



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

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

**Policy Committee
Wednesday, June 4, 2014 ♦ 6:30 p.m.
Boardroom**

Members: Dennis Blake (Chair), Cliff Casey, Dan Dignard, Bonnie McKinnon, Rick Petrella,
Chris N. Roehrig, June Szeman

1. Opening Business

1.1 Opening Prayer – Dennis Blake

1.2 Attendance

1.3 Approval of the Agenda

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1.4 Approval of Minutes from the Policy Committee Meeting – May 27, 2014

Pages 2-4

2. Committee and Staff Reports

2.1 French Immersion 200.30 (revised)
Presenter: Leslie Telfer, Superintendent of Education

Pages 5-9

2.2 Community Use of Schools 400.05 (revised)
Presenter: Tom Grice, Superintendent of Business & Treasurer

Pages 10-28

3. Discussion Items

4. Adjournment



Policy Committee
Tuesday, May 27, 2014 ♦ 5:15 p.m.
Boardroom

Trustees:

Present: Dennis Blake (Chair), Cliff Casey, Bonnie McKinnon, Rick Petrella, June Szeman

Absent: Dan Dignard

Senior Administration:

Chris N. Roehrig (Director of Education & Secretary), Bill Chopp (Superintendent of Education)

1. Opening Business

1.1 Opening Prayer

The meeting opened with a prayer led by Dennis Blake.

1.2 Attendance

As noted above.

1.3 Approval of the Agenda

Moved by: Rick Petrella

Seconded by: Cliff Casey

THAT the Policy Committee approves the agenda of the May 27, 2014 meeting.

Carried

1.4 Approval of the Policy Committee Meeting Minutes – November 26, 2013

Moved by: June Szeman

Seconded by: Rick Petrella

THAT the Policy Committee approves the minutes of the November 26, 2013 meeting.

Carried

2. Committee and Staff Reports

2.1 Opening and Closing Exercises 200.11 (rescind)

Superintendent Chopp explained that the existing policy from 2001 is no longer valid, nor is a formal policy regarding school opening and closing exercises required. Rather, an Administrative Procedure has been developed that provides direction to school administrators on the content of opening and closing exercises and directs administrators to consult with their School Advisory Councils on an annual basis with respect to individual school exercises.



Moved by: Bonnie McKinnon

Seconded by: Cliff Casey

THAT the Policy Committee recommends that the Committee of the Whole refers the rescinding of the Opening and Closing Exercises Policy 200.11 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

2.2 Head Lice/Pediculosis 200.20 (revised)

Superintendent Chopp advised that the existing policy, last revised in 2004, was reviewed and that minor changes were made, as well as the format revised to current standards. He drew attention to the confidentiality clause and confirmed that school staff may assist with head lice checks on a voluntary basis.

Moved by: Cliff Casey

Seconded by: Rick Petrella

THAT the Policy Committee recommends that the Committee of the Whole refers the Head Lice/Pediculosis Policy 200.20 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

2.3 Home Schooling 200.16 (revised)

Superintendent Chopp delineated between the Home Instruction and Home Schooling programs. The Home Schooling policy outlines the requirements and procedure to follow when parents/guardians request that their child(ren) be schooled at home. He advised that the policy was last reviewed in 2004 and that some revisions have to be made to reflect current practice and document formatting. In response to trustee inquiries, he confirmed that provisions can be made for home-schooled children to participate in EQAO assessments, although their results are not included in the school results. He also advised that approximately 20 students are currently being home schooled, and that home-schooled children returning to a formal classroom are placed in an age-appropriate grade and provided with additional assistance, if required.

Moved by: Rick Petrella

Seconded by: Cliff Casey

THAT the Policy Committee recommends that the Committee of the Whole refers the Home Schooling Policy 200.16 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

3. Discussion Items

Vice Chair Petrella reiterated his concerns regarding the proper introduction of trustees and dignitaries at school and public events, as well as appropriate seating arrangements. He suggested that in his opinion, the direction provided to school principals via a memorandum from Director Roehrig in the fall of 2012 should be clarified and re-enforced, or that a more formal guideline should be developed. Trustee McKinnon commented that schools plan their celebrations to meet their needs and the occasion, and that these events are for the students, families and school community, not for the sake of dignitaries; hence, a formal policy is not appropriate. Director Roehrig shared some of the challenges faced by event organizers. He advised that he would be willing to send a revised memo in the fall which will cover more specific information like correct pronunciation of names, proper titles, and suggested seating guidelines.



4. Adjournment

Moved by: Bonnie McKinnon

Seconded by: Rick Petrella

THAT the Policy Committee adjourns the meeting of May 27, 2014.

Carried

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

Prepared by: Leslie Telfer, Superintendent of Education
Presented to: Policy Committee
Submitted on: June 4, 2014
Submitted by: Chris N. Roehrig, Director of Education & Secretary

FRENCH IMMERSION

Public Session

BACKGROUND INFORMATION:

The Brant Haldimand Norfolk Catholic District School Board recognizes the educational value of offering a French Immersion program in which students receive instruction in the French language consistent with the philosophy and expectations outlined in *The Ontario Curriculum: French as a Second Language 2013 (Core French Grades 4-8; Extended French Grades 4-8; French Immersion Grades 1-8)*, as well as with the vision and goals outlined in the Ministry of Education's *A Framework for French as a Second Language in Ontario, Kindergarten to Grade 12 (2013)*. The French Immersion policy 200.30 has not been revised since it was adopted in January 2009.

DEVELOPMENTS:

The French Immersion policy was reviewed and revised to reflect current instruction and recent changes to related Ontario Ministry documents, specifically *The Ontario Curriculum: French as a Second Language 2013 (Core French Grades 4-8; Extended French Grades 4-8; French Immersion Grades 1-8)*. Minor revisions have been made to the policy to reflect current and consistent terminology. The policy and administrative procedure have also been reformatted to the Board's current standard.

The revised policy has been vetted by the FSL Committee, Principals and Senior Administration.

RECOMMENDATION:

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



Policy: French Immersion Policy

	Policy Number:	200.30	
Adopted:	January 27, 2009	Former Policy Number:	n/a
Revised:		Policy Category:	Students
Subsequent Review Dates:		Pages:	1

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board recognizes the educational value of offering a French Immersion program in which students receive instruction in the French language consistent with the philosophy and expectations outlined in the Ontario Curriculum: French as a Second Language (Core French Grades 4 – 8, Extended French Grades 4 – 8, French Immersion Grades 1 – 8 2004 (2013) in Ontario Schools, as well as with the vision and goals outlined in A Framework for French as a Second Language, Kindergarten to Grade 12 (2013), which include:

1. Increase student confidence, proficiency and achievement in FSL
2. Increase the percentage of students studying FSL until graduation
3. Increase student, educator, parent and community engagement

Policy Statement:

1. The French Immersion program policy reflects the mission and values of the Brant Haldimand Norfolk Catholic District School Board.
2. The policy shall provide information with respect to the French Immersion program, its admission requirements, structure, program elements and promotional strategies in its administrative procedures.
3. The French Immersion program policy is developed in consultation with Board and school staff, and school administrators, and representatives from the parent community.

Glossary of Key Policy Terms:

Ontario Curriculum: French as a Second Language 2013 (Core French Grades 4-8; Extended French Grades 4-8; French Immersion Grades 1-8, 2004)

A Framework for French as a Second Language in Ontario Schools, Kindergarten to Grade 12, 2013



French Immersion Policy AP 200.30

Procedure for: Principals/Vice-Principals, Consultants, Teachers, Librarians	Adopted: January 27, 2009
Submitted by: Leslie Telfer (Superintendent of Education)	Revised: TBD
Category: Students	

Purpose

The purpose of the Administrative Procedure is to provide information with respect to the French Immersion program, its program elements and structure, admission requirements and procedures to withdraw from the program.

Responsibilities

Principals, Vice Principals, consultants, teachers and other support personnel responsible for the delivery and planning of the French Immersion Program must adhere to the directives in this Administrative Procedure.

Information

The Brant Haldimand Norfolk Catholic District School Board recognizes the educational value of offering a French Immersion program in which students receive instruction in the French language consistent with the philosophy and expectations outlined in the Ontario Curriculum: French as a Second Language [Core French Grades 4 – 8, Extended French Grades 4 – 8, French Immersion Grades 1 – 8 (2013)], as well as with the vision and goals outlined in A Framework for French as a Second Language, Kindergarten to Grade 12 (2013), which include:

1. Increase student confidence, proficiency and achievement in FSL
2. Increase the percentage of students studying FSL until graduation
3. Increase student, educator, parent and community engagement

Procedures

The following procedures will provide clarity to the structure, program, admission and withdrawal from the French Immersion program in the Brant Haldimand Norfolk Catholic District School Board:

1.0 Program Elements and Structure

- 1.1 The French Immersion program is an optional program offered to ~~students in Kindergarten~~ **Early Learning Kindergarten Program (ELKP)** to Grade 8 ~~students~~ within the Board. Any parent who desires his/her child to study in French may enrol his/her child in the French Immersion program.
- 1.2 The **Primary** French Immersion program provides:
 - a) 90% of instruction in French in ~~Kindergarten~~ **ELKP** and Grade 1.
 - b) When English Language Arts (reading, writing and oral communication) are introduced in Grade 2, the percentage of French instruction is decreased to 80%.
 - c) **70% of instruction in Grade 3.**
 - d) The Mathematics program is taught in French from ELKP to Grade 3. Students in Grade 3 write the Mathematics portion of the Primary EQAO assessment in French.



- 1.3 ~~From this point on,~~ **In the Junior and Intermediate French Immersion program,** more English instruction is added while other subjects continue to be taught in French, following the same curriculum as the regular English program. **It provides:**
- 50% of instruction in French to students in Grades 4 to 8. ~~By grade seven and grade eight, 50% of the instruction is in French and 50% is in English.~~**
 - The Mathematics program is taught in English from Grades 4-8. Students in Grade 6 write the Mathematics portion of the Junior EQAO assessment in English.**

2.0 Admission Requirements

- 2.1 **A student may be granted** admission into the French Immersion program ~~shall be at the beginning of September~~ **at any time during their ELKP year.** ~~in the Kindergarten year. Pre-registration for the program is in February~~ **January,** prior to the start of the next school year. ~~Any parent who desires his/her child to study in French may enrol his/her child in the French Immersion program.~~
- 2.2 Students may be admitted into the Grade 1 French Immersion program without having attended the Kindergarten French Immersion program, at the discretion of the principal, and after a principal – parent(s)/guardian(s) conference if the student has demonstrated good oral and literacy skills in the regular Kindergarten program.
- 2.3 Admission into the French Immersion program beyond Grade 1 shall be considered through:
- an interview with parent(s)/guardian(s) by the principal;
 - perusal of the two most recent report cards;
 - successful completion of informal testing of and interview with the student by an identified French Immersion program teacher in both English and French; and,
 - evidence that the student is an independent worker demonstrating good listening and literacy skills (oral, reading, writing).
- 2.4 Students who request admission whose first language is French may be directed to consider one of the French Language schools; however, these students may be admitted to the French Immersion program if the considerations noted in 2.3 have been met, as appropriate.
- 2.5 In January of each year, a package of material on the French Immersion program will be sent to each school within the Board outlining the registration process, admission requirements and a brief description of the program, to be shared with its school community.

3.0 Withdrawal Procedures

Where the needs of a student may be best served by withdrawal from the program, such withdrawal may take place after following the implementation of reasonable intervention strategies by school staff such as program modifications, tutoring, and assistance from the Special Education Resource Teacher and, after review of ongoing assessments. Conferences with parent(s)/guardian(s) to discuss progress, options and future implications shall be conducted prior to final placement decisions. Notwithstanding the above, any parent(s)/guardian(s) has/have the right to withdraw his/her child from the program at any time **and to have him/her return to their home school.**

4.0 Transportation

Transportation will be provided for students meeting the Board's eligibility requirements as per the Transportation of Students Policy 400.19. Students living more than 1.6 kilometres from the French Immersion site, and living within the same county as the French Immersion site, are eligible for transportation to the assigned school offering French Immersion. Transportation to the French Immersion site will not be provided for siblings not enrolled in the French Immersion Program.



Definitions

French Immersion

A French as a Second Language Program that offers students a minimum of 150 minutes per day of French language instruction.

ELKP

A full day Early Learning Kindergarten Program offered to students in Ontario schools.

References

The Ontario Curriculum: French as a Second Language 2013 (Core French Grades 4-8; Extended French Grades 4-8, French Immersion Grades 1-8 2004)

[A Framework for French as a Second Language in Ontario Schools, Kindergarten to Grade 12 \(2013\)](#)

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

Prepared by: Thomas R. Grice, Superintendent of Business & Treasurer
Presented to: Policy Committee
Submitted on: June 4, 2014
Submitted by: Chris N. Roehrig, Director of Education & Secretary

COMMUNITY USE OF SCHOOLS POLICY Public Session

BACKGROUND INFORMATION:

The Community Use of Schools program has been operating for approximately six years, providing community members access to cost-effective spaces. The program's funding is based on a grant and the Board is responsible for reporting specific details around user demographics, cost-recovery, etc., to the Ministry of Education annually. The Board is encouraged to build strong relationships that support the concept of using its schools as *hubs* of community activity. This concept has substantially increased the number of requests for subsidized spaces in our schools. The grant provided to the Board is limited, so it is important for those administering the program to understand the needs of the groups in the schools, the total each group is subsidized, and consider any cost recovery situations including off-hour custodial time, flushing fees, etc. The Community Use of Schools Policy originated in 2003 and was subsequently revised in March 2006 and June 2011. During the term of the existing policy, the Ministry of Education has modified the reporting requirements concerning the use of schools. These requirements have been taken into consideration and / or included in the revision to this policy and the corresponding administrative procedure.

DEVELOPMENTS:

The Community Use of School initiative has rapidly expanded over recent years. The Province has introduced full-scale, affordable Before and After School Childcare and mandated that school boards are to enable affordable or free recreation / club-type programs in the schools of the Province. Recently, the Board has also approved the Joint Use of Facilities Agreement with the City of Brantford and the Grand Erie District School Board (GEDSB). Aspects of the Joint Use of Facilities Agreement have been conveyed in the Community Use of Schools Policy / Administrative Procedure. Other considerations have also impacted the Community Use Agreement including increased utility costs and the differential between subsidy and rental rates between our Board and the GEDSB. These considerations have prompted the need for an in-depth review of the Community Use of Schools Administrative Procedure.

Minor changes have been made to the Policy; however, one major change includes a provision for the Board to review documents pertaining to affiliate status and the addition of cost-recovery mechanisms as a result of the Joint Use Agreement. Substantial changes, as a result of the Joint Use Agreement and Ministry-mandated expectations, have prompted a complete re-write of the Administrative Procedure.

Major changes in the Administrative Procedure include:

- A clear and comprehensive description of roles, responsibilities, procedure, conditions of use and limitations. This information is now presented in a clear, comprehensive and logical structure.
- A well-developed *Definition* section to help provide clarity for user groups.
- A cancellation fee for user groups who repeatedly cancel spaces, cancel without notice or do not attend (*no-shows*) at their permit time, which leaves school spaces unavailable for other groups.
- A permit change fee to encourage the reduction of *over-booking* school spaces and then cancelling them throughout the year.
- A key fee to encourage the reduction of lost / misplaced security cards and the transfer of keys between individuals within an organization.
- A Joint Use Agreement clause indicating that St. Basil Catholic Elementary School and Assumption College School outdoor fields are booked by the City of Brantford.
- A cap has been placed on the number of bookings per school / per week that an organization is permitted to book until a specific date. Once that date is reached and no other community group has indicated interest in that location, the first group may book the remaining spaces in the school.
- A priority booking list that preserves the ability for historical users to access their normally-rented spaces.
- Appendix A (pages 12-15) was developed in consultation with the GEDSB so that user groups, rates, fees, etc., are harmonized between the two school boards. This harmonization will eliminate competition between school board spaces and level the playing field for all user groups.

RECOMMENDATION:

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



Policy: Community Use of Schools

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

Belief Statement:

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

Policy Statement:

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

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

Glossary of Key Policy Terms:

Party Alcohol Liability Insurance (PAL)

~~Provides coverage for single/multi-day events with or without alcohol involved, i.e., fundraising events, weddings, receptions.~~

Smart Serve Certified Definition

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

Cost Recovery

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

Facilities

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



Brant Haldimand Norfolk Catholic District School Board

References

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

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

Ministry of Education: Community Use of Schools, Program Principles



Community Use of Schools AP 400.05

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

Purpose

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

Responsibilities

Principal

It is the responsibility of the school principal to:

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

Plant Assessment & Community Use Secretary

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

- Ensure that online bookings by community groups are complete and meet the regulations and conditions for use as established in the Board's Community Use of Schools policy and administrative procedures, i.e., validation of insurance, Party Alcohol Liability (PAL) insurance, licensing, payment for use of facilities, etc.
- Ensure, before June 1st of each school year, that all areas of the online booking system are configured, updated and consistent with the Board's Community Use of Schools policy and procedures, i.e., calendar year, excluded dates, permit types, space types, costs / subsidies, equipment, notifications, comments, frequently asked questions, etc.
- Respond to inquiries and questions regarding the use / rental of Board-owned facilities.
- Respond to inquiries and questions regarding the use of the Board's online booking system.
- Approve or deny the initial request to book a school facility.
- Allocate custodians, as required, to open / close a school, to flush water at a school, to set-up and clean the space used by the permit holder, etc.
- Allocate fees / discounts, as required, to permit holders, i.e., application fees, rental fees, multiple usage discounts, cancellation fees, security card fees, permit change fees, etc.
- If a custodian is not present in the school during the booking, ensure that the permit holder is issued a security card to enter a school at the allotted days / times of a booking and ensure that the permit holder is able to alarm the school at the end of the booking.



- Approve custodian time sheets or online submissions, as required, for time required to open / close a school, to water flush a school, to set-up and clean the space used by the permit holder, etc.
- Ensure adherence to the regulations and conditions for use as established in the Board's Community Use of Schools policy and administrative procedures and take necessary action, as required, i.e., discuss infractions, issue warnings, administer fees, cancel bookings, cancel permits, deny bookings.

Custodian

It is the responsibility of the custodian to:

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

Manager of Facilities & Construction Projects

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

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

Permit Holder

It is the responsibility of the permit holder to:

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



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

Information

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

Procedure

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

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

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



12. If the permit is approved by the principal, it will then be forwarded back to the Plant Assessment & Community Use Secretary for final review and approval.
13. The Plant Assessment & Community Use Secretary will grant final approval only when all information is completed, a valid Certificate of Insurance has been obtained and proof of licensing (where applicable) has been received from the permit holder. Payment is due upon approval of the permit.
14. Once the permit has received final approval, an email will be forwarded to the permit holder informing them that their permit has been *approved and locked*.
15. When a permit has been approved and locked, the permit holder is no longer able to make changes to the permit. Permit changes can only be made by the Plant Assessment & Community Use Secretary and applicable Change Permit fees will be apply.

Conditions of Use

Hours of Community Use

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

General

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



Excluded Dates

- Typically, permits will not be issued during statutory holidays, Easter Monday, professional development days or during Christmas holidays and March Break (this includes the weekends before and after Christmas holidays and March Break).
- From time-to-time, permits will not be issued at Board-owned facilities when construction or renovations are underway, when major repairs or maintenance have been scheduled, or unforeseen incidents have occurred, i.e., flooding, fire, gas leak, absence of heat, hydro or water, which could compromise the safety of permit holders.
- Typically permits will not be issued during the months of July and August; due to annual maintenance of schools and vacation schedules of staff members.
- Permits will not be issued during the last two weeks of August.
- A limited number of Board-owned facilities may be available for rental during the excluded dates above.
- If a community group wishes to book a permit during an excluded date listed above, the permit holder should complete an online application, before the following deadlines:
 - March 1st for bookings during July and August.
 - January 1st for bookings during March Break.
 - October 1st for bookings during Christmas holidays.
 - One month prior to professional activity days.

Booking Restrictions

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

Priority Booking

Permits will be approved using the following priority sequence:

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

Liability and Insurance

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

Alcoholic Beverages

Alcoholic beverages are permitted only under the following conditions:

- A Liquor License has been obtained from the Liquor License Board of Ontario and the permit holder will supply the Board with proof of the license.
- A minimum of \$2 million of Third-Party Liability has been obtained from Party Alcohol Liability (PAL) Insurance and the Board must be named as an insured.
- The permit holder will employ servers of alcoholic beverages who are Smart Serve certified.



- A minimum of two police officers are in attendance for the duration of the event / booking. The Board reserves the right to waive this requirement, at its own discretion, for certain events / bookings. Permission may be granted by the Superintendent of Business & Treasurer or designate.
- For the duration of the booking, signs will be displayed encouraging the use of a designated driver.
- For the duration of the booking, telephone numbers for local taxi companies will be displayed.

Restrictions and Limitations

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



Fire Prevention

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

Fees

Subsidized Rates for Community Groups

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

Application Fee

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

Rental Fees

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

Permit Change Fee

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

Custodial Fees

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



Insurance Fee

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

Cancellation Fees and Conditions

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

Key Fee

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

Payment of Fees

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

Cancellation Due to Inclement Weather

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

Cancellation Due to School / Board / Parish Use

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



Cancellation Due to Elections

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

Definitions

Adult Supervisor

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

Catholic Churches / Parishes

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

Critical Injury

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

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

Facilities

Include secondary school classrooms, cafeterias, lecture halls, all gymnasiums and outside areas; such as fields and parking lots.

Fundraising Events

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

Non-Profit Groups

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

Non-Profit Youth and Other Groups

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

Non-Profit Adult Groups

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



Non-Profit Other Groups

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

BHNCDSB Affiliated Groups

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

Affiliated Groups

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

BHNCDSB Employee (majority) Recreation Groups

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

Party Alcohol Liability (PAL) Insurance

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

Permit Holder

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

School Availability

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

School Year

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

Smart Serve Certified

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



References

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

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

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

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



Appendix A

Rental Fees

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



Permit Type	Type 1 Affiliated Groups	Type 1-A Non-Profit Youth and Other	Type 1-B Non-Profit Adult	Type 2 Non-Profit (Other)	Type 3 Commercial, Private User	Type 4 BHNCSB School / Board Use	Type 5 Non-Profit Priority Schools	Type 6 BHNCSB Affiliated Groups	Type 7 Polling Stations
Indoor Space Types – Hourly Rental Rate									
Classroom									
Subsidy	100%	100%	25%	50%	0%	n/a	100%	100%	100%
Fee	\$0.00	\$0.00	\$3.75	\$7.50	\$15.00	n/a	\$0.00	\$0.00	\$0.00
Cafeteria (no kitchen use)									
Subsidy	100%	100%	25%	50%	0%	n/a	100%	100%	100%
Fee	\$0.00	\$0.00	\$12.50	\$25.00	\$50.00	n/a	\$0.00	\$0.00	\$0.00
Library (Elementary)									
Subsidy	100%	100%	25%	50%	100%	n/a	100%	100%	100%
Fee	\$0.00	\$0.00	\$7.50	\$15.00	\$30.00	n/a	\$0.00	\$0.00	\$0.00
Library (Secondary)									
Subsidy	100%	100%	25%	50%	100%	n/a	100%	100%	100%
Fee	\$0.00	\$0.00	\$10.00	\$20.00	\$40.00	n/a	\$0.00	\$0.00	\$0.00
Single Gym									
Subsidy	100%	100%	25%	50%	100%	n/a	100%	100%	100%
Fee	\$0.00	\$0.00	\$10.00	\$20.00	\$40.00	n/a	\$0.00	\$0.00	\$0.00
Double Gym									
Subsidy	100%	100%	25%	50%	100%	n/a	100%	100%	100%
Fee	\$0.00	\$0.00	\$15.00	\$30.00	\$60.00	n/a	\$0.00	\$0.00	\$0.00
Triple Gym									
Subsidy	100%	100%	25%	50%	100%	n/a	100%	100%	100%
Fee	\$0.00	\$0.00	\$25.00	\$50.00	\$100.00	n/a	\$0.00	\$0.00	\$0.00
Outdoor Space Types – Hourly Rental Rate									
Parking Lot									
Subsidy	100%	100%	100%	100%	100%	100%	100%	100%	100%
Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



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



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

*Fees subject to the limits of Ministry of Education Priority School Funding.
All costs are subject to HST in addition to fees or hourly rates.
Subsidies are based on the defined percentage of our commercial rates.