1.10 **not** be in possession or under the influence of drugs and/or alcohol.
 - [1.11 Use digital devices, tools and platforms in accordance with all aspects of this code of conduct and any other district procedures governing use of digital tools](#)
2. The Board further believes that these expectations are fostered in a positive climate in which:
 - 2.1 all students feel safe, valued and trusted, and have the opportunity to develop, assume and maintain responsibility and self-motivation

- 2.2 there is a joint effort to learn and a feeling of mutual respect among staff, students and parent/guardian
 - 2.3 appropriate behaviour is consistently encouraged and acknowledged, thereby increasing student self-esteem and reinforcing self-control
 - 2.4 students are disciplined in a timely, fair, judicious and responsible manner, with consequences for unacceptable behaviour that take into account the student's age, maturity and special needs, if any**and
 - 2.5 on-going communication exists between staff and parent/guardians that encourages and provides increased opportunities for active and constructive parental involvement in their children's education.
3. The Superintendent will ensure that each Principal, in consultation with staff, parent/guardians and, when appropriate, students, establishes a code of conduct for their school that is consistent with the District Code of Conduct for Students and which reflects the provincial standards.
 4. The Board believes that schools must not be places where discrimination is practiced or tolerated. To that end, each school code of conduct shall refer to Sections 7 and 8 of the Human Rights Code of British Columbia.
 5. The school's code of conduct and a summary of the district's policies on "Code of Conduct" (Policy 17), "Violence, Intimidation and Possession of Weapons" (Policy 18) and "Suspension of Students" (Administrative Procedure 355) will be sent home annually to be signed-acknowledged by parents/guardians and, where appropriate, students. The principal shall ensure that the school code of conduct is reviewed with students at the beginning of the school year and throughout the year as necessary.
 6. Students, while attending school and school sponsored functions and activities, shall be subject to the District Code of Conduct for Students and the school's rules of conduct and deportment established by the Principal. Students may be subject to discipline under the school and/or District Code of Conduct for any conduct which has the effect of negatively impacting the school environment, whether that conduct occurs on or off School District property, at a school sponsored function or activity, or otherwise.
 7. Students registered in School District No. 43 (Coquitlam) shall not attend at schools other than the school in which they are registered, without a legitimate school related purpose. Students who do so may be subject to disciplinary action by their school or the School District.
 8. The Board recognizes the importance of technology for supporting learning and preparing students for an increasingly connected world. Accordingly, schools are required to provide ongoing digital literacy and citizenship programming to ensure students develop the skills to participate safely and productively in modern society. Further, each school's Code of Conduct is required to include the conditions under which personal digital devices may be used during the school day. While the Board recognizes the importance of school context in determining restrictions appropriate to support their local community, it is expected that the code of conduct address the following standards:

1. Access to personal digital devices, such as cell phones and tablets, is expected to be restricted throughout the school day in grades K-8 and during instructional times in grades 9-12.

2. Expectations for behaviour with respect to online activities are communicated

3. Exceptions to restrictions are provided at the discretion of the school principal or designate where the device is:

a. designated as the primary learning device for a student

b. identified as being necessary for medical, accessibility or equity reasons

c. identified as useful for specific instructional activities

89. Serious breaches of conduct that threaten the safety and welfare of others ~~will~~ may be referred directly to Level Three of the suspension process for resolution by the Student Suspension Review Committee.

9-10 Where a student 16 years of age or older repeatedly fails to comply with the code of conduct, rules and policies of the school, or has failed to apply him/herself to his/her studies as set out in Section 85 of the School Act, the Board is empowered to refuse further school service to the student.

10-11. Students are prohibited from being in possession of and/or under the influence of alcohol and/or drugs in all schools or at school sponsored functions and activities.

* **Bullying** includes but is not limited to physical or verbal intimidation, verbal harassment and online bullying, occurring on or off school property.

** Special considerations may apply to the imposition of consequences on a student with special needs if the student is unable to comply with this Code of Conduct.

References: Section 85, School Act
Policy 13 (Appeals Regarding Student Matters)
Administrative Procedure 355 (Suspension of Students)
BC Human Rights Code (Section 7 & 8)
[BC School Act, Ministerial Order M89/24](#)

Board Minutes

October 1990 Volume 32 Page 238-239 Policy II-B-83 School Rules
June 2005 Volume 47 Page 78 Policy 17 District Code of Conduct for Students
June 2007 Volume 49 Page 80
January 2008 Volume 50 Page 6
June 2015 Volume 57 Page 96
February 21, 2017 Board Meeting
April 9, 2024 Board Meeting

The revised letter includes the following changes:

Dr. Charles Best Secondary – Seismic Upgrades – Submit final business case (Project Definitions Report [PDR] to the Ministry as soon as possible

Dr. Charles Best Secondary – Addition – Project has been approved for a 12 classroom prefabricated addition

In accordance with the *School Act*, the Board is to adopt a single capital bylaw for the approved 2024/25 Five Year Capital Plan.

Projects cannot proceed until the bylaw is approved and a signed Capital Project Funding Agreement, Annual Program Funding Agreement or other formal authorization is received from the Ministry.

Attachments:

- Capital Plan Bylaw
- Ministry of Education Response to Annual Five-Year Capital Plan Submission for 2024/25



May 29, 2024

Ref: 299442

To: Secretary-Treasurer and Superintendent
School District No. 43 (Coquitlam)

Capital Plan Bylaw No. 2024/25-CPSD43-02

Re: Ministry Response to the Annual Five-Year Capital Plan Submission for 2024/25

This letter is in response to your School District's 2024/25 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)
- Food Infrastructure Program (FIP)
- Carbon Neutral Capital Program (CNCP)
- Building Envelope Program (BEP)
- Playground Equipment Program (PEP)
- Bus Acquisition Program (BUS)

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

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

New Projects

Project #	Project Name	Project Type	Comments
150039	Dr. Charles Best Secondary	Addition	Project has been approved for a 12 classroom prefabricated addition. Your Regional Director will contact you regarding next steps.

Projects in Development from Previous Years

Project #	Project Name	Project Type	Comments
127807	Dr. Charles Best Secondary	Seismic	Please submit final business case (Project Definition Report, or PDR) to Ministry as soon as possible.
127808	Montgomery Middle	Seismic	Final business case (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.

NOTE: The Ministry encourages school districts to pursue simplified designs for new schools or expansion of existing schools. As projects proceed to Business Case, stakeholder engagement and design phases, please ensure simplified design parameters are considered as per the attached *Simplified Designs Guidelines*.

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

Below are tables for the minor capital projects that are approved. The table identifies School Enhancement Program (SEP), Food Infrastructure Program (FIP), 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, FIP, CNCP, BEP, PEP

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
Montgomery Elementary	SEP - HVAC Upgrades	\$550,000	Proceed to design, tender & construction. To be completed by March 31, 2025.

Maple Creek Middle School	SEP - HVAC Upgrades	\$600,000	Proceed to design, tender & construction. To be completed by March 31, 2025.
Eagle Ridge Elementary	CNCP - HVAC Upgrades	\$750,000	Proceed to design, tender & construction. To be completed by March 31, 2025.
Central Elementary	CNCP - HVAC Upgrades	\$750,000	Proceed to design, tender & construction. To be completed by March 31, 2025.
Como Lake Middle School	FIP - Kitchen Equipment and Upgrade	\$100,000	Proceed to design, tender & construction. To be completed by March 31, 2025.

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 2024/25 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 2024/25 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 the Ministry's Capital Management Branch at CMB@gov.bc.ca as soon as possible. Upon receipt the Ministry will issue Certificates of Approvals as defined in the APFA.

As the 2024/25 Capital Plan process is now complete, the Capital Plan Instructions for the upcoming 2025/26 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, 2024.

School districts' capital plan submission deadlines for the 2025/26 fiscal year, using the CAPS online platform, will be as follows:

- **June 30, 2024**
 - Major Capital Programs (SMP, EXP, REP, RDP, SAP)
- **July 1, 2024**
 - Major Capital Programs (BEP)
- **September 30, 2024**
 - Minor Capital Programs (SEP, CNCP, PEP, BUS)
- **October 1, 2024**
 - Minor Capital Programs (FIP)

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.

Additionally, the Annual Facility Grant (AFG) project requests for the 2024/25 fiscal year are to be submitted using the CAPS online platform, on or before May 31, 2024.

NOTE: It is strongly encouraged that school districts discuss the draft versions of their intended capital projects and AFG project requests with Ministry staff well in advance of submission deadlines.

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 2024/25.

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 Regional Director [Travis Tormala](#).

Sincerely,



Damien Crowell, Executive Director
Capital Management Branch

pc: Geoff Croshaw, Acting Director, Major Capital Projects, Capital Management Branch
Michael Nyikes, Director, Minor Capital Projects, Programs and Finance, Capital Management Branch

CAPITAL BYLAW NO. 2024/25-CPSD43-02

FIVE YEAR CAPITAL PLAN 2024/25

A BYLAW by the Board of Education of School District No. 43 (Coquitlam) (hereinafter called the "Board") to adopt a Capital Plan of the Board pursuant to Sections 143 (2) and 144 (1) of the *School Act*, R.S.B.C. 1996, c. 412 as amended from time to time (called the "Act").

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

NOW THEREFORE the Board agrees to the following:

- (a) authorizes the Secretary-Treasurer to execute project agreements related to the expenditures contemplated by the Capital Plan;
- (b) upon approval to proceed, commence the Project and proceed diligently and use its best efforts to complete each Project substantially as directed by the Minister;
- (c) observe and comply with any rule, policy or regulation 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 approved by the Minister that specifies the supported projects in the Ministry's letter of May 29, 2024 from the 2024/25 Five Year Capital Plan is hereby adopted.
2. This Bylaw may be cited as School District No. 43 (Coquitlam) Capital Bylaw No. 2024/25-CPSD43-02.

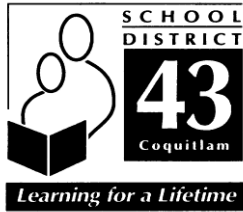
READ A FIRST TIME THE 18th DAY OF JUNE, 2024;
READ A SECOND TIME THE 18th DAY OF JUNE, 2024;
READ A THIRD TIME, PASSED AND ADOPTED THE 18th DAY OF JUNE, 2024.

Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 43 (Coquitlam) Capital Bylaw No. 2024/25-CPSD43-02 adopted by the Board the 18th day of JUNE, 2024.

Secretary-Treasurer



SCHOOL DISTRICT NO. 43 (COQUITLAM)

Facilities Department

MEMORANDUM

TO: Randy Manhas - Secretary Treasurer/CFO

FROM: Ivano Cecchini, Executive Director, Facilities and Planning Services

DATE: June 18, 2024

SUBJECT: 2025/2026 Five Year Capital Plan

COPIED TO: District Leadership Team

Recommended Action:

That the Board of Education of School District No. 43 (Coquitlam) approve the proposed annual 2025/2026 Five Year Major Capital Plan for submission to the Ministry of Education.

That the Board of Education of School District No. 43 (Coquitlam) approve the proposed annual 2025/2026 Five Year Minor Capital Plan for submission to the Ministry of Education.

That the Board of Education of School District No. 43 (Coquitlam) approve the proposed annual 2025/2026 Five Year Building Envelope Project Capital Plan for submission to the Ministry of Education.

Background: The Five-Year Capital Plan is the mechanism for identifying and reporting the District's facility project needs and priorities to the Ministry of Education. The Ministry has requested that separate motions be passed under the categories of major, minor and building envelope projects.

Overview

Major Capital Projects

Since the last Capital Plan submission, there has been a significant amount of major capital project activity. Some of this work includes:

- Completion of Centennial Secondary School NLC Building
- Completion of site works at Irvine Elementary School
- Completion of our Coast Salish Elementary School with Childcare facility expected for this fall
- Near completion of a building envelope project at Roy Stibbs Elementary School
- Construction of our new Moody Elementary School
- Construction of a new addition at Scott Creek Middle School
- Site works underway for our Burke Mountain Secondary School

We are awaiting further instructions for the Montgomery Middle School replacement and we have been awarded an addition for Dr. Charles Best Secondary to accompany a seismic project to be completed at that site sometime after the addition is complete.

Minor Capital Projects

In March of 2023, the School District received funding through School Enhancement Projects (SEP) and Carbon Neutral Capital Projects (CNCP) totaling \$2 682 760 for an Exterior Wall System upgrade at Rochester Elementary and Mechanical upgrades at Eagle Ridge Elementary. All these projects are now complete. This work complements the Annual Facilities Grant project work which will be reported on in the fall.

Building Envelope Projects

Project funding was received for Roy Stibbs Elementary and is now nearing completion. We have received support to advance three additional projects (Mountain Meadows, Bramblewood, Pinetree Way) under the Building Envelope Repairs Category. The Mountain Meadows project is beginning soon and the Pinetree Way project is scheduled to begin construction in the next few months. The Bramblewood project is in design and expected to move to construction next year.

2025/2026 Plan Details

The format of the submission is categorized by type such as Seismic Mitigation, Expansion (new school, addition, site acquisition), Replacement, Building Envelope, School Enhancement, and Carbon Neutral Capital Program. A motion is passed for submission to the Capital Plan Submission as described above in the Recommendation, and a bylaw is passed when the Capital Plan response is received from the Ministry of Education in the spring of the following year.

Highlights of our highest priority projects include:

Seismic Mitigation Program Projects:

Montgomery Middle
Maple Creek Middle
Dr. Charles Best Secondary

Expansion Projects:

New School
NE Coquitlam Middle
Marigold Elementary

Addition

Banting Middle
Castle Park Elementary
Kilmer Elementary
Maple Creek Middle (in support of added capacity for the seismic project)

Site Acquisition

Fraser Mills Elementary

Replacement Projects:

Hazel Trembath Elementary
Nestor Elementary
Como Lake Middle

Submission Summary

Submission Summary:	Major 2025/2026 2024-06-30 MAIN - K12 & CC Integrated
Submission Type:	Capital Plan
School District:	Coquitlam (SD43)
Open Date:	2024-04-08
Close Date:	2024-06-30
Submission Status:	Draft

Submission Category	Sum Total Project Cost
Addition	\$170,898,619
New School	\$141,247,309
Replacement/Renovation	\$363,408,874
Seismic	\$162,261,962
Site Acquisition	\$164,444,300
	\$12,520,067
BEP	
Total	\$1,014,781,131

ADDITION					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Project Cost
1	150041	Ecole Banting Middle	Addition	8 Classroom Addition or the District is open to a prefabricated modular addition	\$18,670,700
2	165020	Castle Park Elementary	Addition	This project would be in conjunction with an addition at Kilmer Elementary for the	
3	165021	Kilmer Elementary	Addition	This project would be in conjunction with an addition at Castle Park Elementary for	
4	150080	Maple Creek Middle School	Addition	10 classroom addition that accompanies the 600 capacity seismic upgrade,	\$28,768,232
5	150108	Riverside Secondary	Addition	8 Classroom Addition	\$17,607,359
6	150100	Port Moody Secondary	Addition	12 Classroom Addition	\$31,632,087
7	150056	Gleneagle Secondary	Addition	8 Classroom Addition to be coordinated in tandem with the BEP.	\$15,685,387
8	150119	Smiling Creek Elementary	Addition	4 Classroom Addition	\$8,588,045
9	150109	Roy Stibbs Elementary	Addition	8 Classroom Addition	\$14,456,681
10	150018	Blakeburn Elementary	Addition	4 Classroom Addition (incl. 2 K classrooms)	\$8,634,837
11	150130	Terry Fox Secondary	Addition	8 Classroom Addition	\$17,480,248
12	150040	Eagle Mountain Middle School	Addition	4 Classroom Addition	\$9,375,043
Submission Category Total:					\$170,898,619
NEW SCHOOL					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Project Cost
1	150186	NE Coquitlam Middle	New (School)	New 600 Capacity Middle + NLC (with 700 core)	\$76,697,112
2	150185	Marigold (Partington Creek) Elementary	New (School)	New 100K/450 Elementary + NLC	\$64,550,197
Submission Category Total:					\$141,247,309
REPLACEMENT/RENOVATION					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Project Cost
1	165019	Hazel Trembath Elementary	Full Replacement	On October 14, 2023, the school was destroyed in a fire. We are looking to	
2	150269	Maple Creek Middle School	Full Replacement	600 Capacity Middle School to be accompanied by a 10 classroom addition.	\$91,569,015
3	150248	Como Lake Middle School	Full Replacement	Current Middle School (Replacement)	\$74,520,427

Submission Summary

4	150280	Nestor Elementary	Full Replacement	100K/475 Capacity Elementary School (Replacement with Enhanced Capacity	\$58,468,933
5	150245	Cedar Drive Elementary	Full Replacement	40K/275 Capacity Elementary School (seismic replacement with enhanced	\$44,442,868
6	154901	Winslow Junior Secondary (old)	Full Replacement	Phase 2 Replacement Building for Winslow Centre.	\$43,656,012
7	153988	Montgomery Elementary	Full Replacement	District Ed Centre (to replace Vanier Centre, Montgomery Centre, Millside Centre,	\$50,751,619
Submission Category Total:					\$363,408,874

SEISMIC

SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Project Cost
1	150400	Maple Creek Middle School	Full Replacement	600 Capacity Middle School to be accompanied by a 10 classroom addition.	\$91,569,015
2	150328	Cedar Drive Elementary	Full Replacement	40K/275 Capacity Elementary School (seismic replacement with enhanced	\$44,442,868
3	150366	Glenayre Elementary	Upgrade	Seismic Upgrade	\$3,574,059
4	150404	Mary Hill Elementary	Upgrade	Seismic Upgrade	\$4,605,879
5	150430	Port Moody Secondary	Upgrade	Seismic Upgrade	\$3,106,543
6	150375	Hillcrest Middle School	Upgrade	Seismic Upgrade	\$3,979,204
7	150325	Cape Horn Elementary	Upgrade	Seismic Upgrade	\$10,984,394
Submission Category Total:					\$162,261,962

SITE ACQUISITION

SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Project Cost
1	150506	Fraser Mills Elementary	Site Acquisition	New 80K/375 Elementary & NLC (Land Acquisition Only)	\$26,000,000
2	150510	Hazel Coy Elementary	Site Acquisition	New 80K/375 Elementary & NLC (Land Acquisition Only)	\$28,380,000
3	150546	Riverwalk Elementary	Site Acquisition	New 80K/375 Elementary & NLC (Land Acquisition Only)	\$28,380,300
4	150545	Port Moody Centre Elementary	Site Acquisition	New 80K/375 Elementary & NLC (Land Acquisition Only)	\$35,864,000
5	150492	Coquitlam City Centre	Site Acquisition	New 80K/375 Elementary & NLC (Land Acquisition Only)	\$45,720,000
6	150514	Marigold (Partington Creek) Elementary	Site Acquisition	New 100K/450 Elementary & NLC (Land Acquisition Only)	\$100,000
Submission Category Total:					\$164,444,300

BEP

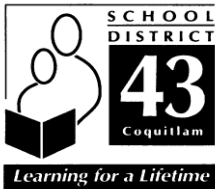
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Project Cost
1	150582	Gleneagle Secondary	Renovation (BEP)	Replace existing stucco cladding and other scope to be defined	\$8,467,200
2	150605	Riverside Secondary	Renovation (BEP)	Replace failed stucco Masonry and windows, replace all gutters and fascia.	\$4,052,867
Submission Category Total:					\$12,520,067

Submission Summary

Submission Summary:	Minor 2025/2026 2024-09-30 MAIN - K12
Submission Type:	Capital Plan
School District:	Coquitlam (SD43)
Open Date:	2024-04-08
Close Date:	2024-09-30
Submission Status:	Draft

Submission Category	Sum Total Funding Requested
PEP	\$585,000
SEP	\$3,275,000
CNCP	\$2,525,000
Total	\$6,385,000

CNCP					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Funding Requested
1	167428	Central Elementary	HVAC (CNCP)	Phase 5 final phase - Replacement of Gym furnace with split system air source heat pump with gas back up, upgrade Admin area radiant panel heaters to RTU	\$500,000
2	167429	Hillcrest Middle School	HVAC (CNCP)	Phase 2 - Upgrade Multi purpose room RTU to heatpump with gas back up, upgrade Drama room to heatpump with gas back up, upgrade remaining Gym	\$600,000
3	167430	Walton Elementary	HVAC (CNCP)	Phase 1 - HVAC upgrade. Comprehensive upgrade of various models and ages of furnaces and U/A. Replace 6 out of 22 concrete units each with air source heat	\$825,000
4	167431	Kwayhquitlum Middle School	HVAC (CNCP)	Heating plant upgrade - Replacement of 2 mid efficient high mass boilers with 8 to	\$600,000
Submission Category Total:					\$2,525,000
PEP					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Funding Requested
1	153772	Panorama Heights Elementary	Replacement (PEP)	The only playground at the school needs to be de-commissioned within the next 1-	\$195,000
2	158974	Citadel Middle School	New (PEP)	There is a cable climber net and two other spinning structures on site. However,	\$195,000
3	167414	Glenayre Elementary	Replacement (PEP)	This is a steel structure and has multiple worn parts. There are limited	\$195,000
Submission Category Total:					\$585,000
SEP					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Funding Requested
1	167432	Bramblewood Elementary	Roofing (SEP)	Roof replacement of the two-ply modified bitumen roof assembly of the gymnasium	\$600,000
2	167434	Baker Drive Elementary	HVAC (SEP)	Heating plant upgrade - Replacement of 4 failing condensing boilers and 1	\$500,000
3	151592	Como Lake Middle School	Roofing (SEP)	Phase I - Built up tar & gravel, leaking and deck deterioration. New 2 ply roof	\$850,000
4	167436	Como Lake Middle School	HVAC (SEP)	Phase 1 - Heating plant upgrade. Replacement of 2 aging mid efficient boilers with	\$825,000
5	167437	Blakeburn Elementary	HVAC (SEP)	Heating plant upgrade - Replacement of 3 atmospheric boilers with 4 high	\$500,000
Submission Category Total:					\$3,275,000



**BOARD OF EDUCATION
TRUSTEE SCHOOL LIAISON ASSIGNMENTS
2024-25 SCHOOL YEAR**

GROUP	TYPE	SCHOOL	Trustee 2023-24	Trustee 2024-25
1	Secondary	Port Moody, Encompass	Zoë Royer	
	Middle	Hillcrest, Scott Creek		
	Elementary	Central, James Park, Roy Stibbs, Westwood, Aspenwood		
2	Secondary	Heritage Woods	Jennifer Blatherwick	
	Middle	Como Lake, Summit		
	Elementary	Eagle Ridge, Lord Baden-Powell, Porter Street, Walton, Bramblewood		
3	Secondary	Riverside	Michael Thomas	
	Middle	Citadel, Eagle Mountain		
	Elementary	Anmore, Meadowbrook, Miller Park, Pinetree Way, Rochester		
4	Secondary	Dr. Charles Best	Chuck Denison	
	Middle	Maillard		
	Elementary	Castle Park, Irvine, Leigh, Panorama Heights, R.C. MacDonald, Coast Salish		
5	Secondary	Gleneagle	Christine Pollock	
	Middle	Kwayhquitlum, Maple Creek		
	Elementary	Baker Drive, Birchland, Glen, Hazel Trembath, Ranch Park		
6	Secondary	Centennial	Carol Brodie	
	Middle	Minnehada		
	Elementary	Glenayre, Moody, Mountain Meadows, Pleasantside, Hampton Park		
7	Secondary	Pinetree	Craig Woods	
	Middle	Montgomery		
	Elementary	Alderson, Coquitlam River, Mountain View, Nestor, Riverview Park		
8	Secondary	CABE, Continuing Education, Coquitlam Open Learning, Inquiry Hub, Suwa'ikh, Customized Learning Centre	Kerri Palmer Isaak	
	Middle	Banting, Moody		
	Elementary	Blakeburn, Cedar Drive, Kilmer, Mundy Road, Parkland		
9	Secondary	Terry Fox	Lisa Park	
	Middle	Pitt River		
	Elementary	Cape Horn, Harbour View, Heritage Mountain, Mary Hill, Seaview, Smiling Creek		