

---

**PUBLIC MEETING AGENDA**  
**BOARD OF EDUCATION**

**WEDNESDAY, JANUARY 26, 2022 – 7:00 pm**

[https://sd38.zoom.us/webinar/register/WN\\_80v-0xwhQmajz - B7vraw](https://sd38.zoom.us/webinar/register/WN_80v-0xwhQmajz-B7vraw)

*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](http://www.sd38.bc.ca)

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. 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**

**Day Custodians/Technology for Education Assistants**  
Presented by Ian Hillman, President of CUPE Local 716

(d) **Questions from the Public**

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

**Communications Break**

**4. Executive**

**5. Approval of Minutes**

- (a) Regular meeting of the Board held Wednesday, December 15, 2021 for approval.
- (b) Record of an In-camera meeting of the Board held Wednesday, December 15, 2021.

**6. Business Arising**

- (a) **RECOMMENDATION – Mitchell Education Centre Project**  
Report from the Executive Director, Facilities Services attached.

**7. New Business**

- (a) **Daytime Custodial**  
Report from the Executive Director, Facilities Services attached.

**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: Norman Goldstein*  
*Vice Chair: Donna Sargent*

A meeting was held on January 10, 2022.

(b) **Education Committee**

*Chair: Heather Larson*

*Vice Chair: Debbie Tablotney*

- (i) **For information:** Minutes of the meeting held November 17, 2021 attached.

A meeting was held on January 19, 2022. The next meeting is scheduled for Wednesday, February 16, 2022 at 6 pm.

(c) **Facilities and Building Committee**

*Chair: Ken Hamaguchi*

*Vice Chair: Debbie Tablotney*

- (i) **For information:** Minutes of the meeting held December 1, 2021 attached.

A meeting was held on January 5, 2022. The next meeting is scheduled for Wednesday, February 2, 2022 at 4:30 pm.

(d) **Finance and Legal Committee**

*Chair: Donna Sargent*

*Vice Chair: Ken Hamaguchi*

- (i) **For information:** Minutes of the meeting held November 17, 2021 attached.

- (ii) **RECOMMENDATION** - Trustee Expenses for 3 months ending December 31, 2021 attached.

- (iii) **RECOMMENDATION** – 2022/2023 Facility Rental Rates attached.

A meeting was held on January 19, 2022. The next meeting is scheduled for February 16, 2022 at 10 am.

(e) **Policy Committee**

*Chair: Debbie Tablotney*

*Vice Chair: Sandra Nixon*

- (i) **RECOMMENDATION - Policy 401: Recruitment of Personnel** attached.

- (ii) **NOTICE OF MOTION - Policy 804.1/804.1-R: Community Use of District Facilities/Policy 804.4: Fees for Use of District Facilities**

A meeting was held January 17, 2022. The next meeting is scheduled for Monday, February 14, 2022 at 11 am.

**10. Correspondence**

- (a) Nil.

**11. Board Committee and Representative Reports**

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

The next meeting is scheduled for Wednesday, February 9, 2022 at 9:30 am via Zoom.  
Meetings in 2022 will be hosted by the City of Richmond.

**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](http://www.sd38.bc.ca)**

---

**The next meeting is scheduled for Wednesday, February 23, 2022**

### **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 2022

	AUDIT	EDUCATION	FACILITIES AND BUILDING	FINANCE AND LEGAL	POLICY
<b>Chair</b>	Norman Goldstein	Heather Larson	Ken Hamaguchi	Donna Sargent	Debbie Tablotney
<b>Vice-Chair</b>	Donna Sargent	Debbie Tablotney	Debbie Tablotney	Ken Hamaguchi	Sandra Nixon
<b>Member</b>	Sandra Nixon	Richard Lee	Norman Goldstein	Norman Goldstein	Heather Larson
<b>Alternate</b>	Heather Larson	Sandra Nixon	Richard Lee	Heather Larson	Norman Goldstein
<b>Senior Leader</b>	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
<b>Rep(s)</b>	Donna Sargent	Debbie Tablotney	Ken Hamaguchi	Sandra Nixon/ Heather Larson	Ken Hamaguchi
<b>Alternate</b>	Richard Lee	Donna Sargent	Heather Larson	Norman Goldstein	Debbie Tablotney
<b>Senior Leader</b>	Cindy Wang/Christel Brautigam	Jane MacMillan	Frank Geyer	Scott Robinson/Cindy Wang	Jason Higo
<b>Reports To</b>	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
<b>Rep(s)</b>	Debbie Tablotney	Norman Goldstein	Donna Sargent	Heather Larson
<b>Alternate</b>	Donna Sargent	Heather Larson	Richard Lee	Sandra Nixon
<b>Senior Leader</b>	Laura Buchanan	Scott Robinson	Jane MacMillan	Scott Robinson
<b>Reports To</b>	Board of Education	Board of Education	Education Com.	Education Com.

	SOGI Advisory Committee	Anti-Racism Working Group
<b>Rep(s)</b>	Heather Larson	Ken Hamaguchi
<b>Rep(s)</b>	Sandra Nixon	Debbie Tablotney
<b>Senior Leader</b>	Scott Robinson	Christel Brautigam
<b>Reports To</b>	Education Com.	Board of Education

*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.*

**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, DECEMBER 15, 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  
Director, Communications & Marketing  
Manager, Energy & Sustainability  
Executive Assistant, Recording Secretary

S. Nixon  
H. Larson  
N. Goldstein  
R. Lee  
D. Sargent  
D. Tablotney  
S. Robinson  
R. Ryan  
C. Wang  
L. Archer  
C. Brautigam  
F. Geyer  
J. MacMillan  
R. Laing  
D. Sadler  
J. Ho  
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](mailto: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) Announcements**

**Trustee Larson, Vice Chair** – Effective January 2022, the Board will use a hybrid meeting format for the public and standing committee meetings. Trustees, senior staff, and presenters will have the option of attending in person, or virtually. Stakeholder representatives and members of the public will participate virtually due to the boardroom capacity limit.

The Chairperson noted that there was a new list of Committee assignments attached to the agenda package and those assignments will take effect as of January 1<sup>st</sup> for the coming year.

**Secretary Treasurer** – Briefs regarding the 2022/2023 Annual Budget will be accepted without prior notice at the January 26 2022 regular meeting of the Board, as well as at the February 23 2022, March 30 2022, and April 27 2022 regular meetings of the Board. Please note that budget updates will be made available on the District's Budget 2022/2023 website. All budget feedback will be considered by the Board as part of the budget process which is anticipated to be completed by May 2022.

**Trustee Nixon, Chairperson** - As we approach the winter break, the Board of Education wishes to extend its warmest wishes to our students, families and staff for a peaceful and joyous winter holiday season. We are all fortunate to live in a part of the world where we are free to celebrate what is most important to us, regardless of our religious faith or spiritual beliefs. It is what makes us diverse and strong as a school district, a community and a nation.

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

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

**2. Adoption of Agenda**

**150/2021 MOVED BY H. LARSON AND SECONDED BY D. SARGENT:**

**THAT** the Wednesday, December 15, 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**

The Executive Director, Learning Services acknowledged Catherine Ludwig, District Administrator for Fine Arts and Principal of Westwind Elementary; and Michael Mikulin, music teacher at Steveston London Secondary School who coordinated the presentation recorded specially for the Public Board meeting.

The recording of the song *Can you Feel It?* was then presented by the Steveston-London Secondary School Choir under the leadership of their teacher, Michael Mikulin.

Following the performance, the Chairperson thanked the Choir and Mr. Mikulin for the wonderful festive music.

(b) **Special Recognitions**

Nil.



(c) **Briefs**

Nil.

(d) **Questions from the Public**

Nil.

**4. Executive**

The Superintendent highlighted events from around the District, featured in a presentation. The presentation will be highlighted on the District website for the next month.

The Superintendent then offered gratitude to the community as the District navigated the many challenges through this past difficult year.

**5. Approval of Minutes**

- (a) Organizational meeting of the Board held November 24, 2021

**151/2021 MOVED BY H. LARSON AND SECONDED BY N. GOLDSTEIN:**

**THAT** the Board of Education (Richmond) approve the Organizational Minutes of Wednesday, November 24, 2021 Regular meeting as circulated.

**CARRIED**

- (b) Regular meeting of the Board held November 24, 2021

**152/2021 MOVED BY D. SARGENT AND SECONDED BY H. LARSON:**

**THAT** the Board of Education (Richmond) approve the Minutes of Wednesday, November 24, 2021 Regular meeting as circulated.

**CARRIED**

- (c) A Record of an In-camera meeting of the Board held November 24, 2021 was included for information.

**6. Business Arising**

(a) **K-9 Distributed Learning Program**

The Superintendent of Schools referred to his report and noted that the Board's approval of the recommendation would be for a continuation of the Distributed Learning (DL) Program for students in kindergarten through grade nine.

Aside from the considerations as noted, the Superintendent stated that students benefit from a variety of programs and continuing the DL Program will meet the diverse needs of the community.

Trustees asked about the timeline for the continuation of the DL Program for 2022/2023 and the Superintendent confirmed that the new program would start in the Fall, 2022. Following some discussion and questions, a Trustee spoke in favour of the program and recommendation noting the positive aspect for learning in providing a variety of diverse options to students.

**153/2021 MOVED BY N. GOLDSTEIN AND SECONDED BY H. LARSON:**

**THAT** The Richmond Board of Education approve a continuing Distributed Learning (DL) Program for students in Kindergarten through grade nine to commence following the 2021-2022 pilot program.

**CARRIED**

**(b) Budget Process Timeline**

The Secretary Treasurer presented her report and key points for the budget process that will provide the opportunity for stakeholders to provide input and feedback into the budget development process from January to April 2022.

The 2022/2023 Budget Process was then outlined by the Secretary Treasurer stating that it will include the following components: Planning of the 2022/2023 Budget and Approval of the 2021/2022 Amended Budget; Budget Consultation and Development for the 2022/2023 Annual Budget that will take place from January to April 2022; Board consideration of Stakeholder and public input and Budget Deliberations in May 2022; and lastly, Board Approval and Submission of the Annual Budget to the Ministry by June 30, 2022.

The Secretary Treasurer reported in conclusion that the District's annual budget serves as an operational plan in financial terms for carrying out the District's goals and strategic priorities for the upcoming fiscal year. The budget process is a streamlined and effective process to engage staff, stakeholders, and the public in a transparent and inclusive manner to seek and receive input and feedback on the 2022/2023 Budget.

**154/2021 MOVED BY D. SARGENT AND SECONDED BY D. TABLOTNEY:**

**THAT** the Board of Education (Board) approve the 2022/2023 Budget process and timeline as presented; and

**FURTHER THAT** the Board direct staff to post the budget process and timeline on the District's website.

**CARRIED**

**(c) District Sustainability & Climate Action Plan**

A Report was provided from the Manager, Energy and Sustainability along with a Recommendation on the District Sustainability & Climate Action Plan (DSCAP) for consideration by the Board. A PowerPoint on key progress updates was then presented, which included some of the next steps as aligned with the District's *Strategic Plan*.

Key focus areas will be Leadership, Energy Conservation, Grounds, Climate Action, Water Conservation, Purchasing, Learning and Engagement, Waste Reduction, and Sustainable Transportation.

The Manager of Energy and Sustainability concluded the presentation noting that following Board approval, the team will work with Learning Services to incorporate sustainability into the curriculum and implement DSCAP.

Trustees thanked Mr. Ho for the presentation and noted the importance in supporting sustainability and taking positive action as a community.

**155/2021 MOVED BY N. GOLDSTEIN AND SECONDED BY D. TABLOTNEY:**

**That** the Board of Education (Richmond) approve the District Sustainability and Climate Action Plan (DSCAP).

**CARRIED**

**(d) Strategic Plan – Quarterly Update Strategic Priority 1 & 2**

A Report from the Deputy Superintendent, Assistant Superintendent Archer, Assistant Superintendent Brautigam, and the Executive Director, Learning Services was attached to the agenda package.

Assistant Superintendent Brautigam spoke to Inspired Learners in schools and environments where everyone can thrive feeling welcomed, engaged, and inspired.

The Executive Director of Learning Services next highlighted professional learning with a number of opportunities that are underway for administrators, teachers, and other staff. Offerings as presented in the monthly newsletter will feature literacy, numeracy, assessment, inclusive learning, and social emotional learning.

Assistant Superintendent Archer then spoke to how inspiring learners in the BC curriculum is competency focused.

Assistant Superintendent Brautigam talked about creating more opportunities for learner involvement through activities that raise awareness and increase engagement. In Objective 5, global citizenry and environmental stewardship are being implemented. This work further deepens core competency development, particularly in social awareness and responsibility.

Assistant Superintendent Archer reported on innovation that is embedded through Priorities 1 & 2 with innovation grants and working through the school story process.

Honouring and implementing the Truth and Reconciliation Call to Action related to education included a *Truth and Reconciliation Commission* kit distributed to all schools in September along with a poster of the Calls to Action in education. As well, Resources were developed and shared in September in preparation for Truth and Reconciliation Day.

Trustees had questions and comments. Trustee Larson expressed appreciation for the detailed report.

**7. New Business**

Nil.

**8. Questions from the Public: Tonight's Agenda**

Liz Baverstock, President, Richmond Teachers' Association asked if the Board could take an integrated approach with the Sustainability Advisory Committee and noted that stakeholders are very interested in being a part of this work.

**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*

The next meeting is scheduled for Wednesday, January 19, 2022 at 6 pm.

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

- (i) **For information:** Minutes of meeting held November 3, 2021 were attached for information.

A meeting was held on December 1, 2021. The next meeting is scheduled for Wednesday, January 5, 2022 at 4:30 pm.

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

The next meeting is scheduled for Wednesday, January 19, 2022 at 11 am.

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

- (i) A Notice of Motion for Policy 401: *Recruitment of Personnel* was attached for information.

A meeting was held on December 13, 2021. The next meeting is scheduled for Monday, January 17, 2022 at 11 am.

**10. Correspondence**

Nil.

**11. Board Committee and Representative Reports**

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

A meeting was held on December 8, 2021.

**12. Adjournment**

**156/2021 MOVED BY H. LARSON AND SECONDED BY D. SARGENT:**

**THAT** the Regular meeting of Wednesday, December 15, 2021 of the Board of Education (Richmond) be adjourned at 8:52 pm.

**CARRIED**

---

S. NIXON,  
CHAIRPERSON

---

C. WANG,  
SECRETARY TREASURER

**DATE:** January 26, 2022  
**FROM:** C. Wang, Secretary Treasurer  
**SUBJECT:** Record of an In-Camera Board Meeting held December 15, 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 December 15, 2021.

- |     |                                   |  |
|-----|-----------------------------------|--|
| (a) | Briefs and Presentations:         | Nil.   |
| (b) | Business Arising out of Minutes:  | Administrative and personnel items were discussed. |
| (c) | New Business:                     | An administrative item was discussed.              |
| (d) | Executive:                        | Administrative items were discussed.               |
| (e) | Standing Committee Reports:       | Administrative items were discussed.               |
| (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 PUBLIC

**DATE:** 26 January 2022

**FROM:** Frank Geyer, Executive Director, Facilities Services

**SUBJECT:** LRFP Strategic Recommendation – Educational Support Facilities

---

### RECOMMENDATION

THAT the Board of Education approves proceeding with the amended scope of the proposed Mitchell Education Centre and Rideau Park Resource Centre project as presented for an additional maximum cost of \$2.2 Million funded from Local Capital Reserves.

### STRATEGIC PLAN REFERENCE

- *Strategic Priority 3: Optimized Facilities & Technology*
- *Goal 2: The district's facilities are well-maintained, equitable, safe, and conducive to learning*

### BACKGROUND

As articulated in previous reports, the Long Range Facilities Plan recommends that working conditions be improved for two departments:

1. Richmond Continuing Education (RCE) - programs spread out over seven facilities: space at Rideau Park Adult Learning Centre is too small and in a less than ideal location to service all the growing needs of continuing education in Richmond; and
2. Learning & Business Technologies (LBT) – located in the Tech Services Centre (TSC), an 80+ year-old former Radio-Canada transmission building at the northwest corner of the McNair Secondary School site and in two offices at the School Board Office: insufficient workspace and parking for staff; TSC not suitable to maintain the district data centre due to age, size, and condition.

At its Public Meeting of 26 May 2021, the Richmond Board of Education passed the motion brought before it “THAT the Board of Education (Richmond) approves proceeding with the proposed Mitchell Education Centre and Rideau Park Resource Centre project as presented to a maximum cost of \$1.3 Million funded from Local Capital Reserves.” The proposed Mitchell Education Centre (MEC) will accommodate, and provide additional classrooms for, continuing education programs currently located at Rideau Park. This decision came after a series of stakeholder consultations and was supported by the affected departments (Richmond Continuing Education and Learning & Business Technologies).

## DISCUSSION

Over the summer of 2021, the Ministry of Education provided additional direction that all Richmond School District school buildings must meet the latest codes and seismic requirements. Following the Ministry's requirements, the Richmond Project Team ("RPT") consulted with geotechnical and structural engineers and conducted engineering studies and geotechnical investigation and determined the required scope, schedule, and budget in order to ensure the Mitchell Education Centre is seismically upgraded.

Given the significant cost increase brought on by the additional seismic upgrading work of the "Mitchell Annex", the Richmond Project Team (RPT) undertook another comprehensive review of options for accommodating the two departments. The option with the lowest capital cost and shortest time to occupancy is to expand the approved scope of work to include seismic upgrading at Mitchell Annex to become the Mitchell Education Centre, relocate RCE from Rideau Park and renovate Rideau Park to accommodate LBT. This option provides RCE with a storefront location on a bus route with room for future additions, either permanent or modular. This option includes:

- Seismic upgrade and renovations to existing 1,300 m2 building
- Expanded parking
- Estimated cost: \$3.5 Million (additional \$2.2 million to the 26 May 2021 Board approval)
- Estimated time to occupancy at MEC: 9 months; at Rideau Park: 12-16 months The original renovation costs for Rideau Park and Mitchell Education Centre of \$1.3 million remain unchanged.

## CONCLUSION

After extensive analysis and consideration of a number of options, the Richmond Project Team recommends the expansion of the approved scope of work at Mitchell Annex to include seismic upgrading for a net additional cost of \$2.2 Million. This option remedies existing working condition/programming issues for both Richmond Continuing Education and Learning & Business Technologies in the shortest amount of time and lowest capital cost.

The Ministry of Education approved the scope, budget, and timeline of this project in January 2022. The project will be supported by the District's local capital fund restricted for future capital projects. The fund balance as of 31 December 2021 was estimated to be \$29.4 Million. The District endeavored to build a local capital fund with proceeds from property sales and other revenues. This reserve fund can be used in subsequent years to fund large capital projects such as cost sharing in government funded capital projects as well as the district approved capital projects.

*Frank Geyer, PEng, FMA*  
*Executive Director, Facilities Services*



## Report to the Board of Education PUBLIC

**DATE:** 26 January 2022

**FROM:** Frank Geyer, Executive Director, Facilities Services

**SUBJECT:** Custodial Transition Plan

The following report is for information only. No further action on the part of the Board of Education is required at this time.

### STRATEGIC PLAN REFERENCE

- *Strategic Priority 3: Optimized Facilities & Technology*
- *Goal 2: The district's facilities are well-maintained, equitable, safe, and conducive to learning*

### BACKGROUND

The novel coronavirus (COVID-19) pandemic introduced the temporary measures, as per BCCDC guidelines, of twice daily enhanced environmental cleaning involving disinfection of multi-touch interior surfaces, including door hardware, plumbing fixtures, counters and handrails, with one such cleaning taking place during the school day and the second in the evening. The Richmond School District took the approach of adding 45 FTE temporary custodians, funded out of the one-time Federal Safe Return to Class grant, to place one day custodian in each elementary school and a second day custodian in each secondary school for the 2020/2021 school year.

- Prior to the start of the pandemic, Facilities Services staff worked very hard to keep our schools and district facilities clean and well maintained.
- Despite the high level of cleanliness, deferred maintenance in our buildings (due primarily to insufficient annual capital funding) **resulted in old floor, wall and ceiling finishes not being renewed or replaced, which was easily mistaken for a lack of cleaning.**

As part of the 2021/2022 District operating budget process and in preparation for the return to school in September 2021, Facilities Services developed a number of scenarios for the continuation of enhanced environmental cleaning, should it still be required by the Provincial Health Office (PHO), however funded using one-time accumulated operating surpluses as no other government funding has been announced or anticipated.

Based on the experience from the 2020/2021 school year, Facilities Services was confident that all Ministry of Education/BCCDC and WorkSafe health and safety guidelines would be met for 2021/2022 by providing one custodian for every three (3) elementary schools and returning to one day custodian per secondary school. This is the option that was originally proposed in the budget process, costing \$250,000, whereby eight (8) temporary custodians would be added and the Early AM Opening Services to Schools (EAOSS) program remaining suspended with these custodians also assigned to three elementary schools each.

The transition plan was to provide daytime custodial support to elementary schools from September 2021 to February 2022, after which custodial staffing levels will revert back to pre-pandemic levels. Out of an abundance of caution, the transition plan ensured that schools would continue to be safe for students and staff and that current enhanced cleaning guidelines will be maintained.

After listening to concerns raised by stakeholders, staff looked into other options for the return to school in September ended up recommending a modified proposal, adding 20 FTE temporary custodians (one custodian assigned to two (2) elementary schools) scheduled to do focus on enhanced environmental cleaning during the day at each school.

- ✓ Compared to the original proposal, this option provided more time (4 hours per school per day) to do the enhanced cleaning and more flexibility on the timing of when the cleaning can occur.
- ✓ The cost of this proposal was \$625,000 on a one-time basis, with the service again scheduled for September 2021 to February 2022.

## **CURRENT STATUS**

In the 24 August 2021 Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings, a number of updates were made to previous guidelines, in particular the section on cleaning and disinfection whereby the frequency of daily disinfecting of frequently touched surfaces was reduced from at least twice within a 24-hour period to at least once in a 24-hour period. As a result of the new guidance, many school districts dropped the daily disinfection during the school day and by association the need for a day custodian at elementary schools.

In Richmond, this service has been and will be maintained until 28 February 2022 as planned and budgeted, however the need to extend the service beyond that date is no longer required to meet provincial guidelines pertaining to disinfection.

## **OPTIONS**

There are four options the Board can consider for the balance of the school year:

### **1. Maintain Status Quo**

Even though it is not necessary under the current public health guidance for K-12 settings, the Board can direct staff to maintain the current custodial service levels and schedules at schools. The estimated cost to extend the 20 FTE temporary custodians to 30 June 2022 is \$420,000.

### **2. Gradual Return to Pre-COVID Service Levels**

As originally proposed in the 2021/2022 budget process, the Board could consider Facilities Services providing one custodian for every three (3) elementary schools and returning to one day custodian per secondary school. Under this scenario, eight (8) temporary custodians would be added and the Early AM Opening Services to Schools (EAOSS) program would remain suspended with these five (5) custodians also assigned to three elementary schools each. No daytime disinfection would take place at non-school sites. The estimated cost to provide this level of service to 30 June 2022 is \$170,000.

**3. Modified Return to Pre-COVID Service Levels**

The Board could also consider a scaled back version of Option 2, whereby the current complement of five (5) EAOSS staff would be temporarily increased by three (3) for the balance of the school year to open elementary schools and attend to emergent matters during the day. No daytime disinfection would take place at any sites. The estimated cost to provide this level of service to 30 June 2022 is \$65,000.

**4. Full Return to Pre-COVID Service Levels**

It was contemplated during the 2021/2022 budget process that, unless directed otherwise by the Provincial Health Officer, we would return to pre-COVID service levels and schedules effective 01 March 2022. While good from an optics standpoint, maintaining full-time day custodial service at elementary schools is very costly (\$1.1 Million annually) and the extent of cleaning that takes place in an occupied building is very limited, compared to cleaning an unoccupied building outside school hours. Facilities Services is confident that a return to pre-COVID custodial service levels and schedules will not compromise the level of cleaning and disinfection required in our schools to mitigate transmission of the COVID-19 virus and its variants.

*Frank Geyer, PEng, FMA*  
*Executive Director, Facilities Services*

**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, November 17, 2021 at 6:00 pm.

**Present:**

Heather Larson, Chairperson  
Donna Sargent, Vice-Chairperson  
Richard Lee, Trustee Member  
Norm Goldstein, Trustee  
Ken Hamaguchi, Trustee  
Sandra Nixon, Trustee  
Debbie Tablotney, Trustee  
Scott Robinson, Superintendent of Schools  
Lynn Archer, Assistant Superintendent  
Liz Baverstock, President, Richmond Teachers' Association  
JW Cho, Executive Member, Richmond Teachers' Association  
Rav Johal, Director of Instruction – Learning Services  
Jane MacMillan, Executive Director – Learning Services  
Dionne McFie, Past President, Richmond District Parents Association  
April Pikkarainen, Richmond Association of School Administrators  
Andrew Scallion, President, Richmond District Parents Association  
Helen Shen, Executive Assistant (Recording Secretary)

**Members of the Public:**

The meeting was called to order at 6:02 pm.

**1. ADOPT AGENDA**

The agenda was adopted as circulated.

**2. APPROVE MINUTES**

The minutes of the meeting held Wednesday, October 20, 2021 were approved as circulated.

**3. ENHANCING STUDENT LEARNING REPORT**

Staff provided an overview of the intellectual development section of the Enhancing Student Learning Report, including: district trends in literacy and numeracy, key findings, as well as strategies and plans moving forward to support increased success. While the District continues to consistently perform above the provincial average, it also recognizes there are students who would benefit from more targeted literacy support. In alignment with Board Strategic Plan,

Priority 1, Goal 4, Objective 1, the District will work with elementary and secondary schools to develop a K-12 literacy vision and framework for strategies to increase success.

**4. NEXT MEETING DATE – JANUARY 19, 2022.**

**5. ADJOURNMENT**

The meeting adjourned at 7:11 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, on Wednesday, December 1, 2021 at 4:30 p.m.

Present:

Norman Goldstein, Committee Vice-Chairperson  
Heather Larson, Trustee Member  
Frank Geyer, Executive Director, Facilities Services  
Liz Baverstock, President, Richmond Teachers' Association  
Steve Wenglowski, 2nd Vice President, Richmond Teachers' Association  
Tanya Major, President, Richmond Association of School Administrators  
Joel Canlas, Richmond Management and Professional Staff  
Hugo Madeira, Vice President, Richmond District Parents Association  
Dionne McFie, Past President, Richmond District Parents Association  
Joyce Coronel, Executive Assistant (Recording Secretary)

Regrets:

Ken Hamaguchi, Committee Chairperson  
Cindy Wang, Secretary Treasurer

The meeting was called to order at 4:31 pm.

### **1. APPROVAL OF AGENDA**

The agenda was approved as circulated.

### **2. APPROVAL OF MINUTES**

Minutes from the November 3, 2021 meeting was approved as circulated.

### **3. FACILITIES PLANNING UPDATE [standing item]**

The Executive Director, Facilities Services spoke to his report as included in the agenda package, with the following highlights:

- 2021 updated LRFP approved by the Board at its Public Meeting on November 24, 2021
- Applications for Childcare BC New Spaces Fund for Maple Lane and Steves Elementary schools were submitted to the Ministry of Children and Family Development
- Facilities Services received requests to look into potential locations for the Language Instruction for Newcomers to Canada (LINC) program and Integrated Child and Youth (ICY) teams and will present recommendations in the next Committee meeting

### **4. RICHMOND PROJECT TEAM UPDATE [standing item]**

The Executive Director, Facilities Services provided an update on major capital projects. He then responded to the inquiry of the Past President, RDPA on the the modular facilities under the Childcare BC New Spaces Fund.

**5. FACILITIES SERVICES UPDATE**

The Executive Director, Facilities Services spoke to his report as included in the agenda package, with the following highlights:

- Developing an implementation plan for the recommendations specified in the Operations and Rentals review
- Developing a “Facilities 101” presentation for upcoming Richmond Leadership Team meeting
- Submission of the District Sustainability & Climate Action Plan (DSCAP) for Board approval at the December 15, 2021 public meeting

The Executive Director, Facilities Services also added that the delivery of two (2) electric school buses is expected sometime in February 2022.

**6. MINUTES FOR INFORMATION**

**(a) CHILD CARE DEVELOPMENT ADVISORY COMMITTEE MEETING**

Meeting minutes from October 6, 2021 were attached for information.

**7. NEXT MEETING DATE – Wednesday, January 5, 2022 at 4:30pm**

**8. ADJOURNMENT**

The meeting adjourned at 5:03 pm.

Respectfully Submitted,

Norman Goldstein, Vice-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 meeting, on Wednesday, November 17, 2021 at 11:00 a.m.

**Present:**

Deborah Tablotney, Chairperson  
Ken Hamaguchi, Vice-Chairperson  
Richard Lee, Trustee Member  
Heather Larson, Trustee Alternate  
Cindy Wang, Secretary Treasurer  
Maria Fu, Assistant Secretary Treasurer  
Frank Geyer, Executive Director, Facilities Services/Richmond Project Team  
Liz Baverstock, President, Richmond Teachers' Association  
Tim Mccracken, 1<sup>st</sup> Vice President, Richmond Teachers' Association  
Tanya Major, President, Richmond Association of School Administrators  
Roger Corbin, Richmond Management Administrators Professional Staff  
Dave Madeira, Vice President, Richmond District Parents Association  
Joyce Coronel, Executive Assistant (Recording Secretary)

**Regrets:**

Laura Buchanan, Executive Director, Human Resources

The Chairperson called the meeting to order at 11:05 am.

**1. APPROVAL OF AGENDA**

The agenda was adopted as circulated.

**2. APPROVAL OF MINUTES**

The minutes of the September 22, 2021 public meeting was approved as circulated.



### 3. **TRUSTEES' EXPENSES FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2021**

It was agreed that a **RECOMMENDATION** be forwarded to the November 24, 2021 meeting of the Board:

**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 September 30, 2021, in the amount of \$870.00.

### 4. **2022/2023 BUDGET PROCESS TIMELINES**

The Secretary Treasurer referred to the draft budget process timelines as included in the agenda package. She explained that the Budget 2022/2023 process and timeline will continue with the same process used in the previous year. The process will provide the opportunity for stakeholders, staff, trustees and public to provide input and feedback through the budget development process from January to April 2022. The 2022/2023 Budget process and timeline will come to the Board for their approval in the December 15 Public Board Meeting.

Following inquiry from the President, Richmond Teachers' Association, discussion ensued on the district's request for additional funding under the Classroom Enhancement Fund (CEF). The Secretary Treasurer clarified that they have yet to receive feedback from the Ministry of Education on the funding recalculation.

The Chairperson suggested the option of the Board advocating for additional CEF funding. The President, Richmond Teachers' Association suggested to wait for the Ministry's response before the Board starts on advocacy efforts.

### 5. **PROVINCIAL GOVERNMENT BUDGET 2022 CONSULTATION**

The Secretary Treasurer referred to the Report on the Budget 2022 Consultation from the Select Standing Committee on Finance and Government Services, with Recommendations on the following areas for the K-12 Education Sector:

- Capital Funding
- Operational Funding

- Distributed Learning and Independent Schools
- Recruitment and Retention
- Students with Special Needs
- Vulnerable Students

The Chairperson noted that it is unfortunate that a recommendation on providing seismic upgrade projects was not included in the Report.

**6. NEXT MEETING DATE – WEDNESDAY JANUARY 19, 2022 at 11:00 am**

**7. ADJOURNMENT**

The meeting adjourned at 11:28 am.

Respectfully Submitted,

Deborah Tablotney, Chairperson  
Finance & Legal Committee

## Report to the Board of Education (Richmond) PUBLIC

**DATE:** January 26, 2022

**FROM:** Donna Sargent, Chair, Finance and Legal Committee

**SUBJECT:** Trustees' Expenses for the Three Months Ending December 31, 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 December 31, 2021, in the amount of \$1,728.29.

### BACKGROUND

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

During the three-month period ended December 31, 2021, expenses totaling \$1,728.29 were paid to the Trustees.

In accordance with the requirements of the *School Act*, would the Finance & Legal Committee please consider the recommendation noted.

### FINANCIAL IMPACT

Charges to the Board for the three-month period ending December 31, 2021, total \$1,728.29.

### CONCLUSION

The Finance & Legal Committee recommends the Board approve Trustees' expenses for the three months ending December 31, 2021.

Respectfully submitted,

*Donna Sargent, Chair  
Finance and Legal Committee*

*Attachment: Trustees' Expenses for the 3 months ending December 31, 2021*

**TRUSTEES EXPENSES**

<b>DATE</b>	<b>DESCRIPTION</b>	<b>N. GOLDSTEIN</b>	<b>K. HAMAGUCHI</b>	<b>H. LARSON</b>	<b>R. LEE</b>	<b>S. NIXON</b>	<b>D. SARGENT</b>	<b>D. TABLOTNEY</b>	<b>TOTAL</b>
2021-10-04	Cell phone reimbursement - Oct 2021	40.00	50.00	50.00	50.00	50.00		50.00	290.00
2021-10-18	Joint Partner Liaison meeting with MOE-Oct 2021 -accommodation and parking					417.09			417.09
2021-10-27	Cell phone reimbursement - Nov 2021	40.00	50.00	50.00	50.00	50.00		50.00	290.00
2021-11-24	Cell phone reimbursement - Dec 2021	40.00	50.00	50.00	50.00	50.00		50.00	290.00
2021-12-22	Cell phone reimbursement - Jan 2022	40.00	50.00	50.00	50.00	50.00		50.00	290.00
2021-12-22	BCSTA Academy - Dec 2021 meals	37.80		37.80		37.80	37.80		151.20
	<b>TOTALS PAID: Oct 1 to Dec 31, 2021</b>	<b>197.80</b>	<b>200.00</b>	<b>237.80</b>	<b>200.00</b>	<b>654.89</b>	<b>37.80</b>	<b>200.00</b>	<b>1,728.29</b>

## Report to the Board of Education (Richmond) PUBLIC

**DATE:** January 26, 2022

**FROM:** Donna Sargent, Chair, Finance and Legal Committee

**SUBJECT:** 2022/2023 Facility Rental Rates

### RECOMMENDATION

THAT the Board approves a 5% increase to both non-commercial (not-for-profit) and commercial (for profit) facility rental rates for the 2022/2023 fiscal year AND THAT the Board approves the three-year childcare rental rate schedule as presented herein.

### POLICY CONSIDERATIONS

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

### BACKGROUND

An independent review of the Operations & Rentals Department was completed in 2021, which included a number of recommendations, including the need for a thorough rental rate review for both hourly rentals and childcare rental. The report indicated that current rates were very low when compared to other businesses and school districts, and did not totally reflect actual costs to operate and maintain these spaces.

District Policy 804.4 requires childcare rate to be reviewed every three (3) years, and 2021/2022 is the final year of the current cycle.

### DISCUSSION

Key recommendations from the SD38 Operations & Rentals Review included:

- ✓ Increase rental rates for daycare and before/after school service providers
- ✓ Increase custodial services rate for renters
- ✓ Implement a monthly rental rate (as opposed to hourly rate) for daycare and before/after school service providers
- ✓ Update the current rental and renewal agreement to reflect proposed new rental rates
- ✓ Update rental rates to reflect actual cost to operate and maintain schools to ensure SD38 is not subsidizing renters
- ✓ Review and update Community Use of Schools Policies 804.1, 804.4, Regulation 804.1-R and Guideline 804.1-G
- ✓ Review and update Fees for Use of School Facilities Policy 804.8.4 and Guideline 804.4-G
- ✓ Update Liability Insurance clause in rental agreements

After a detailed review of existing district rental rates against other school districts in Metro Vancouver, as well as projected wages and benefits of CUPE staff, utility costs, carbon taxes, and costs of contracted maintenance services (i.e. roofing, flooring, HVAC controls, paving), the Operations & Rentals Department have the following recommendations:

1. We need to update Terms & Conditions for Community Groups using Richmond School District Facilities;
2. We should consider rounding rates up to the nearest 50 cents or dollar, for clarity and streamline day-to-day rental operations and data input;
3. We should institute a minimum one hour rental;
4. We should consider charging daycares and before/after school services on a monthly basis based on their hourly rate and the regular number of hours the space is in use;
5. We should consider different rates for profit and non-profit childcares in the future - it differs from school district to school district, but some do have two types of rates;
6. We should increase rates for large gymnasiums in secondary schools to have comparable rates with other districts and for the rates to reflect higher actual maintenance cost, e.g., regular floor refinishing;
7. We should increase daily rates for movie shoots to have comparable rates with other districts' and
8. We should consider a 5% annual increase on rates and custodial services for the next three years, until 2025 to offset increasing cost in utilities and building maintenance.

A table showing the review of Metro Vancouver rental rates can be viewed [by clicking here](#).

## **CONCLUSION**

It is recommended that the following hourly rates apply to childcare operations:

- 01 July 2022 – 30 June 2023: \$9.00
- 01 July 2023 – 30 June 2024: \$9.50
- 01 July 2024 – 30 June 2025: \$10.00

Please find attached the proposed Schedule of Charges for School Use of Facilities, effective 01 July 2022 to 30 June 30, 2023.

Respectfully submitted,

*Donna Sargent, Chair  
Finance and Legal Committee*

## Schedule of Charges for Use of School Facilities 01 July 2022 to 30 June 2023

1. School facilities shall be provided free of charge to Richmond school/parent groups, and to Richmond organizations and community groups meeting for the purpose of holding municipal or civic meetings.
2. Facilities will be provided free of charge for Richmond School District employees' unions and associations for meetings and social events on the understanding that custodial services will be paid for by those groups.
3. Non-commercial rates apply to Richmond non-profit and non-commercial groups and organizations. Not included in Clauses 1 or 2 above, e.g., Richmond religious organizations, Richmond groups offering educational services and Richmond sporting or community organizations not booking through the City of Richmond Community Services Division.
4. Commercial rates apply to commercial groups and organizations, non-Richmond based groups and organizations using school facilities for social and other type of events. Family orientated booking requests may qualify for non-commercial rates only if Richmond based.
5. Bookings are for a minimum of one hour, on the hour by the hour is encouraged to provide maximum opportunity for bookings. Any requested spaces must be booked for the full duration of time rented.
6. Rental charges for all childcares will be on an hourly rate of \$9.00 per facility. This applies to the usage of the following areas: classroom, multi-purpose room, kitchen, and gymnasium only.
7. Where the services of a rental custodian are required, there is a 3-hour minimum for weekdays and 4-hour minimum for weekend.
8. Additional service fees may apply, e.g., damage caused, trade personnel callout, etc.
9. All charges are subject to 5% GST.

### 2022/2023 Rental Rates:

Space	Non-commercial	Commercial
<b>Hourly Rates</b>		
Gymnasium (Secondary)	\$52.00	\$144.00
Large Foyer/Rotunda/Theatre	\$47.00	\$108.00
Gymnasium (Elementary)	\$47.00	\$108.00
Multipurpose Room/Library (Elementary)	\$47.00	\$108.00
Cafeteria without Teaching Kitchen	\$47.00	\$108.00
Change Room/Shower	\$47.00	\$58.00
Classroom/Small Foyer	\$23.00	\$41.00
Kitchen	\$23.00	\$41.00
<b>Daily Rates</b>		
Parking Lot (Daily Rate)	\$450.00	\$1,000.00
Movie Shoot - Exterior	N/A	\$1,250.00

Movie Shoot - Interior	N/A	\$3,500.00
------------------------	-----	------------

**Custodial Charges:**

Hourly	Rate
Rental Custodian – Daycares	\$29.50
Rental Custodian – Other Groups	\$36.50

**Other Services:**

Space	Non-commercial	Commercial
Chair Rental (each, daily rate)	\$1.00	\$1.00
Table Rental (each, daily rate)	\$8.00	\$8.00
Table & Chair Delivery (Flat Rate)	\$100.00	\$135.00



## Report to the Board of Education (Richmond) Public

**DATE:** January 26, 2022

**FROM:** Trustee Debbie Tablotney, Chairperson, Policy Committee

**SUBJECT:** **Policy 401-R/401-G: Recruitment and Selection of Management and Administrative Personnel**

---

### RECOMMENDATION

**THAT** the Board of Education (Richmond) approve **Policy 401-R/401-G: Recruitment and Selection of Management and Administrative Personnel**.

### BACKGROUND

A proposed revised policy was shared with members of the Policy Committee which was intended to provide more clarity regarding the respective roles of the Superintendent and the Board in the selection and appointment process for senior staff positions. Following discussion, the committee recommended that the hiring process for management staff be discussed with the entire board in order to gain a sense as to next possible steps in the revision process. Following further revisions, the Committee agreed to bring the regulation and guideline (for information) to the Board for final recommendation.

### SUMMARY

Recruitment and selection of management and administrative personnel is one of the most important tasks undertaken by the Superintendent of Schools. It is critical that Board policy governing recruitment and selection contains a clearly defined process that provides appropriate opportunities for input from trustees and stakeholders and enables the Superintendent of Schools to make informed decisions in the best interests of the school district and the Board of Education. The proposed revisions to the policy are offered in the spirit of doing so.

Respectfully Submitted,

*Debbie Tablotney, Chairperson*  
Policy Committee

## **HUMAN RESOURCES**

## **Policy 401-R**

### **Recruitment and Selection of Management and Administrative Personnel**

Stakeholder engagement in selection processes remains a core value of the Board.

#### **1. Application of Regulation:**

**Positions:** This regulation applies to the recruitment and selection practices for all management and administrative (non-unionized staff) positions in the district, with the exception of the Superintendent of Schools.

**Recruitment for Superintendent of Schools:** The Superintendent of Schools is selected by the Board and appointed by Board resolution. The process for recruiting and selecting the Superintendent of Schools will be developed by the Board on each separate occasion.

#### **2. Purpose of Selection Processes and Appointment Process:**

**Purpose of Selection Processes:** Selection processes are intended to identify individuals who have the ability and desire to perform their duties in accordance with District policy and values, and to approach their work through an effective blend of rational, relational and reflective practices.

**Appointment Process:** The Superintendent of Schools or designate makes all appointments to management and administrative staff positions, as the concluding component of the recruitment and selection process.

For Assistant Superintendent, Deputy Superintendent, Secretary-Treasurer, Director / Executive Director positions, Superintendent of Schools shall inform the Board of the appointment of the successful candidate at the subsequent regularly scheduled meeting of the Board.

For the position of Secretary-Treasurer, the Board may elect to participate in an interview with each of the final two **qualified** candidates and provide feedback for the Superintendent's consideration prior to the Superintendent selecting the final candidate.

## **Recruitment and Selection of Management and Administrative Personnel**

### **3. Interviewing**

Interviews will be conducted by a committee established by the appropriate departmental manager or educational administrator in collaboration with the Human Resources Department. Members of the interview committee will have participated in training and professional learning opportunities related to appropriate interviewing techniques.

#### **Composition of Interview Committees:**

In addition to the members of the interview committee established by the departmental manager or educational administrator above, the interview committees for the following positions shall also include:

##### **Position:**

##### **Interview Committee to also include:**

**School and District Based Principal and Vice-Principal Positions:**

School principals or district based administrators, and one representative of each of the unionized stakeholders.

**Assistant Superintendent, Director, Executive Director Positions:**

School principals or district based administrators, a maximum of two members of the Board of Education, one representative from RMAPS and one representative of each of the unionized stakeholders.

**Secretary-Treasurer, Deputy Superintendent Positions:**

School principals or district based administrators, a maximum of two members of the Board of Education, one representative from RMAPS, one representative of each of the unionized stakeholders and one representative of the RDPA.

**Board Interview with Final Two Qualified Secretary-Treasurer Candidates:**

Should the Board decide it wishes to participate in an interview with each of the final two qualified candidates for Secretary-Treasurer, the following would occur:

- The board would have the opportunity to provide input into the topics it wished to see explored during the interviews
- The interview would be arranged and conducted by the Executive Director, Human Resources
- Trustees will be provided with the opportunity to participate in training and professional learning opportunities related to appropriate interviewing techniques.

DRAFT

## **HUMAN RESOURCES**

## **Policy 401-G**

### **Recruitment and Selection of Management and Administrative Personnel**

#### **1. Qualifications: Educational Administrative Positions**

Candidates for educational administrative positions will be expected to meet the following minimum requirements:

- Membership in good standing in the Teacher Regulation Branch of British Columbia;
- Additional formal study in supervision, administration and/or curriculum through a credible institution;
- Five years of successful teaching experience; and
- For promotion within the administrative ranks, two years' successful administrative experience.

All other factors being equal, preference will be given to candidates who hold a Master's degree or other postgraduate degree. In the case of candidates for the position of Vice Principal, all other factors being equal, preference will be given to candidates who have been accepted into a Master's degree program or hold a Master's degree.

Educational Administrative positions are defined as school based vice-principal and principal, district based vice-principal and administrator, Director of Instruction, Assistant Superintendent and Deputy Superintendent.

#### **2. Applications**

A call for applications will be issued both internally and externally by the Human Resources Department, in consultation with the departmental manager or educational administrator as appropriate. Information about the role and the selection process will be made available through the district intranet and other venues and methods as appropriate.

#### **3. Reference Checking**

Reference checking may occur at any point in the recruitment and selection process. Reference checking will be conducted by the appropriate departmental manager or educational administrator, in collaboration with the Human Resources Department using a uniform approach. Reference checks will be done in confidence and respondents will be asked not to reveal the comments they have made to anyone, including candidates. Reference checking will involve more than one reference and varied perspectives if possible.

## **HUMAN RESOURCES**

## **Policy 401-G**

### **Recruitment and Selection of Management and Administrative Personnel**

#### **4. Short Listing**

A short-listing committee will be established by the appropriate departmental manager or educational administrator, in collaboration with the Human Resources Department. When short listing for school-based educational administrative positions, the short listing committee will include school based principals.

The discussions of the short-listing committee will be in-camera and short lists will be confidential.

#### **5. Interviewing**

Members of the interview committee will be provided with the application package for all short-listed candidates prior to the interview.

Information considered by the interview committee will include the application package, the results of reference checks (if conducted prior to the interview) and the interview itself.

The interview committee will base its candidate assessment feedback on the demonstrated attributes and abilities of candidates in comparison to criteria developed collaboratively in advance by the interview committee. Members of the interview committee may provide the Superintendent of Schools or designate with a recommendation as a result of the candidate assessment process.

At the conclusion of each interview process, members of the interview panel will have the opportunity to share their perspective on the relative merits of each candidate and/or provide confidential individual input directly to the Executive Director, Human Resources. It is expected that confidentiality regarding all information shared will be maintained by all participants. All input received in the interview process will be considered alongside other information gathered during the selection process including information provided in the application package and references obtained by the school district.

Where additional information regarding candidates is collected after the interview has occurred, the Superintendent of Schools or designate may provide members of the interview committee with a summary of that information.

#### **6. Post Interview**

Following the appointment of the successful candidate, all interviewed candidates will be contacted by phone regarding the outcome of the competition.

Applicants may request feedback regarding their application. This will be provided by one or more of the appropriate departmental manager or educational administrator who has participated in the interview, and the Human Resources Department.

Revision Adoption:

Adopted: 11 September 2019

## Report to the Board of Education (Richmond) PUBLIC

**DATE:** January 26, 2022

**FROM:** Trustee Debbie Tablotney, Chairperson, Policy Committee

**SUBJECT:** **Notice of Motion – Policy 804.1/804.1-R: Community Use of District Facilities/Policy 804.4: Fees for Use of District Facilities**

### NOTICE OF MOTION TO JANUARY 26, 2022 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 February 23, 2022 Public meeting of the Board of Education (Richmond) to approve **Policy 804.1/804.1-R: Community Use of District Facilities/Policy 804.4: Fees 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.

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.

## **SUMMARY**

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.

Respectfully Submitted,

**Trustee Debbie Tablotney**  
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.



## **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.

DRAFT

Adopted: 05 March 1990  
Revisions Adopted: 22 April 2014  
Proposed Revision: September 2021 (5<sup>th</sup> 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 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.

## **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 (6<sup>th</sup> Draft)



## **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).

DRAFT

Adopted: 05 March 1990  
Proposed Revision: September 2021 (3<sup>rd</sup> 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.

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 (3<sup>rd</sup> Draft)