

MONDAY DECEMBER 13, 2021

11:00 AM

Via Zoom Webinar (access details via email)

The Richmond Board of Education acknowledges and thanks the First Peoples of Main/AuA (hun-ki-meen-um) language group on whose traditional and unceded territories we t79.-2m0o BT /GSO

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1. ADOPT AGENDA
2. APPROVE MINUTES  
Attachment: Minutes of meeting held October 18 2021.
3. POLICY 804.1/804.4: Community Use of District Facilities/POLICY 804.4: Fees for Use of District Facilities  
Attachment: Report from the Executive Director, Facilities Services
4. STATUS OF CURRENT AND ANTICIPATED ITEMS  
Attachment: Update to December 13 2021.
5. ADJOURNMENT

Monday, October 18, 2021 at 11 am

Sandra Nixon, Chairperson  
Debbie Tablotney, Vice-Chairperson  
Norman Goldstein, Member  
Heather Larson, Alternate member  
Scott Robinson, Superintendent  
Liz Baverstock, Richmond Teachers' Association  
Tim McCracken, Richmond Teachers' Association  
Rebeca Avendano, RMAPS  
Tanya Major, Richmond Association of School Administrators  
Catherine Cleary, Executive Assistant (Recording Secretary)

The agenda was adopted as circulated.

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

*CREATION AND REVISION OF POLICY AND REGULATION*

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

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

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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.

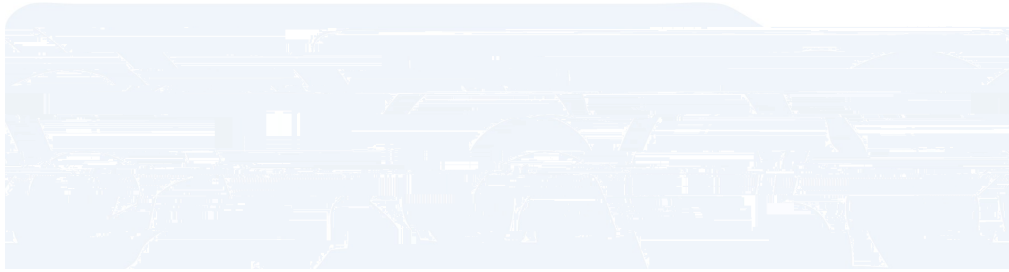
In August 2020, the provincial government amended the School Act and the issued a new, prescriptive Ministerial Order M326 pertaining to the provision of childcare programs on board property. In December 2020, a legal opinion was provided by BCSTA to boards of education regarding the need to revise their 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 SenBT/r267.5 Td/TJEMC 440.42 2810 (02) rev BT/TT0 11.5f182.33 3295 d1086940 AMCID 12 nBT/TT0 11.5















## 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 (n)-3 ( 9F)0.9 (t)-0.8 (h)-9s



at the expense of others.

Capacity

## COMMUNITY RELATIONS

Policy 804.1-G  
(previously Policy 1004.1-G)

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

#### Application and Reservations

The ~~School~~ District's application forms shall be used for the submission of all requests for use; one copy of the application form will be returned to the user with an indication of the rental charges and that the reservation has been made.

Reservations shall coincide with the school year for the purpose of seasonal and annual use.

Priority will be given to long term reservations wherever possible.

Schools may not be available during July and August, as it is during this period that the annual cleaning occurs. However, every effort will be made to accommodate groups during this period.

#### Supervision

A ~~School Board~~ District employee shall be on duty at all times whilst the community is using the school. The ~~School~~ Board does not accept liability or responsibility for the supervision of community activities. The ~~Board's~~ District's employee who is on duty during the event will provide direction as to the appropriate use of the ~~Board's~~ District's facilities.

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

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success, Indigenous reconciliation and inclusivity in the proposed childcare operation.

- d) Upon review of the proposal by the Facilities

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- ii. Fosters Indigenous reconciliation in childcare

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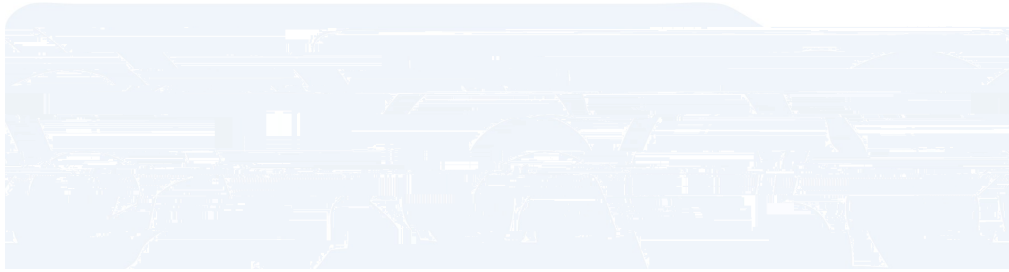


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## COMMUNITY RELATIONS

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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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

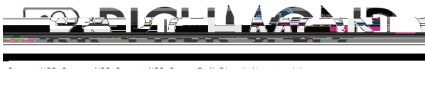
In the case of ~~daycares~~childcares only, a room will mean a classroom, a multi-purpose room, or a gymnasium. Custodial cost for ~~daycare~~childcare coverage shall be \$28.05 per hour.

GST at 5% applies to all rental charges.

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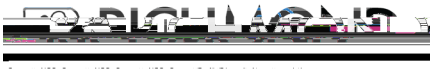
Adopted: 05 March 1990  
Revised: 06 March 2006  
Revised: 01 July 2006  
Revised: 22 May 2012  
Revised: 06 October 2014

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)



# Administrative Guidelines

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# Administrative Guidelines

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POLICY COMMITTEE: STATUS OF CURRENT AND ANTICIPATED ITEMS

POLICY	STATUS	DATE/TIMELINE
Policy 101 Developmental Objectives	Requires revision upon completion of District Strategic Plan.	2021 following completion of Strategic Plan
Policy 102: Diversity and Inclusion	Requires revision	2021 with the formation of the Anti-racism Working Group, this with the cultural diversity work will be combined and worked on in early Spring 2021
Policy 103 Bylaw: Complaints by Students, Parents & the Public	Requires revision	2021
Policy 104: District Code of Conduct: How we Learn and Work Together Personal Use of District Supplies, Equipment and Facilities	Requires revision	Feb 8 2021 Executive Director presented Report and proposed Draft revised Regulation to Policy Committee and Policy were reviewed at the Nov 18, 2020 F&L Committee meeting, that /