



OCASC March 2019 Meeting Minutes

chair@ocasc.ca www.facebook.com/groups/ocasc/ <http://ocasc.ca>

133 Greenbank Road
Ottawa, ON
K2H 6L3

Date: 21 March 2019

Location: Fisher Park School (Library), 250 Holland Avenue

Time: 7:00pm to 9:00 pm

Attendance

• Total Attendance	26	
• Total Schools Represented	23	
• Total Member Schools Represented	15	
• Total Non-Member Schools Represented	9	
• Total Guests	5	
• Total Member Schools to Date	39	Quorum = 13

Member Schools:

Broadview Avenue Public School	Donna Owen
Castlefrank Elementary School	Ralph Quapp
Colonel By Secondary School	Kenneth Xi
Earl of March Secondary School	Zhong An
Elmdale Public School	Caroline Hutton
Farley Mowat Public School	Marc Feliciano
Glebe Collegiate Institute	Gerry Nera
John Young Elementary School	Aaron Driscoll
Katimavik Elementary School	Ian Urbach
Ridgemont High School	Nancy Dean
Roch Carrier Elementary School	Zhong An
Severn Avenue Public School	Mark Warriner
Stittsville Public School	Martyn Reid
Vimy Ridge	Amber Labelle
Westwind Public School	Marcia Goodfellow

Non-Member Schools:

A. Lorne Cassidy Elementary School	Ashley Jackson
Adrienne Clarkson Elementary School	John Lymer
Alta Vista Public School	Nancy Dean
Cedarview Middle School	Cindy Fisher
Churchill Alternative School	Dennis Murphy
Elgin Street Public School	Malaka Hendela (Co-chair)
Glashan Public School	Lisa Greaves
Jockvale Elementary School	Phil McKee
W.E. Gowling Public School	Sonja Kravec

Guests:

Rob Campbell, Trustee
Engy Masieh, OCSDB Policy Analyst



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Sandra Lloyd, Guest Speaker, OCDSB Manager Risk and Supply Chain
Bill Tyers, Guest Speaker, OCDSB Risk Management Analyst
Natalie Markoff, Guest Speaker, PLEO



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1. Call to order

The Chair called the meeting to order at 7:17pm (the parking lot was jammed) and welcomed members and guests.

2. Approval of Agenda and Minutes

Agenda: Approved as presented. Motion: Vimy Ridge; Second: Castlefrank

January Minutes: Approved as presented. Motion: Castlefrank; Second: Earl of March

3. From Your Executive

- PIC (Parent Involvement Committee)
 - PIC is looking for 2 community representatives. The application deadline is March 22.
 - Application - https://ocdsb.ca/UserFiles/Servers/Server_55394/File/PIC/PIC_Community%20Rep%20Ad_2019.pdf
- OCDSB 2019 Community Member Recognition Awards
 - Nomination deadline Friday March 29, 2019 at 4pm.
 - Award categories: Community Award, Community Partnership Award, Distinguished School Council Service Award, Excellence in Equity Award, Volunteer of the Year, Chair's Award
- Ministry Consultations
 - Class Size Consultation – via email by May 31, 2019
 - School Board Hiring Practices Consultation – via email by May 31, 2019

4. Speaker: OCDSB Risk Management Group

Sandra Lloyd – OCDSB Manager Risk and Supply Chain

Bill Tyers – OCDSB Risk Management Analyst

The following slides were presented.

School Council Insurance

Sandra Lloyd – Manager Risk and Supply Chain

Bill Tyers – Risk Management Analyst



Risk Management



- insurance and compliance reporting
- assess and make recommendations for risk controls and prevention
- administer insurance inquiries and claims student or visitor incidents and property incidents



Why do we need insurance?

Negligence

- Failure to take due care, as required by law, resulting in damage to property or injury to a person or persons – Gage Canadian Dictionary

Liability insurance

- To protect a person or entity against any legal responsibility arising out of a negligent act or a failure to act as a prudent person which causes bodily injury or property damage to another party

Insurance does nothing to prevent loss



Event planning

- risks versus benefits
- student involvement
- is the activity required
- the probability of injury
- what can be done to prevent an injury
- the intended design of building/facilities
- skills of the participants - experience and knowledge
- the resources available to manage these risks



Expected activities

Events should align with the school values and be engaging to the student population

Parents/guardians are required to accompany their children (movie theatre, shopping mall, restaurant)



- movie night
- book fairs
- dances
- bake sales (cake walk)

District policies and procedures are followed by consulting with the principal



What could a Court expect?

- act as a “careful and prudent parent”
- exercise Due Diligence - perfection is not expected
- a consistent, systematic approach to identify and manage foreseeable risks
- activity was reasonable for age, ability experience, and number of participants
- consider nature and condition of equipment being used
- existing policies, procedures or guidelines



OSBIE School Council Program

Jones Brown Canadian insurance brokerage

When individual School Council member or volunteer while acting within the scope of their duties (*Guide for Members)

Examples of what is not covered? (subject to the terms and conditions in the Policy)

- the organization or management of school sports teams or all organized sport activities
- medium-high risk activities unusual to school council operations
- criminal Code convictions
- penalties, fines, WSIB coverages, Punitive damages
- intentional acts
- abuse



Sanctioned Activities

- Approved school sponsored (sanctioned) events or activities must be attended, for the duration of the event, by the principal or their designate
- The event is supervised by school staff with school council members and community serving as volunteers
- The event will be covered by the District liability insurance



Non-sanctioned Activities

- Non-sanctioned events that are not under the control of the school
- The event cannot use the school name and should be clearly stated, in any correspondence to parents, that it is not a school sanctioned event;
- The event will not be covered by the District liability insurance;
- Confirm the school council insurance policy covers the event or get additional insurance to cover the event;
- If using the school or school property, they will need to book the space through the Community Use of Schools (CUS) department;



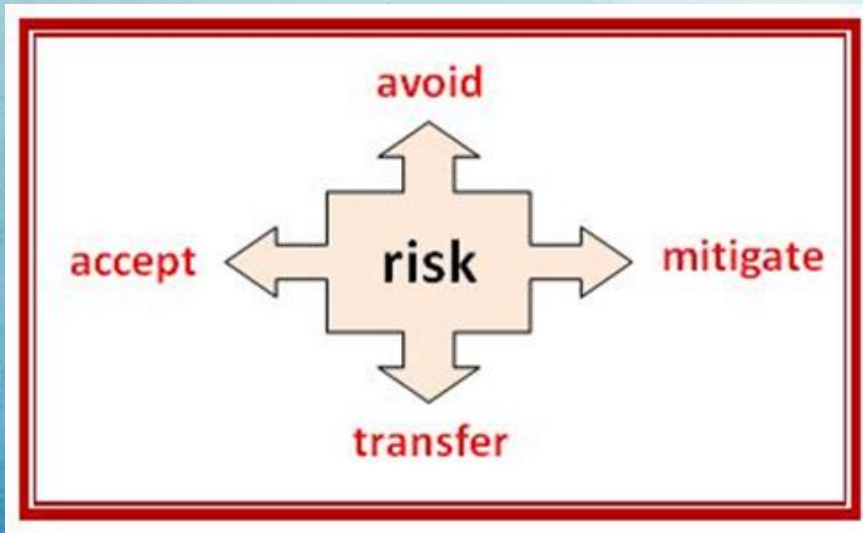
Risk strategies

Avoidance

- Choose a different activity

Accept the activity


- Control the risks you take
 - ✓ Protective equipment
- Transfer the risk to another party
 - ✓ student accident insurance
 - ✓ event specific policies
 - ✓ informed consent
 - ✓ Third party contracts and indemnification






Community Use of Schools

- Events operating outside the care and control of the District are handled through Community Use of Schools
- May be required to purchase specific event insurance
- OCDSB website and select Contact Us and then Community use of Schools

Community Use


 OTTAWA-CARLETON
DISTRICT SCHOOL BOARD

 Home  Calendar  Schools

New user?

To get started with our online reservation system, all you have to do is create a new account.

[Get started](#)

 [Watch the introduction video](#)

Existing users

Username

Password

[Login](#)

[Forgot your password?](#)

Facilities are available for community use week nights from 6:00pm–10:00pm and 8:00am–6:00pm on Saturday and Sundays. As much as possible, bookings will be from 6:00pm–8:00pm, 8:00pm–10:00pm or 6:00pm–10:00pm to maximize access.

School space is available from **Saturday September 17, 2016** until **Sunday June 4, 2017**, excluding Christmas Break, March Break and holiday long weekends.

User Tip: After you create an account you will receive an email asking to validate your email address. If you DO NOT receive this email please check your "Spam", "Deleted" or "Junk" folders. You may need to add communityuse@ocdsb.ca to your contact list.

If you are having technical difficulties please contact the Outreach Coordinator, Jenn Shumsky at 613.596.8793 or jennifer.shumsky@ocdsb.ca

Community Use of Schools
116-1645 Woodroffe Avenue
Nepean, Ontario K2G 1W2
T: 613.596.8260
F: 613.596.8239
communityuse@ocdsb.ca
www.ocdsb.ca/communityuse



Thank you



OTTAWA-CARLETON
DISTRICT SCHOOL BOARD



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The following additional information was provided during the discussion and in response to questions:

- School council insurance is separate from the board's insurance.
- Insurance does nothing to prevent loss. Risk management tries to prevent a loss.
- PRO Grant Activities - Where do these fit? Activities are focused are parents, not kids. Not sure.
- Vendors should provide proof insurance, e.g. Bouncy castles, food trucks, face painters, etc.
- Babysitting
 - Parents must be in the school (to help with toileting if required). Dropping off children is not permitted.
 - Babysitters must be qualified.
 - Not sure of ratio of babysitters to children. Will find out.
 - Minimum of 2 babysitters. Babysitters can't be left alone with children.
- Bouncy Castles
 - Permitted if the operator sets it up and stays and supervisors the bouncy castle and children.
 - Operator has to provide inspection certificate and liability insurance.
 - Not permitted if the bouncy castle is dropped off and run by council volunteers.
 - TSSA guideline on bouncy castles – Provided at the meeting and attached at end of these minutes.
- An event booked through the principal is a school event. Up to the Principal to make sure that rules are followed. School Council is not liable.
- School events (i.e. an event booked by the principal) are covered by board's insurance policy.
- Sanctioned Events
 - Booked by the principal
 - Staff must be present, covered by board insurance
- Non-sanctioned event
 - Principal still has to approve the event
 - Booked through community use of schools, no staff present
 - School council insurance will cover (depending on the type of event) as long the principal approves the event.
- Events booked through Community Use of Schools
 - If Principal doesn't approve the event, have to book through Community Use of Schools and provide additional insurance
- Overnight Trips
 - Someone from the school staff needs to take ownership of the event. If a staff member doesn't want to do this, the event can't happen.
 - Some schools are hearing that the board is telling schools not to book overnight trips. Bill Tyers doesn't know where this coming from.
 - Stittsville PS (Martyn Reid) will ask about this at PIC

5. Speaker: PLEO (Parents' Lifelines of Eastern Ontario)



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Natalie Markoff (info@pleo.on.ca)

Family Peer Supporter, Director, Communications & Partnerships

- Non-profit, registered charity
- Founded by a group of mothers who met a CHEO – lack of support, feeling frustrated with the mental health system
- Founded in 1990's, completely volunteer until 2012
- Provide peer support and system navigation for parents who have children with mental health and/or addiction issues.
- PLEO represents the family voice
- Can't keep up with demand to participate in community activities
- Trying to make systemic change
- Serves Champlin LHIN area – a large part of eastern Ontario
- Work with lead mental health agencies in the area
- 1 in 5 people will experience a mental health challenge, only 1 in 6 of those will receive help
- Mental health services are fragmented and under-funded
- Stigma is real. It stops families and children from seeking help
- Lack of healthy attachment to our loved ones is affecting children
- Resilience - The psychological strength to cope with stress and hardship
- Other factors associated with resilience:
 - Holding a positive view of yourself and your abilities
 - The capacity to make realistic plans and stick to them
 - Some individuals come by these abilities naturally
 - However others need to learn the skills that it takes to become more resilient
- Mentally strong people tend to have the support of family and friends who help bolster them up in times of trouble
- PLEO Mandate
 - Help families understand who does what in the community
 - Help to navigate the system
 - Empower parents
- Services
 - Telephone helpline
 - Parent Support Groups – a safe, confidential non-judgemental environment for parents and caregivers to connect with one another and share resources
 - Will come to schools and provide information
 - Mobile One on One Service
 - Referral by self or a professional
 - Give permission for PLEO to call the family
 - Will call within 1-3 days usually, will talk about what the family needs to get unstuck
 - Newsletter – Approximately once a month

6. SEAC Update



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- Concern about changes to the Ontario Autism Program
 - Children who are currently in intensive therapy will be moving to the school system once the funding for their therapy ends. Could start as soon as April.
 - Concern about how these children will be supported in the school system.
 - LSS is in the process (early stages) of trying to identify these students and assess their needs. The information about funding for these students has been very general. Waiting on more detailed information from the Ministry.
- Budget
 - Province is looking at reducing the budget by 4% - That results in \$33M in the OCDSB budget.
 - Likely in for 2-3 years of revenue reductions from the province.
- April is Autism Awareness Month
 - April 2 is Autism Awareness Day at the OCDSB. Every school has been sent a flag from Autism Ontario. Hoping to have all schools participate in the 'Raise the Flag' campaign in collaboration with Autism Ontario. Ask your principal if your school will raise the flag.
 - Each school should also receive an educator toolkit containing resources to help raise awareness.
 - Parent Information Night on Tuesday April 23 from 6-9pm at SRB. Dr. Jonathan Wiess will speak on mental health in students with ASD. There will be mini-workshops and community organizations.

7. COW, PIC Update and Arts Advisory Updates

No updates.

8. New Business

- Ran out time.
- Highly recommended: Artist Kate – artistkate.com (artistkatepaints@gmail.com)

9. Breakout time: Secondary panel discussion of co-op placements and other issues of interest

Ran out of time.

10. Adjournment at 8:57 pm

Next meeting: Thursday April 18



MEMORANDUM

TO: Principals and Vice-Principals

FROM: Brett Reynolds, Associate Director of Education
Michael Carson, Chief Financial Officer

DATE: 4 March 2019

RE: **Safety of Amusement Inflatables**

Please share this Memo with your School Council Chair(s)

The following is a reminder about the use of amusement inflatables on District owned or leased property.

The Ontario School Boards' Insurance Exchange (OSBIE) considers the use of "fun structures" as a high-risk activity. OSBIE's risk warning related to inflatable play structures can be accessed at www.osbie.on.ca/risk-management/at-a-glance/school-activities.aspx

Amusement inflatable devices involve certain elements of risk and injuries may occur while participating in these activities. Injuries include, but not limited to, dental damages, fractures, strains, sprains, head injuries, concussions, nose bleeds, physical contact with objects or others, friction burns, vomiting, paralysis and death.

All participants must be informed of the risks prior to participating in these activities and it is recommended that participating students carry Student Accident Insurance.

Anyone allowing the use of an amusement inflatable on the District property must ensure the provisions outlined in this memo are followed and the documents retained

- a) It is the principal's responsibility to ensure the operator adheres to all the regulations regarding amusement inflatables, including Ontario Regulation 221/01, Ontario Regulation 187/03 and CAN/CSA Z267.00;
- b) The provider must provide a copy of their TSSA Operating License for the current operating year;

- c) The provider must provide a copy of their TSSA Mechanics License for the current operating season;
- d) The provider must provide a copy of the current annual TSSA Certificate for each amusement inflatable being used on District property that matches the permit affixed to each device;
- e) The Provider must name the OCDSB as an Additional Insured Party and provide proof of a minimum of 2 million dollars liability with the insurance certificate;
- f) the structure must be installed by the provider from whom it is being rented; and,
- g) it is important to note that Ontario Regulation 221/01 requires that the structure must be supervised by the providers staff or an individual deemed qualified by the provider.

Principals are cautioned not to sign any agreement accepting vendor liability.

Should you have any further questions, please contact Risk Management at riskmanagement@ocdsb.ca.

Attachment

TSSA Advisory: 'Drop-off' practice of Inflatable devices and rentals

cc: Senior Staff
Administrative Assistants
Office Administrators
Community Use of Schools
Risk Management



Elevating and Amusement Devices Safety Program	Ref. No.: 540/19
ADVISORY	Date: January 24, 2019

Subject: 'Drop-off' practice for Inflatable devices rentals.
Distribution: Posted on TSSA website and mailed with January 2019 Amusement Devices package

Background

TSSA has been made aware that some Licensees (Owner/Operators) are practicing a drop-off method when renting out their inflatable units. This creates an environment for greater risk to the public through diluted responsibility and reduced training for operators/attendants. This advisory is to draw attention to the possible gaps in training and communication when an inflatable device is dropped off at a site and attended and operated by persons who are not employed by the Licensee.

Advisory

CASE 1: Operating Location is exempted from Ontario Regulation 221/01 (Amusement Devices)

If renting to a private dwelling location the licensee must ensure that the location meets the exemption criteria (see below) for the regulatory requirements to not apply.

Ontario Regulation 221/01 (Amusement Devices) does not apply when amusement devices are operated at private dwellings. The exemption for private dwellings is as follows:

2.(2) This regulation does not apply to the following:

(29). Amusement devices operated at private dwellings, including the land upon which the private dwellings are situated, and used exclusively by the owner or occupants and their guests.

Note that a Private function is not the same as a Private Dwelling, and the regulatory requirements at a private function may apply if the private function is not being held at a private dwelling. Private events at churches, schools, parks do not qualify for a private dwelling exemption.

CASE 2: Operating Location is NOT exempted from Ontario Regulation 221/01 (Amusement Devices)

Licensees must ensure the requirements from Ontario Regulation 221/01 (Amusement Devices) are complied with if the location where the device(s) will operate is not at a private dwelling.

- The Licensee shall ensure that Erection and maintenance conforms to Ontario Regulation 221/01 section 11. (1) (b).
11.(b) no erection or maintenance is performed unless the work is performed by a mechanic or by a mechanic-in-training under the supervision of a mechanic;
- The amusement device attendant shall be trained and responsible for the safe functioning and use of the amusement device and all elements that are within the scope of the attendant's duties as assigned by the licensee and as provided for in the technical dossier.

- The regulation currently doesn't prohibit the use of non-employees as attendant, however, the responsibilities for both the Licensee and the device operator or designated attendant, remain the same.

- The licensee shall ensure that the attendant is sufficiently trained to perform their duties without supervision.
- A record of training shall be maintained per Ontario Regulation 221/01 section 14. 1

14. 1 (1) A licence holder shall ensure that a record of training provided to operators and attendants on amusement devices operated by the licence holder is kept in the log book referred to in section 14. O. Reg. 249/08, s. 12.

(2) The record shall indicate,

(a) the date of the training and the specific device on which the training took place;

(b) the printed name of the supervisor who conducted the training and the printed name of the trainee;

(c) a statement signed by the supervisor that the trainee is competent to perform the assigned duties after having taken the training specified in a documented training procedure that includes the manufacturers' recommendations. O. Reg. 249/08, s. 12.

- In the event of a TSSA operational inspection, the responsible amusement device attendant on site should be able to provide the required documentation for the device, including the training records of that attendant.
- The licensee must ensure that the amusement device attendant knows their responsibilities with respect to
 - incident response,
 - reporting of incidents and
 - removing a device from service.Refer to the Incident reporting guidelines on TSSA's website. All incidents and near misses must be reported to 1-877-682-8772.
- The amusement device attendant shall be trained to respond to an evacuation situation, such as a power loss to the blower, or wind speed exceeding the maximum operating threshold indicated in the technical dossier.
- An amusement device attendant can only supervise one inflatable device at a time, and the dossier dictates the minimum number of operators/attendant required for each specific device. They shall be trained to stay in the area required by the manufacturer of the device or by the technical dossier.
- The Licensee should follow the Amusement Ride Industry Best Practices document and ensure that each attendant/operator is readily identifiable such as using— company t-shirts, vests or 'VIP neck badges'



MEMORANDUM

TO: Principals and Vice-Principals

FROM: Brett Reynolds, Associate Director of Education
Michael Carson, Chief Financial Officer

DATE: 3 December 2018

RE: School Council Liability Insurance

This year's school council insurance coverage has been paid for by the District and will be provided through the Ontario School Boards' Insurance Exchange (OSBIE) and Jones Brown Insurance Brokers. Please find attached the school council certificate of insurance from Jones Brown for the policy period 1 November 2018 to 1 November 2019.

The mandate of the school council is to provide advice to the principal. When acting outside of this mandate, school councils require liability insurance to cover activities that are independent of the school (non-sanctioned) and that are not directed by a school principal or staff designate. Activities such as independent fundraising events, or a social event for school council members, would not fall under the District's liability insurance coverage.

The school council liability coverage provides protection for the school council executive members and all volunteers acting on behalf of the school council that may face lawsuits arising out of their activities for the school council. The coverage is for various types of liabilities arising out of injuries to third parties or damage to leased or borrowed premises.

Insurance Coverage Highlights:

- Annual policy, effective November 1st of each year;
- \$2 million liability coverage;
- Coverage includes: negligent acts causing bodily injury and property damage, personal injury and advertising liability, tenants legal liability, non-owned automobile liability, errors and omissions, directors and officers wrongful acts;
- Coverage exclusions include pyrotechnics and fireworks, sports teams and all organized sport activities, skiing, fitness training, gymnastics, and stage/prop construction.

The school principal has an essential role within the school council framework, to attend council meetings and consider its recommendations. The principal has an obligation to advise the council of the action being taken in response to the recommendations and has the responsibility to approve or deny any event or activity proposed on District property.

Every school sponsored event or activity requires the approval of the school principal. Approved events/activities must be attended by the principal or their designate for the duration of the event to ensure that the policies and procedures of the District are being followed.

When an event is approved and controlled by the principal, the school council members are acting as volunteers on behalf of the school and will be covered under the District's liability policy. The principal or designate authorizing the activity must assume responsibility for the event and the activity must be in accordance with Board policies and procedures.

When non-sanctioned activities (those events that are not under the control of the principal or designate) are planned, organized and controlled by school council, the school council should be advised that:

- The event cannot use the school name and should be clearly stated, in any correspondence to parents, that it is not a school sanctioned event;
- The event will not be covered by the District liability insurance;
- Council should confirm that their school council insurance policy covers the event that they are contemplating, if not, they are advised that they should get additional insurance to cover the event;
- If using the school or school property, they will need to book the space through the Community Use of Schools (CUS) department;
- The use of a consent form for persons participating should be considered; and
- A vetting process for all volunteers should be considered .

For clarification purposes as to what would be considered school council (non-sanctioned) events versus school events (sanctioned), please see the attached Frequently Asked Questions.

Please provide a copy of this memo and attachments to your school council chair.

If you have any further questions, please send an email to riskmanagement@ocdsb.ca.

Attach.

cc: Senior Staff
Sandra Lloyd, Manager of Risk and Supply Chain Management
Michele Giroux, Executive Officer of Corporate Services
Engy Abdel Masieh, Policy Analyst
Administrative Assistants
Secondary and Elementary Office Assistants

Corporate Records

Frequently Asked Questions (FAQs) Regarding School Council Insurance

1. What is the difference between sanctioned events and non-sanctioned events?
 - A. Sanctioned events are those events that are approved by the principal, the vice-principal and/or staff designate(s) who will be directing and supervising the event. School council members may assist in organizing the event but are acting as volunteers on behalf of the school. In such cases, these events must be attended by the principal or designated staff for the duration of the event. School council members, acting as volunteers, would be covered under the District's liability insurance policy.
 - B. Non-sanctioned events are those events that are approved by the principal but are independent of the school, will not be under the control of the principal, and where staff will not be directing or attending in a supervisory capacity. These events are typically planned, organized and controlled by the school council. These events are usually fundraisers held at the school and attended by both parents and students, such as, movie nights, book fairs, and bake sales. School council members would need to ensure that District policies and procedures are followed by consulting with the principal.

2. What are third-party events and what insurance covers these events?

Third-party events are approved by the principal and should be planned, organized and supervised by the principal or staff designate(s) as they are medium to high-risk activities. School councils acting as volunteers to the school may assist in the planning of these events.

Third-party events include contracts with independent businesses. Examples are fun fairs or family barbecues on school grounds where a food truck or local grocery store prepares and provides food at the school, or any event requiring the rental and operation of inflatables. All third-party providers must provide proof of Commercial General Liability insurance and, if possible, ask that the school be added to the third-party's insurance policy for the specific event. The third party becomes responsible for controlling and operating the activity and its insurance policy would cover the activity. The principal or staff designate(s) would be responsible for the overall control and supervision of the event.

3. What type of events would be clearly school-sanctioned events and must be under the care and control of the principal or designated staff?

All sporting events (except in exceptional circumstances as noted in Volunteer procedure PR.555.SCO, article 4.12), all field trips, and all contemplated medium to high-risk events or activities.

4. What activities or events should not be considered by either the school or school council?

The following is a list of prohibited activities:

Dunk tanks, diving into or sliding onto foam, mud, ice or snow; animal rides; sky diving; zip lining; bungee jumping, high ropes, extreme trampoline, bubble soccer (knacker ball); white-water rafting; outdoor rock climbing, paint ball, fireworks or pyrotechnics.

5. What activities are not allowed and are not covered by the school council insurance policy?

Coverage exclusions include pyrotechnics and fireworks, sports teams and all organized sport activities, skiing, fitness training, gymnastics, and stage/prop construction.

6. Can we advertise non-sanctioned (school council) events in school newsletters or on school web pages?

Yes, but it must be clearly stated that these events are school councils events, not school events, and that they will not be supervised by OCDSB school staff.

CERTIFICATE OF INSURANCE

This is to certify that the policy(ies) of insurance listed below ("Policy" or "Policies") have been issued to the Named Insured identified below for the policy period(s) indicated. This Certificate is issued as a matter of information only and confers no rights upon the Certificate Holder named below other than those provided by this policy(ies).

Notwithstanding any requirement, term or condition of any contract of other document with respect to which the certificate may be issued or may pertain, the insurance afforded by the policy(ies) is subject to all the terms, conditions and exclusions of such policy(ies). This Certificate does not amend, extend or alter the coverage afforded by the policy(ies). Limits shown are intended to address contractual obligations of the Named Insured. Limits shown may have been reduced since Policy effective date(s) as a result of a claim or claims.

HOLDER: To Whom It May Concern

NAMED INSURED: **Individual School Councils to whom certificates of insurance have been issued as declared to Underwriters School Councils & Parent Teacher Organizations.**

Participating School Councils as per list on file with OSBIE: SG225 – Ottawa Carlton District School Board

REFERENCE: Confirmation of Insurance

Certificate Number: OSBIE-3-18-19-011

TYPE OF POLICY	POLICY NUMBER	POLICY TERM		LIMITS OF LIABILITY
		From	To	
Commercial General Liability Insurer: GameDay Insurance Inc. underwritten by Aviva Insurance Company of Canada	GAME00838-006	Nov. 1, 2018	Nov. 1, 2019	Bodily Injury and Property Damage Liability per Occurrence: \$ 2,000,000 Includes Contractual Liability, Contingent Employers' Liability, Owner's & Contractor's Protective Coverage, Non-Owned Automobile Liability, and Cross Liability Clause. Errors & Omissions Liability: \$ 1,000,000

Special Condition of this Certificate issued: N/A

This Certificate confers no rights upon the Certificate Holder and is meant as evidence of insurance only.

For and on behalf of:
Jones Brown Inc.

DATE: November 13, 2018

PER: 
Kim Brandon, Client Manager – Sports & Recreation

What to do in the event of a claim:

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

Member Services Coordinator
Jolene Perry
Email: jolenep@osbie.on.ca
Tel: 1 (800) 668-6724 Ext. 238
Ontario School Boards' Insurance Exchange
91 Westmount Rd., Guelph, ON, N1H 5J2

The insurance afforded is subject to the terms, conditions and exclusions of the applicable policy. This Certificate is issued as a matter of information only and confers no rights on the holder and imposes no liability on the Insurer.

E. & O.E.