

**FINANCE AND LEGAL COMMITTEE  
PUBLIC MEETING AGENDA**

**DATE: WEDNESDAY, JANUARY 19, 2022  
TIME: 10:00 AM**

<https://sd38.zoom.us/j/67378082652>

**Passcode: 6000**

The Richmond Board of Education acknowledges and thanks the First Peoples of the hən̓qəmin̓əm̓ (hun-ki-meen-um) language group on whose traditional and unceded territories we teach, learn and live.

- 1. ADOPT AGENDA**
- 2. APPROVE MINUTES**  
Attachment: Public minutes from meeting held November 17, 2021
- 3. HUMAN RESOURCES UPDATE**  
Attachment: Report from the Executive Director, Human Resources
- 4. 2020/2021 STATEMENT OF FINANCIAL INFORMATION**  
Update from the Assistant Secretary Treasurer
- 5. TRUSTEES' EXPENSES FOR THE MONTH ENDING DECEMBER 31, 2021**  
Attachment: Report from the Assistant Secretary Treasurer
- 6. 2019/2020 to 2021/2022 BUDGET ADJUSTMENTS UPDATE**  
Attachment: Report from the Assistant Secretary Treasurer
- 7. 2022/2023 FACILITY RENTAL RATES**  
Attachment: Report from the Executive Director, Facilities Services and Manager, Operations and Rentals
- 8. NEXT MEETING DATE – WEDNESDAY FEBRUARY 16, 2022 at 11:00 am**
- 9. ADJOURNMENT**

**School District No. 38 (Richmond)**  
**7811 Granville Avenue, Richmond, BC V6Y 3E3**

## **FINANCE & LEGAL COMMITTEE PUBLIC MEETING MINUTES**

Minutes of a **PUBLIC** meeting of the Finance & Legal Committee held via Zoom meeting, on Wednesday, November 17, 2021 at 11:00 a.m.

**Present:**

Deborah Tablotney, Chairperson  
Ken Hamaguchi, Vice-Chairperson  
Richard Lee, Trustee Member  
Heather Larson, Trustee Alternate  
Cindy Wang, Secretary Treasurer  
Maria Fu, Assistant Secretary Treasurer  
Frank Geyer, Executive Director, Facilities Services/Richmond Project Team  
Liz Baverstock, President, Richmond Teachers' Association  
Tim Mccracken, 1<sup>st</sup> Vice President, Richmond Teachers' Association  
Tanya Major, President, Richmond Association of School Administrators  
Roger Corbin, Richmond Management Administrators Professional Staff  
Dave Madeira, Vice President, Richmond District Parents Association  
Joyce Coronel, Executive Assistant (Recording Secretary)

**Regrets:**

Laura Buchanan, Executive Director, Human Resources

The Chairperson called the meeting to order at 11:05 am.

**1. APPROVAL OF AGENDA**

The agenda was adopted as circulated.

**2. APPROVAL OF MINUTES**

The minutes of the September 22, 2021 public meeting was approved as circulated.

### 3. **TRUSTEES' EXPENSES FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2021**

It was agreed that a **RECOMMENDATION** be forwarded to the November 24, 2021 meeting of the Board:

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

**BE IT RESOLVED** that in accordance with the *School Act*, the Board of Education of School District No. 38 (Richmond) approves Trustees' expenses paid during the three-month period ended September 30, 2021, in the amount of \$870.00.

### 4. **2022/2023 BUDGET PROCESS TIMELINES**

The Secretary Treasurer referred to the draft budget process timelines as included in the agenda package. She explained that the Budget 2022/2023 process and timeline will continue with the same process used in the previous year. The process will provide the opportunity for stakeholders, staff, trustees and public to provide input and feedback through the budget development process from January to April 2022. The 2022/2023 Budget process and timeline will come to the Board for their approval in the December 15 Public Board Meeting.

Following inquiry from the President, Richmond Teachers' Association, discussion ensued on the district's request for additional funding under the Classroom Enhancement Fund (CEF). The Secretary Treasurer clarified that they have yet to receive feedback from the Ministry of Education on the funding recalculation.

The Chairperson suggested the option of the Board advocating for additional CEF funding. The President, Richmond Teachers' Association suggested to wait for the Ministry's response before the Board starts on advocacy efforts.

### 5. **PROVINCIAL GOVERNMENT BUDGET 2022 CONSULTATION**

The Secretary Treasurer referred to the Report on the Budget 2022 Consultation from the Select Standing Committee on Finance and Government Services, with Recommendations on the following areas for the K-12 Education Sector:

- Capital Funding
- Operational Funding

- Distributed Learning and Independent Schools
- Recruitment and Retention
- Students with Special Needs
- Vulnerable Students

The Chairperson noted that it is unfortunate that a recommendation on providing seismic upgrade projects was not included in the Report.

**6. NEXT MEETING DATE – WEDNESDAY JANUARY 19, 2022 at 11:00 am**

**7. ADJOURNMENT**

The meeting adjourned at 11:28 am.

Respectfully Submitted,

Deborah Tablotney, Chairperson  
Finance & Legal Committee

DRAFT

## Report to the Finance & Legal Committee PUBLIC

**DATE:** January 19, 2022

**FROM:** Laura Buchanan, Executive Director, Human Resources

**SUBJECT:** Human Resources Update

The following report to the Board is for information only. No further action on the part of the Board is required at this time.

### 1. CEF FUNDING UPDATE

In October 2021, the District submitted an additional CEF funding request to the Ministry of Education. Increasing ELL enrolment in the district generated an increased ELL teacher staffing need under the restored collective agreement.

In mid-December, the Ministry of Education approved the funding request for an additional 9.5 FTE of ELL teacher staffing.

Confirmed 2021-2022 CEF funding is as follows:

309.8 Teacher FTE:	\$32,344,010
Overhead Funding:	\$4,841,324
Remedy:	\$178,164

The additional 9.5 FTE were staffed in the fall of 2021 and allocated to elementary schools based on identified emergent student needs.

### 2. FOUNDATIONS OF A HEALTHY WORKPLACE:

Planned initiatives for January 2022 and beyond continue to be in place, and additional opportunities are being considered in light of the continuing challenges the COVID-19 pandemic creates.

### **3. PRELIMINARY INFO – STAFFING IMPACT – JANUARY 2022**

The COVID-19 pandemic continues to impact our district and individual schools to varying degrees. Please see below for preliminary information for January 2022:

- Employee absences due to illness are elevated as compared to the fall of 2021 and as compared to non-pandemic time periods.
- Employees are being impacted by personal circumstances such as ill children and/or daycare closures.
- Daily staffing shortages continue and are being monitored closely on an overall district basis and individual school basis.
- Workforce plans were developed the week of January 4 – 7 and school-staff focused plans were shared with all employees on Friday January 7. Those plans are now in effective and are being consistently reviewed and updated as circumstances require.
- Student absenteeism is being impacted by parental choice in students not attending school the week of January 10 -14. This factor is mitigating the impact of the current staffing challenges at various schools.
- Information for the week of January 17-21 will be provided verbally during the Finance and Legal Committee meeting.

All of which is respectfully submitted,

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*Laura Buchanan*  
*Executive Director, Human Resources*

## Report to the Finance and Legal Committee Public

**DATE:** January 19, 2022

**FROM:** Maria Fu, Assistant Secretary Treasurer

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### Trustees' Expenses for the Three Months Ending December 31, 2021

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#### RECOMMENDATION

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

**BE IT RESOLVED** that in accordance with the *School Act*, the Board of Education of School District No. 38 (Richmond) approves Trustees' expenses paid during the three-month period ended December 31, 2021, in the amount of \$1,728.29.

#### BACKGROUND

Pursuant to the *School Act*, the board is required to approve by resolution expenses incurred by Trustees.

During the three-month period ended December 31, 2021, expenses totaling \$1,728.29 were paid to the Trustees.

In accordance with the requirements of the *School Act*, would the Finance & Legal Committee please consider the recommendation noted.

#### FINANCIAL IMPACT

Charges to the Board for the three-month period ending December 31, 2021, total \$1,728.29.

#### CONCLUSION

The Finance & Legal Committee recommends the Board approve Trustees' expenses for the three months ending December 31, 2021.

Respectfully submitted,

*Maria Fu*  
Assistant Secretary Treasurer

**TRUSTEES EXPENSES**

<b>DATE</b>	<b>DESCRIPTION</b>	<b>N. GOLDSTEIN</b>	<b>K. HAMAGUCHI</b>	<b>H. LARSON</b>	<b>R. LEE</b>	<b>S. NIXON</b>	<b>D. SARGENT</b>	<b>D. TABLOTNEY</b>	<b>TOTAL</b>
2021-10-04	Cell phone reimbursement - Oct 2021	40.00	50.00	50.00	50.00	50.00		50.00	290.00
2021-10-18	Joint Partner Liaison meeting with MOE-Oct 2021 -accommodation and parking					417.09			417.09
2021-10-27	Cell phone reimbursement - Nov 2021	40.00	50.00	50.00	50.00	50.00		50.00	290.00
2021-11-24	Cell phone reimbursement - Dec 2021	40.00	50.00	50.00	50.00	50.00		50.00	290.00
2021-12-22	Cell phone reimbursement - Jan 2022	40.00	50.00	50.00	50.00	50.00		50.00	290.00
2021-12-22	BCSTA Academy - Dec 2021 meals	37.80		37.80		37.80	37.80		151.20
	<b>TOTALS PAID: Oct 1 to Dec 31, 2021</b>	<b>197.80</b>	<b>200.00</b>	<b>237.80</b>	<b>200.00</b>	<b>654.89</b>	<b>37.80</b>	<b>200.00</b>	<b>1,728.29</b>



## Report to the Finance and Legal Committee Public

**DATE:** January 19, 2022

**FROM:** Maria Fu, Assistant Secretary Treasurer

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### **2019/20 to 2021/22 Approved Budget Adjustments Status Update as of January 1, 2022**

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This memorandum is provided for information purposes only; no further action is required at this time.

#### **INTRODUCTION**

During the 2019/20, 2020/21 and 2021/22 budget processes, the Board approved budget addition adjustments totaling \$7,326,000, \$3,518,000, and \$1,249,000 respectively, plus the carryforward of the 2018/19 approved item of \$200,000 for video surveillance that was reinitiated in 2019/20.

The following report is the January 2022 status update for the Board approved budget adjustments not completed as of June 30, 2021.

Respectfully submitted,

*Maria Fu*  
*Assistant Secretary Treasurer*

School District No. 38 Richmond

2019/20 to 2021/22 Approved Budget Adjustments (include 2018/19 Cfw) - Outstanding for 21/22 - UPDATE January 2022

Description	One-Time / Ongoing	Staff Responsible	FTE	\$	Staffing	Services & Supplies	Other	Status - Update JAN 2022
<b>Carried Forward from 2018/2019 Approved Budget Adjustments</b>								
<b>Video Surveillance</b> <i>The request is for \$600,000 to fund a pilot to install a video surveillance system in 10 secondary and 5 elementary schools. (Estimated funding over 3 years is \$600,000)</i>	One-time	Rob Laing		200,000			200,000	Planning to initiate RFP and begin project preparation in Feb 2022.
<b>Total 2018/2019 Budget Adjustments</b>			0.0	200,000	0	0	200,000	
<b>2019/2020 Budget Adjustments</b>								
<b>District PA Systems Replacement</b> <i>PA systems in schools are over 12 years old and head end units, speakers and wiring is failing. Upgrading to new IP based standards is recommended. PA systems are vital for safety and security in our schools. (Estimated funding over 3 years is \$1,400,000; year 1 approved in 2018/19)</i>	One-time Year 2 of 3	Rob Laing		460,000			460,000	These 2019/2020 funds have been spent. The multi-year project is ongoing.
<b>Video Surveillance</b> <i>The request is for \$600,000 to fund installation of a video surveillance system in school and district sites (Estimated funding over 3 years is \$600,000; year 1 approved in 2018/19)</i>	One-time Year 2 of 3	Rob Laing		200,000			200,000	Planning to initiate RFP and begin project preparation in Feb 2022.
<b>Classroom Audio-Video Support</b> <i>This request is to support the urgent and on-going need for installation of fixed projectors in classrooms. Currently there is a significant demand and backlog of installs due to insufficient dedicated labour for this project. (This was an approved request from 2018/19 for a one-time pilot; the request is to make this on-going)</i>	One-time	Rob Laing	2.0	190,000	165,000	25,000		Services and supplies budget has been spent. AV Tech staff continue to support schools and requested work orders.
<b>Playground Equipment Replacement Support</b> <i>This request is to establish district support for playground equipment replacement in collaboration with School/PAC fund raising initiatives to provide funds to assist schools in purchasing new playground equipment. This is in addition to the Ministry of Education capital program for playground equipment. (Estimated funding over 10 years is \$600,000; year 1 approved in 2018/19)</i>	One-time	Cindy Wang/ Frank Geyer		540,000			540,000	Ongoing-working on identifying schools that need partial replacement or major repairs. Carry forward any unspent funds to 2022/23.
<b>Student Leadership Development</b> <i>Request is for student leadership initiatives and opportunities to develop leadership competencies including:</i> <ul style="list-style-type: none"> <li>• Student Leadership kits \$7,000</li> <li>• 3 Part RSB/TAO Student Leadership Development Series \$50,000</li> <li>• Student Leadership Innovation Grants \$50,000</li> <li>• Leadership Challenge Training for 20 teachers. \$60,000</li> </ul>	One-time	Rick Ryan		167,000		167,000		Future Student Voice and TABLE38 meeting dates set.

School District No. 38 Richmond

2019/20 to 2021/22 Approved Budget Adjustments (include 2018/19 Cfwd) - Outstanding for 21/22 - UPDATE January 2022

Description	One-Time / Ongoing	Staff Responsible	FTE	\$	Staffing	Services & Supplies	Other	Status - Update JAN 2022
<b>Solar Energy Initiatives</b> <i>This request is to cover funds for various solar energy initiatives as part of the environmental stewardship curriculum development. Solar Energy initiatives will primarily be an educational learning tool for students and teachers. The Solar Energy Initiative Committee will oversee funding for various initiatives and requests including Solar Wall, Solar Array and solar feasibility studies</i>	One-time	C. Brautigam		200,000			200,000	Due to COVID-19 and delay of some capital projects, carryforward funds to 2022/23.
<b>ADST Elementary Program</b> <i>This request is to implement ADST mobile kits that are mobile to promote Applied Design, Skills and Technology which is an integral part of the new BC curriculum. In addition this request is for one-time funds to provide suitable space and equipment for five elementary schools to build educational capacity for ADST</i>	One-time	Jane Macmillan		105,000		30,000	75,000	Currently 27 000 remaining, and ongoing spending; request any remaining funds in June be carried forward to 2022/23.
<b>ADST Maker Space Hub</b> <i>To support students in achieving the ADST big ideas, curricular competencies and content, this request is to provide a district ADST/Maker Space Hub for K-12 students and staff from across the district to access. This "Hub" situated at Palmer Secondary school would also host professional learning for both elementary and secondary teachers.</i>	One-time	Jane Macmillan		100,000			100,000	Currently 12 900 remaining, and ongoing spending; request any remaining funds in June be carried forward to 2022/23.
<b>Learning Spaces Furniture &amp; Equipment</b> <i>This request is intended to provide one-time funding to support schools' abilities to reframe existing learning spaces to offer greater flexibility and choice to support student learning.</i>	One-time	Lynn Archer		900,000			900,000	Funds were allocated for the 2021/22 school year. Remaining funds will be allocated June 2022 for the 2022/23 school year. Intend to submit a budget request for more funding.
<b>Staff Training and Development</b> <i>This request would provide one-time funding to support staff training in technology and change management</i>	One-time	Laura Buchanan Rob Laing		500,000		500,000		Ongoing. Due to COVID-19, carryforward funds to 2022/23.
<b>Assessment-Innovation-Technology</b> <i>This request is to hire 1.0 fte teacher consultant for Learning Technology to provide professional learning and technology support for educators engaging in new assessment practices. In addition, this request would increase the amount of assessment/CSL innovation grant funding for school teams and provide for additional iPad devices for each teacher who is part of the assessment/CSL school team</i>	On-going One-time	Lynn Archer	1.0	95,000 175,000	95,000		175,000	Additional iPads were purchased fall 2021. Carry forward funds for the 2022/23 school year to purchase more iPads as need to support use of digital portfolios.
<b>Educational Change through Innovation Grants</b> <i>Current innovation grant budget is \$200,000 Given rapid pace of innovation being driven by requirements of revised curriculum, the current budget is restricting staff innovation opportunities This request would increase annual funding of innovation grants from \$200,000 to \$300,000</i>	One-time	Lynn Archer		100,000		100,000		The Innovation Grant budget supports realization of the Priorities 1 and 2 of the Strategic Plan. It also support other innovative practices such as the TELP program, Re-Imagining Secondary, Educational Implementation Com and the Assessment & Innovation Com. There will be a budget request for the ongoing budget to be increased to support the learning initiatives.
<b>Summer Learning and Psych Ed Assessments</b> <i>This request is to pilot a program where teachers are paid to attend training and pro-d outside of regular hours of work given the lack of available TTOCs. In addition this request will provide funding for 20 Psych Ed assessments to be completed during summer break</i>	One-time	Jane Macmillan		138,000	138,000			Not offered during summer 2021 due to COVID-19. Request carryforward funds to 2022/23.

School District No. 38 Richmond

2019/20 to 2021/22 Approved Budget Adjustments (include 2018/19 Cfwd) - Outstanding for 21/22 - UPDATE January 2022

Description	One-Time / Ongoing	Staff Responsible	FTE	\$	Staffing	Services & Supplies	Other	Status - Update JAN 2022
<b>Works Yard Health &amp; Safety</b> <i>This request is to establish a health &amp; safety budget for the Works Yard to provide training, equipment and work station upgrades</i>	On-going	Frank Geyer		20,000		20,000		On-going. Carry forward any unspent funds to 2022/23.
<b>Maintenance, Operations and Transportaion Staff Pro-D</b> <i>This request would increase the Pro-D budget by \$10,000 (currently \$10,000) to allow more training and workshops</i>	On-going	Frank Geyer		10,000		10,000		On-going. Carry forward any unspent funds to 2022/23.
<b>Maintenance &amp; Operations</b> <i>This request adds additional staffing and support to maintenance and operations departments to improve service levels for the following:</i> Grounds Worker 1.0 fte - \$ 60,000 Transportation 1.0 fte \$ 40,000 (convert Coordinator to Assoc Mgr) Pest Control Technician 1.0 fte \$60,000 (convert contracted services) Security \$80,000 (digital key lock boxes)	On-going One-time	Frank Geyer	2.0	100,000 80,000	160,000	(60,000) 80,000		Expect to be fully spent in 2021/22.
<b>Leadership Development</b> <i>This request proposes to continue the commitment to growing leadership abilities of our administrators and managers with a focus on coaching, managerial skills, strategic change and professional growth. Additional resources are requested to support these initiatives</i>	One-time	Laura Buchanan		100,000		100,000		Ongoing. Due to COVID-19, carryforward funds to 2022/23. \$25,000 still unspent.
<b>Health &amp; Safety Department</b> <i>In order to reach full compliance with various WorkSafe BC legislation and collective agreement provisions, additional funding is requested for worksite first aid attendants coverage, joint occupational health &amp; safety training, indoor air quality mitigation, ergonomic requirements, job demands analysis and audiometric testing</i>	One-time On-going	L. Buchanan		75,000 28,000		75,000 28,000		Carryforward funds to 2022/23. \$12,000 unspent.
<b>Technology Infrastructure Upgrades</b> <i>With the continual integration and prevalence of technology in our education curriculum and business operations, it is critical that we plan for the future to ensure we are able to provide the highest level of support and services to our students and staff. Additional funding likely over multiple years will be required in order to implement some of the priority areas that will come out of the IBM IT Optimization Review. Based on the preliminary report that has been shared, this budget proposal is a general request for funds to support IT investments in areas such as Wifi upgrades, risk management, service improvements, end user device strategy and network management</i>	One-time On-going	Rob Laing	1.0	810,000 35,000	53,000	35,000	757,000	Continuing to use tech infrastructure budget for upgrades. Cisco unity has been licensed and installed - multi-year license. Vast majority of Exchange migration has been completed. Final aspects of Exchange migration are in-progress. By Spring Break 2022, all school websites will have moved to cloud hosted environment. Order has been placed for backup SAN hardware. Planning for SIP trunk upgrade. Multi-Factor Authentication Implementation in progress. Cyber Security Training Tool licensed.  Many new Tech Infrastructure projects will be required as part of technology team relocation to Rideau Park.
<b>Total 2019/2020 Budget Adjustments</b>			6.0	5,128,000	611,000	1,110,000	3,407,000	

School District No. 38 Richmond

2019/20 to 2021/22 Approved Budget Adjustments (include 2018/19 Cfw) - Outstanding for 21/22 - UPDATE January 2022

Description	One-Time / Ongoing	Staff Responsible	FTE	\$	Staffing	Services & Supplies	Other	Status - Update JAN 2022
<b>2020/2021 Budget Adjustments</b>								
<b>District PA Systems Replacement</b> <i>PA systems in schools are over 12 years old and head end units, speakers and wiring is failing. Upgrading to new IP based standards is recommended. PA systems are vital for safety and security in our schools. This request also includes 2.0 fte data installer positions for a 1 year term. (Estimated funding over 3 years is \$1,512,000; year 1 and 2 approved for \$920,000)</i>	One-time Year 3 of 3	Rob Laing	2.0	592,000	132,000		460,000	\$403,910 has already been spent on equipment. Remaining \$56,089 will be spent before end of year. Staffing positions have been filled and continue to be used for ongoing project.  District seismic projects have required network team to be pulled from some of these projects in order to attend to other urgent needs.
<b>Emergency Preparedness</b> <i>Request is for continuation and support of District Emergency Preparedness Plan including training and resources that will focus on district response to critical incidents, natural disasters and emergency situations (\$684,000 approved for Year 1 and 2)</i>	One-time Year 3 of 3	Rick Ryan		140,000		140,000		Completed: - Water/Food Ration Replacement 5 year plan - Student reunification signage - Cook Elem lockdown window covering (new wing) - Emergency radios and licenses - Emergency top up supplies - ICS Hi-Vis vests RDA Training on hold - carryforward funds to 2022/23.
<b>SOGI Policy Implementation Funding</b> <i>In June 2018, the Board approved Policy 106 - SOGI. As part of the policy implementation, a formal advisory committee was formed comprised of stakeholder groups and community partners. The Committees goals require financial support for a number of initiatives including instructional materials, library books, guest speakers, innovation grants, release time for educators and provide support to student through Rainbow Cafes and Gay/Straight Alliance clubs. This request is for \$100,000 over two years</i>	One-time Year 1 of 2	Scott Robinson		50,000		50,000		Funds continue to be allocated on case by case basis. Carryforward funds to 2022/23.
<b>Intranet Assessment and Planning</b> <i>Feedback received indicates that the district intranet ("the Portal") is difficult to navigate and not meeting employee needs. This request is to contract the services of a qualified vendor to evaluate the current intranet and provide a complete assessment of the current intranet and develop a functional plan for moving forward.</i>	One-time	Scott Robinson		50,000		50,000		Initial assessment and surveys completed. Aiming to complete project June 2022.
<b>Musical Instrument Repair</b> <i>This request is to increase the Musical Instrument Repair budget from \$42,500 to \$62,500 as the district is unable to meet all the requests to repair and maintain musical instruments used by our students.</i>	One-time	Jane MacMillan		20,000		20,000		Carry forward any unspent funds to 2022/23.
<b>Trauma-Informed Practice: Train the Trainers</b> <i>Trauma-Informed Practice is considered a key component in supporting those with SEL and Mental Health concerns. Trauma-Informed Practice is an areas that the District needs to build capacity in order to support our most vulnerable learners. This request is for one-time funding to build capacity in this area.</i>	One-time	Jane MacMillan		50,000		50,000		Request continued carryforward of funds as we continue to address and support this area due to ongoing pandemic.
<b>French Immersion Staffing Support</b> <i>This budget request is focussed on providing a pool of TTOC time to FI teachers to recognize that FI teachers often have more challenging time finding appropriate resources in French to support learning.</i>	One-time	Lynn Archer		20,000	20,000			Planning is underway for spending the FI support funds.

School District No. 38 Richmond

2019/20 to 2021/22 Approved Budget Adjustments (include 2018/19 Cfw) - Outstanding for 21/22 - UPDATE January 2022

Description	One-Time / Ongoing	Staff Responsible	FTE	\$	Staffing	Services & Supplies	Other	Status - Update JAN 2022
<b>Foundations of a Healthy Workplace</b> <i>The District has initiated a program to support all employees in their health and well being. One-time funding is being requested to support various initiatives under this program including mental health support, career counselling/coaching, nutrition and sleep optimization, immunizations, first aid training and on-site health testing.</i>	One-time	Laura Buchanan		50,000		50,000		Completed (now have ongoing funds budget.) Carryforward funds to 2022/23. \$16,000 was carried forward from 2020/21, has now been spent.
<b>Health &amp; Safety - Joint Health &amp; Safety Committee Training</b> <i>This request is to provide on-going funds to cover annual training for new JHSC members and ongoing members.</i>	On-going	Laura Buchanan		40,000	27,000	13,000		Ongoing. Due to COVID-19, carryforward funds to 2022/23.
<b>Technology - Infrastructure Upgrades</b> <i>With the continual integration and prevalence of technology in our education curriculum and business operations, it is critical that we plan for the future to ensure we are able to provide the highest level of support and services to our students and staff. Additional funding likely over multiple years will be required in order to implement some of the priority areas that have come out of the IBM IT Optimization Review. This budget proposal is a general request for funds to support further IT developments including Wifi upgrades, security awareness and training and various service improvements and optimization to core technology systems and infrastructure. This request covers costs of \$817,000 over a two year period with Year 1 costs of \$577,000 and Year 2 costs of \$240,000</i>	One-time Year 1 of 2	Rob Laing		377,000			377,000	Continuing to use tech infrastructure budget for upgrades. Cisco unity has been licensed and installed - multi-year license. Vast majority of Exchange migration has been completed. Final aspects of Exchange migration are in-progress. By Spring Break 2022, all school websites will have moved to cloud hosted environment. Order has been placed for backup SAN hardware. Planning for SIP trunk upgrade. Multi-Factor Authentication Implementation in progress. Cyber Security Training Tool licensed.  Many new Tech Infrastructure projects will be required as part of technology team relocation to Rideau Park.
<b>Maintenance &amp; Operations - Drainage Upgrades to Play Fields</b> <i>Many of our school play fields are requiring improvements to drainage as current systems are clogged and failing. This request is to provide funding to repair/upgrade existing drainage systems.</i>	One-time	Frank Geyer		100,000		100,000		On-going. Carry forward any unspent funds to 2022/23.
<b>Total 2020/2021 Budget Adjustments</b>			2.0	1,489,000	179,000	473,000	837,000	
<b>2021/2022 Budget Adjustments</b>								
<b>Foundations of a Healthy Workplace</b> <i>The District has initiated a program to support all employees in their health and well being. One-time funding is being requested to support various initiatives under this program including mental health support, career counselling/coaching, nutrition and sleep optimization, immunizations, first aid training and on-site health testing.</i>	On-going	Laura Buchanan		100,000		100,000		Ongoing. Budget being allocated in accordance with spending plan.
<b>Total 2021/2022 Budget Adjustments</b>			0.0	100,000	0	100,000	0	
<b>Total Budget Adjustments</b>			8.0	6,917,000	790,000	1,683,000	4,444,000	

## Report to the Finance & Legal Committee PUBLIC

**DATE:** 19 January 2022

**FROM:** Frank Geyer, Executive Director, Facilities Services  
Cintha Winters, Manager, Operations & Rentals

**SUBJECT:** 2022/2023 Facility Rental Rates

### RECOMMENDATION

THAT the Board approves a 5% increase to both non-commercial (not-for-profit) and commercial (for profit) facility rental rates for the 2022/2023 fiscal year AND THAT the Board approves the three-year childcare rental rate schedule as presented herein.

### POLICY CONSIDERATIONS

In accordance with District Policy 804.4 - Fees for Use of School Facilities and Administrative Guideline 804.4-G - Schedule of Charges for Use of School Facilities.

### BACKGROUND

An independent review of the Operations & Rentals Department was completed in 2021, which included a number of recommendations, including the need for a thorough rental rate review for both hourly rentals and childcare rental. The report indicated that current rates were very low when compared to other businesses and school districts, and did not totally reflect actual costs to operate and maintain these spaces.

District Policy 804.4 requires childcare rate to be reviewed every three (3) years, and 2021/2022 is the final year of the current cycle.

### DISCUSSION

Key recommendations from the SD38 Operations & Rentals Review included:

- ✓ Increase rental rates for daycare and before/after school service providers
- ✓ Increase custodial services rate for renters
- ✓ Implement a monthly rental rate (as opposed to hourly rate) for daycare and before/after school service providers
- ✓ Update the current rental and renewal agreement to reflect proposed new rental rates
- ✓ Update rental rates to reflect actual cost to operate and maintain schools to ensure SD38 is not subsidizing renters
- ✓ Review and update Community Use of Schools Policies 804.1, 804.4, Regulation 804.1-R and Guideline 804.1-G
- ✓ Review and update Fees for Use of School Facilities Policy 804.8.4 and Guideline 804.4-G
- ✓ Update Liability Insurance clause in rental agreements

After a detailed review of existing district rental rates against other school districts in Metro Vancouver, as well as projected wages and benefits of CUPE staff, utility costs, carbon taxes, and costs of contracted maintenance services (i.e. roofing, flooring, HVAC controls, paving), the Operations & Rentals Department have the following recommendations:

1. We need to update Terms & Conditions for Community Groups using Richmond School District Facilities;
2. We should consider rounding rates up to the nearest 50 cents or dollar, for clarity and streamline day-to-day rental operations and data input;
3. We should institute a minimum one hour rental;
4. We should consider charging daycares and before/after school services on a monthly basis based on their hourly rate and the regular number of hours the space is in use;
5. We should consider different rates for profit and non-profit childcares in the future - it differs from school district to school district, but some do have two types of rates;
6. We should increase rates for large gymnasiums in secondary schools to have comparable rates with other districts and for the rates to reflect higher actual maintenance cost, e.g., regular floor refinishing;
7. We should increase daily rates for movie shoots to have comparable rates with other districts' and
8. We should consider a 5% annual increase on rates and custodial services for the next three years, until 2025 to offset increasing cost in utilities and building maintenance.

A table showing the review of Metro Vancouver rental rates can be viewed [by clicking here](#).

## **CONCLUSION**

It is recommended that the following hourly rates apply to childcare operations:

- 01 July 2022 – 30 June 2023: \$9.00
- 01 July 2023 – 30 June 2024: \$9.50
- 01 July 2024 – 30 June 2025: \$10.00

Please find attached the proposed Schedule of Charges for School Use of Facilities, effective 01 July 2022 to 30 June 30, 2023.

*Frank Geyer, PEng, FMA*  
*Executive Director, Facilities Services*

*Cintha Winters*  
*Manager, Operations & Rentals*



## Schedule of Charges for Use of School Facilities

### 01 July 2022 to 30 June 2023

1. School facilities shall be provided free of charge to Richmond school/parent groups, and to Richmond organizations and community groups meeting for the purpose of holding municipal or civic meetings.
2. Facilities will be provided free of charge for Richmond School District employees' unions and associations for meetings and social events on the understanding that custodial services will be paid for by those groups.
3. Non-commercial rates apply to Richmond non-profit and non-commercial groups and organizations. Not included in Clauses 1 or 2 above, e.g., Richmond religious organizations, Richmond groups offering educational services and Richmond sporting or community organizations not booking through the City of Richmond Community Services Division.
4. Commercial rates apply to commercial groups and organizations, non-Richmond based groups and organizations using school facilities for social and other type of events. Family orientated booking requests may qualify for non-commercial rates only if Richmond based.
5. Bookings are for a minimum of one hour, on the hour by the hour is encouraged to provide maximum opportunity for bookings. Any requested spaces must be booked for the full duration of time rented.
6. Rental charges for all childcares will be on an hourly rate of \$9.00 per facility. This applies to the usage of the following areas: classroom, multi-purpose room, kitchen, and gymnasium only.
7. Where the services of a rental custodian are required, there is a 3-hour minimum for weekdays and 4-hour minimum for weekend.
8. Additional service fees may apply, e.g., damage caused, trade personnel callout, etc.
9. All charges are subject to 5% GST.

#### 2022/2023 Rental Rates:

Space	Non-commercial	Commercial
<b>Hourly Rates</b>		
Gymnasium (Secondary)	\$52.00	\$144.00
Large Foyer/Rotunda/Theatre	\$47.00	\$108.00
Gymnasium (Elementary)	\$47.00	\$108.00
Multipurpose Room/Library (Elementary)	\$47.00	\$108.00
Cafeteria without Teaching Kitchen	\$47.00	\$108.00
Change Room/Shower	\$47.00	\$58.00
Classroom/Small Foyer	\$23.00	\$41.00
Kitchen	\$23.00	\$41.00
<b>Daily Rates</b>		
Parking Lot (Daily Rate)	\$450.00	\$1,000.00
Movie Shoot - Exterior	N/A	\$1,250.00
Movie Shoot - Interior	N/A	\$3,500.00

**Custodial Charges:**

Hourly	Rate
Rental Custodian – Daycares	\$29.50
Rental Custodian – Other Groups	\$36.50

**Other Services:**

Space	Non-commercial	Commercial
Chair Rental (each, daily rate)	\$1.00	\$1.00
Table Rental (each, daily rate)	\$8.00	\$8.00
Table & Chair Delivery (Flat Rate)	\$100.00	\$135.00