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# REPORT

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## ***Policy Committee***

- *Minutes of the Policy Committee meeting November 29, 2016.*

### **Resolutions:**

- *That the Rainy River District School Board approve the following policies:  
8.32 Budget Process*
- *That the Rainy River District School Board approve the following policies for stakeholder consultation:  
5.80 Elders, Senators, Knowledge Keepers and Drums  
6.10 Community Use of School Facilities and Grounds*
- *That the Rainy River District School Board rescind the following policies:  
8.12 Authorization of Disbursements  
8.15 Reserves for Working Funds*

Heather Campbell  
Director of Education



Dianne McCormack  
Chair

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**Policy Committee Minutes  
Education Centre  
November 29, 2016 – 9:30 a.m.**

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**COMMITTEE MEMBERS PRESENT:** Don McBride, Dianne McCormack, David Kircher, Michael Lewis

**STAFF:** Heather Campbell, Director of Education; Bill Daley, Principal Representative; Ann Cox, Manager, Human Resources, Sandra Ward, Recording Secretary,

**GUEST:** Angela Mainville, Indigenous Education Leader

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**1. Call to Order**

Committee Chair, Don McBride called the meeting to order at 9:30 a.m.

**2. Approval of Agenda**

The agenda was approved.

**3. Disclosure of Conflict of Interest**

There was no conflict of interest declared.

**4. Confirmation of Minutes**

The minutes of the October 25, 2016 meeting were approved.

**5. Business Arising from Minutes**

**a) Policy Review**

**5.80 Elders, Senators, Knowledge Keepers and Drums**

Angela Mainville, Indigenous Education Leader, attended the meeting to provide the Committee with answers to questions regarding fair and equitable compensation for Elders, Senators, Knowledge Keepers and drums when they are invited to schools and to participate in school and Board events.

There was discussion regarding the rationale for the policy and Angela Mainville provided various examples of the roles and types of activities Elders, Senators, Knowledge Keepers and drums provide.



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A minimum and maximum amount for honoraria was established and included in the policy. Details regarding the length of the event will be worked out by the invitee and the person or group being invited to assist, lead and/or participate in an activity.

It was suggested that this policy once approved, be reviewed at a Board Leadership Team meeting to help ensure consistency within District schools.

The policy will be reviewed annually by the First Nation, Métis and Inuit Advisory Committee and the Finance Committee.

The Committee recommended that Policy 5.80 Elders, Senators, Knowledge Keepers and Drums be presented to the Board for stakeholder consultation.

## **b) Policy Feedback**

### **8.32 Budget Process**

There was no feedback received on Policy 8.32 Budget Process.

The Committee recommended that Policy 8.32 Budget Process be presented to the Board for approval.

### **8.12 Authorization of Disbursements**

A notice to rescind Policy 8.12 was sent to stakeholders and no feedback was received.

The Committee recommended that Policy 8.12 Authorization of Disbursements be presented to the Board to be rescinded.

### **8.15 Reserves for Working Funds**

A notice to rescind Policy 8.15 was sent to stakeholders and no feedback was received.

The Committee recommended that Policy 8.15 Reserves for Working Funds be presented to the Board to be rescinded.

## **6. New Business / Reports**

### **a) Policy Review**

#### **6.10 Community Use of School Facilities and Grounds**

Heather Campbell, Director of Education reviewed the report provided in the agenda package.

Items 1.1 and 1.2 of the current Guidelines were combined to strengthen the wording regarding

**Heather Campbell**  
Director of Education



**Dianne McCormack**  
Chair

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priority of scheduling school facilities and grounds, based on a revised Schedule 1. Groups were combined and prioritized to identify school and school Board related items as Group A, with Groups B and C being not-for-profit youth groups and not-for-profit adult groups, respectively followed by Group D being for-profit groups.

The Committee recommended that Policy 6.10 Community Use of School Facilities and Grounds, be presented to the Board for stakeholder consultation.

7. The next Policy Committee meeting is scheduled for December 20, 2016 at 9:30 a.m.
8. The meeting adjourned at 10:55 a.m.

<b><i>Rainy River District School Board</i></b>	<b>SECTION 5</b> <i>Curriculum and Instruction</i>
<b>ELDERS, SENATORS, KNOWLEDGE KEEPERS AND DRUMS</b>	<b>5.80</b>

**POLICY**

The Rainy River District School Board will encourage the engagement of Elders, Senators, Knowledge Keepers and drums within its schools and at school and Board events.

**RATIONALE**

Elders, Senators, Knowledge Keepers and drums are valuable resources who support student learning and well-being, and assist teachers in achieving curricular objectives. Their participation develops the positive identity and enhances self-esteem of Indigenous students and provides first-hand knowledge of Indigenous histories, cultures, and perspectives for all students and staff.

**IMPLEMENTATION**

As per Procedure 5.80, Elders, Senators, Knowledge Keepers and Drums

**GUIDELINES**

- 1.1 This policy applies when Elders, Senators, Knowledge Keepers, upon request:
  - speak or present to a class,
  - participate in an initiative, program or project,
  - assist, lead and/or advise on cultural events and other activities including but not limited to opening and closing prayers, pipe ceremonies, and workshops, and with respect to drums, provide opening and/or closing songs.
- 1.2 Employees shall be mindful of conflict of interest when inviting and/or approving honoraria for elders, senators, knowledge keepers and drums, particularly avoiding decisions/recommendations that may result in personal, financial or material gain of a relative, friend and/or business associate.
- 1.3 This policy will be reviewed annually.

**2.0 Honoraria**

- 2.1 The Rainy River District School Board recognizes the importance and value of providing fair levels of honoraria for its elders, senators, knowledge keepers, and drums.
- 2.2 The honoraria for Elders, Senators, and Knowledge Keepers is:

Description	Amount
Opening Prayer	\$50.00
Hourly Honoraria	\$40/hr. (paid at a minimum of two hours)

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Metrage may be approved for travel to and from school/event, unless already in the proximity, based on Board policy.

2.3 The honoraria for the drum is:

Description	Amount
Dependent upon the length of the event	A minimum of \$200 up to \$450 per invited drum

**Definitions:**

**Elders, Senators and Knowledge Keepers** – are designated by their community after acquiring significant wisdom and understanding of Indigenous history, traditional teachings, ceremonies, healing practices and experience. Elders, Senators and Knowledge Keepers have earned the respect from their community to pass on this knowledge to others and give advice and guidance on personal issues, as well as issues affecting their communities and nations.

**Honoraria** – are monetary payments to show appreciation for the sharing of knowledge and respect for personal time given. Honoraria payments are considered taxable income under the *Income Tax Act* of Canada.

**Personal gain** - Something that an employee gains for him/herself and could include something gained for a friend, an immediate family member or a business associate.

<u>CROSS REFERENCE</u>	<u>DATE REVIEWED</u>	<u>LEGAL/MINISTRY OF EDUCATION REFERENCE</u>
Policy 3.86 Employee Code of Conduct		<i>Income Tax Act of Canada</i>
Policy 6.11 Tobacco Free Environment		
Procedure 6.12 Smudging		
Policy and Procedure 8.25 School Funds		
<b>Procedure 5.80</b> , Elders, Senators, and Knowledge Keepers Honoraria		

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

**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.

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. Schedule 1 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 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.
- 1.4 Smoking is prohibited on all Board property (inside or outside the building). The sale or consumption of alcohol is not permitted on Board property.
- 1.5 Failure to follow this policy may result in penalties for the user group, including and up

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to future loss of use.

<u>CROSS REFERENCE</u>	<u>Date Approved</u>	<u>LEGAL/MINISTRY OF EDUCATION REFERENCE</u>
Procedure 6.10 Community Use of School Facilities and Grounds	May 6, 2014  <u>Board Motion</u> 450	<i>Education Act, Reg. 262 - 3(8) 169(1),150(22),149(8)</i>
Policy 6.05 Facility Partnership	<u>Review prior to</u> Annually	
Townshend Theatre Joint Use Agreement		



**SCHEDULE 1****1.0 User Groups and Rates**

User Group		Rates
<b>Group A</b>	All events held by the school and Board, such as extra-curricular activities, Open Houses, school council meetings, etc.	No Fee
<b>Group B</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
<b>Group C</b>	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
<b>Group D</b>	For profit, for example, functions organized by industry/businesses for profit-making purposes, (e.g., public concerts, trade shows, dance schools, for profit youth activities).	Full Fees

Community Use of School Facilities and Grounds				
Schedule of Fees				
*Subsidized Rates:	<p>Reduced rental fees for recognized not-for-profit groups 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 Community Use Classifications in Schedule 1 for a description.</p>			
Custodial and Facility Rental Fees (Hourly Rates)	Description	Groups B, C		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	0.00	27.00
	Weekends	27.00	0.00	27.00
	<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). <b>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).</b></p>			
Furniture and Equipment Rental Fees (Daily Rates)	\$100 Deposit is required for all equipment			
Classroom Equipment	TVs, Electronic Players, Smartboard	50.00	0.00	50.00
	Other	100.00	0.00	100.00
Gymnasium Equipment	Athletic Equipment, Chairs, and/or Tables	100.00	0.00	100.00
Library Equipment	TVs, Electronic Players, Smartboard	50.00	0.00	50.00
Cafeteria/Kitchen Equipment	Equipment	100.00	0.00	100.00
	<p>The rental of school equipment is at the discretion of the Principal. The table is not inclusive of all potential items. Arrangements for use must be made at the time the rental permit application is completed.</p>			