

## **Finance and Legal Committee**

### **Public Meeting Agenda**

**Wednesday, January 15, 2025 – 10:00 am**  
**via Zoom**

<https://sd38.zoom.us/j/68841979823>

Passcode: 6000

The Richmond Board of Education acknowledges and thanks the First Peoples of the hən̓q̓əmiñəm language group on whose traditional and unceded territories we teach, learn and live.

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- 1. Adopt Agenda**
- 2. Approve Minutes**  
Public minutes from meeting held November 13, 2024 attached.
- 3. Human Resources Update**  
Report from the Executive Director, Human Resources attached.
- 4. 2023/24 Statement of Financial Information**  
Update from the Assistant Secretary Treasurer
- 5. Trustees' Expenses for the Three Months Ending December 31, 2024**  
Report from the Assistant Secretary Treasurer attached.
- 6. 2025/26 Facility Rental Rates**  
Report from the Director, Facilities Services and Manager, Operations and Rentals attached.
- 7. Next Meeting Date – Wednesday, February 12, 2024 at 10:00 am**
- 8. Adjournment**

## Finance and Legal Committee Public Meeting Minutes

Wednesday, November 13, 2024 – 10:00 am  
Via Zoom

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**Present:**

Chairperson	D. Sargent
Vice Chairperson	K. Hamaguchi
Trustee Alternate	A. Wong
Superintendent of Schools	C. Usih
Secretary Treasurer	C. Wang
President, Richmond Teachers' Association	L. Baverstock
2nd Vice President, Richmond Teachers' Association	F. Marsic
President, Richmond District Parents Association	C. Huang
Vice President, Richmond Association of School Administrators	A. Goulas
Representative, Richmond Management and Professional Staff	R. Corbin
Executive Assistant (Recording Secretary)	T. Lee

The meeting was called to order at 10:00 am.

The Richmond Board of Education acknowledged and thanked the First Peoples of the hən̓q̓əmiñəm language group on whose traditional and unceded territories we teach, learn and live.

### 1. Adopt Agenda

The agenda was adopted as circulated.

### 2. Approve Minutes

The minutes of the public meeting held Wednesday, October 16, 2024, were approved as circulated.

### 3. Human Resources Update

The Secretary Treasurer noted that she would present the report on behalf of the Executive Director, Human Resources (HR), who was unable to attend the meeting due to a scheduling conflict. She highlighted the district's employee wellness initiatives and thanked HR for their efforts in promoting these programs.

A discussion followed regarding Immunize, specifically the clinic's offering of flu and COVID-19 immunizations.

**4. 2025/26 Annual Budget Process Timelines**

The Secretary Treasurer spoke to her report as included in the agenda package, noting that the previous year was the first year of implementing the new timeline and process. She highlighted that, based on feedback from educational partners, the new approach has been effective in aligning with the staffing process and fulfilling contractual obligations within the required timeline.

The President of Richmond Teachers' Association and trustees expressed their appreciation to the Secretary Treasurer and her team for establishing a budget process and timeline that allows education partners sufficient time to provide feedback and support the hiring process.

The Committee agreed to forward the following **RECOMMENDATION** to the Board:

**THAT** the Chairperson of the Finance and Legal Committee recommend to the Board of Education (the Board) in its November 20, 2024 public meeting that the Board approve the 2025/26 Annual Budget process and timeline as presented; and

**FURTHER THAT** the Board direct staff to publish the 2025/26 budget process and timeline on the District's website.

**5. Next Meeting Date – Wednesday, January 15, 2025 at 10:00 am**

**6. Adjournment**

The meeting adjourned at 10:12 am.

*Respectfully Submitted,*

*Donna Sargent  
Chairperson, Finance and Legal Committee*

## Report to the Finance and Legal Committee Public

**Date:** January 15, 2025  
**From:** Tanya Major, Executive Director, Human Resources  
**Subject:** **Healthy Workplace**

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

### **BACKGROUND**

The district strategic plan's priority four focuses on a progressive workplace. Goal four within this priority emphasizes recruiting and retaining high quality staff with growth potential in all positions across the district. To meet this goal, Human Resources staff are engaged in a variety of initiatives designed to recruit and retain quality employees. This update shares several highlights for information.

#### **EA Recruitment**

Each year the district provides an 'in Richmond' EA training program (REAP). Our human resources staff liaise directly with REAP program staff and students to foster affiliation to the district and to collaborate over the program design as well as priority learning topics in an effort to optimize graduating students' preparedness to meet the demands new EAs will face in their work.

In early December 2024, the REAP program graduated 30 new EAs from the program. In February 2025 we anticipate another 30 graduates from the part-time REAP program. The next offering of a part time REAP cohort program will also begin in February 2025 and is scheduled to enroll 30 students who would then graduate in February of 2026.

#### **Teacher Recruitment**

Each year the district hosts teacher candidates who come to Richmond to complete their teaching practicums. Eleven (11) SFU teacher candidates (3 in Secondary and 7 in Elementary) completed their practicums with the district in December 2024, many of whom are already working with us.

This school year the district is hosting 97 teacher candidates from UBC (48 in Elementary and 49 in Secondary). Secondary candidates will complete their extended practicums in May and Elementary candidates continue in their extended practicums through to the beginning of June. The Human Resources department will continue working with Learning Services staff to provide regular professional learning opportunities on key topics such as: assessment and reporting, lesson planning, classroom management, and inclusive education.

Later this month, our team will be attending the UBC Job Fair where we will highlight our district as an employer of choice.

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*Respectfully Submitted*

*Tanya Major*  
*Executive Director, Human Resources*

## Report to the Finance and Legal Committee Public

**Date:** January 15, 2025  
**From:** Maria Fu, Assistant Secretary Treasurer  
**Subject:** Trustees' Expenses for the Three Months Ending Dec 31, 2024

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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, 2024, in the amount of \$5,473.42.

### 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, 2024, expenses totaling \$5,473.42 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, 2024, total \$5,473.42.

### CONCLUSION

The Finance & Legal Committee recommends the Board approve Trustees' expenses for the three months ending December 31, 2024.

Respectfully submitted,

*Maria Fu*  
Assistant Secretary Treasurer

**TRUSTEES EXPENSES**

<b>DATE</b>	<b>DESCRIPTION</b>	<b>R. BELLEZA</b>	<b>K. HAMAGUCHI</b>	<b>H. LARSON</b>	<b>D. SARGENT</b>	<b>D. TABLOTNEY</b>	<b>A. WONG</b>	<b>D. YANG</b>	<b>TOTAL</b>
2024-10-09	Cell phone reimbursement - Oct 2024		50.00	50.00		50.00	11.20	50.00	211.20
2024-11-06	Cell phone reimbursement - Nov 2024		50.00	50.00		50.00	11.20	50.00	211.20
2024-12-04	Cell phone reimbursement - Dec 2024		50.00	50.00		50.00	11.20	50.00	211.20
2024-11-06	RSSC 35th Anniversary Fundraising Gala-Oct 27							88.00	88.00
2024-11-06	Pathways Clubhouse Fundraising Dinner-Nov 2		65.00	65.00		65.00	65.00		260.00
2024-12-04	RSSC 35th Anniversary Fundraising Gala-Oct 27						88.00		88.00
2024-12-04	BCSTA Trustee Academy-Nov 21-23 - mileage						23.80		23.80
2024-12-04	BCSTA Trustee Academy-Nov 21-23 - mileage and parking	84.00							84.00
2024-12-04	BCSTA Trustee Academy-Nov 21-23 - transportation			64.46					64.46
2024-12-04	BCSTA Trustee Academy-Nov 21-23 - trustee dinner	75.26	75.26	75.26	75.26	75.26	75.26		451.56
2024-12-13	2024 Symposium: Insight and Opportunities:HR in Education-Nov 7-8, 2024-Registration - Cancelled					(630.00)			(630.00)
2024-12-18	BCSTA Trustee Academy-Nov 21-23 - pre-registration and registration fee	761.25	603.75	761.25	761.25	761.25	761.25		4,410.00
	<b>TOTALS PAID: Oct 1 to Dec 31, 2024</b>	<b>920.51</b>	<b>894.01</b>	<b>1,115.97</b>	<b>836.51</b>	<b>421.51</b>	<b>1,046.91</b>	<b>238.00</b>	<b>5,473.42</b>

## Report to the Finance and Legal Committee Public

**Date:** January 15, 2025

**From:** Kris Wilkins, Director, Facilities Services  
Cintha Winters, Manager, Operations and Rentals

**Subject:** **2025/26 Facility Rental Rates**

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### RECOMMENDATION

**THAT** the Chairperson of the Finance and Legal Committee provide a recommendation to the Board of Education to approve the non-commercial (not-for-profit) and commercial (for profit) facility rental rates, reflecting a five per cent increase for the 2025/26 school year, as presented herein.

### POLICY CONSIDERATIONS

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

### BACKGROUND

In accordance with board policies, the schedule of charges for the use of school facilities shall be set and reviewed by the board on an annual basis. The district rental charges are determined on a cost recovery basis, ensuring that fees do not exceed the direct costs incurred or anticipated by the district in maintaining the rental spaces.

Following the independent review of the Operations & Rentals Department completed in 2021 which recommended that the district reviews the rental rates, in the report to the Finance & Legal Committee January 19, 2022, staff recommended a five per cent annual increase on rates and custodial services for the next three years, until 2025 to offset increasing cost in utilities and building maintenance. The increases over the past three years were in line with the Consumer Price Index (CPI) for British Columbia, which were 3.6% in 2024, 4.7% in 2023 and 6.4% in 2022, and labour cost increases.

### ANALYSIS

The Facilities Department has projected a significant increase in the cost of maintaining school facility spaces for the next school year. These cost increases are primarily driven by rate increases from utilities and service providers, including BC Hydro, Fortis BC, Metro Vancouver and the City of Richmond.

BC Hydro and Fortis BC are projecting significant rate increases for 2025, with Fortis BC forecasting a 17.5 per cent increase and BC Hydro planning an annual increase of 2.3 per cent over the next five years. The district is anticipating a 6.4 per cent increase in water charges and a 33.2 per cent increase in sewage charges, driven by the rate adjustments by the City of Richmond and Metro Vancouver region as well as the addition of a 9.8 per cent increase of the Flood Protection levy. Manpower costs are also projected to increase due to increased substitute costs and employee benefit expenses.

District Policy 804.4 provides childcare rate for the upcoming school year, which is reviewed annually as

well. Due to the same significant increases in utility and labour costs, it is recommended that the hourly rate for childcare operations be increased by five per cent for the 2025/26 school year. The proposed rate of \$10.50 per hour reflects the projected costs of operating and maintaining these spaces.

**CONCLUSION**

To align with projected cost increases for maintaining school spaces, it is recommended that the rental rates be increased by five per cent for the 2025/26 school year on a cost recovery basis. Rental contracts are prepared through March and April for the upcoming school year, making the timing of this approval consistent with the contracting schedule for the next school year. Please find attached the proposed Schedule of Charges for School Use of Facilities, effective July, 1 2025 to June 30, 2026.

*Kris Wilkins, BEng  
Director, Facilities Services*

*Cintha Winters  
Manager, Operations and Rentals*



## Schedule of Charges for Use of School Facilities

**July 1, 2025 to June 30, 2026**

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 shall not exceed the direct and indirect costs incurred and to be incurred by the Board in making the board property available to the childcare operator. A rate of \$10.50 per hour of occupancy per facility shall be charged. This applies to the usage of the following areas: dedicated childcare facility, 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.

**2025/2026 Rental Rates (Proposed):**

Space	Non-commercial	Commercial
<b>Hourly Rates</b>		
Gymnasium (Secondary)	\$60.50	\$166.50
Large Foyer/Rotunda (Secondary)	\$54.00	\$124.50
Gymnasium (Elementary)	\$54.00	\$124.50
Multipurpose Room/Library (Elementary)	\$54.00	\$124.50
Cafeteria without Teaching Kitchen	\$54.00	\$124.50
Change Room/Showers	\$54.00	\$67.00
Classroom/Small Foyer	\$26.50	\$47.50
Kitchen	\$26.50	\$47.50

Space	Non-commercial	Commercial
<b>Daily Rates</b>		
Parking Lot (Daily Rate)	\$522.00	\$1,157.50
Movie Shoot - Exterior	N/A	\$1,449.00
Movie Shoot - Interior	N/A	\$4,053.00

**Custodial Charges:**

Hourly	Rate
Rental Custodian – Daycares	\$34.00
Rental Custodian – Other Groups	\$42.00

**Other Services:**

Space	Non-commercial	Commercial
Chair Rental (each, daily rate)	\$1.50	\$1.50
Table Rental (each, daily rate)	\$8.50	\$8.50
Table & Chair Delivery (Flat Rate)	\$115.50	\$157.50