

**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, February 16, 2022 at 10:00 a.m.

Present:

Donna Sargent, Chairperson  
Ken Hamaguchi, Vice-Chairperson  
Norman Goldstein, Trustee Member  
Cindy Wang, Secretary Treasurer  
Maria Fu, Assistant Secretary Treasurer  
Laura Buchanan, Executive Director, Human Resources  
Frank Geyer, Executive Director, Facilities Services  
Liz Baverstock, President, Richmond Teachers' Association  
Tim McCracken, 1<sup>st</sup> Vice President, Richmond Teachers' Association  
Ian Hillman, President, Canadian Union of Public Employees 716\*  
Mike Murray, President, Richmond Association of School Administrators  
Roger Corbin, Richmond Management and Professional Staff  
Dionne McFie, Past President, Richmond District Parents Association  
Joyce Coronel, Executive Assistant (Recording Secretary)

*\*Present for a portion of the meeting*

The Chairperson called the meeting to order at 10:01 am.

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

The agenda was adopted as circulated.

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

The minutes of the January 19, 2022 public meeting was approved as circulated.

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

The Executive Director, Human Resources provided some updated information on her report which showed the current employee absence trend across the District. She noted the overall decline in employee absences and TTOC shortage in January and February.

The President, Richmond Teachers' Association commented on the effectiveness of COVID safety measures and expressed their appreciation to the District for providing N95 masks, rapid test kits and air purifiers in the classrooms.

The Chairperson thanked stakeholders and staff for working together to keep schools safe.

*The President, CUPE 716 joined the meeting at 10:06 am.*

**4. 2021/2022 AMENDED ANNUAL BUDGET BYLAW**

The Assistant Secretary Treasurer referred to her report as included in the agenda package and explained that the Amended Budget is based on actual September student enrolment count and the estimated February and May 2022 counts.

She then provided some highlights of her report:

- The 2021/2022 Amended Annual Budget Operating Fund revenue is \$4.6 million more than the 2021/2022 Annual Budget, which was offset by increases in expenditures of the same amount, mainly due to increases in staffing costs
- The 2021/2022 Amended Annual Budget Special Purpose Fund grant revenue received is \$4.7 million higher than the 2021/2022 Annual Budget
- The transfer to Local Capital from the Operating Fund (\$2.4 million) is reflected in the Capital Fund

The Chairperson thanked the Finance team for keeping the District in a good financial position.

It was agreed that a **RECOMMENDATION** be forwarded to the February 23, 2022 meeting of the Board:

**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.

**5. MINUTES FOR INFORMATION**

**(a) Cambie Coordinating Committee Meeting**

Meeting minutes from May 19, 2021 were attached for information. Trustee Goldstein pointed out an error in the Minutes where he was referred to as Chairperson. The Executive Assistant offered to request the City to correct this error.

**6. NEXT MEETING DATE – WEDNESDAY APRIL 20, 2022 at 10:00 am**

**7. ADJOURNMENT**

The meeting adjourned at 10:26 am.

Respectfully Submitted,

Donna Sargent, Chairperson  
Finance & Legal Committee