

POLICY COMMITTEE
PUBLIC MEETING AGENDA

DATE: MONDAY, DECEMBER 13, 2021

11:00 AM

Via Zoom Webinar (access details via email)

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

1. ADOPT AGENDA

2. APPROVE MINUTES

Attachment: Minutes of meeting held October 18, 2021.

3. POLICY 804.1/804.1-R: *Community Use of District Facilities*/POLICY 804.4: *Fees for Use of District Facilities*

Attachment: Report from the Executive Director, Facilities Services

4. STATUS OF CURRENT AND ANTICIPATED ITEMS

Attachment: Update to December 13, 2021.

5. ADJOURNMENT

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

MINUTES OF PUBLIC MEETING OF POLICY COMMITTEE

Date: Monday, October 18, 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
Liz Baverstock, Richmond Teachers' Association
Tim McCracken, Richmond Teachers' Association
Rebeca Avendano, RMAPS
Tanya Major, Richmond Association of School Administrators
Catherine Cleary, Executive Assistant (Recording Secretary)

The Chair called the meeting to order at 11:08 am.

1. ADOPT AGENDA

The agenda was adopted as circulated.

2. APPROVE MINUTES

The Minutes of the meeting held September 27, 2021 were approved as circulated.

3. POLICY 204/204-R: CREATION AND REVISION OF POLICY AND REGULATION

The Chairperson provided an overview of Policy 204 for review, as well as the timeline for stakeholder feedback as originally outlined in the Guideline. With some further revisions that were recommended, the Superintendent detailed the suggested revisions along with the new regulation.

The Superintendent outlined the rationale for updating the guideline initially in order to process policy revisions in a more streamlined manner. It was determined that the Notice of Motion to enter a policy into the stakeholder review process be removed and that the guideline steps were better suited in a regulation. As well, some information contained within the policy was moved to the new regulation. The Policy was revised, and any changes that were made, highlighted for the Public committee members.

The Chairperson asked stakeholders whether they felt that the Policy and regulation should be considered for consultation and feedback or, with the changes as presented, are now ready to go for Board approval without further consultation.

Liz Baverstock, President, Richmond Teachers' Association (RTA) mentioned that she appreciated that stakeholders have the necessary time throughout the process to provide feedback. Ms. Baverstock also noted that the main change was the timeline notice of motion and that the District is always good on accommodating timeline queries from the RTA's perspective.

The Chairperson thanked Stakeholders and then presented the suggested action item for the Policy and regulation.

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

4. STATUS OF CURRENT AND ANTICIPATED ITEMS

An update was provided through to October 18, 2021.

5. ADJOURNMENT

The meeting adjourned at 11:26 am.

Respectfully Submitted,

Sandra Nixon, Chairperson
Policy Committee

Report to the Policy Committee PUBLIC

DATE: 13 December 2021

FROM: Frank Geyer, Executive Director, Facilities Services

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

POLICY CONSIDERATIONS

Proposed replacement of Board Policy 804.1, Regulation 804.1-R and Administrative Guidelines 804.1-G – Community Use of District Facilities, Board Policy 804.4 – Fees for Use of District Facilities and Administrative Guidelines 804.4-G – Schedule of Charges for Use of District Facilities.

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 childcare 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.

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.

At the 14 June 2021 Policy Committee Public Meeting, the draft revised Board Policies 804.1 and 804.4, Regulation 804.1-R, and Administrative Guidelines 804.1-G and 804.4-G were presented for information and review.

At the 27 September 2021 Policy Committee Public Meeting, revised draft documents were presented, based on feedback received to date, and it was agreed by the Committee that a Notice of Motion 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.

At the 27 October 2021 Public Board meeting, the Board approved the motion, in accordance with Board Policy 204: Creation and Revision of Policy and Regulations, to place revised Board Policies 804.1 and 804.4, Regulation 804.1-R, and Administrative Guidelines 804.1-G and 804.4-G into the stakeholder review process for questions and feedback by 03 December 2021.

CONSULTATION

No new feedback has been received from stakeholders. However, upon further review between the Assistant Superintendent and Secretary-Treasurer, minor adjustments were made to Policy Regulation 804.1-R and Administrative Guidelines 804.1-G including the requirement for consultation when it comes to adding new childcare programs. These changes have been highlighted in the attached package.

REVIEW AND ANALYSIS

Appended to this report are the proposed policies, regulations and administrative guidelines, sorted as follows:

- Marked-up document
- Finished document

Frank Geyer, PEng, FMA
Executive Director, Facilities Services

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~~District Facilities

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

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

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

1. District educational activities including early learning programs and~~School~~ extra-curricular ~~programs~~programmes
2. Childcare programs (both operated privately, or Board operated)
- ~~2.~~3. Richmond Continuing Education classes
- ~~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.

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

~~Groups requesting use of District facilities who may be consuming alcohol are required to provide a written request to the Superintendent of Schools. Specific requests to consume alcohol on School Board 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 Clerk Office, 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.
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.

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 school facilities:

1. District educational activities including early learning programs and extra-curricular programs
2. Childcare programs (both operated privately, or Board operated)
3. Richmond Continuing Education classes
4. School community groups
5. Groups booked through the City of Richmond
6. Others

Once a reservation is accepted through the Facility Rentals, 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 principal.

Consumption of Alcoholic Beverages on District Property

Groups requesting use of District facilities who may be consuming alcohol are required to provide a 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 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.
 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: December 2021 (6th 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-d~~District facilities shall be submitted by the principal 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 office 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 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. Consultation

The District will establish a Childcare Early Learning Advisory (hereafter referred to as the Advisory):

- a) The Advisory will act in a consultation and advisory capacity for childcare located in and on District facilities and grounds.
- b) The Advisory will meet annually.
- c) The Advisory may be comprised of representatives from the District, both education and facilities staff, and representatives from the City of Richmond, Vancouver Coastal Health, Indigenous community members, Inclusion BC, and Ministry of Children and Family Development.

2. New Licensed Childcare Applications

- a) The Facility Rentals office shall receive written applications by individuals and groups interested in operating a licensed childcare program within an operating District facility, or on a school site. The applications must contain the specific site(s) desired, type of childcare 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 childcare program in the neighbourhood, through consultation with District early learning staff and the City of Richmond;
 - confirm if the application is consistent with the District Long Range Facilities Plan and educational programming for the specific location;
 - determine the feasibility of accommodating the specific request for childcare 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;
 - 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 childcare 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.

3. 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.

4. 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.

5. 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: December 2021 (6th 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 principal 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 the Facility Rentals office 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 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. Consultation

The District will establish a Childcare Early Learning Advisory (hereafter referred to as the Advisory):

- a) The Advisory will act in a consultation and advisory capacity for childcare located in and on District facilities and grounds.
- b) The Advisory will meet annually.
- c) The Advisory may be comprised of representatives from the District, both education and facilities staff, and representatives from the City of Richmond, Vancouver Coastal Health, Indigenous community members, Inclusion BC, and Ministry of Children and Family Development.

2. New Licensed Childcare Applications

- a) The Facility Rentals office shall receive written applications by individuals and groups interested in operating a licensed childcare program within an operating District facility, or on a school site. The applications must contain the specific site(s) desired, type of childcare 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 childcare program in the neighbourhood, through consultation with District early learning staff and the City of Richmond;
 - confirm if the application is consistent with the District Long Range Facilities Plan and educational programming for the specific location;
 - determine the feasibility of accommodating the specific request for childcare 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;
 - 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 childcare 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.

3. 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.

4. 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*.

5. 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: December 2021 (6th 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)

POLICY COMMITTEE: STATUS OF CURRENT AND ANTICIPATED ITEMS

POLICY	STATUS	DATE/TIMELINE
Policy 101: Developmental Objectives	Requires revision upon completion of District Strategic Plan.	2021 – following completion of Strategic Plan
Policy 102: Diversity and Inclusion	Requires revision	2021 – with the formation of the Anti-racism Working Group, this with the cultural diversity work will be combined and worked on in early Spring 2021
Policy 103 Bylaw: Complaints by Students, Parents & the Public	Requires revision	2021
Policy 105-R: District Code of Conduct: How we Learn and Work Together Personal Use of District Supplies, Equipment and Facilities	Requires revision	Feb 8 2021 – Executive Director presented Report and proposed Draft revised Regulation to Policy Committee. Guideline and Policy were reviewed at the Nov 18, 2020 F&L Committee meeting, that advised it be brought to Policy for review.
Policy 502: Student Behaviour and Discipline Policy 502.1: Maintenance of Orderly Conduct Policy 502.2/502.2-R: Student Suspension or Exclusion from School Policy 502.3/502.3-R: Student Possession of Weapons	Requires revision	Jan 18 2021 – Update provided by Deputy Superintendent. Policies and regulations will be updated in with District Code of Conduct and brought back to the Committee for further review and feedback.
Policy 522/522-R: Transportation	Requires revision	2021
Policy 804.1: Community Use of Schools Policy 804.4: Fees for Use of District Facilities		Jun 14 2021 – report from the Executive Director, Facilities Services Sep 27 2021 – update and further review Recommendation at Public Board mtg on Oct 27 2021 to enter into Stakeholder consultation with deadline as Dec 3 2021 Dec 13 2021 – Report from the Executive Director, Facilities Services following Stakeholder Consultation.
Document Management Policy	On hold	

Updated to December 13, 2021