



BRANDON SCHOOL DIVISION

October 24, 2025

NOTICE IS HEREBY GIVEN OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES

TO BE HELD MONDAY, OCTOBER 27, 2025
7:30 P.M. (Public)

J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE

1031 - 6TH STREET, BRANDON, MANITOBA

D. Labossiere
Secretary-Treasurer

AGENDA

1.00 AGENDA/MINUTES:

1.01 Approval of Agenda

1.02 Adoption of Minutes of Previous Meetings

- a) Regular Board Meeting – October 14, 2025
Adopt.

2.00 IN CAMERA DISCUSSION

2.01 Student Issues

- Reports
- Trustee Inquiries

2.02 Personnel Matters

- Reports
- Trustee Inquiries

2.03 Property Matters/Tenders

- Reports
- Trustee Inquiries

2.04 Board Operations

- Reports
- Trustee Inquiries

3.00 PRESENTATIONS AND COMMUNICATIONS

- a) The 2024-2025 Financial Audit is now complete. Representatives from BDO Canada, LLP, will attend and present the Auditor's Report on the Financial Statements.

Refer to motions

3.01 Presentations for Information

3.02 Communications for Information

3.03 Communications for Action

4.00 REPORT OF SENIOR ADMINISTRATION

- From Report of Senior Administration

- a) Review Report of Senior Administration – October 27, 2025

5.00 GOVERNANCE MATTERS

5.01 Reports of Committees

- a) Committee of the Whole:
- | | |
|-----------------------------------|--------------|
| Education and Community Relations | C. Ekenna |
| Finance and Facilities | B. Sieklicki |
| Personnel and Policy | L. McConnell |

5.02 Delegations and Petitions (Max. 15 minutes)

Ms. Heidi Howarth, BCC Chair, presenting on behalf of the Brandon Conservatory Chorale in reference to their annual school tour.

Mr. Justin Venema, Brandon Citizen, advocating for the transformation of schoolyards within BSD, proposing the use of native plants and biodiversity in place of traditional monocultural lawns.

5.03 Business Arising

- From Previous Delegation

- From Board Agenda

- MSBA Issues

a) E-News – October 22, 2025

5.04 Public Inquiries (Max. 15 Mins)

5.05 Motions

58/2025 That the Auditor's Report and Financial Statements for the twelve-month fiscal period ended June 30, 2025, be and are hereby accepted, and that the Chairperson be authorized to affix their signature and the seal of the Division thereto.

5.06 Bylaws

5.07 Giving of Notice

5.08 Trustee Inquiries

6.00 ANNOUNCEMENTS

a) NEXT REGULAR BOARD MEETING – 7:30 p.m. (public), Monday, November 10, 2025.

Additional Information:

- Members of the public wishing to make a presentation, a delegation or a petition are asked to contact the office of the Secretary-Treasurer, by email: delegations@bsd.ca, or by phone at (204) 729-3114, no later than 12:00 p.m. on the Tuesday prior to the Board meeting.
- For all other inquiries related to Board matters, please email: trusteeinfo@bsd.ca.
- We invite everyone to watch live streaming of the Board meetings on our website: <https://www.bsd.ca/page/8192/board-meeting-dates-live-streaming>.

7.00 ADJOURNMENT



BRANDON SCHOOL DIVISION

Minutes of the Regular Board Meeting Tuesday, October 14, 2025

J. L. Milne Boardroom
Administration Office
1031 - 6th Street, Brandon, Manitoba

Trustees Present:

L. Ross, Chairperson	D. Ross, Vice-Chairperson
K. Carr	C. Ekenna (by phone)
K. Fallis	L. McConnell
B. Sieklicki (by phone)	

Also Present:

D. Labossiere, Secretary-Treasurer
M. Gustafson, Superintendent/CEO
S. Gilleshammer, Assistant Superintendent – Student Services
J. Zilkey, Assistant Superintendent – Curriculum and HR
J. McBeth, Executive Assistant
T. Curtis, Communications Coordinator

Regrets:

J. Murray

The Chairperson called the meeting to order at 6:42 p.m.

AGENDA

1.00 AGENDA/MINUTES:

1.01 Approval of Agenda

Senior Administration added three (3) items for In-Camera.

D. Ross – K. Carr

That the agenda be approved.

Carried

1.02 Adoption of Minutes of Previous Meeting

- a) Regular Board Meeting – September 22, 2025
K. Fallis - K. Carr

That the minutes be approved as circulated.

Carried

D. Ross – K. Carr

That the Board move into In-Camera session at 6:43 p.m.

2.00 IN-CAMERA DISCUSSION

2.01 Student Issues

- Reports
- Trustee Inquiries

2.02 Personnel Matters

- Reports
- Trustee Inquiries

2.03 Property Matters/Tenders

- Reports
- Trustee Inquiries

2.04 Board Operations

Mr. Labossiere provided information on three (3) Board Operation matters and received feedback from the Board.

K. Fallis – K. Carr

That the Board move out of In-Camera session at 6:51 p.m.

The Chairperson called the public portion of the meeting to order at 7:31 p.m. with a traditional heritage land acknowledgment.

3.00 PRESENTATIONS AND COMMUNICATIONS

3.01 Presentations for Information

3.02 Communications for Information

3.03 Communications for Action

The Chairperson brought forward a late correspondence item from Mr. Gustafson Superintendent/Chief Executive Officer. The Chairperson read Mr. Gustafson's letter giving formal notice to retire from his role as Superintendent effective August 7, 2026.

Trustees thanked Mr. Gustafson for all his years of service, his leadership and the amazing job he has done as a Superintendent/Chief Executive Officer.

4.00 REPORT OF SENIOR ADMINISTRATION

Mr. Gustafson provided highlights from the following items from the October 14, 2025, Report of Senior Administration:

a) Administration Information:

➤ Celebrations:

- World Teachers' Day – World Teachers' Day is celebrated annually on October 5th as an opportunity to recognize the incredible dedication, skill and compassion of teachers who inspire students every day.

➤ Information Items:

- Correspondence was received from Honourable Tracy Schmidt, Minister of Education and Early Childhood Learning, proclaiming October 2025 as Dyslexia Awareness Month.
- Excellence in Education Awards – The 2025/2026 Manitoba's Excellence in Education Awards will recognize and celebrate exceptional teachers and school administrators whose outstanding educational practices have a deep and lasting impact on the well-being, achievement, and engagement of Manitoba students. Awards will be presented in the following five categories; Teaching Excellence, Outstanding New Teacher, Outstanding Team Collaboration, Outstanding School Leader, Premier's Award for Excellence in Education. Nominations must be submitted by December 4, 2025. Nomination forms and detailed criteria are available at the following link: www.edu.gov.mb.ca/k12/excellence.
- Manitoba Indigenous Youth Achievement Awards – Nominations are now open for the Manitoba Indigenous Youth Achievement Awards. These awards recognize the outstanding achievement of Manitoba's Indigenous youth who exhibit high standards of excellence, dedication, leadership and accomplishments, in the following areas: Academic, Athletic, Artistic, Cultural, Community/Volunteer, Business/Entrepreneurial, Health, Personal Achievement, and Employment in a Traditional Field. More information is available at the following link: <https://miyaa.ca/>
- Truth and Reconciliation Week – September 22-26; October 1-3, 2025. Mr. Zilkey provided an overview of what activities the Brandon School Division schools participated in during the week.
- Mr. Gustafson provided a report on student mobility for 2024-2025.

➤ Presentations:

- Mr. Gustafson provided an update on risk response in Brandon School Division and answered Trustee questions for clarification.
- Mr. Gustafson presented a report on the Brandon School Division graduation rate for 2024-2025 and answered Trustee questions for clarification.

b) Business Arising for Board Action:

➤ Information for Discussion and Correspondence:

- The Staffing Activity Report was distributed to the Board as Confidential No. 1.

D. Ross – K. Carr

That the October 14, 2025, Report of Senior Administration be received and filed.

Carried

5.00 GOVERNANCE MATTERS

5.01 Reports of Committees

- a) Education & Community Relations Committee Meeting
The written report of the Education & Community Relations Committee meeting held on September 22, 2025, was circulated.

L. McConnell – K. Fallis
That the report be received and filed.
Carried

- b) Finance & Facilities Committee Meeting
The written report of the Finance & Facilities Committee meeting held on September 22, 2025, was circulated.

K. Fallis – D. Ross
That the report be received and filed.
Carried

- c) Personnel & Policy Committee Meeting
The written report of the Personnel & Policy Committee meeting held on September 22, 2025, was circulated.

L. McConnell - K. Fallis
That the report be received and filed.
Carried

5.02 Delegations and Petitions (Max. 15 minutes)

5.03 Business Arising

- From Previous Delegation:

- From Board Agenda

- MSBA Issues –

- a) E-News – September 24, 2025
- b) E-News – October 8, 2025
- c) MSBA Regional Meetings – October 18, 2025
- d) Annual Convention – March 19-20, 2026

5.04 Public Inquiries (Max. 15 Mins)

5.05 Motions

54/2025 K. Fallis – K. Carr

That the proposed budget dates for the 2026-2027 Budget be as follows, subject to receiving the Provincial funding announcement by February 6, 2026:

Wednesday, February 25, 2026 - Budget Presentation and Deliberations
Monday, March 2, 2026 - Public Budget Consultation
Monday, March 9, 2026 - Final Budget Approval

55/2025 L. McConnell – D. Ross

That the Trustees be paid the appropriate indemnity for attending the MSBA Regional Meeting held on Saturday, October 18, 2025, at the Victoria Inn, Brandon, Manitoba.

56/2025 K. Carr – K. Fallis

That the Trustees be paid the appropriate indemnity for attending the Board of Trustees Strategic Planning Meeting held on Friday, October 31, 2025, at the Brandon School Division Administration Office.

Late Motion:

57/2025 D. Ross – L. McConnell

That the Board of Trustees accept the retirement of Mr. Gustafson, Superintendent of Schools/Chief Executive Officer effective August 7, 2026.

It is noted, that during the public portion of the Regular Board Meeting, the written motion was incorrectly read with the effective date as August 7, 2025, when it should have been read as August 7, 2026.

5.06 Bylaws

5.07 Giving of Notice

5.08 Trustee Inquiries

6.00 ANNOUNCEMENTS

a) NEXT REGULAR BOARD MEETING – 7:30 p.m. (public), Monday, October 27, 2025

7.00 ADJOURNMENT

K. Carr – L. McConnell

That the Board do now adjourn at 8:26 p.m.

Carried

Chairperson (L. Ross)

Secretary-Treasurer (D. Labossiere)



BRANDON SCHOOL DIVISION

Report of Senior Administration to the Board of Trustees

October 27, 2025

A. Administrative Information

I. CELEBRATIONS

1. MAJOR PRODUCTION

École secondaire Neelin High School is pleased to present School of Rock – The Musical, from November 5 – 7, 2025 at the Western Manitoba Centennial Auditorium.

II. SUSPENSIONS

Below are the number of suspensions from October 6, 2025 to October 20, 2025.

<u>Grade Level</u>	<u>Number of Students Suspended</u>	<u>Category: Inappropriate Behaviour</u>	<u>Category: Assaultive Behaviour</u>	<u>Category: Drugs and Alcohol</u>
K-8 In-School	7	9	7	0
K-8 Out-of-School	6	5	7	0
Total Suspensions K-8	13	14	14	0
9-12 In-School	0	-	-	-
9-12 Out-of-School	26	25	20	3
Total Suspensions 9-12	26	25	20	3

Accepting the Challenge

<u>Grade Level</u>	<u>Number of Students Suspended</u>	<u>Category: Inappropriate Behaviour</u>	<u>Category: Assaultive Behaviour</u>	<u>Category: Drugs and Alcohol</u>
All Schools Total	39	39	34	3
		possession of weapons – 0	use of weapons - 2	

Note: A suspension may involve more than one category.

III. COMMUNITY CONNECTIONS AND SCHOOL VISITS

The following community connections and school visits were made by Senior Administration:

- October 7, 2025 – Enhanced Mental Health and Addictions Cross Site Collaboration meeting – Susan Gilleshammer
- October 9, 2025 – Brandon Local Immigration Partnership Council – Jon Zilkey
- October 10, 2025 – Huddle Meeting – Susan Gilleshammer
- October 14, 2025 – École O’Kelly School – Susan Gilleshammer
- October 15, 2025 – Kevin Tacan, Indigenous Elder – Mathew Gustafson
- October 15, 2025 – City of Brandon – Mathew Gustafson
- October 16, 2025 – Brandon Chamber of Commerce Economic Growth meeting – Mathew Gustafson, D. Labossiere
- October 16, 2025 – Brandon Chamber of Commerce Grow Brandon Summit – Mathew Gustafson
- October 16, 2025 – Strong Cities Prevention Academy Meeting – Susan Gilleshammer
- October 17, 2025 – Southwest Superintendent Group meeting – Mathew Gustafson, Susan Gilleshammer, Jon Zilkey
- October 20, 2025 – Meeting with City of Brandon – Mathew Gustafson, Susan Gilleshammer, Jon Zilkey
- October 20, 2025 – Brandon Community Youth Wellness Coalition – Jon Zilkey
- October 20, 2025 – Brandon Area Community Foundation – Jon Zilkey
- October 21, 2025 – Brandon Police Service Executive Team – Mathew Gustafson, Susan Gilleshammer, Jon Zilkey

IV. INFORMATION ITEMS

1. CORRESPONDENCE FROM MANITOBA EDUCATION AND EARLY CHILDHOOD LEARNING

MANITOBA SCHOOL LIBRARY DAY

For InformationM. Gustafson

Correspondence was received from Honourable Tracy Schmidt, Minister of Education and Early Childhood Learning, proclaiming October 27, 2025 as Manitoba School Library Day. Please see Appendix A. The theme of the day is “Dear School Library”.

Annually on the fourth Monday of October, this day celebrates the important role of school libraries. Through instruction and access to a variety of resources, school libraries enhance student learning and achievement, support curriculum implementation, and promote a lifelong love of learning, fostering essential skills such as literacy, inquiry, critical and creative thinking, and collaboration. By creating safe and inclusive spaces, they encourage students to explore, question, learn and grow. This year’s theme, “Dear School Library”, invites us to reflect on the many positive ways school libraries impact students and educators.

Manitoba School Library Day is an opportunity for schools to participate in the “Drop Everything and Read” challenge sponsored by the Manitoba School Library Association.

MEDIA LITERACY WEEK, DIGITAL CITIZEN DAY

For InformationM. Gustafson

Correspondence was received from Honourable Tracy Schmidt, Minister of Education and Early Childhood Learning, proclaiming October 27 to 31, 2025 as Media Literacy Week, and October 29, 2025 as Digital Citizen Day. Please see Appendix B.

This proclamation is intended to promote thoughtful engagement with digital media, focusing on helping Manitoba learners develop and apply the critical thinking skills needed to contextualize and evaluate digital media. For more information about Media Literacy Week and Digital Citizen Day, please visit the MediaSmarts website at www.mediasmarts.ca/media-literacy-week.

2. VINCENT MASSEY HIGH SCHOOL OFF-SITE ACTIVITY

For InformationJ. Zilkey

Vincent Massey High School submitted an off-site activity request for twelve (12) Girls Varsity Basketball players in Grades 10 –12 to make a trip to Regina,

Saskatchewan from January 9 to January 10, 2026, to participate in a basketball tournament.

Kurt Hunter, Principal, Vincent Massey High School, recommended this trip for approval. Jon Zilkey, Assistant Superintendent, approved this trip.

3. VINCENT MASSEY HIGH SCHOOL OFF-SITE ACTIVITY

For InformationJ. Zilkey

Vincent Massey High School submitted an off-site activity request for twelve (12) Boys Varsity Basketball players in Grades 10 – 12 to make a trip to Regina, Saskatchewan from January 9 to January 10, 2026, to participate in a basketball tournament.

Kurt Hunter, Principal, Vincent Massey High School, recommended this trip for approval. Jon Zilkey, Assistant Superintendent, approved this trip.

4. SUPPORTS PROVIDED TO WILDFIRE EVACUEES

For InformationJ. Zilkey

In partnership with Manitoba Education and Early Childhood Learning, Brandon School Division provided support to evacuees from Manitoba communities that were directly impacted by the wildfires that occurred in late spring through fall.

In consultation with Manitoba Education and Early Childhood Learning, the Canadian Red Cross (Manitoba), and Frontier School Division, it was determined that Brandon School Division would support students and families primarily from the town of Lynn Lake, Manitoba, and Marcel Colomb First Nation (whose students attend school in Lynn Lake). Brandon School Division also welcomed two students from South Indian Lake and one student from Mathias Colomb Cree Nation.

BSD personnel were onsite at a reception centre at the Victoria Inn during the first week of September to assist families with registration and answer any questions regarding registration, transportation, and school supplies.

Brandon School Division was ready to welcome 150 students from West Lynn Lake School – 102 students from Kindergarten to Grade 8, and 48 students from Grades 9 to 12. The actual number of students fluctuated. At the peak, there were 70 students registered with 60 in attendance.

Students were registered at the following schools:

- Riverview School
 - Three classrooms that mirrored the class configurations in Lynn Lake were created for students in Grades K-4

- King George School
 - Four classrooms that mirrored the class configurations in Lynn Lake were created for students in Grades 5-8
- École secondaire Neelin High School
 - Students enrolled in compulsory courses that could be transferred to their home school
- Vincent Massey High School
 - Students enrolled in compulsory courses that could be transferred to their home school

Supports were provided from various departments in the Division:

- Human Resources organized substitute teachers for the classrooms, and Educational Assistants for lunch supervision and supervision on buses.
- Student Services staff provided support to students and families where required.
- Facilities Department staff ensured furniture was delivered and set up for the classrooms. Chairs were pre-purchased in June so they could be utilized if necessary, with the knowledge that they could also be used to address enrolment increases. Tables that had been in storage from the Division's COVID response were used.
- Transportation was provided, with BSD buses transporting students to and from school from various hotel placements in the city.
- Snacks and breakfast items were provided at schools through the Universal School Nutrition Program. Red Cross provided lunch to the students.

Communication

- Meetings were scheduled for BSD senior administration and the principal of Lynn Lake School to coordinate and plan for how best to assist the families.
- A Divisional Liaison was identified as a contact for families and to allow for effective communication with families.
- Daily updates and check-ins occurred between the Superintendent's Office and schools.

Costs as reported to Manitoba Education and Early Childhood Learning are noted below:

Wildfire Responses - Quarterly Reporting					
Organization Name:	Brandon School Division				
Reporting Period:	Q2				
	Due Aug 6th, 2025	Due Oct 6th, 2025	Due Jan 6th, 2026	Due Apr 6th, 2026	
Item	Q1 (\$000s)	Q2 (\$000s)	Q3 (\$000s)	Q4 (\$000s)	Total
Operating					
- Salaries and Employee Benefits	Nil	72,871			72,871
- Supplies and services for fire fighting	Nil				-
- Evacuee related costs	Nil				-
- others (please specify)	Nil				-
Classroom Supplies		3,247			3,247
Bus Fuel Cost		807			807
Subtotal Operating	-	76,925	-	-	76,925
Capital					
- e.g. road construction					-
- e.g. equipment purchase					
Subtotal Capital	Nil				
Total	-	76,925	-	-	76,925

Conclusion

Feedback from students, parents, and staff was that this was a mostly positive experience. The factors that contributed to a positive experience include:

- daily communication with parents and Lynn Lake school staff
- creation of classes that mirrored the home school class configurations
- flexible structures for registration and transportation that were adjusted daily

While the overall experience was positive, there were some areas that presented challenges. These challenges include:

- no consistent contact for information regarding lodging
- no notice provided to Division when families would be moved to a new hotel, resulting in transportation challenges
- lack of a “concept of operations” created some confusion in efforts

It is our hope that our experiences help inform future situations that require a coordinated effort between school divisions and other organizations involved in emergency responses.

5. ADMINISTRATIVE PROCEDURE 4085 – OFF-SITE PROGRAMS AND ACTIVITIES

For InformationJ. Zilkey
 Administrative Procedure 4085 – Off-Site Programs and Activities (Appendix C) has been amended to align with new Divisional insurance for trips, which includes coverage for travel within and outside the province.

Page 23:

- Changed section title from “Travel Health and Cancellation Insurance for Out-of-Province/Country Trips” to “Travel Health and Cancellation Insurance”
- Removed: “Student Travel Health and Cancellation Insurance is mandated for all School or School Division Sanctioned Trips outside of Manitoba. Within Manitoba, Cancellation insurance is required for trips with a non-refundable trip cost per student greater than \$250.

Any student travelling MUST have a valid provincial health plan in place. This means a valid health card from a Canadian Province or Territory for the full duration of the trip. There are NO EXCEPTIONS."

- Added: “Student Travel Health and Cancellation Insurance is mandated for all School or School Division Sanctioned Trips.

MSBA (Manitoba School Boards Association) provides cancellation insurance for all students.

MSBA (Manitoba School Boards Association) provides student travel health insurance for all students with a provincial health plan. (This means a valid health card from a Canadian Province or Territory for the full duration of the trip.) Students without a valid provincial health plan must purchase a provincial health replacement plan. There are NO EXCEPTIONS."

6. ADMINISTRATIVE FORM 4085Fb – HIGHER RISK OFF-SITE ACTIVITY PROPOSAL FORM

For InformationJ. Zilkey

Administrative Form 4085Fb - Higher Risk Off-Site Activity Proposal Form (Appendix D), has been amended to align with new Divisional insurance for trips, which includes coverage for travel within and outside the province. As well, the maximum per student cost has been adjusted according to the Consumer Price Index for Manitoba.

Page 2 and Page 6:

- Changed the maximum per student cost from \$4740.00 to \$4793.00, as per the Consumer Price Index.

Page 12:

- Changed section title from “Travel Health and Cancellation Insurance for Out-of-Province/Country Trips” to “Travel Health and Trip Cancellation Insurance”

- Removed section:
 - “The Division retains the right to cancel a trip at any time if travel is deemed to be unsafe, such as in the event of war, threat of terrorist attack, health hazards (epidemics), dangerous weather conditions and/or natural disasters such as hurricanes, tornadoes, earthquakes and floods. The Division would not be held liable in the event of a cancellation.
 - MSBA (Manitoba School Boards Association) mandates that all students purchase Student Travel Health for all trips outside of Manitoba and in addition, Cancellation Insurance for trips with a non-refundable cost per student of \$250 or greater.
 - The mandatory insurance is included in the trip package.
 - All students MUST have a valid provincial health plan in place for the full duration of the trip. There are NO EXCEPTIONS.”

- Replaced section with:
 - “The Division retains the right to cancel a trip at any time if travel is deemed to be unsafe, such as in the event of war, threat of terrorist attack, health hazards (epidemics), dangerous weather conditions and/or natural disasters such as hurricanes, tornadoes, earthquakes and floods. The Division would not be held liable in the event of cancellation.
 - MSBA (Manitoba School Boards Association) provides student travel health insurance and cancellation insurance for all students with a provincial health plan. (This means a health card from a Canadian Province or Territory valid for the full duration of the trip.)
 - All students MUST have a valid provincial health plan in place for the full duration of the trip. There are NO EXCEPTIONS.
 - Students without a valid provincial health plan must purchase a provincial health replacement plan.”

B. Business Arising for Board Action

I. INFORMATION FOR DISCUSSION AND CORRESPONDENCE

1. STAFFING ACTIVITY REPORT

For InformationJ. Zilkey

Included in the agenda package for the Board of Trustees is the Staffing Activity Report (Confidential No. 1), a listing of resignations and employment approved by the Superintendent/Chief Executive Officer and Secretary-Treasurer since the last meeting.

Senior Administration respectfully submits this report for your consideration, action, and information.

**Mathew Gustafson
Superintendent/Chief Executive Officer**



PROVINCE OF MANITOBA

PROCLAMATION

MANITOBA SCHOOL LIBRARY DAY OCTOBER 27, 2025

- WHEREAS the fourth Monday in October will be celebrated annually as Manitoba School Library Day;
- WHEREAS **"Dear School Library"** is the theme for the 2025 Manitoba School Library Day;
- WHEREAS school libraries in Manitoba are vibrant learning centres that support literacy, inquiry, critical and creative thinking, collaboration and research;
- WHEREAS school libraries in Manitoba provide welcoming and inclusive spaces where students are empowered to explore, question, learn and grow; and
- WHEREAS school libraries in Manitoba function as information-rich hubs that provide instruction and access to a wide range of resources that enhance student learning and achievement, support curriculum implementation, and help create a lifelong love of learning.

NOW THEREFORE BE IT KNOWN THAT I, Tracy Schmidt, Minister of Education and Early Childhood Learning for the Province of Manitoba, do hereby proclaim Monday, October 27, 2025, as

MANITOBA SCHOOL LIBRARY DAY

in Manitoba and commend its thoughtful observance to all citizens in our province.

A black rectangular box covering the signature of Tracy Schmidt.

Honourable Tracy Schmidt
Minister
Manitoba Education and
Early Childhood Learning



PROVINCE OF MANITOBA

PROCLAMATION

MEDIA LITERACY WEEK
October 27 to 31, 2025
and
DIGITAL CITIZEN DAY
October 29, 2025

- WHEREAS The Manitoba government proclaims October 27 to 31, 2025, as Media Literacy Week and October 29, 2025, as Digital Citizen Day to promote digital and media literacy in Manitoba;
- WHEREAS Digital and media literacy are vital for all Manitobans to engage responsibly and safely in online environments;
- WHEREAS Raising awareness about digital and media literacy in schools is crucial to ensuring all students have the skills needed to use, understand, engage, access and verify online information;
- WHEREAS Educators, parents and community members can help foster safe and respectful online interactions that promote positive physical and mental health;
- WHEREAS Educators, parents and community members play an essential role in cultivating students critical thinking skills, including the capacity to contextualize and critically evaluate digital media to make informed decisions; and
- WHEREAS The Manitoba government encourages all Manitobans who interact with young people to engage them in digital and media literacy learning.

NOW THEREFORE BE IT KNOWN THAT I, Tracy Schmidt, Minister of Education and Early Childhood Learning for the Province of Manitoba, do hereby proclaim the week of October 27 to 31, 2025, as

MEDIA LITERACY WEEK

and October 29, 2025, as

DIGITAL CITIZEN DAY

in Manitoba and commend their thoughtful observances to all citizens in our province.



Honourable Tracy Schmidt
Minister
Manitoba Education and
Early Childhood Learning



Administrative Procedure 4085

Off-Site Programs and Activities

Board Governance Policy Cross Reference: [1](#), [12](#), [13](#), [14](#)

Administrative Procedures Cross Reference:

[Criminal Record, Check Child Abuse Registry Check and Respect in Schools](#)

[Student Code of Conduct](#)

[Human Diversity](#)

[Out of Class Physical Education Approval Process](#)

[School Fees and Fundraising](#)

[Use of School Buses for School Field Trips](#)

Form Cross Reference:

[Low Risk Off-Site Activity Proposal](#)

[Higher Risk Off-Site Activity Proposal](#)

[Driver/Vehicle Approval Form](#)

[Passenger Assignment Form](#)

[Billeting Guidelines](#)

[Off Site Activity/Trip Checklist](#)

[Cross Border Consent Letter](#)

[Emergency Response Plan Template](#)

[School Bus Requisition Form](#)

[Incident Report Form](#)

Legal/Regulatory Reference:

[Appropriate Educational Programming Legislation](#)

[Child Abuse Registry Check \(CARC\)](#)

[Government of Canada: Travel Advice And Advisories](#)

[Manitoba Physical Activity Safety in Schools \(MPASS\)](#)

[Out-of-Class Safety Handbook: A Resource for Grades 9 to 12 Physical Education/Health Education \(Manitoba Education\)](#)

[Supporting Transgender and Gender Diverse Students in Manitoba Schools](#)

[Swim Safe Program: A Reference Guide for Schools \(Manitoba School Boards Association\)](#)

[The Highway Traffic Act](#)

Date Adopted:	December 2005
Amended:	May 2019; September 2023; January 2024; April 2024; October 2025

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The mission of the Brandon School Division is, “to enable each student to achieve maximum intellectual, emotional, social and physical growth. We accomplish this through the provision of programs and services which facilitate the development of students as healthy contributing members of society.”

In support of this mission, the Division supports a balanced education involving the provision for programs and activities at the school site as well as off-site programs and activities that provide the opportunity for all students to participate.

This Administrative Procedure is to be used as a basis for planning, preparing and conducting all off-site educational programs and activities in the Division.

Definitions

“Off-Site” programs and activities are defined as any planned teacher-supervised educational activity that removes an individual student or a group of students from school facilities and grounds.

Off-site programs and activities include educational experiences within the full spectrum of the curriculum in areas such as cultural, ethnic, civic affairs, arts, sciences, physical education, and the environment. They may also include but are not limited to interscholastic, recreational and/or community-based activities, residential camping, wilderness experiences and student travel.

Three types of off-site programs and activities will apply as follows for the purposes of this administrative procedure.

- Curricular
 - are necessary to achieve mandated learning outcomes;
 - occur entirely within regular hours of instruction; and
 - are fully funded by school and Divisional budgets.
- Co-curricular
 - may enrich instructional/curricular activities but are not essential to achieve mandated learning outcomes;
 - mandate the participation of a specific classroom or group of students; and
 - may require funding outside of school and/or Divisional instructional budgets.
- Extra-curricular (Optional)
 - are linked to curricular activities, but are not essential to achieve mandated learning outcomes or credits;

- do not mandate the participation of any specific classroom or group of students; and
- requires funding outside of school and/or Divisional instructional budgets but may be funded by specific extra-curricular budgets for costs such as registration fees.

Examples: travel excursions, interscholastic team trips, school events or excursions occurring outside the regular school day, including weekends or holidays.

Off-Site activities are to take place within a context of:

- enhancing the school program;
- providing demonstrated educational value;
- the age(s) and developmental need(s) of student participants;
- the staff expertise necessary for a safe and successful experience;
- the impact of staff and student time away from the school;
- the affordability of the program/activity to students;
- parent/guardian notification, communication and approval;
- planning for appropriate alternative programs/activities for students who do not participate in the off-site activity, unless defined as extra-curricular;
- attention to safety/risk assessment of off-site programs and activities; and
- protection of students, staff, volunteers, and the Division.

General Regulations

- Programs and activities must be age appropriate and within the developmental level of students.
- Activities shall be within reasonable limits of staff expertise or provide for appropriately trained support personnel including volunteers, cooperating individuals, groups or agencies.
- Activities defined in these procedures must receive approval of school administration.
- Plans for off-site programs and activities shall be submitted within appropriate timelines to facilitate the required approval processes.
- Parent/Guardian notification and communication must be deferred until approval in principle has been granted at the appropriate level.
- A teacher(s) must accompany students and shall assume overall responsibility for student supervision.

- All supervisors and volunteers need to be adults and at least two years older than the students they supervise.
- The number of teacher supervisors and volunteers shall be directly related to the risk level and shall ensure safety of all students (see Manitoba Physical Activity Safety in Schools)
- Volunteers must be provided with orientation and provide or possess a Criminal Record Check, a Child Abuse Registry Check and have completed Respect in School. Coaches will also require Respect in Sport.
- Students on field trips may only attend if they are members of a sponsoring school.

The Division will work with agencies at the local, provincial, national, and international levels in programs involving students, provided such programs have the approval of the administrative staff of the school and, when required, the Superintendent/CEO or designate.

Planning

The following objectives must be addressed in planning off-site programs and activities:

- To provide educational experiences which are within the full spectrum of the curriculum. These would include off-site activities that develop skills, knowledge or attitudes related to: cultural diversity, civic affairs, global issues, the arts, science, physical education, vocations and the environment.
- To provide educational experiences which are sound and are developed in concurrence with the mission and goals of the Division. These can include activities of a social-recreational nature, which provide opportunities to foster self-reliance, independence and group responsibility. These can also include positive activities for the purpose of enhancing school spirit.
- To provide educational experiences which provide opportunities for all students. These would include activities that encompass community-based learning for students with diverse learning needs.

Planning pertaining to off-site programs and activities will follow the guidelines and procedures provided in this procedure, the Manitoba Physical Activity Safety in School and Out-of-Class Safety Handbook: A Resource for Grades 9 to 12 Physical Education/Health Education.

It is the responsibility of the Principal and supervising staff member(s) to refer to the above referenced documents and regulatory requirements to ensure that all off-site activities meet with the Administrative Procedure requirements of the Division.

For the purposes of planning, there are two categories of off-site programs and activities:

- **Low Risk Activities:**
 - short duration of one day or less (Kindergarten – Grade 8);
 - activity and environment does not pose a threat;
 - day field trips may include activities such as a visit to museums, watching a sporting event, attending a play, walking to the local library, paddling pool and splash parks;
 - Grade 9-12 off-site activities within the Province; and
 - excludes trips that involve a high risk activity.
- **Higher Risk Activities:**
 - short (day) or extended duration (overnight) **and** are high risk;
 - a higher risk activity requires conscious ongoing assessment and management;
 - may include activities such as aquatics, or a trip out of province. Activities listed below are high risk. If you are unsure in your trip is high risk, please consult your Principal.

• Alpine/Downhill Skiing • Aquatics • Archery • Backpacking • Board Sailing/Windsurfing • Camping • Canoe Trips (Grade 7-12 in moving water less than grade 1 rapids) • Cross country skiing • Cycling • Horseback riding	• In-line skating/Roller skating • Kayaking • Mountain biking • Sailing • Skating • Snorkeling • Snowboarding • Snow-tubing • Tobogganing/sledding • Wall climbing (artificial) • Winter camping
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Schools planning either of these types of offsite activities are required to complete and submit for approval either:

- Form **4085Fa – Low Risk Off-Site Activity Proposal** or
- Form **4085Fb – Higher Risk Off-Site Activity Proposal**

Restrictions

- Grade Level Restrictions
 - Kindergarten to Grade 4 students are restricted to day trips, unless circumstances are exceptional and the Superintendent/CEO or

designate grants approval for higher risk day trips or extended duration trips.

- Grades 5 - 8 (middle years) students are restricted to day trips or higher care day trips and extended care trips within Manitoba, unless circumstances are exceptional and the Superintendent/CEO or designate grants approval.
- High school trips are unrestricted.
- Unacceptable and Prohibited Activities

Permission for an activity may be denied if the following conditions apply:

- Unacceptable travel time - too long for the age of students
- Inordinate expense (see Financial Requirements)
- Excessive school absence (see maximum school absence below)
 - **Trips within Canada – 4 school days**
 - **Trips to USA – 3 school days**
 - **International trips – 2 school days**
- Any off-site activities that are hazardous or prohibited (see below)

The activities listed in the table below are prohibited. Other activities not listed may be prohibited from time to time by the Superintendent/CEO or designate.

• Aerial gymnastics • Aircraft or helicopter rides from school property • Auto racing • Backcountry activities (skiing, snowboarding, or hiking) • Bicycle motocross (BMX) • Bobsledding • Boxing • Bungee jumping • Caving (spelunking) • Canoeing for Grades K-6 and for higher grades in moving water greater than grade 1 rapids • Cliff rappelling • Demolition derbies • Drag racing • Gladiator style events • Horse jumping • Hot air balloon rides	• Motorcycling of any nature • Mountain climbing and mountaineering but not including hikes in the mountains • Paintball, laser tag games or war games • Personal watercraft • Racing of watercraft • Rifle ranges or other activities involving firearms • Rock climbing (not including climbing walls) • Rodeos • Scuba diving • Skydiving • Snow-tubing, unless at approved ski resort • Snowmobiling • Tower diving • Use of fireworks or other pyrotechnic
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• Ice climbing • Luge • Mechanical bull riding or mechanical rodeo events	• devices • White-water rafting
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Off-Site Activity Approval Process and Timelines

Activity Designation	Required Approval	Proposal Timelines	Detailed Trip Plan
Low Risk	Principal	One Week	N/A
Higher Risk			
Extended Duration Trips	Principal and Superintendent/CEO or designate	Three Weeks	Ten days
Higher Risk Trips	Principal and Superintendent/CEO or designate	Three Weeks	Ten days
Out of Province Trips (within Canada)	Principal and Superintendent/CEO or designate	Three Months	One Month
United States of America Trips	Principal, Superintendent/CEO or designate and School Board	Six Months	Two Months
International Trips	Principal, Superintendent/CEO or designate and School Board	Twelve Months	Three Months

Note: Before communication occurs with students and parents, high risk trips require approval in principle by the Superintendent/CEO or designate. Exceptions to the timelines may be considered by the Superintendent/CEO or designate on a case by case basis.

Financial Requirements

The cost of Off-Site Activities is a joint responsibility of the school and participants.

Schools may apply for federal, provincial, commercial and private assistance to finance off-site activities, with the proviso that such assistance respects existing Divisional administrative guidelines on fundraising, community partnerships and management of conflicts of interest.

Additional funding support is provided by the Division through the school operating budgets. This support recognizes that some students may experience financial hardship from time to time, and require assistance. Information about financial assistance is to be provided through all avenues of home school communications.

Schools must adhere to Administrative Procedure School Fees and Fundraising and other Fiscal Management administrative procedures in financing off-site programs and activities.

- **Curricular Activities and Trips**

Funding for curricular activities and trips are provided by Divisional and school budgets.

- **Co-Curricular Activities and Trips**

Funding for co-curricular activities and trips may be shared between the school through available school and/or parent council funds, and by the student/parent/guardian or group fundraising.

Costs to parents/guardians for their child's participation in co-curricular activities and trips will be kept to a minimum. No child shall be denied access to the off-site activity/trip because of cost.

- **Extra-Curricular Activities and Trips**

Funding for extra-curricular activities and trips must be shared between fundraising and by the student. Registration fees may be funded by specific extra-curricular budgets.

The maximum total cost per student of any trip will be adjusted every July 1st based on the Consumer Price Index for Manitoba. The total includes any fundraising done by students and cannot exceed the maximum.

A proposed budget must be included for overall costs together with timeline for fundraising or payments towards trips when costs are associated with any Off-Site Activity proposal. The proposed budget should include:

- fundraising timelines;
- overall cost of trip for all participants;
- sources of revenue from fundraising to reduce the overall cost;
- overall cost of trip for individual participants;
- sources of revenue from fundraising to reduce the individual student's cost; and
- estimate of the number of students requiring/identified as needing additional financial support due to need.

Parental/Guardian Consent (refer to forms 4085Fa and 4085Fb)

Parents/guardians shall receive timely communication about planned off-site activities and the opportunity to participate in the planning of the activity (where appropriate).

Parents/guardians must provide consent for their children to participate in all off-site programs and activities. A separate Parent/Guardian Consent and Acknowledgement of Risk Form must be completed for each off-site program or activity.

One Parent/Guardian Consent and Acknowledgement of Risk Form is acceptable for a series of off-site activities/trips, such as a series of walking activities in the neighbourhood of the school, performing arts, swimming lessons, physical education classes, outdoor education classes, or interscholastic athletics, as long as the Parent/Guardian Consent and Acknowledgement of Risk Form includes a schedule of all activities and meets the requirements of this Administrative Procedure.

In addition to the Parent/Guardian Consent and Acknowledgement of Risk Form, parents or guardians must be informed in writing of the following information about off-site activities:

- a detailed itinerary, setting out the general nature and number of activities;
- teacher-in-charge contact information;
- risks and hazards associated with the activity;
- where necessary, a map of the area; and
- any other relevant information about the trip that may influence the parent or guardian's decision to withhold permission, such as a controversial museum exhibit.

In some situations, it may be necessary to have a parent/guardian meeting to ensure informed consent for trips with increased risk. **Parent/guardian meetings are required for out of province activities/trips and activities/trips requiring air travel.** A record of attendance must be kept of this meeting.

Dismissal from Extended Care Field Trips for Disciplinary Reasons

When off-site activities/programs extend beyond one day in length, the school shall provide parents/guardians with prior notice that the school may suspend a student who does not comply with school and/or Divisional Student Code of Conduct from participation in the program.

Students can be sent home early from a trip if they are involved in behavior that is not in compliance with school and Divisional codes of conduct. School and Divisional codes of conduct will be reviewed at parent meetings, where applicable.

In the event of a student dismissal for disciplinary reasons, an Incident Report Form must be filed with the Superintendent/CEO or designate outlining the details of the event(s) and cause of dismissal.

Students and their parent/guardians are required to submit a signed Higher Risk Parent/Guardian Consent and Acknowledgement of Risk Form, which will include the following details:

- Parent/guardian contact information to ensure communications to facilitate an early return of their child.
- Students will be returned by airplane whenever possible.
- A supervisor will be with the student(s) until departure for home if the return trip is direct and non-stop.
- If the return trip includes a stopover, a supervisor must attend with the returning student(s).
- Parents/guardians must make an arrangement to have the student picked up upon arrival.
- Any additional costs as a result of sending the student home early will be at the expense of the parent/guardian.

Transportation

The teacher-in-charge must organize and coordinate transportation. They will attempt to use Divisional transportation whenever possible, with public or approved chartered transportation as preferable alternatives.

One exception is travel for activities within 100km of Brandon and **outside the school day**. In this case, parent drivers may be used to provide transportation without teacher co-ordination. Student drivers are strictly prohibited.

For activities that involve multiple off-site trips during the school year (example: band, sports teams), the Division expects all staff to follow this Administrative Procedure regarding transportation. There should be no expectation that parents are responsible for driving their child to any/all events beyond the parameters in this AP. If a parent chooses to drive their own child, they need to notify the coach/supervisor and all school rules and fees would still apply. Coaches/supervisors are not expected to adjust fees in this situation but can do so if they so wish. Coaches/supervisors of these types of activities may choose to either:

- a) set the student fees for the activity for all items for the year or:
- b) set the student fees for the activity not including travel and determine the fee for travel on a case by case basis during the school year (example: sports tournaments)

Note: During severe weather or poor driving conditions, Principals or designate must ensure that weather and road conditions are safe for travel before students leave Brandon for an off-site trip. The trip shall not proceed if the following factors prevail:

- There are blizzard conditions en-route or blizzard or severe weather conditions are forecasted by Environment Canada.
- The RCMP or Highways Department has issued an advisory against travel on any en-route highway.
- The wind-chill falls in the “very high” or “extreme” (-45 C) category as defined by Environment Canada.
- In the event of rural school routes being cancelled due to weather, out-of-division off-site travel will require Superintendent/CEO or designate approval.

On return trips, the teacher-in-charge must verify weather and road conditions prior to departure. In case of inclement weather, the teacher-in-charge will notify the Principal of alternative arrangements.

Students must be appropriately clothed for travel by road for the seasonal conditions as determined by the teacher-in-charge. Emergency equipment must be available in vehicles.

It is required that for travel outside the Division limits, any vehicles used to transport students contain or have immediate access to a first aid kit and a cell phone. (The cell number is to be left with the Principal.)

- **Division School Buses**

Bus requests must be submitted to the Supervisor of Transportation on a School Bus Requisition Form and follow the procedures in the Use of School Buses for School Field Trips administrative procedure.

Where more than one bus is used:

- A list of students traveling on each bus must be on file at the school office as well as given to trip supervisors and bus driver(s).
- Students must travel on the same bus at all times (pending emergencies).

- **Private Vehicles**

When the use of private vehicles for transporting students is necessary:

- Divisional employees or parents will complete the Driver/Vehicle Approval Form.
- The school shall inform the parents about how students will be transported to off-site experiences.
- Drivers must be on the approved volunteer list when transporting students other than their own children in accordance with Administrative Procedure Criminal Record Check, Child Abuse Registry Check and Respect in School.

- There must be a minimum of 2 students unless only transporting your own child.

Note: Students/minors are not to be used as volunteer drivers.

Private vehicles may be used to transport students only with the knowledge and permission of the Principal. Principals shall ensure that vehicles used are appropriately registered under The Highway Traffic Act C.C.S.M. c. H60 and that drivers have a current and valid driver's license (see Driver/Vehicle Approval Form). The vehicle used must be insured by the owner for at least the minimum of MPIC Basic Insurance coverage, but the owner shall be encouraged, for their own protection, to carry at least \$1 million liability coverage.

It is recommended that the vehicle be operated by an employee or other responsible adult. For out of Division trips, the principal shall ensure that the teacher/supervisor prepares a list of students assigned to each vehicle and provides a copy to the driver and the Principal (Passenger Assignment Form). The list shall include the names, addresses and telephone numbers of the passengers. The passenger list must remain the same for the return trip unless previous arrangements are made with the written consent of the parent/guardian.

In the event of an accident, the Principal shall immediately verbally advise the Superintendent/CEO or designate and as soon as possible file a full written report (*Incident Report Form*) to the Superintendent/CEO or designate.

- **Rental Vans**

If a school bus is unavailable, rental vans may be used.

Fifteen (15) passenger vans are permitted ONLY between May 1st and October 31st, provided that inclement weather (snow/sleet/freezing ice or rain) is not likely in the forecast. This must be confirmed with the Superintendent/CEO or designate 24 and 48 hours prior to departure.

Drivers must have a minimum of Class 4 license to rent vans with seating capacity in excess of 10 passengers (including the driver). Schools are to purchase additional insurance on the rental vehicle. The driver shall not be a student.

- **Bicycles**

The teacher-in-charge must take the following steps when traveling to an off-site activity by bicycle:

- Students on bicycles are to be accompanied by a teacher on a bicycle.
- Recommended that a form of communication, i.e., cell phone, 2-way radio, whistle, etc. is used.
- Approved helmets for participating students and supervisors are required.

- All bicycles are to be inspected to ensure they are safe and are of operation worthiness for the route planned.
- Brightly coloured vests or clothing are encouraged for all riders.
- **Water Travel**

Canada:

Canadian Service Providers must provide documentation that they meet Transport Canada requirements as stipulated by the *Canada Shipping Act, 2001* S.C. 2001 c.26 and subsidiary regulations.

Countries other than Canada:

Organizers for activities outside Canada must take every reasonable and practical step to ensure commercial watercraft standards and regulations are met.
- **Public Transit**

Public transit buses can be used on a group/individual pay system. When using public transportation, it is wise to alert the public transit of your plans beforehand.
- **Walking**

When walking is used as a mode of transportation for trips, care and group control should be exercised, especially when passing through high traffic areas. Group limits such as age, fitness, familiarity and amount of supervision available must be considered.

Releasing Students from Off-Site Activity

At the conclusion of an off-site activity:

- Students will be dropped off at the predetermined end of activity location and released from the supervision of the activity as outlined in the completed Parent/Guardian Consent and Acknowledgement of Risk Form (refer to forms 4085Fa and 4085Fb).
- In extenuating circumstances, students may be dropped off and released from supervision at an alternative predetermined location if the parent or guardian has provided written instructions to the supervisor listing the alternative location and the person to whom the student is to be released. These instructions may be delivered to the trip supervisor electronically.
- In the event that the receiving adult as outlined in the special written instructions is not present at the identified alternative drop off location, the student will be transported to the predetermined end of activity location as outlined in the completed Parent/Guardian Consent and Acknowledgement of Risk Form. Further parental/guardian communication will be necessary prior to releasing the student.

Supervision of Students

- Field trips are simply an extension of regular school activities and therefore the Principal, as well as teachers, are legally responsible for ensuring safety and maintaining the code of conduct during curricular, co-curricular and extra-curricular trips.
- The teacher in charge must provide for both male and female supervisors for all off-site trips involving an overnight stay.
- Supervision of students shall be assigned in accordance with the risk outlined in Manitoba Physical Activity Safety in School (MPASS).
- If the supervision ratio for the activity is not listed in MPASS please use the following ratios:
 - Low Risk
 - K-4 1:20
 - 5-8 1:25
 - 9-12 1:30
 - High Risk
 - K-3 1:8
 - 4-8 1:10
 - 9-12 1:15
- Student behaviour shall be in accordance with school and Divisional codes of conduct.
- Students must be under direct supervision of a Brandon School Division staff member.
 - Exceptions may be made in accordance with MHSAA guidelines for extra curricular sports. (example: Provincials require a teacher in attendance)
- Staff Supervisors have the primary responsibility of ensuring acceptable standards of student conduct.
- Principals may approve other volunteers as supervisory personnel to assist staff in providing a safe environment for all students. Parents and other adults may be designated as supervisors provided they meet the volunteer requirements.
- Principals may approve other volunteers with special skills in coaching or training to assist staff, however, they may not be deemed as a primary supervisor.
- All supervisors and volunteers must be on the approved volunteer list, in accordance with Administrative Procedure Criminal Record Check, Child

Abuse Registry Check and Respect in School/Sport.

- For all Low Risk and Higher Risk Activities/Trips, parents/guardians must be provided sufficient briefing regarding their role and responsibilities prior to the trip taking place.
- All supervisors and volunteers must complete and submit a Volunteer Consent and Acknowledgement of Risk Form (refer to forms 4085Fa and 4085Fb) to the school prior to participating in the trip.

Safety Procedures

The Division and its schools are required to ensure the safety of its students, who are deemed to require exceptional protection for which responsibility cannot be relinquished to another party, by:

- avoiding activity that may reasonably and foreseeably contribute to or cause injury respecting the standard of care consistent with a responsible and judicious parent; and
- considering students' ages and behavioural profiles, training requirements, an activity's inherent risk, and the functional and safe condition of any required equipment.

Accordingly, a staff member must supervise students at all times during an off-site activity. A "staff member" is defined to include teachers or other adults designated as supervisors by the Principal.

The following safety provisions must be in place:

- Staff supervisors will have the primary responsibility to enforce Divisional Student Code of Conduct guidelines.
- Staff supervisors need to inform volunteers of their duties and guidelines for supervision of students.
- Staff supervisors must ensure that special equipment required by children with health care plans (e.g. epi-pens, inhalers, etc.) is taken on the trip.
- Students are not allowed to leave the field trip unless prior written arrangements have been made.
- Teachers shall include a pre-site orientation (or familiarity) as part of the planning process.
- Necessary steps must be taken to address potential risk factors to students. (see Manitoba Physical Activity Safety in School)
- Students must receive briefing and orientation sessions to acquaint them with activity procedures and site information.
- Supervision plans shall be in place and be provided to trained personnel on certain trips (see Manitoba Physical Activity Safety in School.).

- Safety equipment such as first aid kits, emergency plans, alternative transportation, telephone (cell), two-way radios, and other emergency equipment that may be necessary shall be available at all times.
- Environmental, wilderness excursions and nature hikes require a high level of supervision and shall include the support service of trained personnel.

Safety procedures will comply with the stipulations outlined in this administrative procedure as well as the Manitoba Physical Activity Safety in Schools.

Planning for off-site activities will incorporate health care plans and emergency response plans for students as per Division procedures.

Any accident that requires medical attention must be reported on the Incident Report Form.

For High Risk Activities, a minimum of one person must be qualified in first aid and CPR. This may include a qualified person employed at the off-site location (e.g. camp counsellor).

Emergency Preparation

All participants of the Off-Site Activity need to be informed of the safety and emergency procedures, including evacuation routes, contingency plans and available rescue and medical support for each activity. Emergency skills and procedures are taught to participants and supervisors so they understand what to do in an emergency.

An emergency during an off-site activity may include a medical emergency, lost person, motor vehicle accident, animal/wildlife attack, an act of violence, kidnapping or any other incident that involves serious injury or loss of life or the potential for serious injury or loss.

In a wilderness or remote setting, rescue personnel may not be immediately available and the teacher(s)-in-charge will have to assume total management of the crisis for an extended period of time.

Schools should note that in the event that outside agencies such as Police, Fire, Ambulance, Search and Rescue, Coast Guard, etc. are responding to the emergency, the external agency will often take over the management of the situation. Staff Supervisors and Principals must work co-operatively with these agencies for the benefit of all involved.

An emergency requires an immediate response that should be carried out calmly. As part of any off-site activity, an emergency response plan should be developed collaboratively between the Principal and Staff Supervisor as part of the Off-Site Activity Proposal (refer to forms 4085Fa and 4085Fb). See the Emergency Response Plan for details.

Off-Site Programs and Activities Procedures

- **Low Risk Activities**

1. All forms to be completed by “teacher-in-charge”.

4085Fa – Low Risk Off-Site Activity Proposal – must be submitted to Principal at least one week in advance.

2. The Principal reviews the **Low Risk Off-Site Activity Proposal** and approves if it meets the educational and safety criteria as outlined in the Administrative Procedures.
3. **Principal must approve prior to forms being sent home to students.**
4. Once approved, the following forms must be collected for each student and/or volunteer and taken on the trip, with an electronic copy retained on file at the school:
 - **Low Risk Day Trip Parent/Guardian Consent and Acknowledgement of Risk Form** (Teacher will distribute and collect. Provide a list of names to the School Administrative Assistant to generate a Trip Roster.)
 - **Volunteer Consent and Acknowledgement of Risk Form** (if required)
 - **Driver/Vehicle Approval Form** (if required) (The form must be collected for each volunteer using their own vehicle and retained on file at the school)

A copy of the approved Off-Site Activity forms is to be in the possession of the teacher-in-charge and any volunteers approved for the activity/trip for the duration of the activity/trip.

Should incidents related to misbehaviour, accidents, tragic events arise during the activity/trip, an Incident Report Form must be filed with the Superintendent/CEO or designate. Incidents must be verbally reported to the Principal immediately, and an Incident Report Form is to be completed within 24 hours of the completion of the trip.

All original documents must remain with the Principal and be retained in the school until the end of the third (3rd) school year after the youngest participant turns 21 years of age.

The Off-Site Activity Trip Checklist will assist you in completing all steps required but is not mandatory.

- **Higher Risk Activities**

1. All forms to be completed by the “Teacher-in- charge”

4085Fb – Higher Risk Off-Site Activity Proposal – must be submitted to the Principal at least three weeks in advance. Exceptions to the timelines may be considered by the Superintendent/CEO or designate on a case by case basis.

Note: Out of Province travel requires longer advance notice.

- **Canada** - three months
- **USA** - six months
- **International** - twelve months

Note: The maximum allowable absence of school days is as follows:

- **Trips within Canada – 4 school days**
- **Trips to USA – 3 school days**
- **International trips – 2 school days**

2. The Principal reviews the Higher Risk Off-Site Activity Proposal and provides approval in principle if it meets the educational and safety criteria as outlined in the Administrative Procedure.

3. The Principal forwards a copy of the Higher Risk Off-Site Activity Proposal to the Superintendent/CEO or designate for approval. The Superintendent/CEO or designate will then forward it to the Board of Trustees, where required.

Note: Approval from the Principal, Superintendent/CEO or designate and School Board (if required) must be received before any communications with parents and students.

4. Once approval is received from the Superintendent/CEO or designate, the teacher-in-charge must begin the completion of the **Detailed Off-Site Activity Plan Form**. This form must be submitted for approval along with the following supporting documents:

- **Detailed Itinerary;**
- **Higher Risk Off-Site Activity Parent/Guardian Consent and Acknowledgement of Risk Form** (Teacher will distribute and collect. Provide a list of names to the School Administrative Assistant to generate a Trip Roster.);
- **Volunteer Consent and Acknowledgement of Risk Form** (if required);
- **Driver/Vehicle Approval Form** (if required) (The form must be collected for each volunteer using their own vehicle and retained on file at the school); and
- **Cross Border Consent Letter** (if required).

The **Detailed Off-Site Activity Plan Form** and supporting documentation must be submitted to the Principals as follows:

- **Overnight within Province – ten days prior to departure.**
- **Out of Province (within Canada) – one month prior to departure.**
- **USA – two months prior to departure.**
- **International – three months prior to departure.**

Exceptions to the timelines may be considered by the Superintendent/CEO or designate on a case by case basis.

When Principals are approving trips out of country, government travel advisories should be taken into consideration. Travel advisories must be checked online at Government of Canada: Travel Advice And Advisories. Travel in countries that are exercising a “high degree of caution” will not be approved.

For all USA and International trips, parents must complete the Cross Border Consent Letter.

A copy of the approved Off-Site Activity forms is to be in the possession of the teacher-in-charge and any volunteers approved for the activity/trip for the duration of the activity/trip.

Should incidents related to misbehaviour, accidents or tragic events arise during the activity/trip, an Incident Report Form must be filed with the Superintendent/CEO or designate. Incidents must be verbally reported to the Principal immediately, and an Incident Report Form is to be completed within 24 hours of the completion of the trip.

All original documents must remain with the Principal and be retained in the school until the end of the third (3rd) school year after the youngest participant turns 21 years of age.

The Off-Site Activity Trip Checklist will assist you in completing all steps required but is not mandatory.

Cancellation Guidelines – Extended Duration Trips

The Division retains the right to cancel a trip at any time if travel is deemed to be unsafe, such as dangerous weather conditions and/or natural disasters such as hurricanes, tornadoes, earthquakes and floods, war, threat of terrorist attack, health hazards (epidemics), etc.. The Division would not be held liable in the event of a cancellation.

For international travel, the advice of the Department of Foreign Affairs would guide decision making. Communications will be channeled through the Office of the Superintendent/CEO.

It is expected that school administration and trip planners will monitor travel conditions in the intended country/region throughout the planning.

For all extended care field trips requiring air travel, all participants are strongly encouraged to purchase travel insurance. Coverage should include trip cancellation, interruption and delay in the event that, due to unforeseen circumstances, the trip needs to be cancelled or an emergency return is required. Should parents choose not to purchase travel insurance, a waiver must be signed. Any costs incurred as a result of trip cancellation, interruption or delay, or emergency return will be at the expense of the student/parents.

Activity Services Providers

Off-site activities can be highly complex and require a specific 'skill set' to effectively and safely provide a learning opportunity for students. The use of a "service provider" should be considered when Division staff or volunteers do not have the necessary skills for an activity, particularly high risk activities. The activity must be deemed as an appropriate learning opportunity for students.

In such situations, service providers should be contracted. Contracts must outline the nature of the activity provided, the specific certification credentials held by the service provider, the specific parameters of the activity, liability and insurance coverage, and an appropriate emergency plan should an accident occur.

Contracts for service should be presented as part of the Higher Risk Off-Site Activity Proposal and Detailed Off-Site Activity Plan Form and be approved by the Superintendent/CEO or designate before commitments are made.

Student Hotel Accommodations

Where students stay overnight in an accommodation (e.g., hotel, motel, hostel, bed and breakfast), ensure that it is appropriate and approved.

- The school will ensure male and female supervision is provided for all off-site trips involving an overnight stay.
- Accommodations must be made for transgender students as appropriate and in accordance with the Administrative Procedure: Human Diversity.
- Arrange for same gender students to be located in the same corridor or wing of the hotel if possible.
- Arrange to have supervisor hotel rooms located next to student rooms.
- Ask the front desk to make pay per view movies and chargeable telephone calls inaccessible if possible.
- Try to book rooms that do not have connecting doors and multiple exits.
- Supervisor may inquire about safety deposit boxes for passports and money.

Billeting

Billeting is prohibited unless there are special circumstances approved by the Superintendent/CEO or designate.

Insurance

Insurance is not a substitute for reasonable management and proper care. It is part of an overall risk management plan which involves the careful assessment of risk and the purchase of appropriate coverage to minimize the economic effect of losses caused by accident, error and unforeseen circumstances.

The Division carries liability insurance in order to protect its own interests and those of its employees and volunteers while they are acting within the scope of their responsibilities.

- **Employees**

The Division participates in the Manitoba Schools Insurance Program, which provides for general liability insurance for protection from claim for bodily injury and protection for persons while transporting students on extra-curricular activities.

- **Accident Insurance for Volunteers**

The Division participates in the Manitoba Schools Insurance Program, which provides Volunteer Accident Insurance for:

- Accidental death, dismemberment, loss of use;
- Accidental major paralysis;
- Weekly indemnity maximum amount;
- Accidental medical expense reimbursement;
- Repatriation/rehabilitation;
- Hospitalization benefit if unemployed.

- **Universal Student Accident Insurance Program**

The Division participates in the Universal Student Accident Insurance Program which provides coverage for all full-time students registered in the Division while:

- In school buildings or on premises by reason of attending classes on any regular school day;
- In attendance at or participating in any school activity approved and supervised by proper school authority, whether at school or elsewhere;

- Traveling directly to or from any regular scheduled and approved school activity under the direction or supervision of a proper school authority;
- Traveling directly to or from their residence and school for the purpose of attending classes or participating in any school sponsored activity;
- Participating in physical activities taking place as part of the Grades 9 to 12 Physical Education Curriculum as approved by proper school authority;
- Engaged in the performance of the duties assigned to the Insured Person while they are participating in a school approved work experience program.

Insurance benefits include:

- Loss of life – Accident only;
- Dismemberment or total and permanent loss of use – Accident only;
- Accidental medical reimbursement benefit;
- Ambulance – Accident or sickness;
- Emergency transportation other than ambulance – Injury or sickness;
- Dental Expense – Accident only;
- Eyeglasses and contact lenses – in conjunction with bodily injury arising out of accident.

For further information or clarification, contact the Office of the Secretary-Treasurer.

- **Travel Health and Cancellation Insurance**

Student Travel Health and Cancellation Insurance is **mandated** for all School or School Division Sanctioned Trips.

MSBA (Manitoba School Boards Association) provides cancellation insurance for all students.

MSBA (Manitoba School Boards Association) provides student travel health insurance for all students with a provincial health plan. (This means a valid health card from a Canadian Province or Territory for the full duration of the trip.) Students without a valid provincial health plan must purchase a provincial health replacement plan. There are **NO EXCEPTIONS**.



Administrative Form 4085Fb

Higher Risk Off-Site Activity Proposal Form

Administrative Procedures Cross Reference: [Off-Site Programs and Activities](#)

Date Amended: October 2025

NAME OF SCHOOL:

TEACHER-IN-CHARGE:			
PHONE:		EMAIL:	
DESTINATION AND ACTIVITY:			
NAME OF SERVICE PROVIDER (SP) (if applicable)		SP CONTACT PERSON:	
		SP PHONE:	
DEPARTURE DATE (mm/dd/yyyy):		DEPARTURE TIME:	
RETURN DATE (mm/dd/yyyy):		RETURN TIME:	
OR SERIES OF OFF-SITE DATES:			
AREA OF STUDY:		PURPOSE OF TRIP:	
GRADE LEVEL:	APPROXIMATE # OF STUDENTS:	# OF MALE:	# OF FEMALE:

NUMBER OF SUPERVISORS/VOLUNTEERS	BSD Staff	Non-Staff Supervisors	M	F

TRANSPORTATION (check all that apply)		EDUCATIONAL VALUE
METHOD Walking School-owned bus/van Public transport Private vehicle Charter bus By service provider Other (specify):	DRIVER Professional driver (BSD or Charter) Volunteer driver (staff/other supervisor) Other (specify):	Goals and/or Student Learning Outcomes:
		Student preparation (e.g. knowledge, skills, attitudes, fitness):
		EQUAL ACCESS FOR ALL STUDENTS ASSURED: Yes No
		SPECIAL NEEDS ADDRESSED: Yes No N/A
		ALTERNATIVE ACTIVITY FOR NON-PARTICIPANTS: Yes No
		CONTINGENCY PLAN (if trip cancelled, if student does not go):

BUDGET – complete detail below, or if attached separately, check here:

Maximum \$4,793per student

EXPENSES	Per Person Maximum \$4793	Total for Trip	SOURCE(S) OF FUNDING and AMOUNTS
Transportation:			School Budget:
Food/Meals:			Fundraising (Specify):
Accommodations:			Fee/Student: x\$ /student =
Service Providers:			Other (Specify):
Fees / Licenses:			Other (Specify):
Other (Specify):			Other (Specify):
Total Per Person:		Total Expenses:	TOTAL SOURCES OF FUNDING: \$

NOTE: Total Expenses and total Funding should balance and be the same.

SAFETY GUIDELINES

I have reviewed and applied the following procedures:

[Brandon School Division Administrative Procedure 4085](#)

Yes No

[Manitoba Physical Activity Safety in Schools \(MPASS\)](#)

Yes No

[Swim Safe Programs](#)

Yes No N/A

[Student Travel Health Insurance Enrolment Process](#)

Yes No N/A

SAFETY PLAN

Main activities are:

Safety issues – include what can reasonably be expected in these activities, specific risks: (refer to [Manitoba Physical Activity Safety in Schools \(MPASS\)](#) - Known Potential Risks)

Plans to address:

VOLUNTEER PLAN – check here if no volunteers will be required:

Process to identify volunteer candidates:

Volunteer screening processes – verify that volunteers are on the school-approved list and have completed a Criminal Record Check, Child Abuse Registry Check and Respect in School, including the Self-Declaration and Disclosure. Yes No

Volunteer briefing process re: their roles and responsibilities: (e.g., briefing to be conducted when, where, how, by whom):

SUPERVISION PLAN

Briefly describe the supervision process to be used: e.g., large or small group setting(s); lead/sweep; head counts; buddy system; level of supervision (constant visual, on-site, in the area); other elements of supervision plan as relevant:

EMERGENCY PLAN

Contingency kit(s) carried (stocked and accessible) – check all that apply First Aid Repair Survival Service Provider

URIS plans checked: Yes No

Emergency communications technology carried and/or accessible (check any and all that apply):

Cell Phone Satellite Phone Family Radio Services (FRS)/ Walkie Talkie

Service Provider Responsibility None Other (specify):

Name of Primary First Aider:

Certification Held:

Name of School Contact (available 24/7):

Phones: (h)

(c)

(w)

ATTACHMENTS CHECKLIST (check all that apply and attach to this form, or be prepared to provide upon arrival):

Detailed Itinerary

Driver Vehicle Approval Form

Parent/Guardian Correspondence

Service Provider Master Agreement and/or Contract

Parent/Guardian Consent & Acknowledgement of Risk Form

Volunteer Consent & Acknowledgement of Risk Form

Other (specify):

Name of Teacher-in-Charge (please print):

Date (year/month/day)

Signature

Name of Principal (please print):

Date (year/month/day)

Signature

Approval: Granted Denied
(check one)

Additional Approval (as needed) (specify):

Date (year/month/day)

Signature

Conditional approval comments (if applicable) – provide full details by:

Approval: Granted ☐ Denied ☐
(Check one) Conditional ☐ (see comments)



- 1) **SAVE THIS DOCUMENT TO YOUR COMPUTER FOR COMPLETION OF THE NEXT STEP**
 - a. **PRINT THE FIELD TRIP PROPOSAL (PAGES 1-3)**
 - b. **SIGN THE PROPOSAL**
 - c. **SUBMIT TO YOUR PRINCIPAL FOR APPROVAL**
 - d. **THE PRINCIPAL WILL SUBMIT THE FORM TO THE SUPERINTENDENT/CEO FOR NEXT LEVEL APPROVAL, IF REQUIRED**

- 2) **ONCE YOU HAVE RECEIVED AUTHORIZATION FROM THE PRINCIPAL (AND SUPERINTENDENT/CEO, IF REQUIRED), OPEN THE SAVED DOCUMENT AND COMPLETE THE REMAINING SECTIONS:**
 - a. **HIGHER RISK DETAILED OFF-SITE ACTIVITY PLAN FORM**
 - b. **HIGHER RISK DETAILED OFF-SITE ACTIVITY ITINERARY**
 - c. **HIGHER RISK OFF-SITE ACTIVITY PARENT/GUARDIAN CONSENT AND ACKNOWLEDGEMENT OF RISK FORM**
 - d. **VOLUNTEER CONSENT AND ACKNOWLEDGEMENT OF RISK FORM (IF APPLICABLE)**
 - e. **DRIVER/VEHICLE APPROVAL FORM (IF APPLICABLE)**
 - f. **CROSS BORDER CONSENT FORM (IF APPLICABLE)**



HIGHER RISK DETAILED OFF-SITE ACTIVITY PLAN FORM

Take a copy of these forms on the trip and leave one with your school contact.

NAME OF SCHOOL:

DESTINATION/ACTIVITY:

DATE OF DEPARTURE (mm/dd/yy):

DATE OF RETURN:

OR SERIES OF OFF-SITE DATES (specify dates):

KEY CONTACT NAMES	PHONE NUMBERS (WORK / HOME / CELL)
Teacher-in-Charge:	
Principal:	
Staff Supervisor:	
Staff Supervisor:	
Staff Supervisor:	
Staff Supervisor:	
Staff Supervisor:	
Staff Supervisor:	
Staff Supervisor:	
SUPERVISORS/VOLUNTEERS	
Competencies (i.e., what relevant key knowledge, skills, fitness and experience will the supervisors/volunteers bring?)	
NAME	COMPETENCIES
Supervisor:	
Supervisor:	
Supervisor:	
Volunteer:	
Volunteer:	
Volunteer:	

Other staff and volunteers briefed re: logistics, roles/responsibilities/duties, expectations, safety plan and emergency plan:
 Yes No Beyond general group supervision, note specific roles/responsibilities/duties of each person below:

SUPERVISOR'S NAME	ROLES/RESPONSIBILITIES/DUTIES

Parental/Guardian Consent, Acknowledgement of Risk and Health/Medical forms collected, reviewed to ensure complete and any questions clarified: Yes No Comments:

Volunteer Consent, Acknowledgement of Risk and Health/Medical forms collected, reviewed to ensure complete and any questions clarified: Yes No Comments:

Other supervisors and service providers apprised of URIS plans: Yes No
All trip supervisors aware of location of forms and copies left with school contact: Yes No

TRANSPORTATION

Appropriate mode of transportation has been requested: Yes No
Trip Direct confirmation number:

EQUIPMENT / SUPPLIES (attach gear list and complete the following)

Group Equipment Checked	Yes	No	N/A	Deficiencies Addressed	Yes	No
Student Clothing/Equipment Checked	Yes	No	N/A	Deficiencies Addressed	Yes	No
First Aid/Repair & Survival Kits Check	Yes	No	N/A	Deficiencies Addressed	Yes	No

Comments:

ACCOMMODATIONS ARRANGEMENTS (e.g., hotel/motel, hostel)

DATE OF ARRIVAL	LOCATION (address)	NAME OF ACCOMMODATION	PHONE NUMBER

BUDGET			Maximum per student \$4,793		
EXPENSES	Initial Budget	Revised Budget	SOURCE(S) OF FUNDING and AMOUNTS	Initial Budget	Revised Budget
Transportation:			School Budget:		
Food / Meals:			Fundraising (Specify):		
Accommodations:			Fee/Student: Updated # Students x \$ =		
Service Providers:			Other (Specify):		
Fees / Licenses:			Other (Specify):		
Other:			Other (Specify):		
Other (Specify):			Other (Specify):		
TOTAL EXPENSES:			TOTAL SOURCES OF FUNDING:		

SAFETY PLAN (from Off-Site Activity Proposal Form)

POTENTIAL KNOWN HAZARDS	STRATEGIES TO REDUCE THESE HAZARDS
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FOR USA and INTERNATIONAL TRAVEL:

Name and contact information for Canadian Consulate in each location:

OTHER RELEVANT INFORMATION:

Name of Teacher-in-Charge (please print):	Date (year/month/day) / /	Signature
Name of Principal (please print):	Date (year/month/day) / /	Signature
		Approval: Granted Denied (Check one)

Additional Approval (as needed) (specify):	Date (year/month/day) / /	Signature
Conditional approval comments (if applicable) – provide full details by:		Approval: Granted ☐ Denied ☐ (Check one) Conditional ☐ (see comments)



HIGHER RISK OFF-SITE ACTIVITY PARENT/GUARDIAN CONSENT AND ACKNOWLEDGEMENT OF RISK FORM – Part A (Keep this Form)

NAME OF SCHOOL:

Please read the contents of this Consent and Acknowledgement of Risk form. Clarify any questions or concerns with the teacher/leader BEFORE signing it.

If part B of this form is not signed and returned to the school by _____, your child **WILL NOT BE ALLOWED TO ATTEND**.

DESTINATION/ACTIVITY:

DEPARTURE DATE (mm/dd/yy):

DEPARTURE TIME:

RETURN DATE (mm/dd/yy):

RETURN TIME:

OR SERIES OF OFF-SITE DATES (specify dates):

METHOD OF TRANSPORTATION:

BY:

PROGRAM/ACTIVITY INFORMATION

PURPOSE OR
EDUCATIONAL
GOAL(S):

ITINERARY/ACTIVITIES:

detailed itinerary attached

TEACHER-IN-CHARGE:

CONTACT PHONE #:

TOTAL NO. OF SUPERVISORS PLANNED:

COST TO THE STUDENT:

SUPERVISORY ARRANGEMENTS:

ACCOMMODATION ARRANGEMENTS:

Arrival Date

Location

Name of Accommodation

Phone Number

WHAT TO BRING:

EMERGENCY PROCEDURES:

*(in the event of injury, illness or
unusual circumstances)*

OTHER CONSIDERATIONS:

DATES OF PARENT MEETINGS (if applicable):

RESPONSIBILITIES – BRANDON SCHOOL DIVISION

Brandon School Division will make every reasonable effort to ensure or ascertain that:

- a. The staff, supervisors and volunteers and/or service providers involved are suitably trained and qualified.
- b. The students are adequately supervised over all aspects of the program/activity.
- c. The location(s) used are appropriate and safe for the activity(ies) and group.
- d. Equipment used has been inspected and deemed appropriate and safe.
- e. A Safety Plan is in place to identify and manage known potential risks.
- f. An Emergency Plan is in place to deal with an injury or illness to one of the students.

POTENTIAL KNOWN RISKS

Potential known risks include the following:

***** Keep these pages for your records *****

The personal information contained on this form is collected under the authority of the Public Schools Act, the Education Administration Act and the Freedom of information and Protection of Privacy Act for the purpose of participating on school trips. If you have any questions about this form, please contact your Principal.



HIGHER RISK OFF-SITE ACTIVITY PARENT/GUARDIAN CONSENT AND ACKNOWLEDGEMENT OF RISK FORM – Part B (Return this form)

*** Return completed form to:

DESTINATION/ACTIVITY:

DEPARTURE DATE (mm/dd/yy):

DEPARTURE TIME:

RETURN DATE (mm/dd/yy):

RETURN TIME:

OR SERIES OF OFF-SITE DATES (specify dates):

METHOD OF TRANSPORTATION:

BY:

1. I acknowledge my right to obtain as much information as I require about this program or activity and associated risks and hazards, including information beyond that provided to me by the school.
2. I freely and voluntarily assume the risks/hazards inherent in the program/activity and understand and acknowledge that my child may suffer personal and potentially serious injury due to an unforeseeable event related to his/her participation.
3. My child has been informed that he/she is to abide by the school/Division codes of conduct and any other rules and regulations specific to the trip, including directions and instructions from the school's and/or service providers, administrators, instructors, and supervisors over all phases of the program/activity.
4. In the event my child fails to abide by these rules and regulations, arrangements could be made to have them sent home at the expense of the parents/guardians.
5. I acknowledge that it is my duty to advise the school of any medical/health concerns of my child that may affect his/her participation.
6. I acknowledge that the Division may choose to cancel the trip if travel conditions are dangerous for whatever reason, deemed unsafe (e.g., weather, health advisory). I accept that the Division will not be liable for any costs associated with such a cancellation.
7. I consent that the Division, through its employees, agents and officers may secure such medical advice and services as they deem necessary for my child's health and safety, and that I shall be financially responsible for such advice and services.
8. Based on my understanding, acknowledgement, and consents as described herein, I agree that

_____ has my permission to participate in the above field trip/program.
(Name of Student)

_____ Date

_____ Name of Parent/Guardian (please print)

_____ Signature

Contact who will be available on the day of the activity in case of emergency

_____ Name of Contact (please print)

_____ Contact Phone Number

_____ Alternate Phone Number

_____ Name of Contact (please print)

_____ Contact Phone Number

_____ Alternate Phone Number

FIELD TRIP EMERGENCY MEDICAL INFORMATION (Write below or attach a separate page if more space is needed)

Medical/physical conditions that may affect participation in the stated program/activity (e.g., recent illness or injury, chronic conditions, phobias, etc.). Be specific:

Specify the condition(s) and requirements for program modification or specific activities your child should not participate in:

Medication(s) taken (name, reason, dosage, storage, potential side effects/treatment of such):

NOTE: The medical and emergency contact information for your child, which you provided on the Student Registration Form at the beginning of the school year, will be used for the purposes of this field trip. If information has changed since then, please contact the school immediately to update the information.

*** **Return completed forms to:**

DESTINATION/ACTIVITY:

DEPARTURE DATE (mm/dd/yy):

DEPARTURE TIME:

RETURN DATE (mm/dd/yy):

RETURN TIME:

OR SERIES OF OFF-SITE DATES (specify dates):

METHOD OF TRANSPORTATION:

BY:

STUDENT:

ADDITIONAL REQUESTED INFORMATION FROM PARENT/GUARDIAN		Check here if not applicable:	N/A
The following information is requested:	Parent/Guardian Response:		

DISMISSAL FROM EXTENDED CARE TRIP		Check here if not applicable:	N/A
• Students can be sent home early from a trip if they are involved in behavior that is not in compliance with school and divisional codes of conduct. • Students will be returned by airplane whenever possible (if applicable). • A supervisor will be with the student(s) until departure for home if the return trip is direct and non-stop. • If the return trip includes a stopover, a supervisor must attend with the returning student(s). • Parents/guardians must make an arrangement to have the student picked up upon arrival. • Any additional costs as a result of sending the student home early will be at the expense of the parent/guardian.			
I acknowledge and agree to the above terms regarding dismissal from an extended care trip:			
Date	Name of Parent/Guardian (<i>Please print</i>)	Signature	

TRAVEL HEALTH AND TRIP CANCELLATION INSURANCE		
• The Division retains the right to cancel a trip at any time if travel is deemed to be unsafe, such as in the event of war, threat of terrorist attack, health hazards (epidemics), dangerous weather conditions and/or natural disasters such as hurricanes, tornadoes, earthquakes and floods. The Division would not be held liable in the event of cancellation. • MSBA (Manitoba School Boards Association) provides student travel health insurance and cancellation insurance for all students with a provincial health plan. (This means a health card from a Canadian Province or Territory valid for the full duration of the trip.) • All students MUST have a valid provincial health plan in place for the full duration of the trip. There are NO EXCEPTIONS. • Students without a valid provincial health plan must purchase a provincial health replacement plan.		
I acknowledge the above regarding travel health and trip cancellation insurance coverage:		
Date	Name of Parent/Guardian (<i>Please print</i>)	Signature

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VOLUNTEER CONSENT AND ACKNOWLEDGEMENT OF RISK FORM

NAME OF SCHOOL:

Please read the contents of this Consent and Acknowledgement of Risk form. Clarify any questions or concerns with the teacher/leader BEFORE signing it.

DESTINATION/ACTIVITY:

DEPARTURE DATE (mm/dd/yy):

DEPARTURE TIME:

RETURN DATE (mm/dd/yy):

RETURN TIME:

OR SERIES OF OFF-SITE DATES (specify dates):

METHOD OF TRANSPORTATION:

BY:

PROGRAM/ACTIVITY INFORMATION

PURPOSE OR
EDUCATIONAL
GOAL(S):

ITINERARY/ACTIVITIES:

detailed itinerary attached

TEACHER-IN-CHARGE:

CONTACT PHONE #:

TOTAL NO. OF SUPERVISORS PLANNED:

SUPERVISORY ARRANGEMENTS:

ACCOMMODATION ARRANGEMENTS:

Arrival Date	Location	Name of Accommodation	Phone Number
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WHAT TO BRING:

EMERGENCY PROCEDURES:
*(in the event of injury, illness or
unusual circumstances)*

OTHER CONSIDERATIONS:

BOARD EXPECTATIONS FOR VOLUNTEERS

Volunteers are an important part of the leadership team for an off-site activity and are expected to:

- | | |
|--|---|
| a) Review and comply with relevant board policy. | e) Support and follow the school code of conduct. |
| b) Have qualifications appropriate for the off-site activity. | f) Report any inappropriate conduct to the teacher-in-charge. |
| c) Know the details of the off-site activity and their specific duties, responsibilities and authority prior to departure. | g) Adhere to the schedule or itinerary. |
| d) Exhibit positive behaviour and be an acceptable role model | h) Dress appropriately for the off-site activity. |

POTENTIAL KNOWN RISKS

Potential known risks include the following:

***** Keep these pages for your records *****

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VOLUNTEER CONSENT AND ACKNOWLEDGEMENT OF RISK FORM

*** Return completed form to:

DESTINATION/ACTIVITY:

DEPARTURE DATE (mm/dd/yy):

DEPARTURE TIME:

RETURN DATE (mm/dd/yy):

RETURN TIME:

OR SERIES OF OFF-SITE DATES (specify dates):

METHOD OF TRANSPORTATION:

BY:

CONSENT AND ACKNOWLEDGEMENT OF RISK

1. I acknowledge my right to obtain as much information as I require about this program or activity and associated risks and hazards, including information beyond that provided to me by the school or board.
2. I freely and voluntarily assume the risks/hazards inherent in the program/activity and understand and acknowledge that I may suffer personal and potentially serious injury due to an unforeseeable event associated with my volunteer involvement.
3. I agree to abide by the rules and regulations, including directions and instructions from the school's and/or service provider's administrators and staff while volunteering in the program or activities.
4. I acknowledge that it is my duty to advise the board of any medical/health concerns that may affect my participation.
5. I acknowledge that the board may choose to cancel the trip if travel conditions are dangerous for whatever reason, deemed unsafe (e.g., weather, health advisory). I accept that the board will not be liable for any costs associated with such a cancellation.
6. I consent that the board, through its employees, agents and officers may secure such medical advice and services as they deem necessary for my health and safety, and that I shall be financially responsible for such advice and services.
7. I have completed a Criminal Record Check and Child Abuse Registry Check, including the Self-Declaration and Disclosure with BSD.
8. I understand, acknowledge and consent to the above as described herein.

Date	Volunteer Name (<i>Please print</i>)	Signature
	Phone:	Email:

FIELD TRIP EMERGENCY MEDICAL INFORMATION (Write below or attach a separate page if more space is needed)

Birthdate (optional):	MB Health PHIN (9-digit #):
Allergies (e.g., specific drugs, certain foods, insect stings, hay fever) – Specify:	
Reaction(s) to above allergies?:	Carries Epi pen? Yes No
Medical/physical conditions that may affect participation in the stated program/activity (e.g., recent illness or injury, chronic conditions, phobias, etc.). Be specific:	
Specify the condition(s) and requirements for program modification or specific activities you should not do:	
Medication(s) taken (name, reason, dosage, storage, potential side effects/treatment of such):	
Other health/medical/dietary concerns:	

EMERGENCY CONTACTS:

1)		Phone: (H)		(W)		(C)	
2)		Phone: (H)		(W)		(C)	

The personal information contained on this form is collected under the authority of the Public Schools Act, the Education Administration Act and the Freedom of information and Protection of Privacy Act for the purpose of participating on school trips. If you have any questions about this form, please contact your Principal.



BRANDON SCHOOL DIVISION

EDUCATION AND COMMUNITY RELATIONS COMMITTEE MINUTES

Tuesday, October 14, 2025 – 6:00 p.m.

Boardroom, Administration Office

Trustees Present: L. Ross K. Carr
K. Fallis L. McConnell
J. Murray B. Sieklicki (by phone)

Also Present: D. Labossiere, Secretary-Treasurer
M. Gustafson, Superintendent/CEO
S. Gilleshammer, Assistant Superintendent – Student Services
J. Zilkey, Assistant Superintendent – Curriculum and HR
J. McBeth, Executive Assistant

Regrets: D. Ross, C. Ekenna

1. COMMITTEE ITEMS

A. SUB-COMMITTEE REPORTS

- Parent/Guardian/Division Committee Minutes – October 6, 2025

2. OPERATIONS INFORMATION

A. CORRESPONDENCE:

- Ms. Gilleshammer reviewed the letter from Honourable Tracy Schmidt, Minister of Education and Early Childhood Learning regarding, Education Data Sharing Agreement.
- Mr. Zilkey spoke to the letter from Honourable Tracy Schmidt, Minister of Education and Early Childhood Learning regarding, Student Visits to World War Battlefields Pilot Program and answered Trustee questions.
- Mr. Zilkey spoke to the letter from Rhonda Shaw, Executive Director, Learning and Outcomes Branch regarding, Welding Technology and Automotive Technology Curricula.
- Ms. Gilleshammer reviewed the correspondence from Honourable Tracy Schmidt, Minister of Education and Early Childhood Learning regarding, High Fidelity Wrap Facilitator Funding.
- Ms. Gilleshammer reviewed the correspondence from Janet Tomy, Assistant Deputy Minister; and René Déquier, Assistant Deputy Minister regarding, the Arts Education Grant.

Respectfully submitted,

K. Fallis



BRANDON SCHOOL DIVISION

FINANCE AND FACILITIES COMMITTEE MINUTES

Tuesday, October 14, 2025 – 6:00 p.m.

Boardroom, Administration Office

Trustees Present: L. Ross D. Ross
K. Carr K. Fallis
L. McConnell J. Murray
B. Sieklicki (by phone)

Also Present: D. Labossiere, Secretary-Treasurer
M. Gustafson, Superintendent/CEO
S. Gilleshammer, Assistant Superintendent – Student Services
J. Zilkey, Assistant Superintendent – Curriculum and HR
J. McBeth, Executive Assistant

Regrets: C. Ekenna

1. COMMITTEE ITEMS

A. MSBA/HUB INSURANCE

Mr. Labossiere reviewed the 2025 Manitoba Insurance Program Renewal Letters from MSI/HUB Insurance and the 2025-2026 Brandon School Division Insurance Coverage Comparison document. He reviewed policy coverage, and premium changes regarding property, equipment breakdown, crime, liability, and property loss pools. Mr. Labossiere spoke to the following highlights:

- The 2024-2025 and 2025-2026 policy years presented many challenges for insurance due to the impact of the wildfires.
- To mitigate wildfire-related renewal challenges, the 2025-2026 property policy will now expire April 1, 2026. This change allows policy renewals to be completed ahead of wildfire season in future years.
- Market conditions and increased claim costs promoted a review of insurance values across the program. Using a preliminary scaled developed with a third-party appraiser, adjustments were required to be applied retroactively to July 1, 2024, to ensure adequate limits and fair claims settlement across all divisions. This resulted in a one-time premium adjustment of \$67,390 for the 2024-2025 policy term.
- To ensure statement of values for divisions to reflect full replacement cost values, insurance now requires divisions to obtain and complete a minimum of three appraisals of schools each year until all locations have been provided with a comprehensive reconstruction cost evaluation to ensure adequate limits. For the 2025-2026 school year, the schools being

appraised are Earl Oxford, Kirkcaldy Heights, and Vincent Massey High School. The cost of the appraisals is approximately \$14,200.

- For 2025-2026 property values increased by 37.68% and premiums increased by 15%.
- The projected cost for property and liability insurance for 2025-2026 is approximately \$621,200, which is an increase of \$46,500 over budget.
- The impact of the Division's aging buildings and the increase in insurance claims regarding equipment failures resulting in the Division's increased insurance deductibles for 2025-2026.

Mr. Labossiere reviewed the MSBA Universal Student Travel Health Insurance 2025-2026 and the MSBA Universal Student Travel Insurance Policy Details. For the 2025-2026 school year, the Division has purchased and joined the MSBA Universal Student Travel Health Insurance Plan. Highlights were as follows:

- Every student in the School Division has Emergency Medical, Trip Cancellation/Interruption and Baggage insurance.
- The Universal Travel Health plan will mitigate risk exposure and remove the significant administrative burden associated with individual insurance for the trip organizer and school.
- The new plan ensures every Canadian resident travelling outside of the province will have the appropriate and consistent emergency travel health and trip cancellation/interruption coverage.
- The new plan also includes trip cancellation/interruption for travel within Manitoba (expenses due to road closures are eligible for coverage).
- The plan includes Trip Cancellation/Interruption Insurance for all Division staff travelling on school division business/trips, eliminating the need for purchasing cancellation insurance for business and PD travel when booking travel and accommodations.

In summary, Mr. Labossiere stated that when factoring additional costs for student insurance, along with increased costs for property and liability, he is projecting insurance costs to be \$90,000 over budget for 2025-2026. He indicated that the additional insurance costs will need to be built into the upcoming budget for 2026-2027.

Mr. Labossiere answered Trustee questions for clarification.

B. CONFIRM PAYMENTS OF ACCOUNT (SEPTEMBER)

The payments of account for the month of September were provided for information and accepted as circulated.

2. OPERATIONS INFORMATION

A. CORRESPONDENCE:

- Mr. Labossiere spoke to the letter received from the Education Funding Branch regarding, Crocus Plains Regional Secondary – West Side Roof Replacement with Structural Upgrade – Additional Project Support.

Respectfully submitted,

B. Sieklicki



BRANDON SCHOOL DIVISION

PERSONNEL AND POLICY COMMITTEE MINUTES

Tuesday, October 14, 2025 – 6:00 p.m.

Boardroom, Administration Office

Trustees Present: L. Ross D. Ross
K. Carr K. Fallis
L. McConnell J. Murray
B. Sieklicki (by phone)

Also Present: D. Labossiere, Secretary-Treasurer
M. Gustafson, Superintendent/CEO
S. Gilleshammer, Assistant Superintendent – Student Services
J. Zilkey, Assistant Superintendent – Curriculum and HR
J. McBeth, Executive Assistant

Regrets: C. Ekenna

1. OPERATIONS INFORMATION

A. PERSONNEL MATTER

Mr. Labossiere spoke to a Personnel Matter and answered Trustee questions.

2. OPERATIONS INFORMATION

A. MSBA – COLLECTIVE BARGAINING UPDATE/SALARY BULLETINS:

- Collective Bargaining Update:
 - Mr. Labossiere reviewed information on a Personnel Matter.
- Salary Bulletins:
 - Winnipeg School Division and United Food and Commercial Workers Union, Local 832 (Bus Drivers) – Ratified Agreement was distributed.
 - Portage La Prairie School Division and Canadian Union of Public Employees, Local 2085 – Ratified Agreement was distributed.

B. CORRESPONDENCE

- Mr. Zilkey reviewed the correspondence from Mona Pandey, Deputy Minister, Manitoba Education and Early Childhood Learning regarding, Teacher Competence Standards Regulation.
- Mr. Gustafson spoke to the MSBA Student Engagement Survey that was submitted October 9, 2025.

Respectfully submitted,

L. McConnell

October 22, 2025



2026 PROVINCIAL EXECUTIVE NOMINATIONS UPDATE

Member school boards and trustees are invited to nominate candidates for the 2026-2027 MSBA Provincial Executive. The following positions will be elected for two-year terms in 2026: Vice-President (boards with greater than 6,000 students) and Directors for Regions 1, 3, and 5 (one position). Nominations are posted as received.

Written notice dated May 15 was the first call for nominations. A second call will be made during the [Fall Regional Meetings](#), with the third and final call to be conducted at the March Annual Convention.

[Nominations to date](#) include: Nicole Chaske, Fort La Bosse SD; Director, Region 1, and Christine Jolly, Pembina Trails SD; Director, Region 5.

If you have questions or would like to submit a nomination, please email akehler@mbschoolboards.ca.



RECOGNITION & AWARD PROGRAMS

Each year at its annual convention, the Manitoba School Boards Association proudly honours the dedication of long-serving trustees and presents the Presidents' Council Award to one outstanding educator, support staff member, or community champion who has made a meaningful contribution to student success in Manitoba.

View the [Recognition and Award Programs](#) package for details on the awards being presented in March, including eligibility criteria and the selection process.

Nomination Deadline: **January 23, 2026**



BEHIND THE BALLOT: WHAT YOUR SEO DOES

With just one year to go until the 2026 Manitoba School Trustee Elections (**October 28, 2026**), it's essential to understand the vital role of the Senior Election Official (SEO).

SEOs oversee every aspect of the election process, including preparing voters' lists, managing nominations, supervising polling stations, and reporting results. They operate independently and impartially to ensure elections are fair, secure, and compliant with legislation.

Please refer to the official summary document [online](#) for a comprehensive overview of SEO responsibilities, including recent legislative updates. For all trustee election-related information, keep an eye on our dedicated election website, [elect2026.ca](#).



Manitoba Advanced Education and Training Minister Renée Cable, left, and Ginette Lavack, the member of Parliament for St. Boniface-St. Vital, signed an agreement about provincial and federal funding for French language education in the province until 2028. (image credit: Radio-Canada)

Canada & Manitoba Partner to Strengthen French Language Education

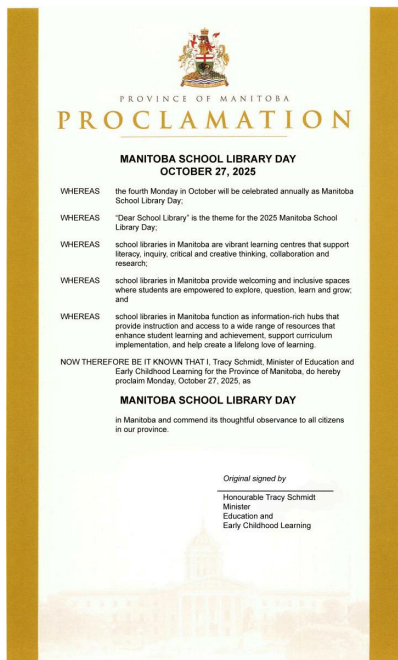
The Governments of Canada and Manitoba have signed a new bilateral agreement to support minority language education and second language instruction from 2024–25 to 2027–28.

Announced in Winnipeg on October 14, the agreement includes over \$72 million in federal funding to enhance French-language education across Manitoba, from preschool to post-secondary. Manitoba will also contribute additional funding to support the initiative.

This partnership aims to:

- Promote bilingualism and cultural vitality
- Strengthen French as a minority and second language
- Ensure sustainable access to quality French education

Read the full announcement to learn more about the agreement and its impact.



MANITOBA SCHOOL LIBRARY DAY - OCTOBER 27

Manitoba School Library Day recognizes the important role of school libraries as safe, inclusive, and accessible spaces for students to explore and learn. The wide range of resources available to students reflects the diversity of school communities, supports curriculum implementation, and creates a lifelong love of learning.

To learn more about how school libraries support students in Manitoba, visit the Manitoba School Libraries [website](#).



CELEBRATE EXCELLENCE IN EDUCATION ACROSS MANITOBA

Nominations are now open for Manitoba's Excellence in Education Awards, which recognize outstanding educators who make a lasting impact on student success, engagement, and well-being.

Award Categories include:

- Teaching Excellence
- Outstanding New Teacher
- Team Collaboration
- School Leadership
- Premier's Award for Excellence in Education

Deadline to nominate: December 4, 2025

Award: Each recipient will receive a certificate of recognition and a \$500 cash prize.

Whether it's a teacher who inspires, a team that innovates, or a leader who empowers—this is your chance to highlight their contributions and celebrate their dedication.

Learn more and submit your nomination:

<https://www.edu.gov.mb.ca/k12/excellence/>

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