



MEMORANDUM

Date: September 11, 2023
File Code: M04

To:

System Planning Team
Elementary and Secondary Principals
Student Senate
Special Education Advisory Committee
Audit Committee
First Nation, Métis, and Inuit Education Advisory Committee
Parent Involvement Committee

Nancy Mapledoram-Councillor, ETFO
John Gibson, OSSTF & OSSTF-OT
Jackie Dupuis-Brandli, ETFO-ESP
Carla Lampi, ETFO-OT
Lori Caul, CUPE
School Council Chairs

From: Policy Committee
cc: Trustees
Subject: Stakeholder Input – Board Policy

On September 5, 2023, the Board approved the following policies for stakeholder consultation:

- *Policy 6.10 Community Use of School Facilities and Grounds*
- *Policy 6.13 Playgrounds, Play Structures, and Sports Fields*

Input received will be considered by the Policy Committee. The policies may be presented to the Board for approval at the Regular Board Meeting of October 3, 2023. Upon approval, the policies will be posted to the website.

Please review the attached document and submit written comments to the attention of the Chair of the Policy Committee **by Monday, September 25, 2023**.

Via Mail:

c/o Marni McDonald, Office of the Director
Rainy River District School Board
522 Second Street East
Fort Frances, ON | P9A 1N4

Via Email

marni.mcdonald@rrdsb.com

If responding by email, please indicate “Policy Review Input” in the subject line.

Via the Website:

[Policy Feedback Portal](#)

<i>Rainy River District School Board</i>	SECTION 6 <i>Facilities</i>
COMMUNITY USE OF SCHOOL FACILITIES AND GROUNDS	6.10

POLICY

The Rainy River District School Board will make school facilities and grounds available to the fullest extent possible, providing the use does not interfere with the regular school program or the implementation of programs, and that due regard is paid to the proper use and care of the property.

RATIONALE

The Rainy River District School Board values community partnerships and believes that the use of its school facilities and grounds by community groups will promote the school as being a vital part of the community.

IMPLEMENTATION

As per Procedure 6.10 Community Use of School Facilities and Grounds, **and Guidelines**.

Any long-term dedicated use, by any group, is not covered by this policy and must be negotiated as a lease or facility use or multi-use agreement.

GUIDELINES

- 1.1 Board and school functions take priority over ~~use of the school~~ by community user groups. Appendix A will determine the order of priority of scheduling school facilities and grounds.
- 1.2 Activities must be confined to the facilities or grounds allotted to the organization.
- 1.3 **User** groups shall:
 - be responsible for any damage to facilities or equipment;
 - carry appropriate insurance based on the nature of activity of the group/organization, naming the Board as an insured party on applicant’s own Liability Insurance;
 - assume full responsibility for the proper supervision of all activities and persons, the removal of all users’ property, and general clean-up;
 - **are responsible for their own technology resources, including computers, internet, and software as use of the RRDSB internet and technology resources is not included in the use of the facility.**
- 1.4 Smoking/**vaping** is prohibited on all Board property (inside or outside the building).
- 1.5 The sale, **possession, and/or** consumption of alcohol is not permitted on Board property. **Any person under the influence of alcohol, or any illegal substance may be prohibited from accessing the school facility and/or grounds.**

- 1.6 Failure to follow this policy may result in penalties for the user group, including and up to future loss of use.
- 1.7 The Finance Committee will annually review the user fees within this policy.

<u>CROSS REFERENCE</u>	<u>Date Approved</u>	<u>LEGAL/MINISTRY OF EDUCATION REFERENCE</u>
<p>Policies:</p> <ul style="list-style-type: none"> ▪ 6.05 Facility Partnership ▪ 6.11 Tobacco, Cannabis, Vaping and Smoke-Free Environment <p>Procedures</p> <ul style="list-style-type: none"> ▪ 6.05 Facility Partnership ▪ 6.10 Community Use of School Facilities and Grounds <p>Townshend Theatre Joint Use Agreement</p>	<p>October 1, 2019</p> <p><u>Board Motion</u></p> <p>61</p> <p><u>Review prior to</u></p> <p>2028</p> <p>(Annually for rates)</p>	<p><i>Education Act</i> Reg. 262-3(8), 196(1), 150(22), 149(8)</p> <p>https://www.ontario.ca/page/community-use-schools</p>

Appendix A

User Groups and Rates

User Group		Rates
Group A	All events held by the school and Board, such as extra-curricular activities, Open Houses, school council meetings, etc.	No Fee
Group B	Not-for-profit youth-related groups, for example, Boy Scouts, Girl Guides, church youth groups, and youth sport and recreation organizations (including those that are members or affiliates of provincial sports or accredited organizations), with or without charitable organization status.	Subsidized Except for Weekends
Group C	Not-for-profit adult groups and functions organized by individuals/organizations who may have an admission charge, a participation cost or fee, for example, local service clubs, community health associations, senior groups.	Subsidized Except for Weekends
Group D	<ul style="list-style-type: none"> ▪ Functions organized by industry/businesses for profit-making purposes, (e.g., public concerts, trade shows, dance schools, for profit youth activities), ▪ Personal or private events (e.g., birthday parties, socials, Christmas parties) 	Full Fees
Group E	RRDSB Employee Group functions that are not for profit	Subsidized Except for Weekends

Community Use of School Facilities and Grounds				
Schedule of Fees				
*Subsidized Rates:		<p>Reduced rental fees for recognized not-for-profit groups are supported by the Ministry of Education, Community Use of Schools Program. Some subsidy limitations may apply.</p> <p>We are committed to keeping rental rates low; however when fixed funding limits set by the Ministry of Education are reached, the subsidized rate will not apply. Please be advised our subsidized rates for not-for-profit groups are subject to change without notice. Please monitor this Fee Schedule for current rates. Some subsidy limitations may apply.</p>		
Insurance:		<p>All applicants must provide proof of comprehensive general liability insurance in the amount of \$2 million and name the RRDSB as an additional insured on the policy, with respect to the Applicant's use of the premises. If the Applicant does not have insurance, it is possible to purchase insurance through the RRDSB. This cost is not subsidized. Visit the Liability Insurance area on our website for rates.</p>		
Group Classifications:		<p>Please Refer to our User Groups on page 1 for a description.</p>		
Custodial and Facility Rental Fees (Hourly Rates)	Description	Groups B, C, E		Group D (Full Fees)
		Regular	*Subsidized	
Facility Fee	Classroom	25.00	0.00	25.00
	Gymnasium	50.00	0.00	50.00
	Library	35.00	0.00	35.00
	Cafeteria/Kitchen	50.00	0.00	50.00
Custodial Fee	Weekdays	27.00/hr	0.00	27.00/hr
	Weekends	50.00/hr	0.00	50.00/hr
<p>When custodians are regularly on duty, no custodial charge related to the use of the facility shall be levied unless additional help is required for set up, supervision and/or clean up. Custodial fees are charged for every hour a custodian is required to be at the school outside of regular working hours or weekends (minimum 3 hour call back). Note: Custodial fees for opening, clean-up, closing and securing the building will be added to the permit (on average an additional 1.5-3.0 hours).</p>				
Furniture and Equipment Rental Fees (Daily Rates)	\$100 Deposit is required for all equipment			
Gymnasium Equipment	Athletic Equipment, Chairs, and/or Tables	100.00	0.00	100.00
Cafeteria/Kitchen Equipment	Equipment	100.00	0.00	100.00
<p>The rental of school equipment is at the discretion of the Principal. Arrangements for use must be made at the time the rental permit application is completed.</p>				

<i>Rainy River District School Board</i>	SECTION 6 <i>Facilities</i>
PLAYGROUNDS, PLAY STRUCTURES AND SPORTS FIELDS	6.13

POLICY

The Rainy River District School Board will ~~approve the construction and ensure the maintenance of~~ safe playgrounds, play structures, and sports fields for use by the students **and staff**.

RATIONALE

Safe, properly constructed and maintained playgrounds, play structures and sports fields support student well-being.

IMPLEMENTATION

As per Procedure 6.13 Playgrounds, Play Structures, and Sports Fields **and policy guidelines** and ~~CSA Group, Ontario School Boards' Insurance Exchange (OSBIE) Guidelines and the *Accessibility for Ontarians with Disabilities Act*.~~

GUIDELINES

1.0 New **Updates to Playgrounds, Play Structures, and Sports Fields**

1.1 ~~Whenever the school wishes to install new~~ **Updates** to playgrounds, play structures, and/or sports fields ~~or create a new playground (including natural playgrounds), the principal shall submit all plans, sketches and/or proposals for discussion with, and require~~ **the pre-approval by of** the Manager of Plant Operations and Maintenance **to ensure student safety and accessibility.**

1.2 Installation of the play structures shall be according to the manufacturer's instructions and the ~~CSA Group~~ standards.

2.0 Existing **Inspections of Playgrounds, Play Structures, and Sports Fields**

~~2.1 All existing playgrounds, play structures and sports fields shall be monitored under the direction of the Manager of Plant Operations and Maintenance.~~

2.1 Regular inspections shall be conducted throughout the school year ~~in order to make certain to~~ **ensure** that all playgrounds, play structures, and sport fields meet current ~~CSA Group~~ standards and are in a safe condition.

2.2 Any unsafe conditions shall be brought to the **immediate** attention of the principal in order to implement the required repairs.

2.3 ~~The Manager of Plant Operations and Maintenance, in consultation with the principal, may deem it necessary to have the~~ **Equipment will be** removed if ~~play structures~~ **it cannot** ~~are unable to be~~ repaired and/or restored to ~~CSA Group~~ standards.

Definitions:

~~Natural playgrounds are spaces with as little man-made components as possible.~~

<u>CROSS REFERENCE</u>	<u>Date Approved</u>	<u>LEGAL/MINISTRY OF EDUCATION REFERENCE</u>
Procedure 6.13 Playgrounds, Play Structures and Sports Fields Disposal of Surplus . . .	May 1, 2018 <u>Board Motion</u> 463 <u>Review Prior to</u> 2023 2028	Ontario School Boards' Insurance Exchange (OSBIE) Canadian Standards Association (CSA) <i>Accessibility for Ontarians with Disabilities Act.</i>