



**BRANT HALDIMAND NORFOLK  
Catholic District School Board**

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

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**Committee of the Whole  
Tuesday, May 20, 2014 ♦ 7:00 pm  
Boardroom**

**Members:** **Trustees:**  
June Szeman (Chair), Rick Petrella (Vice Chair), Dennis Blake, Cliff Casey, Dan Dignard,  
Bonnie McKinnon, Georgia Athanasiou (Student Trustee)

**Senior Administration:**  
Chris N. Roehrig (Director of Education), Tom Grice (Superintendent of Business & Treasurer),  
Bill Chopp, Jamie McKinnon and Leslie Telfer (Superintendents of Education)

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- 1. Opening Business**
  - 1.1 Opening Prayer
  - 1.2 Attendance
  - 1.3 Approval of the Agenda Pages 1-2
  - 1.4 Declaration of Interest
- 2. Presentations - Nil**
- 3. Delegations - Nil**
- 4. Consent Agenda**
  - 4.1 Approval of Committee of the Whole Meeting Minutes – April 15, 2014 Pages 3-6
  - 4.2 Unapproved Budget Committee Meeting Minutes – April 23, 2014 Pages 7-8
  - 4.3 Unapproved Special Education Advisory Committee Meeting Minutes – May 12, 2014 Pages 9-11
  - 4.4 Unapproved Budget Committee Meeting Minutes – May 13, 2014 Pages 12-13
- 5. Committee and Staff Reports**
  - 5.1 Joint Use of Facilities Agreement with the Grand Erie District School Board and the Corporation of the City of Brantford Pages 14-55  
Presenter: Tom Grice, Superintendent of Business & Treasurer



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- 5.2 School Cash Online Pages 56-57  
Presenter: Tom Grice, Superintendent of Business & Treasurer
- 5.3 Leadership Update - Cognitive Coaching Training Pages 58-61  
Presenter: Jamie McKinnon, Superintendent of Education
- 5.4 Student Achievement Leadership Training (SALT) 2014 Pages 62-65  
Presenter: Jamie McKinnon, Superintendent of Education
- 5.5 Excursion – Northern Italy Page 66  
Presenter: Bill Chopp, Superintendent of Education
- 5.6 Excursion – Brooklyn, NY Page 67  
Presenter: Bill Chopp, Superintendent of Education
- 5.7 Excursion – London, Paris and Barcelona Page 68  
Presenter: Bill Chopp, Superintendent of Education
- 5.8 Excursion – New York City, NY Page 69  
Presenter: Bill Chopp, Superintendent of Education
6. **Information and Correspondence**
7. **Notices of Motion**
8. **Trustee Inquiries**
9. **Business In-camera**  
207. (2) Closing of certain committee meetings. A meeting of a committee of a board, including a committee of the whole board, may be closed to the public when the subject-matter under consideration involves,  
a. The security of the property of the board;  
b. The disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;  
c. The acquisition or disposal of a school site;  
d. Decisions in respect of negotiations with employees of the board; or  
e. Litigation affecting the board.
10. **Report on the In-camera Session**
11. **Future Meetings and Events** Page 70
12. **Closing Prayer**  
*Heavenly Father, we thank you for your gifts to us: for making us, for saving us in Christ, for calling us to be your people. As we come to the end of this meeting, we give you thanks for all the good things you have done in us. We thank you for all who have shared in the work of this Board, and ask you to bless us all in your love. We offer this prayer, Father, through Christ our Lord. Amen*
13. **Adjournment**
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Next meeting: Tuesday, June 17, 2014 at 7:00 pm – Boardroom



**Committee of the Whole**  
**Tuesday, April 15, 2014 ♦ 7:00 pm**  
**Boardroom**

**Trustees:**

**Present:** Rick Petrella (Vice Chair), Dennis Blake, Cliff Casey, Dan Dignard, Bonnie McKinnon, Georgia Athanasiou (Student Trustee)

**Absent:** June Szeman (Chair)

**Senior Administration:**

Chris N. Roehrig (Director of Education & Secretary), Tom Grice (Superintendent of Business & Treasurer), Bill Chopp, Jamie McKinnon and Leslie Telfer (Superintendents of Education)

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**1. Opening Business**

**1.1 Opening Prayer**

The meeting was opened with prayer led by Trustee McKinnon.

**1.2 Attendance – As noted above.**

**1.3 Approval of the Agenda**

Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the April 15, 2014 meeting.

**Carried**

**1.4 Declaration of Interest – Nil**

**2. Presentations - Nil**

**3. Delegations – Nil**

**4. Consent Agenda**

**4.1** THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the March 18, 2014 meeting.

**4.2** THAT the Committee of the Whole refers the unapproved minutes of the Special Education Advisory Committee meeting of March 19, 2014 to the Brant Haldimand Norfolk Catholic District School Board for receipt.



- 4.3** THAT the Committee of the Whole refers the unapproved minutes of the Mental Health Leadership Team meeting of March 26, 2014 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Moved by: Cliff Casey

Seconded by: Dennis Blake

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board receives all reports and approves all motions under the Consent Agenda.

**Carried**

## **5. Committee and Staff Reports**

### **5.1 Primary Core French as a Second Language Update**

Superintendent Telfer provided an update on the first year implementation of teaching Core French in Grades 1-3. Based on the positive feedback received from teachers and students in the seven schools piloting the program, and in support of the new *Call to Action* program, a Framework for French as a Second Language in Ontario Schools, the goal is to increase the number of schools from seven to possibly fourteen schools in 2014-15, depending on staff scheduling and school organizations. In response to trustee inquiries, Superintendent Telfer advised that the program is offered through prep time four times in a 5-day cycle in 50-minute blocks and confirmed that the program represents no additional cost to the Board.

Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

THAT the Committee of the Whole refers the Primary Core French as a Second Language Update report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**

### **5.2 Board Enrolment Update as of March 31, 2014**

Superintendent McKinnon reviewed the March 31, 2014 enrolment numbers, which are used by the Ministry to calculate the Average Daily Enrolment for grant purposes. Discussion regarding possible reasons for ongoing declining enrolment in certain schools took place. In response to Trustee Casey's inquiry, Superintendent Grice provided an update on possible future land purchases to support new school construction projects in projected growth areas.

Moved by: Cliff Casey

Seconded by: Dan Dignard

THAT the Committee of the Whole refers the Board Enrolment Update as of March 31, 2014 report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**

### **5.3 Financial Report as of February 2014**

In his quarterly report to the Board regarding the year-to-date budget, Superintendent Grice reported that the budget is on track, with 49.5% of the total budget spent.

Moved by: Dan Dignard

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole refers the Financial Report – February 2014 report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**



**5.4 Education Funding for 2014-15**

Superintendent Grice advised that the education funding announcement was made on March 27, 2014 in advance of the provincial budget being released. He reviewed the highlights of the announcement and their potential impact on the Board. Discussion regarding future changes to the High Needs Amount calculation, which should benefit our Board, as well as the Ministry's focus on consolidating/closing schools and promoting a more efficient use of school space took place.

Moved by: Cliff Casey

Seconded by: Dennis Blake

THAT the Committee of the Whole refers the Education Funding for 2014-15 report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**

**5.5 Christmas Card Contest**

Director Roehrig provided an overview of the Christmas Card Contest since 2007-08 and advised that, moving forward, the Principal responsible for the Arts Program will champion the program to ensure that it is well promoted, with a focus on quality submissions as well as appropriate timing to meet Christmas mailing deadlines. Trustee Blake recommended that the contest be open and promoted to all secondary school students, not just those in Arts classes in the fall semester, and that submission guidelines be very specific. Discussion regarding elementary and secondary submissions, the types of acceptable media, and the value of this program for a Catholic school board were topics of discussion.

Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

THAT the Committee of the Whole refers the Christmas Card Contest report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**

**6. Information and Correspondence**

**6.1 Catholic Ratepayers – Best Practices**

In response to a request from trustees at the March meeting, Director Roehrig advised that he has canvassed Catholic boards across the province for best practices with respect to ensuring that individuals who are eligible to be Catholic ratepayers are listed correctly with MPAC. Some initial feedback has been received, which Director Roehrig will follow-up on to obtain more specifics. He will provide further information at the next meeting.

**6.2** Director Roehrig distributed copies of a series of recent articles published in the Hamilton Spectator titled, *Unequal Education*.

**6.3** Acting Chair Petrella commented on the unsatisfactory response received from OCSTA with respect to the resolution the Board submitted at the 2013 Annual General Meeting (AGM). Trustees indicated their support of this concern being raised at the 2014 AGM next week.



- 6.4** Superintendent Telfer distributed copies of two articles published in the Spring/Summer 2014 edition of *Best Start Brantford/Brant*: 1) *Kindergarten: Understanding Child Development*, authored by Lisa Kuyper, Early Years Consultant and Elementary Principal, and 2) *Parent Facilitator: Preparing Children for School and Beyond*, authored by Kathy Przednowek, Parent Facilitator at the Christ the King Parenting and Family Literacy Centre.

Moved by: Dennis Blake

Seconded by: Dan Dignard

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board receives the information and correspondence items since the last meeting.

**Carried**

- 7. Notices of Motion – Nil**

- 8. Trustee Inquiries**

Trustee Blake requested that a report be brought to Board in the future with respect to the School Cash Online program.

- 9. Business In-Camera**

Moved by: Cliff Casey

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board moves to an In-Camera Session.

**Carried**

- 10. Report on the In-Camera Session**

Moved by: Cliff Casey

Seconded by: Bonnie McKinnon

THAT the Brant Haldimand Norfolk Catholic District School Board approves the business of the in-camera session.

**Carried**

- 11. Future Meetings**

The list of upcoming meetings was reviewed.

- 12. Closing Prayer**

A closing prayer was recited in unison.

- 13. Adjournment**

Moved by: Cliff Casey

Seconded by: Dennis Blake

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of April 15, 2014.

**Carried**



**BRANT HALDIMAND NORFOLK  
Catholic District School Board**

**Minutes**

Catholic Education Centre  
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**Budget Committee  
Wednesday, April 23, 2014 – 4:00 p.m.  
Haldimand Room**

**Present:** Dennis Blake (Chair), Cliff Casey, Bill Chopp, Dan Dignard, Tom Grice, Bonnie McKinnon, Pat Petrella, Rick Petrella, Chris Roehrig, Leslie Telfer

**Absent:** June Szeman

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**1. Opening Prayer**

Dennis Blake opened the meeting with prayer.

**2. Approval of the Agenda**

Moved by: Bonnie McKinnon

Seconded by: Dennis Blake

THAT the Budget Committee approves the agenda of April 23, 2014.

**Carried**

**3. Approval of the Minutes**

Moved by: Bonnie McKinnon

Seconded by: Dennis Blake

THAT the Budget Committee approves the minutes of January 14, 2014.

**Carried**

**4. Declaration of Conflict of Interest - Nil**

**5. Business Arising from the Minutes - Nil**

**6. Staff Reports and Information Items**

**6.1 2014-15 Departmental Budgets**

The Superintendent of Business and Treasurer presented the draft expenditure budget (non-salary) for each department including operations, curriculum, special education, information technology, facilities, transportation and administration. The staffing expenditure budget was not included in the report. Superintendents Telfer, Chopp and McKinnon spoke to changes within their curricular areas. At this time, the Province has not released software to school boards, which is required to develop revenue calculations. Superintendent Grice commented that, where possible, the general budget has been reduced in all areas with respect to professional development and supplies. Major changes included the addition of \$200,000 to the Transportation budget for home-to-school transportation and the reduction of \$130,000 from the Information Technology budget with respect to necessary requirements regarding school and system portal redesign.

A draft expenditure budget for staffing will be presented at the Budget Committee meeting on May 13, 2014.



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Moved by: Dan Dignard  
Seconded by: Bonnie McKinnon  
THAT the Budget Committee recommends that the Committee of the Whole refers the 2014-15 Departmental Budgets report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**

**7. Trustee Inquiries:**

Trustee Dignard inquired about the matching of funds for greening projects.

**8. Business of the In-Camera Committee - Nil**

**9. Report on the In-Camera Session - Nil**

**10. Adjournment**

Moved by: Rick Petrella  
Seconded by: Cliff Casey  
THAT the Budget Committee adjourns the meeting of April 23, 2014.

**Carried**

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Next Meeting: Tuesday, May 13, 2014 – 4:00 p.m. – Haldimand Room





**SPECIAL EDUCATION ADVISORY COMMITTEE**  
**Monday, May 12, 2014 – 6:00 p.m.**  
**Boardroom**

**Present:** Paul Sanderson (Acting Chair), Dennis Blake, Catherine Custodio, Krista Emmerson, Jill Esposito, Christine Pearce, Carmen McDermid, Heather Shisler, Leslie Telfer

**Regrets:** Penni-Lynne Court, Colleen Demarest, Lisa Stockmans (Chair), Tracey Taylor, Teresa Westergaard-Hager

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**1. Opening Prayer**

Carmen McDermid opened the meeting with a prayer.

**2. Welcome and Opening Comments**

Paul Sanderson chaired the meeting in Lisa Stockman's absence, welcoming the group.

**3. Approval of Agenda**

Moved by: Christine Pearce

Seconded by: Jill Esposito

THAT the SEAC Committee approves the agenda of the May 12, 2014 meeting.

**Carried**

**4. Approval of Minutes – March 19, 2014**

Moved by: Catherine Custodio

Seconded by: Heather Shisler

THAT the SEAC Committee approves the minutes of the meeting of March 19, 2014.

**Carried**

**5. Correspondence**

**5.1 PAAC on SEAC**

The Provincial Parent Association Advisory Committee on Special Education Advisory Committees (PAAC on SEAC) has asked members to complete an online survey which will gather valuable information on the effectiveness of SEACs across the province. The survey closes June 13, 2014.

**5.2 Hastings and Prince Edward District School Board and Niagara Catholic District School Board**

Both Boards supplied copies of letters sent to the Ministry of Education advocating for mandatory special education preparatory courses for all teachers graduating from teacher education programs in Ontario. They further suggested this mandatory component become a prerequisite for registration with the Ontario College of Teachers (OCT). It is believed and agreed upon by the Brant Haldimand Norfolk Catholic District School Board SEAC, that the addition of Special



Education Part 1 will allow Ontario teachers to be better equipped to meet the needs of all students. It was suggested that this Committee write a similar letter of support, which was agreed upon unanimously.

## **6. Community Agency Updates**

Heather Shisler of Lansdowne Children's Centre spoke of the upcoming Annual General Meeting in June and working towards their strategic goals. Lansdowne recently held their annual Fundraiser Motorcycle Ride, which saw almost twice as many motorcycles than last year participate. It was a great success.

Krista Emmerson, parent representative from Brantford, spoke about an upcoming presentation she will be making May 20<sup>th</sup> on behalf of Parents for Children's Mental Health (PCMH), as requested by Contact Brant.

Jill Esposto of Brant Family And Children's Services (FACS) spoke of significant budget restraints across the Province. The agency will be shutting down a couple of days a week moving forward, leaving only after hours/emergency services available. The agency does not expect transition funds; however, they have not seen significant cuts. Jill also spoke of a joint project with Oxford on Crown Ward Reviews. Brant FACS and Oxford will be the steering committee for all of Ontario to create a Medication Review Protocol. It was stated by Dr. Klein that 40% of children in care are medicated, bringing forward the question of whether or not they are overmedicated. They have been provided funding to move forward with the protocol.

Christine Pearce shared the successes of Mental Health Week activities (May 5-10, 2014). She also shared information on Camp Unity, a joint venture with Woodview, Mohawk College, Boys & Girls Club of Brantford, the Parent Advisory Council and the Brant Haldimand Norfolk Catholic District School Board. Although Camp Unity was originally designed to engage children and youth with Fetal Alcohol Spectrum Disorder, it has now grown to include children and youth with special needs. The staff ratio is one staff member for every two children. The camp also established a leadership program, enabling and empowering youth from previous years to show their strengths while promoting skill building, self-confidence and fun.

Catherine Custodio of Haldimand Norfolk Children's Aid Society shared that the financial constraints continue.

## **7. Business from the March 19, 2014 meeting**

### **7.1 Adaptive Learning Program**

Carmen McDermid shared information on the Adaptive Learning Program in the Ottawa-Carleton District School Board. The program is for adults with developmental disabilities who are 21 or older, and are high functioning. The program stresses authentic learning, authentic living. The goal of the program is to prepare students for job placements and/or volunteer opportunities. The program is rigid in that candidates must be able to ride the bus on their own, spend lunches on their own, create a portfolio, meet requirements of a 30-day probationary period to ensure they are the right candidates, and meet specified goals. Ministry funding is dependent on the students meeting their goals. If they fail to do so, they are out of the program.



Consideration of such a program should be preceded by surveying the community to see where the need is (e.g., restaurants, grocery stores, etc.)

## 8. Reports

### 8.1 Special Education System Lead, Carmen McDermid

- Carmen spoke to the EA Allocations process which is currently underway to determine support for high needs students. Challenges for placement include covering breaks for students that cannot be left alone and full day kindergarten implementation at all schools. Allocations will continue over the next six weeks.
- SERT allocations are also being completed for 2014-2016. Although the formula in determining the amount of SERT time in each building is complicated, Superintendent Telfer commented that in speaking with other School Boards who tend to simply allot time by size of the schools, our methods are very comprehensive.
- 32-35 SERTs and support staff attended the Peel conference, "When Everything You've Tried Hasn't Worked," by John J. Murphy, PhD, University of Central Arkansas. It focused on creative ways to resolve persistent school behaviour problems.

### 8.2 Superintendent of Education, Leslie Telfer

- Superintendent Telfer shared that in the last two months she has been attending IPRC Intakes and Reviews, familiarizing herself with the students. She has found this to be a very valuable learning opportunity.
- Revisiting the discussion on High Needs Amounts (HNA), Superintendent Telfer shared a memo from Barry Finlay stating that the Ministry of Education recognizes the inequities. There will be funding changes over the next four years. Currently the HNA for this Board remains the same; however, there is a new Base Amount per board that puts our funding at a slight increase. Over the next four years, the HNA will be completely phased out.
- Work on the 2014-15 Board budget is still in progress. Once the Board approves the budget, Superintendent Telfer will be able to share the Special Education budget with the team.
- The EA compliment has been increased by two staff.

## 9. Business for Next Meeting

- Send follow-up to agencies that SEAC membership requests were sent out to.
- Speech Pathologists to present
- Review updated Special Education Annual Report.

## 10. Adjournment

The meeting adjourned at 7:35 p.m.



**BRANT HALDIMAND NORFOLK  
Catholic District School Board**

**Minutes**

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**Budget Committee  
Tuesday, May 13, 2014 – 6:00 p.m.  
Haldimand Room**

**Present:** Rick Petrella (Chair), Dennis Blake, Bill Chopp, Dan Dignard, Tom Grice, Bonnie McKinnon, Pat Petrella, Chris Roehrig

**Absent:** n/a

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**1. Opening Prayer**

Rick Petrella opened the meeting with prayer.

**2. Approval of the Agenda**

Moved by: Dan Dignard

Seconded by: Bonnie McKinnon

THAT the Budget Committee approves the agenda of May 13, 2014.

**Carried**

**3. Approval of the Minutes**

Moved by: Dan Dignard

Seconded by: Bonnie McKinnon

THAT the Budget Committee approves the minutes of April 23, 2014.

**Carried**

**4. Declaration of Conflict of Interest - Nil**

**5. Business Arising from the Minutes - Nil**

**6. Staff Reports and Information Items - Nil**

**7. Trustee Inquiries - Nil**

**8. Business of the In-Camera Committee:**

Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

THAT the Budget Committee moves to an In-Camera session.

**Carried**

**9. Report on the In-Camera Session:**

Moved by: Dennis Blake

Seconded by: Dan Dignard

THAT the Budget Committee approves the business of the In-Camera session.

**Carried**



## BRANT HALDIMAND NORFOLK Catholic District School Board

### Minutes

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#### 10. Adjournment

Moved by: Bonnie McKinnon

Seconded by: Dennis Blake

THAT the Budget Committee adjourns the meeting of May 13, 2014.

**Carried**

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

Prepared by: Thomas R. Grice, Superintendent of Business & Treasurer  
Presented to: Committee of the Whole  
Submitted on: May 20, 2014  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

**JOINT USE OF FACILITIES AGREEMENT WITH THE  
GRAND ERIE DISTRICT SCHOOL BOARD  
AND THE CORPORATION OF THE CITY OF BRANTFORD**

Public Session

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**BACKGROUND INFORMATION:**

The Board has had an *Agreement for the Joint Use of Facilities* for approximately 25 years with the Corporation of the City of Brantford and the Grand Erie District School Board (and its predecessor, The Brant County Board of Education), which provides for the sharing of facilities between the three organizations. The Agreement has provided opportunities for the Board to use City-owned facilities at a reduced cost and for the City to use Board-owned facilities at little or no cost. There is a committee of representatives from each organization that oversee issues and amendments to the Agreement. The trustee members for the Joint Use Committee are June Szeman and Rick Petrella. The Agreement was last reviewed by the Board in 2008 and 2011; however, changes were minor in nature.

Since the previous amendments, the Ministry of Education has introduced the *Community Use of Schools* initiative, whereby the province provides funding to school boards to offset costs of allowing community groups to use school board facilities at reduced costs. The impact of this initiative, i.e., costs, nuances, implications, etc., was taken into consideration during the update of the Joint Use of Facilities Agreement.

**DEVELOPMENTS:**

The Agreement is comprised of the core body and Schedules as follows:

- Schedule "A" – Joint Use Committee Terms of Reference
- Schedule "B" – List of City-Owned Facilities
- Schedule "C" – List of School Board-Owned Facilities
- Schedule "D" – Grand Erie District School Board Additional Conditions of Use
- Schedule "E" – Brant Haldimand Norfolk Catholic District School Board Additional Conditions of Use
- Schedule "F" – Sanderson Centre Conditions of Use

The above-listed Schedules form an integral part of this Agreement as if the terms contained therein were incorporated into the body of the Agreement.

A summary of the key points in the Agreement follow:

### General

- This four-year Agreement begins July 1, 2014 and shall automatically renew for an additional four-year term; with provisions for termination by giving notice.
- The School Boards are granting use of our schools, in defined rooms and areas, as per Schedule "C" to the City, its Affiliated Groups and Neighbourhood Associations for their use in providing sport, recreational or cultural opportunities to the general public and to host community meetings during the times specified in the Agreement.
- The City is offering a reciprocal arrangement to the School Boards.
- Generally, there shall be no costs associated with providing each party access to the other's facilities; however, there are exceptions. Fees may be charged for direct costs associated with the use of the facilities including, but not limited to, rental fees for equipment not currently in the inventory, staffing costs for lifeguards, instructors and custodial staff, or costs when a party member's user is the only group in the facility and staffing is required.

### Outdoor Facilities

- City-owned outdoor facilities, with the exception of Harmony Square and Woodman Outdoor Pool, shall be made available to the School Boards at no charge until 5:59 p.m., Monday through Friday. The City's facilities, which are available for Board use, are indicated as per Schedule "B".
- The City has use of the School Boards outdoor facilities (fields) after 6:00 p.m., Monday through Friday and at any time on Saturday or Sunday. The City typically uses only Assumption College School. The City will be responsible for the booking of this field to users and they will recover any rental income. In exchange for the use of this field, the City will provide grass cutting, fertilization, aeration, sprinkler start-up / shut-down and maintenance of the irrigation system. Annual top dressing will be performed in the fall by the City, where required. Major turf repairs will not be included. Regular cleaning / maintenance of the field house and washrooms, and field lighting, will be performed by the City.
- The Principal of the applicable School Board facility is authorized to make decisions with respect to the continued use of School Board-owned outdoor facilities during inclement weather. Likewise, the Director of Parks for the City of Brantford is authorized to make decisions with respect to the continued use of City-owned outdoor facilities during inclement weather. If the School Board deems that a field requires major repairs and is no longer available, the decision of the School Board to close a field shall govern.

### Indoor Facilities

- The City's indoor facilities shall be made available to the Schools Boards at no charge from 8:30 a.m. to 4:30 p.m., Monday to Friday, with the exception of the Wayne Gretzky Sports Centre, which shall be made available from 6:00 a.m. to 4:30 p.m., Monday to Friday, and the Civic Centre and Lions Park Arena, which shall be made available from 7:00 a.m. to 4:30 p.m., Monday to Friday.
- School Board schools and their facilities shall be made available to the City and its Users free of charge after 6:00 p.m., Monday to Friday and upon request on Saturday and Sunday, beginning the first Tuesday after Labour Day to the final day of school and upon request during summer months.

### Use of Equipment

- Equipment used in connection with their respective indoor facilities will be made available for the use and benefit of the other Parties and their Users. However, floor hockey, ball hockey or other sports involving similar sticks will only be permitted in designated indoor facilities as established in Schedule "C", to prevent damage to the said facilities.
- The cost of repair or replacement of any equipment damaged by a Party, or their respective Users, shall be the sole responsibility of that Party. Without limiting the generality of the foregoing, the City and the School Boards retain the right to arrange for the replacement of and / or make repairs to their own equipment and to charge the cost of the repair or replacement to the Party or User responsible for said damage.

### Maintenance

- All costs of maintenance, capital repairs, and improvements to the facilities shall be the responsibility of the Owner of the facility, unless otherwise provided for in the Agreement. The Owner of an outdoor facility shall be required to maintain all playgrounds and other equipment located on its property in a safe condition. The Owner of any outdoor facility, and the Party responsible for maintaining the outdoor facility, shall be equally responsible for field inspections and safety.

### Dispute Resolution

- In the event of a dispute with respect to any matter arising out of this Agreement, such dispute shall be brought to the respective School Board Superintendents and Director of Parks or Director of Recreation for the City, as the case may be. If the dispute is still not able to be resolved, it shall be referred to the Joint Use Committee for resolution. If the Joint Use Committee cannot resolve the dispute, such dispute shall be referred to Arbitration in accordance with the Arbitration Act, 1991.

### Insurance and Indemnification

- All provisions within Section 12.0, Insurance and Indemnification, of this Agreement have been reviewed by the Ontario School Boards' Insurance Exchange (OSBIE) on behalf of the School Boards.

This Agreement has been reviewed by legal counsel for the School Boards.

### **RECOMMENDATION:**

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Joint Use Agreement with the Grand Erie District School Board and the Corporation of the City of Brantford.



AGREEMENT FOR THE JOINT USE OF FACILITIES MADE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_  
\_\_\_\_\_ 2014.

B E T W E E N:

**THE GRAND ERIE DISTRICT SCHOOL BOARD**  
(hereinafter called the "GEDSB")  
OF THE FIRST PART;

- and -

**THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD**  
(hereinafter called the "BHNCDSB")  
OF THE SECOND PART

- and -

**THE CORPORATION OF THE CITY OF BRANTFORD**  
(hereinafter called the "City")  
OF THE THIRD PART

**WHEREAS** the City intends to construct, develop, operate and maintain recreational facilities and to organize and administer public recreational programs for its residents; and

**WHEREAS** the School Boards have adopted a policy of school and grounds use by the community, provided there is no conflict with the operation of school activities; and

**WHEREAS** the City and the School Boards understand that shared use of facilities will not always be fair for each party and that the parties will incur additional costs as a result of this Agreement which is intended for the betterment of the community and its citizens; and

**WHEREAS** the City and School Boards established a "Joint Use Committee" for the purpose of achieving the maximum benefit of City and School Board facilities for use by the community;

**WHEREAS** the parties wish to enter into an agreement respecting the shared use and maintenance of certain facilities;

**WHEREAS** there is a Community Use of Schools Program in effect for both School Boards which allows access to local schools by community groups;

**WHEREAS** there is a City of Brantford Affiliation Policy and a Neighbourhood Association Policy that recognizes community groups affiliated with the City;

**NOW THEREFORE**, in consideration of the mutual covenants contain herein, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

## **1.0 INTERPRETATION**

For the purposes of this Agreement, the following terms shall have the following meanings:

- 1.1 **"Affiliated Groups"** means those groups identified in the City's Affiliation Policy as amended from time to time;
- 1.2 **"After School Program"** means the after school recreational program organized by the City for the benefit of children and youth and delivered at various schools in the City of Brantford;
- 1.3 **"Agreement"** means this agreement for the joint use of Facilities made between the Parties;
- 1.4 **"City Users"** means Affiliated Groups, Neighbourhood Associations and all participants of City-run programs within the City of Brantford and, for clarification, participants of City-run programs shall have the right to access the Facilities for the purpose of participating in City-run programs at the Facilities owned by the School Boards (individually or collectively) but shall not have the right to book the Facilities unless said right is expressly granted herein;
- 1.5 **"Equipment"** means the equipment owned by any of the Parties and made available for use by the Parties and their respective Users at the Facilities;
- 1.6 **"Facilities"** means both Indoor Facilities and Outdoor Facilities and Facility shall have a corresponding meaning;
- 1.7 **"Indoor Facilities"** means the indoor pools, arenas, community centres, theatres, multi-purpose rooms, schools and gymnasiums owned by or under the control of the Parties and set out in Schedules "B" and "C" attached hereto;
- 1.8 **"Neighbourhood Associations"** means neighbourhood associations recognized by the City pursuant to its policy with respect to neighbourhood associations, as amended from time to time;

- 1.9 “**Outdoor Facilities**” means the Woodman outdoor pool, playgrounds, fields, outdoor grounds of community centres, and parks owned by or under the control of the Parties and set out in Schedules “B” and “C” attached hereto;
- 1.10 “**School Boards**” means the GEDSB and the BHCNDSB together;
- 1.11 “**School Board Users**” means the Trustees, principals, teachers, and students of the schools within the GEDSB and BHCNDSB;
- 1.12 “**Term**” means the term of this Agreement as set out in section 3.1;
- 1.13 “**Owner**” means the Party who owns a particular Facility;
- 1.14 “**Parties**” means, collectively, the GEDSB, BHCNDSB and the City, and their respective heirs, employees, trustees, Mayor, Councillors, successors and assigns;
- 1.15 “**Parkade**” means the parking garage located on Market Street in Brantford and owned and operated by the City;
- 1.16 “**Party**” means any one of the GEDSB, BHCNDSB or the City;
- 1.17 “**User(s)**” means persons or groups permitted or entitled to use a Facility pursuant to this Agreement, including City Users and School Board Users, as the case may be.

## **Headings**

- 1.18 Section headings are not to be considered part of this Agreement, are included solely for the convenience of reference, and are not intended to be full or accurate descriptions of the contents thereof. This Agreement shall be construed with all changes in number and gender as may be required by the context.

## **Without Limiting Generality**

- 1.19 Whenever a statement or provision in this Agreement is followed by words denoting inclusion or example and then a list of or reference to specific items, such list or reference shall not be read so as to limit the generality of that statement or provision, even if words such as “without limiting the generality of the foregoing” do not precede such list or reference.

## **2.0 PURPOSE AND ADMINISTRATION**

- 2.1 The purpose of this Agreement is to regulate the shared use, among the Parties and their Users, of the Facilities identified in this Agreement and set out in Schedules “B” and “C” attached hereto.
- 2.2 This Agreement shall be administered by a Joint Use Committee. The Joint Use Committee shall meet at least once annually. The composition and terms of reference of the Joint Use Committee are set out in Schedule “A” attached hereto.

- 2.3 The following Schedules are an integral part of this Agreement and form part of this Agreement as if the terms contained therein were incorporated into the body of this Agreement:

Schedule “A” – Joint Use Committee Terms of Reference  
Schedule “B” – List of City owned Facilities  
Schedule “C” – List of School Board Owned Facilities  
Schedule “D” – GEDSB Additional Conditions of Use  
Schedule “E” – BHNCD SB Additional Conditions of Use  
Schedule “F” – Sanderson Centre Conditions of Use

### **3.0 TERM**

- 3.1 This Agreement shall commence as of the date first written above, shall continue until June 30, 2019, and shall automatically renew for an additional four (4) year term, unless otherwise terminated in accordance with its provisions or where notice is provided pursuant to section 3.2 below.
- 3.2 Any Party may provide notice to each of the other Parties of its intention not to renew this Agreement, so long as said notice is provided no later than ninety (90) days prior to the end of the Term. Should said notice be provided in accordance with this section, this Agreement shall automatically terminate on June 30, 2019 with no renewal thereof.
- 3.3 In the event that the Parties are unable to reach a new agreement prior to the last day of the Term or any renewal thereof, but the Parties have entered good faith negotiations, the Parties may agree to extend this Agreement on a month to month basis, on the same terms and conditions as set out herein, until such time as a renewal agreement or new agreement is executed by the Parties, or until such time as this Agreement is otherwise terminated in accordance with its terms.
- 3.4 Any Party may terminate this Agreement at any time by giving no less than six (6) months’ written notice of such termination to each of the other Parties.

### **4.0 GRANT OF LICENCE**

- 4.1 The School Boards hereby grant a licence to the City and City Users by way of a non-exclusive right to enter upon and use the Facilities set out in Schedule “C”, during the times specified in this Agreement, which licence is granted for the purpose of assisting the City, its Affiliated Groups and Neighbourhood Associations, in providing sports, recreational or cultural opportunities to the general public, and to host community meetings. Either of the School Boards may amend and update Schedule “C”, at any time, from time to time upon three (3) months’ notice to the City of its intention to do so and upon the written consent of the City to said changes.
- 4.2 The City hereby grants a licence to the School Boards and School Board Users by way of a non-exclusive right to enter upon and use the Facilities set out in Schedule “B”, during the times as specified in this Agreement, for the purpose of the School Boards providing sports, recreational and cultural opportunities to their respective students. The City may amend and update Schedule “B”, at

any time, from time to time, upon three (3) months' notice to the School Boards of its intention to do so, and upon the written consent of the School Boards to said changes.

- 4.3 Notwithstanding 4.1 and 4.2 above, after each Party has booked their own programs and activities at their respective Facilities, the other Party and their Users shall have priority use of the Facilities in accordance with the terms and provisions of this Agreement.
- 4.4 The Parties acknowledge that changes or alterations to the licensed portions of the Facilities will impact the licensed activities of the Parties; therefore, the Parties agree to provide each other Party to this Agreement with not less than three (3) months' advance notice of any planned construction, or permanent change or alteration to the licensed areas of the Facilities that may interrupt or diminish any other Party's use of the licensed areas. Notwithstanding the foregoing, each Party may commence emergency repairs and/or construction without prior notice to the other Parties, but must provide notice to the other Parties of said emergency repairs and/or construction as soon as reasonably possible after commencing said repairs and/or construction.
- 4.5 Unless otherwise specifically provided for in this Agreement, or set out in a Schedule to this Agreement, there shall be no cost associated with the licenses granted in sections 4.1 and 4.2 above. Without limiting the generality of the foregoing, the School Boards agree to waive any and all permit fees for use of the Facilities by the City and City Users, and the City agrees to waive rental permit fees with respect to use of the Facilities by the School Boards and School Board Users, unless otherwise specified herein. Notwithstanding the foregoing, nothing in this Agreement shall in any way limit the City's ability to charge the School Boards or School Board Users fees associated with other permits or permissions granted by the City, including, but not limited to, fees for business licences, building permits, lottery licences, liquor licences, or planning approvals.
- 4.6 Notwithstanding section 4.5 above, fees may be charged for direct costs associated with use of the Facilities, including, but not limited to, rental fees for equipment not currently in the inventory, staffing costs for lifeguards, instructors, and janitorial staff, or cost of staff when another Party's group of Users is the only User group in the applicable Facility and staffing is required. For clarification, the fees referred to in this section shall be the School Board approved rates and fees or the Council approved rates and fees, as the case may be, for the direct costs associated with the use of the Facilities.
- 4.7 No Party may erect any fixture, or install any service or structure in or upon another Party's Facility, without the express, written permission of the Owner of the applicable Facility.
- 4.8 Each Party shall ensure that its Users abide by all applicable laws relating to the Facility in use, and all policies, rules and regulations of the Owner of the Facility. Each Party reserves the right, acting reasonably, to deny access to the Facilities to any User, person, group or association that has demonstrated disregard for the laws, rules or policies applicable to any Facility. It is the responsibility of each of the Parties to make Users aware of the applicable rules and policies of each Facility. Without limiting the generality of the foregoing, the Parties expressly agree to follow standards consistent with the Code of Conduct of the Province referenced in section 301 of the *Education Act* at all times during the use of the Facilities by the Parties and/or their respective Users.
- 4.9 Without limiting the generality of the foregoing, the Parties acknowledge and agree that the licences granted in this Agreement shall be subject to applicable provisions of the School Boards' and the City's policies governing the prohibition on smoking, use of illegal substances, and alcohol use.

- 4.10 Each Party shall ensure that their respective Users leave the other Party's Facility in a clean and tidy condition after each use. In the event of default of this provision, any cost of cleaning the Facility, over and above the regular cost of maintaining the applicable Facility, shall be charged back to the User or the Party responsible for the User.
- 4.11 The Parties shall ensure that Users of the Facilities provide appropriate supervision for all activities involving children.
- 4.12 Wherever possible, when using change rooms and dressing rooms, a minimum of one (1) chaperone, who must be of the same gender as the persons using the change rooms and/or dressing rooms, shall be required of each User group.
- 4.13 Users who have been evicted from one or more Facility may be denied access to the Facilities for the duration of their eviction. Approval for supervised use of Facilities by the evicted individual(s) must be approved in writing and in advance of such use by the Director responsible for the City Facility, or his or her designate, and by the Principal of the applicable school, or his or her designate, for Facilities owned by the GEDSB or the BHNCDSB.
- 4.14 Each party appoints the other Parties as agents with full authority to enforce the provisions of the *Trespass to Property Act*, R. S. O. 1990, c.T.21 while using or occupying the Facilities of the appointing Owner, pursuant to the terms and provisions of this Agreement.
- 4.15 Unless otherwise provided for in this Agreement, use of Facilities that includes participants from school boards or municipalities, other than the Parties to this Agreement, including, but not limited to, use for events such as the Ontario Federation of Secondary School Athletic Associations and the Central Western Ontario Secondary Schools Association sports tournaments, shall be subject to the established rates and fees for the respective Facility as set out in the City's Rates and Fees By-law, as amended from time to time. This provision applies regardless of whether a Party to this Agreement is also in attendance at the event or participating in the activity.
- 4.16 Where any of the Parties to this Agreement has failed to book a Facility within the time frame permitted or required in this Agreement, and that Party requires use of a Facility, which it owns, during the time allotted to another Party, the Party requesting the emergency booking shall contact the Party with the booking rights and the two parties shall, acting reasonably, come to a mutually beneficial solution.

## **5.0 PARKING LOT LICENCE**

- 5.1 The City hereby grants to the School Boards and their respective Users a non-exclusive licence to use the parking lots attached to or associated with the City owned Facilities during the times for use provided for in this Agreement. Said parking licence is granted only for the purpose of providing parking for participants in activities taking place at the Facilities. Parking shall be on a first-come-first-served basis. The City does not guarantee availability of parking for any event held by another Party or their Users at a City owned Facility.

- 5.2 The parking licence provided in section 5.1 above shall not apply to parking on the street. The cost of parking shall be at the established rate for the Facility in use, and nothing in this Agreement shall in any way exempt the School Boards or their Users from compliance with all City by-laws respecting parking or any fee or charge in relation thereto.
- 5.3 It is specifically understood and agreed amongst the Parties that the Parkade is not associated with any specific Facility and the licence provided in section 5.1 above shall not apply to the Parkade. Use of the Parkade by the School Board and their Users shall be subject to all of the same rules, regulations, and fees that apply to members of the general public.
- 5.4 The School Boards hereby grant a licence to the City and its Users to use the parking lots owned, individually or collectively, by the School Boards, for the purpose of providing access to the Facilities, and for the purpose of providing parking for vehicles being used in conjunction with the activities taking place at Facilities. Parking is on a first come first served basis and the School Boards do not guarantee availability of parking for any event held by another Party or its Users at a School Board owned Facility.

## **6.0 LICENCE CONDITIONS: OUTDOOR FACILITIES**

- 6.1 Subject to the City's programs, maintenance or previous agreements, and availability of staff, City owned Outdoor Facilities, with the exception of Harmony Square and Woodman outdoor pool, shall be made available to the School Boards at no charge until 5:59 p.m. Monday through Friday. Users who continue to use the Outdoor Facilities beyond 5:59 p.m. may be asked to vacate the Outdoor Facilities to accommodate City Users booked for 6:00 p.m. and may be charged a fee for additional use of the Outdoor Facilities beyond the licenced time period.
- 6.2 Where either of the School Boards use an Outdoor Facility for an evening event that requires lighting, and where the City is normally responsible for the cost of said lighting, the cost of the lighting for the School Boards' events shall be the responsibility of the School Boards in accordance with the City's Fees, Fines and Charges By-law, as amended from time to time.
- 6.3 The School Boards shall be permitted to access their own Outdoor Facilities that are booked by the City for events after 6:00 p.m., Monday through Friday, or any time Saturday or Sunday, up to a maximum of four (4) times per month at no cost to the School Boards, except the cost of any required lighting as set out in section 6.2 above. In addition to the aforementioned, the School Boards shall be permitted to book their own Outdoor Facilities after 6:00 p.m. Monday through Friday, or any time on Saturday or Sunday, at no charge up to a maximum of four (4) bookings per year per school through the City. Any additional School Board use of Outdoor Facilities bookings beyond what is referenced above, after 6:00 p.m. Monday through Friday, or any time on or Saturday or Sunday shall be booked through the City at the regular rate for said Facility as set out in the City's Fees, Fines and Charges By-law, and shall be based on availability after City programs are scheduled.
- 6.4 The City shall be responsible for booking all City owned Outdoor Facilities, in accordance with the licences granted herein.

- 6.5 Subject to the rights of the School Boards set out in paragraph 6.3 above, the City shall have the right to book and use all School Board owned Outdoor Facilities for events and activities between the hours of 6:00 p.m. and 11:00 p.m. Monday through Friday and all day Saturday and Sunday, inclusive, and to retain all revenue generated therefrom.
- 6.6 All use of School Board Outdoor Facilities after 6:00 p.m. Monday to Friday and any time Saturday and Sunday inclusive, where said Outdoor Facilities are maintained by the City, shall be booked through the City's Parks and Recreation office and shall be subject to the rights of the School Boards as set out in section 6.3 above.
- 6.7 All high school games held on City fields require adequate security. Booking and costs of said security shall be the responsibility of the respective School Boards.
- 6.8 The Parties acknowledge that the use of an Outdoor Facility during inclement weather may result in damage to the Outdoor Facility; therefore, the Parties hereby undertake to use their best judgment in determining whether or not to make use of the Outdoor Facilities during inclement weather, and shall work cooperatively to determine if Outdoor Facilities are at risk of damage and should be deemed unplayable. The principal of the applicable School Board Facility is authorized to make decisions with respect to the continued use of School Board-owned Facilities during inclement weather, and the Director of Parks for the City is hereby authorized to make decisions with respect to the continued use of City owned Outdoor Facilities during inclement weather.
- 6.9 Where the City is responsible, in whole or in part, for maintaining an Outdoor Facility owned by either of the School Boards, the City shall have the right, together with the applicable School Board, to determine whether the Facility may be used in the event of inclement weather. This right may not be exercised more than forty-eight (48) hours ahead of a scheduled event. In the event of a disagreement between the City and the School Boards with respect to continued use of the Outdoor Facility, the decision of the Owner shall govern; however, should the Outdoor Facility sustain any damage, the Owner shall be entirely responsible for all costs of maintenance and repair until the Outdoor Facility is returned to the condition it was in prior to the damage occurring.
- 6.10 If the Owner of a Facility deems a field is no longer available and requires major repairs, the decision of the Owner to close a field shall govern.

## **7.0 LICENCE CONDITIONS: INDOOR FACILITIES**

- 7.1 Each Party shall be responsible for processing bookings at their respective Indoor Facilities in accordance with the licenses granted herein.
- 7.2 Subject to the City's programs, maintenance, previous agreements, availability of staff, and unless otherwise set out in Schedule "B" attached hereto, Indoor Facilities, Harmony Square and the Woodman outdoor pool will be available to the School Boards at no charge from 8:30 a.m. to 4:30 p.m., Monday to Friday, with the exception of the Wayne Gretzky Sports Centre which shall be made available from 6:00 a.m. to 4:30 p.m., Monday to Friday, and the Civic Centre and Lions Park Arena which shall be made available from 7:00 a.m. to 4:30 p.m. Monday to Friday.



- 7.3 Subject to the School Boards' programs, maintenance, special events, previous agreements, and availability of staff, Indoor Facilities owned by the School Boards, together or individually, shall be made available to the City and its Users free of charge after 6:00 p.m., Monday to Friday, and upon request on Saturday and Sunday, from the first Tuesday after Labour Day to the final day of school for each School Board, respectively, and upon request and subject to availability during the summer months at schools identified in Schedule "C" and in accordance with Schedules "D" and "E".
- 7.4 Notwithstanding section 7.3 above, School Board-owned Indoor Facilities used for the City's After School Program shall be made available prior to 6:00 p.m., Monday to Friday, at no cost to the City.
- 7.5 Use of the Sanderson Centre shall be provided to the School Boards in accordance with the terms and conditions set out in Schedule "F" attached hereto. In the event of a conflict between the terms of this Agreement and Schedule "F" with respect to the use of the Sanderson Centre, Schedule "F" shall govern; otherwise, all other terms of this Agreement shall apply to the use of the Sanderson Centre.

## **8.0 USE OF EQUIPMENT**

- 8.1 The Parties agree that equipment used in connection with their respective Indoor Facilities will be made available for the use and benefit of the other Parties and their Users.
- 8.2 Notwithstanding section 8.1 above, floor hockey, ball hockey or other sports involving similar sticks will only be permitted in designated Indoor Facilities set out in Schedule "C", to prevent damage to Facilities. If Indoor Facilities permit baseball or softball activities, baseballs and softballs must be rubberized. Any other activity deemed by a Party to this Agreement as capable of causing undue damage to walls and floors may not be permitted in a Facility at the discretion of the Facility manager or principal, as the case may be.
- 8.3 The Parties acknowledge that no equipment will be provided for the use of Outdoor Facilities. Equipment used in conjunction with an Outdoor Facility shall be the responsibility of each respective User, and shall be removed at the end of the period of use of each respective User. Equipment left at an Outdoor Facility after the period of use may be removed by the Owner of said Facility.
- 8.4 The cost of repair or replacement of any equipment damaged by a Party, or their respective Users, shall be the sole responsibility of that Party. Without limiting the generality of the foregoing, the City and the School Boards retain the right to arrange for and make repairs to their own equipment, and to charge the cost to the Party or User responsible for said damage.
- 8.5 Users are NOT permitted to move retractable dividers, adjustable basketball nets, stage risers, stadium seating, bleachers or any other mechanized equipment. Adjustments are to be made only by the school custodian or qualified facility staff with three days written notice prior to the event.

## **9.0 MAINTENANCE**

- 9.1 All costs of maintenance, capital repairs, and improvements to the Facilities shall be the responsibility of the Owner of the Facility, unless otherwise provided for in this Agreement.

- 9.2 Without limiting the generality of the foregoing, the Owner of an Outdoor Facility shall be required to maintain all playgrounds and other equipment located on its property in a safe condition.
- 9.3 The Owner of any Outdoor Facility, and the party responsible for maintaining the Outdoor Facility, shall be equally responsible for field inspections and safety.
- 9.4 The City will perform all of the grass cutting, fertilization, aeration and sprinkler start-up/shut down, maintenance and irrigation system programming of fields at all Outdoor Facilities booked by the City, at no cost to the School Boards. Annual top dressing will be performed in the fall where required. Major turf repairs will not be included in this Agreement. Field lining will be completed for Users booked by the City after 6:00 p.m. and on Saturday or Sunday. Any additional field markings required by either School Board will be charged as per the City's approved Fees and Charges Bylaw as amended from time to time. Regular cleaning and maintenance of washrooms and field lighting will be performed by the City.
- 9.5 The Parties acknowledge that the City adheres to a regular schedule for grass cutting in order to maintain acceptable grass heights at Outdoor Facilities. The School Boards agree to keep their Outdoor Facilities free of Users whenever the City is cutting the grass at an Outdoor Facility. Unless otherwise agreed to by the School Boards and the City, grass will be scheduled for cutting outside of the time allotted for school activities.
- 9.6 Should the City no longer require the use of a School Board field at an Outdoor Facility, the maintenance responsibilities for said field(s) will revert back to the applicable Owner. The City will provide a minimum of six (6) months' notice if a field is no longer required.
- 9.7 Should any Party discover or become aware of a deficiency at any Facility, that Party shall make the Owner of the Facility aware of the deficiency immediately upon said discovery, and the Owner shall immediately notify the Party responsible for maintaining the Facility.
- 9.8 Special requests for field lining, maintenance or other services must be made to the City at least one (1) week in advance of the booking date for that Facility. Any additional charges for said services will be assessed at the appropriate rates and shall be paid by the School Boards to the City prior to the use of the applicable Outdoor Facility.

## **10.0 SCHEDULING AND REVENUE**

- 10.1 All Facility bookings shall be made in accordance with the applicable booking procedures of the Owner of said Facility prior to each use, unless alternate booking arrangements are agreed to by the Owner of said Facility and do not in any way infringe on the rights granted pursuant to this Agreement. Rules specific to each City owned Facility shall be provided to the booking Party at the time of booking.
- 10.2 Bookings of City Facilities shall be made by the Principal of that school or the Manager of Communication and Community Relations within their respective School Boards, or a designate who has been delegated the authority to book City owned Facilities. All persons booking Facilities must also have the authority to pay all costs associated with the use of the Facilities.

- 10.3 Once the City books its own programs, the School Boards shall have priority use of City owned Facilities, in accordance with the terms of this Agreement, where the School Boards provide the City with a list of their Facility bookings prior to September 1<sup>st</sup> of the school year in which the booking is to take place.
- 10.4 Once the School Boards book its own school program bookings, the City shall have priority use, including priority over all bookings made through the Community Use of School Policy, of all School Board Facilities, in accordance with the terms of this Agreement, where the City books the use of School Board owned Facilities for City programs, by March 1<sup>st</sup> each year for bookings scheduled from July 1 – August 31 every year and by June 1 each year for bookings from September 1 to August 31.

For the sake of clarity, the priority booking provided to the City pursuant to this provision shall apply equally to Neighbourhood Associations recognized by the City. Priority booking shall not apply to Affiliated Groups of the City but will be considered equally with Community Use of Schools applications; however, Affiliated Groups shall still receive all other benefits of this Agreement applicable thereto. Should the City require additional program space at any time during the year, these requests shall be considered by the Boards pending availability of space and after other uses are scheduled. The City shall provide an updated list of approved Affiliated Groups at least annually prior to June 30<sup>th</sup> or as new Affiliated Groups are approved throughout the year.

- 10.5 All bookings made after the dates mentioned above, for the seasons mentioned above, shall be subject to the availability of the Facility and on a first-come, first-served basis.
- 10.6 Where a booking is cancelled less than seven (7) calendar days prior to the scheduled event, a cancellation fee may be applied at the discretion of the Party responsible for booking the Facility at the applicable time, except where said event is cancelled as a result of inclement weather or a school cancellation.
- 10.7 Each party shall track the use of their respective Facilities by the other Parties and shall make this information available to the Joint Use Committee annually or more frequently upon request.
- 10.8 Users of any Indoor Facility will not be permitted in the Facility more than thirty (30) minutes prior to the start of any event or activity, unless otherwise arranged. Users are expected to remain in the area booked and to depart at the end of their event unless otherwise arranged by the Facility supervisor or his or her designate.

## **11.0 DISPUTE RESOLUTION**

- 11.1 In the event of a dispute with respect to any matter arising out of this Agreement, such dispute shall be brought to the respective School Board Superintendents and Director of Parks or Director of Recreation for the City, as the case may be. If the dispute is still not able to be resolved it shall be referred to the Joint Use Committee for resolution. If the Joint Use Committee cannot resolve the dispute, such dispute shall be referred to Arbitration in accordance with the *Arbitration Act, 1991*.
- 11.2 Pursuant to Schedule “A”, the Advisory Group shall meet as necessary and at least once annually to discuss matters pertaining to short and long-term planning of the Facilities, issues and disputes

which may have arisen relating to the Facilities, and any other concerns the Parties may have with respect to this Agreement.

## 12.0 INSURANCE AND INDEMNIFICATION

- 12.1 Each of the Parties to this Agreement shall take out and maintain Commercial General Liability Insurance or Municipal Liability Insurance, as the case may be, insuring against damage or injury to persons or property, with limits of not less than \$10,000,000.00 per occurrence. The insurance policy shall:
- a) include the other parties to this Agreement as additional insureds;
  - b) contain a cross-liability clause, and severability of interest endorsement;
  - c) contain a clause providing for Contractual Liability coverage arising out of the Agreement;
- 12.2 Proof of insurance will be submitted by way of an executed Certificate of Insurance in a form satisfactory to each Party, each year or ten (10) days prior to renewal of said policy. All requested lines of coverage to be shown on the Certificate.
- 12.3 If cancelled or changed in any manner that would affect the Parties as outlined in coverage specified herein for any reason, thirty (30) days prior written notice by mail or electronic means will be given by the insurer(s) to all of the Parties.
- 12.4 It shall be the sole responsibility of each Party to determine what additional insurance coverage, if any, is necessary and advisable for its own protection and/or to fulfill its obligation under this Agreement. Any such additional insurance shall be maintained and provided at the sole expense of the Party.
- 12.5 Each Party (the “**Indemnifying Party**”) shall indemnify and hold harmless the other Parties to this Agreement, and their respective employees, agents, officers, Mayor, Councillors, superintendents, Trustees, servants, insurers, successors and assigns from and against any and all liabilities, losses, damages, actions, causes of action, charges, fees, costs, harms or claims, including, but not limited to, injury to any person or property, including, but not limited to, injury resulting in death (the “**Claims**”), suffered by any Party, Users, or third party, arising out of or in any way related to the use of the Facilities pursuant to this Agreement, or in respect of any rights and obligations of the Parties contained in or arising from this Agreement, due to any cause whatsoever, including, but not limited to, the Indemnifying Party’s negligence, breach of contract, or breach of any statutory or other duty of care.
- 12.6 Damage to the Facilities caused by any of the Party’s Users shall be the responsibility of said Party and that Party shall repair the damage, replace the equipment or compensate the Owner of the Facility to the satisfaction of said Owner. Nothing in this paragraph shall in any way limit the rights or remedies of any of the Parties as against the Users responsible for said damage.
- 12.7 Reports of vandalism, unusual occurrences, or accidents, and the action taken with respect to such incidents, shall be submitted to the GEDSB and BHNCDSB and the City by the Party encountering or involved in the incident. For students of the School Boards, personal injury accident reports shall be completed by the principal or supervisor of the student involved and sent to the appropriate Party

hereto in accordance with each Party's normal procedure. Personal information about persons involved in accidents and or incidents will be removed when shared by the GEDSB and the BHCNDSB as per applicable privacy legislation, including, but not limited to, the *Privacy Act* R.S.C., 1985, c. P-21.

### **13.0 NOTICE**

Any notice required or permitted to be given hereunder shall be provided in writing and shall be effectively given if delivered personally or sent by prepaid courier service or registered mail to the Parties hereto as follows:

- a. To the City:

The Corporation of the City of Brantford  
100 Wellington Square  
Brantford, ON N3T 2M2

Attention: General Manager, Community Development

- b. To the GEDSB:

Grand Erie District School Board  
349 Erie Avenue  
Brantford, Ontario  
N3T 5VE

Attention: Superintendent of Business and Treasurer

- c. To the BHCNDSB

Catholic Education Centre,  
322 Fairview Drive, P.O. Box 217,  
Brantford, Ontario N3T 5M8

Attention: Superintendent of Business and Treasurer

or to such other address as any Party may from time to time designate by written notice to the other Parties. Any notice given shall be deemed to have been given and received on the same day when delivered personally before 4:30 p.m., or on the second day following the sending thereof by prepaid courier service or registered mail.

### **14.0 GENERAL**

#### **Promotional Material**

- 14.1 Subject to the applicable School Board Policy and/or Procedures, the School Boards shall allow the City to distribute promotion materials and brochures for the City's cultural and recreational

programs throughout School Board Facilities. Any material intended for School Board staff or students or both may be sent directly to the schools in either hardcopy or electronically per the School Board's distribution Policies and Procedures. School Boards will allow the City to use the School Board's courier system to a maximum of once per month for distribution of said materials. In return, the City shall post promotional materials and brochures for school and School Board special events and functions in accordance with the City's applicable Policy and Procedures.

### **No Agency**

14.2 It is understood, recognized and agreed that no provision of this Agreement and no action by the Parties will establish or be deemed to establish a partnership, joint venture, principal-agent relationship or employee-employer relationship in any way or for any purpose whatsoever between the City and the School Boards or between the City, the School Boards and any third party.

### **No Authority to Represent**

14.3 Nothing in this Agreement shall be construed as authorizing one Party to contract for or to incur any obligation on behalf of the other or to act as agent for the other, unless otherwise explicitly specified in this Agreement.

### **Severability**

14.4 If, for any reason, a provision of this Agreement that is not a fundamental term is found to be or becomes invalid or unenforceable, in whole or in part, said provision will be deemed to be severable and will be deleted from this Agreement, but all the other terms and conditions of this Agreement will continue to be valid and enforceable as if the offending provision was never part of this Agreement.

### **Waiver**

14.5 The Parties may only waive a right under this Agreement in writing; any tolerance or indulgence demonstrated by any Party will not constitute a waiver of such right. Unless a waiver is executed in writing, that Party will be entitled to seek any remedy that it may have under this Agreement or otherwise at law or in equity.

### **Amendments**

14.6 Any Party proposing amendments to this Agreement shall provide at least sixty (60) days' notice to arrange a meeting of the Joint Use Committee to discuss the proposed amendments. Any amendments to this Agreement shall be made only by the written, mutual consent of the Parties.

### **Governing Law**

14.7 This Agreement shall be governed by, interpreted and enforced in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein.

## **Freedom of Information**

14.8 This Agreement and all Schedules attached hereto are subject to the *Municipal Freedom of Information and Protection of Privacy Act* (“*MFIPPA*”). Any information collected by the City pursuant to this Agreement is subject to the rights and safeguards provided for in the *MFIPPA*.

## **Counterpart Signature**

14.9 This Agreement may be signed in counterpart, and the signed copies will, when attached, constitute an original Agreement.

## **Assignment and Enuring**

14.10 This Agreement shall enure to the benefit of, and be binding upon, the Parties hereto and their respective successors and assigns. None of the Parties to this Agreement may assign, transfer or otherwise convey any of their rights or obligations pursuant to this Agreement to any other Party, or any third party, without the express, written consent of all of the Parties to this Agreement.

## **Force Majeure**

14.11 The Parties shall each be excused from delays in performing, or from their failure to perform hereunder to the extent that such delays or failures from causes beyond the reasonable control of such Party; provided that, in order to be excused from delay or failure to perform, such Party must act diligently to remedy the cause of such delay or failure.

## **Time of the Essence**

14.12 Time shall be of the essence of this Agreement and every part of this Agreement.

## **Inconsistency**

14.13 Where there is any inconsistency or discrepancy between the terms of this Agreement and the attached Schedules, the terms of this Agreement shall prevail, with the exception of Schedule “F” pertaining to the use of the Sanderson Centre, the terms of which shall prevail over the terms of this Agreement in the event of any inconsistency.

THE REMAINDER OF THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK.

IN WITNESS WHEREOF this Agreement has been executed by the Parties hereto on the date first written above.

**SIGNED, SEALED AND DELIVERED**

	)	<b>THE GRAND ERIE DISTRICT</b>
	)	<b>SCHOOL BOARD</b>
in the presence of:	)	
	)	
	)	
	)	_____
	)	Carol Ann Sloat, Chair
_____	)	
Witness	)	
	)	
	)	_____
	)	John Forbeck, Director of Education
	)	
	)	
	)	
	)	<b>THE BRANT HALDIMAND NORFOLK</b>
	)	<b>CATHOLIC DISTRICT SCHOOL BOARD</b>
	)	
	)	
	)	
	)	_____
	)	June Szeman, Chair
_____	)	
Witness	)	
	)	
	)	
	)	_____
	)	Chris N. Roehrig, Director of Education
	)	
	)	
	)	
	)	<b>THE CORPORATION OF THE</b>
	)	<b>CITY OF BRANTFORD</b>
	)	
	)	
	)	_____
	)	Chris Friel, Mayor
_____	)	
Witness	)	
	)	
	)	_____
	)	Lori Wolfe, City Clerk



## SCHEDULE "A"

### JOINT USE COMMITTEE TERMS OF REFERENCE

**1. Role/Purpose:**

The role of the Joint Use Committee is to provide an opportunity to meet with the partners and discuss issues and opportunities related to the Joint Use Agreement. The Joint Use Committee shall ensure that the terms of the Joint Use Agreement are followed and enforced in a fair and consistent way.

**2. Term:**

These Terms of Reference shall be effective from the date this Agreement is signed and shall continue until the expiration of said Agreement. The Joint Use Committee continues throughout the duration of the Agreement.

**3. Meetings:**

The Joint Use Committee shall meet at least once annually.

**4. Membership:**

For the purposes of this Agreement, each Party shall have an equal number of votes on the Joint Use Committee. In the case that one or more members of a Party are absent or unable to attend a meeting, that member may send a delegate to the meeting to vote on his or her behalf, or, where an item is listed on the agenda, the absent member may vote by way of a proxy vote, submitted on his or her behalf to the Chair at the beginning of the meeting. At the discretion of each Party, two or three of that Party's appointed members may attend any meeting of the Joint Use Committee with the attending members having a weighted vote totalling 4 votes, respectively, as the case may be.

The Joint Use Committee shall consist of the following persons:

For the City:

- a. Two (2) members of the Municipal Council for the City;
- b. The City CAO;
- c. The General Manager of Community Development Services for the City;
- d. The Mayor of the City, sitting as an ex officio to the Joint Use Committee with non-voting rights.

For the GEDSB:

- a. The Director of Education and Secretary;
- b. The Superintendent of Business and Treasurer;
- c. Two (2) Trustees of the GEDSB;

For the BHCNDSB:

- a. The Director of Education and Secretary;
- b. The Superintendent of Business and Treasurer; and
- c. Two (2) Trustees of the BHCNDSB

## **5. Roles and Responsibilities:**

The Joint Use Committee shall discuss matters relating to the following:

- a. Terms, conditions, successes and challenges of the Agreement and the Facilities owned and operated by the Parties thereto.
- b. Foster collaboration and cooperation among the three Parties.
- c. Removing obstacles to the Partnership's successful delivery of the terms of the Agreement.
- d. Maintaining at all times the focus of the Agreement regarding expected outcomes and benefits to each Party.

## **6. Meetings:**

- a. Meetings shall be chaired through a rotation with the City hosting the first annual meeting, followed by the BHCNDSB in year two and the GEDSB in year three and continuing to rotate annually. The Chair shall be selected by the host Party.
- b. If more than one meeting is held annually the current chair will continue to chair all meetings during that calendar year.
- c. The party chairing the meeting will be responsible for preparing the Agenda, and taking and distributing minutes for each meeting held within that calendar year.
- d. Decisions will be made by consensus.
- e. If required, subgroup meetings will be arranged outside of these times at a time convenient to subgroup members.

## **7. Quorum:**

Each Party shall ensure that a minimum of two (2) representatives (total of six (6)) are present at Joint Use Committee meetings to meet quorum.

## **8. Advisory Group Established**

The following persons shall constitute an Advisory Group, the responsibility of which shall be to advise the Joint Use Committee with respect to matters arising from the Joint Use Agreement throughout the term of the Agreement:

- a. Superintendent of Business & Treasurer GEDSB
- b. Assistant to the Superintendent of Business and Community Use Coordinator GEDSB
- c. Superintendent of Business & Treasurer BHCNDSB
- d. Manager of Communications and Community Relations BHCNDSB

- e. City of Brantford Director of Recreation
- f. City of Brantford Director of Parks
- g. Sanderson Centre Theatre Manager
- h. City of Brantford Manager of Community Recreation Development

## **9. Advisory Group Mandate**

The Advisory Group shall:

- a. Wholeheartedly champion the partnerships within the Agreement.
- b. Make timely decisions and take action so as to support the intent of the Agreement.
- c. Notify Parties to the Agreement, as soon as practical, if any matter arise which may be deemed to affect the terms of the Agreement.
- d. Attend all meetings and if necessary nominate a proxy if unable to attend.

## **10. Amendment, Modification or Variation:**

This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the Joint Use Committee.

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**SCHEDULE “B”  
LIST OF CITY OWNED FACILITIES**

**City Owned Indoor Facilities**

<b>City Facility</b>	<b>Address</b>	<b>Resources</b>	<b>Equipment Available</b>	<b>Special Terms and Conditions</b>
<b>Brantford and District Civic Centre</b>	69-79 Market St S	One Rink (seating for 3,000)	<ul style="list-style-type: none"> <li>• Wi-Fi is available</li> <li>• Tables and Chairs for 800</li> </ul>	<ul style="list-style-type: none"> <li>• Helmets are strongly recommended for all participants.</li> </ul>
		Auditorium (capacity 270)	<ul style="list-style-type: none"> <li>• See above</li> <li>• Kitchen facilities available</li> </ul>	
<b>Doug Snooks Eagle Place Community Centre</b>	333 Erie Ave, Brantford	Double Gymnasium (capacity 575)	<ul style="list-style-type: none"> <li>• Wi-Fi is available</li> <li>• Tables and chairs for 270 people</li> <li>• Upstairs meeting room tables and chairs for 100</li> <li>• Floor hockey is allowed</li> </ul>	<ul style="list-style-type: none"> <li>• Parking is limited</li> <li>• Facility is fully accessible</li> <li>• Staff costs (unless staff are already in the building)</li> </ul>
		Meeting Rooms		
<b>Lion Park Arena</b>	20 Edge St	One rink (seating capacity 500)		<ul style="list-style-type: none"> <li>• Helmets are strongly recommended for all participants.</li> </ul>
		Auditorium (capacity 274)	<ul style="list-style-type: none"> <li>• Tables and chairs for 200</li> <li>• Kitchen facilities available</li> </ul>	
<b>Sanderson Centre</b>	88 Dalhousie St.	Theatre Ray Southcott Rehearsal Hall		<ul style="list-style-type: none"> <li>• See Schedule “F”</li> <li>• Parking for Sanderson Centre is subject to municipal parking by-laws</li> <li>• Surcharge (if applicable)</li> <li>• Labour as applicable</li> <li>• Box office fees (if applicable)</li> <li>• Music Licensing Fees (if applicable)</li> </ul>

City Facility	Address	Resources	Equipment Available	Special Terms and Conditions
<b>T.B. Costain/SC Johnson Community Centre</b>	16 Morrell St.	Gymnasium (single small gym)	<ul style="list-style-type: none"> <li>Floor hockey is allowed</li> </ul>	<ul style="list-style-type: none"> <li>Staff costs (unless staff are already in the building)</li> </ul>
		Meeting rooms Room 1 (Capacity 15) Room 2 (Capacity 25) Room 3 (Capacity 145)	<ul style="list-style-type: none"> <li>Wi-Fi is available room 3</li> <li>Tables and chairs</li> <li>Multi-Purpose room has LCD projection Unit, sound system</li> </ul>	
<b>Woodman Park Community Centre</b>	491 Grey Street	Gymnasium (capacity of 275 theatre style)	<ul style="list-style-type: none"> <li>Tables and chairs for up to 275 people</li> <li>Floor hockey is allowed</li> </ul>	<ul style="list-style-type: none"> <li>Facility is fully accessible</li> <li>Staff costs (unless staff in building for another rental/program)</li> </ul>
		Meeting Rooms: Small (cap. 25) Large (cap. 100)	<ul style="list-style-type: none"> <li>Wi-Fi is available</li> <li>Kitchen is available</li> </ul>	
		Outdoor pool		
<b>Wayne Gretzky Sports Centre</b>	254 North Park Street	Pools: <ul style="list-style-type: none"> <li>65 m pool</li> <li>25m pool</li> <li>warm water pool</li> <li>hydro-therapy pool</li> </ul>	<ul style="list-style-type: none"> <li>Wi-Fi is available</li> <li>Slides and pool equipment</li> <li>Climbing wall</li> <li>Diving Boards and towers</li> </ul>	<ul style="list-style-type: none"> <li>Use of timing system and related equipment must be booked through Brantford Aquatic Club</li> <li>Lifeguards, instructors, other direct staff costs</li> </ul>
		Rinks: <ul style="list-style-type: none"> <li>Rink 1 (Seating 1,100)</li> <li>Rink 2,3,4 (seating 300)</li> <li>Goalie Training Rink</li> </ul>	<ul style="list-style-type: none"> <li>Hockey nets</li> <li>Lacrosse Nets</li> </ul>	<ul style="list-style-type: none"> <li>Helmets are strongly recommended for all participants.</li> </ul>
		Weight room	<ul style="list-style-type: none"> <li>Cardio equipment</li> <li>Weight stack equipment</li> <li>Free weights</li> </ul>	<ul style="list-style-type: none"> <li>Non-exclusive use</li> <li>open to public</li> </ul>

City Facility	Address	Resources	Equipment Available	Special Terms and Conditions
		Dry land Training Room	<ul style="list-style-type: none"> <li>Synergy 360 Training Centre</li> </ul>	
		Gymnasium (3/4 gym)	<ul style="list-style-type: none"> <li>Volleyball / badminton standards</li> </ul>	<ul style="list-style-type: none"> <li>No stick related sports or softball/baseball allowed</li> </ul>
		Walking/Running Track	n/a	<ul style="list-style-type: none"> <li>Non-exclusive use</li> <li>open to public</li> <li>2<sup>nd</sup> floor (accessible)</li> </ul>
		Multi-Purpose Rooms: 2 <sup>nd</sup> floor Rm A (capacity 65) 2 <sup>nd</sup> floor Rm B (capacity 45) Arena MPR (capacity 20 kitchenette) Meeting rooms: Pool lobby room (capacity 25 kitchenette) On deck meeting room (capacity 25)	Tables and chairs	<ul style="list-style-type: none"> <li>2<sup>nd</sup> floor (accessible).</li> </ul>

### City Owned Outdoor Facilities

City Facility	Address	Resources	Equipment Available	Special Terms and Conditions
<b>Bill Little Park</b>	25 Spalding St	1 Hardball Diamond		
<b>Branlyn Community Centre</b>	238 Brantwood Park Rd	2 Mini soccer fields 2 softball diamonds		
<b>Brier Park</b>	49 Charles St	Soccer fields Hardball diamond	<ul style="list-style-type: none"> <li>• playground</li> </ul>	
<b>Brooklyn Park</b>	49 Charles St	1 full size soccer field Softball diamond	<ul style="list-style-type: none"> <li>• playground</li> </ul>	
<b>Burnley Park</b>	21 Burnley avenue	Hardball diamond	<ul style="list-style-type: none"> <li>• playground</li> </ul>	
<b>Cockshutt Park</b>	35 Sherwood Dr.	Arnold Anderson Baseball Stadium George Henry hardball diamond 2 alternate hardball diamonds	<ul style="list-style-type: none"> <li>• Washrooms</li> <li>• bleachers &amp; press box at Arnold Anderson</li> <li>• lights at Arnold Anderson &amp; George Henry</li> </ul>	
<b>Connaught Park</b>	100 Grand Street	Softball diamond	<ul style="list-style-type: none"> <li>• playground</li> </ul>	
<b>D'Aubigny Park</b>	5 Oakhill Drive	Soccer fields (2)	<ul style="list-style-type: none"> <li>• Benches</li> <li>• Washrooms</li> </ul>	
<b>Devon Down Park</b>	70 Abigail Avenue	Softball diamond Soccer field Outside skating rink		
<b>Dufferin Park</b>	164 St. Paul Avenue	Softball diamond		
<b>George Campbell Park</b>	5 Spalding Drive	Soccer fields (3)	<ul style="list-style-type: none"> <li>• Benches</li> <li>• Washrooms</li> <li>• Locker rooms</li> </ul>	
<b>Grandwoodlands Park</b>	20 Baxter Street	Soccer fields (2)	<ul style="list-style-type: none"> <li>• Basketball playground</li> </ul>	

<b>City Facility</b>	<b>Address</b>	<b>Resources</b>	<b>Equipment Available</b>	<b>Special Terms and Conditions</b>
<b>Greenbrier Park</b>	3 Scotia Avenue	Softball diamond		
<b>Harmony Square</b>	89 Dalhousie St.	Outdoor Event Venue	<ul style="list-style-type: none"> <li>• Sound system</li> <li>• Inflatable screen &amp; movie projects (see fees)</li> <li>• 10 Tables and 50 chairs</li> </ul>	<ul style="list-style-type: none"> <li>• Parking for Harmony Square is subject to municipal parking by-laws</li> <li>• Labour costs for set up and operation of inflatable screen</li> <li>• Labour costs for setting up of tables &amp; chairs</li> <li>• Movie licenses if applicable</li> </ul>
		Outdoor Ice Rink Splash Pad		<ul style="list-style-type: none"> <li>• Non-exclusive use – open to public</li> </ul> <p>Helmets are strongly recommended for all participants.</p>
<b>Holmedale Park</b>	331 Grand River Ave.	1 softball diamond		
<b>Iroquois Park</b>	35 Iroquois	Hardball Soccer field		
<b>Jaycee Sports Park</b>	395 Dunsdon St.	3 softball diamonds 1 soccer/football field Skateboard park	<ul style="list-style-type: none"> <li>• Washrooms</li> <li>• Lights on 2 diamonds</li> <li>• Bleachers</li> <li>• Concession</li> </ul>	
<b>John Wright Sports Complex</b>	45 Fifth Ave	4 full size soccer fields	<ul style="list-style-type: none"> <li>• Washrooms</li> <li>• Picnic shelter</li> </ul>	
<b>Lynden Hills Park</b>	363 Brantwood Park Road	Softball diamond	<ul style="list-style-type: none"> <li>• playground</li> </ul>	
<b>Mayfair Park</b>	24 Miles Avenue	Hardball diamond	<ul style="list-style-type: none"> <li>• playground</li> </ul>	



<b>City Facility</b>	<b>Address</b>	<b>Resources</b>	<b>Equipment Available</b>	<b>Special Terms and Conditions</b>
<b>Mohawk Park</b>	51 Lynwood Dr.	1 full size soccer field 7 picnic shelters 1 pavilion/hall Bocce ball court Disc golf course Trails Splash Pad	<ul style="list-style-type: none"> <li>• Washrooms</li> </ul>	
<b>Prince Charles Park</b>	77 Herbert Street	Softball diamond		
<b>Recreation Park</b>	Nelson Street	Softball diamond		
<b>Roswell Park</b>	39 Cambridge Avenue	Hardball diamond		
<b>Spring Garden Park</b>	17 Dogwood Drive	hardball soccer		
<b>Steve Brown Sports Complex</b>	20 Edge St	Soccer Fields (2 regulation size and 1 mini field)	<ul style="list-style-type: none"> <li>• Bleachers &amp; Press box in enclosed field</li> <li>• Lights</li> </ul>	
		Softball fields (3)	<ul style="list-style-type: none"> <li>• Backstops and bleachers</li> </ul>	
		Running Track – rubberized service	<ul style="list-style-type: none"> <li>• Includes track &amp; field pits etc.</li> <li>• P.A. System</li> <li>• Washrooms / change rooms</li> </ul>	<ul style="list-style-type: none"> <li>• Equipment such as hurdles are owned by Brantford Track and Field Club</li> </ul>
		Tennis courts (3) with lights		
<b>Waterworks Park</b>	390 Grand River Ave	1 full size soccer field 1 softball diamond 1 cricket pitch	<ul style="list-style-type: none"> <li>• Washrooms</li> <li>• Outdoor pavilion</li> </ul>	
<b>Wayne Gretzky Sports Centre</b>	254 North Park Street	Football Field	<ul style="list-style-type: none"> <li>• Uprights &amp; score clock</li> <li>• Bleachers &amp; press box</li> </ul>	
<b>Wilkes Park</b>	75 Tranquility Street	Softball diamond	<ul style="list-style-type: none"> <li>• Playground</li> </ul>	
<b>Wood Street Park</b>	74 Wood Street	Soccer field football	<ul style="list-style-type: none"> <li>• Playground</li> </ul>	

**SCHEDULE “C”  
LIST OF SCHOOL BOARD OWNED FACILITIES**

<b>GEDSB High Schools</b>	<b>Address</b>	<b>Resources</b>	<b>Availability/ Usage</b>	<b>Special Terms &amp; Conditions</b>	<b>Responsible for Maintenance</b>
<b>North Park CVS</b>	280 North Park St.	Gymnasium		Field requires separate agreement	GEDSB maintains buildings, parking lots and grounds City books and maintains field, lights & bleachers. GEDSB maintains the track.
		Cafeteria	No Kitchen Access		
		Mini Theatre	Sound and Lighting		
		Library			
		Classrooms			
		Football Field			
		Parking Lot			
<b>Pauline Johnson CVS</b>	627 Colborne St.	Gymnasium		Future Artificial Turf field and track requires separate agreement.	GEDSB maintains buildings, parking lots and grounds. Maintenance of new turf field to be determined in new agreement.
		Cafeteria	No Kitchen Access		
		Library			
		Classrooms			
		Football Field			
		Parking Lot			
<b>Tollgate TSC</b>	112 Tollgate Road	Gymnasium			GEDSB
		Cafeteria	No Kitchen Access		
		Library			
		Classrooms			
		Football Field			
		Parking Lot			
<b>Brantford CI &amp; VS</b>	120 Brant Ave.	Gymnasium		Sound and lighting staff when theatre equipment is in use.	GEDSB
		Cafeteria	No Kitchen Access		
		Library			
		Classrooms			
		Football Field			
		Parking Lot			
		Theatre			

<b>GEDSB Elementary Schools</b>	<b>Address</b>	<b>Resources</b>	<b>Availability/ Usage</b>	<b>Special Terms &amp; Conditions</b>	<b>Responsible for Maintenance</b>
<b>Agnes G Hodge PS</b>	52 Clench Ave.	Gymnasium			GEDSB
		Library			
		Parking Lot			
<b>Banbury Heights</b>	141 Banbury Rd.	Gymnasium			GEDSB
		Library			
		Parking Lot			
<b>Bellview PS</b>	97 Tenth Ave.	Gymnasium			GEDSB
		Library			
		Parking Lot			
<b>Brier Park PS</b>	10 Blackfriar Lane	Gymnasium			GEDSB
		Library			
		Parking Lot			
<b>Cedarland PS</b>	60 Ashgrove Ave.	Gymnasium			GEDSB
		Library			
		Parking Lot			
<b>Centennial-Grand Woodlands</b>	41 Ellenson Dr.	Gymnasium			GEDSB
		Library			
		Parking Lot			
<b>Central PS</b>	135 George St.	Gymnasium			GEDSB
		Library			
		Parking Lot			
<b>Dufferin PS</b>	106 Chestnut St.	Gymnasium			GEDSB
		Library			
		Parking Lot			
<b>Echo Place</b>	723 Colborne St. East	Gymnasium			GEDSB
		Library			
		Parking Lot			
<b>Fairview S</b>	34 Norman St.	Gymnasium			GEDSB
		Library			
		Parking Lot			
<b>Graham Bell-Victoria</b>	56 Grand St.	Gymnasium			GEDSB
		Library			
		Parking Lot			
<b>Greenbrier PS</b>	33 White Oaks Ave.	Gymnasium			GEDSB
		Library			
		Parking Lot			

<b>GEDSB Elementary Schools</b>	<b>Address</b>	<b>Resources</b>	<b>Availability/ Usage</b>	<b>Special Terms &amp; Conditions</b>	<b>Responsible for Maintenance</b>
<b>James Hillier PS</b>	62 Queensway Dr.	Gymnasium			GEDSB
		Library			
		Parking Lot			
<b>Lansdowne -Costain PS</b>	21 Preston Blvd.	Gymnasium			GEDSB
		Library			
		Parking Lot			
<b>Major Ballachey PS</b>	105 Rawdon St.	Gymnasium			GEDSB
		Library			
		Parking Lot			
<b>Prince Charles PS</b>	40 Morton Ave	Gymnasium			GEDSB
		Library			
		Parking Lot			
<b>Princess Elizabeth PS</b>	Tecumseh St.	Gymnasium			GEDSB
		Library			
		Parking Lot			
<b>Russell Reid PS</b>	43 Cambridge Dr.	Gymnasium			GEDSB
		Library			
		Parking Lot			
<b>Ryerson Heights ES</b>	33 Dowden Ave.	Gymnasium			GEDSB
		Library			
		Parking Lot			
<b>Walter Gretzky ES / St. Basil</b>	365 Blackburn Dr, Brantford	Gymnasium	Basketball nets and volleyball standards available.	School booked through BHCNCSB See BHCNCSB school list for details and special terms and conditions	BHCNCSB Books & maintains school.  City books and maintains field and lights.
		Library	Table and chairs available upon request.		
		Parking Lot			
		Field			
<b>Woodman-Cainsville</b>	51 Woodman Dr.	Gymnasium			GEDSB
		Library			
		Parking Lot			

<b>BHNCDSB High Schools</b>	<b>Address</b>	<b>Resources</b>	<b>Availability/Usage</b>	<b>Special Terms &amp; Conditions</b>	<b>Responsible for Maintenance</b>
<b>Assumption College</b>	257 Shellard Lane, Brantford	Gymnasium	Basketball nets and volleyball standards.	The city will not be charged lighting costs by the School Board as they installed the lights.	BHNCDSB maintains facilities.  City books and maintains field and lights.
		Cafetorium	Table and chairs available upon request. No Kitchen Access		
		Lecture Hall			
		Library			
		Classrooms	Desks and chairs in classroom		
		Parking Lot			
		Field			
<b>St. John's College</b>	80 Paris Rd, Brantford	Gymnasium	Basketball nets and volleyball standards.		BHNCDSB
		Cafetorium	Table and chairs available upon request. No Kitchen Access		
		Classrooms	Desks and chairs in classroom		
		Library			
		Parking Lot			
		Field			

<b>BHNCDSB Elementary Schools</b>	<b>Address</b>	<b>Resources</b>	<b>Availability/ Usage</b>	<b>Special Terms &amp; Conditions</b>	<b>Responsible for Maintenance</b>
<b>Christ the King</b>	165 Dufferin Ave., Brantford	Gymnasium	Basketball nets and volleyball standards.		BHNCDSB
		Library	Table and chairs available upon request.		
		Parking Lot			
		Field			
<b>Holy Cross</b>	358 Marlborough St, Brantford	Gymnasium	Basketball nets and volleyball standards		BHNCDSB
		Library	Table and chairs available upon request.		
		Parking Lot			
<b>Jean Vanier</b>	120 Ninth Ave. Brantford	Gymnasium	Basketball nets and volleyball standards.		BHNCDSB
		Library	Table and chairs available upon request.		
		Parking Lot			
<b>Our Lady of Providence</b>	55 Kent Rd. Brantford	Gymnasium	Basketball nets and volleyball standards.		BHNCDSB
		Library	Table and chairs available upon request.		
		Parking Lot			
		Field			
<b>St. Basil/ Walter Gretzky</b>	365 Blackburn Dr, Brantford	Gymnasium	Basketball nets and volleyball standards.		BHNCDSB books and maintains school.  City books and maintains fields and lights
		Library	Table and chairs available upon request.		
		Parking Lot			
		Field			

<b>BHNCDSB Elementary Schools</b>	<b>Address</b>	<b>Resources</b>	<b>Availability/ Usage</b>	<b>Special Terms &amp; Conditions</b>	<b>Responsible for Maintenance</b>
<b>St. Gabriel</b>	14 Flanders Dr, Brantford	Gymnasium	Basketball nets and volleyball standards.		BHNCDSB
		Library	Table and chairs available upon request.		
		Parking Lot			
		Field			
<b>St. Leo</b>	233 Memorial Dr, Brantford	Gymnasium	Basketball nets and volleyball standards.		BHNCDSB
		Library	Table and chairs available upon request.		
		Field			
<b>St. Patrick</b>	320 Fairview Dr, Brantford	Gymnasium	Basketball nets and volleyball standards.		BHNCDSB
		Parking Lot			
		Field			
<b>St. Peter</b>	175 Glenwo d Dr, Brantford	Gymnasium	Basketball nets and volleyball standards..		BHNCDSB
		Library	Table and chairs available upon request.		
		Parking Lot			
		Field			
<b>St. Pius X</b>	127 Wood St., Brantford	Gymnasium	Basketball nets and volleyball standards.		BHNCDSB
		Library	Table and chairs available upon request.		
		Parking Lot			
		Field			
<b>St. Theresa</b>	12 Dalewood Ave,	Gymnasium	Basketball nets and volleyball standards.		BHNCDSB

BHNDCSB Elementary Schools	Address	Resources	Availability/ Usage	Special Terms & Conditions	Responsible for Maintenance
	Brantford	Library	Table and chairs available upon request.		
		Parking Lot			



## SCHEDULE “D”



### GRAND ERIE DISTRICT SCHOOL BOARD

#### FACILITY USE GUIDELINES (TO BE ATTACHED TO EVERY APPLICATION FOR USE OF SCHOOL FACILITIES)

#### CONDITIONS

For more details, please view the board’s policy FT4.  
A copy of the current conditions will be sent with the approved permit.

#### 1. ACCESS

Permits are not normally considered for statutory holidays, Professional Development Days, school examination periods, or during the Christmas, March or summer breaks.

Permit holders will receive electronic confirmation of approved permits which must be printed and presented to gain access to the premises. The applicant/s or person/s in charge or designate/s must be in attendance at the function, and must stay until the premises are vacated, and whenever possible, notify the Board’s representative when leaving. Permit holders must ensure that all those participating in any event held by the permit holder, remain in only those areas designated on the application. Permit holders shall be responsible to see that all persons admitted have vacated the school property at the time specified on the permit.

#### 2. GENERAL REQUIREMENTS AND RESTRICTIONS

Applicants may be requested to meet with the Board’s representative at the school before the event. The permit holder agrees not to carry on any activities while on Board property that would be in contravention of bylaws, fire safety regulations or otherwise be of an unlawful nature or which may be deemed to be a nuisance or offensive.

- a. The applicant is responsible for the enforcement of all **fire regulations** and must ensure that no obstructions are placed in corridors or in front of fire exits. Some events involving tables and chairs may require submission of a floor plan for Fire Safety compliance and approval.
- b. **Signs or decorations** may not be attached to walls or elsewhere without prior arrangement with and permission from the Board representative. Any proposed additions or alterations to any part of the structure or services are to accompany the application and must be approved by the Manager of Facility Services.
- c. **Vehicle parking** is permitted only in designated parking areas.
- d. Where **catering services** are required, the permit holder must make private arrangements with the Food Services Company under contract with the school
- e. No **food or flavored drink** is to be taken into the gyms or auditorium without school approval.
- f. **No nut products** are to be brought into any school.

### **3. CANCELLATION / ALTERATIONS**

Rentals will be cancelled when buildings are closed because of inclement weather, strike, or other cause beyond the control of the Board.

### **4. EQUIPMENT**

With the exception of tables and chairs, the use of school equipment for Users is at the discretion of the School Principal who may impose a user fee or replacement charge for damaged equipment. Any arrangements must be made in advance of the permit start date. The Board does not supply tables and chairs other than those that are currently available in the requested school. The set-up of the equipment is the responsibility of the applicant, under the supervision of a Board representative, unless other arrangements have been made ahead of time. Additional costs may apply.

### **5. CRITICAL INJURIES:**

All injuries of a serious nature must be communicated to the Board's Health & Safety Officer immediately at 226-934-4694. 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 portion of the body; or causes the loss of sight in an eye.

## **SCHEDULE “E”**

### **BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD**

#### **ADDITIONAL RULES GOVERNING THE USE OF SCHOOL PROPERTIES**

For more details, please view the Board’s Policy 400.05  
A copy of the current conditions will be sent with the approved permit.

#### **1. ACCESS**

Permits are normally not considered for statutory holidays, Professional Activity Days, school examination periods, or during the Christmas, March or summer breaks. All permits will be cancelled when schools are closed due to inclement weather.

Permit holders will receive an electronic communication of an approved permit, which must be printed and kept on hand. The Permit may be required to be presented to gain access to the property.

Adequate Adult Supervision (Adult is 18 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 group supervisor to ensure that their participants remain within the designated rental area, that damage to the building and grounds is not permitted and that all group participants leave the school facilities 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 spaces, there must be a supervisor in charge of each area; i.e. when many classrooms are used, there must be a supervisor for each room. Youth group members must not enter the facility before the supervisor arrives. The group is responsible for monitoring the door. Doors must not be propped open. Supervisors must not leave until all members of their group have left the facility

#### **2. GENERAL RESTRICTIONS AND LIMITATIONS**

- School board facilities shall be made available for any educational or lawful purpose, 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 applicant is responsible for the enforcement of all fire regulations and must ensure that no obstructions are placed in corridors or in front of fire exits. Some events involving tables and chairs may require submission of a floor plan for Fire Safety compliance and approval.
- Signs or decorations may not be attached to walls or elsewhere without prior arrangement with and permission from the Board representative. Any proposed additions or alterations to any part of the structure or services are to accompany the permit application and must be approved by the Manager of Facilities.
- Clean rubber-soled, non-skid and non-marking shoes must be worn during all athletic functions held in school gymnasiums and/or general purpose rooms.
- Vehicle parking is permitted only in designated parking areas only. Parking is not permitted on grass or asphalt play areas.

- Use of the kitchen, its equipment and small wares, is not permitted in any school.
- Nuts and nut products, shellfish and latex (balloons) are common allergens and pose a significant health risk to some of our students and community members. These products are not allowed in our schools.
- Permit holders are not permitted to store furniture, equipment or material in any facilities.
- Floor hockey and ball hockey are not permitted inside any Board facility.

### **3. EQUIPMENT**

Use of any Board-owned equipment will be allowed only with approval of the Principal in advance of the start date of the permit. Only the specific items requested on the online Application Form will be left by the Principal or the designate.

All scenery, special effects, props, etc., must be approved by the Principal a minimum of 24 hours prior to the booking and removed immediately afterwards or at a mutually agreeable time.

Use of pyrotechnics, smoke machines and dry ice is strictly forbidden.

### **4. CANCELLATIONS**

Permits will be cancelled when schools have been closed during the day due to inclement weather or for any other reason beyond the control of the Board. Notice of cancellation will be provided as quickly as possible in each situation.

### **5. CRITICAL INJURIES**

All injuries of a serious nature must be communicated to the Board's Disability Management and Safety Coordinator immediately 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 portion of the body; or causes the loss of sight in an eye.

**SCHEDULE “F”  
SANDERSON CENTRE**

**TERMS AND CONDITIONS OF USE**

**1.0 Availability**

- 1.1 Commencing on Labour Day and continuing to the end of the school year for each of the respective School Boards, the Sanderson Centre shall be made available for bookings from 8:00 a.m. to 11:00 p.m. from Monday to Thursday with no facility rental fees charged.
- 1.2 For multi-day bookings or bookings that include Friday, Saturday and Sunday, the School Boards shall be charged a rental rate for those days for the use of the Sanderson Centre at the rate payable by a non-commercial User pursuant to the City’s Fees, Fines, and Charges By-law.
- 1.3 Events organized and/or hosted by Boards or Schools within the School Boards are eligible for use under the terms of this Agreement regardless of whether participants from outside the School Boards are involved (for example, the Sears Drama Festival).

**2.0 Parking**

- 2.1 The Sanderson Centre does not include facilities for parking. Users of the Sanderson Centre must find their own parking at their own expense. In no event shall this provision be construed so as to exempt any of the School Boards or School Board Users from compliance with the City’s applicable parking by-laws and regulations or from payment of the fee required for any City owned parking lot, including, but not limited to, the Parkade.

**3.0 Use of Equipment**

- 3.1 Specialized stage equipment, including but not limited to microphones, stage lighting, a piano, music stands, and video projection are available for use at no cost to the School Boards. In all cases, uses of equipment will be under the supervision of facility staff which staff costs shall be at the School Boards’ expense. All costs associated with damage to equipment caused or in any way related to the use of said equipment by the School Boards or School Board Users shall be the sole responsibility of the School Boards.
- 3.2 Consumables required as part of the use of stage equipment, including, but not limited to, batteries, haze or fog fluid, and dry ice will be charged to the School Boards or School Board Users, as the case may be.
- 3.3 Piano tuning is recommended for each event that uses a piano. Tuning will be arranged by Sanderson Centre staff upon request and will be charged to the School Board or School Board Users, as the case may be.

#### **4.0 Booking**

- 4.1 The Sanderson Centre may be booked by the School Boards' respective representatives or by their respective school principals.
- 4.2 The Sanderson Centre accepts rental requests prior to August 1<sup>st</sup> of each year for bookings taking place in the July through June period of the following year. Joint-Use bookings for this period will be accepted only once paid booking requests have been confirmed. Booking requests received in this period will be reviewed and confirmed by September 15<sup>th</sup>.
- 4.3 Regarding bookings for the current school year, the School Boards may contact the Theatre Manager of the Sanderson Centre for available dates.

#### **5.0 Staffing**

- 5.1 The School Boards or School Board Users, as the case may be, shall provide supervision for all student participants and student audience members for events at the Sanderson Centre.
- 5.2 The City shall provide staff at the School Boards' expense to fulfill requirements under the Fire Plan and the City's Collective Agreements. Minimum staffing and scheduling restrictions apply. Costs will only be charged for staff specifically scheduled for the event over and above staff that is normally scheduled.
- 5.3 In cases where salaried staff is working exclusively on the requirements of the booking, that daily rate for the position may be included as a cost for the event. This includes but not limited to the Technical Director for events with extensive staffing or logistical requirements such as a theatrical presentation.

#### **6.0 Box Office Services**

- 6.1 For events where the User is selling tickets with a monetary value the User is required to use the Sanderson Centre Box Office and pay applicable fees related to the Box Office. Where ticket sales (including tickets with no monetary value) will be conducted exclusively through the schools or Board, the User has the option of assuming all responsibility for ticket sales including, but not limited to, financial controls and ensuring no overselling of seats. This option does not apply to secondary school events.
- 6.2 No other ticket agency will be permitted to sell tickets for any event at the Sanderson Centre booked through this Agreement.

#### **7.0 Costs**

- 7.1 Surcharge fees per attendee for events ticketed through the Sanderson Centre Box Office shall be charged to the School Boards and their Users in accordance with the rates approved by City Council annually. To obtain a copy of the current rates for the Sanderson Centre, the School Boards and their respective Users may contact the Theatre Manager.

- 7.2 All Costs of labour, royalties, box office services, and additional equipment rentals for items not in the theatre's inventory, if applicable, will be charged to School Boards or their Users, as the case may be.
- 7.3 Users are encouraged to discuss their equipment and staffing requirements in advance of booking in order to develop an event cost estimate.
- 7.4 Where the User is conducting sales of merchandise as part of the event, the applicable commission rates will only apply if Sanderson Centre staff is selling the merchandise on behalf of the Users.
- 7.5 All other provisions of the Joint Use Agreement apply to the use of the Sanderson Centre.

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

Prepared by: Thomas R. Grice, Superintendent of Business & Treasurer  
Presented to: Committee of the Whole  
Submitted on: May 20, 2014  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

**SCHOOL CASH ONLINE**

Public Session

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**BACKGROUND INFORMATION:**

School Cash Online is a module, complementary to the Board's existing School Cash software program, which is utilized by schools for their banking and accounting transactions; thus streamlining the management of school funds. School Cash Online offers parents a secure and convenient method of making online payments for their child/children's school expenses. Online payments eliminate the need for carrying cash to school, reducing the risk of theft and cash misplacement. Parents receive paperless email notifications of upcoming events and items. Online payments also allow parents to maintain an electronic receipt history for items that they have purchased for their child(ren). Secretaries and teachers spend less time collecting and counting cash, and reports are easily generated to track student purchases.

**DEVELOPMENTS:**

In April 2012, three schools were selected to pilot School Cash Online. St. Basil Catholic Elementary School and Notre Dame School, Caledonia achieved an adoption rate of 76% and 65% respectively within the first four months of implementation. Today, these two schools have an adoption rate of 84% and 69%, respectively. Holy Trinity Catholic High School did not fully implement School Cash Online due to staffing changes. Subsequently, the remainder of the schools were implemented in two phases (see implementation schedule below).

<b>Pilot Schools April 2012</b>
Holy Trinity Catholic High School
Notre Dame School, Caledonia
St. Basil Catholic Elementary School

<b>Phase 1 January 2013</b>
Assumption College School
Christ the King School
Holy Family School
Our Lady of Fatima School
Our Lady of LaSalette School
Our Lady of Providence Catholic Elementary School
Sacred Heart School, Langton
Sacred Heart Catholic Elementary School, Paris
St. Bernard of Clairvaux School
St. Frances Cabrini School
St. Gabriel Catholic Elementary School



<b>Phase 1 January 2013</b>
St. John's College
St. Joseph's School
St. Mary's School, Hagersville
St. Michael's School, Dunnville
St. Michael's School, Walsh
St. Patrick School, Brantford
St. Peter School
St. Pius X Catholic Elementary School
St. Theresa School

<b>Phase 2 January 2014</b>
Blessed Sacrament School
Holy Cross School
Jean Vanier Catholic Elementary School
Notre Dame Catholic Elementary School, Brantford
Resurrection School
St. Anthony Daniel School
St. Cecilia's School
St. Leo School
St. Patrick's School, Caledonia
St. Stephen's School

Schools were provided with marketing resources and tools to promote School Cash Online in their school community. The School Cash Online parent link has been added to all schools' websites, as well as to the Board's website for easy access by parents. Schools are encouraged to continue to promote the online payment method in their school community via newsletters and other home correspondence, school signage and school events.

The Board's School Administrative Support Analyst provides schools with their monthly adoption rates and routinely communicates with schools to help achieve higher adoption rates. The table below shows the Average Adoption rates for the phased-in schools:

Phase	Months of Usage	Average Adoption Rate
Phase 1 – January 2013	15 months	49%
Phase 2 – January 2014	3 months	30%
As at April 1, 2014		45%

**RECOMMENDATION:**

THAT the Committee of the Whole refers the School Cash Online report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

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

Prepared by: Jamie McKinnon, Superintendent of Education  
Presented to: Committee of the Whole  
Submitted: May 20, 2013  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

**LEADERSHIP UPDATE:  
COGNITIVE COACHING TRAINING**  
Public Session

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**BACKGROUND INFORMATION:**

As a component of our Strategic Plan 2012–2015, senior staff committed to developing the skills of system leaders in the area of Cognitive Coaching. Cognitive Coaching is a model used for supervision and peer coaching. It is equally appropriate for administrators, supervisors, teachers, peers or anyone in a helping relationship. It is designed to assist staff lead others to be more critically self-reflective in their work. It is based on the assumptions that we are all capable of change, we all grow cognitively throughout our lifetime, and we all have vast untapped potential. Coaching becomes a culture of courageous conversations, listening, focused questions, and planned action that supports desired change.

**DEVELOPMENTS:**

For eight days over the course of the 2013-14 school year, 32 administrators will have been involved in Cognitive Coaching Training (see attached flyer). The model builds on earlier work that Principals experienced in a “Having Hard Conversations” training session with Jenn Abrams. This supported leaders to build efficacy and confidence in addressing difficult conversations with a solution-focused approach, to naming concerns and finding solutions to address the required growth or change.

In each of the Cognitive Coaching sessions, administrators learn how coaching can build:

- consciousness
- efficacy
- craftsmanship
- flexibility
- interdependence

These five states of mind are the basis for successful growth and improvement in self and the organization. The model provides a structure for supporting individuals in reflective conversations, planning conversations, and problem-solving conversations. The structured conversation models are more about building skills of appropriate listening and questioning that allow for individuals to cognitively experience and build their own solutions and understandings. If we agree that in order to truly change we require new learning, then individuals must experience new ways of thinking to commit to the change.

By improving the coaching skills of our administrators, we provide the opportunity for them to develop their own consciousness, craftsmanship, and efficacy in dealing with the difficult challenges of student, staff, parent, and community learning needs. This is a direct support to improving performance in the area of customer service, as well as student achievement.

This year's training cycle will wrap up with the May 22-23, 2014 sessions. To date the feedback from administrators has been relatively positive. Although there has been a large time commitment to the training, participants have appreciated the time to practice and reflect on the concepts and learning between sessions. The majority of the participants have indicated the concepts are valuable to their work and improve their ability to influence personal change in staff. We continue to embed the practice of Cognitive Coaching in our monthly administrator meetings.

Thinking Collaborative™, formerly known as The Centre for Cognitive Coaching, has collected the following data on the impact of coaching:

“As leaders in systems, it is important that we have clarity about the rationale behind an emphasis and commitment to Cognitive Coaching<sup>SM</sup>. Twenty+ years of research guides us in being able to articulate the importance and impact of Cognitive Coaching<sup>SM</sup>. Thinking Collaborative is grateful to Jenny Edwards for her ongoing efforts to synthesize and document the research on Cognitive Coaching<sup>SM</sup>.”

**Finding One: Cognitive Coaching<sup>SM</sup> was linked with increased student test scores and other benefits for students.**

When teachers were coached, consistent gains were shown in the achievement of students. Consider what might be the variables that affect student learning when teachers are coached. What are you aware of about how the mediation of teacher thinking might impact instructional practices?

**Finding Two: Teachers who were coached grew in teaching efficacy.**

Teacher efficacy is among the most well researched facets of teacher influence on student learning and teacher working conditions. High efficacy teachers perceive themselves as having the ability and skills to impact student achievement. When teacher efficacy is high, there is an increase in student achievement. Efficacious teachers are more flexible, more willing to try new practices, and more willing to persist with new practices. High efficacy teachers experience less stress.

**Finding Three: Teachers who were cognitively coached were more satisfied with their positions and with their choice of teaching as a profession.**

There is a crisis in teacher retention. Fifty percent of teachers leave the profession in the first five years of their careers. Cognitive Coaching<sup>SM</sup> impacts the attitudes of teachers about their work. When teachers receive coaching support, it impacts their feelings of efficacy and satisfaction with their work.

How might a coaching program impact teacher retention in your system? What specific aspects of Cognitive Coaching<sup>SM</sup> might be most critical in impacting teacher satisfaction? How can your system be certain to institutionalize coaching practices to impact teacher satisfaction at all levels of career development?

**Finding Four: Teachers who were cognitively coached collaborated more.**

Teacher collaboration has been shown in multiple studies to be a critical factor in improved student achievement. It creates conditions where teachers take collective responsibility for student learning. Collaboration supports trust building and creates conditions that allow teachers to feel more comfortable with the vulnerability required to take risks.

What impact might coaching have on collaboration in your system? What specific facets of Cognitive Coaching<sup>SM</sup> are most likely to promote collaborative practices? How does the State of Mind of Interdependence relate to collaboration? How might you focus on this State of Mind in promoting collaboration?

**Finding Five: Cognitive Coaching<sup>SM</sup> impacted teacher thinking, causing teachers to be more reflective and to think in more complex ways.**

When teachers are coached, it changes thought processes. Reflection is a key to learning and improving practice.

In what ways is coaching impacting the thought processes of those in your workplace? How does coaching affect your own thought processes? What are some things you might do to increase the amount of coaching you are doing?

**Finding Six: Cognitive Coaching<sup>SM</sup> benefited teachers personally.**

When teachers are coached, they experience personal benefits. Self-growth was a primary outcome of being coached and this growth impacted all aspects of teachers' lives. Teachers who were coached used coaching skills in their personal lives as well.

What are you noticing in terms of personal benefits to teachers when they are coached? How does impact on the personal domain affect the professional domain? What are you noticing in your own personal self as a result of being coached?

**Finding Seven: Cognitive Coaching<sup>SM</sup> assisted teachers professionally.**

One facet of this finding relates to teacher metacognition. Teachers who were coached became more analytical in their metacognition. Links between theory and practice were more meaningful to them.

How does richer metacognition affect teaching performance? What things might you do in your coaching this week to focus on teacher metacognition? How has your metacognition been impacted through coaching?

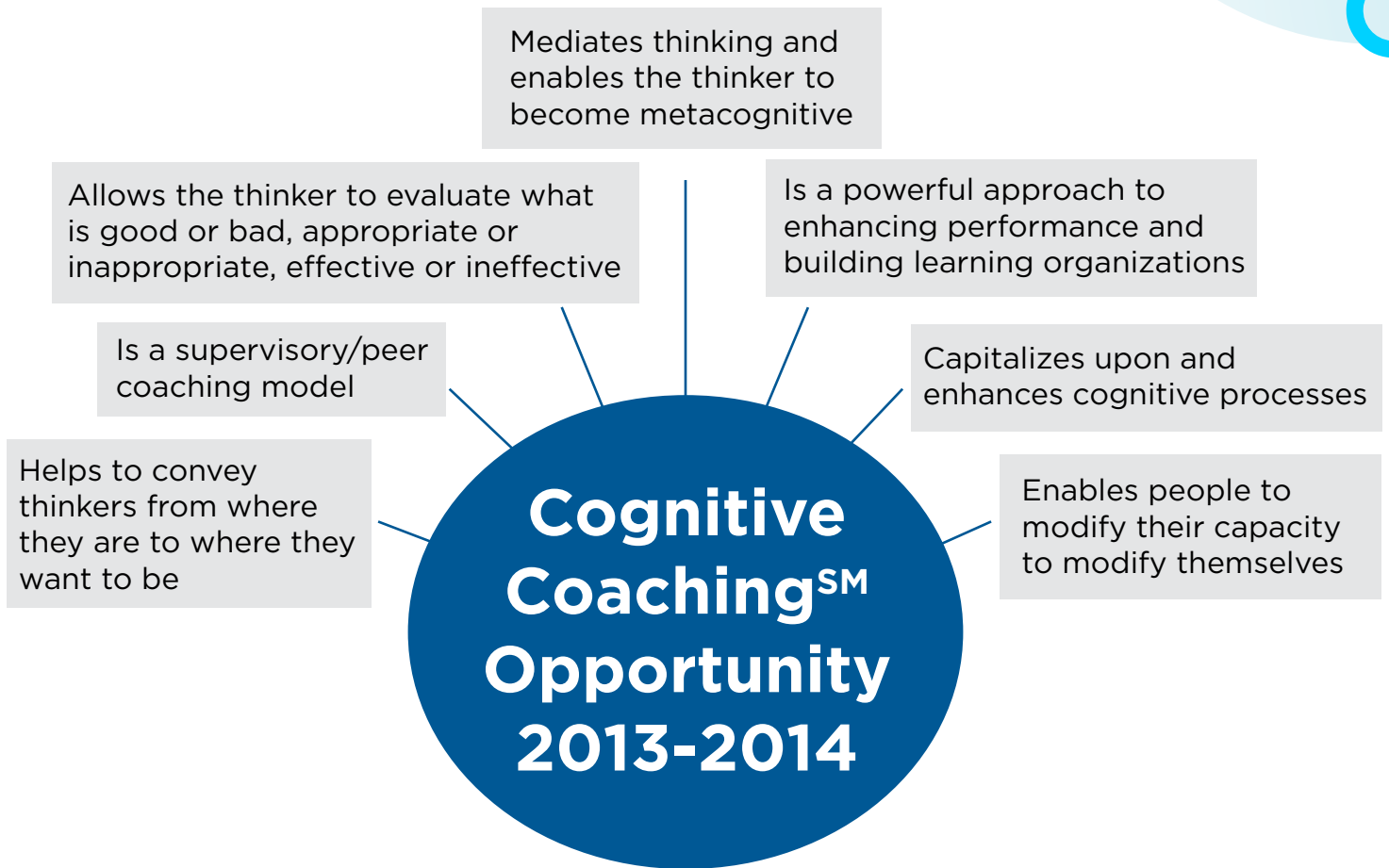
**Finding Eight: School cultures became more professional.**

Professionalism includes many facets of a teacher's attitudes toward their work. What do you think of when you think of a highly professional teacher? How might those qualities be enhanced through coaching? How has coaching impacted your own perspectives on your professionalism? A full report of the research may be purchased at our website.

It is important to remember that coaching is not a program, but a culture of collaboration that supports our ability to learn, change, and adapt in our work to improve outcomes for students. We will continue to support and promote Cognitive Coaching and adaptive thinking in the practice of our system leaders and all staff and students as we build on our commitment to Excellence in Learning and Living in Christ.

**RECOMMENDATION:**

THAT the Committee of the Whole refers the Leadership Update: Cognitive Coaching Training report to the Brant Haldimand Norfolk Catholic District School Board for receipt.



All BHNCD SB Elementary and Secondary Administrators and NTIP mentors are invited to participate in formal Cognitive Coaching<sup>SM</sup> training, offered by Center for Cognitive Coaching.

### **Training**

Training involves 8 full days during the 2013-2014 school year.

First training dates are scheduled for August 20 & 21st at Hampton Inn, Brantford.

Future Sessions:

- October 24th & 25th
- February 25th & 26th
- May 22nd & 23rd

Email Pam Clingersmith to Register  
[pclingersmith@bhncdsb.ca](mailto:pclingersmith@bhncdsb.ca)

**Register by June 7, 2013**



## REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD COMMITTEE OF THE WHOLE

Prepared by: Jamie McKinnon, Superintendent of Education  
Presented to: Committee of the Whole  
Submitted on: May 20, 2014  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

# STUDENT ACHIEVEMENT LEADERSHIP TRAINING (SALT) 2014 Public Session

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### **BACKGROUND INFORMATION:**

Student Achievement Leadership Training (SALT) is a voluntary professional development series designed to build leadership capacity in staff to improve student achievement. This initiative was created to support the work we do as a system within our Board Leadership Development Strategy (BLDS). A key priority within the BLDS is developing instructional leadership to improve student achievement. SALT is an intentional response to that mandate.

### **DEVELOPMENTS:**

Each evening SALT session consisted of learning about a specific topic, a shared meal and a time of reflection to connect the learning back to the core of what SALT is about -- Catholic teacher leadership. Prior to each session, participants were asked to do some professional reading on the topic and to be prepared to engage in facilitated conversation with their colleagues.

The precursor to SALT was a teacher leadership series focused on developing leadership capacity to facilitate professional learning within teacher learning networks. SALT began last year as a narrowing of that focus to some specific content learning for teachers in the areas of numeracy and literacy, with the Catholic leadership theme, "being the Salt of the Earth". While the feedback from this series was positive, it did not meet everyone's needs. As a result, SALT 2014 was refined so that more sessions could be offered on a variety of topics. These topics were derived from a system-wide survey issued last fall that identified what teachers and support staff felt was their most urgent professional learning need. Participants were free to attend just one session or all of the sessions depending on individual interests and/or needs.

The five SALT learning topics for 2014 were: *Creating a Positive School Culture*; *'Learning Able, not Disabled'*; *Observation as Authentic Assessment*; *Understanding our Students who Struggle with Poverty*; and *Inquiry-Based Learning* (see attached flyer). Each session was well attended and well received, attracting between 40 and more than 60 attendees. There was also a rich diversity among attendees as educational assistants, early childhood educators, occasional teachers, elementary teachers, secondary teachers and principals were among those engaged in the learning.

There was also a greater distribution and development of leadership in terms of our system's teacher leaders organizing and implementing the learning sessions for their colleagues. The majority of the sessions acted as a vehicle to spread the capacity that already exists among some of our employees. For example, during the 'Learning Able, not Disabled' session, approximately eight Special Education Resource Teachers with expertise in assessing our students with Learning Disabilities (L.D.) shared a multitude of strategies to support our

identified learners. This had an immediate impact on those who attended, as evidenced by conversations about how they would implement these new practices in their current role. This session also created a tangible connection to the Special Education Resource team for anyone who will need support in the future. Lastly, it raised the profile of the L.D. learner, which is a group that must be supported with greater efficacy in order to facilitate improved student achievement.

In terms of the delivery model, the flexibility and freedom to attend any combination of sessions was well received by our community. During each session, the teachers leading the SALT sessions were intentional about highlighting the link between a rich understanding and application of the learning taking place as part of effective Catholic leadership. Participants appreciated that they could attend sessions to learn and be inspired to grow their leadership and influence, even if they are not ready to commit to pursuing a formal leadership position. Following each session, participants were invited to provide anonymous feedback through an online survey. The results were overwhelmingly positive. When participants were asked, "Would you attend another SALT Session?" 98.9% said yes.

Looking ahead to the future, the program will begin in the Fall so that the learning can be applied in the classroom earlier in the academic year. One of the challenges is how best to mobilize the knowledge to the teachers who have not yet attended a session. This presents an opportunity for previous SALT participants to develop skills to facilitate the learning amongst their peers in their school building. Ultimately, SALT will continue to be about learning that will result in improved outcomes for the students and families that we serve. It will be highly engaging and will always be rooted in the principles that define us as Catholic leaders so that we can be the Salt of the Earth.

**RECOMMENDATION:**

THAT the Committee of the Whole refers the Student Achievement Leadership Training (SALT) 2014 report to the Brant Haldimand Norfolk Catholic District School Board for receipt.



# Student Achievement Leadership Training

## What is SALT?

SALT stands for Student Achievement Leadership Training. It is for those who wish to learn about the current best thinking on some of the greatest challenges we face as educators in the 21st century. We embrace our calling to be the SALT of the Earth, and we will use our time together to learn from experts and one another about authentic ways of meeting these challenges as leaders in our system.

## The SALT team listened, and we have made some changes...

There will be five sessions in total. They will feature a variety of speakers and topics based on issues highlighted in survey responses. You may sign up for any session that interests you, and attend as many sessions as you would like.

Sessions will take place from 4:30 p.m. - 7:30 p.m. The intent is to hold at least one session in each county - Brant, Haldimand, Norfolk. Specific locations will be confirmed once the registration process is complete. Everyone is welcome and anyone who signs up will have a place at the table. There is no application process required.

Each of us will have a chance to reflect on what leadership looks like in our individual roles. We will also consider next steps we can take to increase our influence through practices connected to the Ontario Leadership Framework.

## The SALT team listened, and some things will remain the same...

Dinner will be provided and there will always be time for discussions with your colleagues. Each session will involve a conversation focusing on a research article or case study that relates to the topic of the evening.

Every session will be dynamic and worthy of your time and talent. You will leave refreshed with something to enhance your practice as a teacher and a leader.



Tuesday,  
February  
4

## Creating a Positive School Culture

*Hosted by Peter Marchand & Derek McEachen*

[Click to register!](#)

A safe, inclusive and accepting school, rooted in Gospel teachings, is essential for student achievement and well-being. An effective school recognizes this and synthesizes its culture and faith. Participants will develop a greater understanding of the principles of Catholic school culture and how to promote and encourage a positive climate in their school communities.

Thursday,  
February  
27

## 'Learning Abled, not Disabled'

*Hosted by Carmen McDermid & Nancy Smykaluk*

Students with a learning disability require both personalization and precision in their instruction to allow them to achieve success in school. We will inspire teachers to look at ways to support students with learning disabilities to reach their highest potential. Enhancing teacher practices and strengthening teachers' sense of efficacy with respect to better understanding the profile of a student with a learning disability will be our focus.

Tuesday,  
March  
27

## Observation as Authentic Assessment

*Hosted by Lisa Kuyper & Chandra Portelli*

Authentic observation has always been an essential part of assessment for and as learning, and it is becoming a more integral component to assessment of learning. This session will explore current best thinking around successful assessment practices involving observation and offer practical ways to incorporate authentic observation in classrooms from K-12.

Tuesday,  
April  
15

## Understanding our Students who Struggle with Poverty

*Hosted by Lindsay Craig & E.J. Hunt*

Guest speaker Carla Santomero from Waterloo Catholic D.S.B. will deliver a powerful and engaging workshop based on the work of Rudy Payne, author of *A Framework for Understanding Poverty*. It focuses on realizing the socioeconomic needs in your classroom and building positive relationships with marginalized students to facilitate success.

Tuesday,  
May  
13

## Inquiry-Based Learning

*Hosted by Peter Marchand & Danielle Becks*

The statement, "Tell me and I'll forget, show me and I'll remember, involve me and I'll understand" is the essence of inquiry-based learning. Inquiry is about being proactive instead of reactive when thinking about how to make learning vital and powerful. Participants in this session will walk away with the confidence to explore inquiry-based learning in their classrooms.



Remember... you are the  
salt of the earth. 65 of 70

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

Prepared by: Bill Chopp, Superintendent of Education  
Presented to: Committee of the Whole  
Submitted on: May 20, 2014  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

**EXCURSION – NORTHERN ITALY**

Public Session

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**BACKGROUND INFORMATION:**

Assumption College School is requesting approval for an excursion to Northern Italy from Friday, March 13, 2015 to Sunday, March 22, 2015 (one school days missed as the trip falls during March Break).

**DEVELOPMENTS:**

Approximately thirty-one (31) Senior Art-History students will be participating in this field trip. Supervising teachers will include Anna Maria Petitti, Terry MacKinnon and Ryan O'Donoghue. The anticipated cost of the trip for each student is approximately \$3,075.

The rationale for the excursion is for students to gain a deeper understanding into the rich art, culture, faith and history of Northern Italy. While visiting Rome, Florence, Venice and Stresa, sites on the tour will include the Sistine Chapel, St. Peter's Basilica, the Colosseum, and St. Anthony Basilica, to name a few. Students will also have the opportunity to enjoy authentic Italian markets and cuisine.

All information has been provided in accordance with Board policy and procedures.

**RECOMMENDATION:**

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Assumption College School for an excursion to Northern Italy from Friday, March 13 to Sunday, March 22, 2015.

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

Prepared by: Bill Chopp, Superintendent of Education  
Presented to: Committee of the Whole  
Submitted on: May 20, 2014  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

**EXCURSION – BROOKLYN, NEW YORK**  
Public Session

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**BACKGROUND INFORMATION:**

Assumption College School is requesting approval for an excursion to Brooklyn, New York from Thursday, October 23, 2014 (evening) to Monday, October 27, 2014 (two school days missed).

**DEVELOPMENTS:**

Assumption College School recently won the Ontario Bar Association's Secondary School Mock Trial championship on April 17, 2014. They have been invited to take part in an international mock trial competition with Empire Mock Trial in Brooklyn, New York, to represent Canada.

The rationale for the excursion is for approximately eight students from the Grade 10 Civics class to take part in an education program where students learn about the rules of law, experience first-hand different legal systems, and meet fellow young people from diverse backgrounds.

All information has been provided in accordance with Board policy and procedures.

**RECOMMENDATION:**

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Assumption College School for an excursion to Brooklyn, New York from Thursday, October 24, 2014 to Monday, October 27, 2014

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

Prepared by: Bill Chopp, Superintendent of Education  
Presented to: Committee of the Whole  
Submitted on: May 20, 2014  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

**EXCURSION – LONDON, PARIS, BARCELONA**  
Public Session

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**BACKGROUND INFORMATION:**

St. John's College is requesting approval for an excursion to London, Paris and Barcelona from Saturday, March 14, 2015 to Sunday, March 22, 2015 (no school days missed due to March Break).

**DEVELOPMENTS:**

Approximately thirty (30) Grades 10-12 students will be participating in this field trip. Supervising teachers will include Lynne DiStefano and Paula Caltagirone. Louie DiStefano will be an additional volunteer. The anticipated cost of the trip for each student is approximately \$3,300.

The rationale for the excursion is for students to gain a deeper understanding into the rich art, culture and history of these three major cities. Sites on tour will highlight art and architecture from different periods. Students will have the opportunity to visit the National Gallery, Tower of London, Notre Dame, the Louvre and Sagrada Familia church, bringing classroom learning to life.

All information has been provided in accordance with Board policy and procedures.

**RECOMMENDATION:**

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from St. John's College for an excursion to London, Paris and Barcelona from Saturday, March 14 to Sunday, March 22, 2015.

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

Prepared by: Bill Chopp, Superintendent of Education  
Presented to: Committee of the Whole  
Submitted on: May 20, 2014  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

**EXCURSION – NEW YORK CITY, NY**  
Public Session

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**BACKGROUND INFORMATION:**

St. John's College is requesting approval for an excursion to New York City, New York from Saturday, March 14, 2015, to Tuesday, March 17, 2015 (no school days missed due to March Break.) Supervising teachers will include Don Locey, Krystan Tchegus, and three parent volunteers. Cost of the trip will be approximately \$830.

**DEVELOPMENTS:**

Approximately forty-five (45) students from St. John's College will travel by bus to New York City to allow students the opportunity to experience the creative power of live theatre in terms of staging and performance. Students will attend Broadway shows, investigate the wide range of professional roles involved in the business of theatre, and share in the communal experience through written reflections and photojournalism records. Students will also have the opportunity to visit Radio City Music Hall, the Metropolitan Museum of Art, and the United Nations building.

All information has been provided in accordance with Board policy and procedures.

**RECOMMENDATION:**

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from St John's College for an excursion to New York City, New York from Saturday, March 14 to Tuesday, March 17, 2015.

**2013-14**  
**Trustee Meetings and Events**

<b>Date</b>	<b>Time</b>	<b>Meeting/Event</b>	<b>New / Revised</b>
<b>May 20, 2014</b>	<b>7:00 pm</b>	<b>Committee of the Whole</b>	
May 21, 2014	7:00 pm	St. Pius X Official School Opening/Blessing (Bishop Crosby)	
May 26, 2014	4:00 pm	Budget Committee Meeting	
May 26, 2014	7:00 pm	Regional Catholic Parent Involvement Committee Meeting	
May 27, 2014	1:00 pm	Catholic Education Advisory Committee Meeting	
May 27, 2014	1:00 pm	STSBHN Governance Meeting	
May 27, 2014	5:00 pm	Policy Committee Meeting	NEW
<b>May 27, 2014</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	
June 4, 2014	6:30 pm	Policy Committee Meeting	NEW
June 9, 2014	7:00 pm	Audit Committee Meeting	NEW
June 10, 2014	10:00 am	<i>Have a Go track meet at Holy Trinity (secondary)</i> <i>(rain date June 11)</i>	
June 10, 2014	7:00 pm	SEAC Meeting	
June 12, 2014	2:00 pm	Executive Council Meeting	
June 16, 2014	10:00 am	<i>Have a Go track meet at Assumption College (elementary)</i> <i>(rain date June 17)</i>	
<b>June 17, 2014</b>	<b>7:00 pm</b>	<b>Committee of the Whole</b>	
<b>June 24, 2014</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	
June 25, 2014	4:45 pm	Assumption College Graduation	
June 26, 2014	6:30 pm	Holy Trinity Graduation	
June 26, 2014	7:00 pm	St. John's College Graduation	