

**SCHOOL DISTRICT NO. 43 (COQUITLAM)
BOARD OF EDUCATION MINUTES**

**REGULAR PUBLIC BOARD MEETING
EDUCATION LEARNING CENTRE, ROOM 104**

TUESDAY, JUNE 17, 2025

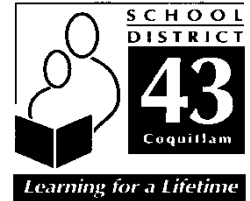
Chair: Michael Thomas
Vice Chair: Craig Woods
Trustees: Carol Brodie
Chuck Denison
Rosey Manhas
Kerri Palmer Isaak
Lisa Park

Regrets: Christine Pollock
Zoë Royer

Administration:
Superintendent of Schools/CEO Nadine Tambellini
Secretary-Treasurer/CFO Randy Manhas
Assistant Superintendent Carey Chute
Anthony Ciolfitto
Jeremy Clarke
Andrea Hunter
Paul McNaughton
Stephen Whiffin
Executive Director, Facilities and Planning Ivano Cecchini
Executive Director, Human Resources Michelle Daycock
Assistant Secretary-Treasurer, Nita Miki
Corporate and Financial Services
Assistant Director, Communications & Ken Hoff
Community Relations
Recording Secretary Colleen Stavert

Michael Thomas, Board Chair, called the meeting to order at 7:02 p.m.

The Acknowledgement of Territory was expressed by Trustee Park.



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

PRESENT

CALL TO ORDER

**ACKNOWLEDGEMENT OF
TERRITORY**

Board Chair Thomas acknowledged National Indigenous Peoples Day on June 21, 2025. It is a day to recognize and celebrate the traditions, cultures, and contributions of First Nations, Inuit, and Métis.

The Chair asked if there were any additions or deletions to the agenda.

PALMER ISAAK/WOODS moved acceptance of the agenda.

Question was called.

MOTION CARRIED UNANIMOUSLY

Representatives in attendance from the Coquitlam Teachers' Association (CTA), Canadian Union of Public Employees (CUPE) Local 561, Coquitlam Principals and Vice-Principals' Association (CPVPA), District Parent Advisory Council (DPAC), and the Student Leadership Council (SLC) introduced themselves.

The District Leadership Team (DLT) members in attendance introduced themselves.

The Board of Education recognized and celebrated the achievements of Secretary-Treasurer Randy Manhas, who will be retiring in August 2025.

Maillard Middle Vice-Principal/SLC Administrator Sponsor Harpreet Esmail introduced Student Leadership Council (SLC) Tri-Chairs Arya Ghag, Kashvi Kothiyal, and Tyson Mattu. Kashvi Kothiyal and Tyson Mattu presented a summary of SLC activities and accomplishments for the 2024-2025 school year. The various SLC meetings and events promoted community-based projects, fostered a legacy of leadership among elementary learners and highlighted relevant issues around anti-racism, sustainability, and district leadership.

Trustee inquiries about the SLC theme for 2025-2026, the decision to shift from application-based attendance, the decision-making process for elementary school activities, the item that had the most profound personal impact, and attendance at the events were responded to.

ACCEPTANCE OF AGENDA

a) Acceptance of Agenda

INTRODUCTIONS

a) Partner Groups

b) DLT

DELEGATIONS/ PRESENTATIONS

a) Retirement of Randy Manhas, Secretary-Treasurer

b) Student Leadership Council - Accomplishments for the Year

Trustees expressed thanks to the SLC for the tremendous work done in 2024-2025.

Scott Creek Middle Teacher Michelle Doyle and students provided the Board with a presentation on SD43 Science, Technology, Engineering, Arts, & Math (STEAM) and technology initiatives. A Scott Creek student, Luca, provided the Board with a brief robotics demonstration to share state-of-the art technology using a humanoid robot named NAO.

Trustee inquiries regarding Luca's inspiration for coding (Block to Python), implementation of the NAO robot in other schools, NAO's constant lifelike movements, and NAO's battery life were responded to.

The trustees expressed thanks to Assistant Superintendent Stephen Whiffin and District Principal Dave Sands for bringing this initiative to our district. Gratitude was also expressed to Scott Creek student, Luca, for his insight and perspective with regards to this project.

There were no education matters to report.

The Chair asked if there were any amendments to the consent agenda, which included the following items:

- a) Approval of May 13, 2025, Regular Board Meeting Minutes
- b) Trustee Calendar Planning Report for Information
- c) Trustee Reports for Information

PALMER ISAAK/MANHAS moved approval of the consent agenda.

Question was called.

MOTION CARRIED UNANIMOUSLY

A copy of the Trustee Reports is attached to the official minutes.

There were no responses to previous delegations.

c) SD43 STEAM & Technology Initiatives

EDUCATION

APPROVAL OF CONSENT AGENDA

RESPONSE TO PREVIOUS DELEGATIONS

DISTRICT STAFF REPORTS
a) Superintendent Report

Nadine Tambellini, Superintendent, provided a report on news and events summarizing recent student and school accomplishments. Noteworthy events included the SD43 Education Foundation annual Charity Golf Classic at Westwood Plateau on May 4, the Grade 12 Honouring Ceremony for Indigenous students on June 2, and the impressive \$153,032.77 raised for the Terry Fox Foundation through the 2024 Terry Fox School Runs.

A copy of the Superintendent's News & Events report is attached to the official minutes.

Nadine Tambellini, Superintendent, provided a general update regarding current events impacting the school district. Work is underway to implement Directions 2030, the new district strategic plan. The year in review was summarized with acknowledgement expressed for the SD43 Board of Education, strong partner groups, loyal workforce and strong student voices.

A presentation was shown which highlighted the construction of the Scott Creek Middle addition (10 classrooms) from start to completion.

A trustee question regarding the timeline for the Scott Creek addition was responded to.

Board Chair Thomas expressed gratitude to Executive Director, Facilities and Planning Services Ivano Cecchini and the Facilities team for their tremendous work with regards to the Scott Creek addition.

Nita Mikl, Assistant Secretary-Treasurer, reviewed the year-end financial position, which includes a forecasted surplus of approximately \$8.48 million, not including the budgeted \$3.75 million of prior year surplus which will be designated to future budgets per Policy 23. Final financial results for the year will be determined once all expenditure commitments and revenue opportunities are fully captures, reconciliations completed, and financial accounts have been externally audited.

Trustee questions regarding Coast Salish Elementary's dedicated pre-school and after-school programs, and slippage in employee salaries for particular roles were responded to.

i) News & Events

ii) Superintendent's Update

b) Secretary-Treasurer Report

i) Year End Financial Position

A copy of the Year End Financial Position memo is attached to the official minutes.

Randy Manhas, Secretary-Treasurer, highlighted the risks that have been elevated, those have been lowered, and those that were removed this year. In total, five risks were elevated, one was lowered, and four were deleted. It was deemed that the risks associated with cybersecurity threats and SD43's legacy Enterprise Resource Planning (ERP) system should be elevated to the top of the register.

A trustee question regarding the upcoming change to the Enterprise Resource Planning (ERP) system was responded to.

A copy of the Enterprise Risk Management Update memo is attached to the official minutes.

There was no unfinished business.

At 8:22 p.m. the Chair opened the floor to questions.

A trustee inquired about the reallocation of formerly used portables from Scott Creek Middle.

CTA President Ken Christensen expressed gratitude to Secretary-Treasurer Randy Manhas for his exemplary work in the district. Mr. Christensen inquired about the name of the robot used during the STEAM demonstration.

Ivano Cecchini, Executive Director, Facilities and Planning Services, spoke regarding the 2026-2027 Annual Five Year Capital Plan for submission to the BC Ministry of Infrastructure. The Ministry has requested that separate motions be passed under the categories of major and minor capital projects. The 2026-2027 Five Year plan highlights seismic mitigation program projects, expansion projects, additions, site acquisitions and replacement projects at various sites. Submission for childcare projects is currently on hold with a deadline yet to be determined.

A trustee question regarding staffing challenges around mechanical HVAC and its impact on current projects was responded to. Another trustee inquired

ii) Enterprise Risk Management Update

UNFINISHED BUSINESS

QUESTION PERIOD

a) Trustees

b) Gallery

NEW BUSINESS

a) 2026-2027 Annual Five Year Capital Plan

about ratings for seismic projects, and the submission of the Capital Plan to the Ministry of Infrastructure. A further inquiry regarding the replacement of Como Lake Middle school was responded to.

PALMER ISAAK/PARK moved that the Board of Education of School District No. 43 (Coquitlam) approve the proposed annual 2026/2027 Five Year Major Capital Plan for submission to the Ministry of Infrastructure.

Question was called. **MOTION CARRIED UNANIMOUSLY**

MANHAS/BRODIE moved that the Board of Education of School District No. 43 (Coquitlam) approve the proposed annual 2026/2027 Five Year Minor Capital Plan for submission to the Ministry of Infrastructure.

Question was called. **MOTION CARRIED UNANIMOUSLY**

A copy of the 2026-2027 Five Year Capital Plan is attached to the official minutes.

There were no Notices of Motion for discussion.

Trustees decided on their school liaison assignments for the 2025/26 school year.

A copy of the 2025/26 Trustee School Liaison Assignments is attached to the official minutes.

At 8:35 p.m. the Chair opened the floor to questions.

There were no trustee questions.

CTA President Ken Christensen inquired about the cost of the robot (NAO) demonstrated during the STEAM presentation.

SD43 parent & DPAC Treasurer Megan Macdonald inquired if there were Ministry plans to increase funding for a more-expensive mass timber/fourth option for the rebuild of Hazel Trembath Elementary.

NOTICES OF MOTION

ITEMS OF TRUSTEE BUSINESS

- a) Trustee School Liaison Assignments

QUESTION PERIOD

- a) Trustees
- b) Gallery

On behalf of the Board of Education, Board Chair Thomas offered congratulations to all the SD43 graduate students.

PALMER ISAAK/BRODIE moved to adjourn the meeting at 8:43 p.m.

ADJOURNMENT

Question was called.

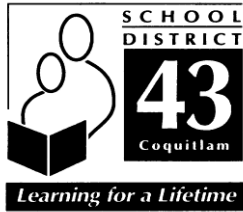
MOTION CARRIED UNANIMOUSLY

“Original Signed by”

Chair

“Original Signed by”

Secretary-Treasurer



SCHOOL DISTRICT NO. 43 (COQUITLAM)

Office of the Superintendent

MEMORANDUM

TO: Board of Education

FROM: Jeremy Clarke, Assistant Superintendent

DATE: June 17, 2025

SUBJECT: Student Leadership Council – Year in Review

COPIED TO: District Leadership Team

Recommended Action: The following is provided for information.

Background: The Student Leadership Council (SLC) has had a dynamic and impactful year, continuing its mission to empower student voices and foster leadership across School District 43. With the leadership of the SLC Tri-Chairs, Ariya Ghag, Kashvi Kothiyal and Tyson Mattu, the executive team has organized several different meetings and events throughout the year to promote community-based projects, foster a legacy of leadership among elementary learners and highlight meaningful and relevant issues around anti-racism, sustainability, and district leadership.

Two of the three Tri-Chairs, Kashvi and Tyson, will present a summary of SLC activities and accomplishments for the 2024-25 school year. Kashvi and Tyson have been part of the executive committee for a few years and have now completed one year as Tri-Chairs. They will continue as Tri-Chairs next year. Ariya Ghag has been part of SLC for 5 years and Tri-Chair for three and will be graduating this year. All three are students at Port Moody Secondary and have been instrumental in the council's success.

Harpreet Esmail is the administrator sponsor for the Student Leadership Council. In addition, she is the vice principal at Maillard Middle School. Ms. Esmail has provided exemplary direction, support, and leadership to SLC members.



SLC YEAR END PRESENTATION



BY CHAIRS

2024-25





List of Contents

Personify

General Meetings

Elementary Summit

Days of Donation

Forum

Open House



PERSONIFY

Overview

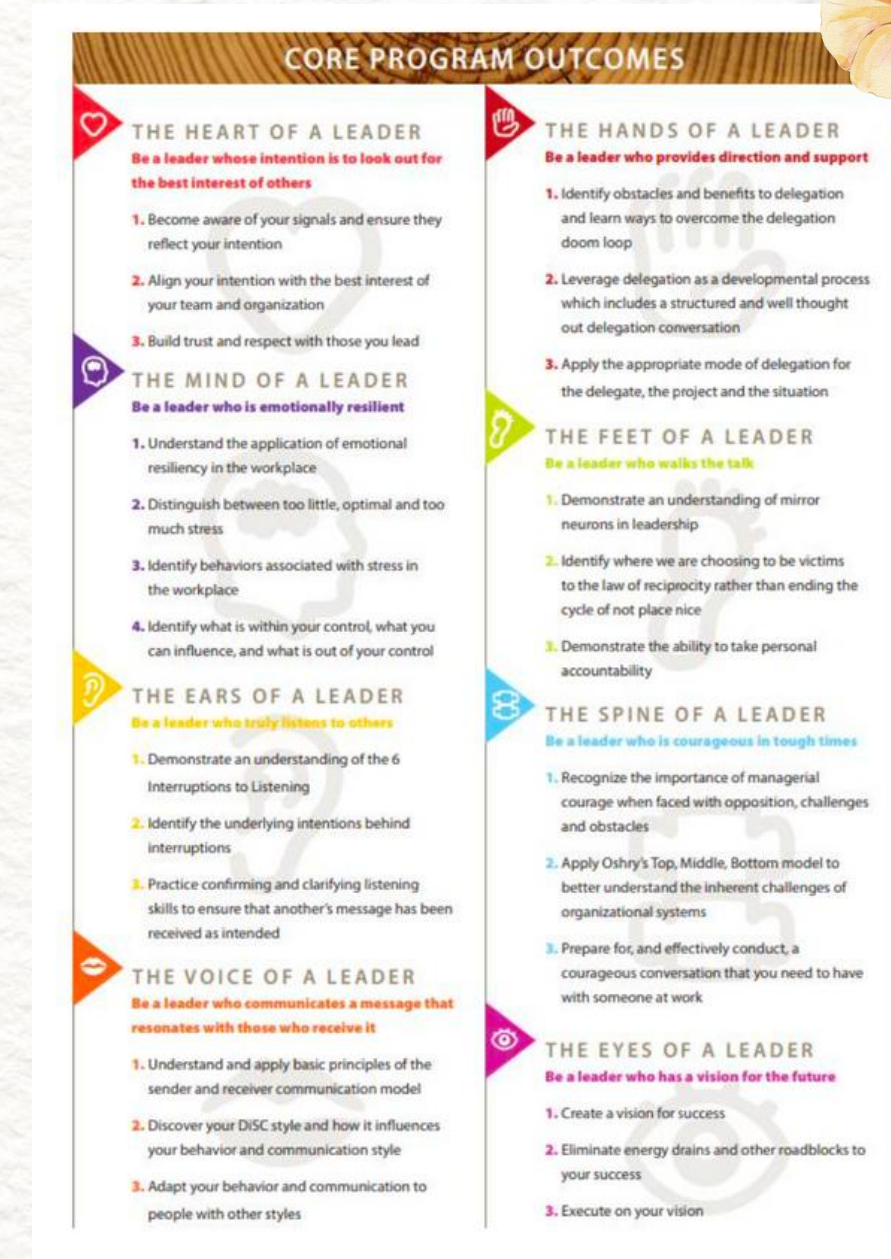
- Personify Leadership is a leadership development program for SD43 SLC Executives
- Focuses on 8 core leadership competencies
- Aims to build practical leadership skills
- Helps students identify personal strengths and areas for growth
- Delivered through executive and scheduled meetings

Strengths

- Gained a deeper understanding of effective leadership
- Practical tools and strategies provided
- Opportunity to reflect on personal leadership style
- Valuable learning experience overall

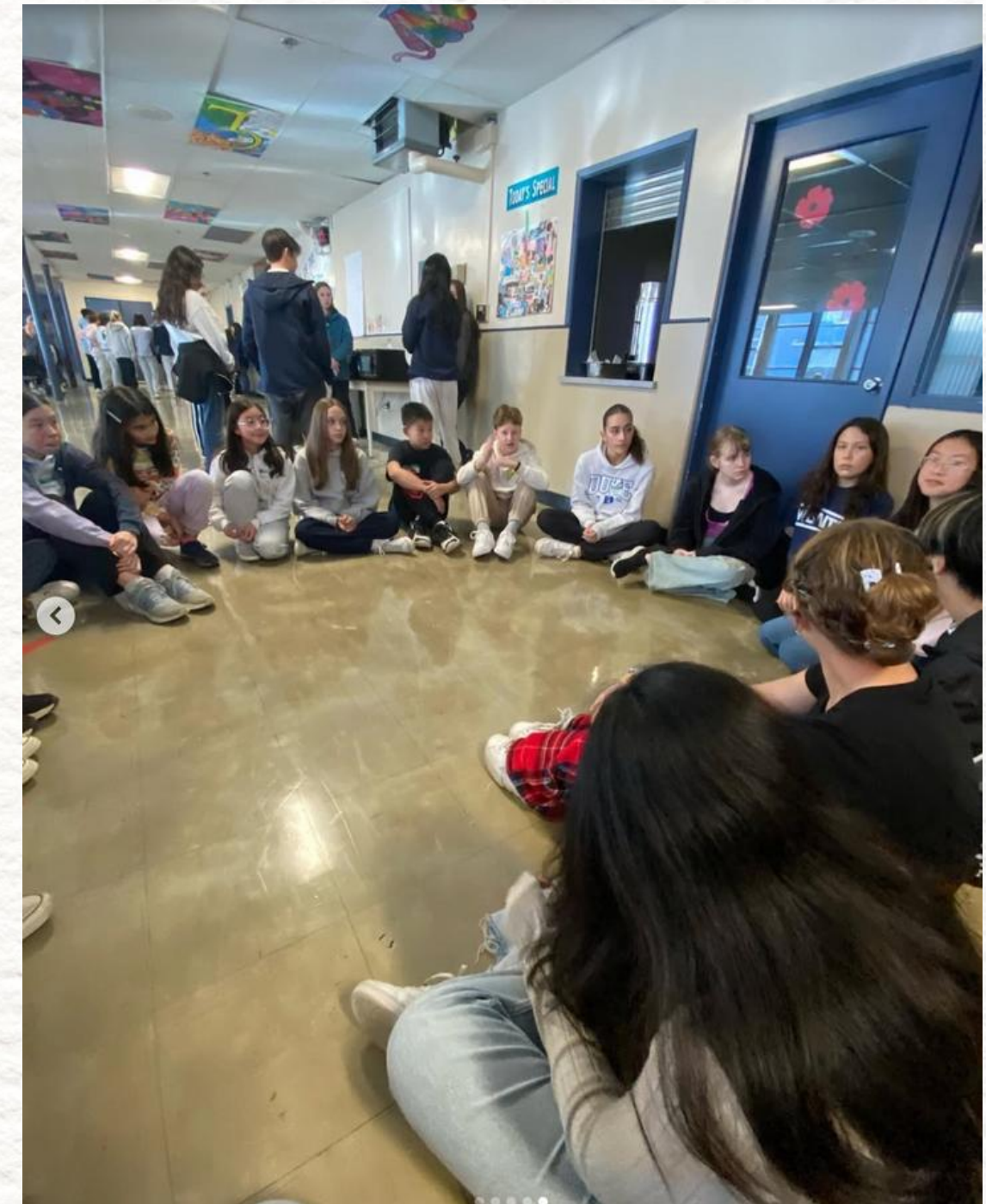
Stretches

- Limited connection and bonding between members
- Not enough time/opportunity to build relationships as a group
- Collaboration could have been stronger with more interactive activities



MIDDLE GENERAL MEETINGS

- The middle school students worked diligently on their Link & Lift projects, identifying local issues and creating community-based solutions.
- They engaged actively with executive feedback through discussion circles, which helped refine their ideas into actionable plans.
- Overall, the projects successfully raised awareness and started making a positive impact within their schools and communities.



SECONDARY GENERAL MEETINGS

- The shift from an ambassador program to open membership was a success, with about 70 secondary students joining, representing nearly every high school.
- Meetings centered around inspiration and collaboration, including a guest talk from a former SD43 student entrepreneur, which was well received.
- The new community project linking secondary and elementary students launched smoothly, with members enthusiastically participating in mentorship activities.
- Visits to two elementary schools and leadership conferences were organized, creating valuable leadership and networking opportunities for both secondary and intermediate students.
- The program has expanded its reach and impact, setting a strong foundation for future growth.

ELEMENTARY SUMMIT ~ CAPEHORN



ELEMENTARY SUMMIT ~ CENTRAL



I'm in 4th grade are you
having fun so far

DAYS OF DONATION

- The Days of Donation event took place as planned, but unfortunately had to be cut short due to bad weather.
- Despite the shortened time, we successfully raised \$300 in donations.
- All proceeds were donated to the 3030 Gordon Project, a shelter located in Coquitlam.
- Volunteers were engaged and helped promote the cause effectively.
- Overall, the event was a success in raising awareness and funds for the local community shelter.



FORUM

- Execs arrived on time and set up signage, registration, gym, food, and tech smoothly
- Registration was organized, and participants received bingo cards to encourage mingling
- Introduction clearly outlined the event and welcomed attendees
- Board panel speakers were engaging and approachable:
 - Mr. Clarke shared his education leadership experience
 - Ms. Yu discussed anti-racism and diversity
 - Mr. Pettyfer highlighted sustainability efforts
- The Q&A was active and meaningful
- Lunch was well-managed with proper food distribution and waste control
- Breakout sessions encouraged active student participation and idea sharing
- Keynote speeches by Dave Jonsson and Mason Mattu were inspiring and motivating
- Raffles and prize giveaways added excitement to the event finale
- Event ended with a group clean-up, leaving the space tidy





OPEN HOUSE

Event Overview:

- Executives arrived early for setup (welcome table, activity stations, photo booth, snacks, tech, decorations).
- Event opened with welcome remarks, land acknowledgment, and introduction of executive team.
- A farewell segment celebrated graduating Grade 12s with flowers, cards, and a recap video.
- New Co-Chairs shared their vision for the 2025–26 year.
- Whole-group leadership activity “What Would You Do?” engaged participants in real-life scenarios.
- Rotational stations included:
 - SLC Trivia
 - Build Your Dream Event
 - Leadership Quiz
 - Problem Solvers’ Corner
 - SLC Pitch Tank
- Closed with final remarks, snacks, and a group photo.

Strengths:

- Well-organized setup: Executives arrived early and coordinated stations, tech, and decor efficiently.
- Leadership opportunities: Incoming and outgoing execs had speaking roles and activity leadership.
- Recognition of graduates: Farewell segment honored Grade 12s meaningfully.
- Student voice: Problem-solving and scenario discussions encouraged critical thinking and idea sharing.

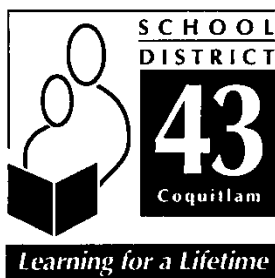
Stretches:

- Low turnout: Fewer attendees than expected due to less engaging format.
 - Format shift feedback: The event felt more structured and less fun compared to previous “carnival-style” years.
 - Energy and excitement: Some stations lacked the upbeat, festive vibe that attracts younger students.
 - Promotion: Event advertising could be improved to increase participation and excitement beforehand.
- 



The slide features a light beige, textured background. A thin, dark blue rectangular border frames the central area. In each of the four corners, there are delicate watercolor illustrations of flowers and foliage. The top-left and bottom-right corners contain clusters of small blue flowers with yellow centers, interspersed with larger yellow flowers and green leaves. The top-right and bottom-left corners feature similar floral arrangements, including small blue flowers, yellow flowers, and green leaves. The text "Thank You" is centered in a large, elegant, dark blue serif font. A small yellow flower is positioned to the right of the word "You".

Thank You



School District No. 43 (Coquitlam)

MEMORANDUM

TO: Nadine Tambellini, Superintendent

DATE: June 17, 2025

FROM: Stephen Whiffin
Assistant Superintendent

SUBJECT: Tech Twenty Board Presentation

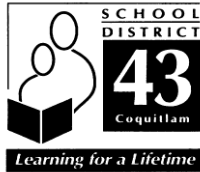
Action:

Receive information on SD43 STEAM and Technology initiatives

Background:

Through Tech Twenty presentations, District staff endeavor to provide the board with ongoing information about the application of technology and STEAM education in support of our Direction 2025 goals. This presentation is one of a series of regular updates on progress with respect to the district's technology and STEAM activities.

This presentation will provide the board with information on exciting robotics initiatives across the district. Scott Creek Teacher Michelle Doyle along with Scott Creek students will provide a brief robotics demonstration and share their learning experiences with state-of-the-art technologies.

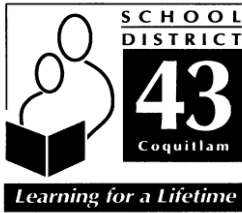


BOARD OF EDUCATION

Calendar Planning

June 17, 2025

JUNE 2025			
17	Board Meeting	ELC, Board Room	7:00pm
19	Continuing Education Commencement Ceremony – Trustee Manhas ONLY	Inlet Theatre Port Moody	6:00pm
20	CABE Commencement Ceremony – Trustee Palmer Isaak & Trustee Manhas ONLY	CABE Secondary	11:00am
21	Heritage Woods Commencement Ceremony – Trustee Palmer Isaak ONLY	Simon Fraser University	2:00pm
22	Gleneagle Commencement Ceremony – Trustee Park ONLY	Orpheum Theatre Vancouver	11:00am
22	Riverside Commencement Ceremony – Trustee Pollock ONLY	Simon Fraser University	11:00am
23	Centennial Commencement Ceremony – Trustee Denison ONLY	Simon Fraser University	5:00pm
23	Inquiry Hub Commencement Ceremony – Trustee Manhas ONLY	Inlet Theatre Port Moody	6:30pm
23	Pinetree Commencement Ceremony – Trustee Brodie ONLY	Orpheum Theatre Vancouver	7:00pm
24	Dr. Charles Best Commencement Ceremony – Trustee Woods ONLY	Simon Fraser University	6:00pm
24	Encompass & CLC Commencement Ceremony – Trustee Pollock ONLY	Vanier Centre	3:30pm
24	Terry Fox Commencement Ceremony – Trustee Thomas ONLY	Orpheum Theatre Vancouver	11:00am
25	Port Moody Commencement Ceremony – Trustee Palmer Isaak ONLY	Orpheum Theatre Vancouver	7:00pm

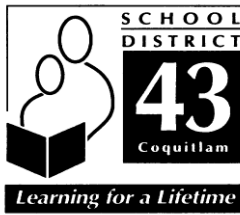


**BOARD OF EDUCATION
TRUSTEE REPORT
JUNE 17, 2025**

Vice Chair Craig Woods participated in the following activities, events and meetings:

- May 13, 2025 – In Service meeting A
- May 13, 2025 – In Camera meeting
- May 13, 2025 – In Service meeting B
- May 13, 2025 – Public Board meeting
- May 16, 2025 – BCPSEA meeting
- May 28, 2025 – DPAC Annual General Meeting
- May 29, 2025 – iHUB Student presentations
- May 30, 2025 – Port Moody Senior Secondary Community Breakfast
- May 30, 2025 – CPVPA Retirement Event
- June 2, 2025 – SD43 indigenous Grade 12 Honouring Ceremony
- June 4, 2025 – Coquitlam Foundation Awards Night
- June 5, 2025 – SD43 District Retirement Event
- June 6, 2025 – Miller Park Firefighter Pancake Breakfast
- June 7, 2025 – 808 Air Cadets Annual Ceremony
- June 9, 2025 – Agenda Setting meeting
- June 9, 2025 – SD43 Year End Appreciation Event
- June 10, 2025 – Finance and Audit Committee meeting
- June 10, 2025 – Directions 2030 Planning Session
- June 12, 2025 – Coquitlam Sports Hall of Fame

- May 6, 2025 – Agenda Setting meeting
- May 6, 2025 – Finance and Audit Committee meeting
- May 6, 2025 – Special In Camera meeting
- May 8, 2025 – Meeting with Minister Beare



BOARD OF EDUCATION BCSTA ITEMS OF BUSINESS DPAC

Vice Chair Craig Woods presents the following report for information:

DPAC General Meeting Wednesday, April 26th, 2025 – 7:00pm

- ✧ DPAC Vice President Jamie Manchester chaired the meeting and began by welcoming guests, information and updates included:
 - A reminder was made to all PACs to register for their BCeID and apply for the gaming grant.
 - DPAC Executive elections happening [May 28th](#), 2025; all are encouraged to apply and submit by [May 14](#), 2025
- ✧ The School District report was provided by Assistant Superintendent, Jeremy Clarke, and included:
 - Information about the recent unified basketball championships that includes both neuro diverse and neurotypical students
 - The Mic'd Up public speaking and French public speaking competitions
 - The recent Indigenous Focus Day hosted by Indigenous Education
 - The Board approved and passed District budget for the 2025/26 school year
 - Elementary and Middle school STEAM challenges underway
 - Upcoming Elementary Track and Field events
- ✧ Open Forum discussion was held for parents to bring forth questions and share best practices, topics discussed included:
 - fundraising at the DPAC level
 - summer learning for neuro diverse students
 - DPAC Exec advocacy and relationships with the School Board and BCCPAC
 - Inquiries about the various roles of the DPAC Executive positions
 - Online voting for PACs
 - Guidance around lice in classrooms
 - Online payment systems for PACs



1. On May 7, SD43 Continuing Education's Language Instruction for Newcomers to Canada (LINC) 4, 5, and 6 students participated in the Creative heARTs program at Place des Arts with local artist Molly Gray.

During the two-hour guided workshop, students explored haiku poetry, stamping, collage, and watercolour painting. Each participant received a blank art booklet and informative handouts to support both their English language learning and artistic inspiration.

For many students, this was their first time visiting an art gallery or creating art in Canada. The experience was not only culturally enriching but also therapeutic and calming. It gave students an opportunity for self-expression in a welcoming and inclusive space. Some parents with young children were also able to participate, making the session even more meaningful for families.

Thank you to the Hamber Foundation for funding this incredible experience, and to Place des Arts for creating a space where students can feel seen, supported, and inspired to create.

2. On May 4, the SD43 Education Foundation hosted its annual Charity Golf Classic sponsored by Open Road Tri-Cities at the GreenTee Country Club Westwood Plateau and raised \$31,499.87 in support of KidSport Tri-Cities.

For the past 10 years, the tournament has brought the community together and supported student well-being through sport.

The SD43 Education Foundation and the organizing committee would like to thank everyone who helped make this year's event a huge success especially to all the golfers, volunteers, hole sponsors and prize donors!

3. On June 2, Grade 12 Indigenous Students were honoured at the Indigenous Grade 12 Honouring Ceremony at the Port Coquitlam Arena. Graduates and audience members were drummed in by the Indigenous Education staff and student drummers. Elder Stephen Armstrong from the *kʷikwəḷəʼm First Nation*, welcomed the graduates and audience members to the ceremony, and two graduating students also shared a land acknowledgement on behalf of the graduating class. Congratulations to all of our students on this outstanding achievement!



4. On May 21, students from Westwood and James Park Elementary Schools participated in an exciting hands-on public works showcase thanks to the City of Port Coquitlam.

The City brought in a fleet of service vehicles, including excavators, a dump truck, a remote-control mower and more. This event gave students the opportunity to meet with operators, explore various types of machinery, and watch live demonstrations.

Congratulations to Westwood students Fernando Sanchez Wada (Grade 5) and Sofia Shams (Grade 3), who were named winners of the city-wide colouring contest. Fernando received a ride on a garbage truck, while Sofia's artwork will appear on a City of Port Coquitlam digital billboard.

Special thanks to Principals Misti Askew and Rob Wright, and Head Teacher Ally Smith for coordinating this valuable learning experience for students. Their efforts also helped increase attendance at the City's Public Works Open House.



5. PoMoArts is celebrating Pride Month this June with True Colours, its fourth annual art exhibition that supports and celebrates queer, questioning, and allied youth in the community.

The exhibition creates a safe and welcoming space where LGBTQIA2S+ youth, their families, and allies can express their individuality and share their unique perspectives.

Middle and secondary students across the district were invited to submit original artwork exploring themes of identity, family, and culture. Minnekhada Middle School's SOGI Club submitted a piece that is now on display until at PoMo Arts until July 6th 2025.



6. SD43 schools once again demonstrated outstanding community spirit and leadership by raising an impressive \$153,032.77 for the Terry Fox Foundation through the 2024 Terry Fox School Runs.

This collective effort reflects the compassion, initiative, and determination of our students, staff, and families in supporting cancer research and continuing Terry Fox's enduring legacy.

Congratulations to all participating schools, with special recognition to our top fundraisers:

- Castle Park Elementary
- Eagle Mountain Middle
- Citadel Middle
- Centennial Secondary
- Coast Salish Elementary
- Terry Fox Secondary



To celebrate Terry Fox's 45th anniversary of the Marathon of Hope, several SD43 schools had the honour of welcoming Darrell Fox and the National Ride of Hope team on June 9th at Terry Fox Hometown Square.

7. **On June 5, the SD43 Board of Education recognized teachers, staff and administrators for their contributions to the school district during the annual SD43 Retirement event held at the GreenTee Westwood Plateau.**

The Board also extends its appreciation to Centennial Secondary's Vocal Jazz band under the musical direction of Rachel Goetz and Senior Jazz Band under the musical direction of Marquis Byrd for their outstanding musical performance during the evening.

The Board wishes all retirees the very best in their future endeavours and thanks them for all their contributions to education in SD43.

8. **On May 23, Kwayhquitlum Middle School celebrated its 30-year anniversary bringing together students, former principals and staff.** The school also celebrated this milestone with a spirit assembly followed by a reunion of staff and students in the learning commons.

9. **On May 22, Grade 12 Indigenous students from SD43 and the Delta School District celebrated their graduation through a symbolic canoe journey, marking their transition from high school to the next stage of their lives.**

The day began with a traditional cedar brushing ceremony, a sacred act of cleansing and protection, before students launched their canoes into the Fraser River. Traveling together, students made their first stop at the Elliot Street Wharf, where they shared stories, reflected, and enjoyed lunch. Nathan Wilson, from the Musqueam First Nation shared opening words on behalf of the Delta School District. Elder Stephen Armstrong from the Kwikwetlem First Nation was also in attendance and shared important words with the students.

SD43 students paddled in the SD43 Indigenous Education's Waverunner canoe, continuing the journey to Wellington Point. The District Principals of Indigenous Education from both school districts addressed the students and presented them with gifts in recognition of their achievements.

Rob Cowie, SD43 Indigenous Resource Teacher, shared, "Together, they move forward with one voice, one heart, and one community."

Throughout the day, students learned and honoured important teachings, such as how to paddle in unison, respect cultural protocols like not pointing at eagles, and participate in ceremonial practices including singing and cedar brushing. The experience served as both a celebration and a powerful reminder of strength through unity, identity, and shared tradition.



10. **On May 30, Port Moody Secondary welcomed families, students, business leaders, Mayor Meghan Lahti, and representatives from the Port Moody Police and Fire Departments to the Relentless Pursuit of Excellence Breakfast.** The event brought together the school community to celebrate its history, honour distinguished alumni, and support student initiatives.

The school invited two accomplished alumni to share their stories. Sophie Lui (PMSS Class of '92), Global BC News Anchor and award-winning journalist, who spoke about the support she received from teachers across the region throughout her education. Justina DiStasio (PMSS Class of '10), world champion wrestler and Olympian, reflected on the lasting impact of her high school days from coaches, Selwyn Tam, Dino Bolognese, and Cam Fraser.

Port Moody Secondary School thanks the SD43 Education Foundation for its generous support in making this event possible.



11. **From May 20 to 23, thousands of students, athletes, coaches, organizers, teachers, principals, parent and student volunteers gathered at Coquitlam's Percy Perry Stadium for the annual SD43 Elementary Track and Field Meet.** Students from across the district competed for ribbons in events like the 100m, 400m, 800m, 1500m races, long jump, high jump, shot put and discus.

Thank you to the following 2025 District Track Committee Members:

- Karen Ciolfitto (Blakeburn)
- Chealsy Stachow (Westwood)
- Jenny Kask (Hazel Trembath)
- Jeff Smith (Hazel Trembath)
- Rika Kubota (Westwood)
- Cameron Nakatsu (Westwood)



The committee was very impressed with the perseverance and sportsmanship of all runners and thanks everyone involved in participating in another great meet!

12. **SD43 proudly celebrates Kobe, a Port Moody Secondary graduate, who earned one of thirteen Terry Fox Humanitarian Awards valued at \$28,000. This scholarship recognizes exceptional student leaders making a difference through humanitarian work.**



Kobe fell in love with basketball at a young age and drew inspiration from Kobe Bryant's values of perseverance and hard work. When he received a diagnosis of severe myopia in Grade 3, he faced unexpected challenges—but he turned those obstacles into purpose.

While completing the IB Diploma Program at Port Moody Secondary, Kobe researched the effects of sleep on teenage myopia for his extended essay, worked at Westwood Eye Doctors as an optometric assistant, and co-founded the 20/20 Mission, a nonprofit organization that collects and redistributes used eyeglasses to underserved communities.

Since launching the foundation, Kobe and his team have collected more than 4,000 pairs of glasses and formed over 40 partnerships with clinics, schools, and businesses. In April 2024, he travelled to a rural town near Mixco, Guatemala, where he and his team provided eye exams and distributed glasses to more than 450 people, in collaboration with Rayjon Share Care.

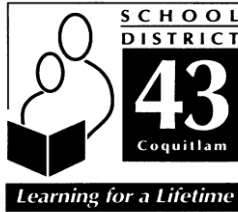
Kobe now studies Biomedical and Mechanical Engineering in McMaster University's iBioMed program and continues to champion access to vision care around the world.



Upcoming Events

Commencement Ceremonies

- June 19 – Continuing Education (CE) – Inlet Theatre Port Moody (6:00 pm)
- June 20 – CABB – CABB Secondary (11:00 am)
- June 21 – Heritage Woods – Simon Fraser University Burnaby (2:00 pm)
- June 22 – Gleneagle – Orpheum Theatre Vancouver (11:00 am)
- June 22 – Riverside – Simon Fraser University Burnaby (11:00 am)
- June 23 – Centennial – Simon Fraser University Burnaby (5:00 pm)
- June 23 – Pinetree – Orpheum Theatre Vancouver (7:00pm)
- June 23 – Inquiry Hub – Inlet Theatre Port Moody (6:30 pm)
- June 24 – Dr. Charles Best – Simon Fraser University Burnaby (6:00 pm)
- June 24 – Terry Fox – Orpheum Theatre Vancouver (11:00 am)
- June 24 – Encompass & Customized (CLC) – Vanier Centre (3:30 pm)
- June 25 – Port Moody – Orpheum Theatre Vancouver (7:00pm)
- June 26 – Last day of school for all students
- June 27 – Administrative Day



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

MEMORANDUM

TO: Board of Education

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

DATE: June 17, 2025

SUBJECT: **2024/25 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 \$8.48 million, not including the budgeted \$3.75 million of prior year surplus which will be designated to future budgets per Policy 23. The table below summarizes the components which make up the estimated surplus:

2024/25 Year End Financial Position	Amended Budget	Forecast	Variance
	(in millions of dollars)		
Revenues - Over/(Under) Budget			
Grant Funding	\$374.09	\$375.15	\$1.06
Wage Settlements	\$3.71	\$4.15	\$0.44
Tuition (International and Continuing Education)	\$22.38	\$24.33	\$1.95
Rentals and Leases	\$2.20	\$2.68	\$0.48
Investment Income	\$4.12	\$6.73	\$2.61
Other Revenues	\$0.78	\$0.74	(\$0.04)
Total Revenues	\$407.28	\$413.78	\$6.50
Expenses - Under (Over) Budget			
Teachers	\$179.18	\$178.58	\$0.60
PVP's, Other Professionals	\$29.54	\$29.30	\$0.24
Education Assistants	\$29.57	\$28.62	\$0.95
Support Staff	\$33.18	\$30.89	\$2.29
Substitutes	\$17.59	\$16.11	\$1.49
Benefits	\$80.87	\$80.76	\$0.11
Services and Supplies	\$37.95	\$36.24	\$1.70
Total Salaries, Benefits and Operating Expenses	\$407.88	\$400.50	\$7.38
Operating Surplus (Deficit) for the Year	(\$0.60)	\$13.28	\$13.88
Transfer to Capital - Tangible Capital Assets Purchased	(\$2.50)	(\$2.50)	\$0.00
Transfers to Local Capital	(\$0.65)	(\$2.30)	(\$1.65)
Operating Surplus (Deficit) for the Year, Net of Transfers	(\$3.75)	\$8.48	\$12.23
Use of Prior Year Surplus	\$3.75	\$3.75	\$0.00
Total Forecasted Operating Surplus (Deficit) for the Year	(\$0.00)	\$12.23	\$12.23

OPERATING FUND REVENUES:

Grant Funding

Grant funding revenues, which are primarily enrolment and formula based, are expected to exceed the amended budget by \$1.06 million. This increase is driven by a higher February enrolment count for both Online Learning and Continuing Education, a rise in Newcomer Refugee and ELL students, additional funding for Inclusive Learning support, and financial resources allocated to the Youth Train in Trades program. The May count, estimated at \$717k is expected to materialize as budgeted.

Wage Settlements

Wage settlements came in \$437k higher than amended budget due to additional funding received from the ministry for teacher professional development related to Article F.1 of the collective agreement.

Tuition Revenues (International and Continuing Education)

International Education revenue, based upon confirmed 2nd semester enrolment, is expected to exceed the budget by \$1.76 million. International Education enrolment is currently trending 84 FTE above budget. Continuing Education tuition-based revenues are trending \$188k above budget due to increased enrolment in fee-based vocational programs and courses geared for adults looking to change careers or gain new job skills.

Other Revenues

Rental revenues are trending \$481k higher than budget due a combination of increases in rental rates, the addition of 4 new before and after school daycare spaces, a new dedicated pre-school at Coast Salish Elementary, and additional revenues earned from school sites used as polling stations during the Provincial and Federal elections.

Investment income is trending \$2.61 million above budget due to investments in higher interest bearing GIC's that span over multiple years and cash invested in the Ministry's central deposit pooling program.

OPERATING FUND EXPENSES:

Salaries

All staffing groups, except for other professionals, are trending to be underspent against budget. This trend was noted in the 3rd Quarter report. The underspending in the Teachers, Educational Assistants and Support Staff categories is due to slippage, unpaid leaves, lag times between posting and filling positions and difficulty in filling vacancies in specialized positions. Other professional salaries are trending over budget due to reallocation of capital manager salaries to operating due to insufficient funding in capital project budgets. Substitute costs are projected to be underspent primarily due to savings from permanent TTOC positions that were temporarily assigned to fill vacant teacher positions.

Benefits

Benefit costs are expected to remain within budget. Savings from slippage and staffing levels are offset by higher expenses for CPP, extended health, and dental premiums. Year-end adjustments, such as employee future benefits and vacation liabilities, will not be known until all reconciliations are finalized and may further affect overall benefit costs.

Services and Supplies

Service and supply expenditures continue to trend below budget on a year-to-date basis with underspending occurring across multiple departments and schools. Additionally, decreased utility consumption due to an unusually warm winter has further contributed to savings, further enhanced by the recent removal of the consumer carbon tax, which has lowered overall expenses.

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. The tangible capital asset transfers are expected to remain within budget.

Transfers to local capital represent transfer of operating funds required to support local capital initiatives, such as purchase of portables or classroom conversions, that are generally not funded by the ministry and must be covered through these transfers. A total of \$2.3 million will be allocated to local capital to support essential initiatives, including:

- \$400,000 for startup costs at Burke Mountain Middle/Secondary, covering essential items not typically included in the capital budget, such as classroom supplies, equipment, technology and learning resources,
- \$100,000 for the purchase of three used portables and associated transportation costs, to accommodate future enrolment growth and provide transitional classroom space at Moody Elementary and Charles Best Secondary during construction,
- \$100,000 to relocate a portable from Scott Creek Middle to the Moody Elementary as transitional space until the new Moody Elementary site is completed,
- \$1.7 million for consultant fees and refurbishment costs associated with four portables relocated from Scott Creek Middle to Minnehada Middle, to ensure additional classroom space for September enrolment. These expenses have significantly exceeded initial projections resulting in unanticipated budget adjustments.

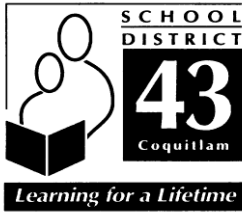
Usage of Surplus, per our surplus policy remains as budgeted at \$3.75 million.

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, 2025, 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 approved at the April 29th Board meeting, the remaining surplus be allocated to mitigate risk in the following three areas:
 1. Contingency for staffing due to enrolment uncertainties
 2. Contingency for future benefits due to cost uncertainties
 3. Unfunded Capital Initiatives/Local Capital



SCHOOL DISTRICT NO. 43 (COQUITLAM)

Office of the Secretary-Treasurer

MEMORANDUM

TO: Board of Education

FROM: Randy Manhas, Secretary Treasurer/CFO

DATE: June 17, 2025

SUBJECT: Enterprise Risk Management Update

COPIED TO: N. Tambellini, 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. This year's review led to one additional risk being identified; the risk that emerging AI tools create new organizational challenges including privacy and security issues as well as rapid changes to required employee skillsets.

In total, five risks were elevated in the register, one was lowered, and four were deleted. It was deemed that the risks associated with cybersecurity threats and SD43's legacy Enterprise Resource Planning (ERP) system should be elevated to the top of the register. The risk associated with organizational capacity was elevated to medium likelihood/high impact. The risk associated with international student diversification was elevated to medium likelihood/high impact. The risk associated with regulatory requirements was elevated to medium likelihood/medium impact.

The risk that SD43 doesn't have adequate autonomy to implement new roles or change responsibilities within existing roles due to limitations imposed by PSEC was reduced to medium likelihood/medium impact.

Finally, four risks were deleted from the register. The risk related to government underfunding for post pandemic operations was deemed obsolete and the remaining three 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.

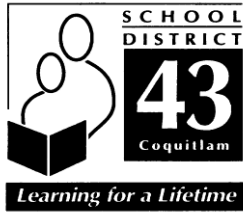
**Coquitlam School District
Risk Register**

Jun-25

23/24 Rank	24/25 Rank	25/26 Rank	Change	Risk Category	Risk Description	Likelihood	Impact	Action to Prevent/Manage Risk	Comments
	9	1		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.
7	7	2		Support Areas (including IT & Admin)	SD43's legacy Enterprise Resource Planning (ERP) system is unable to offer sufficient functionality, availability, customer support and modernized data security leading to significant risk of disrupted operations and inadequate service to support critical decision making. Data security and cyber attack threats is also an increasing risk.	High	High	Investment in new MS Fabric data platform has created new opportunities to ensure needed data is available and secure. Beginning the process of determining a replacement for existing system. Targeted 'one-time' funds have been allocated for this initiative.	It is now imperative for the District to begin the process of modernizing the existing system.
3	3	3		Student and Staff Safety and Wellbeing	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.
1	1	4		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 ... a significant fund has been established to this point and the Board is committed to continue allocations as possible. 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.
2	2	5		Financial & Funding	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 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.	
6	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 offers one of the best benefits package in the province. A continued focus on our mentorship and the leadership program are positive recruitment and retention features and help with succession planning and skill building. The District has a strong / engaging leadership team and a comprehensive training plan.	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. Increase in retirements requires continued and renewed focus on leader and key position succession planning and training.
4	4	7		Student and Staff Safety and Wellbeing	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.	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.

23/24 Rank	24/25 Rank	25/26 Rank	Change	Risk Category	Risk Description	Likelihood	Impact	Action to Prevent/Manage Risk	Comments
5	5	8		Financial & Funding	The risk that federal immigration policy continues to whipsaw between increasing immigration targets and then declining immigration targets. This lack of stability in Federal policy makes it very difficult for the district to make accurate enrollment projections.	High	High	Board advocacy for more stable federal targets and 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. Uncertainty will continue to have a negative impact on budget forecasts.
11	8	9		Reputation, Community Relations	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
8	10	10		Human Resources	The risk that a provincial agreement cannot be reached with the BCTF leading to disruption or possible strike action.	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.
14	13	11		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.
12	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.
18	16	13	↑	Strategic	Lack of organizational capacity (people and expertise) to manage all current and planned initiatives and projects, while maintaining effective regular operations.	Medium	High	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	14	↑	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	High	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.
15	14	15		Student and Staff Safety and Wellbeing	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	16		Financial & Funding	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.
9	11	17	↓	Human Resources	Lack of adequate autonomy to implement required new roles or change responsibilities within existing roles due to limitations imposed by PSEC.	Medium	Medium	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.
27	18	18		Reputation, Community Relations	The risk that ethical breaches or misconduct by SD43 staff/students 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.	

23/24 Rank	24/25 Rank	25/26 Rank	Change	Risk Category	Risk Description	Likelihood	Impact	Action to Prevent/Manage Risk	Comments
22	21	19		Operations	The risk that SD43 does not adequately comply with regulatory requirements (e.g., OH&S rules, changing building codes, union requirements for staff, privacy).	Medium	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	New regulatory requirements continue to develop at a rate that is difficult to manage.
		20	NEW	Operations	The risk that emerging AI tools create new organizational challenges including privacy and security issues as well as rapid changes to required employee skillsets.	Medium	Medium	The District is engaged in active, sector-wide planning initiatives to help anticipate and prepare for emerging AI tools. Maintain ongoing training programs to gradually increase staff knowledge and skills in the use of AI tools.	
20	19	21		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	22		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.
23	22	23		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 CAFE, and the loss of Hazel Trembath Elementary. Approaches and learnings have been recorded. A cyber security plan is in development.
24	23	24		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	25		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	26		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)	
29	28	27		Financial & Funding	The risk of successful fraudulent activities perpetrated by employees, affiliates, 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
16	26		DELETE	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		DELETE	Financial & Funding	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.
30	29		DELETE	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		DELETE	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.	



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 17, 2025

SUBJECT: 2026/2027 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 2026/2027 Five Year Major Capital Plan for submission to the Ministry of Infrastructure.

That the Board of Education of School District No. 43 (Coquitlam) approve the proposed annual 2026/2027 Five Year Minor Capital Plan for submission to the Ministry of Infrastructure.

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 Infrastructure. The Ministry has requested that separate motions be passed under the categories of major and minor capital 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 our Coast Salish Elementary School Childcare facility
- Completion of a building envelope project at Roy Stibbs Elementary School
- Construction of a building envelope project at Mountain Meadows
- Construction of a building envelope project at Pinetree Way Elementary School
- Beginning construction on a building envelope project at Bramblewood Elementary School
- Construction of our new Moody Elementary School with occupancy expected around calendar year end
- Completion of a new 10 classroom addition at Scott Creek Middle School
- Completed site works with school construction underway for our Burke Mountain Secondary School
- Construction of a new 12 classroom addition at Charles Best Secondary School

We are also in the detailed design stage for replacement for our Montgomery Middle School and are awaiting next steps for Hazel Trembath Elementary and loco Childcare.

Minor Capital Projects

In March of 2024, the School District received funding through School Enhancement Projects (SEP), Carbon Neutral Capital Projects (CNCP), and Food Infrastructure Program (FIP) totaling \$2 750 000 for four Mechanical upgrades at Montgomery Centre, Maple Creek Middle, Eagle Ridge Elementary and Central Elementary. All these projects are now complete. We also received funds to enhance our District Lunch Programs at Como Lake Middle and Central Elementary. This work complements the Annual Facilities Grant work which will be reported on in the fall.

Building Envelope Projects

We received support and funding for projects (Mountain Meadows, Bramblewood, Pinetree Way) under the Building Envelope Repairs Category. All are underway and at various stages of construction as listed above.

2026/2027 Plan Details

The format of the submission is categorized by type such as Seismic Mitigation, Expansion (new school, addition, site acquisition), Replacement, Childcare, School Enhancement, and Carbon Neutral Capital Program. A motion is passed for 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 Infrastructure in the spring of the following year. To note: Submission for childcare projects is currently on hold with a deadline yet to be determined.

Highlights of our highest priority projects include:

Seismic Mitigation Program Projects:

Maple Creek Middle

Dr. Charles Best Secondary (was supported but now deferred and put back on the plan)

Expansion Projects:

New School

NE Coquitlam Middle

Marigold Elementary

Addition

Banting Middle

Maple Creek Middle (in support of added capacity for the seismic project)

Moody Elementary

Site Acquisition

Fraser Mills Elementary (final stages of option agreement)

Marigold Elementary

Replacement Projects:

Nestor Elementary

Como Lake Middle

Submission Summary

Submission Summary:	Major 2026/2027 2025-06-30 MAIN - K12
Submission Type:	Capital Plan
School District:	Coquitlam (SD43)
Open Date:	2025-04-07
Close Date:	2025-06-30
Submission Status:	Draft

Submission Category	Sum Total Project Cost
Addition	\$179,771,725
New School	\$209,764,772
Replacement/Renovation	\$363,408,874
Seismic	\$245,412,564
Site Acquisition	\$164,444,300
Total	\$1,162,802,235

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	\$18,886,720
2	150080	Maple Creek Middle School	Addition	10 classroom addition that accompanies the 600 capacity seismic upgrade,	\$28,768,232
3	171039	Moody Elementary	Addition	4-classroom addition (1 K and 3 General)	\$8,657,086
4	150108	Riverside Secondary	Addition	8 Classroom Addition	\$17,607,359
5	150100	Port Moody Secondary	Addition	12 Classroom Addition	\$31,632,087
6	150056	Gleneagle Secondary	Addition	8 Classroom Addition to be coordinated in tandem with the BEP.	\$15,685,387
7	150119	Smiling Creek Elementary	Addition	4 Classroom Addition	\$8,588,045
8	150109	Roy Stibbs Elementary	Addition	8 Classroom Addition	\$14,456,681
9	150018	Blakeburn Elementary	Addition	4 Classroom Addition (incl. 2 K classrooms)	\$8,634,837
10	150130	Terry Fox Secondary	Addition	8 Classroom Addition	\$17,480,248
11	150040	Eagle Mountain Middle School	Addition	4 Classroom Addition	\$9,375,043
				Submission Category Total:	\$179,771,725
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
3	171038	Port Moody Centre	New (School)	New 80K/375 Elementary & NLC	\$68,517,463

Submission Summary

				Submission Category Total:	\$209,764,772
REPLACEMENT/RENOVATION					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Project Cost
1	150269	Maple Creek Middle School	Full Replacement	600 Capacity Middle School to be accompanied by a 10 classroom addition.	\$91,569,015
2	150280	Nestor Elementary	Full Replacement	100K/475 Capacity Elementary School (Replacement with Enhanced Capacity and	\$58,468,933
3	150248	Como Lake Middle School	Full Replacement	Current Middle School (Replacement)	\$74,520,427
4	150245	Cedar Drive Elementary	Full Replacement	40K/275 Capacity Elementary School (seismic replacement with enhanced capacity	\$44,442,868
5	154901	Winslow Junior Secondary (old)	Full Replacement	Phase 2 Replacement Building for Winslow Centre.	\$43,656,012
6	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	127807	Dr. Charles Best Secondary	Upgrade	Seismic upgrade	\$83,150,602
3	150328	Cedar Drive Elementary	Full Replacement	40K/275 Capacity Elementary School (seismic replacement with enhanced capacity	\$44,442,868
4	150366	Glenayre Elementary	Upgrade	Seismic Upgrade	\$3,574,059
5	150404	Mary Hill Elementary	Upgrade	Seismic Upgrade	\$4,605,879
6	150430	Port Moody Secondary	Upgrade	Seismic Upgrade	\$3,106,543
7	150375	Hillcrest Middle School	Upgrade	Seismic Upgrade	\$3,979,204
8	150325	Cape Horn Elementary	Upgrade	Seismic Upgrade	\$10,984,394
				Submission Category Total:	\$245,412,564
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 Waterfront 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

Submission Summary

Submission Summary:	Minor 2026/2027 2025-09-30 MAIN - K12
Submission Type:	Capital Plan
School District:	Coquitlam (SD43)
Open Date:	2025-04-07
Close Date:	2025-09-30
Submission Status:	Draft

Submission Category	Sum Total Funding Requested
SEP	\$2,900,000
CNCP	\$3,725,000
PEP	\$585,000
Total	\$7,210,000

CNCP					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Funding Requested
1	171029	Rochester Elementary	HVAC (CNCP)	Building Management System upgrade plus RTU x 2 upgrade. Includes	\$500,000
2	171030	Glenayre Elementary	HVAC (CNCP)	Building management system upgrade, heating plant upgrade, gym AHU upgrade.	\$800,000
3	167430	Walton Elementary	HVAC (CNCP)	Phase 1 - HVAC upgrade. Comprehensive upgrade of various models and ages of	\$825,000
4	167431	Kwayhquitlum Middle School	HVAC (CNCP)	Heating plant upgrade - Replacement of 2 mid efficient high mass boilers with 8 to	\$900,000
5	171031	Ecole Porter Street Elementary	HVAC (CNCP)	Heating plant upgrade, gym AHU upgrade, domestic hot water upgrade. Upgrade	\$700,000
Submission Category Total:					\$3,725,000
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	171034	Ranch Park Elementary	Replacement (PEP)	This steel structure has multiple worn parts and several elements have been	\$195,000
Submission Category Total:					\$585,000
SEP					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Funding Requested
1	151592	Como Lake Middle School	Roofing (SEP)	Phase I - Built up tar & gravel, leaking and deck deterioration. New 2 ply roof	\$750,000
2	163015	Nestor Elementary	HVAC (SEP)	Heating Plant upgrade.	\$650,000
3	167437	Blakeburn Elementary	HVAC (SEP)	Building management system upgrade, heating plant upgrade.	\$650,000
4	171032	Glen Elementary	HVAC (SEP)	Building management system upgrade, domestic hot water system upgrade.	\$350,000
5	171033	Birchland Elementary	HVAC (SEP)	Heating plant upgrade	\$500,000
Submission Category Total:					\$2,900,000

BOARD OF EDUCATION TRUSTEE SCHOOL LIAISON ASSIGNMENTS 2025-26 SCHOOL YEAR

GROUP	TYPE	SCHOOL	Trustee 2024-25	Trustee 2025-26
1	Secondary	Port Moody, Encompass	Christine Pollock	
	Middle	Hillcrest, Scott Creek		
	Elementary	Central, James Park, Roy Stibbs, Westwood, Aspenwood		
2	Secondary	Heritage Woods	Carol Brodie	
	Middle	Como Lake, Summit		
	Elementary	Eagle Ridge, Lord Baden-Powell, Porter Street, Walton, Bramblewood		
3	Secondary	Riverside	Kerri Palmer Isaak	
	Middle	Citadel, Eagle Mountain		
	Elementary	Anmore, Meadowbrook, Miller Park, Pinetree Way, Rochester		
4	Secondary	Dr. Charles Best	Michael Thomas	
	Middle	Maillard		
	Elementary	Castle Park, Irvine, Leigh, Panorama Heights, R.C. MacDonald, Coast Salish		
5	Secondary	Gleneagle	Lisa Park	
	Middle	Kwayhquitlum, Maple Creek		
	Elementary	Baker Drive, Birchland, Glen, Hazel Trembath, Ranch Park		
6	Secondary	Centennial	Chuck Denison	
	Middle	Minnekhada		
	Elementary	Glenayre, Moody, Mountain Meadows, Pleasantside, Hampton Park		
7	Secondary	Pinetree	Zoë Royer	
	Middle	Montgomery		
	Elementary	Alderson, Coquitlam River, Mountain View, Nestor, Riverview Park		
8	Secondary	CABE, Continuing Education, Coquitlam Open Learning, Inquiry Hub, Suwa'lkh, Customized Learning Centre	Rosey Manhas	
	Middle	Banting, Moody		
	Elementary	Blakeburn, Cedar Drive, Kilmer, Mundy Road, Parkland		
9	Secondary	Terry Fox	Craig Woods	
	Middle	Pitt River		
	Elementary	Cape Horn, Harbour View, Heritage Mountain, Mary Hill, Seaview, Smiling Creek		