

POLICY COMMITTEE
PUBLIC MEETING AGENDA

DATE: MONDAY, JUNE 14, 2021

11:00 AM

Via Zoom Webinar (access details via email)

The Richmond Board of Education acknowledges and thanks the First Peoples of the hən̓q̓əmin̓əm̓ (hun-ki-meen-um) language group on whose traditional and unceded territories we teach, learn and live.

1. ADOPT AGENDA

2. APPROVE MINUTES

Attachment: Minutes of meeting held May 17, 2021.

**3. DRAFT REVISED POLICY 504.9/504.9-R: EMERGENCY SITUATIONS TO RENUMBERED/
RENAMED POLICY 310: *EMERGENCY MANAGEMENT/DRAFT PARENT GUIDE***

Report from the Deputy Superintendent attached.

**4. POLICY 804.1/804.1-R/804.1-G: *COMMUNITY USE OF DISTRICT FACILITIES/*
*POLICY 804.4/804.4-G: FEES FOR USE OF DISTRICT FACILITIES***

Report from the Executive Director, Facilities Services attached.

5. STATUS OF CURRENT AND ANTICIPATED ITEMS

Attachment: Update to June 14, 2021.

6. ADJOURNMENT

School District No. 38 (Richmond)
7811 Granville Avenue, Richmond, BC V6Y 3E3

MINUTES OF PUBLIC MEETING OF POLICY COMMITTEE

Date: Monday, May 17, 2021 at 11 am
Via Zoom Webinar

Present: Sandra Nixon, Chairperson
Debbie Tablotney, Vice-Chairperson
Norman Goldstein, Member
Scott Robinson, Superintendent
Roy Uyeno, Secretary Treasurer
Liz Baverstock, Richmond Teachers' Association
Steve Wenglowski, Richmond Teachers' Association
Ian Hillman, CUPE 716
Wennie Walker, Richmond Association of School Administrators
Rebeca Avendano, Richmond Management Professionals Staff
Catherine Cleary, Executive Assistant (Recording Secretary)

The Chair called the meeting to order at 11:03 am.

- 1. ADOPT AGENDA**
The agenda was adopted as circulated.
- 2. APPROVE MINUTES**
The Minutes of the meeting held April 19, 2021 were approved as circulated.
- 3. DRAFT REVISED POLICY 504.9/504.9-R: EMERGENCY SITUATIONS/DRAFT PARENT GUIDE**

The Deputy Superintendent provided background on the report. Creation of the *Parent Guide to Preparedness* was the impetus to revisions and updates to the Policy. The Deputy Superintendent noted that the Guide was initiated to improve communication with members of the community. As well, new "push" technology will provide up to date information and a notification process. The parent guide will be ready and operational by early fall. The Deputy Superintendent shared that the policy currently sits in the education policy section. He noted that as management protocols extend past students and education to *all* District facilities, and therefore the policy should be included within the administration area of policy.

The Deputy-Superintendent referred to The Ministry of Education document "Emergency Management Planning Guide for Schools", which outlines the requirements used for Richmond School District's emergency preparedness materials and policy. The Deputy

Superintendent highlighted the Policy, regulation and timeline and noted that the District is responsible for ensuring that emergency management protocols are established practice and procedures.

Following the update, there were questions on the proposed timeline. The Deputy Superintendent responded that the policy and regulation need to be aligned with the procedures as outlined in the Guide. The standard of care for school districts is to provide supervision and protection of students. He also noted that communication throughout an emergency event is the main priority in developing a process and operational procedures that will develop protocols.

There were questions and comments noting that the updates and realignment plans were a positive step and improvement.

ACTION: It was **AGREED** that this item would come back to the June meeting for further review and consideration of the timeline to be sent out for the Stakeholder Review Process.

4. **SECTION 700: FACILITIES**

The Executive Director, Facilities Services provided background to the **Facility: Section 700 – Phase One** including the feedback during the Stakeholder Consultation process. The Richmond Teachers' Association (RTA) had requested through a motion that the Board review policy 701.11/701.11-R: *Naming and Renaming of Board Owned Facilities or Parts of Board Owned Facilities*. The District also received feedback from RASA with some suggested minor wording changes to Regulation 701-R Facilities Planning and Development that were incorporated.

ACTION: It was **AGREED** that the Policy Committee bring **Section 700: Facilities – Phase One** forward to the Board as a Notice of Motion to the May 26, 2021 Public Meeting that a Recommendation for the Board's consideration will be presented at the June 23, 2021 Public Meeting to approve **Section 700: Facilities – Phase One**. Policy 701.11/701.11-R will be removed from the section for approval for further stakeholder review and feedback.

5. **STATUS OF CURRENT AND ANTICIPATED ITEMS**

The Status document included with the agenda package was updated to May 17, 2021. There was some discussion around the item Policy 103: Bylaw and when this item would be reviewed. The Chairperson noted that it would likely be in the Fall to start the review revision process.

6. NEXT MEETING DATES

The next meeting is scheduled for Monday, June 14, 2021 at 11 am.

7. ADJOURNMENT

The meeting adjourned at 11:58 am.

Respectfully Submitted,

Sandra Nixon, Chairperson
Policy Committee

Report to the Policy Committee PUBLIC

DATE: June 14, 2021

FROM: Rick Ryan, Deputy Superintendent

SUBJECT: Draft Revised **Policy 504.9 & 504.9-R: *Emergency Situations to Renumbered Renamed Policy 310: Emergency Management***

This report is provided to the Policy Committee for information purposes. No further action on behalf of the committee is required at this time.

INTRODUCTION:

The purpose of this report is to provide background information regarding a comprehensive revision to Policy 504.9 & 504.9-R Emergency Situations.

BACKGROUND:

Policy 504.9 & 504.9-R Emergency Situations were adopted on March 5, 1990. Over the course of time, considerable changes have taken place in the area of emergency management protocols for school districts. The attached draft revision of the Emergency Management Policy and Regulation document are reflective of legislative requirements and current best practices in this critical area.

LEGISLATIVE CONSIDERATIONS:

The Ministry of Education has developed an Emergency Management Planning Guide for Schools, Districts and Authorities which incorporates legislative requirements for districts and outlines essential elements of a comprehensive Emergency Management Cycle. The draft Policy and Regulation revisions are aligned with the Ministry of Education Planning Guide.

POLICY CONSIDERATIONS:

At this time, the Board of Education has Policy 504.9 & 504.9-R Emergency Situations. The draft Policy and Regulation revisions (renumbered and renamed) are attached as Policy 310 & 310-R Emergency Management. Administrative Guidelines are currently under development and will be share with the Policy Committee at the appropriate time. In addition, the supporting document A Parent's Guide: Emergency Preparedness, is attached for reference. Following initial discussions at the Policy Committee, potential revisions to the documents will be made and revised copies of the draft Policy and Regulation will be brought to the next regular meeting of the Policy Committee for further consideration.

PROPOSED TIMELINE:

Dates	Meeting	Comments
April 19, 2021	Policy Committee	Draft policy considered/reviewed by Policy Committee (in-camera) with initial trustee feedback incorporated into revised draft.
May 17, 2021	Policy Committee	Revised policy considered/reviewed by Policy Committee (public) with initial stakeholder feedback incorporated into revised draft.
June 14, 2021	Board of Education	Revised draft to be considered/reviewed by Policy Committee (public). Notice of Motion for June 23 rd Board meeting brought to Board of Education for consideration of entry into the stakeholder review process.
June 23, 2021	Board of Education	Possible Board approval for entry into stakeholder review process (proposed timeline June 24, 2021 - August 31, 2021).
August 31, 2021		Deadline for submission of input.
September 20, 2021 (TBD)	Policy Committee	Updated draft policy incorporating stakeholder input brought to Policy Committee (Public). Possible recommendation of Notice of Motion for Board approval brought to September Board meeting.
September 22, 2021 (TBD)	Board of Education	Notice of motion for approval of policy at October Board meeting.
October 27, 2021 (TBD)	Board of Education	Possible Board approval of policy at October Board Meeting.

INPUT & REVISIONS TO DATE

Regulation Document (all changes in red font):

1. New section added titled Student Reunification Protocol, page 3 (request brought forward by the RTA).
2. Roles and Responsibilities, page 5
 - Superintendent
 - Revision to language regarding communication with the chairperson of the Board of Education when a serious incident occurs (request brought forward by trustees).
 - Revision to language regarding communication with stakeholder presidents when a serious incident occurs (request brought forward by the RTA).
 - School Staff and Students
 - Revised to include separate sections titled School Staff, and Students (request brought forward by the RTA).

CONCLUSION

The Richmond Board of Education has as its highest priority the safety of students and staff and upholds the duty of care that is expected from our school community. The Board is responsible for ensuring that emergency management policy is established, outlining protocols to be practiced and activated as required by provincial legislation and regulations.

Rick Ryan
Deputy Superintendent

The Richmond Board of Education has as its highest priority the safety of students and staff, and upholds the duty of care that is expected from our school community.

The District is responsible for ensuring that Emergency Management protocols are established, practiced and appropriately activated as required by provincial legislation and regulations.

Being ready to address different scenarios in collaboration with first responders and relevant community agencies takes considerable preparation on the part of school and district staff. The district engages with an ongoing emergency management cycle in order to provide thoughtful and effective emergency response to our schools and district facilities. All school district facilities must have staff trained in how to manage emergency situations that may arise.

DEFINITIONS

All-Hazard: Any incident or event, natural or human caused, that requires an organized response by public, private, and/or governmental entity in order to protect life, public health and safety, and minimize any disruption of government, social, and economic services.

Critical Incident: Any incident, whether natural or human-caused, that has a negative emotional impact on those affected resulting in a state of stress or discomfort and feelings of loss of control.

Disaster: An event, generally considered to have an even greater impact than an emergency, caused by an accident, fire, explosion or technical failure, or by the forces of nature, and has resulted in serious harm to the health, safety and/or welfare of people, or in widespread damage to property.

Emergency: An event or circumstance that is caused by accident, fire, explosion, technical failure, human action or force of nature, that requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare and/or a person or to limit damage to property.

Emergency Management Cycle: An ongoing process to prevent, prepare for, respond to, and recover from an incident.

Incident Command System: A standardized on-site management system designed to enable effective, efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure.

DUTY OF CARE

The Supreme Court of Canada has articulated that “The standard of care to be exercised by school authorities in providing for the supervision and protection of students for whom they are responsible is that of a careful or prudent parent.”

In the event of an emergency, staff must ensure that students are cared for until they are safely reunited with their parents or guardians.

DISTRICT RESPONSE PROTOCOLS

The district models emergency response protocols on the British Columbia Emergency Response Management System (BCERMS) which outlines the following priorities:

- Keep students and staff safe.
- Make sure that staff understand clear and consistent standards and procedures to follow.
- Clearly define roles and responsibilities.
- Ensure that communications and protocols are aligned with community partners (e.g., First Responders).
- Minimize disruptions and return to normal as soon as possible.

The district follows the Ministry of Education's Emergency Management Planning Guide for Schools, Districts and Authorities which outlines key elements of the Emergency Management Cycle:

Pre-Event Planning

Effective emergency management begins with ongoing assessment, prevention, planning, and training in preparation for the potential of an emergency situation.

Emergency Event

In the event of an emergency, the district operationalizes the All-Hazards Approach to emergency management. The All-Hazards Approach incorporates five key responses that must be activated appropriately based on the context of an emergency.

Drop-Cover-Hold On
Activated in an event such as an earthquake, where the physical structure becomes unstable. Students and staff must go into a drop-cover-hold on position to reduce the risk of injury.
Evacuation
Activated when the building or area becomes unsafe. In an evacuation, students and staff are to leave the building and go to a previously identified location outside of the building. If it is safe to do so, students and staff are able to re-enter the building.
Shelter-in-Place
Activated when a situation outside of the school is not safe. For personal safety, it is important for students and staff to remain inside the school. Exterior doors are locked and monitored to allow students and staff to enter. Once inside, no one leaves the building.
Hold and Secure
Activated by the RCMP when it is necessary to secure the school because there is a security threat occurring in close proximity. Exterior doors are locked and monitored to allow students and staff to enter. Once inside, no one leaves the building.
Lockdown
Activated in response to a significant act or threat of violence. If a lockdown is initiated by the principal, 911 is contacted for immediate response from the RCMP and other support agencies as necessary. Exterior doors and interior classroom doors are locked and no individual is permitted in or out of any area. Only the RCMP are permitted access to the school until the lockdown is over.

Student Reunification Protocol

The district Student Reunification Protocol requires the establishment of a designated area for staff and students to gather in the event of an emergency that requires evacuation of a district facility and activation of the protocol. The district is committed to the reunification of students with their parents as quickly as possible. Supervision of students until they are safely reunited with their parents or designated caregiver is the responsibility of school staff.

Post-Event Recovery

The following elements will require attention post-event:

- Emotional and psychological supports.
- Physical and structural needs of district facilities.
- Continuity of operations (e.g., alternate site arrangements).
- Restoring learning.
- Debriefing to support moving forward.

Violence Threat Risk Assessment (VTRA) Protocol

The Violence Threat Risk Assessment Protocol is one important aspect of the Ministry of Education's Expect Respect & A Safe Education (*erase*) Strategy. The Board of Education and our community partners are committed to making our schools safe for all students, staff and community members. As a result, we are committed to responding in a multi-disciplinary approach to all student behaviours that pose a potential risk to self or other students, staff and members of the community.

Violence Threat Risk Assessment

WE ARE IN THIS TOGETHER

Together we must commit to intervening in all situations in which students may be posing a threat to themselves or others. Parents, staff, students, and community members must report threat-related behaviours to the principal and/or appropriate authorities such as the RCMP or Child and Youth Mental Health.

WHAT IS A THREAT?

A threat is any expression of intent to do harm or to act out violently.



WHO IS PART OF THE THREAT ASSESSMENT TEAM?

Each school has a threat assessment team that includes a school administrator and counsellor. Schools are further supported by district personnel, the RCMP, and other support agencies as appropriate.



WHAT IS THE PURPOSE OF A THREAT ASSESSMENT?

- Ensure the safety of the school community
- Understand the context of the threat(s)
- Assess the factors contributing to the behaviours
- Develop an intervention plan



WHAT HAPPENS IN A THREAT ASSESSMENT PROCESS?

The assessment process starts with a commitment to address all threat-making behaviours. Parents and the student(s) involved will be interviewed to determine the level of risk, and to collaboratively develop an intervention plan to support any student(s) involved in threat-making behaviours. A support plan will also be developed to support anyone in the school community that has been impacted by the threat(s).

GATHERING OF INFORMATION

The district will gather information in compliance with privacy laws. Information gathering will only be undertaken when there is reasonable cause to believe that a risk exists. Relevant information collected as part of a threat assessment process may be provided to the RCMP.

ROLES AND RESPONSIBILITIES

Superintendent

The superintendent will ensure that emergency management policy and regulations are followed and that the chairperson of the Board of Education is updated in a timely way when a serious incident occurs.

Additional responsibilities include:

- Overseeing the development, maintenance and review of the District Emergency Management Plan (DEMP).
- Ensuring that School and Site Emergency Management Plans (SEMP) are up-to-date.
- Making staff training available and aligned with response protocols.
- Serving as the District Incident Commander and activating the District Emergency Operations Centre (DEOC) as appropriate.
- Reporting emergencies, disasters and critical incidence to the Ministry of Education.
- Reporting annually to the Board of Education on the state of the district's emergency preparedness.
- Updating stakeholder presidents in a timely manner and on a needs basis when a serious incident occurs.

Principal or Site Manager

The principal or site manager is responsible for the safe operation and management of the school or site at all times. In the event of an on-site emergency, the principal or site manager maintains responsibility until first responders arrive, at which point responsibility is shared based on context. In all school or district site-based emergency situations, the principal or site manager serves as the Site Incident Commander using the All-Hazards Approach. During a significant emergency event, the principal or site manager will initiate the Incident Command System (ICS).

Principals and site managers are responsible for:

- Ensuring that an up-to-date School or Site Emergency Management Plan (SEMP) is in place.
- Scheduling emergency drills on an annual basis.
- Maintaining a safe and orderly facility to the best extent possible during an emergency.
- Supervision of students until they are safely reunited with their parents or guardians.

School Staff

All school personnel, including teachers, education assistants, clerical, maintenance staff and others, are expected to be familiar with the School Emergency Management Plan (SEMP) and to understand their particular role(s) in carrying it out.

Students

Students have a responsibility to understand emergency routines to the best of their abilities and to follow instructions given by school staff.

Parents and Guardians

Parents play an important role in support of the School Emergency Management Plan (SEMP) by:

- Ensuring that they are aware of the School Emergency Management Plan (SEMP).
- Providing up-to-date information regarding contact, medical, and student release information.
- Following the guidance provided when an emergency is taking place.
- Participating in drills or exercises related to emergency preparedness (including student release drills), when invited to do so by the principal.
- Encouraging their child to take drills seriously.
- Assisting with the acquisition and organization of emergency supplies on an ongoing basis.

First Responders

First responders (e.g., police, fire, paramedics) work at the site-level of an emergency event. Activities of first responders may include securing the perimeter, providing medical response, firefighting, and managing crowds or evacuation zones. First responders work in collaboration with the principal or site manager when arriving on-site.

Report to the Policy Committee PUBLIC

DATE: 14 June 2021

FROM: Frank Geyer, Executive Director, Facilities Services

SUBJECT: Proposed Revisions to Policies 804.1 and 804.4, Regulation 804.1-R, and Administrative Guidelines 804.1-G and 804.4-G

RECOMMENDATION

THAT the Policy Committee receives for review proposed revised Board Policy 804.1, Regulation 804.1-R and Administrative Guidelines 804.1-G – Community Use of District Facilities, draft revised Board Policy 804.4 – Fees for Use of District Facilities and Administrative Guidelines 804.4-G – Schedule of Charges for Use of District Facilities.

POLICY CONSIDERATIONS

Proposed replacement of Board Policies 804.1 and 804.4, Regulation 804.1-R, and Administrative Guidelines 804.1-G and 804.4-G.

BACKGROUND

In August 2020, the provincial government amended the School Act and the issued a new, prescriptive Ministerial Order M326 pertaining to the provision of child care programs on board property. In December 2020, a legal opinion was provided by BCSTA to boards of education regarding the need to revise their policies to reflect these changes.

DISCUSSION

Based on the information received from BCSTA legal counsel and further to feedback received to date, senior District staff have collaborated on Board Policy 804.1, Regulation 804.1-R and Administrative Guidelines 804.1-G – Community Use of District Facilities, as well as Board Policy 804.4 – Fees for Use of District Facilities and Administrative Guidelines 804.4-G – Schedule of Charges for Use of District Facilities, to incorporate the requirements contained in Ministerial Order M326 – Child Care Order, as well as to modernize text.

Appended to this report are the draft revised policy, regulation and administrative guidelines, sorted as follows:

- Proposed document with mark-ups
- Proposed finished document

Frank Geyer, PEng, FMA
Executive Director, Facilities Services

Attachments

COMMUNITY RELATIONS

Policy 804.1 (previously Policy 1004.1)

Community Use of ~~School~~ District Facilities

~~It is the policy of the Board to encourage community use of school board facilities, especially by licensed child care providers. Such use shall be consistent with the values and philosophy of the district.~~

The Board of Education encourages community use of District facilities consistent with the values and philosophy of the District. In particular, the Board supports using District facilities to enhance access to licensed childcare that practices the guiding principles of early learning, equity, inclusivity, Indigenous reconciliation, and advances a more holistic system of education.

COMMUNITY RELATIONS

Policy 804.1 (previously Policy 1004.1)

Community Use of District Facilities

The Board of Education encourages community use of District facilities consistent with the values and philosophy of the District. In particular, the Board supports using District facilities to enhance access to licensed childcare that practices the guiding principles of early learning, equity, inclusivity, Indigenous reconciliation, and advances a more holistic system of education.



Adopted: 05 March 1990
Revisions Adopted: 22 April 2014
Proposed Revision: May 2021 (4th Draft)

COMMUNITY RELATIONS

Policy 804.1-R (previously Policy 1004.1-R)

Community Use of ~~School~~ District Facilities

~~School board~~ Richmond School District facilities may be used by groups, organizations, and individuals within the community according to the following guidelines:

Priority for the Use of ~~School~~ District Facilities

The following order of priority will be adhered to in the use of ~~school~~ District facilities:

1. Educational activities including early learning programs and ~~School~~ extra-curricular ~~programmes~~ programs
2. Continuing Education classes
- ~~2-3.~~ Childcare programs
- ~~3-4.~~ School community groups
- ~~4-5.~~ Groups booked through the City of Richmond ~~Leisure Services Department~~
- ~~5-6.~~ Others

Once a reservation is accepted through the Facility Rentals office ~~of the Secretary-Treasurer~~, cancellation will only occur if the facility reserved is required by the school, by ~~the Division of Richmond~~ Continuing Education, or for some special function such as an election. A minimum of seven (7) days' notice will normally be given in the event that cancellation is necessary.

Priority for the Use of Neighbourhood Learning Centres

In the case of a Neighbourhood Learning Centre (NLC), priority for usage will be given to community groups and/or organizations which:

1. Serve the Richmond community
2. Encompass the broad spectrum of literacy
3. Are of mutual benefit to both the school and the community at large
4. Are non-profit
5. Provide an array of services, support and resources for individuals from infants to seniors
6. Provide programs that reflect the priorities of the Richmond Community Literacy Plan

Liability

Persons using ~~School Board~~ District property are responsible for carrying their own accident insurance protection, and must provide the District with evidence of coverage. The ~~School~~ Board carries liability insurance to indemnify it against its liability as the owner of the school and facility, and the negligence of its employees in carrying out their employment duties. Thus, the Board will only be liable when negligence on the part of the Board or an employee is proven by the person suffering the injury or damage.

Equipment

Any ~~school-district~~ District equipment may be used only with the permission of the school ~~principal~~ administrator.

Consumption of Alcoholic Beverages on ~~School-Board~~District Property

Specific requests to consume alcohol on ~~School-Board~~District property will only be considered upon written request to the Superintendent of Schools. The Superintendent may impose such restrictions upon approved requests as may be considered necessary.

A liquor license must be obtained by the group requesting use of the facility. The group must provide evidence that they have obtained a host liquor liability insurance policy for the benefit of the group and the Board.

Damage, Loss or Theft

Groups using school district facilities shall accept responsibility for the cost of repairing any damage occurring during community use, and/or of replacing any equipment lost or stolen during such use; and shall pay any resultant costs. Any group failing to pay charges associated with the use of the school will forfeit future privileges. In addition, the Board reserves the right to take appropriate action to recover such costs and charges.

Reservation and Cancellation

A minimum of one week's notice is required for a reservation and for cancellation.

Rental Charges

The Board shall, in accordance with District Policy 804.4 – Fees for Use of District Facilities, set and annually review a Schedule of Charges for the use of District facilities. The Schedule of Charges from time to time, establish such charges as it considers appropriate for the use of school district facilities. The schedule of rental charges shall be available on the District website and from the Facility Rentals office-Clerk, the office of the Secretary-Treasurer, and the office of the Operations Manager.

Special requests for access to ~~School-Board~~District ~~buildings and grounds~~facilities which are not covered by the normal regulations and the established schedule of charges may be submitted, in writing, to the ~~Superintendent of Schools~~Secretary-Treasurer for approval. Charges for such special rental situations shall be set on an individual basis by the ~~Superintendent of Schools~~Secretary-Treasurer.

For a request to be considered for a no-cost rental of ~~Neighbourhood Learning Centre~~NLC space, all of the following criteria must be met:

- All organizations must be non-profit community groups.

The non-profit organization must provide evidence to the ~~Richmond School~~District that it is operating on a non-profit basis, and its program must provide a definitive community service for residents of Richmond in one, or both, of the following areas:

1. Promoting and enhancing the broad spectrum of literacy.

1-2. Enhancing the provision of childcare programs that are inclusive and foster Indigenous reconciliation.

2-3. Improving learning for those who are economically disadvantaged.

In its request for the use of the NLC, the non-profit organization must submit an outline of their program to the ~~Richmond School~~District that includes:

1. The objectives of the program.
2. A profile of the clientele being served.
3. A schedule of dates and times for the use of the NLC.
4. The space, furniture and other infrastructural needs of the program.
5. The estimated number of clients and staff involved in the program.
6. The processes involved in assessing the success of the program in meeting its objectives.

- The rental should be for a short term period only.
- The request, when considered in conjunction with other approved no-cost rentals of NLC space, must result in a mix of users, programs and agencies that represents the broad spectrum of Richmond community services.

The intent of the criteria in this step is to ensure that the no-cost option is available to as broad a spectrum of non-profit user groups as possible, so that the many segments of the Richmond community that require support can benefit without any group dominating the use of the space at the expense of others.

Capacity

Occupancy/seating capacity of each facility will be limited, as determined by Fire Marshall regulations.

Forfeiture of Use

In the event of violation of any of the foregoing, the Board reserves the right to cancel the use of any school facility and/or equipment.

Childcares

Licensed childcare programs are permitted to license space that is not required for K-12 educational programs, early learning programs or extra-curricular activities in school facilities or on school grounds and/or to locate a portable building on school grounds, provided that their program will not unfavourably impact student safety, affect District programs and meet requirements of local government. Use of any school facility by a childcare operator requires a written agreement through a "License to Occupy". Applicants shall meet all District, municipal and childcare licensing requirements.

Should a relocation of an existing licensed childcare operator or termination of an existing childcare license be necessitated, the Board must, without delay, provide the Minister of Education with written notification of the decision in a form and with the information specified by the Ministry.

Board Concurrence: 05 March 1990

Board Concurrence with Revision: 28 August 1995

Board Concurrence with Revision: 18 September 1995

Board Concurrence with Revision: 22 April 2014

[Proposed Revision: February 2021 \(2nd Draft\)](#)

COMMUNITY RELATIONS

Policy 804.1-R (previously Policy 1004.1-R)

Community Use of District Facilities

Richmond School District facilities may be used by groups, organizations, and individuals within the community according to the following guidelines:

Priority for the Use of District Facilities

The following order of priority will be adhered to in the use of District facilities:

1. Educational activities including early learning programs and extra-curricular programs
2. Continuing Education classes
3. Childcare programs
4. School community groups
5. Groups booked through the City of Richmond
6. Others

Once a reservation is accepted through the Facility Rentals office, cancellation will only occur if the facility reserved is required by the school, by Richmond Continuing Education, or for some special function such as an election. A minimum of seven (7) days' notice will normally be given in the event that cancellation is necessary.

Priority for the Use of Neighbourhood Learning Centres

In the case of a Neighbourhood Learning Centre (NLC), priority for usage will be given to community groups and/or organizations which:

1. Serve the Richmond community
2. Encompass the broad spectrum of literacy
3. Are of mutual benefit to both the school and the community at large
4. Are non-profit
5. Provide an array of services, support and resources for individuals from infants to seniors
6. Provide programs that reflect the priorities of the Richmond Community Literacy Plan

Liability

Persons using District property are responsible for carrying their own accident insurance protection, and must provide the District with evidence of coverage. The Board carries liability insurance to indemnify it against its liability as the owner of the school and facility, and the negligence of its employees in carrying out their employment duties. Thus, the Board will only be liable when negligence on the part of the Board or an employee is proven by the person suffering the injury or damage.

Equipment

Any District equipment may be used only with the permission of the school administrator.

Consumption of Alcoholic Beverages on District Property

Specific requests to consume alcohol on District property will only be considered upon written request to the Superintendent of Schools. The Superintendent may impose such restrictions upon approved requests as may be considered necessary.

A liquor license must be obtained by the group requesting use of the facility. The group must provide evidence that they have obtained a host liquor liability insurance policy for the benefit of the group and the Board.

Damage, Loss or Theft

Groups using school district facilities shall accept responsibility for the cost of repairing any damage occurring during community use, and/or of replacing any equipment lost or stolen during such use; and shall pay any resultant costs. Any group failing to pay charges associated with the use of the school will forfeit future privileges. In addition, the Board reserves the right to take appropriate action to recover such costs and charges.

Reservation and Cancellation

A minimum of one week's notice is required for a reservation and for cancellation.

Rental Charges

The Board shall, in accordance with District Policy 804.4 – Fees for Use of District Facilities, set and annually review a Schedule of Charges for the use of District facilities. The Schedule of Charges shall be available on the District website and from the Facility Rentals office.

Special requests for access to District facilities which are not covered by the normal regulations and the established schedule of charges may be submitted, in writing, to the Secretary-Treasurer for approval. Charges for such special rental situations shall be set on an individual basis by the Secretary-Treasurer.

For a request to be considered for a no-cost rental of NLC space, all of the following criteria must be met:

- All organizations must be non-profit community groups.
The non-profit organization must provide evidence to the District that it is operating on a non-profit basis, and its program must provide a definitive community service for residents of Richmond in one, or both, of the following areas:
 1. Promoting and enhancing the broad spectrum of literacy.
 2. Enhancing the provision of childcare programs that are inclusive and foster Indigenous reconciliation.
 3. Improving learning for those who are economically disadvantaged.In its request for the use of the NLC, the non-profit organization must submit an outline of their program to the District that includes:
 1. The objectives of the program.
 2. A profile of the clientele being served.
 3. A schedule of dates and times for the use of the NLC.
 4. The space, furniture and other infrastructural needs of the program.
 5. The estimated number of clients and staff involved in the program.
 6. The processes involved in assessing the success of the program in meeting its objectives.
- The rental should be for a short term period only.
- The request, when considered in conjunction with other approved no-cost rentals of NLC space, must result in a mix of users, programs and agencies that represents the broad spectrum of Richmond community services.

The intent of the criteria in this step is to ensure that the no-cost option is available to as broad a spectrum of non-profit user groups as possible, so that the many segments of the Richmond community that require support can benefit without any group dominating the use of the space at the expense of others.

Capacity

Occupancy/seating capacity of each facility will be limited, as determined by Fire Marshall regulations.

Forfeiture of Use

In the event of violation of any of the foregoing, the Board reserves the right to cancel the use of any school facility and/or equipment.

Childcares

Licensed childcare programs are permitted to license space that is not required for K-12 educational programs, early learning programs or extra-curricular activities in school facilities or on school grounds and/or to locate a portable building on school grounds, provided that their program will not unfavourably impact student safety, affect District programs and meet requirements of local government. Use of any school facility by a childcare operator requires a written agreement through a "License to Occupy". Applicants shall meet all District, municipal and childcare licensing requirements.

Should a relocation of an existing licensed childcare operator or termination of an existing childcare license be necessitated, the Board must, without delay, provide the Minister of Education with written notification of the decision in a form and with the information specified by the Ministry.

Board Concurrence: 05 March 1990
Board Concurrence with Revision: 28 August 1995
Board Concurrence with Revision: 18 September 1995
Board Concurrence with Revision: 22 April 2014
Proposed Revision: February 2021 (2nd Draft)

COMMUNITY RELATIONS

Policy 804.1-G (previously Policy 1004.1-G)

Community Use of ~~School~~District Facilities

Application and Reservations

The ~~School~~-District's application forms shall be used for the submission of all requests for use; one copy of the application form will be returned to the user with an indication of the rental charges and that the reservation has been made.

Reservations shall coincide with the school year for the purpose of seasonal and annual use.

Priority will be given to long term reservations wherever possible.

Schools may not be available during July and August, as it is during this period that the annual cleaning occurs. However, every effort will be made to accommodate groups during this period.

Supervision

A ~~School-Board~~District employee shall be on duty at all times whilst the community is using the school. The ~~School-Board~~ does not accept liability or responsibility for the supervision of community activities. The ~~Board's~~District's employee who is on duty during the event will provide direction as to the appropriate use of the ~~Board's~~District's facility. The community is required to ensure that there is appropriate supervision of their activities.

Reports

Reports of injury, damage, littering, or misconduct resulting from organized community use of ~~school-district~~District facilities shall be submitted by the ~~principal-school administrator or site manager~~ to the offices of the Secretary-Treasurer and the ~~Operations Manager~~Executive Director, Facilities Services. All reports of injury or damage shall be on an Incident Report Form provided by the Schools Protection Program, and in cases of injury, the report shall be sent to the Secretary-Treasurer's office immediately.

Major Community Events Exempt from Cancellation

To assist the community in organizing major events where there is a need to guarantee the use of a school, the school district will accept reservations for space at a specific school and guarantee the reservation if all of the following conditions have been met:

1. The organizers have secured, in writing, a commitment from the school principal that the school does not require the use of its own facility on the date(s) of the event;
2. The organizers have put their request in writing to ~~the Secretary-Treasurer~~Facility Rentals six (6) months prior to the event and have provided the following information:
 - i. the date(s) of the event
 - ii. the nature of the event
 - iii. a copy of the letter from the school ~~principal~~administrator or site manager (1. above)
 - iv. the number of participants expected at the event (exclusive of spectators)
 - v. the facilities required in the school/District facility, and
 - vi. any other information that pertains to the use of the school during the event;
3. The event has 100 or more participants, exclusive of spectators;

4. Pursuant to the Schedule of Charges, a non-refundable deposit of 10% of the total anticipated charges to be paid six (6) months in advance of the event, and the balance to be paid two (2) weeks in advance of the event.

Childcares

1. New Licensed Childcare Applications

- a) The Facility Rentals office shall receive written applications by individuals and groups interested in operating a licensed child care program within an operating District facility, or on a school site. The applications must contain the specific site(s) desired, type of child care operation (out-of-school care, preschool, 3-5 year old care, etc.) and whether the applicant is a non-profit or commercial operation.
- b) Facilities Planning will conduct a preliminary review to:
 - assess the need for a child care program in the neighbourhood, through consultation with the City of Richmond;
 - confirm if the application is consistent with the District Long Range Facilities Plan programming for the specific location;
 - determine the feasibility of accommodating the specific request for child care space, either through conversion of an existing space within a school, placement of a portable/modular building at the school site, or through an addition to the school;
 - whether administration at the desired school(s) supports the addition of a child care operation; and
 - if any government grants or incentive programs may apply for capital improvements to accommodate the application.
- c) If the preliminary review determines that the request may be accommodated, then the applicant will be advised to prepare and submit a formal proposal to the Facility Rentals office. The proposal must contain, but not be limited to, the following:
 - detailed information on the applicant (base of operations, owners/directors, non-profit/for-profit, etc.);
 - confirmation of type of child care operation (out-of-school care, preschool, 3-5 year old care, etc.) proposed;
 - proposed days/hours/months of operation;
 - whether the request for use of existing space within the school, use of a District classroom portable, or use of school grounds for the placement of "privately owned" portable/modular building;
 - how the applicant intends to pay for capital improvements not covered by government grants or initiatives to meet licensing requirements; and
 - how the applicant plans to support the shared principles of early learning, student success, Indigenous reconciliation and inclusivity in the proposed childcare operation.
- d) If the proposal is supported by the Facilities Services Branch, the proposal will be referred to the District Facilities & Building Committee for consideration and recommendation to the Board. The applicant will be advised of the Board's decision.
- e) If the proposal is approved, the licensed childcare provider must execute a District License to Occupy and meet all of its conditions. Rental rates are as set in in Administrative Guideline 804.4-G – Schedule of Charges for Use of District Facilities.
- f) Unless otherwise negotiated and agreed, the Board will provide custodial cleaning services to the space occupied by the childcare operator. The childcare operator will be responsible for procuring and paying for telephone services.

- g) Facility Rentals will maintain on-going engagement with the childcare operator during the term of the license.

2. Renewal of Childcare Licenses to Occupy

- a) The term of licenses to occupy for spaces within a school or a District-provided portable/modular classroom shall be maximum one-year, with licenses to be reviewed by the District annually.
- b) Before any Childcare License to Occupy is renewed by the Board, the following needs to be considered:
 - i. if the Board should provide a childcare program directly;
 - ii. is it appropriate for the Board to become a licensee; and
 - iii. does the Board have space and staffing capacity to offer childcare.

If the Board does not wish to operate the childcare and it is determined that the existing space that was occupied for childcare is still available and the current childcare operator has complied with the terms and conditions set out in the expiring license, the Board may offer the childcare operator a license renewal.

- c) Should the space be required exclusively for the use by school operations (i.e. a classroom currently used for child care is required to accommodate an enrolling division), necessitating a relocation or termination of the Childcare License to Occupy, the operator shall receive at least six (6) months prior notification.
- d) The term of licenses to occupy for portable/modular facilities provided by the childcare operator and located on school grounds shall be for five (5) years unless otherwise negotiated and approved by the Secretary-Treasurer. The license will be reviewed six (6) months prior to the end of the term by Facility Rentals.
- e) In selecting licensees other than the Board to operate a childcare program, the Board will give special consideration to the candidates' proposals to: (a) practice the guiding principles of early learning (b) provide inclusive childcare; and (c) foster Indigenous reconciliation with childcare.

3. Board Operated Childcare Programs

- a) If the Board decides to operate a childcare program, the Board will ensure that it is operated in a manner that:
 - i. Practices the guiding principles of the provincial Early Learning Framework;
 - ii. Fosters Indigenous reconciliation in childcare. In particular, the childcare program will be operated consistently with the following principles of the British Columbia Declaration on the Rights of Indigenous Peoples Act: "(i) Indigenous peoples have the right, without discrimination, to the improvement of their economic and social conditions, including in the area of education"; and "(ii) "Indigenous peoples have the right to the dignity and diversity of their cultures, traditions, histories and aspirations which shall be appropriately reflected in education"; and
 - iii. Is inclusive and consistent with the principles of non-discrimination set out in the British Columbia Human Rights Code.

4. Changes to Licensed Childcare Locations

Should a relocation or termination of an existing childcare operation be necessitated, the Board must, without delay, provide the Minister of Education with written notification of the decision in a form and with the information specified by the Ministry.

Board Concurrence: 05 March 1990
Board Concurrence with Revision: 28 August 1995
Board Concurrence with Revision: 18 September 1995
Board Concurrence with Revision: 22 April 2014
[Proposed Revision: May 2021 \(4th Draft\)](#)

DRAFT

COMMUNITY RELATIONS

Policy 804.1-G (previously Policy 1004.1-G)

Community Use of District Facilities

Application and Reservations

The District's application forms shall be used for the submission of all requests for use; one copy of the application form will be returned to the user with an indication of the rental charges and that the reservation has been made.

Reservations shall coincide with the school year for the purpose of seasonal and annual use.

Priority will be given to long term reservations wherever possible.

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A District employee shall be on duty at all times whilst the community is using the school. The Board does not accept liability or responsibility for the supervision of community activities. The District's employee who is on duty during the event will provide direction as to the appropriate use of the District's facility. The community is required to ensure that there is appropriate supervision of their activities.

Reports

Reports of injury, damage, littering, or misconduct resulting from organized community use of District facilities shall be submitted by the school administrator or site manager to the offices of the Secretary-Treasurer and the Executive Director, Facilities Services. All reports of injury or damage shall be on an Incident Report Form provided by the Schools Protection Program, and in cases of injury, the report shall be sent to the Secretary-Treasurer's office immediately.

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1. The organizers have secured, in writing, a commitment from the school principal that the school does not require the use of its own facility on the date(s) of the event;
2. The organizers have put their request in writing to Facility Rentals six (6) months prior to the event and have provided the following information:
 - i. the date(s) of the event
 - ii. the nature of the event
 - iii. a copy of the letter from the school administrator or site manager (1. above)
 - iv. the number of participants expected at the event (exclusive of spectators)
 - v. the facilities required in the school/District facility, and
 - vi. any other information that pertains to the use of the school during the event;
3. The event has 100 or more participants, exclusive of spectators;
4. Pursuant to the Schedule of Charges, a non-refundable deposit of 10% of the total anticipated

charges to be paid six (6) months in advance of the event, and the balance to be paid two (2) weeks in advance of the event.

Childcares

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 - confirm if the application is consistent with the District Long Range Facilities Plan programming for the specific location;
 - determine the feasibility of accommodating the specific request for child care space, either through conversion of an existing space within a school, placement of a portable/modular building at the school site, or through an addition to the school;
 - whether administration at the desired school(s) supports the addition of a child care operation; and
 - if any government grants or incentive programs may apply for capital improvements to accommodate the application.
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 - proposed days/hours/months of operation;
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 - how the applicant plans to support the shared principles of early learning, student success, Indigenous reconciliation and inclusivity in the proposed childcare operation.
- d) If the proposal is supported by the Facilities Services Branch, the proposal will be referred to the District Facilities & Building Committee for consideration and recommendation to the Board. The applicant will be advised of the Board's decision.
- e) If the proposal is approved, the licensed childcare provider must execute a District License to Occupy and meet all of its conditions. Rental rates are as set in in Administrative Guideline 804.4-G – Schedule of Charges for Use of District Facilities.
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term of the license.

2. Renewal of Childcare Licenses to Occupy

- a) The term of licenses to occupy for spaces within a school or a District-provided portable/modular classroom shall be maximum one-year, with licenses to be reviewed by the District annually.
- b) Before any Childcare License to Occupy is renewed by the Board, the following needs to be considered:
 - i. if the Board should provide a childcare program directly;
 - ii. is it appropriate for the Board to become a licensee; and
 - iii. does the Board have space and staffing capacity to offer childcare.

If the Board does not wish to operate the childcare and it is determined that the existing space that was occupied for childcare is still available and the current childcare operator has complied with the terms and conditions set out in the expiring license, the Board may offer the childcare operator a license renewal.

- c) Should the space be required exclusively for the use by school operations (i.e. a classroom currently used for child care is required to accommodate an enrolling division), necessitating a relocation or termination of the Childcare License to Occupy, the operator shall receive at least six (6) months prior notification.
- d) The term of licenses to occupy for portable/modular facilities provided by the childcare operator and located on school grounds shall be for five (5) years unless otherwise negotiated and approved by the Secretary-Treasurer. The license will be reviewed six (6) months prior to the end of the term by Facility Rentals.
- e) In selecting licensees other than the Board to operate a childcare program, the Board will give special consideration to the candidates' proposals to: (a) practice the guiding principles of early learning (b) provide inclusive childcare; and (c) foster Indigenous reconciliation with childcare.

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- a) If the Board decides to operate a childcare program, the Board will ensure that it is operated in a manner that:
 - i. Practices the guiding principles of the provincial Early Learning Framework;
 - ii. Fosters Indigenous reconciliation in childcare. In particular, the childcare program will be operated consistently with the following principles of the *British Columbia Declaration on the Rights of Indigenous Peoples Act*: "(i) Indigenous peoples have the right, without discrimination, to the improvement of their economic and social conditions, including in the area of education"; and "(ii) Indigenous peoples have the right to the dignity and diversity of their cultures, traditions, histories and aspirations which shall be appropriately reflected in education"; and
 - iii. Is inclusive and consistent with the principles of non-discrimination set out in the *British Columbia Human Rights Code*.

4. Changes to Licensed Childcare Locations

Should a relocation or termination of an existing childcare operation be necessitated, the Board must, without delay, provide the Minister of Education with written notification of the decision in a form and with the information specified by the Ministry.

Board Concurrence: 05 March 1990
Board Concurrence with Revision: 28 August 1995
Board Concurrence with Revision: 18 September 1995
Board Concurrence with Revision: 22 April 2014
Proposed Revision: May 2021 (4th Draft)

DRAFT

COMMUNITY RELATIONS

Policy 804.4 (previously Policy 1004.4)

Fees ~~For~~for Use of ~~School~~District Facilities

The Board shall set and annually review a Schedule of Charges for the use of school facilities (~~see~~refer to Administrative Guideline 804.4-G ~~[previously 1004.4-G]~~).

It is the ~~wish~~desire of the Board that Richmond schools receive the revenue from private (community) rentals, ~~minus~~less direct and indirect costs (e.g., utilities, maintenance and repair, and custodial cleaning~~rental custodians~~), as an incentive for the local community to use their ~~school's~~ facilities. This income shall be provided to the schools on a pro rata basis, depending on the amount of time the facilities are used either by ~~the Richmond Continuing Education Division, Leisure Services Department~~rentals through the City of Richmond or private rentals.

COMMUNITY RELATIONS

Policy 804.4 **(previously Policy 1004.4)**

Fees for Use of District Facilities

The Board shall set and annually review a Schedule of Charges for the use of school facilities (refer to Administrative Guideline 804.4-G).

It is the desire of the Board that Richmond schools receive the revenue from private (community) rentals, less direct and indirect costs (e.g., utilities, maintenance and repair, and custodial cleaning), as an incentive for the local community to use their facilities. This income shall be provided to the schools on a pro rata basis, depending on the amount of time the facilities are used either by Richmond Continuing Education, rentals through the City of Richmond or private rentals.

COMMUNITY RELATIONS

Policy 804.4-G (previously Policy 1004.4-G)

Schedule of Charges for Use of ~~School~~ District Facilities

1. School facilities shall be provided free of charge to Richmond school/parent groups and to Richmond organizations meeting for the purpose of holding municipal or civic meetings.
2. The following hourly charges shall apply to all Richmond non-commercial groups or Richmond organizations not included in Category 1 above; e.g., Richmond religious organizations, Richmond groups offering educational services, Richmond organizations booking through the ~~Recreation and Leisure Department~~ City of Richmond:-

• Gymnasium (Secondary)	\$47.15
• Large Foyer/Lounge (Secondary)	\$45.10
• Gymnasium (Elementary)	\$45.10
• Multi-Purpose Room/Library (Elementary)	\$45.10
• Cafeteria without Teaching Kitchen	\$45.10
• Changing Room & Showers	\$45.10
• Classroom/Small Foyer	\$21.53
• Kitchen	\$21.53

(* Use of school facilities reserved through the ~~Recreation and Leisure Department~~, City of Richmond, shall be charged on an annual basis, as agreed between the two parties.)

3. The following hourly charges shall apply to commercial groups or organizations, non-Richmond organizations, and for banquets, parties and dances:

• Gymnasium (Secondary)	\$131.20
• Large Foyer/Lounge (Secondary)	\$102.50
• Gymnasium (Elementary)	\$102.50
• Multi-Purpose Room/Library (Elementary)	\$102.50
• Cafeteria without Teaching Kitchen	\$102.50
• Changing Room & Showers	\$55.35
• Classroom/Small Foyer	\$38.95
• Kitchen	\$38.95

Notwithstanding the above (Categories 1, 2, or 3), the minimum hourly charge shall be \$34.50 where the services of a rental custodian are required, with a minimum of 3 hours on weekdays and 4 hours on weekends.

4. Facilities will be provided free of charge to the ~~School Board Employees' Union~~ internal stakeholder groups for parties, dances, and meetings on the understanding that custodial services are ~~provided by the Union~~ paid for by the group.
5. Additional charges:
 - Chairs - \$97.00 when it is necessary to bring in
 - Tables - \$97.00 chairs/tables to the school being used
 - Parking lot rental - \$410 per day

6. For movie shoots, a flat rate will be charged per day:

- Interior - \$2,050
- Exterior - \$1,025

7. Rental charges for all ~~daycares~~ childcares will be on an hourly basis as follows:

- 2019/2020 \$8.00 per hour per room
- 2020/2021 \$8.25 per hour per room
- 2021/2022 \$8.50 per hour per room

In the case of ~~daycares~~ childcares only, a room will mean a classroom, a multi-purpose room, or a gymnasium. Custodial cost for ~~daycare~~ childcare coverage shall be \$28.05 per hour.

GST at 5% applies to all rental charges.

Adopted: 05 March 1990
Revised: 06 March 2006
Revised: 01 July 2006
Revised: 22 May 2012
Revised: 06 October 2014

Revised: 04 May 2015
Revised: 31 May 2017
Revised: 01 July 2018
Revised: 01 July 2019
Revised: 01 July 2020
[Proposed Revision: February 2021 \(1st Draft\)](#)

COMMUNITY RELATIONS

Policy 804.4-G (previously Policy 1004.4-G)

Schedule of Charges for Use of District Facilities

1. School facilities shall be provided free of charge to Richmond school/parent groups and to Richmond organizations meeting for the purpose of holding municipal or civic meetings.
2. The following hourly charges shall apply to all Richmond non-commercial groups or Richmond organizations not included in Category 1 above; e.g., Richmond religious organizations, Richmond groups offering educational services, Richmond organizations booking through the City of Richmond:

• Gymnasium (Secondary)	\$47.15
• Large Foyer/Lounge (Secondary)	\$45.10
• Gymnasium (Elementary)	\$45.10
• Multi-Purpose Room/Library (Elementary)	\$45.10
• Cafeteria without Teaching Kitchen	\$45.10
• Changing Room & Showers	\$45.10
• Classroom/Small Foyer	\$21.53
• Kitchen	\$21.53

*(*Use of school facilities reserved through the City of Richmond, shall be charged on an annual basis, as agreed between the two parties.)*

3. The following hourly charges shall apply to commercial groups or organizations, non-Richmond organizations, and for banquets, parties and dances:

• Gymnasium (Secondary)	\$131.20
• Large Foyer/Lounge (Secondary)	\$102.50
• Gymnasium (Elementary)	\$102.50
• Multi-Purpose Room/Library (Elementary)	\$102.50
• Cafeteria without Teaching Kitchen	\$102.50
• Changing Room & Showers	\$55.35
• Classroom/Small Foyer	\$38.95
• Kitchen	\$38.95

Notwithstanding the above (Categories 1, 2 or 3), the minimum hourly charge shall be \$34.50 where the services of a rental custodian are required, with a minimum of 3 hours on weekdays and 4 hours on weekends.

4. Facilities will be provided free of charge to the internal stakeholder groups for parties, dances, and meetings on the understanding that custodial services are paid for by the group.
5. Additional charges:
 - Chairs - \$97.00 when it is necessary to bring in
 - Tables - \$97.00 chairs/tables to the school being used
 - Parking lot rental - \$410 per day

6. For movie shoots, a flat rate will be charged per day:

- Interior - \$2,050
- Exterior - \$1,025

7. Rental charges for all childcares will be on an hourly basis as follows:

- 2019/2020 \$8.00 per hour per room
- 2020/2021 \$8.25 per hour per room
- 2021/2022 \$8.50 per hour per room

In the case of childcares only, a room will mean a classroom, a multi-purpose room, or a gymnasium. Custodial cost for childcare coverage shall be \$28.05 per hour.

GST at 5% applies to all rental charges.

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Proposed Revision: February 2021 (1st Draft)

POLICY COMMITTEE: STATUS OF CURRENT AND ANTICIPATED ITEMS

POLICY	STATUS	DATE/TIMELINE
Policy 101: Developmental Objectives	Requires revision upon completion of District Strategic Plan.	2021 – following completion of Strategic Plan
Policy 102: Diversity and Inclusion	Requires revision	2021 – with the formation of the Anti-racism Working Group, this with the cultural diversity work will be combined and worked on in early Spring 2021
Policy 103 Bylaw: Complaints by Students, Parents & the Public	Requires revision	2021
Policy 105-R: District Code of Conduct: How we Learn and Work Together Personal Use of District Supplies, Equipment and Facilities	Requires revision	Feb 8 2021 – Executive Director presented Report and proposed Draft revised Regulation to Policy Committee. Guideline and Policy were reviewed at the Nov 18, 2020 F&L Committee meeting, that advised it be brought to Policy for review.
Policy 204: Creation & Revision of Policy and Regulations	Requires revision	Spring 2021
Policy 502: Student Behaviour and Discipline Policy 502.1: Maintenance of Orderly Conduct Policy 502.2/502.2-R: Student Suspension or Exclusion from School Policy 502.3/502.3-R: Student Possession of Weapons	Requires revision	Jan 18 2021 – Update provided by Deputy Superintendent. Policies and regulations will be updated in with District Code of Conduct and brought back to the Committee for further review and feedback.
Policy 522/522-R: Transportation	Requires revision	2021
Policy 804.1: Community Use of Schools Policy 804.4: Fees for Use of District Facilities		2021
Fair Notice/Critical Incidents Protocols/Policy 504.9/504.9-R	Nov 16 2020 – update provided	May 19 2021 – report and proposed new draft policies/parent guide Jun 14 2021 – report and revised draft policies/consideration for sending a Recommendation to the Jun 23 2021 Board meeting to send out for Stakeholder Consultation

Updated to Jun 14, 2021

POLICY COMMITTEE: STATUS OF CURRENT AND ANTICIPATED ITEMS

Child Care Centres – Ministerial Order to create policy		2021
Document Management Policy	On hold	

Updated to Jun 14, 2021