

Brant Haldimand Norfolk Catholic District School Board



POLICY COMMITTEE
TUESDAY, NOVEMBER 11, 2008
4:00 PM
Catholic Education Centre, Brantford, Ontario

AGENDA

Page Number

A. CALL TO ORDER

1. Opening Prayer – Bonnie McKinnon, Chair of the Policy Committee
2. Attendance

B. ROUTINE MATTERS

1. Approval of the Agenda
2. Approval of Minutes – October 16, 2008 Pages 2-3
3. Declaration of Interest

C. PRESENTATIONS & DELEGATIONS: Nil

D. COMMITTEE AND STAFF REPORTS

1. Policy Development Discussion
Presenter: Cathy Horgan, Director of Education
2. Policy: Community Use of Schools Pages 4-14
Presenter: Wally Easton, Associate Director
3. Policy: Trustee Support Services Pages 15-16
Presenter: Wally Easton, Associate Director

E. MOMENT OF SILENT REFLECTION

F. ADJOURNMENT

Brant Haldimand Norfolk Catholic District School Board
Meeting of the Policy Committee – Thursday, October 16, 2008

PRESENT AT THE MEETING

Trustees:

Bonnie McKinnon,
Joe McPherson and June Szeman

Administration:

Cathy Horgan, Director of Education,
Wally Easton, Associate Director

A. CALL TO ORDER:

The meeting was called to order by Chair Bonnie McKinnon.

B. ROUTINE MATTERS:

1. Approval of the Agenda

Resolved:

On a motion by Joe McPherson and June Szeman, that the Policy Committee approve the agenda for the October 16, 2008 meeting.

CARRIED

2. Approval of Minutes – June 10, 2008

Resolved:

On a motion by Joe McPherson and June Szeman, that the Policy Committee approve the Minutes from the June 10, 2008 meeting.

3. Declaration of interest: Nil

C. PRESENTATIONS & DELEGATIONS: Nil

D. COMMITTEE AND STAFF REPORTS:

1. Policy: School Operating Budgets

Associate Director Wally Easton, reviewed the policy on School Operating Budgets. The policy reflects the current practice which establishes a consistent procedure to assist principals in the planning and purchase of goods and services for their school. Minor wording changes were made.

Resolved:

On a motion by June Szeman and Joe McPherson, that the Policy Committee recommends that the Committee of the Whole approves the Policy: School Operating Budget and refers it to the Brant Haldimand Norfolk Catholic District School Board for approval.

CARRIED

2. Committee Meeting Dates

The following dates were established for future Policy Committee meetings:

November 11, 2008	4:00 p.m.
November 18, 2008	3:30 p.m.
January 13, 2009	3:00 p.m.

E. ADJOURNMENT

The meeting was adjourned by consensus.

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

Prepared by: Wally Easton, Associate Director, Corporate Services & Treasurer
Presented to: Policy Committee
Submitted on: November 11, 2008
Submitted by: Cathy Horgan, Director of Education & Secretary

COMMUNITY USE OF SCHOOLS POLICY

Public Session

BACKGROUND INFORMATION:

In July 2004, the Ministry of Tourism and Recreation and the Ministry of Education announced that school boards would receive funding to rent gymnasiums, soccer fields and other facilities to user groups after school hours. The additional funds were to be used to reduce rental fees, custodial charges, etc. for the user group. In response to the additional funds, the Board of Trustees approved a reduction in rental fees for Category #2 to \$0 and approved minor wording revisions to the Community Use of Schools Policy and Procedures.

DEVELOPMENTS:

For the 2008-09 school year, the Ontario government will invest \$33 million to make it more affordable for people to use our schools after-hours. The Brant Haldimand Norfolk Catholic District School Board will receive an additional \$105,000, for a total of \$210,000. As a result, it is proposed that user groups in Categories #1 – Exempt and Category #2 – Cost Recovery not be charged for custodial fees, water flushing fees, etc. The following minor revisions have also been made to the Community Use of Schools procedures:

- Change Tobacco Control Act to Smoke Free Ontario Act in #3 of the Administrative Procedures and #5 under Miscellaneous in the Rules Governing the Use of School/Administrative Properties.
- The inclusion of, *Fees are also waived for Category #1 and Category #2 users* in #17(b) of the Administrative Procedures.
- The inclusion of, *Fees are also waived for Category #1 and Category #2 users* in #17(c) of the Administrative Procedures.
- The removal of, *Each rental group will inspect the rental facility with the Principal, Vice-Principal or Caretaker before and after the event* in #4 under the section Use of Facility and Applicable Charges of the Rules Governing the Use of School/Administrative Properties.

RECOMMENDATION:

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

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Brant Haldimand Norfolk Catholic District School Board

POLICY: COMMUNITY USE OF SCHOOLS

Adopted:	09/09/03	Policy No:	400.5
Revised:	03/28/06	Policy Category:	Operations

Policy Statement:

The Brant Haldimand Norfolk Catholic District School 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 Community Use of Schools Policy is to be implemented as revenue generating, a minimum of which is cost recovery.

Policy Criteria:

- Use of facilities by groups other than the school must not interfere with school programs.
- The Board must not incur any liability or contingent liability on behalf of any group.
- The use of a school by a group, other than the Board and schools, must be on a cost-recovery basis.
- Security of the school property and safety of children must never be compromised.

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

- are 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

Statutory/Regulatory/Related Board Policy Linkages:

Regulations for Community Use of Schools
 Permit Application
 Rules Governing the Use of School Properties
 Rental Fees
 Community Partnership Agreement Application
 Purchase Insurance Application Form



Brant Haldimand Norfolk Catholic District School Board

ADMINISTRATIVE PROCEDURES: COMMUNITY USE OF SCHOOLS

Adopted:	09/09/03	Policy No:	400.5
Revised:	03/11/04 03/28/06	Policy Category:	Operations

1. The facilities may be used for any function, except those not deemed to be acceptable by the Board, Director, Associate Director or the Principal. Except for the 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 facilities and premises for any educational or lawful purpose, consistent with the teachings of the Catholic Church.
2. Alcoholic beverages are permitted only under the following conditions:
 - (a) The permit holder has obtained a Liquor License from the Liquor License Board of Ontario.
 - (b) The permit holder will display signs encouraging use of a designated driver.
 - (c) The permit holder will display the telephone numbers for local taxi companies.
 - (d) The permit holder must ensure that a minimum of \$2 million of Third-Party Liability Insurance (this includes School Councils, as well) has been obtained from Party Alcohol Liability Insurance and the Board is named as an insured.
 - (e) The permit holder will employ servers of alcoholic beverages who are *Smart Serve* certified.
 - (f) The permit holder has obtained Board approval prior to the hosting of the event.
3. Smoking is prohibited on all Board property and as outlined in the Smoke Free Ontario Act.
 - (a) The permit holder shall be responsible for ensuring posters are displayed stating smoking is prohibited.
4. Every organization must supply and provide proof of insurance. Organizations shall request a Certificate of Insurance from their insurance broker for General Liability 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 groups who are unable to provide a Certificate of Insurance. The cost of insurance will be reflected in the permit.
5. Except where pay telephones are available, access to a telephone, for emergency use only, will be provided where one (1) individual is designated to oversee its use. If a telephone is not easily accessible in the school, the organization must have a cellular telephone on the premises during the rental period.

6. No organization shall use the facilities unless the designated Permit Application is received by the Facilities Department at least 14 days prior to the date of the activity.
7. No permits will be issued for statutory holidays or during Christmas and March Break without Administrative approval. Use of schools during the months of July and August will be approved by Administration or by special agreement with the Board.
8. Gym shoes must be worn during all athletic functions held in the school Gymnasium/General Purpose Room. Proper gym shoes must be worn on the Court Area of all secondary school gymnasiums.
9. Normally, the School shall be opened and closed by either the Principal or the Caretaker. If neither the Principal nor the Caretaker is available, a designate may be appointed by the Principal. Where the Principal appoints another to perform this function, the designate shall be a responsible person over the age of 21 years. Where a Caretaker has been designated to open and/or close the School, and is required to do so outside of his/her regular shift, he/she shall be paid amounting to time and one-half based on the caretaker's hourly rate as established by the Board.
10. Use of gymnasium equipment will be allowed only with approval of the Principal. Only the specific items requested on the Application Form will be left by the Principal or the designate in the Gymnasium. Other equipment shall be used only with the Principal or teacher present.
11. Use of audio visual and sound equipment will be allowed only with approval of the Principal. Only the specific items requested on the Application Form will be left by the Principal or the designate in the rented room.
12. The organization using the premises shall be responsible for reimbursement of costs to repair any damage caused by its use to the building, grounds or equipment or lost or stolen items.
13. Use of the kitchen, its equipment and small wares, is not permitted in schools which have cafeteria facilities.
14. Permission to use any outdoor area, i.e., playground, playing field/track, must be obtained from the school principal.
15. Vehicle parking is permitted only in designated parking areas.
16. The organization shall further undertake and agree to indemnify and save harmless the Board, its employees, agents or students against any and all claims arising from use of the Board's premises and equipment.

17. **Fees**

Fees for use of facilities are based on the type of organization. Organizations are categorized in Section 17(a). Fees are quoted in Appendix #B. All groups are subject to costs under Section 17(b) and 17(c).

(a) Category #1 - Exempt

- Activities of the Board.
- Meetings or activities sponsored by the Catholic Parent/Teacher Association and/or School Advisory Council.
- General meetings or activities of Community Health Associations.
- Not-for-profit organizations involving youth, i.e., Boy Scouts, Cubs, Guides, Brownies, 4-H Clubs, Junior Farmers' Clubs.
- Meetings/social functions of Catholic Church-associated groups, i.e., Parish Councils, Catholic Womens' League, Catholic Youth Organization, Knights of Columbus.
- Meetings of recognized Community Service Clubs.

Category #2 - Cost Recovery

- Adult activity and recreational groups sponsored by other than a recognized community recreational commission, i.e., dance or drama groups, choirs, cultural organizations.
- Community functions sponsored by local community recreational commissions.
- Industrial or business athletic groups and leagues for purposes authorized by the school principal.
- Concerts and other functions sponsored by service clubs and other local non-profit organizations where admission charge is used to help defray expenses and/or for charitable work in the community, as authorized by the school principal.

Category #3 - Commercial

- All other groups not included in Category #1 or Category #2.
- Commercial enterprises.
- Private individuals.

Category #4 - Partnerships

- Community/school partnerships are supported and encouraged by the Board.
- A Community Partnership Agreement Application. Must be completed and submitted to the Superintendent of Education.
- Community Partnership Applications must be approved by Senior Administration.

- (b) Where a Caretaker has been designated to open and/or close the School, and is required to do so outside of his/her regular shift, the organization shall be charged a fee, as established by the Board. If the School is opened and closed by a person appointed by the Principal, and such person is a member of the organization using the facilities, this fee will be waived. Fees are also waived for Category #1 and Category #2 users.
- (c) The User is responsible for the preparation and clean-up of the premises. Should the User engage the Caretaker(s) to perform such work, the User will be charged a fee at the rate of one and one-half times the current hourly rate for Caretakers, in addition to the fees listed in #17(b) above. Fees are also waived for Category #1 and Category #2 users.
- (d) All fees shall be paid in advance directly to the Board.

- (e) Rental fees shall be distributed as follows and will be paid on a quarterly basis:
- 50% of rental fee to be distributed to the School.
 - 25% of rental fee to be distributed to the Board for overhead, maintenance, etc.
 - 25% of rental fee to be distributed among all schools for the benefit of all schools.

18. 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, he/she shall immediately forward a written report to the Associate Director, Corporate Services & Treasurer.

RULES GOVERNING THE USE OF SCHOOL/ADMINISTRATIVE PROPERTIES

GENERAL

Below are detailed rules governing the use of all school facilities by community groups. Compliance with these rules will be monitored by Board personnel. **FAILURE TO COMPLY WITH ANY OF THE RULES WILL RESULT IN IMMEDIATE CANCELLATION OF THIS CONTRACT BY THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD.**

RESERVATIONS

1. Schools/administrative facilities shall have first claim to the use of their respective buildings at all times and any agreement made with an outside organization will be contingent on the needs of the programs of the various schools/administrative facilities **and such agreements may be terminated or altered at any time.**
2. All use of schools/administrative facilities by outside groups shall be automatically canceled when schools/administrative facilities are closed due to inclement weather, strikes or any other cause beyond the control of the Board.

USE OF FACILITY AND APPLICABLE CHARGES

1. **ADEQUATE ADULT SUPERVISION** (Adult is 21 years of age or older) must accompany all rental groups. This supervisor must be with the group at all times during the rental time period. It is the responsibility of the supervisor to ensure that the participants remain within the designated rental area, that damage to the building and grounds does not occur and that all group participants leave the school on or before the ending time of the rental permit. Board personnel will monitor all groups to ensure adequate supervision is maintained. When groups are renting multiple facility space, there must be a supervisor in charge of each area; i.e., when many classrooms are used, there must be a supervisor for each classroom. Youth group members must not enter the school before the supervisor arrives.
2. Rubber-soled shoes must be worn at all times in the gymnasium or auditorium for all sports activities. Floor hockey, ball hockey and indoor soccer are not permitted.
3. Rental Charges on this Agreement do not include the use of school equipment other than volleyball standards and basketball nets. Sporting equipment such as volleyball nets, balls, floor mats, scoreboard, etc. are not included as part of the Rental Agreement. Sound and audio visual equipment are not included as part of the Rental Agreement. These items may be arranged directly with the school and an additional charge may apply.
4. The use of building or grounds must be confined to the hours specified by the applicant. Any damage, problems during the event, extended time and additional hours for set-up/clean-up will be noted on this report. Any additional costs will be assessed to the Permit Holder. **NOTE: Overtime charges are subject to change without notice. The facility must be left in the same condition the group received it for use.**
5. The Board will seek full restitution for **any damage** done to its buildings or grounds by the rental group.
6. Permit fees shall be paid directly to the school/administrative facility or Facilities Department of the Board. Cheques are made payable to the Brant Haldimand Norfolk Catholic District School Board. Permits will be held until payment is received. Fees for short-term permits (one month or less) shall be paid in full. Fees for long-term permits (more than one month) can be paid in advance with equal monthly installments beginning the 1st of every month. Once payment is received, the permit will be released to the organization. Any bank charges will be the responsibility of the group.
7. In default of payment or non-compliance with any conditions for use of facilities, as specified above, the accommodation will not be available.

8. Groups who cancel a permit must inform the school/administrative facility or the Facilities Department, in writing, seven days before the event. There will be a cancellation fee of \$25 if notice is less than seven days. The cancellation fee will be deducted from the amount of the refund. Organizations that alter the permit will be granted one free alteration to the permit. There will be a \$10 processing fee for each subsequent alteration.

LIABILITY AND INSURANCE

The rental organization agrees to the following:

1. To assume full responsibility for the acts and conduct of all persons admitted to the premises.
2. 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.
3. To supply and provide proof of insurance. Organizations shall request a Certificate of Insurance from their insurance broker for General Liability 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 groups who are unable to provide a Certificate of Insurance. The cost of insurance will be reflected in the permit.
4. During the use and occupation of the premises, the Permit Holder shall indemnify and save harmless the Brant Haldimand Norfolk Catholic District School Board from and against any and all liability whatsoever resulting from injury or damage to person, persons or property as a result of the use and occupation of the premises.
5. To supply and provide proof of a Liquor License and Party Alcohol Insurance (PAL) if alcohol will be served.

MISCELLANEOUS

1. The Principal, Vice-Principal or Caretaker of the building will normally be on duty during the hours of possession by the group or a designate may be appointed by the Principal.
2. Permits are not assigned or transferable.
3. Arrangement must be made through the school/administrative facility for use of any equipment, such as tables/chairs, at least five days prior to occupancy.
4. No food or drink is to be served or consumed in the foyer or taken into auditoriums and gymnasiums. Alcoholic beverages will not be permitted in buildings or on the grounds without prior approval of the Director of Education.
5. There must be **NO SMOKING** in any part of the school/administrative facility or on school/administrative property as such is law according to the Smoke Free Ontario Act and also the Insurance Schedule of the Board.
6. All tables, chairs, dishes and other equipment brought into the school/administrative facility by the rental group shall be removed promptly after the permit activity.
7. Vehicle parking is permitted only in designated parking areas.

FIRE PREVENTION

1. All scenery, special effects, props, etc. must be approved by the Principal at least 24 hours prior to presentation or dress rehearsal. Use of pyrotechnics, smoke machines and dry ice is strictly forbidden.
2. The seating capacity in the auditorium, gymnasium, and cafeteria must not exceed the Fire Department's limit indicated on the capacity listings posted in these facilities.
3. In compliance with Fire Regulation, immediately on the sounding of the fire alarm, the house lights will be turned on and the audience will be requested to leave by the nearest exit. Only when the fire is brought under control or it is determined that it is a false alarm by the Fire Department, will the audience be allowed to re-enter the auditorium.



Brant Haldimand Norfolk Catholic District School Board

RENTAL FEES

Rental fees are in addition to costs for cleaning, caretaking, set-up time, etc. as per section 17 (c) and 17(d) of the Community Use of Schools policy. Fees are subject to G.S.T.

RENTAL AREA	CATEGORY		
	1	2	3 Hourly Rate
ELEMENTARY SCHOOL			
Classroom	Nil	Nil	\$20
General Purpose Room or Gymnasium	Nil	Nil	\$40
Library	Nil	Nil	\$40
SECONDARY SCHOOL			
Gymnasium	Nil	Nil	\$60
Cafetorium	Nil	Nil	\$45
Classroom/Stage	Nil	Nil	\$20
Lecture Hall	Nil	Nil	\$40

MULTIPLE USAGE FEES

HOURS Based on total hours booked per permit	CATEGORY	DISCOUNT
1 – 25 Hours		100% of applicable fees as set-out in Section 17(a)
25 – 100 Hours	2	35% of applicable fees as set-out in Section 17 (a)
	3	25% of applicable fees as set-out in Section 17 (a)
In excess of 100 Hours	2	50% of applicable fees as set-out in Section 17 (a)
	3	25% of applicable fees as set-out in Section 17 (a)

Maximum rental duration is ten hours.

BANQUETS AND WEDDINGS

A fee will be calculated separately, based on each event.

Approval must be granted from the Director of Education, or designate, for groups/organizations who wish to rent facilities for the use of banquets and weddings. A fee will be determined at that time.



Brant Haldimand Norfolk Catholic District School Board

**COMMUNITY USE OF SCHOOLS
PARTNERSHIP AGREEMENT TEMPLATE**

This partnership agreement made as of the ___ day of ___, 200__

B E T W E E N:

The Brant Haldimand Norfolk Catholic District School Board
(School Name and Location)

- and -

Name of Organization/Group

1. Community/school partnerships are supported and encouraged by the Brant Haldimand Norfolk Catholic District School Board.
2. The (group/organization) will use the facilities of the (name of school) for the following purposes:
3. The (group/organization) will use the facilities on the following dates/times from (date) to (date):
4. In return, the (name of school) will derive the following benefits from the partnership:

DESCRIPTION	\$ VALUE

In witness whereof, attested by the hands of their respective officers duly authorize in that behalf:

The Brant Haldimand Norfolk Catholic
District School Board

Director of Education

Name of School

Principal

Name of Organization

Authorized Representative



Brant Haldimand Norfolk Catholic District School Board

COMMUNITY USE OF SCHOOLS
PURCHASE INSURANCE APPLICATION

PLEASE PRINT

Name of User Group:

Address:
Street City Postal Code

Contact Name:

Contact Telephone:

Type of Activity:

Number of Participants:

Date(s) of Permit:

School Rented

I hereby authorize the Brant Haldimand Norfolk Catholic District School Board to purchase liability insurance for the above-named group.

Signature

Date

If you have any questions or require further information regarding the purchase of liability insurance, please contact Linda Luciani at 519-756-6505, Extension 272 or lluciani@bhncdsb.ca

FOR OFFICE USE ONLY
Premium Charged: \$
PST @ 8%: \$
Administration Fee: \$
TOTAL FEE FOR INSURANCE: \$
Payment Received:

Handwritten initials



Brant Haldimand Norfolk Catholic District School Board

POLICY: TRUSTEE SUPPORT SERVICES

Adopted:	25/05/04	Policy No:	100.6
Revised:	01/25/05 11/28/06	Policy Category:	School Board Governance

Policy Statement:

The Brant Haldimand Norfolk Catholic District School Board recognizes that, during their term of elected office, trustees require support services and equipment to effectively serve their constituents. As well, trustees need to be reimbursed for expenditures incurred in relation to their responsibilities as trustees.

Policy Criteria:

- Support services and equipment will be provided to trustees as required.
- Trustees will be encouraged to attend workshops and conferences which are related to the governance of education and the delivery of educational programs and services.
- Trustees will be reimbursed for expenses incurred in carrying out the role of trustee.

Glossary of Key Policy Terms:

Trustee: as per Board By-Laws, enacted June 8, 1998, a trustee is a person elected, acclaimed or appointed to the office of trustee of the Board pursuant to the provisions of the Municipal Elections Act.

Travel Expenses: are the ordinary and necessary expenses of travelling away from home for Board business. It is understood that the most practical mode of transportation to suit the occasion will be utilized.

Statutory/Regulatory/Related Board Policy Linkages:
Board By-Laws
Education Act, Section 191



Brant Haldimand Norfolk Catholic District School Board

ADMINISTRATIVE PROCEDURES: TRUSTEE SUPPORT SERVICES

Adopted:	25/05/04	Policy No:	100.6
Revised:	01/25/05 11/28/06	Policy Category:	School Board Governance

Service Equipment

- The following equipment will be provided as required by the trustee:
 - Cellular telephone, including connection fees, air time and long distance charges.
 - Laptop computer, the specifications for which will be the current classroom standard, plus a modem and printer/scanner/copier.
 - Connection and monthly charges for Internet provision.
 - Calendaring devices.
- All user fees for telephone and internet access will be terminated at the end of the trustee's term of office.

Travel Expense

- The Board will reimburse mileage expenses for the use of personally-owned automobile expenses at the Board approved rate.
- Other travel expenses will be reimbursed based on paid receipts submitted.
- Trustees will submit an Expense Report, listing dates, locations and reasons for the trip, to the Chair of the Board for approval.

Conferences/Workshops

- Approved conference/workshop expenses will be covered within the Trustee Services account.

Expenses

- Trustees will be reimbursed for expenses incurred while fulfilling their duties as elected representatives.
- An advance of up to \$100 per day will be provided upon request with notice at least one (1) week prior to the event.
- Trustees shall submit all claims monthly for the Chair of the Board's signature. The original receipts must accompany the expense form.