

Finance and Legal Committee Public Meeting Agenda

Wednesday, January 14, 2026 – 10:00 am
via Zoom

<https://sd38.zoom.us/j/65971070899>

Passcode: 6000

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

- 1. Adopt Agenda**
- 2. Approve Minutes**
Public minutes from meeting held November 12, 2025 attached.
- 3. Human Resources Update**
Report from the Executive Director, Human Resources attached.
- 4. 2024/25 Statement of Financial Information**
Update from the Assistant Secretary Treasurer.
- 5. Trustees' Expenses for the Three Months Ending December 31, 2025**
Report from the Assistant Secretary Treasurer attached.
- 6. 2026/27 Facility Rental Rates**
Report from the Director, Facilities Services and Manager, Operations and Rentals attached.
- 7. Next Meeting Date – Wednesday, February 11, 2026 at 10:00 am**
- 8. Adjournment**

Finance and Legal Committee

Public Meeting Minutes

Wednesday, November 12, 2025 – 10:00 am

Via Zoom

Present:

Chairperson
Vice Chairperson
Trustee Member
Trustee Alternate
Superintendent of Schools
Secretary Treasurer
Assistant Secretary Treasurer
Executive Director, Human Resources
President, Richmond Teachers' Association
Vice President, Richmond Teachers' Association
President, Richmond District Parents Association
Vice President, Richmond District Parents Association
President, Richmond Association of School Administrators
President, Canadian Union of Public Employees Local 716
1st Vice President, Canadian Union of Public Employees Local 716
Representative, Richmond Management and Professional Staff
Executive Assistant (Recording Secretary)

D. Sargent
D. Tablotney
K. Hamaguchi
A. Wong
C. Usih
C. Wang
M. Fu
T. Major
L. Baverstock
F. Marsic
C. Huang*
A. Gong
N. Widdess
S. Robinson
N. Williams
R. Corbin
T. Lee

*Present for a portion of the meeting

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

The Richmond Board of Education acknowledged and thanked the First Peoples of the hənqəmən̓əm̓ 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 15, 2025, were approved as circulated.

3. Human Resources Update

The Executive Director, Human Resources (HR) referred to her report as included in the agenda package.

She then responded to a question from the President, Richmond Teachers' Association (RTA), about staffing levels and TTOC coverage.

In response to a question from a trustee, the Director, HR, confirmed that recruitment for Education Assistants and TTOCs remains ongoing.

4. 2026/27 Annual Budget Process and Timeline

The Secretary Treasurer spoke to her report as included in the agenda package.

She then responded to a question from the President, RTA, regarding the return to a May budget approval timeline and its potential staffing implications, noting that processes are in place to manage potential impacts and that the board's timeline allows for flexibility if new information arises.

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 19, 2025 public meeting that the Board approve the 2026/27 Annual Budget process and timeline as presented in this report.

5. Next Meeting Date – Wednesday, January 14, 2026 at 10:00 am

6. Adjournment

The meeting adjourned at 10:16 am.

Respectfully Submitted,

*Donna Sargent
Chairperson, Finance and Legal Committee*

Report to the Finance and Legal Committee Public

Date: January 14, 2026

From: Tanya Major, Executive Director, Human Resources

Subject: **Human Resources Update**

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

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 December 2025, the REAP program graduated 28 Educational Assistants from the program. Many of these graduates have been interviewed and the district is beginning to offer employment. The remaining graduates interested in pursuing work with Richmond are currently completing their application packages. A new cohort for this full-time program is scheduled to begin in July 2026.

In February 2026, we anticipate another 28 graduates from the part-time REAP program.

Teacher Recruitment

Each year the district hosts teacher candidates who come to Richmond to complete their teaching practicums.

Eight (8) SFU teacher candidates (Secondary and Elementary) have recently completed their practicums in the district. All of these individuals have been interviewed and those who have accepted their offer of employment are in the process of completing district onboarding packages.

This school year the district is hosting 120 teacher candidates from UBC (57 in Elementary and 63 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. As well, Human Resources staff will offer opportunities for

student teachers to submit applications and receive conditional hire offers pending the successful completion of their practicums.

These strategies are designed to welcome and support emerging teachers, as well as build affiliation and recruit as many new teachers as possible for the district.

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

Respectfully Submitted

Tanya Major
Executive Director, Human Resources

Report to the Finance and Legal Committee Public

Date: January 14, 2026

From: Maria Fu, Assistant Secretary Treasurer

Subject: Trustees' Expenses for the Three Months Ending December 31, 2025

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, 2025, in the amount of \$5,057.08.

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, 2025, expenses totaling \$5,057.08 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, 2025, total \$5,057.08.

CONCLUSION

The Finance & Legal Committee recommends the Board approve Trustees' expenses for the three months ending December 31, 2025.

Respectfully submitted,

Maria Fu
Assistant Secretary Treasurer

TRUSTEES EXPENSES

DATE	DESCRIPTION	R. BELLEZA	K. HAMAGUCHI	H. LARSON	D. SARGENT	D. TABLOTNEY	A. WONG	D. YANG	TOTAL
2025-10-08	Cell phone reimbursement - Oct 2025		50.00	50.00		50.00	11.20	50.00	211.20
2025-11-05	Cell phone reimbursement - Nov 2025		50.00	50.00		50.00	11.20	50.00	211.20
2025-12-03	Cell phone reimbursement - Dec 2025		50.00	50.00		50.00	11.20	50.00	211.20
2025-11-04	CSBA Congress-July 2-5 -event refund-from in-person to virtual							(525.00)	(525.00)
2025-11-04	BCPSEA Symposium - Nov 6-7 - registration fee					105.00			105.00
2025-11-19	Autism Parenting Summit - Oct 11		59.00						59.00
2025-12-03	Pathways Clubhouse Fundraising Dinner - Nov 8		70.00				70.00		140.00
2025-12-17	BCSTA Trustee Academy - Nov 27-29 - pre-conference/conference registration	682.50	525.00	682.50	682.50	682.50	682.50	682.50	4,620.00
2025-12-17	BCSTA Trustee Academy - Nov 27-29 - mileage						24.48		24.48
	TOTALS PAID: Oct 1 to Dec 31, 2025	682.50	804.00	832.50	682.50	937.50	810.58	307.50	5,057.08

Report to the Finance and Legal Committee Public

Date: January 14, 2026

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

Subject: **2026/27 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 2026/27 fiscal year 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

Following an independent review of the Operations & Rentals Department completed in 2021, which included a comparison of facility rental rates across Metro Vancouver school districts, the District implemented a three-year cycle of annual 5% rate increases to offset rising utility and building maintenance costs. That rate adjustment cycle has now concluded. A subsequent independent review of rental rates confirms that District rates remain generally consistent with those of comparable school districts. The proposed 5% increase for the 2026/27 fiscal year reflects ongoing inflationary pressures and projected utility cost increases, while maintaining alignment with regional benchmarks.

In past years, room rental rate increases have been recommended and approved based on the Consumer Price Index (CPI). At the provincial level, British Columbia's CPI inflation rate averaged 3.9% in 2023, 2.6% in 2024, and continued to moderate in 2025 with year-over-year CPI readings generally near 2.2–2.6% through late 2025. Taken together, these figures represent a sustained period of above-target inflation relative to historic norms and, when averaged over the past three years, are consistent with ongoing cost pressures in the economy.

Both BC Hydro and FortisBC have implemented and approved rate increases, with BC Hydro averaging approximately 3–4% annually and FortisBC projecting cumulative double-digit percentage increases over several years. In addition, municipal water and sewer fees, including those levied by the City of Richmond and Metro Vancouver, continue to rise due to increases in regional infrastructure and treatment costs. These utility cost pressures directly impact the District's operating expenses for custodial services and facility maintenance.

On that basis, Facilities Services and the Secretary-Treasurer's Office are recommending a 5% increase

for the 2026/27 fiscal year, which aligns with recent inflationary trends and supports the recovery of increasing operating and utility costs. Proposed rates have been rounded to the nearest \$0.50 for administrative consistency.

District Policy 804.4 requires childcare rate to be reviewed every three (3) years, and we completed the three-year cycle (adopted in 2022/23). Due to a significant increase in projected utility costs, we recommend an increase in the hourly rate for childcare operations of 5% as well. The proposed rate that applies to childcare operations for the period of 01 July 2026 to 30 June 2027 is \$11.00/hour of use, which reflects actual costs to operate and maintain these spaces.

DISCUSSION

Please find attached the proposed Schedule of Charges for School Use of Facilities, effective 01 July 2026 to 30 June 2027.

Kris Wilkins, BEng
Director, Facilities Services

Cintha Winters
Manager, Operations and Rentals

Attachments:

1. *Schedule of Charges for School Use of Facilities*
2. *2025 School Districts Rental Rates Comparison*

Schedule of Charges for Use of School Facilities

01 July 2026 to 30 June 2027

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 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 \$11.00 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.

2026/2027 Rental Rates (Proposed):

Space	Non-commercial	Commercial
Hourly Rates		
Gymnasium (Secondary)	\$63.50	\$174.00
Large Foyer/Rotunda (Secondary)	\$56.50	\$130.50
Gymnasium (Elementary)	\$56.50	\$130.50
Multipurpose Room/Library (Elementary)	\$56.50	\$130.50
Cafeteria without Teaching Kitchen	\$56.50	\$130.50
Change Room/Showers	\$56.50	\$70.50
Classroom/Small Foyer	\$28.00	\$50.00
Kitchen	\$28.00	\$50.00

Space	Non-commercial	Commercial
Daily Rates		
Parking Lot (Daily Rate)	\$548.00	\$1215.50
Movie Shoot - Exterior	N/A	\$1521.50
Movie Shoot - Interior	N/A	\$4255.00

Custodial Charges:

Hourly	Rate
Rental Custodian – Daycares	\$35.50
Rental Custodian – Other Groups	\$44.00

Other Services:

Space	Non-commercial	Commercial
Chair Rental (each, daily rate)	\$1.50	\$1.50
Table Rental (each, daily rate)	\$9.00	\$9.00
Table & Chair Delivery (Flat Rate)	\$121.50	\$165.50

Rate Category - All Rates Per Hour Unless Stated	SD38-Richmond		SD36-Surrey		SD37-Delta		SD41-Burnaby		SD43-Coquitlam		SD35-Langley		SD42-Maple Ridge		SD39-Vancouver		
	Non-commercial	Commercial	Non-commercial	Commercial	Non-commercial	Commercial	Non-commercial	Commercial	Non-commercial	Commercial	Non-commercial	Commercial	Non-commercial	Commercial	Non-commercial	Commercial	
Classroom/Staff Room/Kitchen/Hallway	\$26.50	\$47.50	\$32.00	\$63.00	\$15.00	\$30.00	\$24.82	\$31.14	\$22.25	\$43.75	\$16.00	\$38.00	\$35.00	\$43.00	\$21.00	\$26.00	
Gym - Elementary or Secondary Small	\$54.00	\$124.50	\$58.00	\$136.00	\$35.00	\$75.00	\$93.40	\$120.00	\$86.75	\$173.25	\$35.00	\$97.00	\$64.00	\$80.00	61-67	76-84	
Gym - Secondary Large	\$60.50	\$166.50	\$93.00	\$209.00	\$45.00	\$115.00	\$124.26	\$177.00	\$132.50	\$285.75	\$39.00	\$130.00	\$131.20	\$164.00	84-92	105-115	
Library - Elementary	\$54.00	\$124.50	\$43.00	\$86.00	\$25.00	\$40.00	\$43.48	\$54.35	\$43.75	\$98.75	\$20.00	\$50.00	\$49.00	\$62.00	\$37.00	\$47.00	
Library - Secondary			\$48.00	\$112.00			\$43.48	\$54.35	\$57.75	\$114.75	\$20.00	\$50.00			\$37.00	\$47.00	
Home/Economics			\$48.00	\$112.00					\$57.75	\$114.75							
Cafeteria (seating only)	\$54.00	\$124.50	\$58.00	\$136.00	\$40.00	\$80.00	\$80.78	\$101.05	\$57.75	\$114.75	\$39.00	\$132.00			\$83.00	\$103.00	
Playing Field/playground/Running Track			\$33.00	\$59.00											19-25	25-34	
Theatre (foyer/ MP)	\$54.00	\$124.50	\$109.00	\$219.00	\$80.00	\$115.00	\$80.78	\$101.05			\$20.00	\$50.00	\$40.00	\$50.00	166-200	207-250	
Parking Lot	\$522/Day		\$54.00	\$128.00					\$500-1000/Day	\$500-1000/Day	\$367.00	\$735/Day			\$58.00	\$72.00	
Daycare/Preschool/Before & After School Care	\$10.50	\$10.50	\$10.00	\$15.00					Per Lease Agreement		\$15.00	\$15.00					
Custodial Charges	\$42.00	\$42.00	\$80.00	\$80.00	\$30.59	\$30.59	\$45.09	\$45.09		\$43.00	\$75.00	\$75.00				\$83/hour 4 hour minimum	
processing/Cancellation/Amendment Fee			\$35.00				\$25.00	each		\$25.00		18-50	each			\$25.00	each
Security to open/close (when no custodian on site)			\$30.00								\$30.00	each					
Badminton/Volleyball Stanchions and/or Nets			\$195.00														
Indoor Soccer Nets (Hockey Nets)			\$175.00														
Chairs (unit cost)	\$1.50		\$1.55														
Tables (unit cost)	\$8.50		\$8.00														
Projector (per day)			\$45.00														
Lighting - Theatre (per day)			\$45.00														
Sound System (per day)			\$45.00														
Mats - blue soft mats in gyms			\$105.00														
Piano			\$195.00														
Gym Floor Covering (Flat rate)																	