



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

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

**Policy Committee Meeting
Thursday, June 4, 2020 ♦ 3:00 pm
Video Teleconference**

Trustees:

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

Senior Administration:

Mike McDonald (Director of Education & Secretary), Scott Keys (Superintendent of Business & Treasurer), Rob De Rubeis, Kevin Greco, Lorrie Temple (Superintendents of Education)

- 1. Opening Business**
 - 1.1 Opening Prayer
 - 1.2 Attendance
 - 1.3 Approval of the Agenda Page 1
 - 1.4 Approval of Minutes from the Policy Committee Meeting – March 9, 2020 Pages 2-3
 - 1.5 Business Arising from the Minutes
- 2. Committee and Staff Reports**
 - 2.1 Fundraising and School Generated Funds 700.05 Pages 4-13
Presenter: Scott Keys, Superintendent of Business & Treasurer
 - 2.2 Volunteers 300.12 Pages 14-19
Presenter: Kevin Greco, Superintendent of Education
 - 2.3 School Operating Budget 700.10 Pages 20-23
Presenter: Scott Keys, Superintendent of Business & Treasurer
 - 2.4 Criminal Reference Check 300.15 Pages 24-32
Presenter: Kevin Greco, Superintendent of Education
 - 2.5 Volunteer and Trip Drivers 200.21 Pages 33-39
Presenter: Kevin Greco, Superintendent of Education
- 3. Discussion Items**
- 4. Trustee Inquiries**
- 5. Adjournment**

Next meeting: TBD



BRANT HALDIMAND NORFOLK Catholic District School Board

Minutes

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

Policy Committee Meeting Monday, March 9, 2020 ♦ 6:00 p.m. Boardroom

Members: **Trustees:** Dan Dignard (Chair), Cliff Casey, Bill Chopp, Carol Luciani, Rick Petrella, Mark Watson

Senior Administration:
Mike McDonald (Director of Education & Secretary), Scott Keys (Superintendent of Business & Treasurer), Lorrie Temple (Superintendents of Education)

Absent: Rob De Rubeis, Kevin Greco

1. Opening Business

1.1 Opening Prayer

The meeting was opened with prayer led by Chair Dignard.

1.2 Attendance

Trustee Watson attended via teleconference.

1.3 Approval of the Agenda

Moved by: Carol Luciani

Seconded by: Rick Petrella

THAT the Policy Committee of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of March 9, 2020 meeting.

Carried

1.4 Approval of Minutes from the Policy Committee Meeting – February 10, 2020

Moved by: Carol Luciani

Seconded by: Bill Chopp

THAT the Policy Committee of the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the February 10, meeting.

Carried

1.5 Business Arising from the Minutes – Nil

2. Committee and Staff Reports

2.1 Catholic Family Life Program Policy 200.03

Superintendent Temple provided a background of the Family Life Curriculum. A summary of the recent changes in the curriculum was presented including concussion education and a review of the four strands: Social Emotional Learning Skills, Active Living, Movement Competence and Healthy Living. Information will be shared with families through letters before all units of study in the program. It was highlighted that parents are recognized as the primary educators of their children in all areas of faith and morals.

Moved by: Rick Petrella

Seconded by: Bill Chopp

THAT the Policy Committee recommends that the Catholic Family Life Program Policy be vetted for stakeholder input during the public consultation period.

Carried



2.2 Policy Renewal Schedule

Director McDonald outlined the Policy Renewal Process. The renewal process will operate on a four year cycle and includes a feedback process where all stakeholders will have an opportunity to provide input. A chart outlining a schedule of policies to be reviewed was shared. Senior Administration members have been assigned a portfolio of policies. The Policy Committee reserves the right to bring forward a policy from the schedule for review.

Moved by: Mark Watson

Seconded: Carol Luciani

THAT the Policy Committee recommends that the Committee of the Whole refer the Policy Renewal Schedule Report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

3. Discussion Items

3.1 Pandemic Policy

Director McDonald reviewed the Pandemic Preparedness and Response Plan. A three-level approach to pandemic planning has been taken based on the World Health Organization's (WHO) phased approach. The plan includes an outline of cleaning standards and a summary of the role of the Pandemic Committee. The Chair of the Board, Director of Education and Manager of Communications will speak on behalf of the Board during a pandemic. It was noted that the Board would be under the guidance of the Medical Officer of Health and that any decisions to escalate operational procedures will be brought to the Board.

4. Trustee Inquiries

Trustee Chopp inquired as to the Community Use of Schools Policy would be brought forward. Superintendent Keys advised the policy is scheduled for review at the April Policy Committee meeting.

5. Adjournment

Moved by: Rick Petrella

Seconded by: Bill Chopp

THAT the Policy Committee of the Brant Haldimand Norfolk Catholic District School Board adjourns the March 9, 2020 meeting.

Carried

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

Prepared by: Scott Keys, Superintendent of Business & Treasurer
Presented to: Policy Committee
Submitted on: June 4, 2020
Submitted by: Mike McDonald, Director of Education & Secretary

FUNDRAISING AND SCHOOL GENERATED FUNDS 700.05

Public Session

BACKGROUND INFORMATION:

The Brant Haldimand Norfolk Catholic District School Board (the “Board”) recognizes that parents and communities may choose to support their schools through fundraising activities. These activities have the potential to enrich the experience of our students and also help build a broader sense of community.

This Policy and Administrative Procedure provides guidance to all schools and groups regarding how to plan and administer all fundraising and school activities and how to report on these activities to the school community. The procedures outlined apply to all funds received, raised, or collected in the name of school or school activity, or on behalf of the Board, school or Catholic School Council.

DEVELOPMENTS:

The updated policy and administrative procedure were developed in consultation with the following resources:

- Ontario Association of School Business Officials Guidelines for School Generated Funds
- Ministry of Education Fundraising Guidelines
- Applicable Ontario Regulations
- Relevant Board Policies and Administrative Procedures
- Other school board policies

Enhancements to our policy and administrative procedure include:

- Explicit guidelines on fundraising activities, including health and safety and fundraising for charitable purposes.
- Further outlining of roles and responsibilities based on best practices.
- Addition of HST rebate and taxable receipts procedures.
- Timeframe for financial reporting.
- Introduction of the opportunity to perform audits by internal staff.
- Examples of Acceptable and Unacceptable Sources and Uses of School Generated Funds.

This Policy and Administrative Procedure have initially been vetted by Financial Services, select Principals, Senior Administration and other internal stakeholders.

RECOMMENDATION:

THAT the Policy Committee recommend that the Fundraising and School Generated Funds Policy 700.05 be forwarded for stakeholder input during the public consultation period.



Fundraising and School Generated Funds

700.04

Adopted:	October 25, 2005
Last Reviewed/Revised:	May 28, 2020
Responsibility:	Superintendent of Business & Treasurer
Next Scheduled Review:	2023-24

POLICY STATEMENT:

The Brant Haldimand Norfolk Catholic District School Board (the "Board") recognizes that parents, guardians, caregivers, schools, and communities may choose to support their schools through fundraising activities. These activities have the potential to enrich the experience of our students and also help build a broader sense of community.

~~The Board believes that~~ Fundraising activities must be complementary to Catholic education, voluntary, safe, accountable and transparent. The Board is supportive of fundraising activities that increase student engagement, support Catholic values and promote a sense of philanthropy, awareness and understanding: while building strong partnerships.

APPLICATION AND SCOPE:

This Policy and Administrative Procedure provides guidance to all schools and groups regarding how to plan and administer all fundraising and school activities and how to report on these activities to the school community. The procedures outlined apply to all funds received, raised or collected in the name of school or school activity, or on behalf of the Board, school or Catholic School Council.

REFERENCES:

- The Education Act
- Alcohol and Gaming Commission of Ontario (AGCO) Ontario Regulation 78/12 Gaming Control Act
- Parents in Partnership: A Parent Engagement Policy for Ontario Schools Ontario Regulation 612/00 School Council and Parent Involvement Committees
- 200.01 – Nutrition: Creating a Healthy Environment
- 200.02 – Fees for Learning Materials and Activities
- 200.31 – Catholic School Advisory Council
- 200.24 – Regional Catholic Parent Involvement Committee
- 300.17 – Professional Standards & Conflict of Interest
- 500.01 – Education Field Trips and Excursions
- 700.01 – Procurement
- 700.02 – Cash/Equipment Donations
- 700.04 – Employee Expenses
- Ontario Association of School Business Officials Guidelines for School Generated Funds (2014)
- Public Sector Accounting Board (PSAB) Accounting Standards
- Ministry of Education Fundraising Guidelines
- 200.23 – Equity and Inclusive Education
- 400.02 – Facilities Partnerships
- 300.16 – Health and Safety
- 400.18 – Educational Partnerships
- Helping Ontario Parents Get Involved in Their Children's Education
- Implementation of the Ontario Parent Involvement Policy
- Ministry Support to Enhance Parent Involvement
- Municipal By-laws and Policies



- Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

FORMS:

- Proposed School Fees and Fundraising Plan
- Funds Received Form
- Purchase Approval Form
- Additional Fundraising Approval
- School Council Annual Report
- School Generated Funds: Change in Principal

DEFINITIONS:

~~**Activity Coordinator:** The Activity Coordinator is the teacher who will coordinate the fundraising activity, supervise students and perform the duties as outlined in the Cash Receipts and Cash Disbursements sections of this Administrative Procedure.~~

~~**Charitable Campaign:** A fundraising activity with the objective of raising money to support a charitable organization, i.e., Jump Rope for Heart, Canadian Cancer Society.~~

~~**Church Sponsored Campaign:** A fundraising activity with the objective of raising money to support a church-sponsored activity, i.e., missions, disaster relief, St. Vincent de Paul.~~

Fundraising: Fundraising is any activity (as permitted under this Policy and Administrative Procedure) undertaken to raise money or other resources, that is approved by the school Principal, in consultation with and upon the advice of the Catholic School Council or Student Council.

~~Is understood to be a systematic collection of money or materials for the purpose of supporting works of charity or for other school-based projects for which the Board does not budget. Fundraising includes such related activities as making announcements, advertising or any actions that contribute to fundraising.~~

~~**Major Campaign:** Major fundraising campaigns involve the entire student body, may include canvassing funds from extended family and the community, and is intended to raise the greatest amount of funds for the benefit of the entire student body, i.e., bingo games, cheese, fruit, candles.~~

~~**Minor Campaign:** Minor fundraising campaigns involve a part of the student body in fundraising activities, and/or the sale of goods or collection of funds within the school or at school functions, i.e., class projects, pizza days.~~

~~**School Activities:** A fundraising activity with the objective of raising money for school activities, i.e., play day, Christmas party.~~

~~**School Community:** The school community refers to students, parents, guardians and caregivers, Catholic school councils, trustees, school administrators, staff, members of the broader community and partners, as well as others, who support a local school and the students that attend that school. the Brant Haldimand Norfolk Catholic District School Board and student achievement.~~

Catholic School Council: Consists of parent volunteers who actively participate to improve our students' learning experience and enhance the accountability of the education system to parents. Catholic School Councils act in an advisory capacity to the school administrators to improve the overall effectiveness of the school.

~~**School Excursion:** A fundraising activity with the objective of raising money to offset the costs incurred in school excursions, i.e., transportation or accommodation costs.~~

School Generated Funds: School Generated Funds (SGF) are funds that are raised and collected in the school or broader community in the name of the school by Catholic School Councils or other school or parent-administered groups (with the exception of funds raised by the Ontario Home and School Associations). SGF School generated funds are



administered by the school Principal and are raised or collected from sources other than the Brant Haldimand Norfolk Catholic District School Board's operating and capital budgets.

These sources include proceeds from fundraising activities, fees for supplementary learning materials and activities, athletics/clubs, educational excursions and donations for initiatives such as school nutrition programs.

SGF School-generated funds is a broad category, which includes not only fundraising for school purposes, but also all funds that are collected and paid out through school accounts to support a variety of programs such as collections for and payments to charities or other third parties (i.e. school trips, lunch programs, etc.).

ADMINISTRATIVE PROCEDURES:

1.0 Fundraising Activities

- 1.1 School fundraising activities are conducted under the guidance of the school Principal, in accordance with Board policies and with advice and input from the school community. Funds raised for school purposes are used to complement, not replace, public funding for education. Fundraising must have a designated purpose as outlined in the Proposed School Fees and Fundraising Plan. All proceeds are to be used for their intended purposes.
- 1.2 Participation in fundraising activities is strictly voluntary. Individuals cannot be compelled to participate in any fundraising activity, nor should they be subject to penalties or be denied benefits, if they choose not to participate. Students participating in any fundraising activities will not be held responsible for any loss that may occur during the course of any fundraising.

 - Each school is permitted two school-sponsored community fundraisers per year, one of which must be for charitable purposes or no less than 10% of the net proceeds (from the two school-sponsored fundraisers) are donated to a registered charity. All additional funds raised or collected (i.e., class trips, hot lunches, milk, etc.) must be approved by the Principal who will consult with the school Superintendent as required, through the annual School Fees and Fundraising Plan. Additional community fundraising may be permitted. Approval is required for any additional community fundraising and must be obtained prior to the commencement of any activities. The Additional Fundraising Approval form accompanies this Policy and Administrative Procedure.

- 1.3 The safety of students is a primary consideration in all fundraising activities; student fundraising requires appropriate supervision and should be age appropriate. The Board does not endorse or encourage any door-to-door fundraising and canvassing. Prior approval of the school Superintendent must be obtained for any fundraising activities conducted off school property. Students (under 18 years of age) participating in any fundraising activity off school property must have written parental or guardian consent.
- 1.4 Schools may engage in certain lotteries or games of chance, specifically raffles, 50/50 draws, Cash Calendars, and Bingo. All other lotteries or games of chance are prohibited. The game of Bingo must be held off site (i.e., local bingo halls). In order to raise funds through the above activities, a lottery license must be obtained through the Alcohol Gaming Commission of Ontario (AGCO) or the school's local municipality. It is the responsibility of the school Principal to ensure that all terms and conditions of the lottery license are met, which includes (but is not limited to): applicable fees, maintenance of a separate in-trust bank account and general ledger, and monthly and annual financial reports. Please contact the Manager of Financial Services prior to committing to any lottery or game of chance as a fundraiser.
- 1.5 Funds raised through initiatives at the school-level should normally be used in the year they are raised, unless designated for a specific, approved long-term project.
- 1.6 Approvals are required for any educational field trips or excursions in accordance with 500.01 *Education Field Trips and Excursions*. This includes any day trips (within and out of Brant, Haldimand, and Norfolk) and overnight trips (within and out of Canada). The Superintendent of Business & Treasurer must authorize any third-party agreement for fundraising or educational excursions prior to a school entering into such an agreement.



2.0 School Generated Funds

2.1 Funds are generated in schools from a number of different sources and used in a number of different ways. This Policy and Administrative Procedure applies to all funds that are received, raised or collected in the name of the school or school activity. These funds are under the direction and control of the school Principal. Generally, this means all funds available to the school, other than funds provided by the approved budget of the Board.

2.2 Appendix A outlines examples of acceptable and unacceptable uses of fundraising proceeds.

3.0 Roles and Responsibilities

3.1 Family of Schools Superintendent:

- Reinforce to Principals the need to adhere to Board policies, procedures, and guidelines.
- Verify that schools are complying with the reporting requirements of this Policy and Administrative Procedure (particularly the Proposed School Fees and Fundraising Plan and Catholic School Council Annual Report).
- Report to the Manager of Financial Services or the Superintendent of Business & Treasurer:
 - funds that are lost or stolen.
 - any misuse of funds.
 - failure to follow any policy or guidelines.

3.2 Principal:

- Ensure that the guidelines for School Generated Funds are implemented in compliance with this Policy and Administrative Procedure.
- Ensure the Catholic School Council is aware of and understands their roles and responsibilities.
- Ensure processes are in place to adequately control the funds within the school, including security over cash and records.
- Act as one of the approved signing officers on the school bank account(s).
- Ensure staff members or the school community are not collecting and managing funds in their own personal bank account.
- Communicate responsibilities to all staff.
- Ensure there is a primary contact for each club or class involved with financial transactions.
- Review, sign and date monthly bank reconciliations, Proposed School Fees and Fundraising Plan and annual reports.
- Review records monthly; at a minimum.
- Distribute and/or make available the annual Proposed School Fees and Fundraising Plan as outlined in this Policy and Administrative Procedure.
- Notify the school Superintendent and Manager of Financial Services immediately if funds are lost, stolen, or misused.
- Ensure the school or any individual associated with the school does not enter into contracts in the name of the school or the Board.

3.3 Staff and/or Primary Contact for School Activities

- Collect and count money from students or other sources as required.
- Complete the Funds Received Form to be accompanied with any money submitted.
- When cash/cheques are collected, they must be given to the designated individual in the main office on a daily basis (funds are not to be kept in the classroom).



- Ensure invoices have the appropriate approval and are delivered to the designated individual for payment.
- Ensure details of financial activity related to their class or club are recorded correctly.
- Ensure funds received are disbursed as per the intent of the funds raised or collected.
- Request and review transaction reports on a regular basis and advise the designated individual of any discrepancy.

3.4 School ~~Secretary~~ **Administrative Assistant**

- Implement the guidelines for school generated funds as directed by the Principal.
- Act as one of the approved signing officers on the school bank account(s).
- Count and verify funds received for deposit.
- Prepare bank deposits and deposit funds at the bank as required.
- Issue cheques ensuring all requests for payments are properly supported and approved by the Principal.
- Maintain up-to-date accounting records, including posting and managing funds in School Cash Online and in a timely manner.
- Prepare monthly bank reconciliations and other reports as requested.
- Advise the Principal of deviations from the guidelines outlined in this Policy and Administrative Procedure.
- Prepare the annual financial report and submit it to the Principal.
- Assist during internal and external audits.

4.0 Accountability and Reporting

4.1 Banking Requirements

- Bank accounts shall be established for SGF and must be in the name of the school.
- Each school is entitled to possess only one bank account, with the exception of an in-trust account as required by the terms and conditions of a school's lottery license.
- ~~• Short term investments will be restricted to guaranteed investment certificates or term deposits with a bank, trust company or credit union. Investments will be registered in the name of the school.~~
- All cheques drawn from the SGF account require two signatures, one of which must be the Principal (or designate).
- It is acceptable to have up to four signing officers. The Principal must be one of the four. Typically, the Principal, Vice-Principal, Administrative Assistant or Catholic School Council Treasurer can be designated as a signing officer.
- Cheques will be pre-numbered and will include a cheque stub or duplicate cheque for recording disbursement information.
- Monthly bank statements and returned cheques (or images) are required to be sent to the school.
- It is recommended that such accounts be opened at a branch of the Board's bank, where possible.

4.2 ~~Records to be Maintained~~ Accounting Procedures

- A computerized accounting system (as supplied by the Board) must be used to track and report all revenues and expenditures for each school activity.
- All deposits and disbursements for any school generated activity must be recorded in the general ledger and reconciled monthly.
- All accounting records must be kept on file for seven years, in accordance with the Board's Records Retention Schedule. This includes all supporting documentation for deposits, disbursements, bank reconciliations and annual reports. Any questions regarding retention requirements should be directed to the Manager of Communications.
- ~~• Schools will record transactions, i.e., student activity fees, fundraising activities, Catholic School Advisory Council, student yearbook, etc. All receipts for an activity will be recorded, as well as the corresponding~~



~~disbursements for such activity.~~

- ~~• One *General Activity Fund* may be established to include receipts for other revenues such as commissions, GST/HST rebates, bank account interest and charges.~~
- ~~• The Principal will review, initial and date activity reports at least once every three months.~~

4.3 Harmonized Sales Tax (HST)

- Schools and fundraising groups will collect HST on sales, where required.
- Schools are eligible for the HST public sector rebate.
- The Principal shall prepare and submit an HST report to the Board annually; at a minimum.
- The Board will process rebates and provide an electronic funds transfer to the school.

4.4 ~~Cash Receipts~~ Receipt of Funds

- All SGF are deposited intact to the bank account promptly and recorded into their appropriate category. **Monies shall not be withheld for any payment of related expenses.**
- All money received at the school is to be stored on site in the school's secure safe. **Money is not to be removed from the school, unless to be taken directly to the bank.**
- A Funds Received Form must be completed and accompany any money collected and submitted to the designated individual in the main office. ~~The Funds Received Form is attached to this Policy and Administrative Procedure.~~
- Monies collected must be deposited soon after submission. Deposits are to be made on a weekly basis or more frequently if a significant amount has been collected.
- All supporting documentation, including Funds Received Forms and deposited slips shall be retained for audit and accountability purposes.
- ~~• Duplicate bank deposit slips will be maintained in the school office.~~
- Students will not be responsible for ~~cash~~ deposits.

4.5 ~~Cash~~ Disbursements of Funds

- **All payments are to be made by cheque; printed using the approved computerized accounting system.**
- **Pre-signing of cheques and the use of signature stamps are unacceptable.**
- A Purchase Approval Form must be completed and accompany any request for payment prior to being reimbursed through SGF. ~~The Purchase Approval Form is attached to this Policy and Administrative Procedure~~
- **Where funds are to be expended from a Catholic School Council category, the Minutes of the School Council meeting shall record the motion authorizing the expenditure and the purpose of its use.**
- All disbursements must be accompanied by an original invoice, receipt or other sufficient supporting documentation prior to payment being issued.
- **Cheques made payable to "cash" or payments in advance to employees are not acceptable.**
- **Any unused cheques are to be stored in a designated, secure location in order to prevent loss or theft.**
- **Under no circumstances should petty cash be used.**
- **All funds owing to the Board should be repaid by June 30th, to be included in the current year's budget.**
- ~~• The purpose of the disbursement will be recorded on the cheque stub.~~
- ~~• All payments will be made by cheque whenever possible.~~
- ~~• Invoices and receipts will, once paid, be clearly marked as such.~~
- **Cheques will be pre-numbered. All spoiled or void and non-sufficient funds (NSF) cheques will be retained as part of the accounting records. in the cheque register.**

4.6 Taxable Receipts

- The Board facilitates and administers all charitable tax receipts on behalf of all schools and the Board.



- Funds are to be forwarded to the Supervisor of Accounting to cover all tax receipts requested and the funds will be held in trust for the school until such time as the Principal requests the use of the funds.
- Charitable tax receipts are issued for donations of \$20 or more, unless requested by the donor.

4.7 Financial Reporting

- Bank reconciliations are to be completed on a monthly basis by a designated individual in the main office. The Principal will review and approve each bank reconciliation within 30 days of the bank statement date.
- The Principal is required to submit an annual *Proposed School Fees and Fundraising Plan*, indicating the intended fundraising and activity fees for the year. The schedule is submitted by November 15th of each year after seeking and appropriate input from the school community. This Plan is to be forwarded to the school Superintendent, Supervisor of Accounting, and presented to the school community via a school newsletter, Catholic school council meeting or other accessible means.
- Year-end financial reports (as provided though the year-end roll-over) must be prepared annually and submitted to the Board by September 30th in order to be consolidated into the Board's audited financial statements.
- In accordance with Ontario Regulation 612/00, Principals are to complete a *Catholic School Council Annual Report*, indicating an overview of the highlights and activities for the current year. This report should be completed at the last School Council meeting each year and forwarded to the school Superintendent by June 30th.

4.8 Audit

- Records of all transactions for SGF and lottery accounts shall be available at the school for examination. The Superintendent of Business & Treasurer will designate an individual who may conduct audits on the procedures in place for all SGF. The results of the audits will be shared with the Principal, Administrative Assistant, school Superintendent and the Superintendent of Business & Treasurer.
- Records may also be requested by the board's external or internal auditors from time-to-time.

4.9 Freedom of Information (FOI) Requests

- All FOI requests must be made through the Manager of Communications. Schools should not release any information until direction is given with respect to the request.



Appendix A

Acceptable and Unacceptable Sources and Uses of School Generated Funds

Examples of Acceptable Sources and Uses of School Generated Funds

The following are examples of acceptable sources and uses of school generated funds:

- Student Agenda
- Field Trips or excursions that are an extension of the curriculum and not mandatory as part of the completion of the grade/course. Alternative activities are provided for those not participating.
- Yearbooks
- Special lunch days
- Cost recovery for the replacement or repair of lost, damaged or broken materials, such as:
 - Textbooks
 - Library books
 - Music or science supplies
 - Locks for student lockers
 - Vandalism of a locker or other school materials
 - Other loaned material
- Library book fairs
- Costs associated with Grade 8 or High School graduation
- Participation in enhancements to the physical and health education programs that are not required as part of the completion of the course, such as:
 - Rock Climbing
 - Curling
 - Ice Rentals
 - Self-defense
- Participation in extra-curricular sports teams or events:
 - Rental of facilities (rink, field)
 - Costs of jerseys or other equipment
 - Costs of tournament entry fees and associated accommodations and transportation
- Participation in extra-curricular school clubs
 - DECA
 - Band
 - Youth Leadership Conference
- Fees for printing and mailing transcripts or OSSD certificates to inactive students
- Voluntary purchases of school spirit wear
- School uniforms (most students deal directly with McCarthy's)
- Geography, History or other course trips abroad that are not required to complete a course. Alternative activities are provided for those not participating in the trips.
- School dances, semi-formals and proms
- Learning materials that are optional for the completion of the grade/course, such as:
 - Optional sewing kits and fabric in home economics
 - Higher-quality electronic materials for projects
 - Superior construction materials than those required to complete projects
- Voluntary participation in elementary retreats as part of the sacramental preparation program. Alternative arrangements are made for those not participating in the retreat.
- Assistance for students who cannot afford school activities
- Guest speakers or presentations
- Ceremonies, awards, plaques, trophies or prizes for students
- Scholarships or bursaries
- School yard improvement projects:
 - Playground equipment
 - Shade structures
 - Gardens



Examples of Unacceptable Sources and Uses of School Generated Funds

(These transactions are to be completed through the school operating budget)

The following are examples of unacceptable sources and uses of school generated funds:

- A textbook fee or deposit
- Learning materials that are required for the completion of the grade/course, such as the items listed below. The list below is not exhaustive:
 - French workbooks
 - Spanish workbooks
 - Accounting ledgers
 - Mathematics workbooks
 - Recorders or reeds
 - Calculators, protractors and other required math materials
 - Standard art or science supplies
 - Lab materials or safety goggles
- Locker fees or lock deposit
- Field trips or excursions where participation is mandatory for the completion of the grade/course or a quiz/test/project is required based on the field trip or excursion
- Items that are funded through the allocated budget of a school board, such as:
 - Computers
 - Staff development and training costs
- Learning materials that are required to meet the learning expectations of the grade/course, but are consumed by the student and cannot be used again by another student in the next grade/semester
- Fees for printing and mailing transcripts or OSSD certificates to active students
- Timetables or admit slips
- Mandatory participation in elementary retreats as part of the sacrament preparation program
- Participation in secondary retreats as part of the Religious Education program
- Participation in mandatory physical and health education programs that are required to complete the course.
- Mandatory flat fees for any course leading to graduation other than optional programming
- Maintenance, sanitation or emergency repairs of a school or other Board facilities
- Infrastructure improvements or capital projects (classroom, gymnasium or other additions) which:
 - Are funded through the Ministry of Education
 - Increase the student capacity of school
 - Increase the school or Board operating or capital costs
- Purchase of goods or services from a company in which a School Council member or employee owns or has a direct or indirect financial interest
- Professional development activities for staff
- Any salary or wages of employees
- Honourariums or other monetary payments to employees
- Advance payments to employees
- Support for partisan political activity, group or candidates
- Any fundraising activity that is not compliant with:
 - Federal, Provincial, or Municipal legislation
 - Ministry of Education guidelines and policies
 - Relevant Board Policies or Administrative Procedures

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

Prepared by: Kevin Greco, Superintendent of Education
Presented to: Policy Committee
Submitted on: June 4, 2020
Submitted by: Mike McDonald, Director of Education & Secretary

VOLUNTEERS 300.12

Public Session

BACKGROUND INFORMATION:

The Brant Haldimand Norfolk Catholic District School Board (BHNCD SB). The BHNCD SB believes the support of volunteers enhances the learning opportunities for students. Every precaution is taken, in all situations, to provide and maintain safe, welcoming and secure learning and working environments. Volunteers are vetted, trained, supported and are subject to the same safety standards to which employees are held.

HIGHLIGHTS:

The Brant Haldimand Norfolk Catholic District School Board will ensure that:

- volunteers provide a Police Records Check (VSC) every three years;
- volunteers provide a completed *Criminal Offence Declaration – Volunteer* form each year a criminal background check is not provided;
- volunteers provide a signed *Volunteer Confidentiality Agreement*;
- volunteers are trained and supported by the appropriate supervisor.

The Policy and AP were last revised in 2011. The revised version includes updated language to be aligned with Police Records Checks 300.15. Principals and Supervisors consult with various staff groups and determine the need for volunteers. The document outlines that the Board will recruit, select and screen volunteers and provide the volunteers with standardized Police Record Checks (VSC). The Board through the principal/supervisor will evaluate monitor the effectiveness of the volunteers.

The document also outlines the process for adjudication if there is police information that requires adjudication. The revised document now includes the use of the Director of Education’s Designate for a decision. Recognizing the growth of the Board, the Director or Designate will be able to adjudicate a Police Records Check (VSC) containing an offence or police contact information.

Due to recent changes in the Police Records Check (VSC) process, it is essential that all schools/sites, in our system, use standardized language and forms and adhere to the procedures when seeking Police Records Check (VSC) for volunteers. All volunteers in our Board will provide a Police Records Check (VSC) before service begins.

RECOMMENDATION:

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Volunteers Policy 300.12 to the Brant Haldimand Norfolk Catholic District School Board for approval.



Policy: Volunteers

		Policy Number:	300.12
Adopted:	June 22, 2004	Former Policy Number:	N/A
Revised:	November 22, 2011; March 9, 2020	Policy Category:	Human Resources
Subsequent Review Dates:	TBD	Pages:	1

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board believes the volunteer support of parents/guardians and community members, increases and enhances the learning opportunities for our students and assists staff in daily operations of the school. Every precaution is taken, in all situations, to provide and maintain a safe, welcoming and secure learning and working environments. Volunteers are vetted, trained, supported and are subject to the same safety measures (standards?) that of to which employees are held to.

Policy Statement:

The Brant Haldimand Norfolk Catholic District School Board will ensure that:

- volunteers provide a criminal background check every three years;
- volunteers provide a completed *Criminal Offence Declaration – Volunteer* form each year a criminal background check is not provided;
- volunteers provide a signed *Volunteer Confidentiality Agreement*;
- volunteers are trained and supported by the appropriate supervisor.

Glossary of Key Policy Terms:

Volunteer

Is an individual over the age of 18 who agrees to undertake, without pay, a designated task which supports any learning environment classroom, a school, or a system-wide program or event.

Supervisor

Is the principal or individual responsible for the activity at the site where the volunteer is offering his/her (their) time.

References

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)
Education Act, R.S.O. 1990, c.E.2, Section 171(1)(4)
Education Act and Regulation 521/01, as amended by Regulation 323/03
Personal Health Information Protection Act, 2004. S.O. 2004 (PHIPA)
Occupational Health and Safety Act, PART III.0.1 Violence and Harassment



**Administrative Procedure - Volunteers
AP 300.12**

Procedure for:	Principals/Supervisors	Adopted:	June 22, 2004
Submitted by:	Director of Education	Revised:	November 22, 2011;
Category:	Human Resources		March 9, 2020

Purpose

To provide direction for supervisors/principals/vice-principals when volunteers are required in the **BHNCDSB** ~~our system~~.

Responsibilities

Supervisor/principal/vice-principal will:

- consult with various staff groups and determine the need for volunteers;
- provide the volunteer with standardized Police records Check / Vulnerable Sector Check (VSC) ...update in form;
- recruit, select and screen volunteers;
- approve and delineate the tasks and the assignment of the volunteers;
- supervise and ~~evaluate~~ monitor the effectiveness of the volunteers;
- evaluate the volunteer program;
- recognize the volunteers with adherence to Board Expenditure Guidelines;
- escalate a Police Records Check (VSC) certificate containing an offence to the Director of Education or designate.
- facilitate an annual information meeting at the school for larger volunteer programs.

School Superintendents/Senior Administration will:

- provide guidance to supervisors/principals/vice-principals when requested.

Human Resource Coordinator will:

- when requested by a supervisor, provide via email, confirmation of an up-to-date Police Records Check (VSC) or Offence Declaration for an **employee who wishes to volunteer at a particular site or in a program** (full time/on-leave/occasional);
- if there is police contact information that requires adjudication, escalate the request to the Director of Education **or designate** for a decision.

Director of Education **or designate will:**

- adjudicate Police Records Check (VSC)s containing an offence or police contact information.

Information

Due to recent changes in the **Police Records Check** (VSC) process, it is essential that all schools/sites, in our system, use standardized forms and adhere to the procedures when seeking Police Records Check (VSC) for volunteers. All



volunteers in our Board will provide a Police Records Check (VSC) before service begins. [See Board Policy and AP 300.15 Police Records Check \(VSC\)s.](#)

Procedures

1.0 Principals

1.1 Determining the Need for Volunteers

It is up to the supervisor/principal/vice-principal to determine if there is a need for volunteers and to assess the volunteer program. If the supervisor is not the principal the supervisor will submit an outline of the volunteer program to the school principal for approval.

1.2 Planning for Volunteers for the Upcoming School Year

The school principal has the option of sending home a letter to parents/guardians ~~in June~~ **before the end of June each year** outlining the Police Records Check (VSC) process. This letter provides the parents/guardians the ability to request the required forms from the school and begin the Police Records Check (VSC) process for the upcoming school year. Police Records Check (VSC)s can take ~~44-120 days~~ **a lengthy time** to process. It is recommended that principals provide potential volunteers as much time as possible to complete the process.

1.3 Processing Forms

Provide the appropriate forms to the potential volunteer. To ensure privacy, ALL forms must be returned in a sealed envelope directly to the principal. In jurisdictions where volunteers are charged for CBC processing or fingerprinting, the Board will not pay such costs.


If the Police Records Check (VSC) certificate is free from occurrence or (if appropriate) the Offence Declaration indicates no offences have occurred and all other required forms have been received, provide the volunteer name and the date of the certificate to the school secretary for tracking.

If a volunteer changes location or volunteers in more than one location, the CBC information follows them or can be shared. Ensure that each location has a copy of all forms to ensure consistent tracking.

~~1.4 Receiving a Police Records Check (VSC) Containing an Offence~~ **already stated**

~~If the Police Records Check (VSC) certificate contains an offence or the Offence Declaration indicates an offence has occurred, escalate the information to the Director of Education for adjudication. In such cases, no volunteer activities are to take place until direction is received from the Director of Education.~~

1.5 Processing Forms of a Volunteer Who is an Employee of the Brant Haldimand Norfolk Catholic District School Board

If someone wishes to act in a volunteer capacity and identifies themselves as a BHNCDSD employee, the principal is required to email  **the** appropriate Human Resources Coordinator and request confirmation that the Board holds an up-to-date Police Records Check (VSC) or Offence Declaration. The confirmation email must be kept on file in place of the paper copy of the Police Records Check (VSC) or Offence Declaration. If the Human Resource Coordinator has information that requires risk assessment, the request is escalated to the Director of Education **or designate** for adjudication.

The email confirmation must be requested and provided each year the employee acts as a volunteer.

All other volunteer sections of the Volunteer Administration Procedures apply.



1.6 Storage of Forms

All Police Records Check (VSC) certificates, **Annual** Offence Declarations **for Volunteers** and Volunteer Confidentiality Agreements, must be received in sealed envelope by the principal and kept in a secure location in the principal's office. This information is private and must be handled accordingly. This record must be appropriately disposed of in accordance to Privacy and Information Management best practices and in accordance with the Brant Haldimand Norfolk Catholic District School Board's retention schedule.

1.7 Managing the Volunteer Tracking List (Maintaining Ongoing Records)

All volunteers should appear on a **School Volunteer Tracking List** maintained by the school secretary. Each year this list must be reviewed and the appropriate forms filled out and submitted.

Volunteers must provide a Police Records Check (VSC) every three years. Volunteers ~~may~~ **will** sign an **Annual** Offence Declaration in the ~~two 'middle years'~~ **two years in which they do not have to submit the CBC**. ~~Example: 2011-12 School Year – CBC, 2012-13 School Year – Declaration, 2013-14 School Year – Declaration, 2014-15 School Year – CBC.~~

The Volunteer Tracking List must verify that each year a CBC or (if appropriate) **Annual** Offence Declaration has been submitted AND a Volunteer Confidentiality Agreement has been signed.

1.8 Volunteers on Educational Field Trips and/or Excursions

An up-to-date Police Records Check (VSC) and a completed Volunteer Confidentiality Agreement, must be provided by every volunteer on an educational field trip and/or excursion in advance of the event date.

The **ONLY** exception to this requirement is for volunteers under constant and continued supervision by Brant Haldimand Norfolk Catholic District School Board staff (meaning all volunteers, students and staff remain together in one large group for the entire event.)

1.9 Providing Information to Volunteers

Once the volunteer has provided the supervisor with an acceptable Police Records Check (VSC) (or a completed Criminal Offence Declaration – Volunteer) and a completed Volunteer Confidentiality Agreement, the supervisor will provide an orientation of the work site (if applicable). The orientation program will consist of training with respect to duties as well as rules to be observed.

Volunteers are insured under the Board's Public Liability Insurance Policy when performing assigned duties in good faith and in a reasonable and responsible manner. Volunteers should be aware that the Board's insurance does not include a loss of income provision should the volunteer sustain an injury that prevents him/her from resuming normal employment.

1.10 Terminating Volunteer Service

Volunteers, who do not adhere to Board policies and procedures, undertake an unauthorized role **or conduct themselves in a way that is inconsistent with the values espoused by the Board or is contrary to the law**, may have their assignment terminated at the discretion of the principal. **Principals/Supervisors are expected to provide clear direction and expectations for volunteers and mentor volunteers as they learn the role.**



2.0 Volunteers

2.1 Role of the Volunteer

A volunteer is expected to:

- **Support and model the beliefs and values of our Catholic faith.**
- Perform assigned duties as directed by the supervisor. ~~Board staff.~~
- Neither be responsible for the discipline or the evaluation of students.
- Not violate any collective agreement requirements.
- Maintain confidence with any personal information which is shared with them in the performance of their duties, in compliance with MFIPPA and Privacy and Information Management legislation.
- Follow dress and behavior codes and wear an identification badge when volunteering.
- Notify their supervisor of any absence as far in advance as possible.
- Follow Board health and safety rules.
- **Meet all expectations regarding training and other requirements of the Board.**

2.2 Required Forms

Volunteers must obtain the necessary forms from the school and process them at the police department closest to their place of residence.

Volunteers are required to provide a Police Records Check (VSC) every three years or if there is a break in the volunteer's service of more than one year. In the years that a Police Records Check (VSC) is not required the volunteer is required to complete a Criminal Offence Declaration - Volunteers in advance of contact with student(s). Volunteers are required to complete a Volunteer Confidentiality Agreement every year.

2.2 Submitting the Required Forms

All documentation must be submitted **to the school principal in a sealed envelope.**

References

Brant Haldimand Norfolk Catholic District School Board's Retention Schedule

Brant Haldimand Norfolk Catholic District School Board's Police Records Check (VSC)s Policy 300.15

Brant Haldimand Norfolk Catholic District School Board's Educational Field Trips Policy 500.01

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

Safe Schools Act, Reg. 521/02

Personal Health Information Protection Act, 2004. S.O. 2004 (PHIPA)

Occupational Health and Safety Act, PART III.0.1 Violence and Harassment (OHSa)

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

Prepared by: Scott Keys, Superintendent of Business & Treasurer
Presented to: Policy Committee
Submitted on: June 4, 2020
Submitted by: Mike McDonald, Director of Education & Secretary

SCHOOL OPERATING BUDGET 700.10

Public Session

BACKGROUND INFORMATION:

The Brant Haldimand Norfolk Catholic District School Board (the “Board”) provides annual operating budgets to each school that are intended to cover the needs of the school. Principals, knowing the specific needs of their school community, are given the authority to plan and purchase goods and services within their area of responsibility as identified in the annual budget allocation process.

This Policy and Administrative Procedure outlines the expectations regarding the process for developing and monitoring school operating budgets. The funds are used to run the day-to-day operations of the school from classroom resources to furniture and equipment and office supplies. These are separate and distinct from School Generated Funds.

DEVELOPMENTS:

The updated policy and administrative procedure were developed in consultation with the following resources:

- Relevant Board Policies and Administrative Procedures
- Other school board policies

Enhancements to our policy and administrative procedure include:

- Outline of the school budget allocation, subject to the Board’s annual budgeting cycle.
- Change in practice to allow up to 10% of budget surpluses to be carried forward.
- The requirement of a budget deficit plan for any annual deficit greater than 5% of the school budget.
- An explicit budget monitoring process involving the respective Superintendent of Education and Superintendent of Business & Treasurer, as required.
- Introduction of a central procurement plan for furniture, equipment and technology, thus allowing school budgets to focus on the curriculum needs of the school. Schools will still be permitted to purchase *additional* furniture, equipment and technology as needed to *complement* their learning environment.

This Policy and Administrative Procedure have initially been vetted by Financial Services, Information Technology Services, select Principals, Senior Administration and other internal stakeholders.

RECOMMENDATION:

THAT the Policy Committee recommend that the School Operating Budget Policy 700.10 be forwarded for stakeholder input during the public consultation period.



**School Operating Budgets
700.10**

Adopted:	October 28, 2008
Last Reviewed/Revised:	May 28, 2020
Responsibility:	Superintendent of Business & Treasurer
Next Scheduled Review:	2023-24

POLICY STATEMENT:

The **Brant Haldimand Norfolk Catholic District School Board** (the “Board”) provides **annual** operating budgets to each school that are **adequate intended** to cover the needs of the school. Principals, knowing the specific needs of their school **community**, are given the authority to plan and purchase goods and services within their area of responsibility as identified in the annual budget allocation process.

APPLICATION AND SCOPE:

This Policy and Administrative Procedure outlines the expectations regarding the process for developing and monitoring school operating budgets. The funds are used to run the day-to-day operations of the school from classroom resources to furniture and equipment and office supplies. These are separate and distinct from School Generated Funds.

REFERENCES:

- 700.10 – Procurement
- 700.01 – Fundraising and School Generated Funds

FORMS: N/A

DEFINITIONS: N/A

ADMINISTRATIVE PROCEDURES:

1. School Operating Budgets

The School operating budget is intended to cover the costs associated with supplies, drapery, work order requests and **replacement or additional** furniture, equipment and technology. Principals are responsible for developing a budget plan for their school community that reflects school and improvement needs within their school allocation.

School budget allocations for the next school year will be determined through the annual budget cycle once projected enrolment is available. Allocations are based on projected full-time equivalent (FTE) enrolment and can be comprised of the following, but not limited to:

- Base per Pupil Amount.
- Equity Amount - a top up to elementary schools for socio-economic realities in their community.
- Small School Amount - a top up to small elementary schools based on enrolment.

The school operating budget allocation (factors, thresholds and amounts) are reviewed and communicated annually as part of the Board’s budgeting cycle.

Schools are not to **intentionally** overspend their school operating budget. Schools are permitted to carry-forward **100% up to 10%** of funds remaining to the next budget year; **amounts greater than 10% will be reallocated to other Board priorities**. One Hundred percent (100%) of deficits will be carried forward and will require a deficit recovery plan where deficits are greater than 5% of their school operating budget for the year. The deficit



recovery plan is required to be submitted to the school's respective Superintendent of Education and the Superintendent of Business & Treasurer to ensure budgeting practices are sound and sustainable.

~~Balances carried forward which exceed 25% of the school's annual budget must be approved by the Associate Director, Corporate Services and Treasurer.~~

Enrolment adjustments will be made to elementary and secondary school budgets after the October 31 enrolment counts have been finalized as part of the revised estimates process. These adjustments will ensure that each school receives the appropriate allocation based on actual enrolment versus the initial projected enrolment.

School operating budgets are separate and distinct and are not to be used for items relating to School Generated Funds.

2. School Operating Budget Cycle

A number of functions related to school operating budgets occur throughout the year. Timing of typical activities are as follows:

- June: Principals complete their school operating budgets for the subsequent school year.
- September: Approved school operating budgets are made available in the financial accounting system for the start of the new school year.
- December: Adjustments are made to school's budgets based on actual FTE enrolment as of October 31 and any carry-over balances (including deficits) are calculated and applied from the previous school year to the instructional supplies account

3. Budget Monitoring Process

Principals are required to review their school operating budget monthly to ensure their spending is in line with their budget. Principals have access to their school budgets through the Board's financial accounting system.

Administrators must ensure that they maintain sufficient funds for July and August expenditures, which are typically charged a month behind.

At the Board level, school budgets will be reviewed monthly for reasonability of spending based on the number of months passed. Where a school has spent more than ~~65%~~ 60% of their budget before the end of February ~~January~~ or is in a deficit position at any time during the school year, approval from the School Superintendent is required for all subsequent purchases.

School Operating expenses are to be charged to the proper account (i.e., textbooks and learning material, printing and photocopying, etc.). Expenses are to be coded to the proper budget account even if there are insufficient funds in that account; provided the school's overall operating budget has funds available.

4. Central Procurement

The following items will be purchased centrally through Procurement Services:

1. Drapery.
2. New classroom furniture, which includes student and teacher desks required for portable additions, enrolment or program expansion, such as French Immersion.
3. New technology, which includes standard classroom technology (i.e., active boards or similar technology).
4. Replacement of classroom furniture, which includes student and teacher desks due to condition and age.
5. Replacement of standard classroom technology due to condition and age.
6. Main office and staff room furniture.



**Brant Haldimand Norfolk
Catholic District School Board**

**Board Policy and
Administrative Procedure**

The intent of the central furniture strategy is to allow school budgets to focus on the curriculum needs of the school. Schools will still be permitted to purchase additional furniture, equipment and technology as needed to complement their learning environment.

Please note the following:

- A furniture and technology strategy will be developed by Procurement Services to align with the annual Renewal Plan.
- Ergonomic assessment needs will continue to be processed through Health and Safety.
- Damaged furniture, equipment and technology due to vandalism will remain the responsibility of the school/student, unless covered by insurance.
- Cafeteria tables, Learning Commons and Technology Department equipment are not included in the use of these funds.

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

Prepared by: Kevin Greco, Superintendent of Education
Presented to: Policy Committee
Submitted on: June 4, 2020
Submitted by: Mike McDonald, Director of Education & Secretary

POLICE RECORDS CHECKS 300.15

Public Session

BACKGROUND INFORMATION:

The Brant Haldimand Norfolk Catholic District School Board (BHNCD SB) is committed to ensuring a safe and secure working and learning environment for students, employees, volunteers and visitors. The BHNCD SB is in a position of trust regarding students and must strive to protect their intellectual, physical, mental and emotional wellbeing. The BHNCD SB will not hire or continue to employ persons or allow school access to Service Providers who:

- have not provided a Police Records Check (Vulnerable Sector Check)
- have provided a Police Records Check which has been adjudicated and found to present an unacceptable risk to students and/or staff.

HIGHLIGHTS:

This Policy and Administrative Procedure (currently named Criminal Background Checks) was last updated in 2010. Since this time, terms and criteria have evolved. The title has been changed to Police Records Checks and is reflected throughout the document.

The Glossary of key policy terms has been updated. Language used is adapted from Branford Police Services. The AP provides a definition for Vulnerable Sector Check (VSC) and a detailed description of the what the VSC provides.

To reflect the Board's current practice, the AP explicitly states that Employees, Volunteers and Service Providers must also obtain a Vulnerable Sector Check that meets the conditions outlined by presenting a completed "**Consent for Police Records Check for a Sexual Offence for which a Pardon has been Granted or Issued**" form. The completed form must be presented to the Police Service when requesting the Police Records Check so that the appropriate search can be completed.

The Procedure includes 2 new groups:

1. Students Attending Universities, Colleges and other Programs. While not employees of the Board, students who report for practicum/work placements must have a Police Record Check including the VSC.
2. Community College Employees Instructing Dual Credit and other Courses must have a Police Record Check including the VSC before they begin service.

Service Providers and Procurement

The revised AP includes updated language to be consistent with our process for securing service providers with respect to the requirement to provide Police Records Checks VSC.

RECOMMENDATION:

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Police Records Check Policy 300.15 to the Brant Haldimand Norfolk Catholic District School Board for approval.



Brant Haldimand Norfolk Catholic District School Board

POLICY: **POLICE RECORDS CHECKS** Criminal Background Checks

Adopted:	02/22/05	Policy No:	300.15
Revised:	06/22/10	Policy Category:	Human Resources
	March 20, 2020		

The Brant Haldimand Norfolk Catholic District School Board has the responsibility, under The Education Act, to provide a safe and secure working and learning environment for students, **employees, volunteers and visitors**. The Board is in a position of trust **regarding** with regard to students and must strive to protect their intellectual, physical, mental and emotional **wellbeing**.

Policy Statement:

The Brant Haldimand Norfolk Catholic District School Board will not hire, or continue to employ persons, who have criminal convictions and/or patterns of behaviour which place students or staff at risk.

The Brant Haldimand Norfolk Catholic District School Board will not allow school access to *Service Providers* or *Others* who have direct and regular contact with students:

- who have not provided a Police Records Check (**Only the Vulnerable Sector Check is acceptable to begin service in the BHNCD SB**) or;
- who have provided a Police Records Check which has been adjudicated and found to present an unacceptable risk to students and/or staff.

Glossary of Key Policy Terms (Adapted from Branford Police Services):

1. Criminal Record Check

This check is intended for applicants who are involved as a volunteer, employee or in any situation where a basic CRC is requested (i.e., retail). This check is NOT intended for applicants who are seeking volunteer and/or employment with vulnerable persons. The Police Criminal Record Check will include criminal convictions (summary and indictable) from CPIC and/or local databases.

2. Criminal Record and Judicial Matters Check

A collection of offence information, including convictions, non-convictions and other relevant police contact information available from a local police agency's records management system and other systems/records, where authorized. This check is intended for applicants who are seeking volunteer and/or employment with agencies who require a criminal record check along with local police involvement. The agency has determined that a search of pardoned sex offenders database, and contacts relating to mental health apprehensions, is NOT required (i.e., border crossing or visa) therefore this check is NOT intended for applicants who are seeking volunteer and/or employment with vulnerable persons.

3. Vulnerable Sector Check (must be used)

This check is restricted to applicants seeking employment and/or volunteering with vulnerable individuals, children, elderly persons, the disabled, etc. It is a collection of offence information, including convictions, non-convictions and other relevant police contact information available from a

local police agency's records management system and other systems/records where authorized. This check will include sexual offence convictions for which the individual has received a record suspension (pardon) where authorized by the Minister of Public Safety and Emergency Preparedness.

The Police Vulnerable Sector Check will include the following:

- a. Criminal convictions (summary and indictable) from CPIC and/or local databases.
- b. Outstanding entries, such as charges and warrants, judicial orders, Peace Bonds, Probation and Prohibition Orders. As per CPIC policy, information obtained from the Investigative Databank must be confirmed and authorized for release by the contributing agency.
- c. Absolute and Conditional Discharges where still within the applicable disclosure periods.
- d. Family Court Restraining Orders.
- e. Charged and processed by other means such as diversion.
- f. Dispositions including, but not limited to, Withdrawn, Dismissed, and cases of Not Criminally Responsible by Reason of Mental Disorder.
- g. A review of all available police contacts including but not limited to theft, weapons, sex offences, or violent, harmful or threatening behavior which may or may not have involved a mental health incident.
- h. As authorized for release by the Minister of Public Safety and Emergency Preparedness, Criminal Code convictions for sexual offences for which a record suspension (pardon) was received, identified as a result of a Vulnerable Sector verification

~~was prepared by a police force or service from national data on the Canadian Police Information Centre (CPIC) database within six months of the first day of service; before the day the OESC collects the document on behalf of the Board; and (the OESC no longer collects for service providers — FYI)~~

- ~~a) provides information concerning the individual's police record, including Criminal Code (Canada) convictions, pardoned sexual offences, records of convictions under the Controlled Drugs and Substances Act, Narcotic Control Act and Food and Drugs Act and all outstanding warrants and charges.~~

Offence Declaration

A written declaration signed by an individual listing all of the individual's convictions for offences under the Criminal Records Act (Canada) up to the date of the declaration:

- ~~a) that are not included in a Police Records Check (VSC) last collected by the Board and; by the Ontario College of Teachers (OCT) after December 31, 1998 or in the last Police Records Check collected by the Board under this regulation; and,~~
- b) for which a pardon under Section 4.1 of the Criminal Records Act (Canada) has not been issued or granted.

Service Provider

An individual who is not an employee of the Board and who comes into direct **and regular** contact with pupils on a regular basis in the normal course of:

- a) providing goods or services under contract with the Board, carrying out his or her employment functions as an employee, or a person who provides goods or services under contract with the Board, or,
- b) providing services to a person who provides goods or services under contract with the Minister.

Identification Card

~~A wallet sized card, issued by OESC for a three year period ending December 31, 2006 to an individual Service Provider who has been determined to present no unacceptable risk to students who may attend~~

~~school property and come in direct and regular contact with students.~~ (OESC no longer provides these services for service providers – this should be removed from policy)

Statutory/Regulatory/Related Board Policy Linkages:

Regulation 521/01

Hiring - Support Staff Policy

Hiring - Academic Staff Policy

Pre-Employment Screening Policy

Criminal Records Act

Volunteer Policy

Security of Schools, Buildings and Grounds Policy

Municipal Freedom of Information & Protection of Privacy Act

Safe Schools Act, Regulation 521/02



Brant Haldimand Norfolk Catholic District School Board

ADMINISTRATIVE PROCEDURES: **POLICE RECORDS CHECKS** ~~CRIMINAL BACKGROUND CHECKS~~

Adopted:	02/22/05	Policy No:	300.15
Revised:	06/22/10	Policy Category:	Human Resources

A. **POLICE RECORDS CHECKS** FOR EMPLOYEES

- Ontario Regulation 521/01 (amended by Regulation 170/02 and 49/03) was established to ensure the safety and security of Ontario students.
- All current employees including retired employees who have become reemployed by the Board will provide an annual Offence Declaration in accordance with Ontario Regulation 521/01.
- All new employees will be required to provide, at their own expense, an original Police Records Check.
- The Consent Form must be submitted along with an Intent to Volunteer letter from the Board or a school.

Requirements

All new employees, volunteers, service providers, individuals requiring a placement for professional certification and other (the "applicant") are required to provide a Police Records Check that is satisfactory to the Board prior to the commencement of any duties. The Police Records Check must meet all of the conditions outlined below:

- must have been completed through a local police service in the area in which they reside within the preceding 6 months;
- must include a Vulnerable Sector Check (VSC) including a search of the pardoned sex offender database;
- must be an original.

Searches completed by any private company or organization other than a police service **will not be accepted.**

~~The Collection of Personal Information Regulation will require the Brant Haldimand Norfolk Catholic District School Board to do the following:~~

1. **Current Employees**

Are required to provide to the Board an Offence Declaration by September 1st of each year in which the individual is employed by the Board.

2. **New Employees**

a) Condition of Employment

The Board shall collect a Police Records Check (VSC) in respect of the individual before the day the individual commences employment with the Board. All offers of employment with the Board shall be conditional upon the applicant supplying the required Police Records Check (VSC). The Board shall collect an Offence Declaration from the individual by September 1st of each year in which the individual is employed by the Board after the date of hire.

b) Emergency Provision

Normally, a candidate shall not commence employment with the Board until the current verification of their Police Records Check has been submitted and accepted. Only in an exceptional case will a person be permitted to commence employment with the Board before the Board has received the Police Records Check. In such a case, the candidate will be required to provide an Offence Declaration which may, at the Board's sole discretion, permit the candidate to commence employment prior to the submission of the Police Records Check. Before any such exception is made, a binding agreement shall be entered into between the employee, ensuring that the Police Records Check be provided without delay and in a timely manner. This agreement will preserve the Board's power to revoke the offer of employment, and dismiss the employee, should the Offence Declaration provided by the employee prove to be false or misleading in any respect.

Retention

The Board shall retain an original or a true copy taken from the original by the Board designated contact or designate. Completed Police Records Checks and Offence Declarations will be filed in a separate and secure location. **Human Resources will not provide copies to employees.**

Adjudication

Employees must obtain a Vulnerable Sector Check that meets the conditions outlined by presenting a completed "Consent for Police Records Check for a Sexual Offence for which a Pardon has been Granted or Issued" form. The completed form must be presented to the Police Service when requesting the Police Records Check so that the appropriate search can be completed. Where evidence is received of a criminal conviction or other relevant conviction, the designated Board contact will consider at least the following factors in determining an appropriate course of action:

- the length of time since offence(s);
- any involvement of children and/or sexual activity and/or violence and/or acts of dishonesty in the offence(s);
- the employment history;
- the employee's attitude towards offence(s);
- any treatment, counseling or other services received since offence;
- other steps taken to rehabilitate;
- any likelihood offence(s) will be repeated;
- if alcohol or illegal drugs were a factor in commission of offence(s);
- the degree of cooperation with this investigation;
- if the offence(s) committed while employed by the Board;
- if the employee is a teacher, relevance of offence(s) to teacher duties as set out in the Education Act and Regulations;
- if employee is not a teacher, relevance of offence(s) to their employment duties; and
- whether the offence(s) require any action pursuant to The Student Protection Act (including notification of the Ontario College of Teachers).

The course of action may include disciplinary action up to and including dismissal, and/or withdrawal of offer, and shall be in compliance of other Board policies, collective agreements and legislation.

Consequences of Non-Compliance

Employees who fail to provide a signed Offence Declaration Form by the date prescribed by the Board may be suspended without pay until the form is received.

B. POLICE RECORDS CHECKS FOR STUDENTS ENROLLED IN UNIVERSITIES AND COLLEGES

These students reporting for practicum/work placements in Board programs and facilities must submit a Police Records Check (VSC) to the Principal or Supervisor on or before the first day of their assignment. The student must provide an original copy and have an issue date within one year. Principals are to make a photocopy of the original for their retention and the original copy of the Police Record Check is returned to the student.

C. EMPLOYEES OF COLLEGES AND UNIVERSITIES

Employees not of the Board instructing students of the BHNCD SB must have a Police Record Check (VSC) completed with adherence to the policies and procedures of their institution. Police Record Checks must be submitted to the College prior to the commencement of their assignment.

D. POLICE RECORDS CHECKS POLICE RECORDS CHECKS FOR SERVICE PROVIDERS

The Board will contract with the Ontario Education Services Corporation (OESC), a non-profit company established by the four School Boards' Associations in Ontario and the Council of Directors of Education, to collect and adjudicate Police Records Checks on all Service Providers and employees of Service Providers who are identified by the Board as potentially coming into direct and regular contact with students. ~~Where a service provider is contracted by Procurement Services to provide services that put the service provider and/or its employees into direct and regular contact with students, the Procurement Services representative responsible for entering into the contract will advise the service provider with respect to the requirement to provide Police Records Checks (VSC??)~~

Requirements

Board staff will:

- a) include language similar to the following in any new Request for Proposal/Tender/Quotation of Contract:

~~"The Bidder acknowledges receipt of a copy of Regulation 322/03 (Collection of Personal Information) to the Education Act (Ontario) with respect to Police Records Checks and offence declarations. If required by the Board, the successful Bidder covenants and agrees to assist the Board in complying with same by providing the Board, or such other entity as the Board may designate, with a Police Records Check covering offences under the Criminal Code, the Controlled Drugs and Substances Act and any other offences which would be revealed by a search of the automated Criminal Records Retrieval System maintained by the RCMP ("Criminal Background Check")~~

~~For the purpose of this Request for Proposal/Tender/Quotation, the Board shall determine in its sole and unfettered discretion whether an individual or employee of the successful Bidder may come into direct contact with pupils on a regular basis.~~

~~The successful Bidder further acknowledges and agrees that the contract between the Board and the successful Bidder to be entered into pursuant to the terms hereof shall contain provisions of indemnification and provisions allowing the Board to terminate same in the event the successful Bidder fails to provide the Board with a Police Records Check for every individual or employee who may come into direct contact with pupils on a regular basis at a school site of the Board, prior to the occurrence of such possible direct contact.~~

~~In addition, the contract will contain provisions that will allow the Board, or such other entity as the Board may designate, upon review of the Police Records Check provided, to determine that an individual or employee will not be permitted on Board property or to volunteer on Board-sponsored events in circumstances where direct contact with students is probable. A copy of the Board's policy, Police Records Checks is available on the Board's website (www.bhncdsb.ca)~~

or in print upon request.”

- ~~b) ensure that all Service Providers are in compliance with Regulation 322/03 before providing services to the Board.~~
- ~~c) develop a procedure for regularly, as required updating the Service Provider list, communicating this information to OESC and informing new Service Providers about the requirements.~~
- ~~d) develop a procedure for checking Identification Cards (and photo identification) of Service Providers by school officials on a regular basis.~~

Adjudication

~~OESC will use a panel of experts to screen Service Provider employees who have Police Records. OESC will use published screening criteria and adjudication procedures which will strive to ensure provincial consistency in adjudication. All decisions of OESC will be final.~~

Consequences of Non-Compliance

~~A Service Provider who fails to comply with the Police Records Check requirements of the Board through OESC will be barred from providing goods and/or services to the Board.~~ **A service provider who fails to comply with Police Records Check requirements of the Board will be barred from providing goods and/or services to the Board until such time as he/she is in compliance with the procedure.**

E. POLICE RECORDS CHECKS FOR OTHERS HAVING DIRECT AND REGULAR CONTACT WITH STUDENTS

In order to meet legislative requirements to collect **Police Record Check** from all individuals who have direct and regular contact with students and further the effort to ensure the safety of students and minimize potential Board liability, the Board will collect and adjudicate Police Records Checks **Police Record Check** on individuals in this category and who have been identified by the Board as potentially coming into direct and regular contact with students.

Included in this category are the following:

- a) Provincial organizations that provide services to schools, but who are not Service Providers as defined in the regulation (including but not limited to) and who are not exempt from these requirements as the organization has standards and practices in place which meet or exceed those of the Board.

Based on organizational standards, employees of the following organizations will not be required to present a Police Records Check **Police Record Check** as long as they provide a valid organization issued photo-identification card clearly identifying them as an employee of the organization:

1. Public Health Departments
2. Victorian Order of Nurses
3. Community Care Access Centres
4. Children’s Mental Health Ontario
5. Provincial Schools Authority
6. Day Nurseries
7. Children’s Aid Societies
8. St. John’s Ambulance
9. Big Brothers of Canada
10. Big Sisters of Canada

- b) Trustees will provide a Police Records Check at the beginning of each term prior to the

Inaugural Meeting.

- c) Students attending university or college programs which require practicum or cooperative placements in schools.
- d) School volunteers will provide a ~~criminal background~~ **Police Record Check** every three years and an offence declaration at the beginning of each school year other than years when they are required to provide a ~~criminal background~~ **Police Record Check**.
- e) Persons 18 years of age or over having direct and regular contact with students¹
- f) Parish priests and other parish personnel will provide confirmation from the Bishop that an acceptable **Police Record Check** is on file with the Diocese.

Requirements

Board staff will:

- a) Ensure that all *Others* are in compliance with Regulation 322/03.
- b) Develop a procedure for regularly, as required, updating the *Others* list and informing new *Others* about the requirements.
- c) Ensure that persons who have not provided services to the Board for more than 12 months shall obtain an updated Police Records Check.

Adjudication

Where evidence is received of a criminal conviction or other relevant conviction, the designated Board contact will consider at least the following factors in determining an appropriate course of action:

- the length of time since offence(s);
- any involvement of children and/or sexual activity and/or violence and/or acts of dishonesty in the offence(s);
- the person's attitude towards offence(s);
- any treatment, counseling or other services received since offence;
- other steps taken to rehabilitate;
- any likelihood offence(s) will be repeated;
- if alcohol or illegal drugs were a factor in commission of offence(s);
- the degree of cooperation with this investigation;

Consequences for Non-Compliance

Any *Other* who fails to comply with the Police Records Check requirements of the Board will be denied school access pending compliance.

Fees for Police Records Checks

Pursuant to this Policy, the Board will reimburse the cost of fees paid to police departments for the completion of Police Records Checks required of volunteers.

¹The Youth Criminal Justice Act protects the privacy of minors by limiting access to their records. It is recommended therefore that a Service Provider or "Other" who has not attained the age of 18 be directly supervised by a staff member when in contact with students.

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

Prepared by: Kevin Greco, Superintendent of Education
Presented to: Policy Committee
Submitted on: June 4, 2020
Submitted by: Mike McDonald, Director of Education & Secretary

VOLUNTEER AND TRIP DRIVER POLICY 200.21

Public Session

BACKGROUND INFORMATION:

The Brant Haldimand Norfolk Catholic District School Board is committed to ensuring the safety and well-being of students and staff. The purpose of this Policy and Administrative Procedure is to provide direction to Board Staff and Schools regarding the use of volunteer and staff trip drivers. It outlines for all board staff and volunteers the administrative procedures to adhere to when Authorized by the Board to Transport Students.

HIGHLIGHTS:

The Volunteer and Trip Driver Policy and AP 200.21 was last revised in 2011. The Policy and AP has been updated with current language. The new title will be VOLUNTEER AND STAFF TRIP DRIVERS to distinguish between staff and volunteers that volunteer to transport students. It has also been updated according the latest OSBIE coverage and risk assessment information. The Policy and AP describe the criteria required to bring into effect the Board's excess liability insurance as well as the legislation that strictly prohibits the use and operation of hand-held communication and electronic entertainment devices.

For an individual not employed by the Board to act as a volunteer driver they shall qualify to become a volunteer and adhere to the Board's policies regarding eligible volunteers. The AP lists the risk factors the Board will consider when assigning trip drivers for particular activities. The revised AP also includes an updated *Volunteer Driver Authorization to Transport Students* form.

The Administrative procedures now include a section on Co-op Student Drivers. This Policy and Administrative Procedure will also include a section titled, *Rented Vehicles Used for Board-approved Business* (vehicles rented for less than 30 days). The Board has purchased a Rental Vehicle Insurance Endorsement which, in the event of a third-party liability loss, the fleet policy is the primary coverage. What this means is that if a rented vehicle is involved in an accident, OSBIE's Fleet Policy will pay for liability as a result of the accident and the driver's personal auto policy will pay any liability in excess of OSBIE's insurance. To avoid personal liability, the rental contract must clearly show the Brant Haldimand Norfolk Catholic District School Board as the Renter, followed by the School name and then the teacher(s).

The Policy and Administrative Procedure continues to reiterate that under no circumstances are students permitted to drive a vehicle, which has been rented for purposes of the Board.

RECOMMENDATION:

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Volunteer Trip Driver Policy 200.21 to the Brant Haldimand Norfolk Catholic District School Board for approval.



Policy: Volunteer and **Staff** Trip Drivers

	Policy Number:	200.21
Adopted: September 24, 2002	Former Policy Number:	n/a
Revised: April 26, 2011; January 24, 2017; March 9, 2020	Policy Category:	Students
Subsequent Review Dates: TBD	Pages:	1

Belief Statement:

Recognizing that the best means of transporting students is by **Board approved** school bus transportation, the Brant Haldimand Norfolk Catholic District School Board understands that in certain circumstances, it may be necessary for volunteer drivers to be used in the transportation of students for school-approved activities.

Policy Statement:

In order for an individual, **not employed by the Board**, to act as a volunteer driver, they shall qualify to become a volunteer and ~~follow~~ **adhere to the Board Policy on Volunteers (300.12) and Board Policy 300.15.**

All trip drivers, including **staff and** volunteer drivers shall:

- Have adequate **personal** liability insurance coverage (minimum \$1 000 000)
- Have a valid **Ontario** driver's license
- Have a driving record that is free from Criminal Code violations in the last three years and from Ontario Highway Traffic Act offences of five demerit points or more
- Be 21 years of age or older.

Students are not authorized to act as trip drivers.

Glossary of Key Policy Terms:

Trip Driver

Any person authorized by the Board who has agreed to carry students or staff to a trip/excursion while they are driving their own or another licensed automobile. This includes, but is not limited to, trustees, Board employees, **and parents**, volunteers.

Volunteer Driver

A trip driver that is not an employee of the Board or a trustee who volunteers to carry students or staff to a trip/excursion while they are driving their own or another licensed automobile.

References:

BHNCDSB Policy 300.12 Volunteers

BHNCDSB Policy 300.15 ~~Criminal Background Checks~~ Police Records Checks

Criminal Code of Canada

Ontario Highway Traffic Act



VOLUNTEER AND **STAFF** TRIP DRIVERS AP: 200.21

Procedure for: Board Staff
Submitted by: Chris N. Roehrig, Director of Education
Category: Students

Adopted: September 24, 2002
Revised: April 26, 2011; January 24, 2017

Purpose

The purpose of this Administrative Procedure is to provide direction to Board Staff and Schools regarding the use of volunteer and **staff** trip drivers.

Responsibilities

All Board staff shall ~~follow~~ **adhere to** this administrative procedure. Specific direction is provided for principals, volunteers, and teachers.

Information — N/A

Procedures

1.0 All trip drivers, including **staff and** volunteer drivers, shall complete the *Volunteer Driver Authorization to Transport Students form* (Appendix A) and seek approval from the school principal before transporting students.

2.0 All trip drivers, including **staff and** volunteer drivers, are advised that, in order to bring into effect the Board's Excess Liability Insurance, they shall:

- Use a licensed automobile which carries valid automobile Third Party Liability insurance as required under Ontario legislation;
- Provide the Board with prompt written notice, with particulars, of any accident arising out of the use of a licensed automobile during a trip on Board-related business;
- Be aware that the Board's Excess Liability insurance comes into effect only after the vehicle owner's primary Third Party Liability insurance limit has been exhausted;
- Be aware that any damage to the volunteer's vehicle, the cost of any insurance deductible or premium adjustment as the result of an accident while the vehicle is being used on Board-related business is NOT covered by the Board's Excess Automobile Liability insurance.
- **Be aware that if the vehicle is equipped with passenger-side airbags, children under 12 years should not be permitted to ride in the front seat. (See vehicle manufacturer's recommendation.)**
- Be aware that legislation strictly prohibits the use and operation of hand-held communication and electronic entertainment devices; including but not limited to cell phones, GPS, smart phones, iPods, laptops, DVD players, etc., while driving and prohibits viewing display screens unrelated to operating the automobile (see attached in red).
- Be aware that seat belts must be in working condition and used by all passengers and that the volunteer driver is responsible to ensure that children from the age of 5 to 16 years of age are buckled up.
- **Be aware that the Ontario's Highway Traffic Act requires children to use a booster seat when they weigh 18 kg to 36 kg (40-80 lb.), are less than 145 cm (4 feet 9 inches) tall, and are under the age of 8.**

3.0 In order for an individual to act as a volunteer driver they shall qualify to become a volunteer and follow the Board Policy on Volunteers (300.12) **and Board Policy on Criminal Reference Checks (300.15).**



- 4.0** The Board will consider the following risk factors when assigning trip drivers for particular activities:
- Driver experience
 - Driving record, i.e., accident and conviction record
 - Vehicle condition
 - Weather conditions
 - Distance
 - Traffic density
- 5.0** The *Volunteer Driver Authorization to Transport Students* form (see Appendix) needs to be submitted annually.
- 6.0** Rented Vehicles Used for Board-approved Business (vehicles rented for less than 30 days).
- 6.1 Priority of coverage is as follows:
- | | |
|-----------------------------|--|
| 1. Primary Auto Liability | - Personal auto policy of driver who rents the vehicle |
| 2. Excess Auto Liability #1 | - OSBIE Fleet Policy |
| 3. Excess Auto Liability #2 | - Rental Agency |
- 6.2 Rental Vehicle Insurance Endorsement or OPCF 27
The Board has purchased Rental Vehicle Insurance Endorsement or OPCF 27, which, in the event of a third-party liability loss, the fleet policy is the primary coverage. What this means is that if a rented vehicle is involved in an accident, OSBIE's Fleet Policy will pay for liability as a result of the accident and the driver's personal auto policy will pay any liability in excess of OSBIE's insurance.
- 6.3 To avoid personal liability, the rental contract must clearly show the Brant Haldimand Norfolk Catholic District School Board as the Renter, followed by the School name and then the teacher(s), i.e., Brant Haldimand Norfolk Catholic District School Board, Mother Theresa Catholic High School, Mark Smith, John Hill, etc.
- 6.4 ALL individuals who will be driving the rented vehicle, otherwise the unlisted drivers will not be covered by OSBIE's endorsement. As a result, if a person is not listed on the rental agreement, they cannot drive the rented vehicle.
- 6.5 Renters who rent vehicles in Ontario under their own name for Board-approved use may be exposing their own insurance policies to a claim for any damage or injury, which may occur while the vehicle is in their custody or control.
- 6.6 Under no circumstances are students permitted to drive a vehicle, which has been rented for purposes of the Board.



Definitions

Trip Driver

Any person authorized by the Board who has agreed to carry students or staff to a trip/excursion while they are driving their own or another licensed automobile. This includes, but is not limited to trustees, employees, parents, volunteers.

Volunteer Driver

A trip driver that is not an employee of the Board or a trustee who volunteers to carry students or staff to a trip/excursion while they are driving their own or another licensed automobile.

References

[BHNCD SB Policy 300.12 Volunteer](#)

[BHNCD SB Policy 300.15 Criminal Reference Checks](#)

Ontario Highway Traffic Act

Criminal Code of Canada



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

**VOLUNTEER DRIVER AUTHORIZATION TO
TRANSPORT STUDENTS**

School Name: _____ Date: _____

This will authorize

(Name of teacher or other volunteer driver)

To transport students participating in the events listed on the attached school schedule or to transport students participating in the following school activity:

VEHICLE INFORMATION: MAKE _____ YEAR: _____ LICENSE PLATE # _____

INSURANCE INFORMATION: POLICY NUMBER _____
TOTAL AMOUNT OF THIRD-PARTY LIABILITY INSURANCE (MINIMUM REQUIRED \$1 000 000): _____

All trip drivers, including volunteer drivers shall have adequate liability insurance coverage, a valid driver's license, a driving record that is free from violations, and be 21 years of age or older. Students are not authorized to act as trip drivers. In order for an individual to act as a volunteer driver they shall qualify to become a volunteer and follow the Board Policy on Volunteers (200.04).

- All trip drivers, including volunteer drivers, are advised that, in order to bring into effect the Board's Excess Liability Insurance, they shall **must**:
- (a) Use a licensed automobile which carries valid automobile Third Party Liability insurance as required under Ontario legislation.
 - (b) Provide the Board with prompt written notice, with particulars, of any accident arising out of the use of a licensed automobile during a trip on Board-related business.
 - (c) Be aware that the Board's Excess Liability insurance comes into effect only after the vehicle owner's primary Third Party Liability insurance limit has been exhausted.
 - (d) Be aware that any damage to the volunteer's vehicle, the cost of any insurance deductible or premium adjustment as the result of an accident while the vehicle is being used on Board-related business is NOT covered by the Board's Excess Automobile Liability insurance.
 - (e) Be aware that if the vehicle is equipped with passenger-side airbags, children under 12 years should not be permitted to ride in the front seat. (See vehicle manufacturer's recommendation.)
 - (f) **Be aware that legislation makes it illegal for drivers to talk text, type, deal or e-mail using hand-held cell phones and other hand-held communications and entertainment devices. The law also prohibits drivers from viewing display screens while driving, such as laptops and DVD players that are unrelated to the driving task. Be aware that legislation strictly prohibits the use and operation of hand-held communication and electronic entertainment devices; including but not limited to cell phones, GPS, smart phones, iPods, laptops, DVD players, etc., while driving and prohibits viewing display screens unrelated to operating the automobile.**
 - (g) Be aware that Seat belts must be in working condition and used by all passengers and that the Volunteer driver is responsible to ensure that children from the age of 5 to 16 years of age are buckled up.
 - (h) Be aware that the Ontario's Highway Traffic Act requires children to use a booster seat when they weigh 18 kg to 36 kg (40-80 lb.), are less than 145 cm (4 feet 9 inches) tall and are under the age of 8.

DECLARATION TO BE SIGNED BY DRIVER

- ~~• I declare that I hold an unrestricted driver's license that is free from Criminal Code violations in the last three years and from Ontario Highway Traffic Act offences of five demerit points or over which include, but are not limited to, careless driving, racing, exceeding the speed limit by 50 km/h or more, failing to stop for a school bus or for police, failing to stop at unprotected railway crossings, etc.~~
- **I declare that I hold an unrestricted driver's licence and I am authorized to drive in Ontario, and my vehicle is insured by a valid automobile liability insurance policy as required by Ontario law.**
- I declare that the vehicle described above is mechanically fit and that there are seat belts in working condition for all passengers.
- I have read and understand page two of this form regarding the Summary of Insurance.

Driver's Printed Name: _____ Signature: _____ Date: _____

DECLARATION TO BE SIGNED BY OWNER (IF DRIVER DOES NOT OWN THE VEHICLE)

- I declare that I have authorized _____ to drive my vehicle to transport students participating in the school event(s) listed on this form.
- I declare that he/she holds an unrestricted driver's license, is authorized to drive and is insured as an operator under the vehicle's liability insurance.
- I declare the vehicle described above is mechanically fit and that there are seat belts in working condition for all passengers.
- I have read and understand page two of this form regarding the Summary of Insurance.

Owner's Printed Name _____ Signature _____ Date _____

PRINCIPAL'S APPROVAL



**VOLUNTEER DRIVER AUTHORIZATION TO
TRANSPORT STUDENTS**

Principal's Printed Name: _____ Signature: _____ Date: _____

SUMMARY OF INSURANCE

1. Volunteer Supervisors on School Premises

The Board's liability insurance policy protects both staff and volunteers who are working within the scope of their duties for the Board. This coverage responds to law suits that are brought against staff or volunteers who are supervising school events and provides protection up to ~~\$20~~ \$24 Million for each occurrence.

2. Volunteer Drivers for School Activities

Ontario legislation makes automobile insurance compulsory in the Province of Ontario. The same legislation makes the owner's insurance primary coverage in the event of an accident – in other words, the insurance carried on the vehicle responds first.

If a vehicle which is not owned by the Board is being operated by a volunteer or any other Board employee for approved school activities, the Board's Non-Owned Automobile Insurance endorsement will respond to Third Party Liability claims in **excess** of the owner's insurance limit up to a total combined limit as stated in the Non-Owned Auto policy.

There is no coverage provided by the Board's insurance for damage to a volunteer's or an employee's vehicle while they are being operated for Board activities.

According to Provincial legislation, passengers who are injured would recover Accident Benefits coverage from their own or a parent's automobile policy. In the absence of a personal or family automobile policy, the passenger would then be eligible to recover benefits from the insurance policy covering the vehicle in which they were riding.

3. Personal Automobile Insurance Coverage

For the personal protection of volunteer drivers, it is recommended that drivers carry a minimum of \$1 Million of Third Party Automobile Liability insurance. Volunteers and Board employees who use their personal vehicles for transporting students to school activities should advise their insurance carrier.