

**FINANCE AND LEGAL COMMITTEE  
PUBLIC MEETING AGENDA**

**DATE: WEDNESDAY, FEBRUARY 16 2022  
TIME: 10:00 AM**

<https://sd38.zoom.us/j/69578004963>

**Passcode: 6000**

The Richmond Board of Education acknowledges and thanks the First Peoples of the hə́nqəmínəm (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 January 19, 2022
- 3. HUMAN RESOURCES UPDATE**  
Attachment: Report from the Executive Director, Human Resources
- 4. 2021/2022 AMENDED ANNUAL BUDGET BYLAW**  
Attachment: Recommendation from the Assistant Secretary Treasurer
- 5. MINUTES FOR INFORMATION**  
**(a) Cambie Coordinating Committee Meeting**  
Attachment: Minutes of Meeting held May 19, 2021  
*The next meeting is scheduled on May 18, 2022 at 4:00pm to be hosted by SD38.*
- 6. NEXT MEETING DATE – WEDNESDAY APRIL 20, 2022 at 10:00 am**
- 7. 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, January 19, 2022 at 10:00 a.m.

Present:

Donna Sargent, Chairperson  
Ken Hamaguchi, Vice-Chairperson  
Norman Goldstein, Trustee Member  
Rick Ryan, Deputy Superintendent of Schools  
Cindy Wang, Secretary Treasurer  
Maria Fu, Assistant Secretary Treasurer  
Laura Buchanan, Executive Director, Human Resources\*  
Frank Geyer, Executive Director, Facilities Services/Richmond Project Team  
Cintha Winters, Manager, Operations and Rentals  
Ian Hillman, President, Canadian Union of Public Employees 716  
Stacey Robinson, 1<sup>st</sup> Vice-President, Canadian Union of Public Employees 716  
Jason Leslie, Vice-President, Richmond Association of School Administrators  
Roger Corbin, Richmond Management Administrators Professional Staff  
Joyce Coronel, Executive Assistant (Recording Secretary)

*\*Present for a portion of the meeting*

The Chairperson called the meeting to order at 10:03 am followed by introduction of attendees.

### **1. APPROVAL OF AGENDA**

The agenda was adopted as circulated.

### **2. APPROVAL OF MINUTES**

The minutes of the November 17, 2021 public meeting was approved as circulated.

### **3. HUMAN RESOURCES UPDATE**

The Executive Director, Human Resources provided preliminary information on employee absences due to illness for the week of January 17 to 21. She also noted that plans are in place to mitigate staffing shortages, if necessary. There were no further questions or comments.

*The Executive Director, Human Resources left the meeting at 10:14 am.*

**4. 2020/2021 STATEMENT OF FINANCIAL INFORMATION**

The Assistant Secretary Treasurer noted that the 2020/2021 Statement of Financial Information has been completed and is posted on the District website. There were no further questions or comments.

**5. TRUSTEES' EXPENSES FOR THE THREE MONTHS ENDING DECEMBER 31, 2021**

It was agreed that a **RECOMMENDATION** be forwarded to the January 26, 2022 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 December 31, 2021, in the amount of \$1,728.29.

**6. 2019/2020 to 2021/22 BUDGET ADJUSTMENTS UPDATE**

The Assistant Secretary Treasurer spoke to her report as included in the agenda package. She then responded to questions from Trustees regarding her report.

**7. 2022/2023 FACILITY RENTAL RATES**

The Executive Director, Facilities Services spoke to his report as included in the agenda package. He also advised that a 5% increase in rental rates be considered to reflect actual costs to operate and maintain rental spaces.

Following discussion, it was agreed that a **RECOMMENDATION** be forwarded to the January 26, 2022 meeting of the Board:

**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.

**8. NEXT MEETING DATE – WEDNESDAY FEBRUARY 16, 2022 at 10:00 am**

The Chairperson proposed an earlier start time of 10:00 am for future Public Committee meetings until further notice.

**9. ADJOURNMENT**

The meeting adjourned at 10:43 am.

Respectfully Submitted,

Donna Sargent, Chairperson  
Finance & Legal Committee

## Report to the Finance & Legal Committee PUBLIC

**DATE:** February 16, 2022

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

**SUBJECT:** Human Resources Update

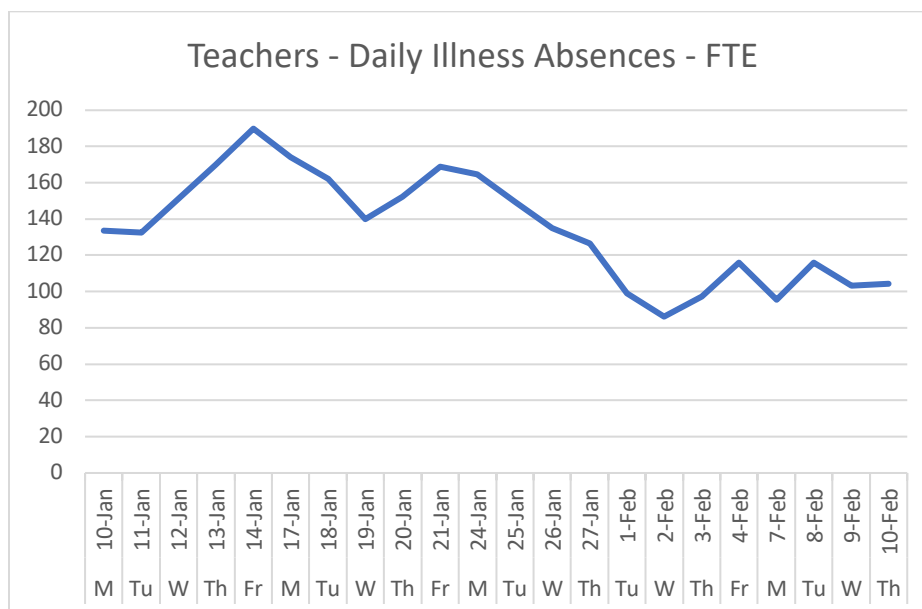
The following report to the Board is for information only. No further action on the part of the Board is required at this time.

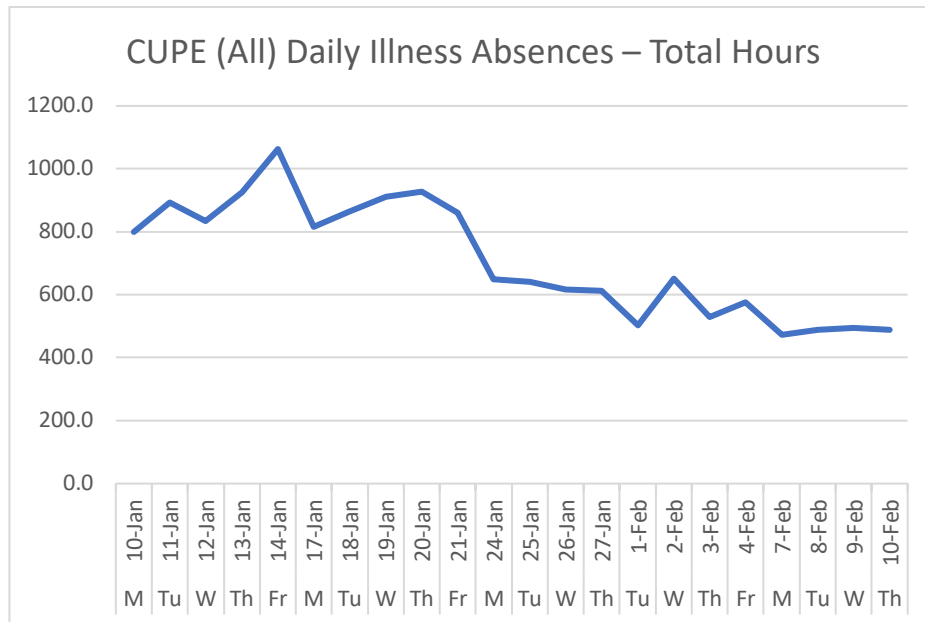
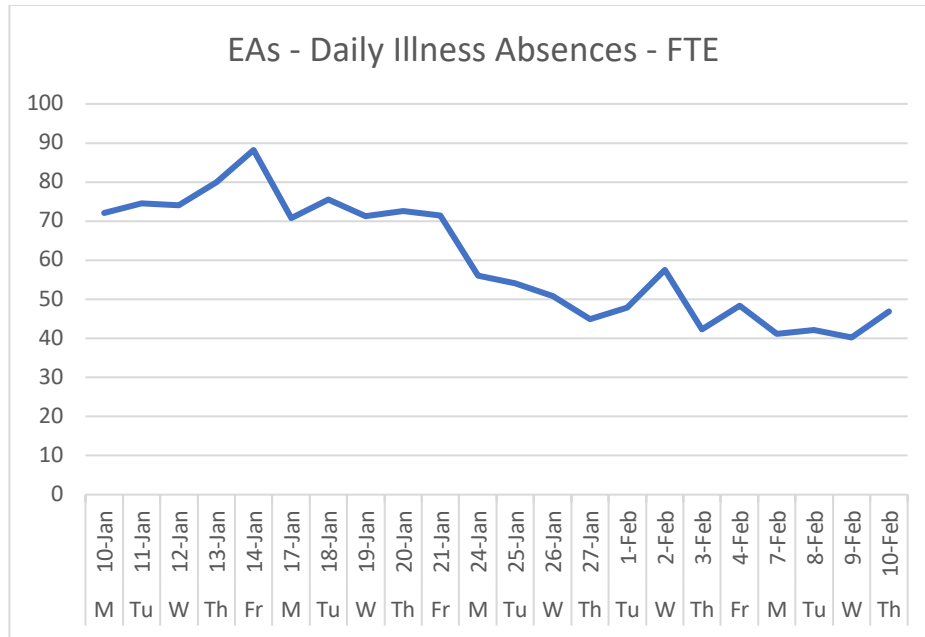
### WORKFORCE PLANNING UPDATE – JANUARY & FEBRUARY 2022

On a daily basis, the HR team has been reviewing the following data, and engaging in the identified workforce planning strategies:

- Employee absences on a school-by-school basis, as well as overall across the district
- Student absences on a school-by-school basis, as well as overall across the district.

The employee absence trend decreased over the course of the month of January and continuing into February. Public Health officials in VCH have reported that infection rates peaked in our region in the first part of January. Employee absences in our district appear to have peaked on January 14<sup>th</sup> and have been generally declining over the rest of the months, subject to normal daily variation:

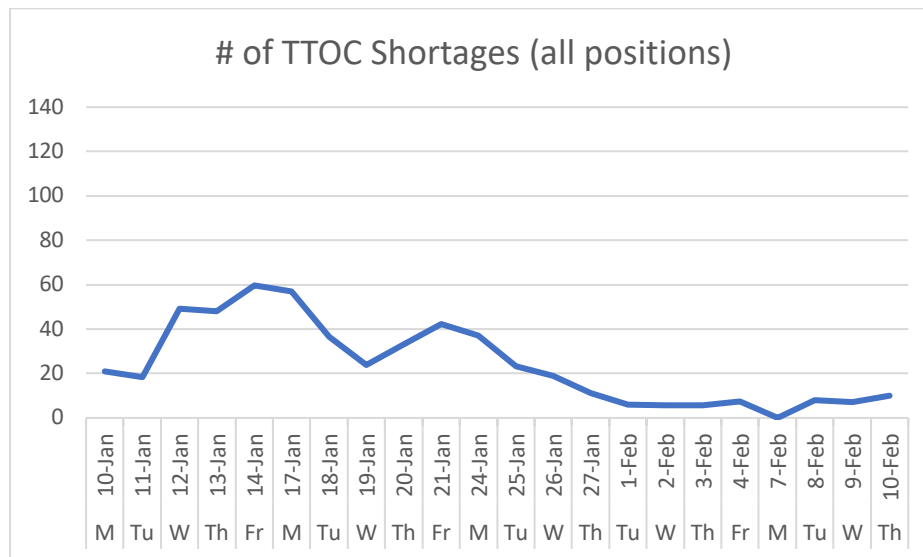




**\*\*Note: \*\*Friday January 28 and Monday January 31 have been excluded from the charts as they were non-instructional days in many schools.\*\***

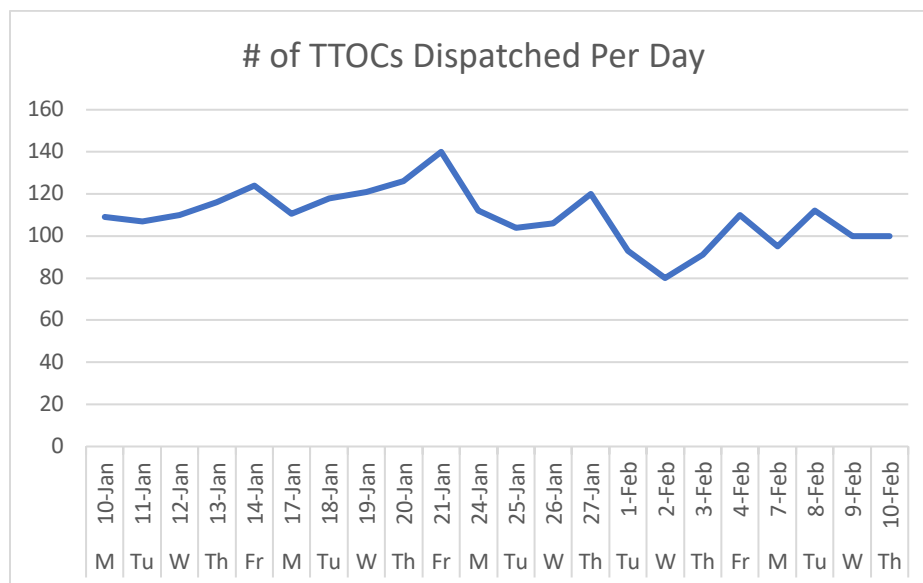
## TTOC Shortages & Dispatches

TTOC shortage trends generally match the teaching staff illness trends shown above. TTOC shortages peaked on January 14<sup>th</sup> and have been generally declining over the remainder of this time frame, subject to normal daily variation. The last week of January, in particular, saw a significant decrease in TTOC shortages. Over the fall of 2021, our district had generally been seeing low, but rarely zero, TTOC shortages on a daily basis.



TTOC dispatches have remained stable and have shown expected variation on a day-by-day basis.

We are extremely grateful to our TTOCs, and all of our on-call staff, for supporting our schools and community members during this time.



**Conclusion:**

As shown in the charts above, we expect that the peaks of employee illness and resulting absences are behind us at this time. We continue to review daily data to ensure any new trends are identified early and responded to as necessary.

Individual schools and/or worksites may experience days or periods of time with increased employee absences. Generally, this overall district declining trend will allow us to focus our workforce planning strategies at those specific schools/worksites when needed.

All of which is respectfully submitted,

---

*Laura Buchanan*  
*Executive Director, Human Resources*

## Report to the Finance and Legal Committee Public

**DATE:** February 16, 2022

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

---

---

### 2021/2022 Amended Annual Budget Bylaw

---

---

#### RECOMMENDATION

**THAT** the Board of Education (Richmond) approve the 2021/2022 Amended Annual Budget Bylaw by way of three readings and that the Board authorizes the Chair of the Board, Superintendent and Secretary Treasurer to sign the 2021/2022 Amended Annual Budget Bylaw and submit the 2021/2022 Amended Annual Budget Bylaw together with the 2021/2022 Amended Annual Budget to the Ministry of Education by February 28, 2022.

#### BACKGROUND

As directed by the Ministry of Education, the 2021/2022 Amended Annual Budget (attached) has been prepared in accordance with the Public Sector Accounting Board (PSAB) standards for not-for-profit organizations, and Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia, supplemented by Regulations 257/2010 and 198/2011 issued by the Province of British Columbia Treasury Board. This format requires the Board to approve the 2021/2022 Amended Annual Budget Bylaw amount of \$290,586,771 which is comprised of the Operating, Special Purpose and Capital Funds.

The 2021/2022 Amended Annual Budget reflects the announced Interim Operating Grant from the Ministry of Education based on the September 30, 2021, student enrolment count. The February and May 2022 counts are based on estimates.

#### 2021/2022 HIGHLIGHTS

##### *Operating Fund:*

Revenue: *(Schedules 2 & 2A)*

Overall, the 2021/2022 Amended Annual Budget Operating Fund revenue is \$4.6 million more than the 2021/2022 Annual Budget. It is mainly the result of:

- \$4.1 million increase in Operating Grant due to enrolment growth (\$2.6 million), increase in Special Education Level 2 and 3 (\$0.8 million), increase in ELL (\$0.2 million) and salary differential (\$0.5 million), and
- \$0.5 million increase due to the K-12 Integrated Children and Youth Grant funding.



Expenditures: *(Schedules 2, 2B & 2C)*

Overall, the 2021/2022 Amended Annual Budget Operating Fund expenditures is \$4.6 million more than the 2021/2022 Annual Budget. It is mainly the result of:

- \$1.1 million increase in teacher salaries due to increase in student enrolment (7.5 FTE-\$0.6 million) and K-12 integrated Children and Youth clinical counsellors (4 FTE-\$0.5 million),
- \$0.7 million increase in educational assistants (15 FTE) due to increase special education student,
- \$0.2 million increase in support staff due to extension of 8 temporary custodians. With the five (5) Early AM Opening Services to Schools (EAOSS), a total of 13 positions will remain in this temporary program for the remainder of the school year,
- \$1.0 million increase in substitutes costs due to increase in sick and other leaves,
- \$0.7 million increase in benefit costs due to increase in staffing and employer benefit costs,
- \$0.2 million increase in supplies costs due to COVID related PPE and cleaning supplies, and
- \$0.7 million increase in utility costs due to the increase ventilation costs in schools and a colder winter.

*Special Purpose Fund: (Schedules 3 & 3A)*

Overall, the 2021/2022 Amended Annual Budget Special Purpose Fund grant revenue received is \$4.7 million higher than the 2021/2022 Annual Budget. It is mainly the result of:

- One-time Provincial Safe Return to Schools Restart: Health and Safety funding (\$0.5 million),
- Increase in the Mental Health in Schools (\$0.2 million),
- Increase in the CEF Staffing funding (\$6.1 million),
- Increase in the CEF Remedy funding (\$0.2 million), and
- Decrease in School Generated Funds (\$2.3 million) due to COVID-19 restrictions.

The corresponding expenses of the Special Purpose Fund are adjusted accordingly.

*Capital Fund: (Schedule 4)*

The transfer to Local Capital from the Operating Fund (\$2.4 million) is reflected in the Capital Fund.

Respectfully submitted,

*Maria Fu*  
*Assistant Secretary Treasurer*

Amended Annual Budget

## **School District No. 38 (Richmond)**

June 30, 2022

# School District No. 38 (Richmond)

June 30, 2022

## Table of Contents

Bylaw .....	1
Amended Annual Budget - Revenue and Expense - Statement 2 .....	2
Amended Annual Budget - Changes in Net Financial Assets (Debt) - Statement 4 .....	4
Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund - Schedule 1 .....	5
Amended Annual Budget - Operating Revenue and Expense - Schedule 2 .....	6
Schedule 2A - Amended Annual Budget - Schedule of Operating Revenue by Source .....	7
Schedule 2B - Amended Annual Budget - Schedule of Operating Expense by Object .....	8
Schedule 2C - Amended Annual Budget - Operating Expense by Function, Program and Object .....	9
Amended Annual Budget - Special Purpose Revenue and Expense - Schedule 3 .....	11
Schedule 3A - Amended Annual Budget - Changes in Special Purpose Funds .....	12
Amended Annual Budget - Capital Revenue and Expense - Schedule 4 .....	15

\*NOTE - Statement 1, Statement 3, Statement 5 and Schedules 4A - 4D are used for Financial Statement reporting only.

## AMENDED ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 38 (RICHMOND)  
(called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2021/2022 pursuant  
to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. Board has complied with the provisions of the Act respecting the Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 38 (Richmond) Amended Annual Budget Bylaw for fiscal year 2021/2022.
3. The attached Statement 2 showing the estimated revenue and expense for the 2021/2022 fiscal year and the total budget bylaw amount of \$290,586,771 for the 2021/2022 fiscal year was prepared in accordance with the Act.
4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2021/2022.

READ A FIRST TIME THE 23rd DAY OF FEBRUARY, 2022;

READ A SECOND TIME THE 23rd DAY OF FEBRUARY, 2022;

READ A THIRD TIME, PASSED AND ADOPTED THE 23rd DAY OF FEBRUARY, 2022;

( Corporate Seal )

---

Chairperson of the Board

---

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 38 (Richmond)  
Amended Annual Budget Bylaw 2021/2022, adopted by the Board the 23rd DAY OF FEBRUARY, 2022.

---

Secretary Treasurer

**School District No. 38 (Richmond)**

Statement 2

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2022

	2022 Amended Annual Budget	2022 Annual Budget
<b>Ministry Operating Grant Funded FTE's</b>		
School-Age	20,365.638	19,999.194
Adult	62.063	60.250
Other	587.188	583.250
<b>Total Ministry Operating Grant Funded FTE's</b>	<b>21,014.888</b>	<b>20,642.694</b>
<b>Revenues</b>	<b>\$</b>	<b>\$</b>
Provincial Grants		
Ministry of Education	242,610,311	230,518,314
Other	27,670	353,000
Federal Grants	1,712,790	1,658,392
Tuition	15,152,958	14,635,234
Other Revenue	4,502,478	6,519,314
Rentals and Leases	1,147,183	1,243,926
Investment Income	1,113,326	1,098,380
Amortization of Deferred Capital Revenue	9,766,983	10,048,735
<b>Total Revenue</b>	<b>276,033,699</b>	<b>266,075,295</b>
<b>Expenses</b>		
Instruction	227,716,559	218,861,595
District Administration	7,343,790	7,327,350
Operations and Maintenance	46,089,974	45,764,012
Transportation and Housing	1,921,664	1,834,339
Debt Services	182,000	200,000
<b>Total Expense</b>	<b>283,253,987</b>	<b>273,987,296</b>
<b>Net Revenue (Expense)</b>	<b>(7,220,288)</b>	<b>(7,912,001)</b>
<b>Budgeted Allocation (Retirement) of Surplus (Deficit)</b>	<b>3,600,134</b>	<b>3,600,134</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(3,620,154)</b>	<b>(4,311,867)</b>
<b>Budgeted Surplus (Deficit), for the year comprised of:</b>		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(3,620,154)	(4,311,867)
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(3,620,154)</b>	<b>(4,311,867)</b>

# School District No. 38 (Richmond)

Statement 2

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2022

	2022 Amended Annual Budget	2022 Annual Budget
<b>Budget Bylaw Amount</b>		
Operating - Total Expense	218,771,672	214,214,402
Special Purpose Funds - Total Expense	47,302,531	41,788,415
Special Purpose Funds - Tangible Capital Assets Purchased	886,147	767,377
Capital Fund - Total Expense	17,179,784	17,984,479
Capital Fund - Tangible Capital Assets Purchased from Local Capital	6,446,637	4,767,118
<b>Total Budget Bylaw Amount</b>	<b>290,586,771</b>	<b>279,521,791</b>

## Approved by the Board

Signature of the Chairperson of the Board of Education	Date Signed
--	-------------

Signature of the Superintendent	Date Signed
---------------------------------	-------------

Signature of the Secretary Treasurer	Date Signed
--------------------------------------	-------------

**School District No. 38 (Richmond)**

Statement 4

Amended Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2022

	2022 Amended Annual Budget	2022 Annual Budget
	\$	\$
<b>Surplus (Deficit) for the year</b>	<b>(7,220,288)</b>	<b>(7,912,001)</b>
<b>Effect of change in Tangible Capital Assets</b>		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	<b>(886,147)</b>	<b>(767,377)</b>
From Local Capital	<b>(6,446,637)</b>	<b>(4,767,118)</b>
From Deferred Capital Revenue	<b>(23,358,357)</b>	<b>(18,842,588)</b>
From Capital Leases	<b>(3,600,000)</b>	<b>(3,570,000)</b>
<b>Total Acquisition of Tangible Capital Assets</b>	<b>(34,291,141)</b>	<b>(27,947,083)</b>
Amortization of Tangible Capital Assets	<b>16,997,784</b>	<b>17,784,479</b>
<b>Total Effect of change in Tangible Capital Assets</b>	<b>(17,293,357)</b>	<b>(10,162,604)</b>
	-	-
<b>(Increase) Decrease in Net Financial Assets (Debt)</b>	<b>(24,513,645)</b>	<b>(18,074,605)</b>

**School District No. 38 (Richmond)**

Schedule 1

## Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund

Year Ended June 30, 2022

	Operating Fund	Special Purpose Fund	Capital Fund	2022 Amended Annual Budget
	\$	\$	\$	\$
<b>Accumulated Surplus (Deficit), beginning of year</b>	14,944,287	-	175,868,932	190,813,219
<b>Changes for the year</b>				
Net Revenue (Expense) for the year	(1,243,634)	886,147	(6,862,801)	(7,220,288)
Interfund Transfers				
Tangible Capital Assets Purchased		(886,147)	886,147	-
Local Capital	(2,356,500)		2,356,500	-
<b>Net Changes for the year</b>	<b>(3,600,134)</b>	<b>-</b>	<b>(3,620,154)</b>	<b>(7,220,288)</b>
<b>Budgeted Accumulated Surplus (Deficit), end of year</b>	<b>11,344,153</b>	<b>-</b>	<b>172,248,778</b>	<b>183,592,931</b>



**School District No. 38 (Richmond)**

Schedule 2

Amended Annual Budget - Operating Revenue and Expense

Year Ended June 30, 2022

	2022 Amended Annual Budget	2022 Annual Budget
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education	199,884,423	195,297,074
Other	27,670	353,000
Tuition	15,152,958	14,635,234
Other Revenue	763,278	852,954
Rentals and Leases	1,147,183	1,243,926
Investment Income	552,526	588,580
<b>Total Revenue</b>	<b>217,528,038</b>	<b>212,970,768</b>
<b>Expenses</b>		
Instruction	182,296,096	178,593,550
District Administration	6,473,967	6,550,312
Operations and Maintenance	28,456,190	27,587,510
Transportation and Housing	1,545,419	1,483,030
<b>Total Expense</b>	<b>218,771,672</b>	<b>214,214,402</b>
<b>Net Revenue (Expense)</b>	<b>(1,243,634)</b>	<b>(1,243,634)</b>
<b>Budgeted Prior Year Surplus Appropriation</b>	<b>3,600,134</b>	<b>3,600,134</b>
<b>Net Transfers (to) from other funds</b>		
Local Capital	(2,356,500)	(2,356,500)
<b>Total Net Transfers</b>	<b>(2,356,500)</b>	<b>(2,356,500)</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>-</b>	<b>-</b>

**School District No. 38 (Richmond)**

Schedule 2A

Amended Annual Budget - Schedule of Operating Revenue by Source

Year Ended June 30, 2022

	2022 Amended Annual Budget	2022 Annual Budget
	\$	\$
<b>Provincial Grants - Ministry of Education</b>		
Operating Grant, Ministry of Education	196,653,847	192,566,572
Other Ministry of Education Grants		
Pay Equity	2,215,706	2,215,706
Funding for Graduated Adults	246,150	246,150
Student Transportation Fund	21,608	21,608
Support Staff Benefits Grant	219,746	219,746
FSA Scorer Grant	27,292	27,292
ELF Implementation	4,104	-
K-12 ICY Clinical Counsellor Funding	495,970	-
<b>Total Provincial Grants - Ministry of Education</b>	<b>199,884,423</b>	<b>195,297,074</b>
<b>Provincial Grants - Other</b>	<b>27,670</b>	<b>353,000</b>
<b>Tuition</b>		
Summer School Fees	195,140	477,170
Continuing Education	867,368	989,064
International and Out of Province Students	14,090,450	13,169,000
<b>Total Tuition</b>	<b>15,152,958</b>	<b>14,635,234</b>
<b>Other Revenues</b>		
Other School District/Education Authorities	504,000	504,000
Miscellaneous		
Cafeteria	257,278	341,954
Miscellaneous	2,000	7,000
<b>Total Other Revenue</b>	<b>763,278</b>	<b>852,954</b>
<b>Rentals and Leases</b>	<b>1,147,183</b>	<b>1,243,926</b>
<b>Investment Income</b>	<b>552,526</b>	<b>588,580</b>
<b>Total Operating Revenue</b>	<b>217,528,038</b>	<b>212,970,768</b>

**School District No. 38 (Richmond)**

Schedule 2B

Amended Annual Budget - Schedule of Operating Expense by Object  
Year Ended June 30, 2022

	2022 Amended Annual Budget	2022 Annual Budget
	\$	\$
<b>Salaries</b>		
Teachers	93,164,185	92,057,143
Principals and Vice Principals	13,319,147	13,382,893
Educational Assistants	16,555,650	15,869,738
Support Staff	22,009,096	22,053,047
Other Professionals	5,953,736	5,895,053
Substitutes	8,800,118	7,703,414
<b>Total Salaries</b>	<b>159,801,932</b>	<b>156,961,288</b>
<b>Employee Benefits</b>	<b>39,868,898</b>	<b>39,190,999</b>
<b>Total Salaries and Benefits</b>	<b>199,670,830</b>	<b>196,152,287</b>
<b>Services and Supplies</b>		
Services	6,638,375	6,487,020
Student Transportation	12,155	12,155
Professional Development and Travel	825,128	823,157
Rentals and Leases	279,466	253,003
Dues and Fees	136,743	131,150
Insurance	522,749	522,749
Supplies	6,423,814	6,268,647
Utilities	4,262,412	3,564,234
<b>Total Services and Supplies</b>	<b>19,100,842</b>	<b>18,062,115</b>
<b>Total Operating Expense</b>	<b>218,771,672</b>	<b>214,214,402</b>

# School District No. 38 (Richmond)

Schedule 2C

Amended Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2022

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>							
1.02 Regular Instruction	72,137,519	2,439,164		1,088,735		6,526,744	82,192,162
1.03 Career Programs	204,949			533,698			738,647
1.07 Library Services	1,467,638			601,997			2,069,635
1.08 Counselling	2,391,577						2,391,577
1.10 Special Education	6,356,432		16,555,650			916,133	23,828,215
1.30 English Language Learning	6,143,837			158,063			6,301,900
1.31 Indigenous Education	258,524			35,554			294,078
1.41 School Administration		10,198,486		4,559,838		420,985	15,179,309
1.60 Summer School	757,497	112,552					870,049
1.61 Continuing Education	670,322	396,968		121,792	88,567	249,706	1,527,355
1.62 International and Out of Province Students	2,775,890	18,739		167,444	695,264	77,444	3,734,781
1.64 Other							-
<b>Total Function 1</b>	<b>93,164,185</b>	<b>13,165,909</b>	<b>16,555,650</b>	<b>7,267,121</b>	<b>783,831</b>	<b>8,191,012</b>	<b>139,127,708</b>
<b>4 District Administration</b>							
4.11 Educational Administration				198,537	1,802,046	10,669	2,011,252
4.40 School District Governance					197,574		197,574
4.41 Business Administration		153,238		953,796	1,580,180	1,766	2,688,980
<b>Total Function 4</b>	<b>-</b>	<b>153,238</b>	<b>-</b>	<b>1,152,333</b>	<b>3,579,800</b>	<b>12,435</b>	<b>4,897,806</b>
<b>5 Operations and Maintenance</b>							
5.41 Operations and Maintenance Administration				393,949	1,590,105	989	1,985,043
5.50 Maintenance Operations				11,596,184		495,400	12,091,584
5.52 Maintenance of Grounds				812,701			812,701
5.56 Utilities							-
<b>Total Function 5</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>12,802,834</b>	<b>1,590,105</b>	<b>496,389</b>	<b>14,889,328</b>
<b>7 Transportation and Housing</b>							
7.70 Student Transportation				786,808		100,282	887,090
<b>Total Function 7</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>786,808</b>	<b>-</b>	<b>100,282</b>	<b>887,090</b>
<b>9 Debt Services</b>							
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>93,164,185</b>	<b>13,319,147</b>	<b>16,555,650</b>	<b>22,009,096</b>	<b>5,953,736</b>	<b>8,800,118</b>	<b>159,801,932</b>

# School District No. 38 (Richmond)

Schedule 2C

Amended Annual Budget - Operating Expense by Function, Program and Object  
Year Ended June 30, 2022

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2022 Amended Annual Budget	2022 Annual Budget
	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>						
1.02 Regular Instruction	82,192,162	20,598,747	102,790,909	3,566,187	106,357,096	104,053,875
1.03 Career Programs	738,647	185,117	923,764	417,775	1,341,539	1,302,464
1.07 Library Services	2,069,635	518,686	2,588,321	365,554	2,953,875	3,065,535
1.08 Counselling	2,391,577	599,370	2,990,947	6,437	2,997,384	3,366,773
1.10 Special Education	23,828,215	5,971,754	29,799,969	729,683	30,529,652	29,124,152
1.30 English Language Learning	6,301,900	1,579,363	7,881,263	14,692	7,895,955	8,160,943
1.31 Indigenous Education	294,078	73,701	367,779	57,188	424,967	423,153
1.41 School Administration	15,179,309	3,804,192	18,983,501	461,980	19,445,481	19,431,326
1.60 Summer School	870,049	165,138	1,035,187	22,398	1,057,585	1,060,345
1.61 Continuing Education	1,527,355	290,197	1,817,552	265,230	2,082,782	1,936,308
1.62 International and Out of Province Students	3,734,781	935,999	4,670,780	2,529,186	7,199,966	6,659,279
1.64 Other	-	-	-	9,814	9,814	9,397
<b>Total Function 1</b>	<b>139,127,708</b>	<b>34,722,264</b>	<b>173,849,972</b>	<b>8,446,124</b>	<b>182,296,096</b>	<b>178,593,550</b>
<b>4 District Administration</b>						
4.11 Educational Administration	2,011,252	504,054	2,515,306	187,419	2,702,725	2,684,256
4.40 School District Governance	197,574	14,838	212,412	140,867	353,279	352,583
4.41 Business Administration	2,688,980	673,904	3,362,884	55,079	3,417,963	3,513,473
<b>Total Function 4</b>	<b>4,897,806</b>	<b>1,192,796</b>	<b>6,090,602</b>	<b>383,365</b>	<b>6,473,967</b>	<b>6,550,312</b>
<b>5 Operations and Maintenance</b>						
5.41 Operations and Maintenance Administration	1,985,043	497,485	2,482,528	959,441	3,441,969	3,420,623
5.50 Maintenance Operations	12,091,584	3,030,356	15,121,940	4,414,844	19,536,784	19,402,490
5.52 Maintenance of Grounds	812,701	203,677	1,016,378	198,647	1,215,025	1,200,163
5.56 Utilities	-	-	-	4,262,412	4,262,412	3,564,234
<b>Total Function 5</b>	<b>14,889,328</b>	<b>3,731,518</b>	<b>18,620,846</b>	<b>9,835,344</b>	<b>28,456,190</b>	<b>27,587,510</b>
<b>7 Transportation and Housing</b>						
7.70 Student Transportation	887,090	222,320	1,109,410	436,009	1,545,419	1,483,030
<b>Total Function 7</b>	<b>887,090</b>	<b>222,320</b>	<b>1,109,410</b>	<b>436,009</b>	<b>1,545,419</b>	<b>1,483,030</b>
<b>9 Debt Services</b>						
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>159,801,932</b>	<b>39,868,898</b>	<b>199,670,830</b>	<b>19,100,842</b>	<b>218,771,672</b>	<b>214,214,402</b>



**School District No. 38 (Richmond)**

Schedule 3

Amended Annual Budget - Special Purpose Revenue and Expense

Year Ended June 30, 2022

	2022 Amended Annual Budget	2022 Annual Budget
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education	42,725,888	35,221,240
Federal Grants	1,712,790	1,658,392
Other Revenue	3,739,200	5,666,360
Investment Income	10,800	9,800
<b>Total Revenue</b>	<b>48,188,678</b>	<b>42,555,792</b>
<b>Expenses</b>		
Instruction	45,420,463	40,268,045
District Administration	869,823	777,038
Operations and Maintenance	1,012,245	743,332
<b>Total Expense</b>	<b>47,302,531</b>	<b>41,788,415</b>
<b>Net Revenue (Expense)</b>	<b>886,147</b>	<b>767,377</b>
<b>Net Transfers (to) from other funds</b>		
Tangible Capital Assets Purchased	(886,147)	(767,377)
<b>Total Net Transfers</b>	<b>(886,147)</b>	<b>(767,377)</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>-</b>	<b>-</b>

# School District No. 38 (Richmond)

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2022

Schedule 3A

	Annual Facility Grant	Learning Improvement Fund	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead
	\$	\$	\$	\$	\$		\$	\$	\$
Deferred Revenue, beginning of year	-	289,249	1,025,095	5,119,733	67,324	97,946	53,718	28,021	-
Add: Restricted Grants									
Provincial Grants - Ministry of Education	811,644	670,460			224,000	93,100	293,110	785,631	4,841,324
Federal Grants									
Other			20,000	3,000,000					
Investment Income			10,000						
	811,644	670,460	30,000	3,000,000	224,000	93,100	293,110	785,631	4,841,324
Less: Allocated to Revenue Recovered	811,644	959,709	80,000	3,250,000	291,324	191,046	346,828	813,652	4,841,324
Deferred Revenue, end of year	-	-	975,095	4,869,733	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education	811,644	959,709			291,324	191,046	346,828	813,652	4,841,324
Federal Grants									
Other Revenue			70,000	3,250,000					
Investment Income			10,000						
	811,644	959,709	80,000	3,250,000	291,324	191,046	346,828	813,652	4,841,324
Expenses									
Salaries									
Teachers						35,916	97,595		
Principals and Vice Principals									206,745
Educational Assistants		799,158			125,440	16,220		345,180	1,889,555
Support Staff									647,684
Other Professionals									159,632
Substitutes							17,159		853,379
	-	799,158	-	-	125,440	52,136	114,754	345,180	3,756,995
Employee Benefits		160,551			31,360	13,034	24,399	86,295	939,249
Services and Supplies	70,577		80,000	3,250,000	134,524	125,876	207,675	382,177	
	70,577	959,709	80,000	3,250,000	291,324	191,046	346,828	813,652	4,696,244
Net Revenue (Expense) before Interfund Transfers	741,067	-	-	-	-	-	-	-	145,080
Interfund Transfers									
Tangible Capital Assets Purchased	(741,067)								(145,080)
	(741,067)	-	-	-	-	-	-	-	(145,080)
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

# School District No. 38 (Richmond)

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2022

Schedule 3A

	Classroom Enhancement Fund - Staffing	Classroom Enhancement Fund - Remedies	Mental Health in Schools	Changing Results for Young Children	Safe Return to School / Restart: Health & Safety Grant	Federal Safe Return to Class Fund	Provincial Resource Program	Provincial Early Years	Educational Trust Fund
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	-	-	24,359	-	-	-	208,173	185,787	183,688
Add: Restricted Grants									
Provincial Grants - Ministry of Education	32,344,010	178,164	113,395	6,000	465,970		841,174	460,470	
Federal Grants									
Other									380,000
Investment Income									800
	32,344,010	178,164	113,395	6,000	465,970	-	841,174	460,470	380,800
Less: Allocated to Revenue Recovered	32,344,010	178,164	137,754	6,000	465,970	-	847,419	466,044	420,000
Deferred Revenue, end of year	-	-	-	-	-	-	201,928	180,213	
	-	-	-	-	-	-	-	-	144,488
Revenues									
Provincial Grants - Ministry of Education	32,344,010	178,164	137,754	6,000	465,970		847,419	466,044	
Federal Grants									
Other Revenue									419,200
Investment Income									800
	32,344,010	178,164	137,754	6,000	465,970	-	847,419	466,044	420,000
Expenses									
Salaries									
Teachers	25,875,208						461,910	206,417	
Principals and Vice Principals									
Educational Assistants									
Support Staff					394,222		55,250	62,348	
Other Professionals									
Substitutes		146,036							
	25,875,208	146,036	-	-	394,222	-	517,160	268,765	-
Employee Benefits	6,468,802	32,128			71,748		129,290	67,191	
Services and Supplies			137,754	6,000			200,969	130,088	420,000
	32,344,010	178,164	137,754	6,000	465,970	-	847,419	466,044	420,000
Net Revenue (Expense) before Interfund Transfers	-	-	-	-	-	-	-	-	-
Interfund Transfers									
Tangible Capital Assets Purchased	-	-	-	-	-	-	-	-	-
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-



**School District No. 38 (Richmond)**

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2022

Schedule 3A

	LINC/ SWIS \$	Just B4 Pilot Program \$	TOTAL \$
Deferred Revenue, beginning of year	54,398	-	7,337,491
Add: Restricted Grants			
Provincial Grants - Ministry of Education		25,000	42,153,452
Federal Grants	1,658,392		1,658,392
Other			3,400,000
Investment Income			10,800
	1,658,392	25,000	47,222,644
Less: Allocated to Revenue	1,712,790	25,000	48,188,678
Recovered			382,141
Deferred Revenue, end of year	-	-	5,989,316
Revenues			
Provincial Grants - Ministry of Education		25,000	42,725,888
Federal Grants	1,712,790		1,712,790
Other Revenue			3,739,200
Investment Income			10,800
	1,712,790	25,000	48,188,678
Expenses			
Salaries			
Teachers	104,160		26,781,206
Principals and Vice Principals			206,745
Educational Assistants		16,000	3,191,553
Support Staff	469,247		1,628,751
Other Professionals	97,713		257,345
Substitutes	362,000		1,378,574
	1,033,120	16,000	33,444,174
Employee Benefits	254,637	4,000	8,282,684
Services and Supplies	425,033	5,000	5,575,673
	1,712,790	25,000	47,302,531
Net Revenue (Expense) before Interfund Transfers	-	-	886,147
Interfund Transfers			
Tangible Capital Assets Purchased			(886,147)
	-	-	(886,147)
Net Revenue (Expense)	-	-	-

**School District No. 38 (Richmond)**

Schedule 4

Amended Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2022

	2022 Amended Annual Budget			2022 Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
<b>Revenues</b>				
Investment Income		550,000	<b>550,000</b>	500,000
Amortization of Deferred Capital Revenue	9,766,983		<b>9,766,983</b>	10,048,735
<b>Total Revenue</b>	<b>9,766,983</b>	<b>550,000</b>	<b>10,316,983</b>	10,548,735
<b>Expenses</b>				
Amortization of Tangible Capital Assets				
Operations and Maintenance	16,621,539		<b>16,621,539</b>	17,433,170
Transportation and Housing	376,245		<b>376,245</b>	351,309
Debt Services				
Capital Lease Interest		182,000	<b>182,000</b>	200,000
<b>Total Expense</b>	<b>16,997,784</b>	<b>182,000</b>	<b>17,179,784</b>	17,984,479
<b>Net Revenue (Expense)</b>	<b>(7,230,801)</b>	<b>368,000</b>	<b>(6,862,801)</b>	(7,435,744)
<b>Net Transfers (to) from other funds</b>				
Tangible Capital Assets Purchased	886,147		<b>886,147</b>	767,377
Local Capital		2,356,500	<b>2,356,500</b>	2,356,500
<b>Total Net Transfers</b>	<b>886,147</b>	<b>2,356,500</b>	<b>3,242,647</b>	3,123,877
<b>Other Adjustments to Fund Balances</b>				
Tangible Capital Assets Purchased from Local Capital	3,361,105	(3,361,105)	-	
Tangible Capital Assets WIP Purchased from Local Capital	3,085,532	(3,085,532)	-	
Principal Payment				
Capital Lease	2,917,000	(2,917,000)	-	
<b>Total Other Adjustments to Fund Balances</b>	<b>9,363,637</b>	<b>(9,363,637)</b>	-	
<b>Budgeted Surplus (Deficit), for the year</b>	<b>3,018,983</b>	<b>(6,639,137)</b>	<b>(3,620,154)</b>	(4,311,867)



---

**Cambie Coordinating Committee  
Meeting**

Wednesday, May 19, 2021  
Online via Webex platform  
4:30 - 5:30 pm

**In Attendance:**

Sandra Nixon – Trustee, Chairperson, Richmond School District #38  
Roy Uyeno – Secretary Treasurer, Richmond School District #38  
Christel Brautigam – Assistant Superintendent, Richmond School District #38  
Nik Nashlund – Vice-Principal, Cambie Secondary School, Richmond School District #38

Elizabeth Ayers – Director, Recreation and Sport Services, City of Richmond  
Kirsten Close – Manager, Community Recreation Services, City of Richmond  
Stefanie Myler – Acting Area Coordinator, Cambie Community Centre, City of Richmond  
Marie Murtagh – President, East Richmond Community Association

**Regrets:**

Norman Goldstein – Trustee, Chairperson, Richmond School District #38  
Michael Jaswal – Principal, Cambie Secondary School, Richmond School District #38  
Wanda Plante – Executive Assistant to the Secretary Treasurer, Richmond School District #38  
Carol Day – Councillor, City of Richmond

The meeting was called to order at 4:36 pm.

**1. Approval of Agenda**

The agenda was approved with the change of item 4 from Update from Operating Committee to Update from Cambie Coordinating Committee.

**2. Introductions**

The meeting attendees introduced themselves.

**3. Approval of Minutes**

The minutes of the May 27, 2020, meeting were approved as circulated.

**4. Business Arising**

**a. COVID-19 Update**

The mask mandate was an added measure since our last meeting. All students, families, staff, etc. have been very caring and encouraging. Staff reported that there have been no transmission in the school or community centre. Nik reported that all students will return to school full-time in September 2021 and the semester system will resume. City and SD38 staff

will keep each other updated on any changes or new developments that arise.

**b. LED Lighting Upgrade Complete**

The upgrade is complete and both City and SD38 staff are pleased with the quality of the new lights. Training for programming is forthcoming.

**c. School Access During Summer 2021**

The school and community centre staff have worked together to provide access to two classrooms and the staff room in the C-Wing for summer daycamp programs. Fewer spaces are required this year due to a reduction in programming during the pandemic.

**d. King George Park Plan Update – New Plaza and Preschool Playground Renovation**

The King George Plaza project is underway; the ground-breaking was in April 2021. It will feature a large accessible harvest table and an outdoor stage. Nik also commented on the outdoor learning space at Cambie Secondary, which is approx. 85% complete. City and SD38 staff will explore possible synergies between these two outdoor spaces.

**5. Updates and Successes**

- An excellent working relationship continues between the school and community centre. Staff work well together, accommodate requests where possible and communicate often.
- East Richmond Community Association has awarded their annual scholarship to a Cambie graduate who has volunteered their time with the community centre during their high school tenure.
- Community Centre's Youth Development Coordinator has been connecting with one of the teachers who hosts the LGBTQ+ group at the school.
- Many Cambie students volunteer in community centre programs.
- Community centre youth coordinator collaborated with student council and school staff to put on the annual year end HJ Cambie Day event. 300 students attended.
- An additional list of operating successes and highlights between Cambie Community Centre and Cambie Secondary School is attached.

**6. Additional Items**

None.

**7. Next Meeting:**

Wednesday, May 18, 2022, at 4:00 pm.

Meeting will be hosted by the School District (location: Cambie Community Centre, to be confirmed).

**8. Adjournment**

The meeting adjourned at approximately 5:10 pm.



---

*Cambie Community Centre / H.J. Cambie Secondary School  
Operating Successes  
2020/2021 School Year*

**Successes**

*Relationship:*

- A strong and thriving working relationship continues between the school and community centre staff. All staff work well together, communicate often and accommodate requests where possible. Volunteerism is a major component and ongoing communication with students and all staff lead to the successful relationship.
- The working relationship between the School and Community Centre administrative teams has continued to thrive in the face of the global pandemic. Any issues that are identified throughout the year are resolved with positive outcomes.
- Both administrative teams work together and accommodate requests where possible. An example of this working relationship was the School accommodating a request from the East Richmond Community Association for additional space to run programs afterschool in a classroom which was not used throughout the day. Another example is the coordination of the pop-up VCH Vaccination clinic this month.
- There is regular communication between Area Coordinator (AC), Principal, and Vice Principal through meetings, phone calls, and emails.
- The communication between the Community Centre and School is excellent with ongoing communication between Community Facility Coordinators (CFCs) and School Administrators at a programming level to discuss School and Community Centre usage.
- The School and Community Centre collaborate on safety procedures including participating in joint fire, earthquake, and emergency lockdown drills.

*Support & Promotions:*

**Week at a Glance**

- The School's "Week at a Glance" bulletin continues to be a valuable tool for families, teachers and recreation staff as it highlights what is happening throughout the week. As this document is emailed to all families, the school also shares information about upcoming events hosted by the community centre.

**Digital Promotions and Information**

- The School posts information on their website and on three TVs in the hallways to share and promote events that take place at the Community Centre as well as other City of Richmond events.
- The Community Centre has installed a 65 inch TV along the walkway in the centre hallway. The TV will be used to advertise activities that are happening within the school, centre and citywide.
- The addition of the school's digital app "My School" allows students to receive alerts on any updates.

**School's Virtual Open House January 19th, 2021:**

- The Community Centre's Community Facilities Coordinator worked with the Youth Development Coordinator to set up a tile/link on the School's Open House website. The Virtual Open House served as a great opportunity to showcase the relationship the community centre has with the school, on top of the many great programs that happen at both of our sites. The Youth Development Coordinator created information that highlighted the Community Centre's programs, services and employment/volunteer opportunities

**Covid-19 Update**

- Schools restarted in September 2020, with an adjusted schedule to provide a safe environment. A Quarter System was in place where students are in two courses at a time for 10-weeks. Students were in cohorts or learning groups of 120 or less. Grade 8s and 9s are in the building full-time, while grade 10/11/12s are in the building 50% of the time in order to meet density targets. Numerous Health and Safety protocols are in place, occasionally reviewed and adjusted, to ensure we keep Covid-19 out of our building. Some measures that were implemented include increased signage, a staff daily self-health assessment checklist, a mask mandate, and prioritized enhanced deep cleaning of high touch areas. Students were not able to access the community center as guests or to cut through as the Community Centre passage way remained closed to the public. The exit door does not impede exiting if an emergency should occur. City and school district staff will continue to keep one another updated on any changes or new developments that arise. Discussion ensued regarding summer programming and access to parks and facilities including Cambie's D-Wing and Gyms, as rentals are now allowed to be booked through the district rentals department.

**Cambie School – C Wing**

- The district Learning Services Department moved into the C-Wing, resulting in community centre programs to be moved to the D-wing for Spring and Summer. However, staff are looking to return to 2 remaining classrooms and the Staff Room in the C- Wing for summer 2021. This is due to the reduction in programming due to Covid-19. Again, the school and the Community Centre have shown their flexibility in adjusting and working to find a solution for classroom space for summer and spring break programming.

*Community Special Projects, Events and Initiatives***Outdoor Spaces**

- Cambie school purchased and installed 6 picnic tables to be used, in addition to the installation of than outdoor log amphitheatre to be shared with the community centre
- The King George Plaza project is underway which is an additional outdoor space that can be utilized by the school and community centre. This Plaza will feature a large accessible harvest table, smaller group and bench seating.

**East Richmond Community Association Scholarship**

- The Board of Directors of the Community Association continue to provide a \$500.00 scholarship to a deserving Cambie graduate. Recipients of this scholarship have volunteered time with the community centre during their tenure as a high school student.

**Chiller Rep Project**

- This project occurred from November to April and is 99% complete. Full testing of the units cannot occur until the weather is warmer in May or June.

### **LED Lighting Upgrade**

- The lighting upgrade project is 99% complete. Deficiencies are to be noted and training for programming is yet to occur. The quality of the lights have been well received.

### **Youth Development Coordinator (YDC)**

- School administration and staff worked with the YDC to provide space to film youth musical performances for the 2021 U-ROC awards, as well as coordinated youth volunteers from the Drama Department to help set up the Drama Room, as well as handle all lighting needs.
- The Youth Development Coordinator continues to work toward fostering relationships with the School's youth through registered study visits.
- This year 15 volunteers are from Cambie Secondary School and support the following programs:
  - Youth Taking Charge – meeting weekly to plan and deliver events, social media campaigns, and more.
  - Peer Tutors in our Youth Study Space Registered Visits
  - LGBTQ2S+ Club PAINT (People for Acceptance and Inclusion, Not just Tolerance)
  - UROC awards – lighting and recording performances
- The community centre and school relationship remains a great pipeline for volunteer and employee development.
- Currently over 12 current and former Cambie students employed by the community centre.

*Respectfully submitted,*

*Stefanie Myler  
Acting Area Coordinator  
Cambie Community Centre*

*Michael Jaswal  
Principal  
Cambie Secondary School*