

Policy Committee
Public Meeting Agenda

Monday, September 16, 2024 – 11:00 am
via Zoom

<https://sd38.zoom.us/j/61808664353>

Passcode: 6000

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

- 1. Adopt Agenda**
- 2. Approve Minutes**
Public minutes from meeting held June 10, 2024 attached.
- 3. Policy 203-R/203-G: Trustee Stipend and Expenses**
Report from the Secretary Treasurer attached.
- 4. Policy 400-R5: Smoking and Alcohol Consumption**
Policy 804.1-R: Community Use of District Facilities
Report from the Superintendent attached.
- 5. Verbal Update: Policy Refresh to align with DEI checklist (standing item)**
- 6. Status of Current and Anticipated Items**
Status Update attached.
- 7. Next Meeting Date – Tuesday, October 15, 2024 at 11:00 am**
- 8. Adjournment**

Policy Committee
Public Meeting Minutes

Monday, May 13, 2024 – 11:00 am
Via Zoom

Present:

Chairperson	D. Tablotney
Vice Chairperson	D. Yang
Trustee Member	R. Belleza
Trustee Alternate	H. Larson
Trustee	A. Wong
Superintendent	C. Usih
Deputy Superintendent	R. Ryan
Secretary Treasurer	C. Wang
Executive Director, Learning and Business Technologies	R. Laing
2 nd Vice President, Richmond Teachers' Association	F. Marsic
President, Richmond Association of School Administrators	G. Fitt
President, Canadian Union of Public Employees 716	S. Robinson
Executive Assistant (Recording Secretary)	J. Coronel

The Chairperson called the meeting to order at 11:00 am.

The Richmond Board of Education acknowledged and thanked the First Peoples of the hən̓q̓əmiñəm language group on whose traditional and unceded territories we teach, learn and live.

1. Adopt Agenda

The agenda was adopted as circulated.

2. Approve Minutes

Minutes of the meeting held May 13, 2024 were approved as circulated.

3. Policy 105: District Code of Conduct

The Deputy Superintendent provided information on the expedited process to approve minor revisions to Policy 105 in order to coincide with the effectivity of the Provincial Standards for Codes of Conduct on July 1, 2024. He also provided an update on the status of the proposed Administrative Guidelines on Acceptable Use of Student Personal Digital Devices that will be in place in September.

A trustee suggested creating a one-page brochure for students, staff, and families to clearly communicate expectations once the Administrative Guidelines are finalized. The President of CUPE

716 echoed this statement and noted that a simple and easy to read information sheet will be helpful for staff. The Executive Director, Learning and Business Technologies also added that communication will be shared at the start of the new school year to ensure students and families are well informed of the guidelines.

In response to a trustee's question, the Deputy Superintendent clarified that the proposed Administrative Guidelines will not include any specific language on appropriate intervention in case of any violation. In cases when a student does not meet the expectations under the guidelines, the appropriate intervention will be determined through a restorative lens.

Following a trustee's inquiry, the Executive Director, Learning and Business Technologies explained that restrictions on use of student personal digital devices during "instructional time" would include structured school-based learning activities and time spent outside the classroom such as field trips and assemblies, among others.

The 1st Vice President, Richmond Teachers' Association noted that the current language of Policy 105 emphasizes the commitments of members of the district community. He suggested rephrasing this language to clearly reflect the responsibility of the student to use their personal digital devices in accordance with the proposed guidelines.

Following discussion, the Committee then agreed to forward the following **RECOMMENDATION** to the Board:

THAT the Policy Committee recommend that the Board of Education approve the attached minor revisions to Policy 105: District Code of Conduct at the June 19th, 2024, Public meeting.

4. Status of Current and Anticipated Items

A Status of Current and Anticipated Items was attached to the agenda package. There were no questions or comments.

5. Next Meeting Date – September 2024 at 11:00 am.

6. Adjournment

The meeting adjourned at 11:25 am.

Respectfully Submitted,

*Debbie Tablotney
Chairperson, Policy Committee*

Report to the Policy Committee Public

DATE: September 16, 2024
FROM: Cindy Wang, Secretary Treasurer
SUBJECT: Policy 203-R and 203-G Trustee Stipend and Expenses

RECOMMENDATION:

THAT the Chairperson of the Policy Committee bring forward a Notice of Motion to the Board of Education at the September 25, 2024, public meeting that a recommendation for the board's consideration will be presented at the October 23, 2024, public meeting to approve revisions to Policy 203-R and 203-G Trustee Stipend and Expenses.

BACKGROUND:

During the in-camera board meeting held on September 27, 2023, a discussion took place concerning Policy 203-G, which pertains to trustees' expenses with regard to community relations and fundraising activities. After deliberation, it was agreed that trustees should be provided the discretion to select events they wish to attend, with an annual allotment of up to \$500 for such events. Additionally, the current policy will be forwarded to the Policy Committee for review.

With the approval of the revised Trustee Code of Conduct in the May 22, 2024 Public Board Meeting, the proposed revisions to Policy 203-R and 203-G may proceed to Policy Committee for review and feedback.

Research conducted on a number of BC school board policies are silent on governing trustees' involvement in community relations and fundraising activities. The same policy scan did however reveal in the context of attending conferences, meetings or other events, that some school boards require board approval, whereas others grant individual trustees the discretion to exercise judgement when choosing activities they wish to attend. Several of the policies reviewed provided guidance that such activities should enhance a trustee's effectiveness and align with their roles and responsibilities.

The proposed revisions are detailed in the attached Policy 203-R and 203-G documents. The revisions aim to empower trustees to exercise their professional judgement in selecting community functions to attend, thereby supporting them in fulfilling their roles and responsibilities. The intent of trustee representation in these events is to foster community engagement and connection with the Richmond learning communities, while ensuring alignment with Trustee Roles, Responsibilities and Code of Ethics outlined in Policy 200.

Each trustee will be provided an annual budget allotment to cover the costs associated with their representation and/or financial contributions to fund raising at the community relations functions they choose to attend. In the current budget, this allotment is \$500 per trustee per year.

PROPOSED TIMELINE:

June 2024	In-camera Policy Committee meeting	Revised Policy 203-R and 203-G to be shared for feedback from trustees.
September 2024	Public Policy Committee meeting	Draft revised policy reflecting trustee feedback shared with the Committee. Referral to the Board for notice of motion.
September 2024	Public Board meeting	Possible notice of motion for approval at October Board meeting.
October 2024	Public Board meeting	Possible final approval of revised policy.

CONCLUSION

The Board’s current policy requires a resolution from the board delegating one or more trustees to attend community relations and fundraising activities. Proposed revisions to Policy 203-R and 203-G provides individual trustees the discretion to exercise their professional judgement when selecting activities they wish to attend that are consistent with Policy 200 Trustee Roles, Responsibilities and Code of Ethics.

As per Board Policy 204-R, it is recommended not to include this revised policy in the partner group review process, since the revisions pertain to board governance matters.

Respectfully Submitted,

*Cindy Wang MSc, CPA-CA
Secretary Treasurer*

Attachments:

- 1. Draft revised Policy 203-R: Trustee Stipend and Expenses (marked up and clean versions)*
- 2. Draft revised Policy 203-G: Trustee Stipend and Expenses (marked up and clean versions)*

GOVERNANCE

Policy 203-R

Trustee Stipend and Expenses

Trustee Stipend

Trustees act as an interface between their community and the education system, establishing policies to govern the district. Such oversight requires of trustees considerable knowledge, time and effort.

This work of school trustees in exercising their duties is recognized by payment of an annual stipend.

In recognition of the additional responsibilities of their roles, the Chairperson and Vice Chairperson of the Board will be allotted a sum in addition to the trustee stipend.

Trustee Expenses

The Board believes all trustees require resources to effectively assist them in carrying out their duties and will provide such resources to trustees during their term in office.

The Board may also direct trustees to engage in activities on its behalf or trustees may, on their own initiative, engage in activities wherein individual trustees incur personal expenses not covered by the expense allowance of their annual stipend. These expenses and activities may take the form of the following:

- *Hosting*
 - Individual trustees may, from time to time, host a meal or refreshments for individuals engaged with them in School Board business.
 - The goals and outcomes of the meeting as well as a list of attendees shall be reported to the Board.
 - The Board will not fund such meetings if held for political advantage.
 - Further, spontaneously held functions hosted by individual or groups of individual trustees from June to December in a normal civic election year will not be considered for reimbursement.

- *Community Relations and Fundraising*
 - ~~The Board may, by resolution, delegate one or more trustees to~~ Trustees have discretion to attend functions which that foster District or school relations or that have significant benefit for students, in accordance with the Administrative Guidelines established to support this regulation. e.g. City or community held events, Sister City activities and District or school cultural exchanges.
 - ~~Delegates selected by the Board shall have All reasonable costs reimbursed as per the Administrative Guidelines to this Regulation.~~

Adopted: 02 June 2008

Revised: 17 October 2011; 21 November 2016

- ~~Major community-based fund-raising functions or ticketed community-building functions which directly benefit education in the district may be supported by paid trustee attendance and/or a monetary or other contribution, if the Board deems its participation of significant benefit for students.~~

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GOVERNANCE

Policy 203-R

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 - The Board will not fund such meetings if held for political advantage.
 - Further, spontaneously held functions hosted by individual or groups of individual trustees from June to December in a normal civic election year will not be considered for reimbursement.
- *Community Relations and Fundraising*
 - Trustees have discretion to attend functions that foster District or school relations or that have significant benefit for students, in accordance with the Administrative Guidelines established to support this regulation.

Adopted: 02 June 2008

Revised: 17 October 2011; 21 November 2016

GOVERNANCE

Policy 203-G

Trustee Stipend and Expenses

Trustee Stipend

Trustee stipend levels will be approved annually as a separate line item in conjunction with the district operational budget.

Trustee stipends will be adjusted annually according to the rate change in the Vancouver Consumer Price Index (CPI) for the previous year.

Before the end of the trustees' term, the trustee stipend will be reviewed to ensure the current value is comparable with school districts in the region whose stipend similarly includes an undocumented allowance for expenses incurred within the district.

Trustees will not be reimbursed for travel expenses within Richmond, or for other expenses associated with fulfilling their duties in Richmond at meetings, district events and liaison schools. Such expenses are covered by the stipend. Travel expenses outside of Richmond are reimbursable, as set out in "Expenses Claims" section below.

In accordance with the provincial Financial Information Act-Regulation, Trustee stipend levels and expenses reimbursed are reported each fiscal year in the district's Statement of Financial Information. This information is made available on the district's website.

Trustee Expenses

As required, trustees will be provided with resources deemed necessary by the Board.

Upon termination of their role as trustee, equipment provided by the District may be required to be returned to the District.

Expense Claims

- Claims for reimbursement should be submitted within a month of occurrence (and must be submitted by the end of the fiscal year) to the Secretary Treasurer for acceptance and will be paid upon Board approval.
- Expenses claims submitted after the end of the fiscal year in which they were incurred will not be honored.
- Original itemized receipts are required for all expenses with the exception of the per diems.
- Credit card statements and credit card receipts should be accompanied by original itemized receipts.
- In instances where an original receipt is not issued or has been lost, a copy of the credit card statement or credit card slip together with an explanatory note signed by the claimant must accompany all travel and expense claims.
- Trustees are discouraged from using personal credit cards for material expenditures related to Board business, as the rewards accrued can attract a taxable benefit under Canada Revenue Agency regulations. Material expenditures include, but are not limited to capital items such as computers, meeting room bookings, etc. However, it is recognized

that for incidental and travel expenses credit cards are an acceptable and appropriate medium for payment.

- Token gifts, not exceeding \$100.00 will be reimbursed with original receipts.
- The following documented travel expenses outside the Lower Mainland will be reimbursed: economy return airfare, bus, ferry, train, or vehicle kilometrage and parking, whichever is the lesser. Vehicle kilometrage and meals will be compensated at the BCSTA (BC School Trustees Association) per diem rates.
- Expenses incurred outside Canada will be reimbursed in the Canadian equivalent value at the time the expense was incurred.

Ineligible Expenses

Expenses which are ineligible for reimbursement are inclusive of, but not restricted to:

- Any expenses related to accompanying travel companions, except where a spouse or companion has received a written invitation to the event
- Pet care expenses
- Non-business or personal related expenses (hairdressers, toiletry articles)
- Parking and other traffic fines
- Personal travel insurance for non-Board activities
- Insurance coverage for privately owned vehicles
- Expenses for the repairs and cleaning of privately owned vehicles
- Expenses related to damages to privately owned vehicles or to uninsured rental cars
- Interest charges levied on overdue invoices or credit card statements
- Unnecessary stopovers
- Lost or stolen items
- In room entertainment
- Medical bills, prescriptions, etc., except for immunization costs incurred for foreign business travel as required by Public Health Canada
- Alcoholic beverages
- Tobacco

Hosting

Claims for expenses paid by a trustee to host individuals for refreshments or meals in the course of District business require submission of receipts, names of attendees and purpose of the meeting. Reimbursed costs will not exceed the current BCSTA per diem rates for meals.

Community Relations and Fundraising

- ~~The Board, upon recommendation of the Finance and Legal Committee, will annually determine the extent of~~ Each trustee is provided an annual budget allocation for costs associated with their ~~paid~~ representation and/or financial ~~or other~~ contribution to fund raising ~~and at community-building relations~~ functions.
- Trustees have discretion to determine the events they choose to attend in a manner that ensures their choices enhance trustee effectiveness and align with the established policies, with consideration for Trustee Roles, Responsibilities and Code of Ethics as outlined in Policy 200.
- Trustees who ~~are delegated to~~ attend such functions and who incur expenses as a result will be reimbursed in accordance with these Administrative Guidelines.
- Travel expenses within the District will not be reimbursed.
- The Board will pay for trustee and/or delegated staff attendance only. Attendance will be shared equitably among trustees.

GOVERNANCE

Policy 203-G

Trustee Stipend and Expenses

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- Trustees have discretion to determine the events they choose to attend in a manner that ensures their choices enhance trustee effectiveness and align with the established policies, with consideration for Trustee Roles, Responsibilities and Code of Ethics as outlined in Policy 200.
- Trustees who attend such functions and who incur expenses as a result will be reimbursed in accordance with these Administrative Guidelines.
- Travel expenses within the District will not be reimbursed.
- The Board will pay for trustee and/or delegated staff attendance only. Attendance will be shared equitably among trustees.

Report to the Policy Committee Public

Date: September 16, 2024

From: Christopher Usih, Superintendent of Schools

Subject: **Revisions to Policy 400-R5: Smoking and Alcohol Consumption, and Policy 804.1-R: Community Use of District Facilities**

RECOMMENDATION:

THAT the Chairperson of the Policy Committee bring forward a Notice of Motion to the Board of Education at the September 25, 2024, public meeting that a recommendation for the board's consideration will be presented at the October 23, 2024, public meeting to approve revisions to Policy 400-R5: Smoking and Alcohol Consumption, and Policy 804.1-R: Community Use of District Facilities.

INTRODUCTION:

The purpose of this report is to provide a draft timeline, background information, and proposed revisions to Policy 400-R5 and 804.1-R.

BACKGROUND:

From time to time, staff will bring forward revisions to existing policies and/or regulations for Policy Committee's consideration. Ultimately, all revisions supported by Policy Committee will require approval at a public meeting of the Board of Education.

POLICY CONSIDERATIONS:

The proposed revisions to Policy 400-R5 and 804.1-R are guided by an identified vulnerability contained in two board policies which can allow for the consumption of alcohol on district property. Staff have received guidance from the district insurance provider and legal counsel regarding the proposed changes.

At the Board of Education In-camera Meeting held on January 24, 2024, the following motion was passed:

***THAT** until such a time that the Board of Education (the Board) has reviewed the policies, that the Board suspend the current language in Policy 804.1-R and Policy 400-R5 with respect to the Superintendent's ability to approve requests for consumption of alcoholic beverages on district property.*

At a special meeting of the Board of Education (In-camera) held on February 2, 2024, the following motion was passed:

***THAT** the Board of Education authorize the Superintendent of Schools to communicate the Board’s decision regarding alcohol consumption on school property with staff and public as appropriate.*

Subsequent to the April 15th Policy Committee In-camera Meeting, and at the request of Policy Committee, staff consulted with the legal counsel regarding proposed changes to Policy 400-R5. Counsel input has been incorporated in Policy 400-R5 and 804.1-R draft revised documents.

At the public meeting of the Board of Education held on May 22, 2024, the Board approved revised Policy 400-R5 and 804.1-R for entry into the partner group review process from May 23 to July 23, 2024. Partner group input was received and incorporated into the draft revised policies.

LEGISLATIVE CONSIDERATIONS:

School Act - Section 85: Power and Capacity

For the purposes of carrying out its powers, functions, and duties under the School Act, a board has the power and capacity to determine local policy.

PROPOSED TIMELINE:

Dates	Meeting	Comments
February 12, 2024	Policy Committee (In-camera)	Initial discussion with Policy Committee for trustee guidance and input.
April 15, 2024	Policy Committee (In-camera)	Report submitted to Policy Committee (In-camera) with draft policy revisions attached. Opportunity for trustee review and feedback.
May 13, 2024	Policy Committee (Public)	Draft revised policy incorporating trustee feedback submitted to Policy Committee (Public). Recommendation to place into Partner Group Review Process from May 23, 2024, to July 23, 2024.
May 22, 2024	Board of Education (Public)	Possible Board approval for entry into Partner Group Review process from May 23, 2024, to July 23, 2024.
May 23, 2024, to July 23, 2024		Partner Group Review process
September 16, 2024	Policy Committee (Public)	Final revisions based on results of Partner Group Review process. Possible Notice of Motion for approval at September board meeting.
September 25, 2024	Board of Education (Public)	Possible Notice of Motion to September board meeting for final approval at October board meeting
October 23, 2024	Board of Education (Public)	Recommendation for board approval of revised policy.

Respectfully submitted,

*Christopher Usih
Superintendent of Schools*

Attachments:

- 1. Policy 400-R5 with proposed revisions (marked up & clean versions)*
- 2. Policy 804.1-R with proposed revisions (marked up & clean versions)*

HUMAN RESOURCES

Policy 400-R5

Smoking, Vaping, Alcohol and Drug Consumption/Misuse on Board-Owned and Leased Property and in Board Vehicles

~~It is the Board's duty to take reasonable measures to ensure the safety and health of employees, students, guests and visitors while they are on Board-owned and leased property, or in Board vehicles.~~

Smoking and Vaping

~~The Board prohibits smoking and vaping on Board-owned and leased property and in Board vehicles.~~

Alcohol and Drug Consumption/Misuse

~~The Board prohibits the consuming of alcohol, cannabis, or purchasing, transferring, using, or possessing illegal drugs as defined in the Government of Canada Controlled Substances Act Section 4(1), and the misuse of prescription drugs on Board-owned or leased property, and while conducting school district business.~~

~~While conducting school district business includes persons engaged in supervision of students on field trips of all varieties.~~

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HUMAN RESOURCES

Policy 400-R5

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While conducting school district business includes persons engaged in supervision of students on field trips of all varieties.

Community Use of District Facilities

Richmond School District facilities may be used by individuals, groups, or organizations 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

Individuals, groups, or organizations using District property are responsible for securing 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 individual(s) suffering the injury or damage.

Equipment

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

Alcohol, ~~Smoking, Vaping,~~ and Drug Consumption/Misuse on Board-Owned and Leased Property

The Board prohibits ~~smoking, vaping,~~ the consuming of alcohol, cannabis, or purchasing, transferring, using, or possessing illegal drugs as defined in the Government of Canada Controlled Substances Act Section 4(1), ~~and the misuse of prescription drugs on Board-owned and leased property.~~

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Damage, Loss, or Theft

Groups using school district facilities 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 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, in accordance with District Policy 804.4 – Fees for Use of District Facilities, sets and annually reviews a Schedule of Charges for the use of District facilities. The Schedule of Charges will 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 will 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 more, 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

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regulations.

Forfeiture of Use

In the event of violation of any of the provisions outline above, 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 must 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 and Child Care with written notification of the decision in a form and with the information specified by the Ministry of Education and Child Care.

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
Adopted Revisions: 23 February 2022

COMMUNITY RELATIONS

Policy 804.1-R

Community Use of District Facilities

Richmond School District facilities may be used by individuals, groups, or organizations 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

Individuals, groups, or organizations using District property are responsible for securing 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 individual(s) suffering the injury or damage.

Equipment

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

Alcohol, Smoking, Vaping, and Drug Consumption/Misuse on Board-Owned and Leased Property

The Board prohibits smoking, vaping, the consuming of alcohol, cannabis, or purchasing, transferring, using, or possessing illegal drugs as defined in the Government of Canada Controlled Substances Act Section 4(1), and the misuse of prescription drugs on Board-owned and leased property.

Damage, Loss, or Theft

Groups using school district facilities 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 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, in accordance with District Policy 804.4 – Fees for Use of District Facilities, sets and annually reviews a Schedule of Charges for the use of District facilities. The Schedule of Charges will 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 will 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 more, 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 provisions outline above, 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 must 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 and Child Care with written notification of the decision in a form and with the information specified by the Ministry of Education and Child Care.

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
Adopted Revisions: 23 February 2022

POLICY COMMITTEE: STATUS OF CURRENT AND ANTICIPATED ITEMS

COMPLETED		
	Policy	Dates & Actions
1	Policy 101: Goals and Objectives	Revised policy approved in May 2023
2	Policy 201: Board Operations	Revised policy approved in June 2023
3	Policy 311/311-R: Freedom of Information and Protection of Privacy	New policy approved in June 2023
4	Policy 621/621-R: Financial Planning and Reporting and Policy 631-R: Accumulated Operating Surplus and Capital Reserves	Revised policy approved in June 2023
5	Policy 402/402-R: Public Interest Disclosure Policy	New policy approved in December 2023
6	Policy 701.2-R: Capital Project Design Review Process	Revised policy approved in March 2024
7	Policy 200: Trustee Role, Responsibilities and Code of Ethics	Revised policy approved in May 2024
8	Policy 204-R: Creation and Revision of Policy and Regulations	Revised policy approved in May 2024
9	Policy 105: District Code of Conduct	Revised policy approved in June 2024

IN PROGRESS		
	Policy	Dates & Actions
1	Policy 203-R/203-G: Trustee Stipend and Expenses Senior Staff Responsible: Cindy Wang	<ul style="list-style-type: none"> • Public report on draft revised policy, with recommendation for Notice of Motion for approval at September board meeting (Sep 2024)
2	Policy 400-R5: Smoking and Alcohol Consumption Policy 804.1-R: Community Use of District Facilities Senior Staff Responsible: Christopher Usih	<ul style="list-style-type: none"> • Public report on draft revised policy, with Recommendation to place into Partner Group Review Process from May 23 to July 23, 2024 (May 2024) • Under Partner Group review from May 23 to July 23, 2024 (June 2024) • Public report on draft revised policy incorporating partner group feedback, with recommendation for Notice of Motion for approval at September board meeting (Sep 2024)

POLICY COMMITTEE: STATUS OF CURRENT AND ANTICIPATED ITEMS

ANTICIPATED		
	Policy	Dates & Actions
1	<p>Policy 102: Diversity and Inclusion</p> <p>Senior Staff Responsible: Christel Brautigam</p>	<ul style="list-style-type: none"> • DEI Advisory Committee Policy Update (Dec 2022) • Public report on revised policy checklist from DEI Advisory Committee; Revised policy checklist approved by Policy Committee (Jan 2023) • Policy revision placed on hold to align with an anticipated Ministry DEI framework
2	<p>Policy 103 Bylaw: Complaints by Students, Parents & the Public</p> <p>Senior Staff Responsible: Rob Laing</p>	<ul style="list-style-type: none"> • Anticipate submission of revised policy to public meeting in 2024
3	<p>Policy 105-R: District Code of Conduct: How we Learn and Work Together Personal Use of District Supplies, Equipment and Facilities</p> <p>Senior Staff Responsible: Cindy Wang</p>	<ul style="list-style-type: none"> • Public report on draft revised policy (Feb 2021) <ul style="list-style-type: none"> - Committee agreed that there would be more discussion and review around process for the revision to be brought back at a later date • Anticipate submission of revised policy to public meeting in 2024
4	<p>Policy 502: Student Behaviour and Discipline</p> <p>Policy 502.1: Maintenance of Orderly Conduct</p> <p>Policy 502.2/502.2-R: Student Suspension or Exclusion from School</p> <p>Policy 502.3/502.3-R: Student Possession of Weapons</p> <p>Senior Staff Responsible: Braunwyn Thompson</p>	<ul style="list-style-type: none"> • 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 (Jan 2021) • Anticipate submission of revised policy to public meeting in 2024
5	<p>Policy 522/522-R: Transportation</p> <p>Senior Staff Responsible: Cindy Wang/Christel Brautigam</p>	<ul style="list-style-type: none"> • Anticipate submission of revised policy to public meeting in 2024
6	<p>Policy 701.11/701.11-R: Naming and Renaming of Board Owned Facilities or Parts of Board Owned Facilities</p> <p>Senior Staff Responsible: Christopher Usih</p>	<ul style="list-style-type: none"> • Update for information from the Deputy Superintendent (Mar 2022) • Policy revision and development placed on hold to allow for the Anti-Racism Working Group Report to the Board • Policy 102 will be reviewed/refreshed to inform and ensure alignment with a redrafted Policy 701.11/701.11-R

POLICY COMMITTEE: STATUS OF CURRENT AND ANTICIPATED ITEMS

ANTICIPATED		
	Policy	Dates & Actions
7	<p>Policy 701.12/701.12-G: Official School Openings</p> <p>Senior Staff Responsible: Cindy Wang</p>	<ul style="list-style-type: none"> Anticipate submission of revised policy to public meeting in 2024
8	<p>PHASE 3 - Policy Section 700: Facilities</p> <p>Policy 703.1 - Accident Prevention and Safety Procedure</p> <p>Policy 703.2 - First Aid and Accident Reports</p> <p>Policy 703.5 and Regulation 703.5-R - Health and Safety</p> <p>Policy 703.6 and Regulation 703.6-R - Protection of Employees from Violence in the Workplace</p> <p>Policy 705 and Regulation 705-R - Telephones</p> <p>Policy 706 - Smoke Free Environments</p> <p>Policy 703.7 and Regulation 703.7-R - Closure of Schools Due to Emergent Conditions</p> <p>Policy 707 and Regulation 707-R - Post Disaster Procedures</p> <p>Policy 708 and Regulation 708-R - Video Surveillance</p> <p>Senior Staff Responsible: Cindy Wang</p>	<ul style="list-style-type: none"> Anticipate submission of revised policy to public meeting in 2024