
PUBLIC MEETING AGENDA
BOARD OF EDUCATION

WEDNESDAY, OCTOBER 27, 2021 – 7:00 pm

https://sd38.zoom.us/webinar/register/WN_OnM6q5JISsGxPgVY7wWG0A

After registering, you will receive a confirmation email containing information about joining the webinar.

Telephone 604 668 6000

Visit our Web Site @ www.sd38.bc.ca

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

1. Recognition of Visitors, Announcements and Updates from Trustees

- (a) Recognition of Visitors
- (b) Announcements
- (c) Any materials not included in packages available to the public

2. Adoption of Agenda

3. Presentations, Special Recognitions, Briefs and Questions from the Public

(a) Presentations

Nil.

(b) Special Recognitions

Nil.

(c) Briefs

Nil.

(d) **Questions from the Public**

Members of the public are invited to come forward with questions regarding agenda items.

Communications Break

4. Executive

(a) **Start-up**

Update from the Superintendent of Schools.

5. Approval of Minutes

(a) Regular meeting of the Board held Wednesday, September 22, 2021 for approval.

(b) Record of an In-camera meeting of the Board held Wednesday, September 22, 2021.

6. Business Arising

(a) **2021 FTE Enrolment Update**

Report from the Deputy Superintendent attached.

(b) **Richmond International Education Update**

Report from the Director, International Education attached.

7. New Business

(a) **K-12 Sector Guidelines for Vaccination Policies**

Report from the Superintendent of Schools. Materials to be provided.

(b) **Board Advocacy re: Foundational Skills Assessment**

For Discussion.

8. Questions from the Public: Tonight's Agenda

Members of the public are invited to come forward with questions regarding agenda items.

9. Standing Committee Reports

(a) **Audit Committee**

Chair: Donna Sargent

Vice Chair: Norman Goldstein

The next meeting is scheduled for Monday, January 10, 2022.

(b) **Education Committee**

Chair: Heather Larson

Vice Chair: Donna Sargent

- (i) **For information:** Minutes of meeting held June 16, 2021 attached.

The next meeting is scheduled for Wednesday, November 17, 2021 at 6 pm.

(c) **Facilities and Building Committee**

Chair: Ken Hamaguchi

Vice Chair: Norman Goldstein

- (i) **For information:** Minutes of meeting held June 2, 2021 attached.

A meeting was held on October 6, 2021. The next meeting is scheduled for Wednesday, November 3, 2021 at 4:30 pm.

(d) **Finance and Legal Committee**

Chair: Debbie Tablotney

Vice Chair: Ken Hamaguchi

- (i) **For information:** Minutes of meeting held May 19, 2021 attached.
- (ii) **RECOMMENDATION:** Trustee Expenses for 3 months ending June 30, 2021 attached.

The next meeting is scheduled for Wednesday, November 17, 2021 at 11 am.

(e) **Policy Committee**

Chair: Sandra Nixon

Vice Chair: Debbie Tablotney

- (i) **For information:** Minutes of meeting held June 14, 2021 and September 27, 2021 attached.
- (ii) **NOTICE OF MOTION: Policy 310/310-R: Emergency Management** attached.
- (iii) **NOTICE OF MOTION: Policy 204: Creation and Revision of Policy and Regulations** attached.

- (iv) **RECOMMENDATION: Policy 804.1/804.1-R: *Community Use of District Facilities*** and **Policy 804.4: *Fees for Use of District Facilities*** to be entered into Stakeholder Consultation for feedback and review by December 3, 2021 attached.

A meeting was held on October 18, 2021. The next meeting is scheduled for Monday, November 15, 2021 at 11 am.

10. Correspondence

- (a) Nil.

11. Board Committee and Representative Reports

- (a) **Council/Board Liaison Committee**

A meeting was held on October 13, 2021. The next meeting is scheduled for Wednesday, December 8, 2021 at 9:30 am.

12. Adjournment



Richmond School District
7811 Granville Avenue, Richmond BC V6Y3E3
Phone: (604) 668-6000

BOARD OF EDUCATION

Telephone 604 668 6000
Visit our Web Site @ www.sd38.bc.ca

The next meeting is scheduled for Wednesday, November 24, 2021

Contact Persons regarding agenda items:

Superintendent of Schools, Mr. Scott Robinson – 604 668 6081

Secretary Treasurer, Ms. Cindy Wang – 604 668 6012

- Please address any item for an upcoming Agenda to the Chairperson, Board of Education (Richmond) at: 7811 Granville Avenue, Richmond, BC V6Y 3E3.
- Items to include your name and address.
- Items received at the office of the Secretary Treasurer by 9 am the Thursday preceding a meeting of the Board will be included on the Agenda.
- Items arriving after the 9am Agenda deadline will be reserved for the next meeting of the Board.
- For further assistance, please contact the Executive Assistant to the Board at 604 295 4302.

COMMITTEE APPOINTMENTS 2021

	AUDIT	EDUCATION	FACILITIES AND BUILDING	FINANCE AND LEGAL	POLICY
Chair	Donna Sargent	Heather Larson	Ken Hamaguchi	Debbie Tablotney	Sandra Nixon
Vice-Chair	Norman Goldstein	Donna Sargent	Norman Goldstein	Ken Hamaguchi	Debbie Tablotney
Member	Sandra Nixon	Richard Lee	Heather Larson	Richard Lee	Norman Goldstein
Alternate	Debbie Tablotney	Norman Goldstein	Debbie Tablotney	Heather Larson	Heather Larson
Senior Leader	Cindy Wang	Lynn Archer	Cindy Wang/Rick Ryan	Cindy Wang	Scott Robinson

	Cambie Coordinating	Aboriginal Education Enhancement Agreement Advisory Committee	Child Care Development Advisory Committee	Council/Board Liaison Committee	Richmond Sister City Advisory Committee
Rep(s)	Norman Goldstein	Norman Goldstein	Ken Hamaguchi	Sandra Nixon/ Debbie Tablotney	Ken Hamaguchi
Alternate	Sandra Nixon	Heather Larson	Debbie Tablotney	Norman Goldstein	Heather Larson
Senior Leader	Cindy Wang/Christel Brautigam	Jane MacMillan	Frank Geyer	Scott Robinson/Cindy Wang	Jason Higo
Reports To	Finance and Legal Com.	Education Com.	Facilities and Building Com.	Board of Education	Education Com.

	BCPSEA	BCSTA Prov. Council	ELL Consortium	Vancouver Coastal Health Authority	Anti-Racism Working Group
Rep(s)	Ken Hamaguchi	Heather Larson	Donna Sargent	Norman Goldstein	Ken Hamaguchi
Alternate	Debbie Tablotney	Norman Goldstein	Richard Lee	Sandra Nixon	Debbie Tablotney
Senior Leader	Laura Buchanan	Scott Robinson	Jane MacMillan	Scott Robinson	Christel Brautigam
Reports To	Board of Education	Board of Education	Education Com.	Education Com.	Board of Education

	SOGI Advisory Committee
Rep(s)	Heather Larson
Alternate	Donna Sargent
Senior Leader	Scott Robinson
Reports To	Education Com.

The Chairperson or Vice Chairperson of the Board is the alternate to all standing committees in the absence of appointed Trustee. All Trustees are encouraged to attend standing committee meetings as they are available.

November 25, 2020

**MINUTES OF A REGULAR MEETING
OF THE BOARD OF EDUCATION
OF SCHOOL DISTRICT NO 38 (RICHMOND)
7811 GRANVILLE AVENUE, RICHMOND, BC (via ZOOM)
ON WEDNESDAY, SEPTEMBER 22, 2021
AT 7:00 P.M.**

Present: Chairperson
Trustees

Superintendent of Schools
Deputy Superintendent
Secretary Treasurer
Assistant Superintendent
Assistant Superintendent
Executive Director, Facilities Services
Executive Director , Learning Services
Executive Director, Learning & Business Technologies
Assistant Secretary Treasurer
Director, Communications & Marketing
Director of Instruction, Continuing Education
Executive Assistant, Recording Secretary

S. Nixon
D. Tablotney
N. Goldstein
K. Hamaguchi
H. Larson
D. Sargent
R. Lee
S. Robinson
R. Ryan
C. Wang
L. Archer
C. Brautigam
F. Geyer
J. MacMillan
R. Laing
M. Fu
D. Sadler
M. Khoo
C. Cleary

The Chairperson called the meeting to order 7:06 pm

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

Secretary-Treasurer Wang - A reminder was made for those who joined the meeting to please ensure that video was turned off and microphones muted to eliminate background noise; there will be two question periods as pertain to the agenda, and questions sent to the Board meeting email account will be read out. For those who have not already submitted questions, there is an opportunity to via: boardmeetings@sd38.bc.ca; or through the Q and A feature in Zoom.

For the public joining the meeting, they are able to listen to the meeting but not speak or use chatbox during the meeting; and an audio/video recording of the meeting will be made available for viewing after this meeting.

1. Recognition of Visitors, Announcements and Updates from Trustees

(a) Recognition of Visitors

The Chairperson welcomed the gallery to the meeting.

- (b) **Trustee Larson** – October is Foster Family Month in BC, which marks the 31st year of celebrating the individuals and families who open their homes to children and youth in care in BC. As a caregiver, they accept a vital role in the lives of the children they care for and an important role in the communities where they live. These caregivers work hard to ensure that the young people in their care are provided with a safe and healthy home and are cared for and nurtured through some of the most difficult and formative years of their lives. Thank you to all Richmond Foster Families.

Trustee Goldstein – Literacy Month, celebrated in September in BC, increases awareness of the importance of literacy, and raises funds to support community-based literacy programs and initiatives across British Columbia. Literacy provides opportunities for all of us to make a substantial contribution to the education, growth, and prosperity of Canada.

Beyond reading and writing, literacy allows us to understand, critically analyze, and create a variety of forms of communication. As a foundation of our society, it is crucial to thriving as an individual and in communities.

The 2021 theme for Literacy Month is “Literacy Connects Us!” Read a book, play a game, write a story, and engage with friends and family in opportunities for literacy in your school and community.

Trustee Sargent – This year we will acknowledge the first National Day for Truth and Reconciliation on September 30. This statutory holiday allows us the opportunity to reflect on the Truth and Reconciliation Commission’s findings and resulting Calls to Action. We encourage all in our community to reflect on the findings of the Commission, and to read the 94 calls.

Trustee Tablotney – Orange Shirt Day – September 30th (Acknowledged on our schools on September 29, due to the new statutory holiday for Truth and Reconciliation on September 30)

Orange Shirt Day, which began in Williams Lake BC in 2013, honour the Indigenous children who were sent away to residential schools in Canada. It has become a national movement to recognize the survivors of residential schools, honour them and show a collective commitment to ensure that every child matters. Acknowledged every year at the end of September, Orange Shirt day opens the door to conversations on all aspects of residential schools and is an opportunity to create meaningful discussion about the effects of residential schools and the legacy they have left behind.

The Richmond Board of Education is committed to reconciliation and invites all members of our school communities to participate in Orange Shirt Day.

Trustee Hamaguchi – Held annually on the 5th of October since 1994, World Teachers’ Day commemorates the anniversary of the adoption of the 1966 ILO/UNESCO Recommendation concerning the Status of Teachers.

One and a half years into the COVID-19 crisis, the 2021 World Teachers’ Day will focus on the support teachers need to fully contribute to the recovery process under the theme “**Teachers at the heart of education recovery**”.

This day is to honour, support and recognize our educators. It is a time to celebrate the teaching profession worldwide, take stock of achievements, and draw attention to the voices of teachers, who are at the heart of efforts to attain the global education target of leaving no one behind.

Trustee Nixon – The Chairperson introduced Cindy Wang, the District's new Secretary Treasurer who joined the Richmond School District at the end of August. Cindy Wang was the Secretary Treasurer for Elk Island School Division near Edmonton, Alberta. The Chairperson offered a warm welcome on behalf of the Board of Education.

(c) **Any materials not included in packages available to the public.**

The Secretary Treasurer noted that all materials have been made available to the public.

2. Adoption of Agenda

108/2021 MOVED BY R. LEE AND SECONDED BY H. LARSON:

THAT the Wednesday, September 22, 2021 Regular agenda of the Board of Education (Richmond) be adopted as circulated.

CARRIED

3. Presentations, Special Recognitions, Briefs and Questions from the Public

(a) **Presentations**

Nil.

(b) **Special Recognitions**

Nil.

(c) **Briefs**

Foundation Skills Assessment

Liz Baverstock, President, Richmond Teachers' Association presented a brief on The Foundation Skills Assessment (FSA). She thanked the Board for the opportunity to submit the brief and highlighted the concern over the timing of the FSA early in the year with school starting, and after 18 months of the pandemic. Ms. Baverstock noted the questions asked in the Brief including an update on the two motions carried at the BCSTA 2021 AGM and asked whether the Ministry of Education provided any additional support or targeted funding to address identified literacy and numeracy gaps in schools or, if the Board has advocated for additional supports.

The Chairperson responded to Ms. Baverstock's questions as outlined and noted that the Board has had discussions and raised concerns around the use of the FSA.

The Chairperson thanked Ms. Baverstock for her brief and noted that while there is understanding around the timing of FSAs, the Board also has a clear responsibility to meet the requirements of the Ministry.

(d) Questions from the Public

There were no questions from the public pertaining to the agenda. A question regarding Anti-racism will be responded to directly by staff.

4. Executive

The Superintendent reported on the school start up and noted it was very smooth compared to last year. The District welcomed back over 1,500 students who returned to school in person after over 18 months of remote learning.

The Superintendent expressed that the District is aware of parents' concerns and schools are working very hard to make sure that all our health and safety guidelines are being followed and ready to welcome students back safely. With the past challenging year, he also spoke about the need to take time and focus on the social/emotional well-being of students. The Superintendent extended gratitude to the employees of the district who worked so hard in late August and early September to make sure schools are safe and clean and welcoming and ready for students to learn.

Vancouver Coastal Health vaccine clinics are scheduled at four secondary schools: Boyd, MacNeill, Richmond and Burnett. Exposure notification may be updated from the Health Officer and the District is awaiting official notice.

Deputy Superintendent Ryan provided an update on enrolment noting that numbers will change prior to September 30th when the District is required to submit the 1701 data to the Ministry of Education. The information was provided to show enrolment trends, which are very encouraging compared with last year at this time. The total student headcount including both domestic and international enrolment shows an increase. A comprehensive report for enrolment will be presented at the October Board meeting. It should also be noted that the District expanded the virtual program (DL) for this year to include students in Kindergarten through grade nine.

The Executive Director, Learning Services then provided an update on work around the District in preparation for Truth and Reconciliation Day on September 30th. Schools have a number of recognition events planned that will take place on September 29th honouring both the National day for Truth and Reconciliation and Orange Shirt Day, which is also recognized at the end of September. The Executive Director encouraged all in the community to reflect on the findings of the Truth and Reconciliation Commission by reading the 94 calls to action, consider why they were made and how the community would be stronger if the calls were answered.

The final update was presented by the Superintendent on *Around the District* with updates from the following schools: Dixon Elementary students have been training for their cross country running event on October 14th; Gilmore Elementary – Learn in Nature program where students explore different ways to listen to the needs of nature; at Spul'u'kwuks, grade 6 and 7 students attended a leadership conference at their school, exploring team-building activities, listening to speeches, and expanding their leadership skills; the Terry Fox Run will be held online on September 19th with students across the District taking part in the annual event raising funds and awareness for cancer research.

The Superintendent reported on *Student Vote Canada* where prior to the federal election, over 700,000 students across Canada participated. In Richmond, almost every school and over 6,000 students were involved.

In closing, the Superintendent talked about how students need to develop an understanding of the importance of the National Day of Truth and Reconciliation. Around the District, students reflect through activities such as the creation of a reconciliation quilt made at McNeely Elementary to honour the students from Indigenous communities across Canada. The Superintendent expressed that the District recognizes the obligation of a public school system on the influence and power that we have on the future citizens of our country to make a difference.

5. Approval of Minutes

- (a) Regular meeting of the Board held June 23, 2021

109/2021 MOVED BY N. GOLDSTEIN AND SECONDED BY D. TABLOTNEY:

THAT the Board of Education (Richmond) approve the Minutes of Wednesday, June 23, 2021 Regular meeting as circulated.

CARRIED

- (b) A Record of an In-camera meeting of the Board held June 23, 2021 was included for information.

6. Business Arising

- (a) Nil.

7. New Business

- (a) **Summer Programs Update**

A report and presentation was shared by the Director of Continuing Education. The Director provided background on Richmond Continuing Education that offered a wide range of educational programs for school-age students during the summer. The program has evolved over the years from a focus on Summer School for high school students who need to improve their proficiency in order to pass a course, to Summer Learning where many students can find a program of interest or need.

The Director of Continuing Education noted that there will be a thorough review of all Summer Learning programs to ensure they meet the diverse learning interests and needs of the community.

Trustees thanked the Director for the thoughtful presentation noting what wonderful opportunities there are for students resulting in an amazing sense of belonging for the students in this program.

8. Questions from the Public: Tonight's Agenda

Liz Baverstock, President, Richmond Teachers' Association asked a question with regard to the Statement of Operation under the Audit Committee report and the Special Purpose Funds.

Ms. Baverstock noted that unused grants or funds remaining at the end of the year are treated as deferred revenue and asked where those funds are and whether they would be accessible to the Board for this year. The Secretary Treasurer responded that these funds if not spent, are deferred but that the revenue must be spent the following year for the same allocated purpose.

Ms. Baverstock also asked if the Board has planned advocacy for more federal funding or provincial funding to support schools in the ongoing pandemic. The Vice Chair responded that the Board met with MLAs in Richmond and will continue to do so in the coming year. With the newly elected MPs, the Board will take the opportunity to meet and advocate.

9. Standing Committee Reports

(a) Audit Committee

Chair: Donna Sargent

Vice Chair: Norman Goldstein

(i) **RECOMMENDATION:** Audited Financial Statements for the Fiscal Year End 2020-2021.

Trustee Sargent, Chair of the Audit Committee noted the exceptional work of the Finance team and how very impressed the Auditors were. The Chair thanked the Assistant Secretary Treasurer and staff. The Auditors noted that the organization was stable, accountable and the District had a clean audit.

The Secretary Treasurer then congratulated the Finance team and PWC Auditors for their hard work. Thanks, were also extended to Mr. Roy Uyeno, former Secretary Treasurer.

The Secretary Treasurer noted that PricewaterhouseCoopers (PWC), the District's auditors completed their audit of the 2020/2021 financial statements of the Richmond School District. They expressed an unqualified audit opinion that the financial statements are complete, accurate in all material respects and prepared in accordance with accounting requirements under PSAB and *Section 23.1* of the *Budget Transparency and Accountability Act* of the Province of British Columbia.

110/2021 **MOVED BY D. SARGENT AND SECONDED BY D. TABLOTNEY:**

THAT the Board of Education (Richmond) approve the Audited Financial Statements for the fiscal year ended June 30, 2021 as presented;

AND FURTHER THAT the Chair of the Board, the Superintendent of Schools and the Secretary Treasurer be authorized to sign the financial statements.

CARRIED

A meeting was held on September 13, 2021. The next meeting is scheduled for Monday, January 10, 2022.

- (b) **Education Committee**
Chair: Heather Larson
Vice Chair: Donna Sargent

The next meeting is scheduled for Wednesday, October 20, 2021 at 6 pm.

- (c) **Facilities and Building Committee**
Chair: Ken Hamaguchi
Vice Chair: Norman Goldstein

A meeting was held on June 2, 2021. The next meeting is scheduled for Wednesday, October 6, 2021 at 4:30 pm.

- (d) **Finance and Legal Committee**
Chair: Debbie Tablotney
Vice Chair: Ken Hamaguchi

A meeting was held on September 22, 2021. The next meeting is scheduled for Wednesday, October 20, 2021 at 11 am.

- (e) **Policy Committee**
Chair: Sandra Nixon
Vice Chair: Debbie Tablotney

A meeting was held on June 14, 2021. The next meeting is scheduled for Monday, September 27, 2021 at 11 am.

10. Correspondence

- (a) Nil.

11. Board Committee and Representative Reports

- (a) **Council/Board Liaison Committee**

A meeting was held on June 9, 2021. The next meeting is scheduled for Wednesday, October 13, 2021 at 9:30 am.

12. Adjournment

111/2021 MOVED BY D. TABLOTNEY AND SECONDED BY H. LARSON:

THAT the Regular meeting of Wednesday, June 23, 2021 of the Board of Education (Richmond) be adjourned at 8:37 pm.

CARRIED

S. NIXON,
CHAIRPERSON

C. WANG,
SECRETARY TREASURER

DATE: October 27, 2021
FROM: C. Wang, Secretary Treasurer
SUBJECT: Record of an In-Camera Board Meeting held September 22, 2021

The Board of Education School District No. 38 (Richmond) would like to report that the following was discussed at an in-camera meeting of the Board held September 22, 2021.

- | | | |
|-----|-----------------------------------|--|
| (a) | Briefs and Presentations: | Nil. |
| (b) | Business Arising out of Minutes: | Administrative and personnel items were discussed. |
| (c) | New Business: | Nil. |
| (d) | Executive: | Administrative items were discussed. |
| (e) | Standing Committee Reports: | Nil. |
| (f) | Board Committee and Rep. Reports: | Nil. |
| (g) | Correspondence: | Nil. |
| (h) | Record of Disclosure: | Nil. |

Below find an excerpt from Board Policy which outlines those matters that constitute In-Camera material.

Pursuant to Board Policy 201, unless otherwise determined by the Board, the following matters shall be considered in-camera;

To protect individual privacy and the Board's own position, in-camera meetings may be conducted to discuss issues such as:

- individual student matters;
- individual employee matters;
- legal concerns;
- negotiating collective agreements;
- negotiating contracts;
- the sale or purchase of land.

Trustees will not disclose to the public or employees the proceedings of an in-camera session unless a resolution has been passed at the closed meeting to allow such disclosure.

Report to the Board of Education (Richmond) Public

DATE: October 27, 2021
FROM: Rick Ryan – Deputy Superintendent
SUBJECT: Fall 2021 Enrolment Update

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

Introduction

The purpose of this report is to provide an update regarding K-12 school-aged full-time equivalent (FTE) totals and corresponding funding implications when comparing budget projections to actuals for September 2021.

Enrolment Data

All figures in the charts below represent enrolment FTE and not student headcount figures. The district has experienced a net increase of enrolment FTE in most areas when compared to the 2021-2022 enrolment projections.

September 29, 2021 1701 Submission (subject to Ministry of Education echo check)

Enrolment FTE K-12	2021-22 Projected	2021-22 Actual	2021-22 Projection to Actual	Budget Implications
Elementary	11,746	11,727	(19)	(\$149,815)
RVS K - 7	NA	78	78	\$496,080
Elementary Total FTE	11,746	11,805	59	\$346,265
Secondary	8,021	8,231	210	\$1,655,850
RVS 8 & 9	NA	16	16	\$101,760
Secondary FTE Total	8,021	8,247	226	\$1,757,610
RVS 10 - 12	93	183	90	\$572,400
TOTAL	19,860	20,235	375	\$2,676,275
Other Funding Categories				
Special Ed. Level 1	13	13	0	-
Special Ed. Level 2	820	854	34	\$723,520
Special Ed. Level 3	119	121	2	\$21,500

Indigenous Education	249	266	17	\$26,605
English Language Learner	6,049	6,150	101	\$160,085

Total 1701 (K-12 Enrolment) Budget Calculations:

\$3,607,985

Other Student Enrolment Budget Impacts

Budget Impacts	2021-22 Projected	2021-22 Actual	2021-22 Projection to Actual	Budget Implications
International Education	680	634	(46)	(\$690,000)

Conclusion:

Actual September 29, 1701, final enrolment FTE will be reflected in the Ministry of Education operating grant recalculation which is expected to be announced some time in December. Assuming no funding formula changes or adjustments, the funded enrolment FTE increase is estimated to result in approximately \$3.6 million increase in the operating grant funding.

The increase in operating grant funding will be offset by the negative budget impact in the amount of \$690,000 due to International Education student enrolment falling below 2021-2022 projection, as well as an estimated loss in the Supplement for Salary Differential grant in the amount of \$300,000 due to a lower district average teacher salary when compared to the provincial average. While it is still early to make the final projection of 2021-2022 revenues, the preliminary budget impact to the district reflects a net revenue increase of approximately \$2.6 million.

With the anticipated revenues, the district will address staffing increases required by the collective agreement, additional supports for inclusive education, and cost increases due to inflation. Final changes to revenues and expenses will be reflected in the 2021-2022 Amended Annual Budget.

Respectfully Submitted:

Rick Ryan

Rick Ryan
Deputy Superintendent

Report to the Board of Education (Richmond) PUBLIC

DATE: October 27, 2021

FROM: Shaun Sephton, Director, International Education

SUBJECT: International Education Year in Review

INTRODUCTION

Richmond International Education (RIE) is a program of choice that has been providing significant and measurable benefits to the district for the past 23 years. This report is intended to comment on the recent successes and challenges of the program and to share our plans for the future in order to facilitate continued success.

The program typically consists of short-term and long-term study options; an after-school program (Connections); group programs; as well as professional learning programs (administrators and teachers) that are delivered on-shore (Richmond) and off-shore, primarily in China.

ENROLMENT DATA

Since our last report submitted to the Board on October 28, 2020, our program has continued to experience unprecedented pressures and challenges due to the COVID-19 global pandemic. RIE international student FTE number was expected to decline between 15% to 40% for the 2020-2021 school year. The FTE number at quarter 4 was 632, which represented a 28% decline from the previous year.

The FTE number for the first quarter of the current school is 634, which represents an increase of 60 international students (+10.5%) from the same quarter of the previous school year. This number is 93% of projected FTE international student number (680).

RIE STUDENT PROFILE

Overall, our international student population diversified last year. More international students from Hong Kong, Taiwan, Japan, South Korea, and Central Asia, and fewer students from Mainland China, Vietnam, Brazil, Mexico, and Thailand joined our program last year. That trend has continued this year with more students from Italy, Germany, France, Japan, Myanmar, and Iran studying in Richmond. Northeast Asia remains home of most of our international students.

FACTORS AFFECTING DECLINE IN RIE STUDENTS (2020-2021)

The most significant factor that negatively impacted the number of international students that could join our programs last year was the Immigration, Refugees and Citizenship and Canada (IRCC) Order-in-Council (OIC) issued on March 18, 2020. As a result of the evolving global pandemic, international students with study permits and entry visas dated March 19, 2020, or later were not permitted to enter Canada. A new OIC that permitted an expanded category of essential travelers to enter Canada, including some international students, went into effect on October 20, 2020.

FACTORS AFFECTING INCREASE IN RIE STUDENTS (2021-2022)

The most significant factor that positively impacted the number of international students that could join our program in the current school year was the directives and support of federal government agencies (Immigration, Refugees and Citizenship and Canada (IRCC), Canada Border Services Agency (CBSA), Global Affairs, Public Health Agency of Canada (PHAC), Public Safety and Transportation), our provincial government (Ministry of Education, Public Health Office), and our board.

Other factors include the perception of how well Canada, British Columbia and our school district managed the pandemic, including keeping our doors open to international students and keeping schools open and safe; vaccines and vaccination rates; our readiness plan and support system.

PROGRAM DEVELOPMENT

While our long-term study program remains our most popular program and main focus, we continue to work on augmenting program options and developing new opportunities beyond our long-term study program to supplement revenue, add diversity, and support the sustainability of the program overall. We continue to enhance our professional learning services, short-term and group program offerings, and provide additional supports for students, schools, and families.

Our program will continue to reflect the internal and external opportunities and pressures within and beyond the district. We continue to manage our evolution in a measured and thoughtful fashion in order to maintain program quality and accessibility for our students and schools. COVID-19 had a singular impact on our program. The global pandemic will likely continue to have an unparalleled influence on our program for the next 2-3 years.

ENGAGEMENT

Our engagement objectives were enhanced through utilizing various virtual and traditional platforms to increase support, connectedness, and points-of-contact with schools, students,

study abroad organizations, and their responsible adults. Engagement levels increased as we reckoned with the impact of COVID-19.

Virtual orientations included health and wellness checks, our first ever trivia and games night. We also saw return to in-person orientation week fieldtrips. Tentative fieldtrips planned throughout the school year are fully subscribed.

We continued to build our social media presence, including establishing reliable visibility in Mainland China. Our newsletters continue to be well-received as evidenced by a consistently high 'open rate'.

SUPPORT

RIE provides international students with comprehensive 24-7 wrap-around multilingual care. Support include ensuring that international students meet all federal entry requirements and exemptions, provincial readiness plan and COVID-19 protocols, and district expectations.

The integration of our online ELL assessment tool (grades 3-12) and medical insurance coverage into our True North database, has afforded us the ability to better support our students and schools, and minimize our environmental footprint.

CONCLUSION

The Richmond International Education (RIE) team is dedicated and works diligently to maintain a vibrant, diverse, and comprehensive program. This program involves an increasingly wide variety of participants, ranging from students, parents, government, professional staff and our broader community, which in turn serves to foster greater international understanding and relationships.

RIE is also important for the support it provides for the various initiatives of the Board and Senior Administration. Regular communication and dialogue with the Board, our school communities, and the public is not only valued, but necessary in order to meet the needs of our district and the needs of our international students and their families.

It is anticipated that due to the global pandemic our program will need to adjust to a "new normal" while continuing to be able to make a significant contribution to the district which enhances the learning experience for all Richmond students. The guidance and support of the Board is essential as the program continues to evolve.

*SHAUN SEPHTON, DIRECTOR
INTERNATIONAL EDUCATION*

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

EDUCATION COMMITTEE PUBLIC MEETING MINUTES

Minutes of a PUBLIC meeting of Education Committee held virtually via Zoom on Wednesday, June 16, 2021 at 6:00 pm.

Present:

Heather Larson, Chairperson
Donna Sargent, Vice-Chairperson
Richard Lee, Trustee Member
Norm Goldstein, Trustee
Debbie Tablotney, Trustee
Lynn Archer, Assistant Superintendent
Liz Baverstock, President, Richmond Teachers' Association
JW Cho, Executive Member, Richmond Teachers' Association
Marie Ratcliffe, District Administrator – Learning Services
Cathy Peters, External Presenter
Helen Shen, Executive Assistant (Recording Secretary)

Members of the Public:

Dionne McFie

The meeting was called to order at 6:00 pm.

1. ADOPT AGENDA

The agenda was adopted as circulated.

2. APPROVE MINUTES

The minutes of the meeting held Wednesday, April 21, 2021 were approved as circulated.

3. CHILD SEX TRAFFICKING – EXTERNAL PRESENTATION

A member from the public delivered a verbal presentation on child sex trafficking in Canada. Trustees have asked presenter to provide the sources of statistics and other information cited in the presentation.

4. NATIONAL INDIGENOUS HISTORY MONTH

District staff will be presenting on the background and school-based activities planned for June 21, National Aboriginal Day, as well as recognizing the month of June as National Indigenous History Month.

5. LEARNING FROM COVID SURVEY

The Education Implementation Committee surveyed K-12 students, families, and staff across the district to consider the strengths and challenges during the COVID pandemic. The purpose of the surveys was to provide an opportunity to gather information and reflect on learning experiences during the COVID pandemic. Participation in these surveys was high, and the responses gathered provide a rich array of information that highlights the opportunities, challenges and the importance of relationships and wellbeing for all survey groups. The District looks forward to working together across the district to plan and engage in a positive and healthy future for our learners and staff in post COVID-19 times.

6. SUB-COMMITTEE REPORTS

- ELL Consortium (Metro Boards)
Nil.
- Richmond Sister Advisory Committee (City Committee)
Nil.
- Aboriginal Education Enhancement Agreement Advisory Committee
Nil.

7. NEXT MEETING DATE – TBD.

8. ADJOURNMENT

The meeting adjourned at 7:30 pm.

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

FACILITIES AND BUILDING COMMITTEE MEETING MINUTES

Minutes of a **PUBLIC** meeting of the Facilities and Building Committee held via Zoom Meeting Link, Richmond, BC, on Wednesday, June 2, 2021 at 4:30 p.m.

Present:

Ken Hamaguchi, Committee Chairperson
Norm Goldstein, Committee Vice-Chairperson
Heather Larson, Trustee Member
Sandra Nixon, Trustee
Rick Ryan, Deputy Superintendent
Roy Uyeno, Secretary Treasurer
Frank Geyer, Executive Director, Facilities Services
Rob Laing, Executive Director, Learning and Business Technologies
Jane Macmillan, Executive Director, Learning Services
Steve Wenglowksi, 2nd Vice President, Richmond Teachers' Association
Joel Canlas, Richmond Management Administrative Professional Staff
Umur Olcay, Manager, Facilities Planning
Joseph Balderston, Facilities Planner,
Katherine Neuman, Manager, Facilities Administration
Andrew Brown, Carpentry Relief Foreman
Dionne McFie, Past President, Richmond District Parents Advisory Committee
Wanda Plante, Executive Assistant (Recorder)

Regrets: Debbie Tablotney, Trustee Alternate

The meeting began by introductions of attendees at 4:33 pm.

1. APPROVAL OF AGENDA

The agenda was approved as circulated.

2. APPROVE MINUTES

Minutes from the May 5, 2021 meeting were approved as circulated.

An incorrect start time on the district website for the Facilities and Building Committee public meeting was noted by the Past President of the Richmond District Parents Advisory Committee.

3. FACILITIES PLANNING UPDATE [standing item]

Nil

4. RICHMOND PROJECT TEAM UPDATE [standing item]

Nil

5. FACILITIES SERVICES UPDATE

The Executive Director, Facilities Services spoke to his report as included with the agenda package and noted current initiatives underway including:

- Operations and Rentals Department Review – comprehensive review of operations and rentals departments, service deliveries, budget, processes and protocols to be completed by September 2021; An external consultant has been hired to conduct the review.
- Commence design and renovation of the Mitchell Education Centre to relocate Continuing Education from Rideau Park by Winter Break 2021;
- Implementation of the new computerized Enterprise Asset Management System (EAMS) “AssetPlanner” for the District; complete life cycle management of our facilities; fleet and asset inventory and management, work order management and reports, project scheduling, tracking and budget management;
- Draft district sustainability and climate action plan presentation at the June Board meeting.

Comments and questions regarding safety of teaching staff and HVAC systems during ongoing seismic projects was raised by the Richmond Teachers’ Association 2nd Vice President and assurances for supplemental comfort will be confirmed by the Executive Director, Facilities Services. The Richmond Teachers’ Association greatly appreciates all the hard work done by the Facilities Services staff during seismic renovations.

6. TECHNOLOGIES SERVICES UPDATE

A comprehensive review of Learning and Business Technology initiatives was provided by the Executive Director of that department. With continued increase in the use and reliance on technology across the district, we know that technology has become an essential tool to enhance, support and activate student learning. Technology has served to bring people together for communication, collaboration and to efficiently manage the core business needs of the school district. Staff, students and family deserve recognition and credit in which they’ve embraced the challenges we have all faced. The Executive Director, Learning and Business Technologies then outlined some initiatives of Network and Computing Infrastructure Projects and looks forward to continuing to work towards achieving the goals and objectives in the 2020-2025 Strategic Plan.

Trustees had questions and comments regarding cyber security and future meeting platforms for the start of the 2021 school year in September.

7. FEED-U-CATE DONATION

A brief background to the Feed-U-Cate 38 program was provided by the Executive Director, Facilities Services. He noted the program's purpose established by a committee of students and staff in the fall of 2012, to support district students in need with meals that include breakfast, lunch and snacks and to also educate the community about district food programs.

The Chairperson of the Facilities Services Centre (FSC) Social Committee, Andrew Brown was pleased to present a cheque in the amount of \$5,100 on behalf of the FSC Social Committee through the support and contributions of FSC staff over the last year and a half and noted that \$17,000.00 has been raised in total for this program over the years. This incredible gift will be put to great use in our schools in supporting children next year.

8. MINUTES FOR INFORMATION

(a) CHILD CARE DEVELOPMENT ADVISORY COMMITTEE MEETING

Meeting minutes from April 7, 2021 were attached for information.

9. NEXT MEETING DATE – SEPTEMBER, 2021

10. ADJOURNMENT

The meeting adjourned at 5:15 pm.

Respectfully Submitted,

Ken Hamaguchi, Chairperson
Facilities and Building Committee

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

FINANCE & LEGAL COMMITTEE PUBLIC MEETING MINUTES

Minutes of a **PUBLIC** meeting of the Finance & Legal Committee held via Zoom Webinar meeting link, on Wednesday, May 19, 2021 at 11:00 a.m.

Present:

Debbie Tablotney, Committee Chairperson
Ken Hamaguchi, Committee Vice-Chairperson
Richard Lee, Trustee Member
Roy Uyeno, Secretary Treasurer
Maria Fu, Assistant Secretary Treasurer
Laura Buchanan, Executive Director, Human Resources
Frank Geyer, Executive Director, Facilities Services
Liz Baverstock, President, Richmond Teachers' Association
Tim McCracken, 1st Vice-President, Richmond Teachers' Association
Wennie Walker, Vice President, Richmond Association of School Administrators
Ian Hillman, President, CUPE
Stacey Robinson, Vice President, CUPE
Roger Corbin, Richmond Management Administrators Professional Staff
Lynne Farquaharson, Past President, Richmond Retired Teachers' Association
Dionne McFie, Past President, Richmond District Parents Association
Wanda Plante, Executive Assistant (Recorder)

The Chairperson called the meeting to order at 11:03 am

1. APPROVAL OF AGENDA

The agenda was amended approved to add Budget as Item #5.

2. APPROVAL OF MINUTES

The minutes of the April 21, 2021 public meeting were approved as circulated.

3. HUMAN RESOURCES UPDATE

There were no new updates to report.

4. RENTAL INCREASE FOR SCHOOL USE OF FACILITIES FOR 2021/2022

As required each year, the Executive Director, Facilities Services spoke to the 2021/2022 Facility Rental Rates and provided background and rationale that increases in rental room rates have been recommended and approved based on the Vancouver Consumer Price Index (CPI). He further suggested that in order to stimulate rentals of our school facilities once COVID-19 restrictions are eased, and as the average CPI was only 0.6%, staff are recommending no increase be applied for 2021/2022. The Executive Director, Facilities Services also noted that hourly rental charges for childcare which are reviewed every (3) years will be increasing from \$8.25 to \$8.50 per hour per room. Following the report it was agreed to forward the following recommendation to the Board:

RECOMMENDATION

THAT the Board approves a 0% increase to both non-commercial (not-for-profit) and commercial (for profit) facility rental rates in the Schedule of Charges for the Use of School Facilities for 2021/2022.

5. BUDGET QUESTIONS

The Secretary Treasurer began by reviewing a very long budget process which began in January with our first Budget Advisory Working Group meeting. He acknowledged the challenges of working through this year's budget process with the district facing a \$7.2 million budget shortfall. The Secretary Treasurer acknowledged and thanked everyone for the significant feedback received which was extremely helpful for our Trustees during budget deliberations and confirmed that the budget package including proposed budget adjustments will be submitted to the Board for approval at their May 26, 2021 meeting.

The CUPE president then advised that the CUPE executive met recently with several MLAs to discuss the budget and was shocked by their comments. Specifically, the MLAs were very clear that they were unwilling to help when our district already had significant surplus and contingency savings in comparison to other districts.

Secretary Treasurer Uyeno responded just in terms of district accumulated surpluses in that this is one-time funds available to the district and is not intended to be used to sustain ongoing expenditures in our budget. He noted that this year we used in excess of \$7 million of one-time accumulated surpluses to balance our budget. At the onset of the pandemic and budget process and in addition to an uncertain future, significant budget reductions were not made as we wanted to ensure our district remained stable. The Secretary Treasurer further noted that in planning for next year and as part of the Strategic Plan, the Board will look at using a portion of accumulated surpluses to balance the budget. With unknown future cost pressures, a strategy to use most of all our accumulated surplus would not be prudent fiscal management and highlighted that a cumulative surplus policy that provides for contingency reserves has been established for all school district which was directed from government.

The Committee Chairperson noted that the Board will also be meeting with MLAs to advocate for post-pandemic funding.

The President of the Richmond Teachers' Association acknowledged that school districts are legislated to submit balanced budgets and noted that although the accumulated surplus in Richmond is not out of line, she has advocated to use more contingency than budgeted. She further commented on the negative impact the international student program is having here and is hopeful that additional classroom enhancement funds are budgeted for secondary schools to operate smaller classes as the problem is greater than she was initially aware of for inspired learners. The President of the Richmond Teachers' Association will continue to advocate that the district use more surplus to bridge the gap and appreciated and supported comments by the CUPE president.

6. NEXT MEETING DATE – WEDNESDAY, JUNE 16 2021

7. ADJOURNMENT

The meeting adjourned at 11:29 am.

Respectfully Submitted,

Debbie Tablotney, Chairperson
Finance and Legal Committee

Report to the Board of Education (Richmond)
PUBLIC

DATE: September 22, 2021

FROM: Debbie Tablotney, Chair, Finance and Legal Committee

SUBJECT: Trustees' Expenses for the Three Months Ending June 30, 2021

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 June 30, 2021, in the amount of \$2,368.17.

BACKGROUND

Pursuant to the *School Act*, the board is required to approve by resolution expenses incurred by Trustees.

During the three-month period ended June 30, 2021 expenses totaling \$2,368.17 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 June 30, 2021, total \$2,368.17.

CONCLUSION

The Finance & Legal Committee recommends the Board approve Trustees' expenses for the three months ending June 30, 2021.

Respectfully submitted,

Debbie Tablotney, Chair
Finance and Legal Committee

Attachment: Trustees' Expenses for the 3 months ending June 30, 2021

TRUSTEES EXPENSES

DATE	DESCRIPTION	N. GOLDSTEIN	K. HAMAGUCHI	H. LARSON	R. LEE	S. NIXON	D. SARGENT	D. TABLOTNEY	TOTAL
2021-04-01	Cell phone reimbursement - Apr 2021	40.00	50.00	50.00	50.00	50.00		50.00	290.00
2021-04-28	BCSTA AGM 2021 - April 15-17, 2021	175.00	175.00	175.00	175.00	175.00		175.00	1,050.00
2021-04-28	Linksys Home Wi-Fi System					448.17			448.17
2021-05-04	Cell phone reimbursement - May 2021	40.00	50.00	50.00	50.00	50.00		50.00	290.00
2021-06-01	Cell phone reimbursement - June 2021	40.00	50.00	50.00	50.00	50.00		50.00	290.00
	TOTALS PAID: Apr 1 to June 30, 2021	295.00	325.00	325.00	325.00	773.17	0.00	325.00	2,368.17

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

MINUTES OF PUBLIC MEETING OF POLICY COMMITTEE

Date: Monday, June 14, 2021 at 11 am
Via Zoom Webinar

Present: Sandra Nixon, Chairperson

Norman Goldstein, Member
Scott Robinson, Superintendent
Rick Ryan, Deputy Superintendent
Roy Uyeno, Secretary Treasurer
Frank Geyer, Executive Director, Facilities Services

Tim McCracken, Richmond Teachers' Association
Wennie Walker, Richmond Association of School Administrators
JW Cho, Richmond Teachers' Association
Ian Hillman, CUPE 716
Tanya Major, 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 11:02 am.

1. ADOPT AGENDA

The agenda was adopted as circulated.

2. APPROVE MINUTES

The Minutes of the meeting held May 17, 2021 were approved as circulated.

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

The Deputy Superintendent provided highlights from the Report attached with the agenda package. The Deputy Superintendent noted that all changes or revisions were highlighted in red, including a new section in the Regulation, brought forward by the Richmond Teachers' Association. The roles and responsibilities section under the Superintendent was updated, as well as the process for communication. Stakeholders communications were modified with "for school based situations".

Following questions and comments from the Committee, it was suggested that Policy 310 be recommended for the Stakeholder consultation process.

ACTION: It was **AGREED** that a Recommendation go to the June 23, 2021 Board meeting that draft **Policy 310/310-R: Emergency Management** be placed into the stakeholder review process with a timeline of June 24 – August 31, 2021.

**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**

The Executive Director, Facilities Services provided background to the proposed revisions to Policy 804.1 and Policy 804.4. The Executive Director noted that in December 2020, the provincial government amended the School Act and issued a new Ministerial Order pertaining to the provision of child care programs operating on Board property. In December 2020, BCSTA provided a legal update to Boards of Education regarding the need to revise their current policies reflecting these changes.

The Executive Director shared the updates and changes made including modernization of text and all revisions highlighted in red for the Committee.

The Committee thanked the Executive Director and had questions and comments regarding the use of facilities on external versus internal as priority. The Chairperson suggested that “District” be added to Educational programs on the Regulation to provide clarity.

ACTION: It was **AGREED** that the item will come back in September to Policy Committee for further review. Also, a reminder be sent out prior to the next meeting regarding the items as discussed and specific questions.

5. STATUS OF CURRENT AND ANTICIPATED ITEMS

The Status document was updated to June 14, 2021.

6. ADJOURNMENT

The meeting adjourned at 11:52 am.

Respectfully Submitted,

Sandra Nixon, Chairperson
Policy Committee

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

MINUTES OF PUBLIC MEETING OF POLICY COMMITTEE

Date: Monday, September 27, 2021 at 11 am
Via Zoom Webinar

Present: Sandra Nixon, Chairperson
Debbie Tablotney, Vice-Chairperson
Norman Goldstein, Member
Heather Larson, Alternate member
Scott Robinson, Superintendent
Rick Ryan, Deputy Superintendent
Cindy Wang, Secretary Treasurer
Frank Geyer, Executive Director, Facilities Services
Tim McCracken, Richmond Teachers' Association
Ian Hillman, CUPE 716
Tanya Major, Richmond Association of School Administrators
Jason Leslie, Richmond Association of School Administrators
Dave Madeira, Richmond District Parents' Association
Catherine Cleary, Executive Assistant (Recording Secretary)

The Chair called the meeting to order at 11:04 am.

1. ADOPT AGENDA

The agenda was adopted as circulated.

2. APPROVE MINUTES

The Minutes of the meeting held June 14, 2021 were approved as circulated.

3. POLICY 310/310-R: EMERGENCY MANAGEMENT/DRAFT PARENT GUIDE

DRAFT REVISED POLICY 504.9/504.9-R: EMERGENCY SITATIONS

The Deputy Superintendent provided a brief overview and background for the draft new policy and Parent Guide prior to the Stakeholder Review process from June 24th to August 31st. Deputy Superintendent Ryan noted that several revisions were made following suggestions from Richmond Teachers' Association.

The Chairperson asked for any questions and then thanked the Deputy Superintendent and team for all the work to bring this policy forward.

ACTION: It was **AGREED** to bring a Notice of Motion to the October Board meeting for final approval at the November Public Board meeting.

**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**

The Chairperson provided background on the Policies that came to the June meeting where there was feedback now incorporated into the policy.

The Executive Director, Facilities Services noted the adjustment made to Policy 804.1-R that “District” activities be priority.

The Committee asked about insurance and if there would be any changes. The Executive Director noted that for private events the renter would provide their own insurance and District events are covered with no changes in the policies or procedures around insurance. Following discussion and comments around timeline, the Chairperson noted that the policy would be entered into the Stakeholder Consultation process following the October Board meeting.

ACTION: It was **AGREED** that the Policies be brought to the October Board meeting as a Recommendation to the Board that Draft Policies 804.1/804.4 be placed into the Stakeholder Review process with a timeline of two months.

5. STATUS OF CURRENT AND ANTICIPATED ITEMS

Attachment: Update to September 27, 2021.

6. ADJOURNMENT

The meeting adjourned at 11:40 am.

Respectfully Submitted,

Sandra Nixon, Chairperson
Policy Committee

Report to the Board of Education (Richmond) PUBLIC

DATE: October 27, 2021

FROM: Trustee Sandra Nixon, Chairperson, Policy Committee

SUBJECT: **Notice of Motion** – Policy 310/310-R: Emergency Management

NOTICE OF MOTION TO OCTOBER 27, 2021 MEETING OF THE BOARD OF EDUCATION (RICHMOND)

In accordance with Board Policy 204: *Creation and Revision of Policy and Regulations*, this is a Notice of Motion that a RECOMMENDATION will be presented to the November 24, 2021 Public meeting of the Board of Education (Richmond) to approve **Policy 310/310-R: Emergency Management** formerly 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.

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.

CONSULTATION

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. These policies were reviewed at the April 19th, May 17th and June 14th, 2021 Policy Committee meetings. The policy was then entered into the Stakeholder Consultation process for questions and feedback by August 31, 2021. At the September 27, 2021 Policy Committee meeting feedback received from the Richmond Teachers' Association was incorporated into the regulation and the Committee agreed that it now come to the Board as a Notice of Motion for final approval.

SUMMARY

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.

Respectfully Submitted,

Sandra Nixon

*Sandra Nixon, Chairperson
Policy Committee*

EXCERPT from Policy 204: *Creation and Revision of Policy and Regulations*

... Notice of Motion for any adoption, amendment, or suspension of a policy or regulation shall be submitted at the regular public Board Meeting prior to the meeting at which the change will be considered ...

Definitions:

Policies define guiding values, overall purposes and specific goals. They indicate, as directly and concisely as possible, what the Board wants and why.

Regulations define required actions. They indicate how and by whom the Board requires things to be done.

Administrative guidelines are developed and maintained by the Superintendent to complement policies and regulations developed by the Board by providing additional or more detailed procedures and expectations when that is deemed necessary by either the Superintendent or the Board.

ADMINISTRATION:

Policy 310

EMERGENCY MANAGEMENT

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.

Adoption:

ADMINISTRATION:

Policy 310-R

EMERGENCY MANAGEMENT

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

As the employer, the Board of Education is responsible, pursuant to the Workers Compensation Act and Occupational Health and Safety Regulation, for the safety of employees.

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 e.g., coyote in proximity to the school. 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.

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.

Adoption:

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 Board of Education (Richmond) PUBLIC

DATE: October 27, 2021
FROM: Trustee Sandra Nixon, Chairperson, Policy Committee
SUBJECT: **Notice of Motion** – Policy 204/204-R: *Creation and Revision of Policy and Regulations*

NOTICE OF MOTION TO OCTOBER 27, 2021 MEETING OF THE BOARD OF EDUCATION (RICHMOND)

In accordance with Board Policy 204: *Creation and Revision of Policy and Regulations*, this is a Notice of Motion that a RECOMMENDATION will be presented to the November 24, 2021 Public meeting of the Board of Education (Richmond) to approve **Policy 204/204-R: *Creation and Revision of Policy and Regulations***.

BACKGROUND

In the spring of 2021, it was determined that the process for the creation and revision of policy and regulations would benefit from being streamlined. In particular, the need for a notice of motion prior to the Board approving a draft policy for entry into the stakeholder review process adds an extra and unnecessary step to the process. The steps involved in the existing process were described in detail in the existing Policy 204-G and at the June 2021 meeting, it was determined that the information contained in the Guideline would be more appropriately placed in a Regulation. It was also determined that the Policy itself required housekeeping revisions.

As agreed upon at the previous In-Camera Policy Committee meeting, the process previously described in the Guideline has now been updated and moved into a Regulation with the requirement of a notice of motion for entry into the stakeholder review process being removed.

Staff have determined that the Policy itself also requires revisions that will not impact the process itself. Portions of the existing Policy would be more appropriately placed in the Regulation, there is duplicate language that needs to be eliminated and the addition of a contextual statement would enhance the Policy.

Suggested Revisions to Policy and Regulation:

In order to address these issues, some sections of the existing Policy have been moved to the proposed Regulation, duplicate language has been removed and a short contextual statement has been added to the proposed Policy statement.

In addition, two minor housekeeping changes have been made to the Policy: the removal of the reference to 'Richnet', a former technology communication platform no longer in use the removal of the terms 'his/her' and replacement with 'their' in order to promote gender-neutral language.

SUMMARY

The proposed revisions will address the original concern about streamlining the policy revision as well as aligning the policy and regulation language in a clearer manner. As indicated, there is no substantive change to the content of the Policy and Regulation, the content is proposed to simply be organized differently between the two documents.

Respectfully Submitted,

Sandra Nixon

*Sandra Nixon, Chairperson
Policy Committee*

EXCERPT from Policy 204: *Creation and Revision of Policy and Regulations*

... Notice of Motion for any adoption, amendment, or suspension of a policy or regulation shall be submitted at the regular public Board Meeting prior to the meeting at which the change will be considered ...

Definitions:

Policies define guiding values, overall purposes and specific goals. They indicate, as directly and concisely as possible, what the Board wants and why.

Regulations define required actions. They indicate how and by whom the Board requires things to be done.

Administrative guidelines are developed and maintained by the Superintendent to complement policies and regulations developed by the Board by providing additional or more detailed procedures and expectations when that is deemed necessary by either the Superintendent or the Board.

GOVERNANCE

Policy 204

Creation and Revision of Policy and Regulations

The Board shall initiate the development and revision of policy and regulations via the Policy Committee. It may do so at the suggestion of the Superintendent or any other individual or group, or on its own volition.

The Superintendent, via the Policy Committee, shall provide the Board with a clear assessment of the need for new or revised policy or regulations, and possible alternatives to fulfill the need.

Policies and regulations should be developed in consultation with those who are affected by them. Copies of proposed policies and regulations should be readily available to everyone who is directly concerned with Board operations or who needs Board policies to guide his/her daily decisions. Policies will be posted on the district website and on RichNet. Stakeholder groups shall be advised of all new and revised policies and regulations.

Prior to Board approval of a policy or regulations, a statement of need, an analysis of implications and alternatives, and a copy of the proposed policy and/or regulations should be circulated to those affected by it for comment unless, in the opinion of the Board, the new policy or regulations, or the revision to an existing policy or regulations, is minor and does not require this process.

Notice of Motion for any adoption, amendment, or suspension of a policy or regulation shall be submitted at the regular public Board Meeting prior to the meeting at which the change will be considered.

If a situation arises in which the Board must act quickly, the Chairperson may, with the consent of the Board, waive the requirement of prior notice and the Board may propose, discuss, and adopt a policy or regulations at a single meeting. However, it is the practice of the Board to review such "emergency" policies and regulations after they have been in force for several months to ensure that the policy and/or regulations are well considered and remain appropriate for continued use.

The formal adoption of policies and regulations shall be recorded in the minutes of the public Meeting of the Board at which the adoption vote was taken. Only such written record shall constitute the policies and regulations of the Board.

All Board policies and regulations shall be recorded in the appropriate section of the Policy Manual and, in each case the date of Board approval shall be shown.

The Superintendent shall ensure that notice of new or revised policy or regulations is provided to affected parties (employees, students, parents and/or the public) as appropriate to the topic.

Policy development is a continuing, never-ending process. Policies and regulations will be reviewed periodically by the Policy Committee and revised, if necessary, to meet changing needs.

Adopted: 02 June 2008

The Board shall initiate the development and revision of policy and regulation. It may do so at the suggestion of the Superintendent or any other individual or group, or on its own volition.

The Superintendent will consult with all those affected by a policy or regulation in the process of developing a recommendation for consideration by the Board.

Prior to Board approval of a policy or regulation, a statement of need, an analysis of implications and alternatives, and a copy of the proposed policy and/or regulation should be circulated to those affected by it for comment, unless, in the opinion of the Board, the new policy or regulation, or the revision to an existing policy or regulation, is too minor to require this process.

PROPOSED TO BE REVISED

GOVERNANCE

Policy 204-R

Creation and Revision of Policy and Regulations

Policy development is a continuing, never-ending process. Policies and regulations will be reviewed periodically by the Policy Committee and revised, if necessary, to meet changing needs.

The Board shall initiate the development and revision of policy and regulations via the Policy Committee. It may do so at the suggestion of the Superintendent or any other individual or group, or on its own volition.

The Superintendent, via the Policy Committee, shall provide the Board with a clear assessment of the need for new or revised policy or regulations, and possible alternatives to fulfill the need.

Prior to Board approval of a policy or regulation, a statement of need, an analysis of implications and alternatives, and a copy of the proposed policy and/or regulation should be circulated to those affected by it for comment, unless, in the opinion of the Board, the new policy or regulation, or the revision to an existing policy or regulation, is too minor to require this process.

The Superintendent will consult with all those affected by a policy or regulation in the process of developing a recommendation for consideration by the Board.

Notice of Motion for any adoption, amendment, or suspension of a policy or regulation shall be submitted at the regular public Board Meeting prior to the meeting at which the change will be considered.

If a situation arises in which the Board must act quickly, the Chairperson may, with the consent of the Board, waive the requirement of prior notice and the Board may propose, discuss, and adopt a policy or regulations at a single meeting. However, it is the practice of the Board to review such "emergency" policies and regulations after they have been in force for several months to ensure that the policy and/or regulations are well considered and remain appropriate for continued use.

The formal adoption of policies and regulations shall be recorded in the minutes of the public Meeting of the Board at which the adoption vote was taken. Only such written record shall constitute the policies and regulations of the Board.

All Board policies and regulations shall be recorded in the appropriate section of the [online Policy Manual](#) and, in each case the date of Board approval shall be shown.

The Superintendent shall ensure that notice of new or revised policy or regulations is provided to affected parties (employees, students, parents and/or the public) as appropriate to the topic.

Policies will be posted on the district website. Stakeholder groups shall be advised of all new and revised policies and regulations.

Adopted: 02 June 2014

Revised: 26 November 2015

*Examples are included but not limited to: Housekeeping, Legislative Mandated changes, Board Governance Matters

Key:

Blue font – proposed new language

Green font – moved over from Policy

Required Steps – from original Guideline

REQUIRED STEPS FOR NEW POLICY OR AMENDMENTS TO EXISTING POLICY

1. Policy Initiated or Amended	New policy or amendments to existing policy may be initiated by the Superintendent or designate directly or on behalf of Trustees. Once a new policy is identified or changes to an existing policy are required, it comes to Policy Committee for discussion.
2. Policy Reviewed By Policy Committee	<p>If the Policy Committee is satisfied with the proposed policy and determines it is either a housekeeping amendment or policy change that does not require stakeholder input (*see note below for examples) proceed to step 5.</p> <p>If the Policy Committee determines that a stakeholder consultation process is required, the Chair of the Policy Committee prepares a Recommendation to the Board for circulation to Stakeholders for input and feedback with a timeline.</p>
3. Policy Draft Circulated to Stakeholders for input & feedback	The draft proposed policy (or draft amendment) is sent out for circulation to stakeholders and Trustees for input and feedback with a timeline attached.
4. Input on the Response Draft Reviewed By Policy Committee	Policy Committee makes amendments to the Response Draft as necessary, based on the input received and if further discussion is needed, Policy Committee makes amendments to the response draft as necessary. Once the Policy Committee is satisfied with the proposed Policy or revision to policy, it is attached to the Policy Committee minutes for reference and proceeds to Step 5 Notice of Motion process.
5. Notice of Motion that a Recommendation will be on next Public Board Agenda	The Chair of the Policy Committee prepares a <i>Notice of Motion</i> that a Recommendation will be coming to the Board for consideration and final approval of the new/revised proposed policy. A copy of the proposed policy, along with comments submitted by stakeholders, is attached to the Policy Committee minutes with the <i>Notice of Motion</i> and also to the Recommendation at the following Board meeting, to allow all Board members opportunity for final review and comment.

GOVERNANCE **Creation and Revision of Policy and Regulations**

Policy 204-R

6. Board Considers Policy

This is the final opportunity for Board input. If anything, other than minor changes to the proposed policy are being considered at this time, the Board should send the policy back to Step 4.

7. Board Approves Policy

Following Board approval, the new/revised policy is uploaded to the District Website.

Key:

Blue font – proposed new language

Green font – moved over from Policy

Required Steps – from original Guideline

- PROPOSE TO BE RETIRED -

GOVERNANCE

Creation and Revision of Policy and Regulations

Policy 204-G

1. Policy Initiated or Amended

New policy or amendments to existing policy may be initiated by staff directly or on behalf of Trustees.

2. Policy Reviewed By Policy Committee

Once the Policy Committee is satisfied with the proposed policy, it determines whether this is a housekeeping amendment only. If it is, the next step is #6.

If not determined as a housekeeping amendment, the Chair of the Policy Committee prepares a Notice of Motion to inform the Board that the new/revised proposed policy will be brought to a future meeting of the Board for consideration of circulation response draft to stakeholders. A copy of the proposed policy is attached to the Policy Committee minutes and to the Notice of Motion to allow all Board members an opportunity for review and comment.

3. Policy Response Draft Forwarded To Board

The Board approves the draft proposed policy (or draft amendment) for circulation to stakeholders for input and feedback. This may include a date and additional opportunities for input.

4. Input on the Response Draft Reviewed By Policy Committee

Policy Committee makes amendments to the Response Draft as necessary, based on the input received. If the Policy Committee is satisfied with the proposed Policy or revision to policy, it is attached to the Policy Committee minutes for reference. If the changes are substantive enough, the Policy Committee may choose to go back to Step #3 and recommend that the Board resubmit the policy for response.

5. Notice of Motion Added To Board Agenda

The Chair of the Policy Committee prepares a Notice of Motion to inform the Board that the new/revised proposed policy will be brought to a future meeting of the Board for consideration and approval. A copy of the proposed policy, along with comments submitted by stakeholders, is attached to the Policy Committee minutes and to the Notice of Motion to allow all Board members an opportunity for final review and comment.

6. Board Considers Policy

This is the final opportunity for Board input. If anything other than minor changes to the proposed policy are being considered at this time, the Board should send the policy back to Step #4.

7. Policy Approved

Report to the Board of Education (Richmond) Public

DATE: October 27, 2021
FROM: Trustee Sandra Nixon, Chairperson, Policy Committee
SUBJECT: **Policy 804.1/804.1-R:** *Community Use of District Facilities* and
Policy 804.4: *Fees for Use of District Facilities*

RECOMMENDATION

In accordance with Board Policy 204: *Creation and Revision of Policy and Regulations*, this RECOMMENDATION to the October 27, 2021 Public meeting of the Board of Education (Richmond) is to approve that **Policy 804.1/804.1-R:** *Community Use of District Facilities* and **Policy 804.4:** *Fees for Use of District Facilities* be entered into the Stakeholder Consultation process for feedback and questions by December 3, 2021.

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.

CONSULTATION

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. Policy Committee reviewed the draft revisions and provided feedback at the May 17, 2021, June 14, 2021 and September 27 2021 meetings.

Respectfully Submitted,

Sandra Nixon, Chairperson
Policy Committee

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: September 2021 (5th Draft)

COMMUNITY RELATIONS

Policy 804.1-R (previously Policy 1004.1-R)

Community Use of ~~School-Board~~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-Board~~District Facilities

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

1. District educational activities including early learning programs and ~~School~~ extra-curricular programmes/programs
2. Richmond Continuing Education classes
- ~~2-3.~~ Childcare programs (both operated privately or Board operated)
- ~~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 practice the shared principles of early learning, Indigenous reconciliation and inclusivity.
- 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: September 2021 (5th 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. **District** educational activities including early learning programs and extra-curricular programs
2. **Richmond** Continuing Education classes
3. Childcare programs **(both operated privately or Board operated)**
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

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 practice the shared principles of early learning, Indigenous reconciliation and inclusivity.
 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: September 2021 (5th 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;
 - confirm 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;
 - how the applicant plans to support the Board's mission, vision and values; 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) Upon review of the proposal by the Facilities Services Branch and if supported, the District Facilities & Building Committee will be advised and asked for feedback prior to a final decision by the branch. The successful applicant will be advised of the District'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: September 2021 (5th 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.

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 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.

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 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

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;
 - confirm 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;
 - how the applicant plans to support the Board's mission, vision and values; 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) Upon review of the proposal by the Facilities Services Branch and if supported, the District Facilities & Building Committee will be advised and asked for feedback prior to a final decision by the branch. The successful applicant will be advised of the District'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: September 2021 (5th 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~~district facilities (~~see refer to Administrative Guideline 804.4-G~~[previously 1004.4-G]).

~~It is the wish of the Board that Richmond schools receive the revenue from private (community) rentals, minus direct costs (e.g., 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 Continuing Education Division, Leisure Services Department 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 district facilities (refer to Administrative Guideline 804.4-G).



Adopted: 05 March 1990
Proposed Revision: September 2021 (3rd Draft)

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: September 2021 (3rd 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.

DRAFT

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: September 2021 (3rd Draft)