

**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