



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Agenda
Catholic Education Centre
322 Fairview Drive
Brantford, ON N3T 5M8

**Policy Committee
December 12, 2017 ♦ 1:00 p.m.
Boardroom**

Members: Dan Dignard (Chair), Cliff Casey, Bill Chopp, Dan Dignard, Carol Luciani, Bonnie McKinnon, Rick Petrella

Chris N. Roehrig (Director of Education & Secretary); Thomas R. Grice (Superintendent of Business & Treasurer), Patrick Daly, Michelle Shypula and Leslie Telfer (Superintendents of Education)

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- 1. Opening Business**
 - 1.1 Opening Prayer – Dan Dignard
 - 1.2 Attendance
 - 1.3 Approval of the Agenda Page 1
 - 1.4 Approval of Minutes from the Policy Committee Meeting – June 8, 2017 Pages 2-3
 - 1.5 Business Arising from the Minutes
 - 2. Committee and Staff Reports**
 - 2.1 Leaves of Absence for Management Employees Policy (new) Pages 4-6
Presenter: Chris N. Roehrig, Director of Education & Secretary
 - 2.2 Principal and Vice-Principal Assignments Administrative Procedure 300.41 Pages 7-10
Presenter: Chris N. Roehrig, Director of Education & Secretary
 - 2.3 Hiring – Academic Staff Policy 300.10 (revised) Pages 11-14
Presenter: Chris N. Roehrig, Director of Education & Secretary
 - 2.4 Administration of Oral Medication to Students Under the Age of 18 200.19 Pages 15-24
Presenter: Michelle Shypula, Superintendent of Education
 - 3. Discussion Items**
 - 3.1 Transportation of Student Policy 400.19 Pages 25-28
 - 3.2 Community Use of Schools Policy 400.05 Pages 29-44
 - 4. Trustee Inquiries**
 - 5. Adjournment**



**Policy Committee
Thursday, June 8, 2017 ♦ 3:00 p.m.
Boardroom**

Trustees:

Present: Dan Dignard (Chair), Cliff Casey, Bill Chopp, Carol Luciani, Bonnie McKinnon, Rick Petrella

Absent: None

Senior Administration:

Chris N. Roehrig (Director of Education & Secretary), Thomas R. Grice (Superintendent of Business & Treasurer), Patrick Daly (Superintendent of Education)

1. Opening Business

1.1 Opening Prayer

The meeting opened with prayer led by Chair Dignard.

1.2 Attendance

As noted above.

1.3 Approval of the Agenda

1.4 Approval of the Policy Committee Meeting Minutes – May 10, 2017

Moved by: Carol Luciani

Seconded by: Rick Petrella

THAT the Policy Committee approves the minutes of the May 10, 2017 meeting.

Carried

Approval of the Policy Committee Meeting Minutes – June 6, 2017

Moved by: Bonnie McKinnon

Seconded by: Carol Luciani

THAT the Policy Committee approves the minutes of the June 6, 2017 meeting.

Carried

1.5 Business Arising from the Minutes – Nil

2. Committee and Staff Reports – Nil

3. Discussion Items

3.1 Workplace Harassment Policy 300.20 (revised)

Presenter: Thomas R. Grice, Superintendent of Business & Treasurer

Superintendent Grice provided an update on the revised Workplace Harassment Policy and highlighted the key changes to areas of definitions, investigation and retention of records. Superintendent Grice advised that the policy has been updated to include that in consultation with the Joint Health and Safety Committee, the Board will maintain a written harassment



program. He also reported on required updates to the procedure as per *Occupational Health and Safety Act* amendments.

Moved by: Rick Petrella

Seconded by: Bonnie McKinnon

THAT the Policy Committee recommends that the Committee of the Whole refers the Workplace Harassment Policy to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

3.2 Workplace Violence Prevention Policy 300.01 (revised)

Presenter: Thomas R. Grice, Superintendent of Business & Treasurer

Superintendent Grice provided an overview of amendments to the Workplace Violence Prevention Policy. He reviewed revisions to the policy which included protection of employees, conducting risk assessments and glossary of key terms. Superintendent Grice advised of the addition of a Reporting Workplace Violence section, increased management responsibilities and reference to the *Occupational Health and Safety Act* and Regulations.

Moved by: Carol Luciani

Seconded by: Cliff Casey

THAT the Policy Committee recommends that the Committee of the Whole refers the Workplace Harassment Policy to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

3.3 Purchasing Policy 700.01 (revised)

Presenter: Thomas R. Grice, Superintendent of Business & Treasurer

Superintendent Grice presented procedural updates to the Purchasing Policy such as defining the requisitioning of goods and services by staff with purchase orders, staff titles, annual deadline for requisition entries. He also clarified staff and Trustee roles pertaining to capital and operating acquisition approvals.

Moved by: Cliff Casey

Seconded by: Bill Chopp

THAT the Policy Committee recommends that the Committee of the Whole refers the Purchasing Administrative Procedures to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

4. Trustee Inquiries - Nil

5. Adjournment

Moved by: Rick Petrella

Seconded by: Carol Luciani

THAT the Policy Committee adjourns the meeting of June 6, 2017.

Carried

Next Meeting: At the Call of the Chair

**REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC
DISTRICT SCHOOL BOARD POLICY COMMITTEE**

Prepared by: Chris N. Roehrig, Director of Education & Secretary
Presented to: Policy Committee
Submitted on: December 12, 2017
Submitted by: Chris N. Roehrig, Director of Education & Secretary

LEAVES OF ABSENCE FOR MANAGEMENT STAFF
Public Session

BACKGROUND INFORMATION:

During the 2016-2017 school-year, the Board asked staff to compose a policy related to leaves of absence for management staff. The Board sought the legal advice of Borden Ladner Gervais to evaluate the Board's role in the setting and implementing policies in this area.

DEVELOPMENTS:

The proposed policy ensures that Board follows best practices when consulting the Director of Education regarding the approval of management leaves of absence. In particular, the Board's actions shall be guided by the terms and conditions of the employee, the best interests of the district, principles of equity and fairness in the context of other employee groups and labour law.

RECOMMENDATION:

THAT the Policy Committee recommends that the Brant Haldimand Norfolk Catholic District School Board approve the changes to Policy 300.14 Leaves of Absence for Management Employees.



Policy: Leaves of Absence for Management Employees

		Policy Number:	300.14
Adopted:	TBD	Former Policy Number:	n/a
Revised:	N/A	Policy Category:	Human Resources
Subsequent Review Dates:	TBD	Pages:	1

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board believes that management employees play an integral role for ensuring that the district meets its goals articulated in the multi-year strategic plan, improvement plans for student achievement and all other operational plans.

Policy Statement:

It is the policy of the Board that the procedures that are place for the adjudication of leaves of absence for management employees are guided by:

- The terms and conditions of the employee,
- The best interests of the district,
- Principles of equity and fairness in the context of other employee groups, and
- The Employee Standards Act, the Ontario Human Rights Code and the Education Act.

Definitions

None

References

The Education Act
Employment Standards Act
Ontario Human Rights Code
Employee Terms and Conditions



Leaves of Absence for Management Employees AP 300.14

Procedure for:	Management Employees	Adopted:	TBD
Submitted by:	Chris N. Roehrig, Director of Education	Revised:	TBD
Category:	Human Resources		

Purpose

The purpose of this Administrative Procedure is to provide direction to all management employees regarding the process for seeking a leave of absence.

Responsibilities

Direction is given in this Administrative Procedure to the Director of Education (or designate).

Procedures

The Director of Education or designate shall be responsible for adjudicating all requests for leaves of absence for management employees.

1.0 Leaves Absence - General

The process for application and adjudication of management leaves of absences are articulated in each employee group's terms and conditions. Approvals for leaves of absence require the approval of the appropriate supervisory officer. Examples of leaves of absence that can exist in various management terms and conditions include:

- Personal Days
- Bereavement Leave
- Parental Leaves
- Compassionate Leaves
- Approved Board Business or Conference Leaves
- Statutory Leaves (e.g. Jury Duty, Subpoenas and Quarantines)
- Family Medical or Critically Ill Child Care Leaves
- Leaves of Absence Without Pay and
- Self-Funded Leaves of Absence.

2.0 Lengthy Leaves of Absence not Covered by Terms and Conditions or the Employment Standards Act

The Director shall consult¹ with the Board of Trustees regarding requests for leaves of absences that exceed two months and are not guided by employment standards or the employee's terms and conditions.

Definitions

Consult: to the extent that such consultation takes the form of a notice or report being provided by the Director of Education to the Board of Trustees, with an opportunity for Trustees to ask further questions or to make comments but avoiding placing restrictions on the Director of Education to approved the leave request. (Borden Ladner Gervais – April 2017)

References

The Education Act
Employment Standards Act
Ontario Human Rights Code
Employee Terms and Conditions

**REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC
DISTRICT SCHOOL BOARD POLICY COMMITTEE**

Prepared by: Chris N. Roehrig, Director of Education & Secretary
Presented to: Policy Committee
Submitted on: December 12, 2017
Submitted by: Chris N. Roehrig, Director of Education & Secretary

PRINCIPAL AND VICE-PRINCIPAL ASSIGNMENTS
Public Session

BACKGROUND INFORMATION:

As part of the regular review cycle for all policies and administrative procedures and as a product of terms and conditions discussions with principals and vice-principals, minor changes were required for the Administrative Procedure for principal and vice-principal assignments.

DEVELOPMENTS:

The changes to the administrative procedure work to align the appointment process with the Board policy on academic hiring, consider the input of the principals through terms and conditions discussions and are consistent with the regulations regarding consultation with school advisory councils.

RECOMMENDATION:

THAT the Policy Committee recommends that the Committee of the Whole refers the Principal and Vice-Principal Assignment Administrative Procedure to the Brant Haldimand Norfolk Catholic District School Board for receipt.



Principal and Vice-Principal Assignments AP 300.41

Procedure for:	Director of Education and Supervisory Officers	Adopted:	March 3, 2014
Submitted by:	Chris N. Roehrig, Director of Education	Revised:	April 18, 2017
Category:	Human Resources		

Purpose

The purpose of this Administrative Procedure is to provide clarification regarding the process for the Director of Education to follow in appointing vice-principals and principals to new or different schools/assignments.

Responsibilities

The Director of Education and designated Supervisory Officers shall follow this Administrative Procedure.

Information

The appointment/transfer of vice-principal and principals at the Brant Haldimand Norfolk Catholic District School Board shall reflect the needs of the Board, the school and the Catholic community and will consider the input of individual administrators.

Procedures

The decision to appoint a vice-principal or principal to a new or different school/assignment is made by the Director of Education and brought before the Board of Trustees **for approval**. The Director of Education shall consult with appropriate stakeholders prior to making a decision to transfer or appoint a vice-principal or principal. The Director of Education may transfer or **appoint** an administrator at any time based on the needs of the Board, the school and the Catholic community. Notwithstanding, the Director of Education or designate shall endeavour to follow the following process and timelines when appointing/transferring vice-principals and principals:

- Consider the input of senior administration prior to making administrative appointments/transfers.
- Gather feedback from school administrators regarding qualifications, skills/abilities, length of service, possible retirement dates, request for system assignments and general interests with respect to possible appointments/transfers (see Appendix A).
- Report to all administrators any pertinent developments throughout the year that are taking place in the transfer process.
- ~~Gather feedback from all local Catholic School Advisory Councils regarding the leadership needs of their school.~~
- Meet with each administrator to discuss potential transfers and possible substitutions of other duties for prep coverage and/or central office portfolios.
- Bring a report to the Board in May/June that indicates the administrator appointments/transfers for the upcoming school year.

Definitions – N/A

References – N/A



Principal/Vice-Principal Assignment Request Form for 20XX-XX

Name:		Date:	
Post-Secondary Degrees:			
Additional Qualifications:			
Other Relevant Qualifications:			
Years in Current Assignment (as of June of current year):		Non-binding anticipated retirement date:	
Request for Reassignment	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Indicate the reasons for your request.			
In the event you are being considered for an assignment change – indicate your preference.			
Other factors that should be taken into account when considering your assignment for next year.			
Interest in Central Office Portfolio Assignment	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If you answered 'yes' above - specify your area of interest (see possible portfolios below) and indicate the skills, qualifications and experience that you possess that lend themselves to such assignment.			

Potential Portfolios

- | | |
|--|--|
| <input type="checkbox"/> Brant Community Response Team | <input type="checkbox"/> First Nations, Métis, Native and Inuit Education |
| <input type="checkbox"/> Mathematics and/or Literacy Leadership | <input type="checkbox"/> Elementary Athletics, Eco Schools, Waste Audits |
| <input type="checkbox"/> Academic Staffing | <input type="checkbox"/> Board Leadership Development Strategy |
| <input type="checkbox"/> Innovative Think Spaces, Library Services and Educational Archives | <input type="checkbox"/> Safe and Accepting Schools, Haldimand Norfolk Crisis Table, Emergency Planning |
| <input type="checkbox"/> The Arts | <input type="checkbox"/> Special Education Staffing |
| <input type="checkbox"/> Renewed Mathematics Strategy / Technology Education Learning Initiative | <input type="checkbox"/> Policies and Administrative Procedure Review and training, Principal Tasks Calendar |
| <input type="checkbox"/> District Research Initiatives (MISA) | <input type="checkbox"/> New Teacher Induction Program |

Please complete and send to directoroffice@bhncdsb.ca by _____. Thank you!

Principal/Vice-Principal Assignment Request Form for 2017-18

Name:		Date:	
Post-Secondary Degrees:			
Additional Qualifications:			
Other Relevant Qualifications:			
Years in Current Assignment (as of June 2017):		Non-binding anticipated retirement date:	
Request for Reassignment		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Indicate the reasons for your request.			
In the event you are being considered for an assignment change – indicate your preference.			
Other factors that should be taken into account when considering your assignment for next year.			
Interest in Central Office Portfolio Assignment		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered 'yes' above - specify your area of interest (see possible portfolios below) and indicate the skills, qualifications and experience that you possess that lend themselves to such assignment.			

Potential Portfolios

- | | |
|--|--|
| <input type="checkbox"/> Brant Community Response Team | <input type="checkbox"/> First Nations, Métis, Native and Inuit Education |
| <input type="checkbox"/> Mathematics and/or Literacy Leadership | <input type="checkbox"/> Elementary Athletics, Eco Schools, Waste Audits |
| <input type="checkbox"/> Academic Staffing | <input type="checkbox"/> Board Leadership Development Strategy |
| <input type="checkbox"/> Innovative Think Spaces, Library Services and Educational Archives | <input type="checkbox"/> Safe and Accepting Schools, Haldimand Norfolk Crisis Table, Emergency Planning |
| <input type="checkbox"/> The Arts | <input type="checkbox"/> Special Education Staffing |
| <input type="checkbox"/> Renewed Mathematics Strategy / Technology Education Learning Initiative | <input type="checkbox"/> Policies and Administrative Procedure Review and training, Principal Tasks Calendar |
| <input type="checkbox"/> District Research Initiatives (MISA) | <input type="checkbox"/> New Teacher Induction Program |

Please complete and email to Jasmine Vorkapic by Friday, January 12, 2018. Thank you! 10 of 44

**REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC
DISTRICT SCHOOL BOARD POLICY COMMITTEE**

Prepared by: Chris N. Roehrig, Director of Education & Secretary
Presented to: Policy Committee
Submitted on: December 12, 2017
Submitted by: Chris N. Roehrig, Director of Education & Secretary

HIRING – ACADEMIC STAFF
Public Session

BACKGROUND INFORMATION:

As part of the regular review cycle for all policies and administrative procedures, minor changes were required for the Administrative Procedure for the policy on Hiring – Academic Staff.

DEVELOPMENTS:

The changes to the administrative procedure of the Hiring – Academic Staff policy ensure better alignment to the regulations regarding consultation with school advisory councils. While there are a number of requirements for consultation with school advisory councils, consultation regarding the appointment or transfer of principals is not one of them.

RECOMMENDATION:

THAT the Policy Committee recommends that the Committee of the Whole refers the Hiring – Academic Staff Administrative Procedure to the Brant Haldimand Norfolk Catholic District School Board for receipt.



**Brant Haldimand Norfolk
Catholic District School Board**

Policy: Hiring - Academic Staff

		Policy Number:	300.10
Adopted:	May 25, 2004	Former Policy Number:	n/a
Revised:	May 24, 2011, October 22, 2013	Policy Category:	Human Resources
Subsequent Review Dates:	TBD	Pages:	1

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board believes that in order to fulfill its Catholic mission statement, it must recruit, hire and promote qualified and certified teachers who are practicing Catholics with a demonstrated commitment to Catholic education

Policy Statement:

This policy applies to all candidates for employment in academic positions within the Board's schools and learning centers: teaching staff, positions of responsibility, principals and vice principals.

The Hiring Procedures – Academic Staff Policy will:

- Ensure all candidates for academic positions understand the principles that shall guide the hiring and promotion of academic staff,
- Give preferential consideration to qualified Roman Catholic applicants, in accordance with the *Ontario Human Rights Code*, and the historical right of Catholic school boards under the *Constitution Act, 1981* and the *Education Act*,
- ensure that the Board conducts a fair selection process to fill vacancies in academic positions based on Catholicity, qualifications, experience and merit, system needs, and consistent with Ministry regulations.

Glossary of Key Policy Terms:

Positions of Responsibility

Department Heads, Coordinators and Consultants.

References

Education Act, Sections 170(1) & 171(1), Regulation 274/12
Ontario Human Rights Code, Section 24(1)(1)
Constitution Act, 1981
Employment Standards Act
Ontarians with Disabilities Act
Pre-Employment Screening Policy
Religious Education Qualifications for Teaching Staff Policy (300.1)
Student Achievement and School Board Governance Act, 2009



**Hiring – Academic Staff
AP 300.10**

Procedure for: Senior Administrators, Principals/Vice-Principals

Adopted: May 25, 2004

Submitted by: Chris N. Roehrig, Director of Education

Revised: October 22, 2013; January 27, 2015;
April 28, 2015

Category: Human Resources

Purpose

The Brant Haldimand Norfolk Catholic District School Board recognizes that in order to fulfill its Catholic mission statement, it must recruit, hire and promote qualified and certified teachers who are practicing Catholics with a demonstrated commitment to Catholic education. The Board will ensure all candidates for academic positions understand the principles that shall guide the hiring and promotion of academic staff and will give preferential consideration to qualified Roman Catholic applicants, in accordance with the Ontario Human Rights Code, and the historical right of Catholic school boards under the Constitution Act, 1981 and the Education Act. The Board will also ensure that a fair selection process is conducted, as prescribed by Regulation 274/12, to fill vacancies in academic positions based on Catholicity, qualifications, experience and merit.

Information

This administrative procedure applies to the hiring of staff for teaching positions and principals and vice-principals.

Responsibilities

Superintendent of Education - Academic Staffing

- Approves internal and external postings for the hiring of teaching positions.
- Establishes interview committees.
- Approves the hiring, appointments and placement of teaching staff.
- Participates in interview committees for the hiring of principals and vice-principals.

Director of Education

- Approves the hiring and appointment of principals and vice-principals.
- Provides a written report to the Board of Trustees which identifies the successful candidate(s) to the principal/vice-principal position or pool, for Board approval.

Procedures

1.0 General

- 1.1 All external candidates must comply with the conditions outlined in the Pre-Employment Screening Policy.
- 1.2 With respect to interview committees, the leader of each committee shall consult with the Executive Manager/Manager of Human Resources or designate to ensure that all Hiring Recommendation forms, interview tools and hiring processes comply with collective agreements, the Employment Standards Act, applicable statutes and regulations (including but not limited to the Ontario Human Rights Code) and principles of fair and transparent hiring.



2.0 Teaching Positions

- 2.1 The placement of internal and external postings shall be approved by the Superintendent of Education – Academic Staffing and facilitated by a Human Resources Coordinator. The superintendent shall consult with the Executive Manager/Manager of Human Resources or designate regarding the content of all postings prior to approval.
- 2.2 The Superintendent of Education - Academic Staffing, shall establish interview committees to interview candidates and make hiring recommendations for teaching positions. This committee shall be comprised of at least two principals and may include any person the Superintendent deems fit.
- 2.3 The Superintendent of Education - Academic Staffing, shall approve the hiring and appointment of teaching staff.

3.0 Principals and Vice-Principals

- 3.1 The placement of internal and external postings shall be approved by the Director of Education and facilitated by a Human Resources Coordinator. The Director may consult with the Executive Manager/Manager of Human Resources or designate regarding the content of all postings prior to approval.
- 3.2 The Director of Education shall establish interview committees to interview candidates for the position of Principal or Vice- Principal. This committee shall consist of up to two trustees, a minimum of two superintendents of education, and the Director of Education or designate.
- 3.3 The Director of Education may consult with the Executive Manager/Manager of Human Resources or designate regarding the composition and substance of interview processes and all processes used to support the hiring of vice-principals and principals.
- 3.4 The Director of Education shall approve the hiring and appointment of principals and vice-principals.
- 3.5 The Director of Education shall then provide a written report to the Board which identifies the successful candidates to the respective Principal or Vice-Principal position(s) or pool, for approval by the Board of Trustees.
- 3.6 The Director shall assign successful candidates to the position of Principal or Vice-Principal based on needs of particular school communities, **the school council 'Principal Profile,'** input from the appropriate Superintendent of Education, the outgoing principal and consultation with trustees.
- 3.7 The Director of Education will assign Acting Principals and Vice-Principals to replace absent administrators, as required, and report such assignments to the Board. The Director will inform Trustees about principal/ vice-principal assignments on a timely basis.

Definitions

Teaching Positions

Includes all teachers covered by the OECTA collective agreements (including but not limited to classroom teachers, preparation teachers, French as a Second Language teachers, special education resource teachers, system teachers, department heads, student achievement leaders, consultants and coordinators).

References

Education Act, Sections 170(1) & 171(1)
Ontario Human Rights Code, Section 24(1)(1)
Constitution Act, 1981
Employment Standards Act
Ontarians with Disabilities Act
Ontario Regulation 274/12
Pre-Employment Screening Policy
Religious Education Qualifications for Teaching Staff Policy (300.01)

**REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC
DISTRICT SCHOOL BOARD POLICY COMMITTEE**

Prepared by: Michelle Shypula
Presented to: Policy Committee
Submitted on: December 12, 2017
Submitted by: Chris N. Roehrig, Director of Education & Secretary

**ADMINISTRATION OF ORAL MEDICATION TO STUDENTS
UNDER THE AGE OF 18**

Public Session

BACKGROUND INFORMATION:

Policy/Program Memorandum (PPM) 81 was issued July 19, 1984 requiring all school boards to develop policies and procedures for the administration of prescribed oral medication. As part of the regular review of all Board policies and administrative procedures, the Administration of Medication to Students policy was subject to review.

DEVELOPMENTS:

The Administration of Oral Medication to Students Under the Age of 18 was revised in consultation with a number of stakeholders including Senior Administration, School Administration and parents. There were minor revisions to this policy and administrative procedure. In accordance with PPM 81, the policy contains the following components:

- That such procedures be applied only to those services, requested by the parent/guardian and prescribed by a physician or other health care professional, which must be provided during school hours;
- That the parent/guardian and the medical profession will work with the individual school to ensure appropriate measures are in place to facilitate the safe and proper use and administration of the medication; and
- That the oral medication be administered in a manner which allows for sensitivity and privacy and which encourages the student to take an appropriate level of responsibility for his or her medication.

This Policy and Administrative Procedure was vetted by all Elementary and Secondary Administrators, Student Achievement Leads, Regional Catholic Parent Involvement Committee Chair, Union Presidents and the Student Trustee.

RECOMMENDATION:

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Administration of Oral Medication to Children Under the Age of 18 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Policy: Administration of Oral Medication to Students Under the Age of 18

	Policy Number: 200.19
Adopted: April 24, 2001	Former Policy Number: n/a
Revised:	Policy Category: sample category
Subsequent Review Dates: 1231456	Pages: 1231456

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board believes that all persons are created in God’s image. Every individual has an inherent and immeasurable worth and dignity. Each human life is considered sacred. We are committed to promoting school environments that are safe, inclusive and provide opportunities for each student to reach his or her fullest potential. While the Board believes that parents/guardians and the medical profession are primarily responsible for the administration of oral medication, it recognizes that a designated staff member(s) appointed by the Principal may need to administer oral medication that is prescribed by a physician or other health care professionals.

Policy Statement:

It is the policy of the Board that procedures are established for the administration of prescribed oral medication that is required during the school day. These procedures include the following:

- That such procedures be applied only to those services, requested by the parent/guardian and prescribed by a physician or other health care professional, which must be provided during school hours;
- That a request for the service and the authorization to provide such service be made in writing by the parent/guardian and the physician or health care professional, specifying the medication, the dosage, the frequency and method of administration, the dates for which the authorization applies and the possible side effects, if any;
- That the parent/guardian and the medical profession will work with the individual school to ensure appropriate measures are in place to facilitate the safe and proper use and administration of the medication;
- That the storage and safekeeping requirements for any labelled medication be stated;
- That a record of administration be maintained which includes the student’s name, date, time of provision, dosage given, name of person administering, etc.;
- That the telephone numbers of parent/guardian and physician be readily accessible in the school; and
- That the oral medication be administered in a manner which allows for sensitivity and privacy and which encourages the student to take an appropriate level of responsibility for his or her medication.

Roles and responsibilities to implement these policy requirements are noted in the Administration of Oral Medication to Students Administrative Procedure.

Glossary of Key Policy Terms:

Prescribed Oral Medication

- For the purposes of this policy and administrative procedure, oral prescription medication is defined as medication to be taken orally as a result of a prescription given by a properly authorized physician or health care professional authorized to prescribe medication, and which is prescribed to a student for a specified period of time.

References

- The Education Act
- Ministry of Education Policy/Program Memorandum No. 81 Provision of Health Support Services in School Settings, 1984
- Educational Field Trips and Excursions: 500.01



**Administration of Oral Medication to Students Under the Age of 18
AP 200.19**

Procedure for:	Principals/Vice-Principals	Adopted:	April 24, 2001
Submitted by:	Michelle Shypula, Superintendent of Education	Revised:	*****
Category:	Students		

Purpose

The Brant Haldimand Norfolk Catholic District School recognizes that certain students may require the administration of oral medication while in attendance at school or school-related activities. Oral medication that is to be administered during the school day on either a daily basis or in response to certain medical conditions must be prescribed by a physician or other health care professional and must follow the procedure as laid out by this policy.

Responsibilities

Superintendent of Education will:

- Perform a regular review of administrative procedures to ensure guidelines align with current best practice recommendations for the administration of medication.
- Monitor the implementation of this procedure.

Principal/Vice Principal will:

- Implement and monitor the administrative procedure.

Teachers and support staff will:

- Ensure the administrative procedure is followed.

Information

The Brant Haldimand Norfolk Catholic District School Board will be responsible for the administration of prescribed oral medication where such medication has been prescribed by a physician or health care professional for use during school hours. Some oral medication must be administered on a regular basis, while others must be used only when required. The Management of Students with Asthma Policy and Administration Procedure 200.05 provides direction for students requiring asthmatic inhaler medication.

Certain students must receive, according to a regularly prescribed schedule, specific oral medication in order to have the opportunity to attend school and receive an education. Complex medical assistance for students shall be provided through a Community Care Access Centre. The Ministry of Education continues to manage local school boards with the responsibility of administering oral medication to students.

The provision of health support services shall be shared among the Ministry of Community and Social Services, Education and Health. Responsibility for the direct provision of these services at the local level will be shared by the agencies operating under the Ministry of Community and Social Services, Brant Haldimand Norfolk Catholic District School Board and the Community Care Access Centre.

Procedures

The procedures which follow have been developed to provide a uniform approach to administering prescribed oral medication to students during school hours. The school will not administer non-prescription medication.



All authorization for the administration of prescribed oral medication shall expire as of the last school day in any given school year unless terminated at an earlier date.

If a request for the administration of prescribed oral medication is received by the principal, s/he will designate a staff member(s) to administer medication to students. It is understood that when a request is being made for school staff to administer prescribed oral medication, that said staff are not medical professionals. The staff will make every effort to ensure that prescribed oral medication is administered in an appropriate manner at the times requested. Liability is naturally a concern for staff involved in this procedure. As agents of the Board, all staff members are covered by Board's liability insurance.

Procedures relative to the administration of prescribed oral medication shall only be adopted when:

- requested by the parents/guardians;
- authorized by a physician or health care professional; and
- must be administered during school hours.

Please note: staff will be required to only administer prescribed oral medication, not to assess the need for medication.

1.0 Administration of Prescribed Oral Medication

The administration of prescribed oral medication to students shall be regulated by the following procedures:

1.1 Explore Alternatives

- The principal shall, upon receipt of the request, ensure that the prescribed oral medication cannot be administered at home rather than at school;
- Administered at the school by the parents/guardians; or
- Administered at the school by a person other than a school staff member, who is authorized by parents/guardians (e.g. alternate caregiver).

1.2 Authorization

If the prescribed oral medication must be administered during school hours by designated staff, the principal shall, after agreeing to the request, obtain signed request/authorization forms from the parents/guardians and the supervising physician or health care professional, whenever a prescription is initiated or changed. (Appendix A – Authorization for Administration and Storage of Prescribed Oral Medication Part A and Part B) Completed forms are to be placed in the Documentation File of O.S.R. and old forms are to be destroyed.

1.3 Transportation of Medication To and From School

The required authorization forms and the prescribed oral medication shall be hand delivered by the parents/guardians to the principal or designated person.

1.4 Safe Location for Medication

The principal shall ensure that all oral medication is kept in a safe, secure location. All medication shall be in original containers and clearly labeled by the pharmacy/physician or manufacturer to indicate:

- Name of student;
- Name of medication;
- Dosage;
- Frequency of administration;
- Foods or other medications that could react with the drug;
- Special instructions for storage and/or disposal.

Note: Medication requiring refrigeration cannot be stored at the school unless a refrigerator in working order is available and located in a safe/secure area.

1.5 Recording Administration of Prescribed Oral Medication

(Appendix B – Individual Student Log of Administered Oral Medication)



The principal shall ensure that the person(s) designated to administer the prescribed oral medication maintains a daily record including:

- Type of oral medication;
- Dosage;
- Date given;
- Time given;
- Means of administration/specific instructions (spoon, dropper, taken with food etc.);
- Physical description of the medication (e.g. pill, liquid, etc.); and
- Signature (daily) of person giving medication.

Individual Student Log of Administered Prescribed Oral Medication forms shall be secured with the medication. Completed forms shall be appropriately disposed of after August 31 of each school year.

The principal shall establish and maintain, in the school office, a central office health file with an up-to-date list of students receiving medication (Appendix C - Oral Medication Inventory Record).

1.6 Administration of Medication

The principal, with the written authorization of the parents/guardians and physician, will ensure that medication is administered in a manner which allows for sensitivity, privacy and which encourages a mature student to take an appropriate level of responsibility for administering his/her own medication.

1.7 Community Health Nurse

The principal will ensure that the Community Health Nurse or appropriate public health official has access to the School's Medication Inventory Record.

1.8 Disposal of Medication

The principal shall return unused or outdated medication directly to the parents/guardians. Medication requests will terminate June 30th of every school year.

1.9 Field Trips

As indicated on the field trip permission form (see Brant Haldimand Norfolk Catholic District School Board's Policy and Procedure on Field Trips 500.01), the principal or designate shall ensure that medication procedures are followed, where appropriate, while students are participating in field trip activities. Parents will inform the school of any medication requirements beyond the regular school day.

2.0 Appendices

- 2.1 Appendix A: Authorization for Administration and Storage of Prescribed Oral Medication
- 2.2 Appendix B: Student Log of Administered Oral Medication
- 2.3 Appendix C: Medication Inventory Record

Definitions – N/A

References

- The Education Act
- Ministry of Education Policy/Program Memorandum No. 81 Provision of Health Support Services in School Settings, 1984
- Educational Field Trips and Excursions 500.01



**AUTHORIZATION FOR ADMINISTRATION AND STORAGE OF PRESCRIBED ORAL
MEDICATION**

PART A

To be completed by attending physician or health care professional

(Please type or print)

STUDENT'S NAME:		TEACHER'S NAME:	
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1.	<ul style="list-style-type: none"> a) Oral Medication Prescribed: b) Method of Administration: (e.g. pill, liquid) c) Dosage: d) Time(s) of Administration:
2.	Must medication be taken during school hours?
3.	Possible side effects of medication:
4.	Action to be taken should a reaction occur:
5.	Allergies which should be noted:
6.	Additional/special instructions (e.g. storage of medication, to be taken with food etc.)
7.	Expected date of discontinuation of medication:

Physician's Name: _____ Telephone: _____

Address: _____

Physician's/Health Care Professional Signature: _____ Date: _____



**AUTHORIZATION FOR ADMINISTRATION AND STORAGE OF PRESCRIBED ORAL
MEDICATION**

PART B

To be completed by Parent/Guardian

This is to authorize the administration of the medication(s) prescribed as mentioned by the attending physician or health care professional for:

Student's Name: _____ Date of Birth: _____

School: _____

Medic Alert I.D. Yes No

I/we hereby release the Brant Haldimand Norfolk Catholic District School Board, its employees and agents from all actions, causes of action, suits, losses, damages or injuries howsoever caused, by negligence or otherwise, arising out of the administration or failure to administer prescribed oral medication as provided herein. I/we also agree to indemnify the Board, its employees or agents for any losses or damages sustained by them as a result of any such actions, or proceedings being commenced against them.

Parents/Guardian's Signature: _____ Date: _____

Note:

Parents/Guardians are to provide PRESCRIBED ORAL MEDICATION in original CONTAINERS that are PROPERLY LABELLED by a Pharmacist indicating the STUDENT'S NAME AND ADMINISTRATION/STORAGE DIRECTIONS.

The prescribed oral medication will be delivered, according to an agreed schedule and amount to the Principal or designated person for safe keeping, unless otherwise determined.

In case of **EMERGENCY**, the contact person is:

Name: _____ Telephone: _____

Relationship: _____

**To be placed in Documentation file of O.S.R. (remove any old/outdated copies)
There should be one form completed for each prescription medication**

A new form is required: a) at the initiation of this process; b) at the beginning of each school year; c) when medication changes.

Notice of Collection: Personal information contained on this form is collected under the legal authority of the Education Act, R.S.O. 1990, c.M.56. The information will be used to determine the authorized method for administration and storage of prescribed oral medication. Questions regarding the collection of this information should be directed to the Principal of the school.



STUDENT LOG OF ADMINISTERED PRESCRIBED ORAL MEDICATION

STUDENT: _____

SCHOOL: _____ **YEAR:** _____

Medication	Description of Medication (e.g. pill, liquid)	Specific Administration Instructions (e.g. with food)	Dosage	Date	Time	Signature of person administering

To be stored in Office Health File and appropriately disposed of after August 31st of each school year



PRESCRIBED ORAL MEDICATION INVENTORY RECORD

SCHOOL: _____ **YEAR:** _____

Student's Name	Medication	Date Received	Quantity	Received by (initials)	Date Returned	Quantity	Returned by (initials)

To be placed in Office Health File



Policy: Transportation of Students

		Policy Number:	400.19
Adopted:	May 25, 2010	Former Policy Number:	N/A
Revised:	November 22, 2016	Policy Category:	Operations
Subsequent Review Dates:	TBD	Pages:	1

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board (Board) has a responsibility to provide pupil transportation services that are safe, efficient and economical through the Student Transportation Services of Brant Haldimand Norfolk (STSBHN), a consortia of the Brant Haldimand Norfolk Catholic District School Board, the Grand Erie District School Board and the Conseil Scolaire de District Catholique Centre-Sud.

Policy Statement:

It is the policy of the Board to supply transportation services, to and from school, to the students enrolled in its schools in accordance with the guidelines outlined in this policy and the procedures endorsed by the Governance Committee Board of Directors of the STSBHN. The Board reserves the right to withdraw transportation services at any time.

The Board will take all reasonable precautions to ensure that all aspects of the transportation system comply with appropriate Acts, Regulations and Safety Standards. The Board will cooperate with provincial and local police departments in all matters related to school bus safety.

Glossary of Key Policy Terms:

Hazardous

A situation with the potential to cause possible harm, loss or injury to life, health, property or environment.

Courtesy Rider

A student who does not qualify to receive transportation services, but who has been able to secure an empty seat on a bus during a current school year.

Central Pick-Up Point

Central locations for the loading/unloading of students from a school bus.

Transfer Point

locations where students transfer from one school bus to another.

References

Education Act
Highway Traffic Act



Transportation of Students AP 400.19

Procedure for:	Student Transportation Services	Adopted:	May 25, 2010
Submitted by:	Superintendent of Business & Treasurer	Revised:	November 22, 2016
Category:	Operations		

Purpose

To provide clarity on which students of the Board shall receive transportation services through the Student Transportation Services Brant Haldimand Norfolk (STSBHN).

Responsibilities

STSBHN Staff

- Plan and monitor the daily operators of the services provided to ensure that they meet the rules as set out in this procedure.

Principals and School Administration

- Follow the rules and expectations as set out in this procedure in order to assist STSBHN in ensuring safe and reliable provision of services.

Information

Student Transportation Services Brant Haldimand Norfolk (STSBHN) is a separate legal entity owned and operated by three local school boards. STSBHN was created to create, implement and manage efficient home-to-school and school-to-school transportation services for students enrolled at BHCNDSB, GEDSB and CSDCCS.

Procedures

1.0 Eligibility of Transportation

To be eligible for transportation service, a student must:

- 1.1 Be registered in and attending a school operated by the Board or be a student for whom the Board is responsible for under agreement with another board or agency.
- 1.2 Reside in the attendance area for the assigned school.
 - 1.2.1 The maximum walking distance for elementary school students living in urban areas shall be 1.6 kilometers and the maximum walking distance for secondary school students living in urban areas shall be 3.2 kilometres. The maximum walking distance for students living in rural areas shall be 0.8 kilometres. All distances are to be calculated by the software utilized by STSBHN.
 - 1.2.2 Additionally, a student may be eligible for transportation if the Superintendent of Education assigns a student to attend a school for the purpose of receiving a program of studies not available at the school in the student's home attendance area. If the student is withdrawn from the program, transportation will be withdrawn.
- 1.3.1 The walking route is determined by STSBHN to be hazardous based on their review and assessment procedure.



1.3.2 The Superintendent of Education, in consultation with the STSBHN, will render decisions with regards to medical requests that are not short-term in nature as per the process established in STSBHN's procedures.

1.3 The Superintendent of Education responsible for Special Education, or designate, will approve transportation for students with special needs.

1.4 The student has been designated a *courtesy* rider under the procedures of the STSBHN.

2.0 Transportation Appeals

2.1 Requests for exceptions to the Policy should be directed to the Manager of STSBHN.

2.2 Requests to the Manager of STSBHN must be made in writing by the parent and are to detail all information the parent wishes considered.

3.0 Loading and Unloading

3.1 Where reasonable and efficient, buses will arrive at schools not earlier than 30 minutes before the regular start of the school day.

3.2 Where reasonable and efficient, buses will depart from schools not later than 30 minutes after the regular dismissal time.

3.3 Where reasonable and safe, students will not be required to walk more than 0.8 kilometers from the intersection of his/her driveway and the road to his/her pick-up point.

3.4 Where houses are grouped together, and a safe stop location exists, students will be required to meet at a central pick-up point.

3.5 Exceptional circumstances aside, no student will be discharged from a bus at a transfer point until all of the transfer buses have arrived.

4.0 In Transit

4.1 Elementary students will spend no more than 60 minutes on the bus each way on regular routes serving their home school, except in unusual circumstances.

4.2 Secondary students will spend no more than 75 minutes on the bus each way on regular routes serving their home school, except in unusual circumstances.

4.3 Students will not ride on more than two buses while travelling to or from school.

4.4 Elementary and secondary students may be transported on the same bus at the same time.

4.5 The number of students on a school bus will not exceed the manufacturer's capacity for that vehicle. Students in Grades 9-12 shall be counted as 1.5 students when determining the bus capacity. The loading of a bus may be altered from the manufacturer's recommended capacity based on average anticipated ridership.

4.6 Students are not permitted to travel on a bus while standing.

4.7 Video cameras may be used on school buses for the purpose of promoting proper behaviour and safety of students on the bus.



5.0 Requests to Travel on an Alternate Bus on a Regular Basis

The following conditions will be reviewed by STSBHN when a request for a student to travel on an alternate bus on a regular basis has been received:

- 5.1 Completion of the STSBHN prescribed form.
- 5.2 The student must be eligible for bus transportation from their home address.
- 5.3 Alternate bus transportation will not be provided for out-of-area students, except as indicated in Section 1.0, Eligibility for Transportation.
- 5.4 The alternate bus does not exceed capacity.
- 5.5 The alternate bus requested is part of a regularly-scheduled route.
- 5.6 Approval to travel on an alternate bus on a regular basis will be granted for the current school year only and requests must be made, in writing, annually to STSBHN.
- 5.7 Requests to travel on an alternative bus on a regular basis may not be granted during the month of September. This will allow STSBHN to assess bus capacity and to make changes to bus routes during the first few weeks of the school year.

6.0 Transporting Equipment

- 6.1 Items considered dangerous to public safety and peace must not be transported on school busses (i.e., firearms, weapons, etc.).
- 6.2 Subject to the following conditions, equipment recommended to support school programs may be carried on a bus provided:
 - 6.2.1 The bus driver determines there is enough space on the bus and that the item is not a hazard will not hinder the emergency evacuation process or could become a projectile during the course of the trip. It is recommended that approval is obtained from the school principal, the bus operator and STSBHN prior to transporting equipment.

Definitions

Hazardous

A situation with a reasonable potential to cause harm, loss or injury to life, health, property or environment damages.

Courtesy Rider

A student who does not qualify to receive transportation services, but who has been able to secure an empty seat on a bus during a current school year.

Central Pick-Up Point

Central locations for the loading/unloading of students from a school bus.

Transfer Point

locations where students transfer from one school bus to another.

References

Education Act

Highway Traffic Act



Policy: Community Use of Schools

		Policy Number:	400.05
Adopted:	September 9, 2003	Former Policy Number:	n/a
Revised:	March 28, 2006; June 28, 2011; June 24, 2014	Policy Category:	Operations
Subsequent Review Dates:	TBD	Pages:	1

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board believes in building positive relationships and partnerships with our parishes, parents and the community at large. The Board acknowledges that educational facilities are an integral part of the community and, as such, add to the spiritual, educational, recreational and social development of all who share them. It is the intent of the Board to have its facilities used in the best interests of the community, including facilitation of community partnerships, when they are not required for school use. The use of facilities must be complementary to the goals and beliefs of the Board.

Policy Statement:

The Brant Haldimand Norfolk Catholic District School Board criteria regarding community use of schools are as follows:

- Use of facilities by community groups must not interfere with school programs.
- The Board must not incur any liability or contingent liability on behalf of any permit holder.
- The use of a facility by a permit holder, other than non-profit groups, parishes or the Board and its schools, must be rented on a cost-recovery basis.
- Security of school property and safety of children must never be compromised.
- The Board shall not compete with private or municipally-owned facilities and encourages facility utilization where it is in the best interest of the community and when such facilities are not required for school use.
- The Board reserves the right to review the status and supporting documents, including financial statements, of any community member or group, including City of Brantford affiliates and Municipal affiliates, that benefit by participating in any process or agreement, which makes reference to this policy. Should the Board not be satisfied that the documentation supports the status, including affiliation, the Board has the right to refuse the benefit provided by the process or agreement.
- The Board reserves the right to approve or deny any permit.

Glossary of Key Policy Terms:

Cost Recovery

Cost recovery is the practice of establishing and collecting user fees for services.

Facilities

Rental facilities include secondary school classrooms, gymnasiums, cafeterias, lecture halls libraries and outside areas; such as sports fields and parking lots.

References:

Education Act, R.S.O. 1990, Section 301(3.1), Code of Conduct

If a school board enters into an agreement with a third party with respect to rental of school space, the school board must include in the agreement a requirement that the other party follow standards that are consistent with the provincial Code of Conduct, in accordance with subsection 301(3.1).

Ministry of Education: Community Use of Schools, Program Principles



Community Use of Schools AP 400.05

Procedure for:	All Staff, Community Members	Adopted:	September 9, 2003
Submitted by:	Superintendent of Business & Treasurer	Revised:	March 28, 2006; June 28, 2011;
Category:	Operations		June 24, 2014, August 19, 2015

Purpose

The purpose of the Administrative Procedure for Community Use of Schools is to establish guidelines and procedures for all staff and members of the community for the use of school facilities.

Responsibilities

Principal

It is the responsibility of the school principal to:

- Input all school-sanctioned events, before June 1st of each school year, into the School's online calendar so that community groups are aware of the availability of school facilities.
- Approve or deny permits, within three working days, for the use of facilities in their school by community groups.
- Verify permits in the School online calendar, as required.
- Monitor, where possible, community members and groups to ensure adequate supervision is maintained at all times.
- Ensure, where possible, that youth participants do not enter the rental space before the adult supervisor arrives.
- Ensure, where possible, that adult supervisors remain at the rental space until all participants have left the space.
- Ensure that exterior doors are not propped open.
- Approve or deny requests for the use of gymnasium equipment, other than basketball nets and volleyball standards and for the use of audio visual and / or sound equipment. If such requests are approved by the principal, these specific items will be left in the gymnasium or rental space by the principal or designate.
- Ensure that permit holders adhere to the regulations and conditions for use as established in the Board's Community Use of Schools policy and administrative procedures. Contact the Plant Assessment & Community Use Secretary to report infractions.

Plant Assessment & Community Use Secretary

It is the responsibility of the Plant Assessment & Community Use Secretary to:

- Ensure that online bookings by community groups are complete and meet the regulations and conditions for use as established in the Board's Community Use of Schools policy and administrative procedures, i.e., validation of insurance, Party Alcohol Liability (PAL) insurance, licensing, payment for use of facilities, etc.
- Ensure, before June 1st of each school year, that all areas of the online booking system are configured, updated and consistent with the Board's Community Use of Schools policy and procedures, i.e., calendar year, excluded dates, permit types, space types, costs / subsidies, equipment, notifications, comments, frequently asked questions, etc.
- Respond to inquiries and questions regarding the use / rental of Board-owned facilities.
- Respond to inquiries and questions regarding the use of the Board's online booking system.
- Approve or deny the initial request to book a school facility.
- Ensure that permit holders have correctly stated their *Permit Type* and make changes / corrections where necessary. In the case of a permit type discrepancy, the Plant Assessment & Community Use Secretary's decision is final.
- Allocate custodians, as required, to open / close a school, to flush water at a school, to set-up and clean the space used by the permit holder, etc.
- Allocate fees / discounts, as required, to permit holders, i.e., application fees, rental fees, multiple usage discounts, cancellation fees, security card fees, permit change fees, etc.



- If a custodian is not present in the school during the booking, ensure that the permit holder is issued a security card to enter a school at the allotted days / times of a booking and ensure that the permit holder is able to alarm the school at the end of the booking.
- Approve custodian time sheets or online submissions, as required, for time required to open / close a school, to water flush a school, to set-up and clean the space used by the permit holder, etc.
- Ensure adherence to the regulations and conditions for use as established in the Board's Community Use of Schools policy and administrative procedures and take necessary action, as required, i.e., discuss infractions, issue warnings, administer fees, cancel bookings, cancel permits, deny bookings.

Custodian

It is the responsibility of the custodian to:

- Verify permits in the School online calendar, as required, noting space required, dates / times, special instructions, permissions for the use of other gymnasium equipment or audio visual and sound equipment, etc.
- Ensure the care and protection of school property while bookings are in progress.
- Set-up rental spaces as required by the permit holder and ensure that rental spaces are left in a clean orderly fashion by the permit holder.
- Assist the permit holder during their booking, as required.
- Ensure that youth participants do not enter the rental space before the adult supervisor arrives.
- Ensure, where possible, that adult supervisors remain at the rental space until all participants have left the space.
- Ensure that exterior doors are not propped open.
- Monitor, when possible, community members and groups to ensure adequate supervision is maintained at all times.
- Ensure that permit holders adhere to the regulations and conditions for use as established in the Board's Community Use of Schools policy and administrative procedures. Contact the Plant Assessment & Community Use Secretary to report infractions.

Manager of Facilities & Construction Projects

It is the responsibility of the Manager of Facilities & Construction Projects to:

- Advise, the Plant Assessment & Community Use Secretary, before May 1st or as soon as it is known, of any Board facility, which cannot be rented due to construction or renovations, major repairs or maintenance, or unforeseen incidents, i.e., flooding, fire, gas leak, absence of heat, hydro or water, which could compromise the safety of permit holders.
- Approve or deny all additions or alterations to any part of a Board-owned structure, which are noted in the Online Application.

Permit Holder

It is the responsibility of the permit holder to:

- Adhere to the regulations and conditions for use as established in the Board's Community Use of Schools policy and administrative procedures. Failure to do so could result in the cancellation of the permit(s).
- Complete an Online Application to rent Board-owned facilities.
- Refer to the Community Group Categories and Fee Schedule (Appendix A) to determine rental fee and other costs (if applicable).
- Make new permit requests at least 14 days prior to the first date of the activity. If the request is not made within this period of time, the Board cannot ensure that final approval of the booking will be granted before the first date required.
- Forward a valid Certificate of Insurance and proof of licensing (where applicable) to the Plant Assessment & Community Use Secretary prior to the date of the start of the permit or purchase insurance through the Online Application process.
- Provide payment when the permit has received final *Approval*.
- Request a security card(s), if required, to access a Board-owned facility / arm the security system through the Online Application.
- Ensure that bookings are accurate so that Change Permit Fees are not charged.
- Cancel bookings, at least seven days before the booking date, so that Cancellation Fees are not charged.



- Assume full responsibility for the acts and conduct of all persons admitted to the premises while their booking is scheduled.
- Ensure that participants and spectators, siblings, etc., remain within the designated rental space.
- Ensure that all participants and spectators leave the rental space before the end time of the booking.
- Ensure that adequate adult supervision is maintained in all rental spaces, i.e., when many areas are used, an adult supervisor must be present in each of the areas.
- Ensure that youth participants do not enter the rental space before the adult supervisor arrives.
- Ensure that adult supervisors remain at the rental space until all participants have left the space.
- Ensure that exterior doors are not propped open.
- Report all critical injuries to the Board's Disability Management & Safety Coordinator immediately after the incident at 519-756-6505. A critical injury is an injury of a serious nature that places life in jeopardy, produces unconsciousness, results in a substantial loss of blood, involves the fracture of a leg or arm, involves the amputation of a leg, arm, hand or foot, consists of burns to a major part of the body or causes the loss of sight in an eye.
- Be responsible for all damages incurred while their booking is scheduled. This shall also include reimbursement of costs to repair damage caused to the Board's fields and play spaces.
- Ensure that the rented space used is left in the same, or better, condition than when the booking began.

Information

School board facilities may be used for any function, except those not deemed to be acceptable by the Director of Education, Superintendent of Business & Treasurer, the principal or designate. Except for use as Polling Stations during elections, schools shall not be used for partisan political events, except those approved by the Board of Trustees. The Brant Haldimand Norfolk Catholic District School Board shall make available to the public; facilities and premises for all educational or lawful purposes, which are consistent with the teachings of the Roman Catholic Church. The use of facilities must be complementary to the goals and beliefs of the Board. The use of facilities by any permit holder must not interfere with school programs.

Procedure

The Brant Haldimand Norfolk Catholic District School Board has a tiered approval system through the online Community Use of Schools Program.

Community groups must complete an Online Application to use school facilities. Applications should be submitted at least two (2) weeks in advance of the activity.

1. A new user to the online booking system should create an account, complete all required information and login.
2. An email will then be forwarded to the email address provided when you created an account to activate your account. If you are requesting a new permit as part of a larger community group with several permit holders, the email message may be forwarded to the "leader" of your community group to verify your role within that community group.
3. Once your account has been activated, you are then able to create a new permit.
4. Please complete all required information regarding the new permit, i.e., category, date(s), time(s), reoccurrences, school, spaces to be used, event supervisors, special instructions, comments to the custodian, etc. and save and close your permit.
5. Review the permit once again for accuracy, i.e., correct dates / times, etc., so that you do not incur Change Permit Fees after the permit has received final approval and has been locked.
6. Once your permit has been saved, it will be placed in a *pending* category.
7. The Plant Assessment & Community Use Secretary will then review the booking to ensure that all details are complete, i.e., there are no conflicts regarding the category, date(s), time(s) or space(s) required, review permit costs and include any additional costs regarding, extra custodial time, insurance, water flushing, etc., include comments regarding special instructions or comments for the custodian or permit holder and approve or deny the booking.
8. If the permit is denied, the Plant Assessment & Community Use Secretary must provide a reason for the denial in the comments section for the permit holder.



9. If the permit is approved by the Plant Assessment & Community Use Secretary, details regarding the booking will then be forwarded to the principal of the school where the booking will occur.
10. The principal will then review the booking, make any comments, if required, and approve or deny the booking.
11. If the booking is denied, the principal must provide a reason for the denial in the comments section for the permit holder.
12. If the permit is approved by the principal, it will then be forwarded back to the Plant Assessment & Community Use Secretary for final review and approval.
13. The Plant Assessment & Community Use Secretary will grant final approval only when all information is completed, a valid Certificate of Insurance has been obtained and proof of licensing (where applicable) has been received from the permit holder. Payment is due upon approval of the permit.
14. Once the permit has received final approval, an email will be forwarded to the permit holder informing them that their permit has been *approved and locked*.
15. When a permit has been approved and locked, the permit holder is no longer able to make changes to the permit. Permit changes can only be made by the Plant Assessment & Community Use Secretary and applicable Change Permit fees will be apply.

Conditions of Use

Hours of Community Use

- Regular School Days: Monday to Friday from 6:00 p.m. to 10:00 p.m.
- Weekend Use: Saturday and Sunday from 8:00 a.m. to 6:00 p.m.
- Inclement Weather: All permits will be cancelled during periods of inclement weather.

General

- Permits are not transferable.
- Permits are valid for the current school year only and new applications must be made on an annual basis; beginning July 1st.
- Applications for the following school year (the first Monday following Labour Day in September until June 30th) can be submitted online as of July 1st. New applications submitted prior to July 1st will be denied.
- Permits will not normally be issued during statutory holidays, professional development days or during Christmas holidays and March Break (this includes the weekends before and after Christmas holidays and March Break).
- Permits will not normally be issued during the months of July and August; due to annual maintenance of schools and vacation schedules of staff members.
- Permits will not be issued during the last two weeks of August.
- The Board will consider granting permits on unavailable days on a case-by-case basis.
- Outdoor fields are generally available for booking during the months of April to September. Assumption College School and St. Basil Catholic Elementary School fields can be booked directly through Brantford Parks & Recreation at 519-756-1500. Outdoor field use is subject to the conditions of the field and may be impacted by the weather and soil conditions. Start dates for field use may be delayed, or field use may be disrupted or prohibited, until field conditions are restored.
- Permits will not normally be issued for events such as weddings, baby / wedding showers, "buck & doe's", birthday parties, family celebrations / parties, large community events / festivals, etc., unless written consent has been granted by the Director of Education or designate.
- Custodial staff are on duty for the care and protection of school property. They are not permitted to act as supervisors of an activity in progress.
- Permits will be cancelled when schools are closed due to inclement weather or for reasons beyond the control of the Board. Notice of cancellation will be provided as quickly as possible in each situation.
- Normally, a school shall be opened and closed by the principal or a caretaker. If neither the principal nor the caretaker is available, a designate may be appointed by the principal. Where the principal appoints a designate to perform this function, the designate shall be a responsible person over the age of 18 years.
- All inquiries, concerns and / or complaints should be directed to the Plant Assessment & Community Use Secretary at cus@bhncdsb.ca.
- A permit holder can check the status of their permit by using the Board's Online Booking system at any time.



Excluded Dates

- Typically, permits will not be issued during statutory holidays, Easter Monday, professional development days or during Christmas holidays and March Break (this includes the weekends before and after Christmas holidays and March Break).
- From time-to-time, permits will not be issued at Board-owned facilities when construction or renovations are underway, when major repairs or maintenance have been scheduled, or unforeseen incidents have occurred, i.e., flooding, fire, gas leak, absence of heat, hydro or water, which could compromise the safety of permit holders.
- Typically permits will not be issued during the months of July and August; due to annual maintenance of schools and vacation schedules of staff members.
- Permits will not be issued during the last two weeks of August.
- A limited number of Board-owned facilities may be available for rental during the excluded dates above.

Booking Restrictions

- Beginning June 1st and ending September 15th, permit holders may submit, for approval, no more than two bookings per week per rental facility to ensure all community members and groups equal opportunity to access Board-owned facilities.
- Beginning September 15th, permit holders may submit, for approval, additional bookings per week per rental facility.

Priority Booking

Permits will be approved using the following priority sequence:

1. Board, school, Catholic Church and Catholic service organization permits.
2. Historical permits.
3. City of Brantford and Neighbourhood Association permits.
4. Affiliated groups' permits and all other community use permits.

Liability and Insurance

- The Board is not responsible for personal injury or damage, or for the loss or theft of clothing and equipment, for individuals attending an event on the invitation of the applicant. This also applies to the use of parking lots and play fields. The permit holder agrees to indemnify and save harmless the Board from any action or claim against it as a result of the use of facilities by the user.
- All permit holders must supply and provide proof of valid insurance. Permit holders must forward a Certificate of Insurance, in the amount of \$2 million, naming the *Brant Haldimand Norfolk Catholic District School Board* as an additional insured on the policy.
- The Board will purchase insurance for permit holders who are unable to provide a Certificate of Insurance. The cost of insurance will be reflected in the permit.
- The Permit Holder agrees to assume full responsibility for the acts and conduct of all persons admitted to the premises.
- The Permit Holder agrees to release the Board from any and all liability to any person for any loss, damage, or injury to any persons or property incurred in or upon the premises.

Alcoholic Beverages

Alcoholic beverages are permitted only under the following conditions:

- A Liquor License has been obtained from the Liquor License Board of Ontario and the permit holder will supply the Board with proof of the license.
- A minimum of \$2 million of Third-Party Liability has been obtained from Party Alcohol Liability (PAL) Insurance and the Board must be named as an insured.
- The permit holder will employ servers of alcoholic beverages who are Smart Serve certified.
- A minimum of two police officers are in attendance for the duration of the event / booking. The Board reserves the right to waive this requirement, at its own discretion, for certain events / bookings. Permission may be granted by the Superintendent of Business & Treasurer or designate.
- For the duration of the booking, signs will be displayed encouraging the use of a designated driver.
- For the duration of the booking, telephone numbers for local taxi companies will be displayed.



Restrictions and Limitations

- Smoking is prohibited on all Board-owned property; 24 hours per day, as outlined in the Tobacco Control Act. Permit holders are not permitted to smoke outside the building and must vacate Board property for smoking purposes.
- Posters, indicating that smoking is prohibited on Board-owned property will be displayed.
- No utterance, portrayal, display or performance of an obscene or disloyal nature will be permitted.
- If a Permit Holder's policies or activities are contrary to the philosophy, mission and values of the Board, the Permit Holder shall be denied use of any property of the Board.
- A person or persons shall not use Board-owned facilities unless an online Permit Application has been received and approved in accordance with this policy and administrative procedure.
- Permit holder may be required to print a copy of their permit(s) to gain access to the rental space or to verify permission to use specialized gymnasium equipment, audio visual or sound equipment.
- Nuts and nut products, shellfish and latex (balloons) are not permitted in Board-owned facilities as these products pose a significant health risk to some of our students and community members.
- Floor hockey, ball hockey, baseball and gymnastics are not permitted inside any Board-owned facility.
- Indoor soccer is permitted, but only with the use of indoor soccer balls.
- Clean, rubber-soled, non-skid and non-marking athletic shoes must be worn by all players during athletic functions held in school gymnasiums and / or general purpose rooms.
- Tables, chairs, dishes and other equipment, brought into the facility by the permit holder, shall be removed promptly after the permit activity.
- Permit holders are not permitted to store furniture, equipment or material in any Board-owned facilities, unless the permit holder has written consent from the principal of the facility. This consent should be noted in the online booking.
- Typically, gymnasium equipment, other than basketball nets and volleyball standards, are not available for use by permit holders. However, the principal may grant permission for the use of other gymnasium equipment. Only specific items, requested in the online booking, will be left in the gymnasium by the principal or designate. The permit holder is responsible for reimbursement of costs to repair / replace any damage caused to specific equipment by the permit holder.
- Typically, stages are not available for use by permit holders when renting the gymnasium / cafetorium of a school. In certain circumstances, approval may be given to rent the stage for single use or for a short period of time. The permit holder should contact the Plant Assessment & Community Use Secretary to request the stage rental. The Plant Assessment & Community Use Secretary will review the request with the appropriate Senior Administrator / Manager.
- Signs and decorations may not be attached to walls or elsewhere without prior arrangement and permission from the school principal.
- All additions or alterations to any part of a Board-owned structure are to be noted in the Online Application and must be approved by the Manager of Facilities & Construction Projects.
- Typically, the use of audio visual and sound equipment are not available for use by permit holders. However, the principal may grant permission for the use of this equipment. Only specific items, requested in the online booking, will be left in the rental space by the principal or designate. The permit holder is responsible for reimbursement of costs to repair / replace any damage caused to audio visual and sound equipment by the permit holder.
- The permit holder is responsible for reimbursement of costs to repair / replace any damage caused to the building, grounds and equipment and lost or stolen items. The Board will seek full restitution for any theft / loss and / or damage done to its buildings, equipment or grounds by the permit holder.
- Use of the kitchen / staff room, its equipment and small wares, is not permitted in any school.
- Permission to use any outdoor area, i.e., outdoor field and parking lot, must be obtained through the online booking system.
- Vehicle parking is permitted in designated parking areas only. Parking is not permitted on grass or asphalt play areas.
- Elementary school classrooms are not available for rental. If a community member or group requires a classroom-type space, please contact the Plant Assessment & Community Use Secretary to discuss alternative areas. Alternatively, secondary school classrooms are available as rental spaces to community members or groups.



Fire Prevention

- All scenery, special effects, props, etc., must be approved by the principal at least 24 hours prior to presentation or dress rehearsal. All scenery, special effects, props, etc. must be removed from the premises immediately after the booking or within a period of time agreed to by the principal and the permit holder.
- Use of pyrotechnics, smoke machines and dry ice is strictly forbidden.
- Seating capacities in gymnasiums and cafeterias must not exceed the Fire Department's limit indicated on the capacity listings posted in these areas.
- In compliance with Fire Regulation and immediately upon the sounding of the fire alarm, house lights will be activated and the permit holder and their audience will be requested to leave the rental space by the nearest exit(s). Only when the Fire Department has brought the fire under control or has determined that a false alarm has occurred, will the permit holder and their audience be permitted to re-enter the rental space.
- If a false alarm is caused by the permit holder or a member of their audience, permit holders will be charged for the costs of security, police or fire department false alarms.
- The permit holder is responsible for enforcing all fire regulations and must ensure that obstructions are not placed in corridors or in front of fire exits. Some events / bookings, which use tables and chairs, may require the permit holder to submit a floor plan to the Plant Assessment & Community Use Secretary; for approval and to ensure Fire Safety compliance.

Fees

Subsidized Rates for Community Groups

- It is the intent of the Board to provide discounted rental charges to non-profit organizations in accordance with the guidelines and funding made available by the Ministry of Education.

Application Fee

- Application fees are non-refundable and will be added to permits to recover some, or all, of the costs incurred by the Board regarding the Community Use of Schools.
- Application fees have historically been \$20 (plus HST) per permit.

Rental Fees

- Rental space fees are based on the activity of the permit holder and the space booked.
- Rental fee refunds are subject to cancellation time lines as established under *Cancellation Fees*.
- See Appendix A for rental fee charges.

Maintenance Fees

- Maintenance fees will be added to bookings to offset costs directly related to school / administrative facility permits. Maintenance fees have historically been \$5 per booking.

Permit Change Fee

- After a permit has received final approval it will be "locked" so changes cannot be made to the permit. If a permit holder requires changes to be made to their booking, a non-refundable permit change fee of \$10 will be charged to the permit for each requested change.



Custodial Fees

- Where a caretaker has been designated to open and / or close the school, and is required to do so outside of their regular shift, the permit holder shall be charged a fee, as established by the Board.
- Custodial fee refunds are subject to cancellation time lines as established under *Cancellation Fees*.
- The permit holder is responsible for the preparation and clean-up of the rental space. Should the permit holder require the caretaker(s) to perform such work, the permit holder will be charged a fee at the rate of one and one-half times the current hourly rate for caretakers.
- If, in the opinion of the principal and the caretaker, the premises have not been used properly or have been left in an unsatisfactory condition, the principal shall immediately forward a written report to the Plant Assessment & Community Use Secretary.

Insurance Fee

- The Board will purchase insurance for permit holders who are unable to provide a Certificate of Insurance.
- The costs to purchase insurance are based upon the type of activity or event (high, medium or low risk), the number of participants, the duration of the activity (one time versus a seasonal permit) and if alcoholic beverages will be served during the activity or event.
- Insurance fee refunds are subject to cancellation time lines as established under *Cancellation Fees*.

Cancellation Fees and Conditions

- A non-refundable cancellation fee of \$25 will be charged to a permit; if the permit holder cancels a booking seven calendar days or less before the date of the booking.
- If the permit holder does not cancel a booking and does not attend on their booking date ("no show"), all fees and costs, including a \$50 non-refundable cancellation fee will be charged to the permit holder. The permit holder will receive a reminder / warning regarding the cancellation of bookings.
- A permit may be removed or cancelled at the discretion of the Superintendent of Business & Treasurer or designate.
- If a permit holder receives a warning, the permit holder may be suspended from further use of Board-owned facilities.

Key Fee

- A \$10 non-refundable fee per security card will be charged to the permit holder if they require a security card(s) to access a Board-owned facility / arm the security system at the end of the booking.

Payment of Fees

- All fees shall be paid, in advance, directly to the Brant Haldimand Norfolk Catholic District School Board.
- The online Community Use of Schools system allows permit holders to pay by credit card and the Board encourages permit holders to use this method of payment.
- The permit holder may wish to pay the entire cost of the permit or have it pro-rated over the length of the permit, with monthly installments made to their credit card.
- For permit holders who do not have a credit card, cheques must be received at least 14 days prior to the first booking date.
- Cheques should be made payable to, *BHNCDSB* and should quote the permit number, i.e., 2014-13-14-0008.
- Cheques should be mailed to the following address:
Brant Haldimand Norfolk Catholic District School Board
Attention: Plant Assessment & Community Use Secretary
322 Fairview Drive
P.O. Box 217
Brantford, ON N3T 5M8



Cancellation Due to Inclement Weather

- During times of inclement weather, cancellations will be announced on local radio stations and posted on the Board's website (www.bhncdsb.ca).
- An e-mail message will also be forwarded to all permit holders on the cancellation day, via the online booking system, to advise permit holders of the cancellation.
- All fees will be refunded for the period of inclement weather.

Cancellation Due to School / Board / Parish Use

- The Board reserves the right to revoke a booking / permit at any time.
- The Board, schools and Roman Catholic churches have first right to all Board-owned facilities and their right to use a booking space can supersede an existing permit holder's request; if necessary.
- All fees will be refunded for the period of school, Board or parish use.

Cancellation Due to Elections

- The Board must comply with Terms and Conditions under the Election Act for use of Board-owned facilities by Federal, Provincial and Municipal governments.
- Election permits will override all other permits.
- All fees will be refunded for the period of election use.

Definitions

Adult Supervisor

For purposes of this procedure, an adult supervisor shall be a responsible person over the age of 18 years.

Catholic Churches / Parishes

Any Roman Catholic Church, within the Dioceses of Hamilton, London and St. Catherine's, and defined as one in Union with the See of Rome.

Critical Injury

For the purposes of the Act and the Regulation, *critically injured* means an injury of a serious nature that

- places life in jeopardy;
- produces unconsciousness;
- results in a substantial loss of blood;
- involves the fracture of a leg or arm, but not a finger or a toe;
- involves the amputation of a leg, arm, hand or foot, but not a finger or a toe;
- consists of burns to a major part of the body; or
- causes the loss of sight in an eye.

Facilities

Include secondary school classrooms, cafeterias, lecture halls, gymnasiums (excluding the stage) and outside areas; such as fields and parking lots.

Fundraising Events

A social function that is held for the purpose of raising money for an organization, and / or an event undertaken to raise money for a particular activity such as equipment for extracurricular sports programs, or to defray costs.

Non-Profit Groups

The Brant Haldimand Norfolk Catholic District School Board reserves the right to review activities and approved financial statements of non-profit groups to support their not-for-profit status.



Non-Profit Youth and Other Groups

- Local youth groups such as Boy Scouts, Girl Guides, 4H Clubs and Cadets, etc. where the activities are intended for participants under the age of 18. Where the participants are under a disability, then participants are under the age of 28.
- Groups, which donate to charities or to the Board, an amount of money greater than the fee charged for the use of the facility.
- School alumni events sanctioned by the school principal.

Non-Profit Adult Groups

- Groups that are universally recognized as service providers, such as the YMCA, St. John's Ambulance, etc.
- Approved Health Unit Activities, i.e., exercise class.
- Short-term use by Municipal emergency services.

Non-Profit Other Groups

- Groups that organize fundraising events and tournaments and provide non-Catholic church services.
- Amateur Drama Clubs and non-affiliated community / cultural groups.
- Other educational groups, i.e., colleges, universities.
- Union / federation events.
- School alumni activities not sanctioned by the principal.
- Non-affiliated adult recreation groups.

BHNCDSB Affiliated Groups

- Non-profit childcare providers.
- Before and after school children's recreation programs (not including tournaments).
- Catholic Church and Catholic church-affiliated group events.
- BHNCDSB Employee Recreation groups.

Affiliated Groups

- Non-profit groups approved by Municipal partners through Joint Use Agreements.
- The Brant Haldimand Norfolk Catholic District School Board reserves the right to review activities and approved financial statements of Municipal affiliated groups to support their not-for-profit status.

BHNCDSB Employee (majority) Recreation Groups

- Board employee recreation groups must have a minimum of 70% of their members employed by the Brant Haldimand Norfolk Catholic District School Board to qualify for the discounted hourly rental rates.
- The Board reserves the right to request a list of Group members from permit holders to ensure that the group is meeting the minimum standard.

Party Alcohol Liability (PAL) Insurance

Provides protection when lawsuits are brought against individuals, organizations or companies who host single / multi-day functions with alcohol service.

Permit Holder

The community member or group using a Board-owned facility.

School Availability

Board-owned facilities are available for rental by community groups when they are not required for school-sanctioned events and do not occur during periods of non-issuance of permits. The Board, schools and parishes have first right to all Board-owned facilities, which can alter an existing permit.

School Year

A school year, with regard to the use of Board-owned facilities, includes the first Monday following Labour Day in September until June 30th.



Smart Serve Certified

Servers of alcoholic beverages, who have been trained to know the responsibilities and obligations under the law for serving alcohol. They are also trained to recognize signs of intoxication and implement intervention strategies for aggressive individuals. Smart Serve Ontario is recognized by the Alcohol and Gaming Commission of Ontario as the Official Responsible Server Training Program in the province of Ontario.

References

Education Act, R.S.O. 1990, Section 301(3.1), Code of Conduct

If a school board enters into an agreement with a third party with respect to rental of school space, the school board must include in the agreement a requirement that the other party follow standards that are consistent with the provincial Code of Conduct, in accordance with subsection 301(3.1).

R.R.O. 1990, Regulation 834, S.1. Re: Critical Injury

Ministry of Education: Community Use of Schools, Program Principles.



Appendix A

Rental Fees

Permit Type	Type 1 Affiliated Groups	Type 1-A Non-Profit Youth and Other	Type 1-B Non-Profit Adult	Type 2 Non-Profit (Other)	Type 3 Commercial, Private User	Type 4 BHNCD SB School / Board Use	Type 5 Non-Profit Priority Schools	Type 6 BHNCD SB Affiliated Groups	Type 7 Polling Stations
	Groups approved by Municipal partners through Joint Use Agreement (not including tournaments).	Cubs, Scouts, Brownies, etc. Red Cross Groups donating to charities or to the BHNCD SB an amount of money greater than the fee charged for the use of the facility. School Alumni events sanctioned by the school principal.	St. John's Ambulance Approved Health Unit Activities (Example: exercise class) Short-term use by municipal emergency services.	Fundraising Events Tournaments Amateur Drama Clubs Non-affiliated Community / Cultural Groups Other Educational Groups (Colleges and Universities) Union / Federation events School Alumni Activities NOT sanctioned by the school principal Non-affiliated Adult Recreation	Commercial Enterprises Non-Catholic Church Services Professional Theatre Groups Private Individuals Private Fitness and Dance Instructional Groups	Student and staff events sanctioned by the School administrator School Clubs School Council Meetings Administrative or other staff meetings School sports teams	* N/A	Non-Profit Childcare Before & After School Children's Recreation Providers (Programs) (not including tournaments) **Catholic Church and Catholic Church affiliated group events. BHNCD SB employee recreation (see definition)	*must cost recover custodial *must provide security for duration of each booking

Indoor Space Types – Hourly Rental Rate

Classroom									
Subsidy	100%	100%	75%	50%	0%	n/a	100%	100%	100%



Permit Type	Type 1 Affiliated Groups	Type 1-A Non-Profit Youth and Other	Type 1-B Non-Profit Adult	Type 2 Non-Profit (Other)	Type 3 Commercial, Private User	Type 4 BHNCDNB School / Board Use	Type 5 Non-Profit Priority Schools	Type 6 BHNCDNB Affiliated Groups	Type 7 Polling Stations
Fee	\$0.00	\$0.00	\$3.75	\$7.50	\$15.00	n/a	\$0.00	\$0.00	\$0.00
Cafeteria (no kitchen use)									
Subsidy	100%	100%	75%	50%	0%	n/a	100%	100%	100%
Fee	\$0.00	\$0.00	\$12.50	\$25.00	\$50.00	n/a	\$0.00	\$0.00	\$0.00
Library (Elementary)									
Subsidy	100%	100%	75%	50%	0%	n/a	100%	100%	100%
Fee	\$0.00	\$0.00	\$7.50	\$15.00	\$30.00	n/a	\$0.00	\$0.00	\$0.00
Library (Secondary)									
Subsidy	100%	100%	75%	50%	0%	n/a	100%	100%	100%
Fee	\$0.00	\$0.00	\$10.00	\$20.00	\$40.00	n/a	\$0.00	\$0.00	\$0.00
Single Gym									
Subsidy	100%	100%	75%	50%	0%	n/a	100%	100%	100%
Fee	\$0.00	\$0.00	\$10.00	\$20.00	\$40.00	n/a	\$0.00	\$0.00	\$0.00
Double Gym									
Subsidy	100%	100%	75%	50%	0%	n/a	100%	100%	100%
Fee	\$0.00	\$0.00	\$15.00	\$30.00	\$60.00	n/a	\$0.00	\$0.00	\$0.00
Triple Gym									
Subsidy	100%	100%	75%	50%	0%	n/a	100%	100%	100%
Fee	\$0.00	\$0.00	\$25.00	\$50.00	\$100.00	n/a	\$0.00	\$0.00	\$0.00
Outdoor Space Types – Hourly Rental Rate									
Parking Lot									
Subsidy	100%	100%	100%	100%	100%	100%	100%	100%	100%
Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sports Field									
Subsidy	100%	100%	100%	100%	100%	100%	100%	100%	100%
Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



Permit Type	Type 1 Affiliated Groups	Type 1-A Non-Profit Youth and Other	Type 1-B Non-Profit Adult	Type 2 Non-Profit (Other)	Type 3 Commercial, Private User	Type 4 BHNCD School / Board Use	Type 5 Non-Profit Priority Schools	Type 6 BHNCD Affiliated Groups	Type 7 Polling Stations
Other Charges									
Flushing Fee (flat rate – to be charged only on weekends, PA Days or other days where a custodian is not normally at the school)	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	n/a	\$60.00	\$60.00	\$60.00
Custodial Fees	100 % of actual costs	25 % of actual costs	25 % of actual costs	50 % of actual costs	100 % of actual costs	n/a	0 %	100 % of actual costs	100 % of actual costs
Permit Application Fees	\$0.00	\$25.00 to a maximum of \$100.00 per year	\$25.00 to a maximum of \$100.00 per year	\$25.00 to a maximum of \$100.00 per year	\$25.00 to a maximum of \$100.00 per year	n/a	\$ 0.00	\$25.00 to a maximum of \$100.00 per year	\$25.00 to a maximum of \$100.00 per year
Maintenance Fee	n/a	\$5 per booking	\$5 per booking	\$5 per booking	\$5 per booking	n/a	\$5 per booking	n/a	\$5 per booking
Insurance	*must purchase or provide	*must purchase or provide	*must purchase or provide	*must purchase or provide	*must purchase or provide	n/a	*must purchase or provide	*must purchase or provide	*must purchase or provide
Key Fee	\$10 per key	\$10 per key	\$10 per key	\$10 per key	\$10 per key	n/a	\$10 per key	\$10 per key	\$10 per key
Change Permit Fee	\$10 per requested change	\$10 per requested change	\$10 per requested change	\$10 per requested change	\$10 per requested change	n/a	\$10 per requested change	\$10 per requested change	\$10 per requested change



Permit Type	Type 1 Affiliated Groups	Type 1-A Non-Profit Youth and Other	Type 1-B Non-Profit Adult	Type 2 Non-Profit (Other)	Type 3 Commercial, Private User	Type 4 BHNCD SB School / Board Use	Type 5 Non-Profit Priority Schools	Type 6 BHNCD SB Affiliated Groups	Type 7 Polling Stations
Cancellation Fees (Cancellation fees to be charged based on the date of the booking)	\$25 if cancellation is < 7 calendar days \$50 + Warning if booking is not cancelled and non-attendance 3 Warnings - Suspended from use of Board-owned facilities	\$25 if cancellation is < 7 calendar days \$50 + Warning if booking is not cancelled and non-attendance 3 Warnings Suspended from use of Board-owned facilities	\$25 if cancellation is < 7 calendar days \$50 + Warning if booking is not cancelled and non-attendance 3 Warnings Suspended from use of Board-owned facilities	\$25 if cancellation is < 7 calendar days \$50 + Warning if booking is not cancelled and non-attendance 3 Warnings Suspended from use of Board-owned facilities	\$25 if cancellation is < 7 calendar days \$50 + Warning if booking is not cancelled and non-attendance 3 Warnings Suspended from use of Board-owned facilities	n/a	\$25 if cancellation is < 7 calendar days \$50 + Warning if booking is not cancelled and non-attendance 3 Warnings Suspended from use of Board-owned facilities	\$25 if cancellation is < 7 calendar days \$50 + Warning if booking is not cancelled and non-attendance 3 Warnings Suspended from use of Board-owned facilities	n/a

*Fees subject to the limits of Ministry of Education Priority School Funding.

** Catholic Church and Catholic Church affiliated groups are asked to contact the Plant Assessment & Community Use Secretary to confirm fees.

All costs are subject to HST in addition to fees or hourly rates.

Subsidies are based on the defined percentage of our commercial rates.