



Office of the Director

Jim McCuaig Education Centre  
2135 Sills Street Thunder Bay ON P7E 5T2  
Telephone (807) 625-5131 Fax (807) 622-0961

**STANDING COMMITTEE**  
**Tuesday, November 14, 2017**  
**Jim McCuaig Education Centre**

Ian MacRae  
Director of Education

George Saarinen  
Chair

**AGENDA**

**PUBLIC SESSION**  
**7:30 P.M. – in the Board Room**

	<u>Resource Person</u>	<u>Pages</u>
1. Call to Order		
2. Disclosure of Conflict of Interest		
3. Approval of the Agenda		
4. Resolve into Committee of the Whole – Closed Session		
5. <b>COMMITTEE OF THE WHOLE - Closed Session – 7:15 p.m. (SEE ATTACHED AGENDA)</b>		
6. Delegations/Presentations		
6.1 EcoSuperior Environmental Programs & Thunder Bay District Health Unit - <i>Food Strategy – Connecting Food and Community</i>	A. Bumbacco/ C. Schwartz-Mendez	Verbal
7. Approval of Minutes		
7.1 Standing Committee Meeting - October 10, 2017	G. Saarinen	1-4
8. Business Arising from the Minutes		

Trustees (Chair and Vice-Chair) and presenters of reports will be available for comment after the Board Meeting.

**MATTERS NOT REQUIRING A DECISION**

- |     |   |            |      |
|-----|---|------------|------|
| 9.  | Information Reports                         |            |      |
| 9.1 | Legal Representation for 2016-2017 (074-17) | I. MacRae  | 5-8  |
| 9.2 | Student Supports (080-17)                   | S. Pharand | 9-14 |
| 10. | First Reports                               |            |      |

**MATTERS FOR DECISION:**

- |      |   |            |       |
|------|---|------------|-------|
| 11.  | Postponed Reports   |            |       |
| 12.  | Ad Hoc and Special Committee Reports  |            |       |
| 13.  | New Reports   |            |       |
| 13.1 | Naming of New Elementary School Ad Hoc Committee (079-17)   | S. Pharand | 15    |
|      | <i>It is recommended that the Lakehead District School Board appoint Trustee _____ and Trustee _____ to the Naming of the New Elementary School Ad Hoc Committee.</i>   |            |       |
| 13.2 | Policy Review – 8012 Fundraising In the Schools (076-17)  | D. Wright  | 16    |
|      | <i>It is recommended that Lakehead District School Board reschedule the review of 8012 Fundraising in Schools Policy from the 2020-2021 school year to the 2017-2018 school year.</i>   |            |       |
| 13.3 | Approval of Appointment to the Special Education Advisory Committee (SEAC) (075-17)   | C. Kappel  | 17-18 |
|      | <i>It is recommended that Lakehead District School Board approve the appointment of Danielle Miller as a north side community representative to the Special Education Advisory Committee for the term ending November 30, 2018.</i> |            |       |

Trustees (Chair and Vice-Chair) and presenters of reports will be available for comment after the Board Meeting.

	<u>Resource Person</u>	<u>Pages</u>
13.4 Policy Review – 8011 Use of School Buildings, Facilities and Grounds (073-17)	D. Wright	19-37

*It is recommended that Lakehead District School Board approve 8011 Use of School Buildings, Facilities and Grounds Policy, Appendix A to Report No. 073-17.*

- 14. New Business
- 15. Notices of Motion
- 16. Information and Inquiries
- 17. Adjournment

Trustees (Chair and Vice-Chair) and presenters of reports will be available  
for comment after the Board Meeting.

**LAKEHEAD DISTRICT SCHOOL BOARD**



**Office of the Director**

Jim McCuaig Education Centre  
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**STANDING COMMITTEE**  
**Tuesday, November 14, 2017**  
**Jim McCuaig Education Centre**

Ian MacRae  
Director of Education

George Saarinen  
Chair

**AGENDA**

**COMMITTEE OF THE WHOLE – Closed Session**  
**7:15 p.m. – in the Sibley Room**

	<u>Resource Person</u>	<u>Pages</u>
5.1 Approval of Committee of the Whole - Closed Session Minutes		
5.1.1 Standing Committee Meeting - October 10, 2017	G. Saarinen	1-2
5.2 Business Arising from the Minutes		
5.3 Consideration of Reports		
5.3.1 Property Matters	D. Wright	Verbal
5.3.2 Legal Matter	I. MacRae	Verbal
5.4 Information and Inquiries		
5.5 Rise and Ask Leave to Sit in Public Session		

Trustees (Chair and Vice-Chair) and presenters of reports will be available  
for comment after the Board Meeting.

**LAKEHEAD DISTRICT SCHOOL BOARD**

LAKEHEAD DISTRICT SCHOOL BOARD

**MINUTES OF STANDING COMMITTEE**

Board Room  
Jim McCuaig Education Centre

2017 OCT 10  
7:30 p.m.

**TRUSTEES PRESENT:**

George Saarinen (Chair)  
Marg Arnone  
Ellen Chambers  
Deborah Massaro

Ron Oikonen  
Jack Playford  
Trudy Tuchenhagen  
Karen Wilson  
Lahama Naeem (Student Trustee)

**SENIOR ADMINISTRATION:**

Ian MacRae, Director of Education  
Colleen Kappel, Superintendent of Education  
Sherril-Lynne Pharand, Superintendent of Education  
David Wright, Superintendent of Business

**PUBLIC SESSION:**

1. **Approval of Agenda**

Moved by Trustee Wilson

Seconded by Trustee Arnone

*“THAT the Agenda for Standing Committee Meeting, October 10, 2017 be approved.”*

**CARRIED**

2. **Resolve into Committee of the Whole – Closed Session**

Moved by Trustee Oikonen

Seconded by Trustee Tuchenhagen

*“THAT we resolve into Committee of the Whole – Closed Session with Trustee Saarinen in the Chair to consider the following:*

- *Confirmation of Committee of the Whole – Closed Session Minutes*
  - *June 13, 2017*
- *Legal Matter*

*and that this meeting shall not be open to the public pursuant to Section 207 (2) of the Education Act as amended.”*

**CARRIED**

**COMMITTEE OF THE WHOLE – CLOSED SESSION:**

3. Committee of the Whole – Closed Session items were dealt with in their entirety.

PUBLIC SESSION:

4. Confirmation of Minutes

Moved by Trustee Oikonen

Seconded by Trustee Massaro

*“THAT the Standing Committee approve the Minutes of the Standing Committee Meeting, September 12, 2017.”*

CARRIED

5. Success Advisory Committee Meeting Report – October 5, 2017

Trustee Saarinen, alternate trustee representative on the Success Advisory Committee, provided a verbal report highlighting information addressed at the October 5 committee meeting.

6. Communications Update (066-17)

Ian MacRae, Director of Education, introduced Bruce Nugent, Communications Officer, who presented the report. All trustees’ questions were addressed.

7. Student Achievement (065-17)

Sherri-Lynne Pharand, Superintendent of Education, introduced Donica LeBlanc, Supervising Principal – Early Learning Lead, Nicole Walter Rowan, Program Coordinator, and Jane Lower, Student Success Lead/MISA Board Lead, who presented the report. All trustees’ questions were addressed.

8. Special Education Advisory Committee Meeting Minutes – June 14, 2017

Colleen Kappel, Superintendent of Education, presented the June 14, 2017 minutes for information.

9. Parent Involvement Committee Meeting Minutes - September 11, 2017

Ian MacRae, Director of Education, presented the September 11, 2017 minutes for information.

MATTERS FOR DECISION:

10. Procedural By-Laws Ad Hoc Committee (059-17)

Moved by Trustee Tuchenhagen

Seconded by Trustee Wilson

*“THAT:*

1. *Trustees Arnone, Chambers, Wilson, and Tuchenhagen, and Massaro as alternate, be appointed to the Procedural By-Laws Ad Hoc Committee.*
2. *The Procedural By-Laws Ad Hoc Committee report its progress to the Board no later than March 31, 2018.”*

CARRIED

11. Transition Committee (064-17)

Moved by Trustee Oikonen

Seconded by Trustee Playford

*“THAT Lakehead District School Board:*

1. *Approve the establishment of the Transition Committee for:  
Edgewater Park / Agnew H. Johnston Public Schools.*
2. *Appoint Trustee Chambers to the Edgewater Park / Agnew H. Johnston Public Schools Transition Committee.”*

CARRIED

12. Appointments to the 2017-2018 Parent Involvement Committee (063-17)

Moved by Trustee Oikonen

Seconded by Trustee Chambers

*“THAT Lakehead District School Board:*

1. *Approve the following appointments to the 2017-2018 Parent Involvement Committee effective November 15, 2017 to November 14, 2018:*
  - *Serena Essex, Aboriginal Education Advisory Committee representative;*
  - *Sharon Kanutski, Aboriginal Education Advisory Committee alternate representative;*
  - *Laura Sylvestre, Special Education Advisory Committee representative;*
  - *Michael Otway, Special Education Advisory Committee alternate representative;*
  - *Robert Eady, alternate parent member;*
  - *Susan Marion, alternate parent member;*
  - *Ruth Vannieuwenhuizen, alternate school council representative;*
  - *David Isherwood, principal representative;*
  - *Donica LeBlanc, alternate principal representative;*
  - *Laura Prodanyk, community representative;*
  - *Robin Cawlishaw, community representative;*
  - *Nicole Walter-Rowan, teacher representative; and*
  - *Kathleen Andrews, alternate teacher representative.*
2. *Approve the following appointments to the 2017-2018 and 2018-2019 Parent Involvement Committee effective November 15, 2017 to November 14, 2019:*
  - *Nicole Carlson, parent member;*
  - *Jennifer Davis, school council representative;*
  - *Lisa Hipwell-Mineau, school council representative; and*
  - *Krista Power, school council representative.”*

CARRIED

13. Information and Inquiries

- 13.1 Trustee Oikonen reported that he and Trustee Tuchenhagen attended Crestview Public School's BBQ on September 28.
- 13.2 Trustee Massaro reported that she and Director MacRae attended Superior Collegiate and Vocational Institute's Mind Over Metal Windup on October 7.
- 13.3 Director MacRae reported that he, Superintendent Pharand, Superintendent Kappel and Communications Officer Nugent attended Lakehead University's Alumni Awards on September 29. Darren Lentz, Principal, Kingsway Park Public School, was recognized at the awards event.
- 13.4 Trustee Arnone reported that she attended the Elementary Teachers' Federation of Ontario's (ETFO) Community Forum on Public Education on October 2.

14. Adjournment

Moved by Trustee Tuchenhagen

Seconded by Trustee Chambers

*"THAT we do now adjourn at 8:41 p.m."*

CARRIED



LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2017 NOV 14  
Report No. 074-17

TO THE CHAIR AND MEMBERS OF THE  
STANDING COMMITTEE – Public Session

RE: LEGAL REPRESENTATION FOR 2016-2017

1. Background

The Board's 3020 Legal Representation Policy and Procedures (herewith attached) are designed to assist in the resolution of complex and technical legal matters. This report does not include legal expenses incurred which are to be recovered in the future.

2. Situation

The 2016-2017 legal costs paid from the Director's Legal/Audit account are as follows:

Description	Cost
<b>Cheadles</b> Expenses for personnel and general matters	\$303,419.55
<b>Third Party Costs</b> Expenses for third party matters	2,067.20
<b>Keel Cottrelle</b> Expenses for general matters	1,349.15
<b>TOTAL</b>	<b>\$306,835.90</b>

3. Conclusion

Total legal expenses vary annually as indicated in the chart below.

<b>Year</b>	<b>Total Legal Expenses</b>
2016-2017	\$306,835.90
2015-2016	179,790.03
2014-2015	227,001.86
2013-2014	176,583.40
2012-2013	215,943.06
2011-2012	277,790.18
2010-2011	389,611.72
2009-2010	263,803.83
2008-2009	121,867.77
2007-2008	83,985.18
2006-2007	98,874.37

Respectfully submitted,

IAN MACRAE  
Director of Education

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**BUSINESS AND BOARD ADMINISTRATION****3000**

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**LEGAL REPRESENTATION POLICY****3020**

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1. Rationale

There are occasions when legal advice is necessary to assist in resolving very complex and technical problems.

2. The Policy

It is the policy of Lakehead District School Board that all matters requiring professional legal assistance must be approved by the director of education or designate, before referral is sought.

3. Guidelines

3.1 That any solicitor or firm of solicitors so engaged will be recompensed on a fee-for-service basis.

3.2 For specific details concerning this policy, refer to 3020 Procedures. Any questions related thereto may be directed to the superintendent responsible.

4. Review

This policy shall be reviewed in accordance with 2010 Policy Development and Review Policy.

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**Cross Reference**

\_\_\_\_\_

\_\_\_\_\_

**Date Approved****February, 1979****Date Revised****June 22, 2010****May 23, 2017****Legal Reference**

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**BUSINESS AND BOARD ADMINISTRATION****3000**

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**LEGAL REPRESENTATION PROCEDURES****3020**

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1. The Policy

It is the policy of Lakehead District School Board that all matters requiring professional legal assistance must be approved by the director of education or designate, before referral is sought.

2. Implementation Procedures

- 2.1 If legal representation is deemed necessary, by an employee, they should contact their superintendent or, if their superintendent is not available, the director or any other superintendent.
- 2.2 Briefly outline the matter to the superintendent.
- 2.3 The superintendent will decide if the matter requires legal representation. If the matter does not require legal representation, the superintendent will provide the necessary information to allow the matter to be resolved.
- 2.4 If the matter is deemed to require legal representation, the superintendent, in consultation with the director, will engage a solicitor to contact the employee directly and continue until the matter is resolved. All engagements must be confirmed in writing (this does not preclude a verbal engagement, but any verbal engagement must be followed by a written confirmation).
- 2.5 A copy of each referral will be forwarded to the director, who will keep a record of each legal engagement. Such a record will include: the date of engagement, authorizing official, brief description of the matter, the date of completion, and the cost.
- 2.6 The director files a report annually on the year's activities with respect to use of legal firms.

3. Review

These procedures shall be reviewed in accordance with 2010 Policy Development and Review Policy.

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<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
_____	<b>February, 1979</b>	_____
_____	<u>Date Revised</u>	_____
	<b>June 22, 2010</b> <b>May 23, 2017</b>	

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LAKEHEAD PUBLIC SCHOOLS

OFFICE OF THE DIRECTOR OF EDUCATION

2017 NOV 14  
Report No. 080-17

TO THE CHAIR AND MEMBERS OF  
THE STANDING COMMITTEE – Public Session

RE: STUDENT SUPPORTS

1. Background

- 1.1 The Lakehead District School Board in its Strategic and Operational Plans identifies the commitment to high levels of personal and academic excellence as well as a continued commitment to student success by providing individualized programs and support for every student.
- 1.2 The Lakehead District School Board ensures all students are contributing members of the school community. This commitment supports the development of a positive attitude towards learning and a student's belief in him/herself for all learners by ensuring there is a safe, welcoming school and classroom culture where all learners feel valued, trusted and that they are an integral part of the school community.
- 1.3 Promoting and supporting well-being is one of the four interconnected goals of *Achieving Excellence*, Ontario's Renewed Vision for Education, 2014. We are committed to building on the strong foundation that has already been established across the province. Our schools and communities continue to work together to help students gain the knowledge and skills associated with well-being, and to provide equitable opportunities for students of all backgrounds and abilities to learn and succeed.
- 1.4 Schools bear a responsibility to identify students that may be at heightened risk. Schools can support these students by helping them develop the ability to self-regulate behaviors, emotions, and attention by supporting student success in academic and nonacademic areas and by promoting physical and emotional health. In general, in-school interventions, delivered within a multi-tiered system of support and focused on educational, social, emotional, and behavioral outcomes, can often prevent the need for intensive services.

2. Situation

2.1 Academic Supports:

Academic supports refers to a wide variety of instructional methods, educational services, and school resources provided to students in an effort to help them with their learning progress, meet grade expectations, and generally succeed in school.

### In-School Assessments:

Best practice indicates that assessment should be an ongoing, dynamic system that emphasizes collecting authentic data in natural settings through a variety of methodologies. Assessment results should provide relevant information that contributes to the design and implementation of interventions, specialized instruction and informed instructional decisions.

### Elementary:

To teach effectively, teachers need to know if their teaching methods are working and how well their students are learning. Students, especially at the elementary level, need to have a concrete, measurable way to follow their own progress. In elementary, Lakehead District School Board employs the following assessment tools:

- Fairstart Screening;
- Oral Language Assessments;
- Sound Skills Screen;
- Benchmark Assessment System;
- Running Records; and
- Baseline Math Assessment.

### Secondary:

Assessment is the process of gathering information that accurately reflects how well a student is achieving the curriculum expectations in a subject or course. The primary purpose of assessment is to improve student learning. In secondary, Lakehead District School Board employs the following assessment tools:

- Grade 9 Literacy pre test;
- Intermediate Profiles;
- Elementary to Secondary Transition meetings; and
- Benchmark Assessment System data.

### In-School Interventions:

Intervention services include a range of targeted services to help students who have academic concerns. Providing services helps students catch up and increases their chances for success in school and life overall. Lakehead District School Board offers many in-school forms of intervention.

### Elementary:

Elementary interventions are developed to meet the needs of students in grades K-8 who are in need of additional support with a focus in the areas of reading and/or mathematics. Some of these interventions include:

- Oral Language groups;
- Sound Skills groups;
- Good Readers Club;
- Levelled Literacy Intervention;
- Summer Programs;
- Tutors in the Classroom;
- Ontario Focused Intervention Partnership (OFIP) Tutoring; and
- English Language Learner increased support.

### Secondary:

Secondary schools can provide a range of supports to boost students' academic performance. Student support within the education system is defined as all activities that increase the capacity of schools to respond to diversity and to challenges faced by their students. Some of these interventions include:

- Student Success Model;
- Youth Fusion;
- Math and Literacy support;
- Summer Programs;
- Exam Exemptions;
- Exam Preparation;
- Attendance Contracts;
- Lunch time tutoring;
- Day 20 reports;
- Equitable Access to Post – Secondary Education project;
- Dual Credits; and
- Homework Help.

## 2.2 Well-Being Supports:

The well-being of all students is served by the accessibility of resources, programs and facilities. At Lakehead District School Board, promoting student well-being is about fostering learning environments that encompass the four elements (cognitive, emotional, social, physical), including the self / spirit. Educators and staff who are motivated and enthusiastic about their work are an essential part of promoting student well-being and achievement.

### Elementary:

Children's well-being depends on many factors, from the nature of their social and family interactions and where they live to their emotional, spiritual, physical and mental health. We know that positive childhood experiences, physical and emotional safety, and the support of caring adults not only shape the day-to-day morale of students but also help them develop a positive sense of self and resilience. Lakehead District School Board sees this as a focus and has impacted students' lives by providing the following in various schools:

- breakfast programs;
- lunch programs;
- clothing drives;
- calm rooms;
- outdoor education;
- character classes;
- Community Arts and Heritage Education Project: re-engage girls;
- mentoring; and
- Diverse Education Needs (DEN, a social/life skills group).

### Secondary:

Students need education to include how to understand and look after their mental health – just like we learn how to look after our physical health. By shifting the focus to preventing mental health challenges and building resilience, we can do a lot to improve the future of students. The condition of a student's well-being upon leaving school has a great impact on life outcomes. In secondary, many opportunities are offered to students that support their well-being:

- breakfast programs;
- wellness rooms;
- Natural Helpers;
- Peer Leadership;
- Student Ambassadors;
- tutor rooms;
- girls group;
- CHOICES;
- outdoors club; and
- Homework Help.



3. Other Supports/Opportunities:

These supports/opportunities vary in their availability. Some are available to all students and some are available to groups of students based on certain parameters.

Elementary:

- Welcome to Kindergarten Bags;
- Take Home Reading Programs;
- Take Home Oral Language Program;
- K-4 Math Project;
- Academies/Certifications; and
- All About Me.

Secondary:

- 21<sup>st</sup> Century Competencies;
- Digital Literacy;
- Individual Pathways Planning;
- Hour Republic community service hours program;
- Success Certified;
- Take our Kids to Work Day;
- College and University tours; and
- E-learning and online credits and programs.

4. Next Steps:

Lakehead District School Board's next steps include:

- 4.1 To continue to learn about and implement assessments and early interventions that will support students at all levels.
- 4.2 To continue to listen to student voice so that we might identify areas where needs are not being met.
- 4.3 To continue to listen to parent and community voice in order to get a sense of what the needs are in our distinctly diverse communities.
- 4.4 To work closely with our Special Education Department so that we are working together towards common goals.
- 4.5 Implementation of course codes to support Special Needs students in Specialist High Skills Majors.
- 4.6 Implementation of a program based on a grant for Women in the Trades.

5. Conclusion

As Lakehead District School Board continues to strive for excellence in education, we know it is essential to help all of our students achieve academic success and develop a sense of well-being. Each student will build a sense of self, identity, and belonging in an environment that will give each of them their best chance to learn, grow and thrive. Students will become the motivated innovators, community builders, creative talent, skilled workers, entrepreneurs and leaders of tomorrow.

Respectfully submitted,

NICOLE WALTER ROWAN  
Program Coordinator

DONICA LEBLANC  
Supervising Principal – Early Learning Lead

JANE LOWER  
Student Success Lead

SHERRI-LYNNE PHARAND  
Superintendent of Education

COLLEEN KAPPEL  
Superintendent of Education

IAN MACRAE  
Director of Education

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2017 NOV 14  
Report No. 079-17

TO THE CHAIR AND MEMBERS OF  
THE STANDING COMMITTEE – Public Session

RE: NAMING OF NEW ELEMENTARY SCHOOL AD HOC COMMITTEE

1. Background

- 1.1 Item 2.1.1 of 8050 Naming and Opening of New or Consolidates Schools Procedures outlines the process for naming a new or consolidated school.
- 1.2 An Ad Hoc Committee must be struck to lead the process. The members must include:
  - a superintendent (chair);
  - one representative from the staff of the school;
  - one representative from the student body of the school;
  - two trustees; and
  - two members of the community.

2. Situation

- 2.1 Two trustees are required to serve on an Ad Hoc Committee to name the new elementary school being constructed on the Churchill Drive site.

RECOMMENDATION

It is recommended that the Lakehead District School Board appoint Trustee \_\_\_\_\_ and Trustee \_\_\_\_\_ to the Naming of the New Elementary School Ad Hoc Committee.

Respectfully submitted,

SHERRI-LYNNE PHARAND  
Superintendent of Education

IAN MACRAE  
Director of Education

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2017 NOV 14  
Report No. 076-17

TO THE CHAIR AND MEMBERS OF  
THE STANDING COMMITTEE – Public Session

RE: POLICY REVIEW – 8012 FUNDRAISING IN THE SCHOOLS

1. Background

- 1.1 It is the policy of Lakehead District School Board that policies will be developed or reviewed in accordance with 2010 Policy Development and Review Policy.
- 1.2 The 8012 Fundraising in the Schools Policy was last revised on June 26, 2012.
- 1.3 At the May 24, 2016 Regular Board meeting, 8012 Fundraising in the Schools Policy was approved for review during the 2020-2021 school year as part of the policy development and review cycle.

2. Situation

In September 2014, an Internal Fundraising Audit was completed and recommendations for improved management and monitoring of fundraising were suggested.

RECOMMENDATION

It is recommended that Lakehead District School Board reschedule the review of 8012 Fundraising in the Schools Policy from the 2020-2021 school year to the 2017-2018 school year.

Respectfully submitted,

DAVID WRIGHT  
Superintendent of Business

IAN MACRAE  
Director of Education

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2017 NOV 14  
Report No. 075-17

TO THE CHAIR AND MEMBERS OF  
THE STANDING COMMITTEE - Public Session

RE: APPROVAL OF APPOINTMENT TO THE SPECIAL EDUCATION ADVISORY  
COMMITTEE (SEAC)

1. Background

- 1.1 According to Reg. 464/97 of the Education Act, the Board must establish a Special Education Advisory Committee.
- 1.2 Membership on SEAC is determined by the regulation:
  - no more than 12 representatives and alternate representatives of local associations that operate within the area of jurisdiction of the Board;
  - two trustees and two alternate trustees; and
  - one or more additional members who are neither representatives of a local association nor members of the Board or another committee of the Board.
- 1.3 At the Inaugural Board meeting on December 2, 2014, Lakehead District School Board approved nine local associations/organizations for membership and six alternates to the Special Education Advisory Committee for the next four year term.
- 1.4 As referenced in the 2015 Operational Plan Objectives, SEAC is committed to collaborate with community partners by “enhancing communication through the strengthening of community relationships”.
- 1.5 At the April 12, 2016 Standing Committee, a report recommending the process and application form to select community representatives and alternate representatives to SEAC was reviewed. The recommendation was approved at the April 26, 2016 Regular Board meeting.
- 1.6 At the June 28, 2016 Board meeting, approval was given to appoint one community member representing the south side of Thunder Bay to SEAC.

2. Situation

- 2.1 The information and application form for community representatives remains on the Board website to recruit a representative from the north side and for alternate representatives on both sides of the city. To date, there have been no applicants received for a north side representative.
- 2.2 In October 2017, a community representative application was received from an individual living on the north side of Thunder Bay.

RECOMMENDATION

It is recommended that Lakehead District School Board approve the appointment of Danielle Miller as a north side community representative to the Special Education Advisory Committee for the term ending November 30, 2018.

Respectfully submitted,

COLLEEN KAPPEL  
Superintendent of Education

IAN MACRAE  
Director of Education

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2017 NOV 14  
Report No. 073-17

TO THE CHAIR AND MEMBERS OF  
THE STANDING COMMITTEE - Public Session

RE: POLICY REVIEW – 8011 USE OF SCHOOL BUILDINGS, FACILITIES AND GROUNDS

1. Background

- 1.1 On June 28, 2011, the 8011 Use of School Buildings, Facilities and Grounds Policy was revised.
- 1.2 At the May 24, 2016 Regular Board Meeting, the 8011 Use of School Buildings, Facilities and Grounds Policy was approved for review during the 2017-2018 school year as part of the policy development and review cycle.
- 1.3 On September 20, 2017, the draft policy and procedures were posted on the Board website and distributed to constituent groups for review and comment with input to be received by October 25, 2017.

2. Situation

- 2.1 There was no other constituent input received.
- 2.2 The revised policy is attached as Appendix A and the procedures as Appendix B.
- 2.3 Upon final approval, the policy will be distributed according to Board procedures.

RECOMMENDATION

It is recommended that Lakehead District School Board approve 8011 Use of School Buildings, Facilities and Grounds Policy, Appendix A to Report No. 073-17.

Respectfully submitted,

DAVE COVELLO  
Manager of IT Services and Corporate Planning

DAVID WRIGHT  
Superintendent of Business

IAN MACRAE  
Director of Education

<b>SCHOOL COMMUNITY RELATIONS</b>	<b>8000</b>
<b>USE OF SCHOOL BUILDINGS, FACILITIES AND GROUNDS POLICY</b>	<b>8011</b>

1. Rationale

Our community is comprised of a number of co-operative groups – cultural, political, economic, social and educational. As an educational institution, Lakehead District School Board has the opportunity to recognize and to encourage those activities, which promote personal and social growth. The Board also recognizes that school buildings are public buildings and are an integral part of the community and, as such, should be available for public use to improve the quality of life for everyone.

2. The Policy

It is the policy of Lakehead District School Board to make available to the community the Board’s school buildings, facilities and grounds provided such use does not conflict with regular school use and is implemented in a cost neutral manner.

3. Guidelines

- 3.1 The use of schools for student instruction, school extra-curricular activities and other school related business either during or outside of normal school hours shall take precedence over all other activities.
- 3.2 Any activity that may be potentially injurious to the building, grounds or equipment will not be approved.
- 3.3 It is the prerogative of Lakehead District School Board to refuse the use of its facilities to any person or group, unless use is mandated.

4. Administrative Regulations

- 4.1 Overall administration and supervision of the program is to be the responsibility of the designated superintendent.
- 4.2 The Community Use of Schools outreach coordinator will manage the permit process, ensuring written agreements include the acceptance of Regulations and Conditions for Use of School Buildings and appropriate insurance coverage are in place before processing the application.
- 4.3 Approval of all application/permits is to be the responsibility of the school principal or his/her designate.
- 4.4 A Board staff member must be present during any community use activity to open, lock-up, and monitor users to ensure Board policies are followed, and to implement emergency procedures should they be required.



<b>SCHOOL COMMUNITY RELATIONS</b>	<b>8000</b>
<b>USE OF SCHOOL BUILDINGS, FACILITIES AND GROUNDS POLICY</b>	<b>8011</b>

4.5 A schedule of fees, updated periodically on the Board website, shall be established by Lakehead District School Board and fees will be charged for the use of school facilities according to the classification of the user.

4.6 The specific details concerning regulations, responsibilities, and user categories are outlined in 8011 Procedures.

5. Review

This policy shall be reviewed in accordance with 2010 Policy Development and Review Policy.

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
Leasing of Space Policy (3060)	_____	_____
Security Policy (3091)		
Visitation in the Schools Policy (8013)	<u>Date Revised</u>	_____
Trespass to Schools Policy (8040)	June 1999	
Safe Schools Policy (8070)	June 28, 2011	

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**SCHOOL-COMMUNITY RELATIONS****8000****USE OF SCHOOL BUILDINGS, FACILITIES AND  
GROUNDS PROCEDURES****8011**1. The Policy

It is the policy of Lakehead District School Board to make available to the community the Board's school buildings, facilities and grounds provided such use does not conflict with regular school use and is implemented in a cost neutral manner.

2. Implementation Procedures

## 2.1 Responsibilities

- 2.1.1 The designated superintendent will be responsible for the overall supervision and administration of the program.
- 2.1.2 The principal of the school or his/her designate shall be responsible for approving all applications/permits.
- 2.1.3 The Community Use of Schools outreach coordinator is responsible to ensure the effectiveness and efficiency of the community use program including processing of permits that have been approved by the principal.
- 2.1.4 The Community Use of Schools outreach coordinator is responsible for meeting the Ministry of Education program and reporting requirements.

## 2.2 Application/Permit

- 2.2.1 All community groups must complete an online application with the Board's web based community use program in order to use Board facilities. All community groups must register with the Community outreach coordinator to have access to make an online permit application.
- 2.2.2 Refer to the Community User Group categories ~~and rate schedule~~ in Appendix A to determine if fees apply.
- 2.2.3 Application for the use of school facilities should be submitted no later than 14 days prior to the scheduled activity.
- 2.2.4 Permits will be valid for the current school year only. Applications must be made on a yearly basis.
- 2.2.5 Applications will be accepted throughout the summer for the coming school year; however, **processing** approval will be delayed until after September 1, when the principals are in place for all schools.

<b>SCHOOL-COMMUNITY RELATIONS</b>	<b>8000</b>
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2.2.6 Approved applications/permits will be distributed to the applicant, principal, Community Use of Schools outreach coordinator and the school custodian.

3. User Groups

The user group categories are outlined in Appendix A and are as follows:

3.1 Group A) School/Board Supported

The following groups will be permitted free use of school facilities provided the principal approves such use and a staff member attends:

- Board sponsored events and groups; and
- school groups.

3.2 Group B) Not-For-Profit Groups

Through the Ministry of Education Community Use of Schools Outreach Program, Lakehead District School Board has expanded the availability of Board facilities for use by non-profit users. Subject to Ministry of Education funding, the following groups will be permitted free use of school facilities, provided the group has an approved permit and proof of general public liability insurance:

- non-profit youth community program;
- non-profit community sports;
- non-profit community recreation;
- non-profit community associations and organizations;
- charity organizations;
- partnerships and reciprocal agreement groups; and
- daycares – before and after school programs.

3.3 Group C) Commercial

The following groups will be permitted use of school facilities provided the group has an approved permit, proof of general public liability insurance, and will be charged a commercial rate:

- private or corporate commercial groups; and
- individuals receiving payment for service.

4. Available School Resources

4.1 Subject to the approval by Lakehead District School Board, schools may be made available for community use.

**SCHOOL-COMMUNITY RELATIONS****8000****USE OF SCHOOL BUILDINGS, FACILITIES AND  
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- 4.2 Community use web based software will allow for searching of available times at all facilities.
- 4.3 Normal hours of availability Monday through Friday are after school hours and no later than 10:00 p.m. The normal hours of availability Saturday, Sunday and non-statutory holidays are eight hours per day between 8:00 a.m. and 10:00 p.m.
- 4.4 Due to cleaning and maintenance requirements, the use of school facilities will be limited when schools are closed; i.e., during school holidays – including summer months, **winter Christmas** and **spring March** breaks, all statutory holidays, professional activity days, examination days, one week prior to school closing in June, and two weeks after school opening in September.
- 4.5 The following school resources are available:
- classrooms/general purpose rooms;
  - gymnasiums;
  - fields;
  - library; and
  - cafeteria.
- 4.6 Community groups shall confine their activity to the facilities space designated in the permit, and to the associated corridors and washrooms.
- 4.7 Provision for sports equipment, audio-visual equipment, pianos, special lighting, etc., shall be the responsibility of the user unless special arrangements are made through the school. A fee to cover wear and tear may be charged and paid directly to the school.

5. Cancellation of Permits

Lakehead District School Board reserves the right to cancel a permit if, after issuance, the school finds it necessary to use the reserved accommodation for school use **or when a facility is closed due to inclement weather or an emergency (e.g. power outage)**. As much notice as possible will be provided to the user. Cancellation of permits shall be made only as a last recourse when no alternative is available. The principal or designate will be responsible for contacting the community group concerned regarding the cancellation.

6. Regulations and Conditions

- 6.1 Applicants must be 18 years of age or older to obtain a permit.
- 6.2 Applicants must agree to abide by regulations and conditions as listed in Appendix B.

**SCHOOL-COMMUNITY RELATIONS**

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**USE OF SCHOOL BUILDINGS, FACILITIES AND GROUND PROCEDURES**

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- 6.3 All community groups must submit proof of liability insurance in the minimum amount of \$2,000,000. The insurance shall cover the Board from and against any and all risks that may arise out of the permit use or activity. Failure to file such certificate shall result in cancellation of the permit.
- 6.4 Applicants may access the Facility User Group Insurance Program offered by Ontario School Boards' Insurance Exchange (OSBIE). Applications are available online. ~~and at the school and may be submitted with the fee (Appendix C).~~

7. Rental Fee Rates and ~~p~~Payments

- 7.1 Rental ~~f~~ees will be charged for the use of school facilities according to the space used and classification of user (Appendix A).
- 7.2 The Rental ~~f~~ees ~~Schedule~~ (Appendix A) will be subject to review and updated annually.
- 7.3 Payments **can be made in cash, debit, credit or** ~~are to be made by cheque~~ **made** payable to Lakehead District School Board.
- 7.4 Rental ~~f~~ees must be paid ~~at the~~ **at least 7 days** ~~school~~ prior to the date of the event.
- 7.5 Refunds will be made only under extenuating circumstances (e.g., inclement weather closure, emergency closures). The amount refunded will be net of any costs already incurred by Lakehead District School Board.

8. Questions, Concerns or Complaints

Questions, concerns or complaints should be directed to the Community Use of Schools outreach coordinator.

**SCHOOL-COMMUNITY RELATIONS**

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**USE OF SCHOOL BUILDINGS, FACILITIES AND  
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**8011**

9. Review

These procedures shall be reviewed in accordance with 2010 Policy Development and Review Policy.

<u>Cross Reference</u>	<u>Date Received</u>	<u>Legal Reference</u>
<b>Leasing of Space Policy (3060)</b> <b>Security Policy (3091)</b> <b>Visitation in the Schools Policy (8013)</b> <b>Trespass to Schools Policy (8040)</b> <b>Safe Schools Policy (8070)</b>	<hr/> <p><u>Date Revised</u></p> <p>June 1999 June 28, 2011</p>	<hr/> <hr/>

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## USER CATEGORIES FOR APPLICATION AND FEE SCHEDULE

Group	User Classification	Conditions
<b>A</b>	<p><b>1. Board Sponsored Events and Groups</b></p> <ul style="list-style-type: none"> <li>• Education programs sponsored and/or supported by the Board</li> <li>• Board committees</li> <li>• Training sessions and professional development for employees</li> <li>• Speakers/presentations/information sessions for students, staff and/or public arranged by Board</li> </ul> <p><b>2. School Groups</b></p> <ul style="list-style-type: none"> <li>• Co-curricular and extra-curricular program-related activities supervised by a teacher or responsible adult</li> <li>• School Council activities including school dances</li> <li>• Speakers/presentations/information sessions for students arranged by staff or School Council</li> <li>• Home and School meetings and activities</li> <li>• Parent/student fundraising for the school groups</li> </ul>	<ul style="list-style-type: none"> <li>• Must have a member of Board staff in attendance</li> <li>• Additional insurance is not required</li> <li>• In circumstances where a custodian is required beyond normal working hours, the hours will be approved by the principal</li> </ul>

Group	User Classification	Conditions
<b>B</b>	<p>1. <b>Non-Profit Youth Community Programs</b></p> <ul style="list-style-type: none"> <li>• Non-profit youth (under 18 years of age) community programs and organizations whose membership is not restrictive and whose leaders and/or instructors receive no direct compensation</li> <li>• Charitable organizations or agencies providing before or after school programs at cost, no cost or donation only</li> </ul> <p>2. <b>Non-Profit Community Sports</b></p> <ul style="list-style-type: none"> <li>• Non-profit recognized youth sport and recreation service providers</li> <li>• Unorganized/amateur athletic and sports groups - this includes staff and student groups not directly related to school and student programming</li> </ul> <p>3. <b>Non-Profit Community Recreation</b></p> <ul style="list-style-type: none"> <li>• Non-profit recreational or social groups/<b>clubs</b> or activities - this includes staff and student groups not directly related to school and student programming</li> <li>• Non-profit community theatre, dance or musical productions</li> <li>• School reunions</li> <li>• <b><i>Birthdays parties, baby/bridal showers and staff parties</i></b></li> </ul> <p>4. <b>Non-Profit Community Associations and Organizations</b></p> <ul style="list-style-type: none"> <li>• Non-profit local community associations and municipalities holding meeting or public information sessions</li> <li>• Board union and federation meetings and information sessions</li> </ul> <p>5. <b>Charity Organizations</b></p> <ul style="list-style-type: none"> <li>• Groups where money collected is used for community club or charitable purposes and not for personal gain</li> </ul>	<ul style="list-style-type: none"> <li>• Must have an adult (age of 18 or older) in attendance</li> <li>• Permit Application for School Use is required</li> <li>• Insurance required; proof and copy of general and comprehensive public liability insurance must be presented prior to event - may be purchased with OSBIE at the school when submitting permit application</li> <li>• In circumstances where custodian is required beyond normal working hours, the hours will be approved by the principal and cost charged against "Community Use of Schools"</li> </ul>



Group	User Classification	Conditions
	<p>6. <b>Partnerships and Reciprocal Agreement Groups</b></p> <ul style="list-style-type: none"> <li>• City of Thunder Bay Parks and Recreation Department Programs</li> <li>• Coterminous Boards physical education program</li> <li>• <del>Urban Aboriginal</del> <b>Indigenous Programs</b> Strategy/<del>Neighbourhood Capacity Building Project</del></li> <li>• Lappe Local Area Services Board</li> <li>• LU Education Department (<del>PPOD</del>)</li> <li>• Additional Qualification Courses (OISE, LU)</li> <li>• Individuals providing music/piano instruction to students at LDSB rural schools</li> </ul> <p>7. <b>Day Cares</b></p> <ul style="list-style-type: none"> <li>• Providing before or after school programs</li> </ul>	

Group	User Classification	Conditions
<b>C</b>	<p>1. <b>Private or Corporate Commercial Groups</b></p> <ul style="list-style-type: none"> <li>• Activities for private, corporate, and/or other organizations or individuals that yield a profit</li> </ul>	<ul style="list-style-type: none"> <li>• Consultation with Community Use of Schools outreach coordinator</li> <li>• Must have an adult (age of 18 or older) in attendance</li> <li>• Commercial Permit Application for School Use is required</li> <li>• Insurance required; proof and copy of general and comprehensive public liability insurance must be presented prior to event - may be purchased with OSBIE when submitting permit application</li> <li>• Rental cost and additional custodial hours will be charged to the group</li> </ul>

**RENTAL RATE SCHEDULE:**

Facility		Fee
Gymnasium	Single	\$56.00 / hr
Gymnasium	Double	\$84.00 / hr
Classroom or Seminar Room	0-50 Seating	\$50.00 / hr
Cafeteria or Library	50+ Seating	\$60.00 / hr
Additional Custodial Staff		\$40.00 / hr
Additional Custodial Hours		\$40.00 / hr
Playing Field		TBA

***The rental rate will be based on the number of hours of the permit and the current custodial rate.***

Additional costs may be added for any extraordinary expenses (e.g., extended hours, holidays, special activities, etc.). If clean-up is required, all costs will be assumed by the user.

Note: H.S.T. is charged on rental fees and custodial ***additional*** costs.

**REGULATIONS AND CONDITIONS**

1. This application may be accepted or rejected by Lakehead District School Board. Should this application be accepted, it shall constitute a binding contract.
2. The general term of yearly permits shall be from September 15 to June 15 in the current year of issue, with exception of **winter break** Christmas holidays and March **spring break**. Certain schools may be available throughout the year. The general term of summer permits shall be from July 1 to **two weeks before schools starts** August 21<sup>st</sup> for school buildings and until **one week before school starts** August 31<sup>st</sup> for school grounds.
3. Application for the use of school facilities must be completed on the appropriate form no later than 14 days prior to the scheduled activity. Application for the use of school playing fields in the summer must be completed before June 15. The application/permit will not be granted until all terms are met.
4. Permits must be issued for the community use of any part of a school building during or after school hours. Permits will not be issued when such use interferes with regular school use as determined by the principal.
5. First priority for the use of facilities will be given to those groups which have an influence on the total education of our youth: school council activities, student and teacher activities, parent activities, school board activities, and community activities. Established users shall have priority over occasional users.
6. No applicant shall be granted a permit to use any building, facility or field unless the individual has reached the age of 18.
7. Applicants shall be responsible for the conduct and supervision of all persons admitted into the school, and shall ensure that all requirements of the permit are met. An individual of 18 years of age or older will be in attendance for the duration of the time specified on the rental contract.
8. Sub-letting of space is not permitted. Any use or attempted use by one group in the name of another may result in the immediate cancellation of the permit.
9. The permit holder shall provide a certificate of comprehensive (general public) liability insurance in the minimum amount of \$2,000,000 **namimg Lakehead District School Board as additionally insured**. The insurance shall cover the Board from and against any and all risks that may arise out of the permit use or activity. Failure to file such certificate shall result in cancellation of the permit. Applicants may access the Facility User Group Insurance Program offered by Ontario School Boards' Insurance Exchange (OSBIE). Applications are available at the school and may be submitted with the fee at the same time as the Permit Application for School Use.
10. Applicants must ensure that all activities adhere to prevailing laws and that all necessary licenses, permits, etc., are obtained.
11. The consumption and/or sale of alcoholic beverages on school premises is prohibited.
12. Smoking in school buildings or on school property is prohibited.
13. **The use of inflatable products e.g. jumpers, slides, houses, castles, is not permitted on school property.**
143. Applicants require approval if food or beverages will be brought into and/or consumed in the facilities. Adherence to Thunder Bay District Health Unit Environmental Health Department's regulations for Special Events and Food in Schools is required.
154. For the health and safety of young children, elementary schools provide a nut-free environment. The applicant must ensure the same for any food or snacks provided at, or brought into the school. Secondary schools do not have this restriction.
165. Exits must be kept free from obstruction in case of fire.
176. Parking is only permitted in designated areas. Fire routes and driveways shall not be blocked. Failure to comply may result in ticketing and/or towing.
187. All costs for damage attributable to the group's use of space shall be charged to the permit holder.

Appendix B to 8011 Use of School Buildings, Facilities and Grounds Procedures

198. Applicants will be responsible for all charges incurred by the Board as a result of improper use of fire or security alarms.
2049. Applicants shall be responsible for ensuring that the premises are vacated promptly at the time specified on the permit or they will be charged for additional custodial time.
210. Applicants shall exercise the utmost care in the use of the facility and property and will be responsible for and make good, any damage to Board property and equipment as determined by the school principal.
224. The Board will not be responsible for personal injury or damage, or for the loss or theft of clothing or equipment of the applicant, or anyone attending on the invitation of the applicant.
232. A fee of \$25.00 shall be charged for NSF cheques, and may result in the cancellation and/or denial of further use of Board facilities. This fee is subject to review and update periodically.



## Outline of Facility User Group Insurance Program

A Facility User Group Insurance Program has been implemented for the Lakehead District School Board on behalf of those groups who do not have access to liability insurance from other sources, and who have been issued a permit by the Lakehead District School Board. This program is not designed to replace insurance coverage afforded to groups by any Provincial or National Sport Association.

Coverage only applies for the activity disclosed in the permit and is subject to the list of pre-determined activities, exclusions and rating schedule. Coverage applies ONLY while using a facility owned and operated by the Lakehead District School Board.

Policy Number LL07068		Permit Number
Permit Holder (Insured):		
Dates of Permit:		
Facility Rented:		
Activity:		
Premium:	Tax 8%	Total:

*This summary does not in and of itself provide coverage and it is subject to the terms and conditions which are set forth in the policy. It is intended only to provide basic details of coverage that are fully described in Master Policy No. LL07068*

### *Who is an Insured under this policy?*

The permit holder, all affiliated leagues, clubs and or teams, their members, officers, directors, coaches, managers, officials players, auxiliary workers, employees and volunteers while acting under the direction of the permit holder.

Additional Insured: Lakehead District School Board

### Outline of Insurance Coverage

As a permit holder, you have a responsibility to provide a safe environment for those participating in your activity. This policy provides protection for your legal liability for bodily injury or damages to property of third parties, including spectators and participants. This policy provides coverage for both defence costs, to defend the action and any compensatory awards that might be granted by the courts, up to the limits and conditions of the policy.



Coverage and Limits *(for a further description of coverage, please refer to the Frequently Asked Questions included in this document below).*

<b>Limits of Liability:</b>	\$ 5,000,000	Bodily Injury and Property Damage per occurrence – No Annual Aggregate
	\$ 5,000,000	Products and Completed Operations
	\$ 5,000,000	Personal Injury
	\$ 1,000,000	Tenants Legal Liability
	\$ 5,000,000	Non-Owned Automobile
	\$ 1,000	per person/\$10,000 per accident Medical Expense

- Special Provisions:**
- ❖ Participant Liability
  - ❖ Additional insured to include all insured's affiliated leagues, clubs, and or teams, their members, officers, directors, coaches, managers, officials, players, auxiliary workers-employees and volunteers

- Exclusions:**
- ❖ Fireworks Exclusion
  - ❖ Cyber/Data Exclusion
  - ❖ Fungi & Fungal Exclusion
  - ❖ Total Asbestos Exclusion
  - ❖ War & Terrorism Exclusion
  - ❖ Molestation Exclusion

**Reimbursement (Deductible):** \$ 1,000

**Excluded Activities unless referred and approved by the underwriters:**  
 Full Contact Martial Arts, Kickboxing, Boxing, Skateboarding, BMX Biking, Ice Climbing, Rugby, Football (Contact), Downhill Skiing, Rugby,

**Cancellation:**  
 If your event is cancelled prior to the start of your permit date a full refund will be granted.  
 If your event is cancelled after the start of your permit date, no refund will be granted.

**What to do in the event of a claim:**

In the unfortunate event of a claim, or an incident you feel may rise to claim, please contact:

**Traci Decaro, B.A., CIP, CRM**  
 Marketing and Member Services Coordinator  
 Ontario School Boards' Insurance Exchange  
 91 Westmount Rd., GUELPH, ON N1H 5J2  
 800.668.6724

## FACILITY USER GROUP RATING SCHEDULE

### Exclusive rating for members of OSBIE:

#### LOW RISK SPORTS INCLUDING EVENTS UP TO 500 PEOPLE:

BADMINTON, BATON TWIRLING, INDOOR MINI GOLF, SHUFFLE BOARD, LAWN BOWLING, HORSE SHOES, CURLING TABLE TENNIS, TAI CHI, YOGA/FITNESS.

<b>1 day in length:</b>	\$	10.00
<b>1-3 days in length:</b>	\$	15.00
<b>Seasonal:</b>	\$	75.00

#### MEDIUM/HIGH RISK SPORTS INCLUDING EVENTS UP TO 500 PEOPLE:

TENNIS, VOLLEYBALL, BASEBALL, BASKETBALL, SOCCER, SOFTBALL, TRACK & FIELD, VOLLEYBALL, SWIMMING, FIGURE SKATING, CRICKET, RACQUET BALL, SQUASH, TOUCH FOOTBALL, FLAG FOOTBALL, SKATING, T-BALL, FIELD HOCKEY, DRY LAND TRAINING, PICKLEBALL, ULTIMATE FRISBEE, DANCING, DANCE PRACTICE, DODGE BALL, BROOMBALL ICE HOCKEY (NON-CONTACT), BALL HOCKEY (NON-CONTACT), LACROSSE, FLOOR HOCKEY, ROLLER HOCKEY, TOURNAMENTS:

<b>1 day in length:</b>	\$	25.00
<b>1-3 days in length:</b>	\$	50.00
<b>Seasonal:</b>	\$	150.00

#### Special Events- up to 500 people:

DANCES, WEDDINGS, PARTIES, ETC. (NO RAVES OR ALL NIGHT PARTIES) CHILD / ADULT BIRTHDAY PARTIES, BABY & BRIDAL SHOWERS, BAPTISMS, FUNERALS, THEATRE PERFORMANCES/ RECITALS:

<b>Event – no alcohol being served:</b>	\$	30.00
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501 – 1100

<b>Event – no alcohol being served:</b>	\$	50.00
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COOKING CLASSES, MEETINGS, SEMINARS, WORKSHOPS, CHESS CLUBS, BINGO, WEIGHT LOSS CLINICS, LANGUAGE SCHOOLS AND CHURCHES:

<b>1 time rental:</b>	\$	5.00
<b>Up to 4 times a month:</b>	\$	10.00
<b>6 months:</b>	\$	25.00
<b>Yearly:</b>	\$	50.00

(i.e. 1-2 rentals monthly for 12 months)

All rates subject to 8% tax

### (ANY EVENTS OVER 7,100 PEOPLE IN ATTENDANCE PLEASE REFER)

**Excluded Activities:** FULL CONTACT MARTIAL ARTS, KICKBOXING, BOXING, SKATE BOARDING, BMX BIKING, ICE CLIMBING, RUGBY, FOOTBALL (CONTACT), DOWNHILL SKIING

To obtain additional information on how a User Group Program can benefit your school board please contact:

*For Internal Use only.*

Traci Decaro, B.A., CIP, CRM  
 Marketing and Member Services Coordinator  
 Ontario School Boards' Insurance Exchange  
 91 Westmount Rd., GUELPH, ON N1H 5J2  
 800.668.6724

RATES EFFECTIVE: MARCH 1, 2010





## FACILITY USER GROUP INSURANCE FAQ

School Boards are committed to community use of schools. Obtaining individual coverage in the insurance marketplace can be cost prohibitive. In our efforts to minimize costs associated with this use, we have implemented an insurance program which allows facility users, who do not have access to an insurance program, to obtain coverage in an affordable simple format.

### *What is General Liability Insurance?*

General Liability Insurance is designed to protect a person against any legal responsibility arising out of a negligent act or failure to act as a prudent person would have acted, which results in bodily injury or property damage to another party. Any individual involved in your activity can claim damages as a result of an injury. Even though you may not be negligent in your actions, defence costs alone can be financially devastating. This policy will provide protection for both legal defence costs and any compensatory damages that may be awarded, subject to the limits and conditions of the policy. Transferring your risk to an insurance policy provides you the opportunity to run your activity with peace of mind.

### *Who needs coverage?*

Any group who does not have access to an insurance program such as a Provincial Sport Association, National Sport Association, Service Club etc.

### *How do we apply for coverage?*

Please contact the School Board permit office in your area.

### *What activities are covered?*

Activities which are disclosed on your permit application are covered for the time and date referenced on this permit only. If there are any changes in your activity you must advise the office where your permit was obtained. Coverage is only in effect while using the facilities of the School Board.





## SPECIAL PROVISIONS

There are extensions of coverage over and above what is provided by the Bodily Injury and Property Damage as previously outlined. These extensions are provided due to the nature of the activities association with community use of schools. To help you better understand, we have provided definitions below.

### ***Participant Liability***

For sports related activities, injury to participants is usually excluded under a general liability policy. This program extends the liability to protect you in the event a participant in your activity is injured and claims negligence.

### ***Personal Injury Liability***

This extension is provided to protect you in the event of oral or written publication of material that slanders or libels a person or organization, excluding any advertising material.

### ***Tenants Legal Liability***

This extension provides coverage for property damage to premises rented to you or occupied by you. There is no coverage for property damage that is expected or intended by the insured.

### ***Incidental Medical Malpractice***

This extension provides coverage for the failing to render, or rendering of medical services, or the furnishing or dispensing of drugs or supplies. Any individual engaged in the business or occupation of providing these services is not covered under this extension.

**If you have further questions on this program, please contact the School Board permit office.**

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*The information contained herein is for information purposes only and in no way constitutes a legal contract and does not bind any of the described coverage. It is intended only to provide basic details of coverage that are fully described in Master Policy No. LL07068*