

**BOARD OF EDUCATION
SD NO. 40 (NEW WESTMINSTER)
OPERATIONS POLICY AND PLANNING COMMITTEE
AGENDA**

Tuesday, April 12, 2022, 6:30 pm

[Via Webex Livestream](#)

The New Westminster School District recognizes and acknowledges the Qayqayt First Nation, as well as all Coast Salish peoples on whose traditional and unceded territories we live, we learn, we play and we do our work.

	Pages
1. <u>Approval of Agenda</u>	6:30 PM
Recommendation: THAT the agenda for the April 12, 2022 Operations Policy and Planning Committee meeting be adopted as distributed.	
2. <u>Comment & Question Period from Visitors</u>	6:35 PM
3. <u>Reports from Senior Management</u>	
a. Capital Projects Update (Verbal) (D. Crowe)	6:45 PM
i. NWSS Decommissioning Project	
ii. Skwo:wech Move	
iii. Queen Elizabeth Elementary School Expansion Project	
b. Operations Update	6:55 PM
i. Facilities Report March/April 2022 (B. Ketcham)	<u>3</u>
ii. March 31, 2022 Financial Report (B. Ketcham)	<u>4</u>
iii. 2022-23 Capital Plan Response Bylaw (B. Ketcham)	<u>5</u>
iv. Technology Information Services Verbal Update (M. Naser)	

- | | | | |
|----|---|---------|--------------------|
| c. | 2022-2023 Preliminary Budget (B. Ketcham) | 7:15 PM | 7 |
| | i. Base Budget | | 25 |
| d. | Human Resources & Staffing Update (Verbal) (R. Weston) | 7:45 PM | |
| | i. Employment Standards Act Paid Illness Leave Change (R. Weston) | | 26 |
| e. | Development Cost Charges (B. Ketcham) | 7:55 AM | 28 |
| f. | Board and Committee Meeting Calendar - September 2022 to June 2023 (B. Ketcham) | 8:00 PM | 30 |

Recommendation:

THAT the Operations Policy & Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) approval of the Board and Committee Meeting Calendar 2022-2023 Option (1 or 2) as presented.

- | | | |
|----|---|---------|
| 4. | <u>General Announcements</u> | 8:20 PM |
| 5. | <u>New Business</u> | 8:25 PM |
| | a. Meeting Format (Chair Dhaliwal) | |
| 6. | <u>Old Business</u> | 8:35 PM |
| 7. | <u>Question Period (15 Minutes)</u> | 8:40 PM |
| | <i>Questions to the Chair on matters that arose during the meeting.</i> | |
| 8. | <u>Adjournment</u> | 8:55 PM |



Capital Projects, Operations and Planning

1. Queensborough Middle School mechanical upgrade funded through SEP last year has been completed over spring break.
2. Skwo:wech Elementary has achieved occupancy and students have moved in as of March 29. Over Spring Break, the move was completed with new furniture being assembled and installed. The facilities team is acquainting itself with the new facility.
3. The Ministry has approved minor capital projects SEP Lord Tweedsmuir Elementary phase 2 exterior wall systems \$1,700,000, CNCP École Glenbrook Middle School HVAC upgrade air source heat pump \$500,000.
4. We have started the processes with the city for permits on 4 portables to be installed over summer break to accommodate enrolment growth. Over spring break, ground prep was completed for 2 of the portable sites Queen Elizabeth Elementary and Lord Kelvin Elementary. The last 2 portable sites will be done over the summer for Fraser Middle School and QayQayt Elementary.
5. Minor renovations were completed over spring break at Columbia Square to turn offices in to a larger classroom space.
6. Lead testing of water was completed for Connaught, Qayqayt, Fraser River Middle and the Board office. Results indicated all schools were well below the testing thresholds.

Finance

1. Considerable work has been done on the 2022-23 budget including various consultations with stakeholder groups happening during March and April.
2. Preparation of the March GRE (Government Reporting Entity) report is in progress and due April 13th. This is a significant Ministry of Education reporting requirement as it is the government's year-end.

Ministry & Other Submissions: April 2022

Submitted to:	Description	Date
Ministry of Education	Testing Lead Content in Drinking Water	March 30, 2022
Ministry of Education	School District Quarterly GRE Financial Report	April 13, 2022

School District No. 40 (New Westminster)
March 31, 2022

	2021/22 Amended Budget	March 31, 2022	June 30, 2022 Projected	Over (Under) Budget
OPERATING GRANT MINISTRY OF EDUCATION	67,921,812	47,545,269	67,921,812	0
OTHER MINISTRY OF EDUCATION GRANTS	934,414	273,853	933,926	-488
PROVINCIAL GRANTS OTHER	68,788	49,707	68,788	0
SUMMER SCHOOL FEES	940	-100	940	0
CONTINUING EDUCATION	1,900	5,504	7,863	5,963
OFFSHORE TUITION FEES	2,168,000	1,790,491	2,168,000	0
MISCELLANEOUS REVENUE	217,036	165,825	211,089	-5,947
COMMUNITY USE OF FACILITIES	279,667	214,636	284,333	4,666
INTEREST ON SHORT TERM INVESTMENT	200,000	130,404	173,873	-26,128
APPROPRIATED SURPLUS	0	0	0	0
Total Revenue	71,792,557	50,175,589	71,770,623	-21,934
PRINCIPALS & VP SALARIES	3,914,371	2,924,711	3,914,319	-52
TEACHERS SALARIES	31,824,826	22,337,180	31,929,227	104,401
SUPPORT STAFF SALARIES	5,704,542	3,914,327	5,645,911	-58,631
EDUCATIONAL ASSISTANTS SALARIES	6,590,181	4,184,479	6,511,541	-78,640
OTHER PROFESSIONAL SALARIES	2,999,718	2,242,184	2,982,144	-17,574
SUBSTITUTE SALARIES	2,014,853	1,289,525	1,997,934	-16,919
EMPLOYEE BENEFITS	12,654,157	8,756,564	12,781,760	127,603
STAFF SALARIES (INCLUDING BENEFITS)	65,702,648	45,648,970	65,762,835	60,187
SERVICES AND SUPPLIES	7,002,562	4,702,543	6,877,683	-124,879
TOTAL EXPENSE	72,705,210	50,351,513	72,640,518	-64,692
LOCAL CAPITAL	-770,000	-770,000	-770,000	0
TOTAL OPERATING SURPLUS (DEFICIT), FOR THE YEAR	-1,682,653	-945,924	-1,639,895	42,758
Special Purpose (additional expenses funded by, and reported in, the Operating Fund):				
Learning Improvement Fund	0		-66,087	-66,087
Community LINK	0		-85,058	-85,058
Classroom Enhancement Fund	0		-161,634	-161,634
	0	0	-312,779	-312,779
TOTAL OPERATING SURPLUS (DEFICIT), FOR THE YEAR	-1,682,653	-945,924	-1,952,674	-270,021
Opening Accumulated Surplus (per FS)	4,923,927	4,923,927	4,923,927	
Effects on Surplus Reserve	-1,682,653	-945,924	-1,952,674	-270,021
Anticipated ending surplus	3,241,274	3,978,003	2,971,253	270,021



Supplement to: OPERATIONS POLICY AND PLANNING MEETING

Date: April 12, 2022

Submitted by: Bettina Ketcham, Secretary-Treasurer

Item: **Requiring Action** **Yes** ☒ **No** ☐ **For Information** ☐

Subject: Capital Bylaw No 2022/23 – CPSD40-01

Background:

Attached, please find the draft Capital Bylaw No. 2022/23 – CPSD40-01. The Ministry of Education announced the following minor capital projects awarded to the District. They are as follows:

Facility Name	Program Project Description	Amount funded by MoE
Lord Tweedsmuir Elementary	SEP – Exterior Wall Systems	\$1,7000,000
Glenbrook Middle	CNCP – Energy Systems Upgrade	\$500,000
Total Funding for 2022/23		\$2,200,000

At the time of writing, the announcement on new playground funding to Districts is yet to be released by the Ministry of Education. All playgrounds funded by the Ministry are done at \$165,000 and are universally accessible playgrounds.

The funding for minor capital projects must be spent by March 31, 2023. The District is commencing work to tender the above projects to execute the majority of this work over the summer months.

Major capital Projects:

The Ministry has also supported the capacity requirements for a Fraser River Zone elementary school. This is not an approval of the project itself, but simply an acknowledgement of the need and support to carry out additional analysis and prepare a business case for consideration of funding. The District has commenced working on the documentation required.

Conclusion: The bylaw will be brought to the April 26, 2022 Board meeting where three-readings of the capital bylaw will be requested for approval.

CAPITAL BYLAW NO. 2022/23 – CPSD40-01
CAPITAL PLAN 2022/23

WHEREAS in accordance with section 142 of the *School Act*, the Board of Education of School District No. 40 (New Westminster Schools) (hereinafter called the “Board”) has submitted a capital plan to the Minister of Education (hereinafter called the "Minister") and the Minister has approved the capital plan or has approved a capital plan with modifications,

NOW THEREFORE in accordance with section 143 of the *School Act*, the Board has prepared this Capital Bylaw and agrees to do the following:

- (a) Authorize the Secretary-Treasurer to execute a capital project funding agreement(s) related to the capital project(s) contemplated by the capital plan or the capital plan with modifications;
- (b) Upon ministerial approval to proceed, commence the capital project(s) and proceed diligently and use its best efforts to complete each capital 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 capital project(s); and,
- (d) Maintain proper books of account, and other information and documents with respect to the affairs of the capital project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

- 1. The Capital Bylaw of the Board for the 2022/23 Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated March 18, 2022, is hereby adopted.
- 2. This Capital Bylaw may be cited as School District No. 40 (New Westminster Schools) Capital Bylaw No.CPSD40-01.

READ A FIRST TIME THE 26th DAY OF APRIL 2022;
READ A SECOND TIME THE 26th DAY OF APRIL 2022;
READ A THIRD TIME, PASSED THE 26th DAY OF APRIL 2022.

APPLY CORPORATE SEAL

Gurveen Dhaliwal, Board Chair

Bettina Ketcham, Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 40 (New Westminster Schools) Capital Bylaw No. CPSD40-01 adopted by the Board the 26th day of APRIL 2022.

Bettina Ketcham, Secretary-Treasurer

2022-23 Budget

April 12, 2022



New
Westminster
Schools

Budget Process Overview

☐ **FEBRUARY:**

- ☐ registration complete and enrolment estimates submitted to MOE

☐ **MARCH**

- ☐ March 15 MOE grant recalculation announcement

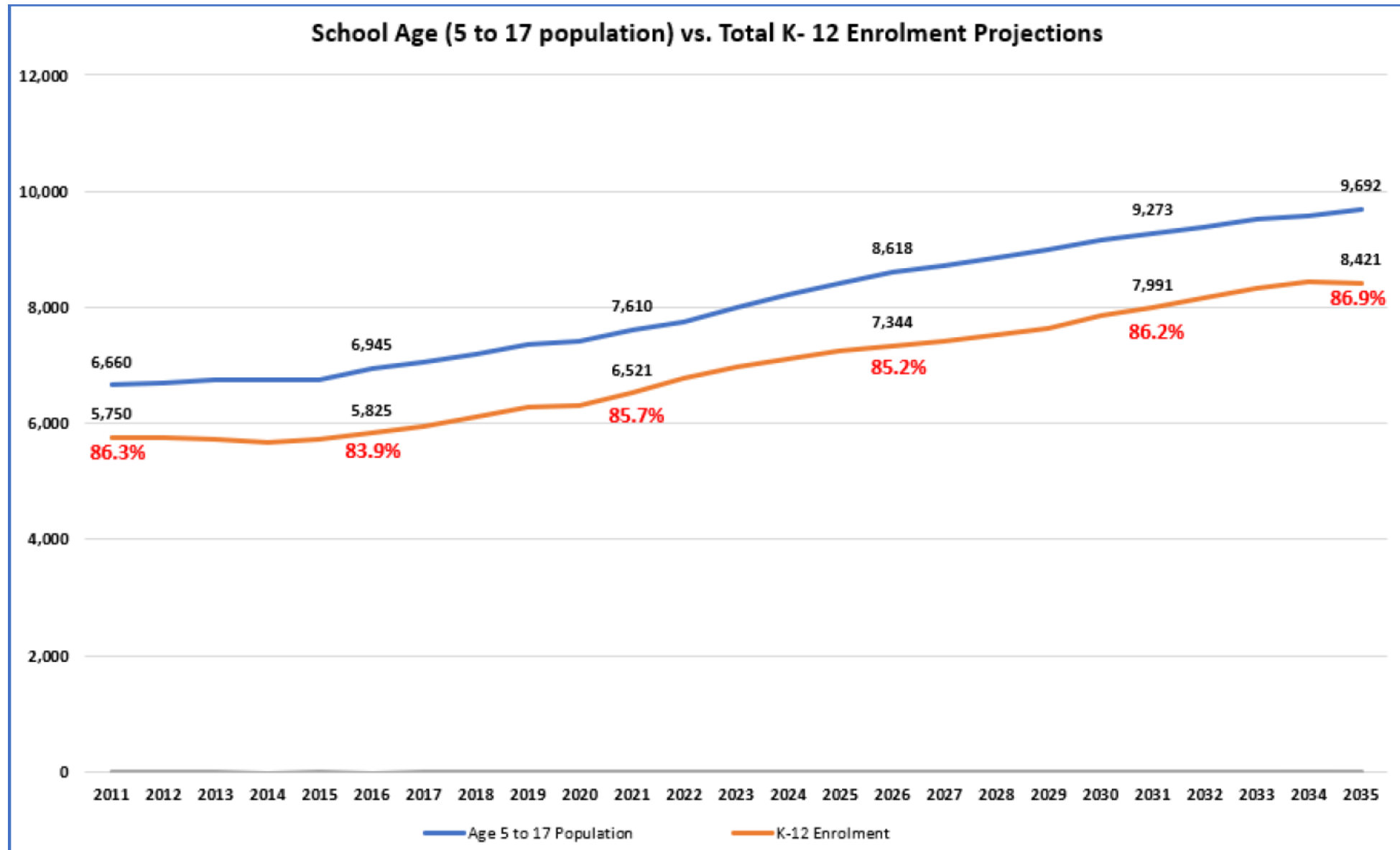
☐ **APRIL**

- ☐ Budget survey (open for 2 weeks) driven by priorities identified by leadership and Board of Education
- ☐ Stakeholder consultations (one to one meetings with the Board)

☐ **MAY**

- ☐ Superintendent Recommendations
- ☐ Complete all readings of budget bylaw

Enrolment – School Aged



Enrolment

	Estimated Enrolment		
	2022/23	2023/24	2024/25
September Enrolment Count - School-Age Basic Allocation			
K-12 Standard (Regular) Schools FTE (School-Age)	6,660.0000	6,942.0000	7,097.0000
Continuing Education FTE (School-Age)	0.1250	0.1250	0.1250
Alternate Schools FTE (School-Age)	98.0000	98.0000	98.0000
Distributed Learning FTE (School-Age)	163.0000	163.0000	163.0000
Total Estimated School-Age Enrolment	6,921.1250	7,203.1250	7,358.1250
Change from Previous Year	200.3750	282.0000	155.0000
September Enrolment Count - Unique Student Needs			
Level 1 Special Needs FTE	7	7	7
Level 2 Special Needs FTE	363	394	428
Level 3 Special Needs FTE	54	54	54
English Language Learning FTE	1,350	1,363	1,417
Indigenous Education FTE	300	300	300
Adult Education FTE (Non-Graduates only)	15.5625	16.0000	16.0000

Provincial Landscape

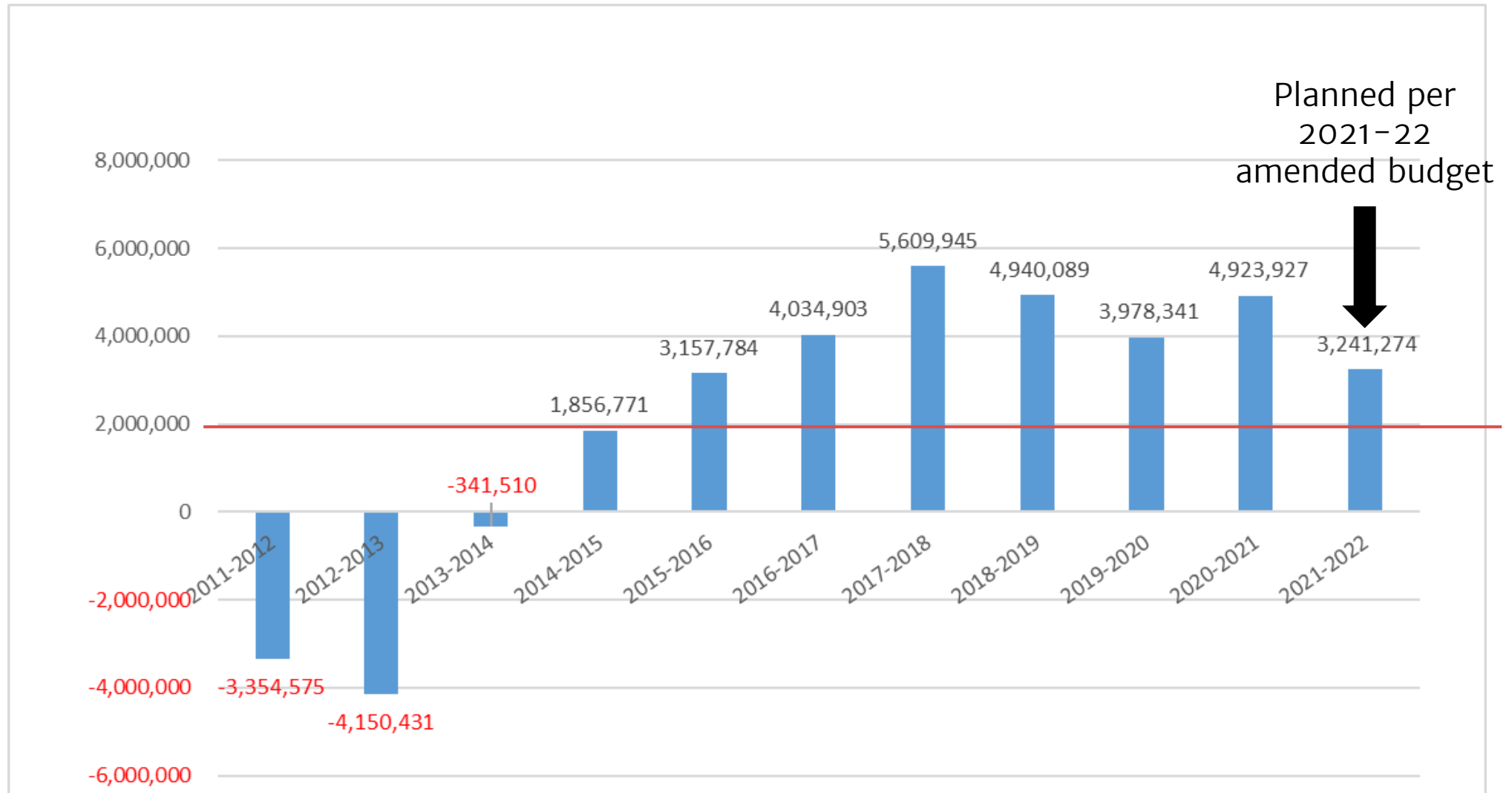
- ❑ **PROVINCIALY THERE IS AN INCREASE OF OVER 2,274 FTE**
- ❑ **PROVINCIAL FUNDING OF \$5.887B**
- ❑ **STARTING APRIL 1, 2022, THE DELIVERY OF CHILD CARE PROGRAMS WILL BE MOVED TO THE MINISTRY OF EDUCATION. NO FUNDING FOR CHILDCARE ANNOUNCED.**
- ❑ **NO CHANGE TO DISTRIBUTED LEARNING – DEFERRED TO 2023**
- ❑ **NO CHANGE TO FUNDING MODEL IN THE CURRENT YEAR**
- ❑ **NO CHANGE TO FUNDING RATES**
- ❑ **INFLATION (BC FORECAST IN 2022: 2.9%)**
- ❑ **NO LABOUR SETTLEMENT FUNDING AS WE ARE IN COLLECTIVE BARGAINING NO CHANGES TO RATES**

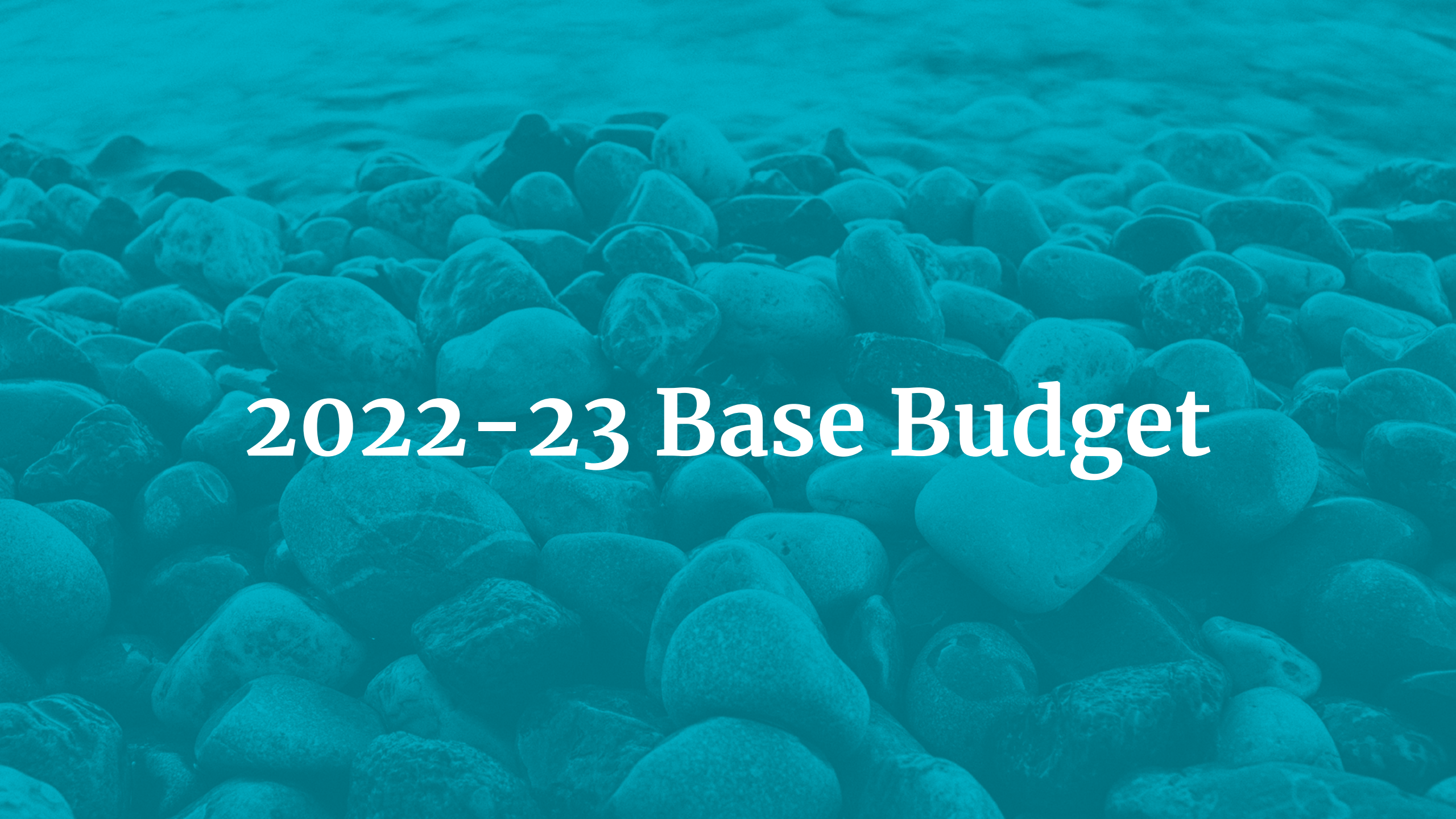
2022-23 Rate Changes

	2022-23 Rate Increase	2022-23 Rates	
Basic Allocation	\$0	\$7,885	76% of provincial allocation
Distributed Learning	\$0	\$6,360	
Students with Special Needs – Level 1	\$0	\$44,850	16% of provincial allocation
Students with Special Needs – Level 2	\$0	\$21,280	
Students with Special Needs – Level 3	\$0	\$10,750	
English / French Language Learners	\$0	\$1,585	
Indigenous Students	\$0	\$1,565	
Non-graduated Adult Education	\$0	\$5,030	

FUNDING INCREASE THIS YEAR IS DUE TO ENROLMENT INCREASES ONLY

SD 40 Accumulated Surplus by Year



The background of the slide is a teal-colored image of a beach. In the foreground, there are many smooth, rounded, light-colored rocks. In the background, the ocean waves are visible, breaking onto the shore.

2022-23 Base Budget

Base Budget 2022-23

ASSUMPTIONS

- ☐ ADJUSTED OPERATING GRANT REVENUE AND INTERNATIONAL REVENUES
- ☐ NO COVID FUNDING
- ☐ ENROLMENT GROWTH TEACHERS (ENROLLING AND NON-ENROLLING) AND EA'S INCLUDED
- ☐ NO COLLECTIVE AGREEMENT WAGE INCREASES OR FUNDING
- ☐ UNFUNDED INCREASES AS PER BCPSEA AND PSEC GRID TO P/VP AND EXEMPT INCLUDED



Base Budget assumptions – Continued



- ☐ REMOVED ONE-TIME SAVINGS AND REVERSED SURPLUS ASKS FROM 2021-22
- ☐ NO DL CHANGES (DECISION ON P.O.L.S POSTPONED UNTIL 2023-24)
- ☐ CONTINUE TO BUILD ON REPLACEMENT STRATEGY IMPLEMENTED IN 2021- PRIORITY TTOC AND EA
- ☐ INFLATION ON SERVICES AND SUPPLIES

Pandemic Recovery

- ☐ **THE 22-23 BUDGET REQUIRES RESOURCES TO SUPPORT PANDEMIC-RECOVERY EFFORTS.**
- ☐ **THE BASE BUDGET BUILDS IN NEARLY \$650K OF MEASURES TO SUPPORT CLASSROOMS.**
- ☐ **HAVE ADDED TO THE BASE BUDGET ADDITIONAL REPLACEMENT COSTS FOR EA'S AND TTOC'S KNOWING ABSENCES WILL BE HIGHER AND WANTING TO CREATE STABILITY FOR STUDENTS BY KEEPING IN PLACE CRITICAL STUDENT-NEED SUPPORTS.**
- ☐ **ADDING CONTINGENCY EA'S TO BE ABLE TO ADDRESS STUDENTS WITH DIVERSE NEEDS MORE IMMEDIATELY WHEN SUPPORTS ARE IDENTIFIED AS BEING REQUIRED THROUGHOUT THE YEAR.**

Structural Deficit – What is it?

- ❑ **DEFICIT: EXPENSES EXCEED REVENUES (ONE-TIME)**
- ❑ **STRUCTURAL DEFICIT: WHEN THE DEFICIT ISN'T CAUSED BY A SINGLE INCIDENT AND YOUR EXPENSES ALWAYS EXCEED REVENUE**
- ❑ **WE NEED TO ADDRESS STRUCTURAL DEFICITS BEFORE THEY CAN NO LONGER BE SUSTAINED BY ACCUMULATED SURPLUS RESERVES**
- ❑ **SINCE WE CANNOT GENERATE REVENUE, THE ONLY WAY TO BALANCE A STRUCTURAL DEFICIT IS TO MAKE BUDGET ADJUSTMENTS/EFFICIENCIES (SAVINGS) OR REPRIORITIZE EXISTING BUDGETS TO OTHER AREAS (NEUTRAL CHANGES)**
- ❑ **MINISTRY WILL ALLOW COVERING ANNUAL DEFICIT WITH YOUR SURPLUS RESERVE...BUT WHAT HAPPENS WHEN YOU RUN OUT OF SURPLUS RESERVES?**

Structural Deficit

- ❑ DETAILED REVIEW OF EXCEL STRUCTURAL DEFICIT WORKING PAPER
- ❑ THE BASE BUDGETS FOR THE NEXT 3 YEARS ARE IN DEFICIT (ASSUMING NO REQUESTS OR PRIORITIES)
 - ❑ 2022-23 is \$1,038,193
 - ❑ 2023-24 is \$593,000
 - ❑ 2024-25 is \$319,000
- ❑ OPTION 1: DO NOTHING AND FUND STRUCTURAL DEFICIT OUT OF OPERATIONS THROUGH USE OF ACCUMULATED RESERVES
- ❑ OPTION 2: FIND SOME EFFICIENCIES TO ELIMINATE/OFFSET THE STRUCTURAL DEFICIT

Efficiencies and New Priorities

- ❑ **TO ADDRESS THE STRUCTURAL DEFICIT, MANAGEMENT IS LOOKING FOR EFFICIENCIES TO ASSIST IN BALANCING THE BUDGET.**
- ❑ **THERE ARE STILL WAYS TO ACHIEVE IMPLEMENTING NEW PRIORITIES**
 - ❑ retiring one initiative in favour of another – cost neutral requests;
 - ❑ finding additional efficiencies;
 - ❑ utilizing surplus on one-time asks
- ❑ **TRADE OFFS AND PRIORITIZATION EXERCISE**
- ❑ **MAY 10TH SUPERINTENDENT RECOMMENDATIONS.**



Stakeholder Consultation

Budget Survey

- ☐ **BUDGET SURVEY OPENED TO THE LEARNING COMMUNITY ON MONDAY, APRIL 11TH AND IS OPEN FOR 2 WEEKS (CLOSES APRIL 22ND)**
- ☐ **SHORT SURVEY THAT WILL TAKE NO MORE THAN 5 MINUTES TO COMPLETE**
- ☐ **PROVIDES THE GENERAL SHAPING OF BUDGET DIRECTIONS**
- ☐ **WHAT WILL WE DO WITH THIS INFO?**
 - ☐ Will be shared with Board of Education on in advance of the April 26 Board Meeting
 - ☐ Feedback will help to shape the 22-23 priorities approved by the Board

Focused Consultation Meetings

❑ VIRTUALLY HELD AND FOCUSED FOR THE BOARD TO MEET WITH SPECIFIC GROUPS:

❑ SUPPORT STAFF (CUPE) – TUESDAY, APRIL 19, 2022 @ 5 – 5:30PM

❑ DPAC – TUESDAY, APRIL 19, 2022 @ 5:45 – 6:15PM

❑ PRINCIPAL & VICE PRINCIPAL– TUESDAY, APRIL 19, 2022 @ 6:30 – 7PM

❑ STUDENT VOICE – WEDNESDAY, APRIL 20, 2022 @ 5 – 5:30PM

❑ INDIGENOUS EDUCATION COMMITTEE – WEDNESDAY, APRIL 20, 2022 @ 5:45 – 6:15PM

❑ TEACHING STAFF (NWTU) - WEDNESDAY, APRIL 20, 2022 @ 6:30 – 7PM

❑ NOTE: STUDENT SYMPOSIUM HELD APRIL 14TH (NOT SPECIFICALLY BUDGET FOCUSED BUT INFORMATIVE OF IMPORTANT TOPICS FOR STUDENTS)

Questions?



2022-23 BASE BUDGET
Pandemic Recovery Structural Deficit

	1	2	3	4	5	6	7	8	9	10	11	12	14	15	16	17	18	19
	Approved 2021-22 Amended Budget	2021-22 reversal of one-time adjustments	2021-22 reversal of surplus initiatives	Reversal of 21-22 Premium Holiday and benefit cost increases	Revenue adjustment due to enrolment increase	Int'l Adjustment (200 FTE expected)	PVP/Exempt staff wage adjustment (unfunded)	Trustee Stipend	Enrolment growth teachers (enrolling and non- enrolling)	Teachers from LINK (transfer due to overage in subsidies)	Enrolment Growth EAs	School Budget Adjustment	Portables and furniture (enrolment growth)	Inflation Increase	BASE BUGET	Replacement Teachers and EAs	Contingency EAs	Pandemic Recovery BASE BUDGET
OPERATING GRANT MINISTRY OF EDUCAT	67,921,812				2,297,806										70,219,618			70,219,618
OTHER MINISTRY OF EDUCATION GRANTS	934,414	-9,900													924,514			924,514
PROVINCIAL GRANTS OTHER	68,788														68,788			68,788
SUMMER SCHOOL FEES	940														940			940
CONTINUING EDUCATION	1,900														1,900			1,900
OFFSHORE TUITION FEES	2,168,000					882,000									3,050,000			3,050,000
MISCELLANEOUS REVENUE	217,036	-35,750													181,286			181,286
COMMUNITY USE OF FACILITIES	279,667														279,667			279,667
INTEREST ON SHORT TERM INVESTMENT	200,000														200,000			200,000
APPROPRIATED SURPLUS	0														0			0
Total Revenue	71,792,557	-45,650	0	0	2,297,806	882,000	0	0	0	0	0	0	0	0	74,926,713	0	0	74,926,713
PRINCIPALS & VP SALARIES	3,914,371	157,115					110,877								4,182,363			4,182,363
TEACHERS SALARIES	31,824,826	-96,575			252,000				929,900	173,347					33,083,498			33,083,498
SUPPORT STAFF SALARIES	5,713,287	-21,072	-70,337												5,621,878			5,621,878
EDUCATIONAL ASSISTANTS SALARIES	6,590,182	-36,204									190,750				6,744,728	114,450		6,859,178
OTHER PROFESSIONAL SALARIES	2,999,718	-76,457					78,992	5,000							3,007,253			3,007,253
SUBSTITUTE SALARIES	2,006,114	-5,966													2,000,148	361,000		2,361,148
EMPLOYEE BENEFITS	12,654,157	-37,415	-20,405	481,191	57,960	16,487	100	202,257	34,669	43,873					13,432,874	138,000	26,324	13,597,197
STAFF SALARIES (INCLUDING BENEFITS)	65,702,655	-116,575	-90,742	481,191	0	309,960	206,356	5,100	1,132,157	208,016	234,623	0	0	0	68,072,741	499,000	140,774	68,712,514
SERVICES	2,082,983	-132,620	-44,500			61,000						-6,314		41,560	2,002,109			2,002,109
LEGAL COSTS	55,000	10,000												1,100	66,100			66,100
STUDENT TRANSPORTATION	63,180	0												1,264	64,444			64,444
PROFESSIONAL DEVELOPMENT & TRAVEL	437,015	29,000			23,000									8,740	497,755			497,755
RENTALS & LEASES	231,000	0												4,620	235,620			235,620
DUES & FEES	104,700	12,000												2,094	118,794			118,794
INSURANCE	118,526	13,000												2,371	133,897			133,897
SUPPLIES	1,563,285	-16,534	-22,625		18,750							34,952		29,167	1,606,995			1,606,995
UTILITIES	524,450	34,250												10,599	569,299			569,299
GAS - HEAT	227,006	131,244												4,540	362,790			362,790
CARBON TAX EXP	50,000	0												1,000	51,000			51,000
WATER & SEWAGE	231,306	-19,700												4,626	216,232			216,232
GARBAGE & RECYCLE	94,300	0												1,886	96,186			96,186
FURNITURE & EQUIPMENT REPLACEMENT	351,416	-213,416	-110,000										216,000	7,028	251,028			251,028
COMPUTER & EQUIPMENT REPLACEMENT	868,387	-215,612	60,000											17,368	730,143			730,143
LOCAL CAPITAL	770,000		-520,000												250,000			250,000
Total Expense	73,475,209	-484,963	-727,867	481,191	0	412,710	206,356	5,100	1,132,157	208,016	234,623	28,638	216,000	137,963	75,325,132	499,000	140,774	75,964,906
Opening Accumulated Surplus (per FS)	4,923,927														3,241,275			3,241,275
Effects on Surplus Reserve	-1,682,652	439,313	727,867	-481,191	2,297,806	469,290	-206,356	-5,100	-1,132,157	-208,016	-234,623	-28,638	-216,000	-137,963	-398,419	-499,000	-140,774	-1,038,193
Anticipated ending surplus	3,241,275														2,842,856			2,203,082

Labour Relations

New changes to ESA illness and injury leave



March 29, 2022 | By email: 2 pages

ESA five days paid illness and injury leave expanded

On March 28, 2022, [the Province introduced a bill to amend the Employment Standards Act \(ESA\)](#). The amendments set out two specific changes to the ESA paid illness and injury leave:

1. Annual entitlement will be based on calendar year, rather than employment year.
2. Employees covered by collective agreement language that, when considered together, meets or exceeds the minimum entitlement paid illness and injury leave will no longer be exempt from its application under Part 1, Section 3 Scope of the Act.

The second change means that **the five (5) days of annual paid illness and injury leave under the ESA will be available to all employees who do not already receive five (5) or more sick/injury days**. For example, unionized casual employees and TTOCs will now be eligible, regardless of whether the collective agreement meets or exceeds the provision of Section 49.1 (1) (a), (3) and (4).

Question and answer

Will this change the application of the “meet or exceed” test to other ESA leaves?

No. The effect of this change is limited to this specific ESA entitlement.

When will the changes take effect?

The changes will become effective once they receive Royal Assent, which is expected to occur soon. We will share with you once they are approved.

How will these changes be implemented?

Once Royal Assent has occurred, the changes will be effective immediately for the current calendar year. All eligible employees will be able to get up to five (5) days paid illness/injury leave for the current calendar year.

Are the changes retroactive to January 1, 2022?

No, the legislation does not address retroactivity for the changes. The changes will only come into force upon Royal Assent and on a go-forward basis.

How does this affect employees who already receive paid sick/injury leave?

- Employees who already have five (5) or more paid days of sick/injury leave are unaffected and retain their existing rights.
- Employees who already have one (1) to four (4) paid days of sick/injury leave will retain those rights and also be entitled to one (1) to four (4) additional days of leave under the ESA, such that their total paid sick/injury leave entitlement is five (5) days per year. For example, if someone currently receives two (2) days of paid sick leave, they will be entitled to an additional three (3) days through the ESA.

What about employees that are employed by multiple districts or also employed elsewhere; do they get this entitlement with each district/employer?

Section 49.1 provides for paid leave by “an employer” after 90 consecutive days of employment with “an employer”. Each school district is a separate employer. As such, the ESA paid illness/injury leave applies separately for each different district/employer.

How will casual on-call employees access the ESA sick leave?

Casual on-call employees who have received a call-out and are scheduled to work will be able to access sick leave if they are ill or injured and not able to work their scheduled shift. Sick leave is to replace lost earnings.

Questions

For questions, please contact your [District Liaison](#).

March 17, 2022

Sent by Email: lleblanc@newwestcity.ca

Ms. Lisa LeBlanc
Director of Engineering Services
City of New Westminster
511 Royal Avenue
New Westminster, BC V3L 1H9

Dear Ms. LeBlanc:

RE: Proposed Development Cost Charges for Major Institutional Category

We understand that the City of New Westminster (the City) is undergoing a revision to its Development Cost Charges (DCC) Bylaw. New Westminster Schools (the District) has participated in the 2022 draft DCC stakeholder review. This letter is provided in response to the proposed changes to DCC's and its impact on the District.

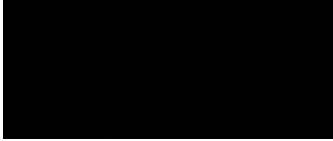
We understand and appreciate that DCC's are an important tool for municipalities to assist in funding the cost of upgrading or providing transportation, drainage, water and sanitary infrastructure as well as acquiring or developing parkland sites. While we acknowledge legislation in the *Local Government Act* enables the City to charge DCC's to school districts, we believe school development is a consequence of the City's population growth with new schools required to service needs in response to other development, and thus should be exempt from these charges.

The City's 2022 DCC Bylaw update includes a proposal to include new institutional DCC rates. The proposed rate in the current draft is \$1.64/sqft. for mainland institutions and \$2.84/sqft. for Queensborough institutions. Such rates have never existed for institutional entities such as the New Westminster School District.

We ask that the City of New Westminster consider making no changes to DCC's for major institutions and leave the rate at \$0.00. We hope that Council will use its discretion over the implementation of new DCC's and consider how these charges impact capital funding for schools and we ask that you do so in the spirit of continued partnership to create facilities that maximize dollars for new school spaces in our community.

While we hope the City will not implement DCC's for institutions which include the District, if DCC's were implemented, we would ask that a notice period be granted with an implementation deferral of 5 years before such charges come in to effect which would allow for the completion of schools currently under planning and/or construction, such that these projects would not be negatively impacted by this change.

Sincerely,



Bettina Ketcham, CA, CPA, MPAcc
Secretary-Treasurer/CFO

cc: Karim Hachlaf, Superintendent of Schools/CEO, New Westminster Schools
Dave Crowe, Director of Capital Projects, New Westminster Schools



Supplement to: **OPERATIONS POLICY AND PLANNING MEETING**

Date: April 12, 2022

Submitted by: Bettina Ketcham, Secretary-Treasurer

Item: **Requiring Action** **Yes** ☒ **No** ☐ **For Information** ☐

Subject: Board and Committee Meeting Schedule 22-23

Background:

The public engagement we have seen as a result to pivoting to a virtual mode of communication for both committee and board meetings due to the pandemic has increased dramatically in contrast to our previous in-person meetings. The level of engagement by all stakeholder groups is an area the Board would like to maintain as we move into the future. The Board has expressed at previous open meetings an appetite to move meetings to a hybrid model, as defined by a mix of meetings through the year that are both virtual and in-person.

The Board has also expressed an interest in moving Education committee meetings to an earlier time in the day, which gives a better opportunity for staff and students to engage directly with the Board. The Board acknowledges that the evening meetings for our student trustees and school based staff is challenging and makes for long days on a school night.

Two options are presented to strike this balance based on the above noted feedback.

Option 1

Under this option:

Education meeting:

- Education meetings would be in-person, start at 3:30PM and rotate between school sites each month.
- Education meetings would not be a committee of the whole, meaning quorum would not be required by Board members. The chair of the meeting (a trustee) would prepare a monthly report that would be attached to the Board Meeting package to report out on the meeting.
- Members of the committee could include various stakeholder representation and be open to the general public.
- Any previously prepared management reports would be re-directed to a Board meeting scheduled during the year to ensure the full participation of all Board members. These include:



- Board work plan,
 - International program report,
 - Board Authorized courses,
 - Career Programs report,
 - District calendar,
 - Distributed Learning and Continuing Education report,
 - Student learning welfare and accountability report.
- Education meetings would be focused on enjoying student presentations, as well as topics that are aligned to the school learning plan focus, as well as other strategic areas including: Curriculum/Instruction/Assessment (e.g. Literacy, Numeracy, Pro-D, Climate Action), Inclusive Education, Indigenous Education and Safe Schools (e.g. SOGI, SEL, Mental Health, Equity and Diversity)
- The benefit of the above is to allow for sufficient time for engagement.
- It would be anticipated that the education meetings be approximately 1 hour 15 minutes, as they presently are now.

Operations Meeting:

- Similar to education, the operations meeting would be an in-person meeting immediately following the education meeting.
- Operations meeting would also be proposed to move away from the committee of the whole structure with the chair of the committee (a trustee) writing and reporting out at the Board meeting the events and updates for the meeting.
- Like the Education meeting, participants would include stakeholders and allow trustees to engage face-to-face, serving as an outlet for ideas and concerns to be raised.
- To ensure trustees do not miss any management reports, the management reports typically presented at operations meetings would be redirected to a Board meeting throughout the year.
- Instead, operations meetings would consist of standing reports which are already included in these meetings and include updates presented by management representing the following departments:
 - Capital
 - Facilities
 - TIS
 - Finance
 - Human Resources
- For more significant reports, specifically those related to Budget, Special Open meetings could be called – which is already a tool available to the Board as part of policy – to dedicate time required for this work.
- It is anticipated that operations meetings could be maintained within an hour under this model.

Board meetings:

- Board meetings would be virtual
- Due to moving the management reports from the above noted committees into Board meetings, it allows a central and predictable landing spot for these reports.
- It is acknowledged that the Board meetings will increase in length, however, it is only a redirection from what time it would have taken at a committee meeting with no anticipated increase in time in a given month compared to the current structure.
- Additional focus would have to be provided to agenda setting in balancing when certain reports come forward. Per the current Board work plan, there appear to be months with lighter content and we would look to reallocate reports to smooth out the agenda over the course of a year.
- As noted above, the board has the ability to call special open meetings which we anticipate would be useful for budget process and the student learning and welfare reports.

Option 2

Under this option:

Education meetings:

- Refer to option 1 above. Same structure proposed.

Operations meetings:

- Operations meetings would be on the same day as Education meetings
- A break would be offered between the end of Education and the start of Operations
- Meetings would be virtual and commence at 6:30PM (as they presently do under the current structure).
- Operations meetings would stay with a committee of the whole structure.
- Management reports would continue to be presented at these meetings.
- The committee members would be only trustees (in contrast to the above suggested structure of stakeholders) which is the present structure that currently exists

Board meetings:

- Board meetings would be virtual
- Education management reports that currently exist in our board work plan would be moved to Board meetings.

.....

Attached are the 2 options presented in schedule format for your review and consideration.

Depending on the approved option and direction, in subsequent meetings, staff will bring back the revised Board Policy to action the above-noted changes should a change be made. It should be acknowledged that the 3rd option is to revert completely back to in-person meetings with no change in structure.

			Start Time	Format	
Tues.	Aug	23	Board In-Service - Placeholder	1:00 PM	in person
Tues.	Sept	06	First Day of School (no meeting)		
Tues.	Sept	13	Education Policy/Planning Committee	3:30PM	in person*
Tues.	Sept	13	Operations Policy/Planning Committee	5:00 PM	in person*
Tues.	Sept	27	Board Meetings (In-Camera & Open)	6:00 PM	virtual
Tues.	Oct	11	Education Policy/Planning Committee	3:30PM	in person*
Tues.	Oct	11	Operations Policy/Planning Committee	5:00 PM	in person*
Sat	Oct	15	VOTING DAY	N/A	N/A
Tues.	Oct	25	Board Meetings (In-Camera & Open) <i>Last meeting of Board elected in 2018</i>	6:00 PM	virtual
Tues.	Nov	01	Inaugural meeting - Oath of Office for Newly elected Trustees	6:00PM	in person (School Board Office)
Thurs	Nov	03	Board In-Service - Placeholder (New trustee orientation)	1:00 PM	in person (School Board Office)
Tues.	Nov	08	Education Policy/Planning Committee	3:30PM	in person*
Tues.	Nov	08	Operations Policy/Planning Committee	5:00 PM	in person*
Tues.	Nov	22	Board Meetings (In-Camera & Open)	6:00 PM	virtual
Thurs	Dec	08	Board In-Service - Placeholder (New trustee orientation)	1:00 PM	in person (School Board Office)
Tues.	Dec	13	Board Meetings (In-Camera & Open)	6:00 PM	virtual
Tues.	Dec	20	- winter break (December 19 - 30)		
Tues.	Dec	27			
Tues.	Jan	17	Education Policy/Planning Committee	3:30PM	in person*
Tues.	Jan	17	Operations Policy/Planning Committee	5:00 PM	in person*
Tues.	Jan	31	Board Meetings (In-Camera & Open)	6:00 PM	virtual
Tues.	Feb	07	Education Policy/Planning Committee	3:30PM	in person*
Tues.	Feb	07	Operations Policy/Planning Committee	5:00 PM	in person*
Tues.	Feb	21	Board Meetings (In-Camera & Open)	6:00 PM	virtual
Tues.	March	07	Board Meetings (In-Camera & Open)	6:00 PM	virtual
Tues.	March	14	- spring break March 13 - 24)		
Tues.	March	21			
Tues.	April	04	Board In-Service - Budget 2023/24	1:00 PM	in person (School Board Office)
Tues.	April	11	Education Policy/Planning Committee	3:30PM	in person*
Tues.	April	11	Operations Policy/Planning Committee	5:00 PM	in person*
Tues.	April	18	Special OPEN board meeting (Budget)	7:00 PM	virtual
Tues.	April	25	Board Meetings (In-Camera & Open)	6:00 PM	virtual
Tues.	May	09	Education Policy/Planning Committee	3:30PM	in person*
Tues.	May	09	Operations Policy/Planning Committee	5:00 PM	in person*
Tues.	May	23	Board Meetings (In-Camera & Open)	6:00 PM	virtual
Tues.	June	6	Education Policy/Planning Committee	3:30PM	in person*
Tues.	June	6	Operations Policy/Planning Committee	5:00 PM	in person*
Tues.	June	20	Board Meetings (In-Camera & Open)	6:00 PM	virtual

BOARD MEETING SCHEDULE September 2022 to June 2023

			Start Time	Format
Tues.	Aug	23	Board In-Service - Placeholder	1:00 PM in person
Tues.	Sept	06	First Day of School (no meeting)	
Tues.	Sept	13	Education Policy/Planning Committee	3:30PM in person*
Tues.	Sept	13	Operations Policy/Planning Committee	6:30PM virtual
Tues.	Sept	27	Board Meetings (In-Camera & Open)	6:00 PM virtual
Tues.	Oct	11	Education Policy/Planning Committee	3:30PM in person*
Tues.	Oct	11	Operations Policy/Planning Committee	6:30PM virtual
Sat	Oct	15	VOTING DAY	N/A N/A
Tues.	Oct	25	Board Meetings (In-Camera & Open) <i>Last meeting of Board elected in 2018</i>	6:00 PM virtual
Tues.	Nov	01	Inaugural meeting - Oath of Office for Newly elected Trustees	6:00PM in person (School Board Office)
Thurs	Nov	03	Board In-Service - Placeholder (New trustee orientation)	1:00 PM in person (School Board Office)
Tues.	Nov	08	Education Policy/Planning Committee	3:30PM in person*
Tues.	Nov	08	Operations Policy/Planning Committee	6:30PM virtual
Tues.	Nov	22	Board Meetings (In-Camera & Open)	6:00 PM virtual
Thurs	Dec	08	Board In-Service - Placeholder (New trustee orientation)	1:00 PM in person (School Board Office)
Tues.	Dec	13	Board Meetings (In-Camera & Open)	6:00 PM virtual
Tues.	Dec	20	- winter break (December 19 - 30)	
Tues.	Dec	27		
Tues.	Jan	10	Education Policy/Planning Committee	3:30PM in person*
Tues.	Jan	10	Operations Policy/Planning Committee	6:30PM virtual
Tues.	Jan	31	Board Meetings (In-Camera & Open)	6:00 PM virtual
Tues.	Feb	07	Education Policy/Planning Committee	3:30PM in person*
Tues.	Feb	07	Operations Policy/Planning Committee	6:30PM virtual
Tues.	Feb	21	Board Meetings (In-Camera & Open)	6:00 PM virtual
Tues.	March	07	Board Meetings (In-Camera & Open)	6:00 PM virtual
Tues.	March	14	- spring break March 13 - 24)	
Tues.	March	21		
Tues.	April	04	Board In-Service - Budget 2023/24	1:00 PM in person
Tues.	April	11	Education Policy/Planning Committee	3:30PM in person*
Tues.	April	11	Operations Policy/Planning Committee	6:30PM virtual
Tues.	April	25	Board Meetings (In-Camera & Open)	6:00 PM virtual
Tues.	May	09	Education Policy/Planning Committee	3:30PM in person*
Tues.	May	09	Operations Policy/Planning Committee	6:30PM virtual
Tues.	May	23	Board Meetings (In-Camera & Open)	6:00 PM virtual
Tues.	June	6	Education Policy/Planning Committee	3:30PM in person*
Tues.	June	6	Operations Policy/Planning Committee	6:30PM virtual
Tues.	June	20	Board Meetings (In-Camera & Open)	6:00 PM virtual

***Education meetings will be held at schools on a rotational basis and will communicated closer to the date**