



## POLICY COMMITTEE PUBLIC MEETING AGENDA

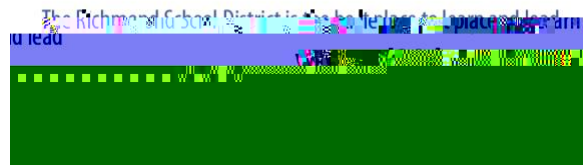
DATE: MONDAY, SEPTEMBER 14, 2021

11:00 AM

Via Zoom Webinar (access details via email)

The Richmond Board of Education acknowledges and thanks the Peoples of the h v A n i v A u A (hun-ki-meen-um) language group on whose traditional and unceded territories we teach, learn and live.

1. ADOPT AGENDA
2. APPROVE MINUTES  
Attachment: Minutes of meeting held June 14, 2021.
3. POLICY 31010-R: EMERGENCY MANAGEMENT/DRAFT PARENT GUIDE



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

## MINUTES OF PUBLIC MEETING OF POLICY COMMITTEE

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

Present: Sandra Nixon, Chairperson

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

Wennie Walker, Richmond Association of School Administrators  
JW Cho, JW Cho, CUPE 716  
Ian Hillman, CUPE 716  
Tanya Major, Richmond Association of School Administrators  
Rebeca Avendano, Richmond Management Professionals Staff  
Catherine Cleary, Executive Assistant (Recording Secretary)

The Chair called the meeting to order at 11:02 am.

1. ADOPT AGENDA  
The agenda was adopted as circulated.
2. APPROVE MINUTES  
The Minutes of the meeting held May 17, 2021 were approved as circulated.
3. DRAFT REVISED POLICY 504.9/504-R: EMERGENCY SITUATIONS TO RENUMBERED/  
RENAMED POLICY 310-R: EMERGENCY MANAGEMENT/DRAFT PARENT GUIDE

The Deputy Superintendent provided highlights from the Report attached with the agenda package. The Deputy Superintendent noted that all changes or revisions were highlighted in red including a new section in the Regulation brought forward by the Superintendent was updated as well as the process for communication. Stakeholders (school-based situations)

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

ACTION: It was AGREED that

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## Report to the Policy Committee PUBLIC

DATE: September 27, 2021  
 FROM: Rick Ryan Deputy Superintendent  
 SUBJECT: Draft Revised Policy 504.9 & 504.9 Emergency Situations

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

### INTRODUCTION:

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

### BACKGROUND:

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

### LEGISLATIVE CONSIDERATIONS:

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

### POLICY CONSIDERATIONS:

Currently, the Board of Education has Policy 504.9 & 504.9 Emergency Situations. The draft Policy and Regulation revisions (renumbered and renamed) are attached as Policy 310.9 & 310.9 Emergency Management. Administrative Guidelines are currently under development and will be shared with the Policy Committee at the appropriate time. In addition, the supporting document W O E v š [ • Guide: Emergency Preparedness is attached for reference. Following initial discussions at the Policy Committee, potential revisions to the documents will be made and revised copies of the draft Policy and Regulation will be brought to the next regular meeting of the Policy Committee for further consideration.

### PROPOSED TIMELINE:

| Dates          | Meeting          | Comments   |
|----------------|------------------|--|
| April 19, 2021 | Policy Committee | Draft policy considered/reviewed by Policy Committee (in-camera) with initial trustee feedback incorporated into revised draft.    |
| May 17, 2021   | Policy Committee | Revised policy considered/reviewed by Policy Committee (public) with initial stakeholder feedback incorporated into revised draft. |





**Policy 310 Emergency Management  
(DRAFT September 27, 2021)**

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

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

**Policy 310 Regulations (310)**  
**Emergency Management (DRAFT September 27 2021)**

Being ready to address different scenarios in collaboration with first responders and relevant community agencies takes considerable preparation on the part of school and district staff. The district engages with an ongoing emergency management anaemergency EMC Q /Span <4.95 Td (14 (e)q 0 0 612 792 re W\* n BT O



## DISTRICT RESPONSE PROTOCOLS

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

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

The district follows the District of School, Work and Community Emergency Management Cycle which outlines key elements of the Emergency Management Cycle:

### Pre-Event Planning

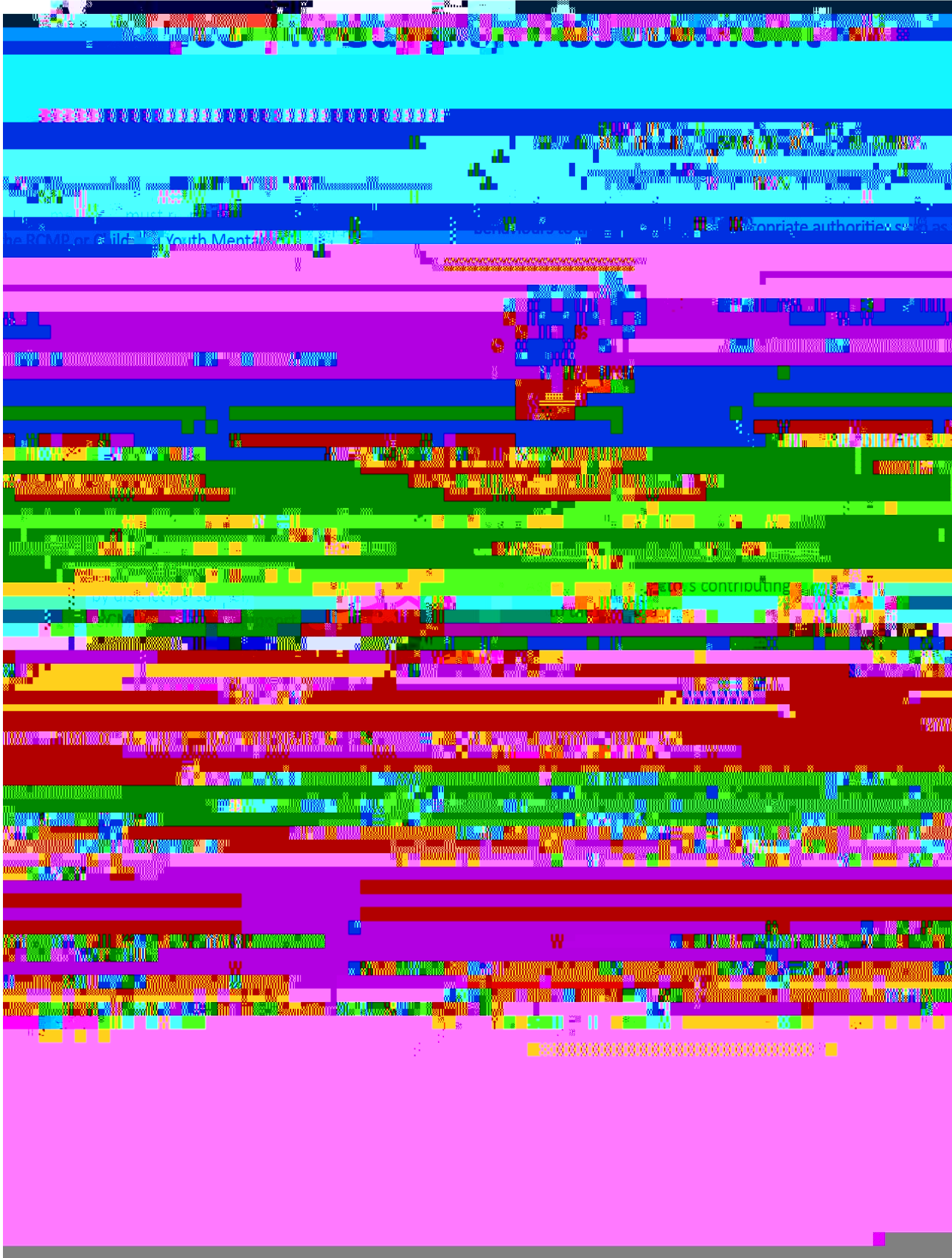
Effective emergency management begins with ongoing assessment, prevention, planning, and training in preparation for the potential of an emergency situation.

### Emergency Event

Exterior doors and interior classroom doors are locked and no individual is permitted in or out of any area. Only the RCM are permitted access to the school until the lockdown is over.

### **Student Reunification Protocol**

The district Student Reunification Protocol requires the establishment of a designated area for staff and students to gather in the event of an emergency that requires evacuation of a district facility and activation of the protocol. The district is committed to the reunification of students with their parents as



## **ROLES AND RESPONSIBILITIES**

**Superintendent**

## Parents and Guardians

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

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

## First Responders

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



## Report to the Policy Committee PUBLIC

DATE: 27 September 2021

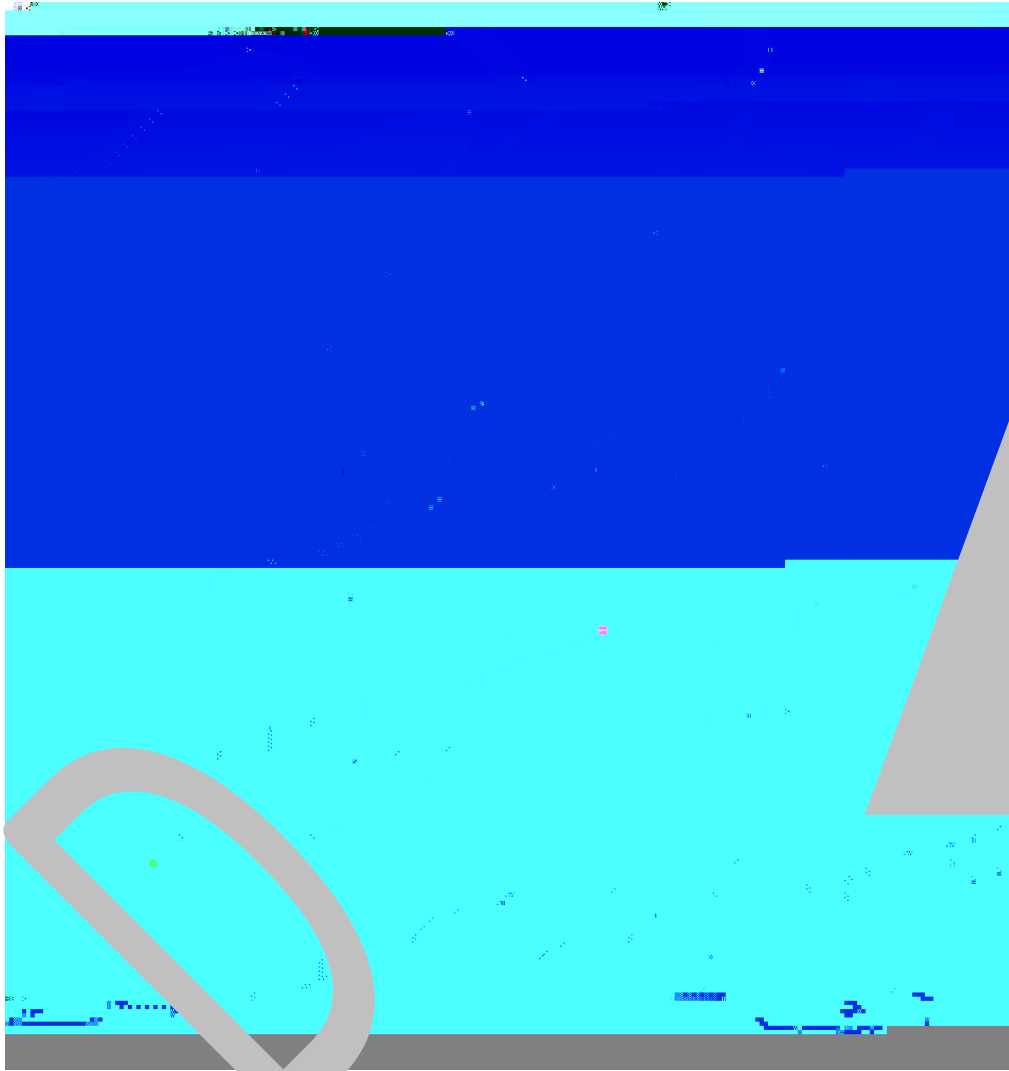
FROM: Frank Geyer, Executive Director, Facilities Services

SUBJECT: Proposed Revisions to Policies 804.1 and 804.4, Regulation 804.1 and Administrative Guidelines 804-G and 804.4G

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## COMMUNITY RELATIONS

Policy 804.1-R  
(previously Policy 1004.1-R)

### Community Use of District Facilities

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

#### Priority for the Use of District Facilities

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

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

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

Priority for the Use of Neighbourhood Learning Centret. (517820 Td) (3) 58 (5(u9(u)-2-21 (sTd() 5

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.

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# Administrative Guidelines

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## COMMUNITY RELATIONS

Policy 804.1-G  
(previously Policy 1004.1-G)

### Community Use of ~~School~~District Facilities

#### Application and Reservations

The ~~School~~ District's application forms shall be used for the subm448 0 T8 (h)8 ( )-6As[Di]7.16 48.8493.

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# Administrative Guidelines

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

## Childcares

### 1. New Licensed Childcare Applications

- a) The Facility Rentals office shall receive written applications by individuals and groups interested in operating a licensed child care program within an operating District facility, or on a school site. The applications must contain the specific site(s) desired, type of child care operation (out-of-school care, preschool, 3-5 year old care, etc.) and whether the applicant is a non-profit or commercial operation.
- b) Facilities Planning will conduct a preliminary review to:
  - assess the need for a child care program in the neighbourhood, through consultation with the City of Richmond;
  - confirm if the application is consistent with the District Long Range Facilities Plan programming for the specific location;
  - determine the feasibility of accommodating the specific request for child care space, either through conversion of an existing space within a school, placement of a portable/modular building at the school site, or through an addition to the school;
  - confirm whether administration at the desired school(s) supports the addition of a child care operation; and
  - if any government grants or incentive programs may apply for capital improvements to accommodate the application.
- c)



# Administrative Guidelines

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f) Unless otherwise negotiated and agreed, the Board will provide custodial cleaning services to the space occupied by the childcare operator. The childcare operator will be responsible for procuring and paying for telephone services.

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

## 2. Renewal of Childcare Licenses to Occupy

a) The term of licenses to occupy for sp6.8 6hus0.031 0.pa 9.489 (e )6.g1 (t0-6.1 (i)0.67)6.

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# Administrative Guidelines

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## 4. Changes to Licensed Childcare Locations

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

Board Concurrence: 05 March 1990

Board Concurrence with Revision: 28 August 1995

Board Concurrence with Revision: 18 September 1995

Board Concurrence with Revision: 22 April 2014

Proposed Revision: 6HSWPEHU 2021 (5<sup>th</sup>)

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# Administrative Guidelines

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## COMMUNITY RELATIONS

Policy 804.4-G  
(previously Policy 1004.4-G)

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

1. School facilities shall be provided free of ch

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# Administrative Guidelines

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

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

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

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

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

GST at 5% applies to all rental charges.

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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)







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