



# **REQUEST FOR PROPOSAL**

## **# 3546**

# **MAIL & COURIER SERVICE**

# MAIL & COURIER SERVICE

---

## TABLE OF CONTENTS

1.0	INTRODUCTION .....	3
2.0	RFP TERMS AND CONDITIONS .....	4
3.0	THE CONTRACT .....	10
4.0	THE SPECIFIC RESPONSE .....	11
5.0	HRSB DISCRETION .....	13
6.0	LIMITATION OF LIABILITY .....	14
SCHEDULE "A"	PROJECT SCOPE .....	15
SCHEDULE "B"	RISK MANAGEMENT AND SAFETY .....	16
SCHEDULE "C"	DRAFT FORM OF CONTRACT .....	21
APPENDIX "A"	DESCRIPTION OF SERVICES/COST/SIGNATURE .....	37
APPENDIX "B"	LISTING OF HRSB SCHOOLS/OFFICES	

# MAIL & COURIER SERVICE

---

## 1.0 INTRODUCTION

### 1.1 The Halifax Regional School Board

The Halifax Regional School Board (“**HRSB**”) is the largest public school district in Atlantic Canada serving approximately 49,000 students from early childhood education through to Grade 12. The organization employs over 6,000 full time and temporary staff with programs operating from over 137 schools and buildings. The annual operating budget for HRSB is approximately \$350,000.00.

### 1.2 Purpose of this Request for Proposal

This Request for Proposal (“RFP”) is to invite experienced and qualified Proponents to submit their detailed proposals to satisfy the requirements for Mail & Courier Service as set out in this RFP. The pickup/delivery particulars and other requirements of HRSB are set out in the Project Scope.

The terms "RFP" and "Proposal" include any revisions, amendments or additional documents made thereto, pursuant to this RFP.

### 1.3 The Proposal

HRSB is requesting experienced and qualified Proponents to submit Proposals based on the following:

- Scheduled courier delivery to all HRSB sites (once/week)
- Scheduled courier delivery to HRSB offices during holidays & summer months (once/week)
- Maintaining and servicing courier service
- Setting up and servicing the various school accounts (individual accounts for extra billings)
- Customer service and support
- Mail tracking capabilities

**The main HRSB office administration building at 33 Spectacle Lake Drive, Dartmouth, B3B 1X7 is the primary inbound and outbound delivery point for all schools and HRSB offices. All deliveries start and end at this destination point.**

Proponents are requested to provide a Proposal that will meet HRSB’s requirements at the best possible overall value, as determined by HRSB in its sole discretion.

### 1.4 Guiding Principles

When preparing your Proposal, you **MUST** consider the following principles, which will act as a guide for HRSB in its evaluation. Further criteria are provided below, may be included in the Project Scope, and may be weighted as to their relative importance to the evaluation process. You **MUST** identify in your Proposal how it satisfies these principles:

- Quality
- Value
- Reliability
- Cost Effectiveness
- Time Lines
- Related Expertise

# MAIL & COURIER SERVICE

---

## 1.5 Schedule of Events

The following schedule for this RFP and award of Contract is current as of the release date of this RFP. HRSB reserves the right to, in its sole discretion:

- a) modify any of the dates below; or
- b) modify any of the steps noted below.

### Relevant Dates/Steps

Release of RFP:	<b>MONDAY, APRIL 15, 2013</b>
Close Date:	<b>FRIDAY, MAY 3, 2013 at 2:00:00 P.M. Atlantic Time</b>
To be Determined:	Short List of Proponents
To be determined:	Site Visits or Presentations
To be determined:	Best and Final Offer
To be determined:	Select Preferred Proponent(s)
To be determined:	Final Contract Award*
Contract Commencement:	<b>August 15, 2013</b>
Contract Term:	3 years with two (2) one (1) Year Options for Renewal

\*Should HRSB enter into negotiations with a preferred Proponent or Proponents to finalize a Contract as specified in Section 3.2(b), and such negotiations fail to do so, HRSB reserves the right in its sole discretion to negotiate with other Proponents who submitted acceptable Proposals or to not award a Contract to any Proponent. For further clarification of HRSB's option to negotiate a final Contract, and of its discretion generally, refer to Section 3.2 and Section 5.0 below.

## 2.0 RFP TERMS AND CONDITIONS

This Section describes:

- a) the requirements for all Proposals; and
- b) the procedures, practices and contractual obligations between HRSB and each Proponent that participates in this RFP process.

Proponents are instructed to read and understand all requirements detailed within this RFP, as failure to meet any requirements fully shall jeopardize and perhaps eliminate the acceptability of the Proposal.

### 2.1 RFP Terminology

Throughout this RFP, terminology is used that describes the importance of each requirement. Such terminology is as follows:

**“MUST”, “Mandatory”, “Shall”** A requirement that **MUST** be met in a substantially unaltered form the failure of which shall result in a non-conforming bid;

**“Should”, “Desirable”** A requirement having a significant degree of importance to the objectives of this RFP; and

**“Optional”** A requirement not considered essential, but for which preference may be given.

# MAIL & COURIER SERVICE

---

## 2.2 Glossary of Terms

In addition to terms defined elsewhere in this RFP, the following terms shall have their corresponding meanings:

**“Proponent”** A person, firm or company submitting a Proposal in response to the RFP.

**“Bidding Period”** The period of time between the issuance of this RFP and the Close Date.

**“Close Date”** The date and time by which a Proponent **MUST** submit its Proposal to HRSB, as specified in Section 1.5.

**“Contract”** The agreement(s) that form the contractual relationship between the Contractor and HRSB, or to be executed by the Contractor and HRSB, as specified in Section 3.3.

**“HST”** Harmonized sales tax

**“HRSB”** Halifax Regional School Board which includes 137 schools and offices.

**“Innovative Proposal”** A Proponent’s suggested new and innovative processes it considers to be beneficial to HRSB.

**“PO”** A purchase order issued by HRSB.

**“Project Scope”** The specific items, equipment, work or services requested by HRSB under this RFP as set forth in Schedule A – “Project Scope”.

**“Sites”** All HRSB lands or premises where the equipment will be installed or services performed. Sites may be specified within the RFP and/or the Contract.

**“Subcontractor”** A person, firm or corporation having a contract with the Proponent to supply equipment or systems or perform services under a Contract.

**“Contractor”** The successful Proponent who is awarded a Contract by HRSB or the right to enter final negotiations with HRSB to enter a Contract, pursuant to Section 3.2.

## 2.3 The General Response

You are responsible for providing complete and accurate information pertaining to the following general areas in respect of the Proposal. These general areas are subject to change in the Project Scope and, if applicable, the Innovative Proposal.

- Vehicle/Equipment/system information
- Pricing information
- Scheduled service information

Your Proposal **MUST** address each of these areas of responsibility or any additional responsibilities you deem appropriate in order to supply quality service and support to HRSB.

## 2.4 The Innovative Proposal

Proponents are encouraged to supply Innovative Proposals. The Innovative Proposal **MUST** be set out **entirely separately** in your Proposal and will only become a Contract if and when specifically agreed upon between you and HRSB apart from any acceptance of the Proposal. The Innovative Proposal should address all purchase and service requirements of HRSB and will be considered by HRSB in its

---

# MAIL & COURIER SERVICE

---

sole discretion.

## 2.5 Confidentiality and FOIPOP

Information pertaining to HRSB obtained by the Proponent, its employees and agents as a result of its participation in this RFP, is confidential and **MUST** not be disclosed by the Proponent except as authorized in advance and in writing by HRSB.

HRSB shall endeavour to keep all Proposals and accompanying documentation received as confidential and used only for the purposes of evaluation of the Proposal, however, HRSB provides no warranty with respect to confidentiality and shall incur no liability from any disclosure. The Proponent hereby grants to HRSB the right to copy any documents (regardless of form) provided in or with the Proposal for the purposes of such evaluation.

Proposals are subject to the protection and disclosure provisions of the *Freedom of Information and Protection of Privacy Act* ("**FOIPOP**"). While this Act allows persons a right of access to records in HRSB's custody or control, it also prohibits HRSB from disclosing your personal or business information where disclosure would be harmful to your business interests or would be an unreasonable invasion of your personal privacy as defined in Section 15 and 16 of the FOIPOP. Proponents are encouraged to identify what portions of their submissions are confidential and what harm could reasonably be expected from its disclosure. The Freedom of Information and Protection of Privacy Manual can be obtained through the Queen's Printers, Dartmouth, Nova Scotia or on online at: <http://www.gov.ns.ca/legislature/legc/statutes/freedom.htm>

## 2.6 Full Disclosure

Proponents **MUST** provide a statement providing a full and complete disclosure of:

- a) any personal relationship to any employee of HRSB who makes recommendations concerning the award of the services or works contemplated in the RFP or of any employee (or immediate relative of any employee) of HRSB with any direct, or indirect pecuniary interest, ownership or directorship with respect to the Proponent; and
- b) any business relationship, monetary or other support of HRSB through any of its Sites or with respect to any of its staff including employees, officers or Trustees.

Proponents **MUST** advise the Manager of Purchasing & Accounting of any change in the foregoing throughout the Bid Submission Period and Term. HRSB reserves the absolute right to eliminate any Proposal or terminate any resulting Contract for failure to disclose the information required in this Section.

## 2.7 Place and Time for Proposal Submission

Proposals **MUST** be clearly marked "**RFP #3546**" and returned to HRSB in a sealed envelope with reference to the specific RFP number on the exterior of the envelope. The Proposal **MUST** be **signed by the Proponent** as specified in Section 4.0(q) below. Proponents **MUST** submit **THREE (3) hard copies**, to the following address:

HALIFAX REGIONAL SCHOOL BOARD  
33 Spectacle Lake Drive  
Dartmouth, Nova Scotia B3B 1X7  
(902) 464-2000

HRSB will not accept Proposals via facsimile or electronically. The Proposal **MUST** be type written and

---

# MAIL & COURIER SERVICE

---

complete. Proposals not sent to the foregoing address will not be considered. Proposals **MUST** be received by the Close Date, at the defined time, failing which the Proposal will be disqualified and unopened. Proposals will be received with a time and date stamp and the signature of HRSB employee who received the Proposal.

## 2.8 Communications during Bidding Period

Questions, clarification or information regarding the RFP process or the Project Scope **MUST** be in writing and directed exclusively by email to:

Kathryn Burlton, Manager of Purchasing & Accounting Email: [kburlton@hrsb.ca](mailto:kburlton@hrsb.ca) with a copy to Deborah Beck, Buyer, Email: [dbeck@hrsb.ca](mailto:dbeck@hrsb.ca)

The Manager of Purchasing & Accounting may direct such questions, clarification or information of a technical or business nature to other HRSB employees or consultants, in which event the Proponent shall copy the Manager of Purchasing & Accounting on all such further questions, clarifications or information posed to the designated HRSB employee or consultant. Failure to comply with this requirement may result in disqualification of a Proposal.

Should any discrepancies, omissions, ambiguities, or other conflicts in the RFP document be found, the Proponent shall bring the matter to the attention of the Manager of Purchasing & Accounting, at least ten (10) days prior to the Close Date. HRSB may, in its sole discretion, determine that such information should result in a revision to this RFP, in which event Section 2.10 below shall apply. Additionally, in order for HRSB to deal effectively with any Proponent's concern or question, such concern or question should be communicated to HRSB at least ten (10) days prior to the Close Date. Questions and answers may be copied by HRSB and distributed to all Proponents by way of email or fax.

## 2.9 Evaluation of Proposals

Upon receipt of Proposals, HRSB will screen each to ensure the Proponent's compliance with the requirements of this RFP and as outlined in the Project Scope. HRSB shall be at liberty to exercise its discretion as set forth in Section 5.0 below. After a Proposal has passed the initial screening, HRSB will analyse the detailed specifications of the Proposal.

HRSB proposes to use specific evaluation criteria to rate various requirements for evaluation purposes. Unless otherwise specified in the Project Scope, such a rating will be confidential, and no totals or scores of such a rating will be released to any Proponent. At a minimum, the selection (if any) of Proposals will be based on the following criteria (not necessary equally weighted):

### **Pricing** **30%**

- Total Cost
- Pricing/Flexibility
- Discount(s) offered

### **Support/Service** **25%**

- Tracking capabilities
- Number of service vehicles & drivers
- Ability to set up individual school/department accounts (extra billings)

### **Time Lines/Scheduling** **20%**

- Response time to non-scheduled pickup/deliveries
- Proposed delivery schedule

### **Suitability** **10%**

- Services/support that best suits the needs of HRSB.

# MAIL & COURIER SERVICE

---

## **Terms and conditions** 10%

- Compliance with RFP terms & Conditions Value Added Benefits

## **Innovative RFP** 5%

HRSB reserves the right to seek clarification on any Proposal submitted by a Proponent to assist in making its evaluation, without notifying any other Proponent of such.

The opening of Proposals will be closed to the public.

### **2.10 Revisions**

Should HRSB determine in its sole discretion to revise any part of this RFP prior to the Close Date, the revisions will be provided in writing to all Proponents. HRSB may also, in its sole discretion, extend the Close Date to an alternate date of its choosing to allow all Proponents to consider and respond to a revision, and will advise all Proponents of such in writing. It is the sole responsibility of the Proponent, prior to the Close Date, to ensure they have received all revisions pertaining to the RFP.

***Once provided to HRSB, the Proposal is irrevocable and may not be unilaterally amended by the Proponent.***

### **2.11 Extensions Requested by Proponent**

Extensions to the Close Date will only be considered if requested by a Proponent no less than seventy-two (72) hours prior to the Close Date. An extension may only be granted by HRSB Manager of Purchasing & Accounting in his or her sole discretion and may be granted to all Proponents as a result of such request.

### **2.12 Non-Compliance Identified**

The Proponent **MUST** specifically identify any terms and conditions of this RFP with which they are unable to comply. It will be assumed that all terms and conditions are acceptable to the Proponent unless otherwise noted and all such terms and conditions will form part of the Contract. Proponent hereby acknowledges that any non-compliance in its Proposal may disqualify it from further evaluation by HRSB, in HRSB's sole discretion.

### **2.13 Return of Proposal**

A Proposal, accompanying materials and any revisions or amendments thereto which are submitted by the Proponent become the property of HRSB and will not be returned.

### **2.14 Release of Proponent Information**

HRSB reserves the right to publish the names of responding Proponents and any summary cost information deemed appropriate.

### **2.15 Liability for Errors**

HRSB or its agents shall not be held liable or accountable for any error or omission in any part of this RFP or response to any questions of Proponents, and the Proponent hereby releases HRSB and its Trustees, employees and agents from any such liability whatsoever.

### **2.16 Preparation Costs**

Any and all preparation costs incurred by the Proponent in developing Proposals, presentations, demonstrations, or any other activity related to Proponent's response to this RFP (including attending



# MAIL & COURIER SERVICE

---

Site visits), are solely the responsibility of the Proponent.

## 2.17 Consortium Bids

In the case of consortium bids, all organizations comprising the consortium **MUST** be identified. The business relationship and responsibility of each Proponent to its consortium member in relation to the Proposal **MUST** be clearly outlined and there **MUST** be evidence of a consortium management approach that will ensure clear lines of communication and delivery of the goods or services for the duration of the Contract. As well, the Proponent **MUST** be designated and assume responsibility and liability for the acts and omissions of all consortium members, and have the authority to sign on behalf of such consortium members and bind each consortium member to all statements or agreements made on behalf of or by the consortium.

## 2.18 Subcontracted Work

The Proponent is considered an independent contractor to HRSB in the performance of its obligations. Should the Proponent intend to subcontract any part of the Project Scope, including through a consortium as contemplated in Section 2.17 above, it **MUST** so specify the equipment or services to be subcontracted and list the name and address of proposed Subcontractors. Unless otherwise expressly approved by HRSB in writing, the Contractor shall perform the Project Scope itself without the use of Subcontractors. The Proponent submitting the Proposal **MUST** assume overall coordination and responsibility for the Proposal and shall assume responsibility and liability for the acts and omissions of all Subcontractors whatsoever.

## 2.19 Right to Contact and Visit Clients of Proponents

HRSB reserves the right to contact or visit any client of the Proponent without permission or assistance of the Proponent. If specified in the Project Scope, a current client list is to be provided to HRSB and shall include information regarding client size, environment, and the scope of goods provided or services performed for such clients.

## 2.20 Proposal Pricing

Pricing shall be in Canadian Dollars. Prices in the Proposal include delivery to the designated Site(s) within Halifax Regional School Board (HRSB), unless clearly stated otherwise. Discounts offered for early payment **MUST** be clearly stated.

## 2.21 Hardware Proposal and Specification **NON APPLICABLE FOR RFP #3546**

Proposals **MUST** specifically list in detail the necessary hardware specifications for all equipment required for the proposed system, if such is not detailed in the Project Scope. Pricing for the hardware and software **MUST** be included in the Proposal, as separate components, HRSB reserves the right to purchase equipment from other sources at its sole discretion.

## 2.22 Proposal Validity

To enable HRSB to complete its approval processes, Proposals submitted **MUST** remain valid for a period of not less than one hundred eighty (180) days. Acceptable solutions **MUST** be proven and be operating in at least one (1) major customer site to be considered.

## 2.23 Proponent Debriefing

HRSB will, at its discretion, arrange a debriefing for the purpose of informing a Proponent why its Proposal was not selected. Debriefings will be restricted to the Proponent's submission and not the process in general.

# MAIL & COURIER SERVICE

---

## 2.24 Best and Final Offer

HRSB reserves the right, in its sole discretion, to request short-listed Proponents to enter into a “best and final offer” process. If employed, this process will be conducted under the following terms:

- a) Proponents will be selected from the short-list process to prepare a “best and final offer”;
- b) each Proponent will be provided a two (2) week period to confirm assumptions under which their Proposals were developed (i.e. conduct reasonable further due diligence), prepare revisions to their Proposals, and provide more specific and detailed Proposals on particular subjects and topics as may be identified by HRSB;
- c) during this two (2) week period, the Proponents will be requested to develop a work plan, in addition to that work done in Proposal preparation. Proponents may work with HRSB on a real problem (e.g. developing the transition plan to the Proponent’s provision of the services). This will provide HRSB another opportunity to test the skills and management fit of the Proponent;
- d) following Proponent presentations of final Proposals, the evaluation and selection of the preferred Proponent will be made. Any modifications to approaches, prices or commitments contained in the original Proposals on the short-list presentations **MUST** be clearly identified and justified on the basis of new or additional information secured during this process; and
- e) final determination and award to the preferred Contractor shall be at HRSB’s sole discretion notwithstanding the “best and final offer” process.

## 3.0 THE CONTRACT

### 3.1 Binding Effect of Proposal and Contract Finalization

The Proponent hereby acknowledges that its Proposal constitutes a contract with HRSB, and the terms and conditions of this RFP and the Proposal (with the RFP taking precedence in the event of any inconsistency or conflict of terms) shall govern such agreement. Such contract shall remain binding upon Proponent until the earlier of:

- a) written notice from HRSB that the Proponent’s Proposal is rejected as unsatisfactory; or
- b) issuance of an Award Letter to the Proponent with respect to this RFP, pursuant to Section 3.2(a), and upon such issuance, the Proponent shall be regarded as the Contractor hereunder; or
- c) execution of the Contract by both HRSB and the Proponent pursuant to Section 3.2(b); or
- d) written notice from HRSB that it has entered a Contract with a Contractor and that the Proponent has been unsuccessful under this RFP.

### 3.2 Right to Negotiate

HRSB may, in its sole discretion:

- a) through the issuance of an award letter to the Proponent or Proponents, award to a Proponent or Proponents the Contract, based on its Proposal, without further negotiation or documentation; or
- b) award to a Proponent or Proponents the right to negotiate and finalize such further documentation as HRSB determines to be necessary or advisable. The entering into of such negotiation by HRSB shall not fetter its discretion to award the Contract to other Proponents, not award any Contract, or otherwise under Section 5.0.

# MAIL & COURIER SERVICE

---

## 3.3 Contract Documents

The Contract the Contractor will have with HRSB, if awarded, will include:

- a) such further documentation as may be negotiated and executed by HRSB and the Contractor pursuant to Section 3.2(b); and
- b) this RFP and all of its Schedules, including without limitation any award letter issued by HRSB to the Contractor, and any revisions, amendments or additional documents made thereto, if any; and
- c) the Proposal, in its entirety and all promises made in the Proposal will be deemed covenants in the Contract and all information, representations and warranties made in the Proposal will be deemed terms, representations and warranties of the Contract surviving the signing or issuance by HRSB of any additional or formal documents prepared by HRSB.

For the purposes of evaluation and interpretation of Proposals, in the case of conflicts, discrepancies, errors or omissions between this RFP and any documentation issued or executed pursuant to Section 3.1, and the Proposal, this RFP and such documentation shall take precedence over the Proposal.

## 3.4 Term of the Contract

Unless otherwise specified in any subsequent documentation, the length of the Contract will be for a 3 year period, commencing on **15, August, 2013** and will be effective until **14, August 2016** with two - 1 year options for renewal after the initial term, exercisable by HRSB in writing, in its discretion (the "Term").

## 3.5 Governing Law

This RFP and any Proposal shall be governed by and interpreted in accordance with the laws of the Province of Nova Scotia and the laws of Canada applicable therein, excluding any conflict of laws rules that may apply therein. Proponent hereby attorns to the exclusive jurisdiction of the courts of the Province of Nova Scotia.

## 4.0 THE SPECIFIC RESPONSE

The following items should be fully addressed in your Proposal:

### a) Equipment/Service/Support

Describe in detail using schedules where appropriate, all items of equipment (including vehicles), delivery service, and support that will be provided.

### b) Response

Give complete information on response times and delivery schedule for each HRSB area or school site.

### c) Training

Outline type, amount, and schedules of training that will be provided to HRSB's staff on the daily pickup and delivery of courier service.

All required training shall be without additional cost to HRSB. Specifically advise in your response if you cannot meet this term.

# MAIL & COURIER SERVICE

---

## **d) Proponent Representatives**

Include specifics on qualified Proponent representatives and availability to service HRSB's account with regards to service information, maintenance, and information for vehicles/equipment.

## **f) Implementation**

Specify lead times required by you to deliver service. Include any details pertaining to the implementation of the request outlined in the Project Scope. Outline type of assistance that will be provided at the time of implementation of scheduled courier service.

## **g) Pricing**

Completely describe all prices, which **MUST** be net, HST excluded, to the designated delivery areas or individual sites of Halifax Regional School Board (HRSB) quoted in Canadian dollars. Pricing for all items, consulting fees, human services, equipment, accessories, technical services, and support **MUST** be disclosed in the Proposal and if a Contract is awarded, no sums will be paid by HRSB for any part of the Contract except those disclosed in the Proposal.

Each Proposal should include at least the following price information:

- Delivery costs (daily per run basis)
- Fuel surcharge fees (if applicable)
- Any additional costs, both one-time and recurring, for which HRSB will be charged that the Proponent does not include as part of the service
- Itemize and price all scheduled delivery runs on a weekly and annual total (based on 40 weeks per year)
- Pricing to include any applicable insurance and associated costs
- Subject to Section 3.4 – Term of the Contract, any increases to any pricing during the Term.
- Do not include the HST in pricing quoted
- Value Added Savings

## **i) Reports**

Indicate what reports you will make available to HRSB upon request throughout the Term (e.g., monthly/yearly service report, usage by HRSB department/school).

## **j) Additional Costs**

Any additional costs should be listed.

## **k) Additional Services or Innovative Proposal**

Supply full information (including all pricing) on any additional services or Innovative Proposal associated with this RFP that you are willing to offer to HRSB. All such services are available throughout the Term and will be ordered and paid for by HRSB on an "as required" basis.

## **l) Detailed List and Literature NOT APPLICABLE FOR RFP #3546**

Submit a detailed list of equipment being proposed complete with brochures, user manuals and specifications.

## **m) Unique Logistics**

Completely describe how your Proposal will respond to the unique logistics of each school or

---

# MAIL & COURIER SERVICE

---

administrative site as set out in the Project Scope and fully describe, in the same manner, all items of equipment, service, and support you will provide to respond to those logistics and all pricing and other matters relating to them.

## n) Certification

Include a certificate of good standing from the Nova Scotia Workers' Compensation Board and include an issued or interim Certificate of Recognition (COR) from Nova Scotia Occupational Health and Safety.

## o) Your Contractual Terms

List separately any contractual terms which **MUST** be included as part of the Contract if awarded to you and which would be a condition to HRSB's acceptance of your Proposal.

List separately any contractual terms which you would like HRSB to consider but which would not be a condition to the acceptance by HRSB of your Proposal and which would only be part of the Contract with HRSB with the specific further agreement of HRSB.

## p) References

Include a list of references of clients to whom you have supplied similar equipment and services, and or other school boards and public organizations. Please include at least four (4) references, complete with the person to contact, their telephone number, and the type of service or equipment/system provided.

## q) Authorized Signature

Proponents **MUST** provide an authorized signature on Appendix "A" – Description of Services/Pricing/Signature.

## 5.0 HRSB DISCRETION

- a) The Proponent hereby acknowledges that HRSB shall have the right to reject any or all Proposals for any reason, or to accept any Proposal which HRSB in its sole, unrestricted discretion deems most advantageous to it. The lowest, or any, Proposal will not necessarily be accepted and HRSB shall have the unrestricted right to:
  - i) accept any Proposal, and in the event it only receives informal, non-conforming or qualified Proposals with respect to this RFP, accept any such Proposal; or
  - ii) accept a Proposal that is not the lowest price; or
  - iii) reject a Proposal that is the lowest price even if it is the only Proposal received;
- b) HRSB reserves the right to consider, during the evaluation of Proposals:
  - i) information provided in the Proposal itself;
  - ii) information received in response to enquiries of credit and industry references set out in the Proposal;
  - iv) the manner in which the Proponent provides services to others;
  - iv) the experience and qualification of the Proponent;

## MAIL & COURIER SERVICE

---

- v) the compliance of the Proponent to HRSB's requirements and specifications;
  - vi) such alternate goods, services, terms or conditions that may be offered, whether such offer is contained in a Proposal or otherwise,
  - vii) splitting the RFP and Project Scope into multiple parts and accepting Proposals (or portions thereof) from more than one Proponent;
  - viii) rejecting Proponent's recommendation of an appraiser, Subcontractor or any other third party associated with the Proposal and jointly along with the Proponent, determine alternate acceptable third parties;
  - ix) the Proponent's Innovative Proposal, if any; and
  - x) any other consideration in HRSB's discretion;
- c) HRSB may rely upon the criteria it deems relevant, even if such criteria has not been disclosed to Proponent. By submitting a Proposal, the Proponent acknowledges HRSB's rights under this Section and absolutely waives any right or cause of action against HRSB and its employees, agents or Trustees by reason of HRSB's failure to accept the Proposal submitted by the Proponent, whether such right or cause of action arises in contract, tort including negligence or otherwise; and
- d) HRSB shall not at any time have any obligation to deal exclusively with the Proponent. HRSB expressly reserves its rights, in its sole discretion, to seek a Proposal regarding the subject matter hereof, from any person whomsoever and at any time.

### 6.0 LIMITATION OF LIABILITY

Proponent, by submitting a Proposal to this RFP, agrees that it will not claim damages, costs or expenses for whatever reason, relating in any way to this RFP and any resulting process (including without limitation any subsequent discussions or negotiations, if any, or in respect of any competitive process) and waives any and all claims against HRSB whatsoever, whether for costs, damages or expenses incurred by Proponent in preparing its Proposal, in participating in this RFP process (including without limitation any subsequent discussion or negotiation, if any), loss of anticipated profit or any other matter whatsoever related to this RFP and any resulting process, discussions or negotiations.

# MAIL & COURIER SERVICE

---

## SCHEDULE "A"

### PROJECT SCOPE

#### A. Purpose/Scope:

- I. This Request for Proposal is designed to invite experienced and qualified contractors to submit their detailed proposals for the delivery of Interdepartmental/School Mail and Courier service requirements of the Halifax Regional School Board (HRSB), as outlined in this Request. The successful contractor(s) will be required to provide **once/week service**.

Interdepartmental mail/courier service is required for an estimated 143 school sites and 8 administrative buildings (see Appendix B).

There are 41 weeks of school deliveries (schools are closed for 11 weeks)

There are 52 weeks of delivery to two offices (33 Spectacle Lake and 35B Major Street Dartmouth)

- II. The primary inbound/outbound destination point for all school mail is the main mailroom at:

33 Spectacle Lake Drive, Dartmouth, NS., B3B 1X7

- III. Contractors are requested to provide a proposal that will meet the needs of HRSB, at the best possible value.

Contractors will be required to provide mail and courier delivery service to each HRSB office site and school once/week between the hours of 8:00 am and 3:30 pm, Monday through Thursday. All mail pickups and deliveries will commence and end at the 33 Spectacle Lake Drive mailroom.

In addition to courier bags for each location, there are normally 120 to 180 boxes to be delivered per week and it is not unusual to deliver 300 to 500 boxes of printed materials to all schools some weeks.

Also, Library Services which is located in Admiral Westphal School, 6 Fourth Street in Dartmouth, requires several deliveries of multiple courier bags plus multiple boxes of books per week. Contractors are requested to quote a **price per day**.

It will be the contractor's responsibility to develop a workable schedule to meet the needs of HRSB, as outlined in the Project Scope. HRSB **MUST** approve any proposed schedule.

Proponents are also requested to quote a price per day for delivery of mail from 33 Spectacle Lake Drive to the post office.

- VI. As HRSB supports innovation that results in best value to HRSB, the Board encourages Contractors to demonstrate in their proposal, any solution that meets the needs of HRSB and provides best value in the process.
- VII. The successful Contractor(s) to provide appropriate mail/courier bags to each HRSB site. The average inter department mail weight is identified as, but not limited to 25 lbs., per bag.
- VIII. Notwithstanding clauses 2.24, 3.2 and 4.0(g), costs shall be based on a daily, per run basis, and include all known and associated costs, excluding HST. Optional cost structures shall be considered at the sole discretion of HRSB.

# MAIL & COURIER SERVICE

---

## REQUEST FOR PROPOSAL # 3546 SCHEDULE "B" RISK MANAGEMENT AND SAFETY

### **A. INDEMNIFICATION AND INSURANCE**

#### **1. Indemnity and Waiver:**

Contractor shall be liable to HRSB for and shall indemnify and save harmless HRSB from and against any and all claims, suits, demands, awards, actions, proceedings, losses, judgments, costs, damages, settlements or expenses (including legal costs on a solicitor and own client basis) suffered or incurred by HRSB that arise out of, result from, are based upon or are in any way connected with this Contract, including without limitation:

- (a) those resulting from any act or omission on the part of Contractor or its employees, agents and subcontractors;
- (b) those resulting from any action, suit or proceeding brought by any third party;
- (c) those brought in respect of personal injury (including injury resulting in death) or damage or destruction of tangible or intangible property, including HRSB's property;
- (d) those made under workers' compensation legislation;
- (e) those legal costs and fines resulting from the failure of Contractor, its employees, agents or subcontractors to comply with any applicable laws, regulations, by-laws, rules or orders of any government, authority or body having jurisdiction, whether identified in this Contract or applicable by-law;
- (f) those resulting from the release, discharge, seepage or other escape of any substance including chemicals, hazardous or toxic materials, substances, pollutants, contaminants or wastes, whether liquid, gaseous or of any other nature or for any breach of any applicable environmental legislation;
- (g) those resulting from any labourers', materialmen's, or mechanics' liens arising from or relating to the performance of the Contract;
- (h) those brought for actual, alleged, direct or contributory infringement of any patent, trade mark, copyright, trade secret or other intellectual property right, including breach of obligations of confidentiality; and
- (i) any other claims, expenses, costs, and losses suffered, incurred or sustained by HRSB.

The foregoing liability, indemnification and hold harmless provisions shall apply to anything done or not done in connection with this Contract and by whomsoever made, regardless of whether it was caused by the negligence of Contractor or otherwise. Contractor shall make no claim or demand against HRSB for any injury (including death), claim, expense, loss or damage to property suffered or sustained by Contractor or any other person which arises out of, or is connected, with this Contract or anything done or not done as required hereunder, or any other errors or omissions of Contractor, and hereby waives as against HRSB all such claims and demands.

The foregoing indemnity and waiver given by Contractor shall not apply to the extent of HRSB's own negligence. The onus of establishing that HRSB was negligent shall be upon Contractor. HRSB shall not be deemed to have caused or contributed thereto merely by reason of its knowledge, approval or acceptance of the materials, drawings, specifications, supplies, equipment, procedures or services of Contractor.



## MAIL & COURIER SERVICE

---

For the purposes of this Section, any reference to "HRSB" shall include HRSB, together with the employees, directors, officers, superintendents, trustees, representatives and agents of HRSB; and any reference to "Contractor" shall include Contractor's directors, officers, employees, affiliates, representatives, agents and subcontractors.

### 2. Insurance:

**Contractor** shall, at its own expense, obtain and maintain during the term of this Contract, in a form and with an insurance company satisfactory to HRSB, policies of:

- (a) Employer's Liability Coverage which shall not be less than \$2,000,000 for each employee where Workers' Compensation coverage does not exist or the profession/trade has been indicated to be exempted from Workers' Compensation coverage.
- (b) Automobile public liability and property damage insurance in an amount not less than Two Million Dollars (\$2,000,000) all inclusive covering the ownership, use and operation of any motor vehicles and trailers which are owned, leased or controlled by the Contractor and used in connection with this Contract; and (collectively, the "Insurance").

**Contractor** shall ensure that the above Insurance policies:

- (a) are endorsed to provide HRSB with not less than thirty (30) days written notice in advance of cancellation, change or amendments restricting coverage;
- (b) do not include a deductible that exceeds such maximum amount that a reasonably prudent business person would consider reasonable; and
- (c) take the form of an occurrence basis policy and not a claims-made policy.

Contractor shall, before any services are performed, provide HRSB with a copy of the certificates of insurance and, if requested by HRSB, the insurance policies evidencing all the coverage stipulated above, and HRSB may withhold payment of any invoice until it receives evidence of such coverage. Failure for any reason to furnish this proof at any time shall be a breach of the contract, allowing HRSB to terminate the contract or at HRSB's option, to supply such insurance and charge the cost to Contractor. HRSB may require Contractor to have HRSB added as an insured party to the insurance policy and/or require Contractor to furnish a certified copy of the policy for such insurance.

Contractor shall not make or cause to be made any modification, or alteration to the Insurance, nor do or leave anything undone, which may invalidate the Insurance coverage. Contractor shall be responsible for any deductible and excluded loss under the Insurance.

Contractor shall cause all subcontractors performing services to obtain and maintain the Insurance policies required by this Section.

Contractor agrees that the insurance coverage required to be maintained by it under the provisions of this Contract shall in no manner limit or restrict its liabilities under this Contract. HRSB reserves the right to maintain the insurance in good standing at Contractor's expense and to require Contractor to obtain additional insurance where, in HRSB's reasonable opinion, the circumstances so warrant.

# MAIL & COURIER SERVICE

---

## **B. COMPLIANCE WITH LEGISLATION AND REGULATIONS**

### **1. Compliance**

Contractor shall comply with and shall ensure all of its agents, employees and subcontractors comply with all applicable laws and regulations, including all safety, health and environmental requirements pursuant to any government permit, license, or authorization. Contractor shall at its cost obtain all permits and licenses required by any governing authority in order to enable Contractor to provide its goods and services and otherwise perform its obligations under the Contract.

### **2. Labour Code**

Contractor shall comply with all applicable provisions of the *Labour Code* (Nova Scotia) and the *Employment Standards Act* (Nova Scotia) and all regulations and amendments thereto.

### **3. Workers' Compensation Legislation**

Contractor shall comply with the *Worker's Compensation Act* (Nova Scotia) and regulations and amendments thereto, and:

- (a) if any employees perform or assist in the performance of this Contract, the Contractor shall submit, at any time requested by HRSB, a letter from the Workers' Compensation Board (Nova Scotia) stating that Contractor has an account in good standing with the Worker's Compensation Board;
- (b) the Contractor will make the necessary returns to the Workers' Compensation Board in accordance with government regulations and will pay all fees and contributions required in connection therewith. The cost of compensation will be included in the price payable under the Contract; and
- (c) the Contractor shall submit a clearance from the Workers' Compensation Board that all fees and contributions have been paid before final payment is made by HRSB under the Contract.

### **4. Canada Safety Council and Associated Standards**

All electrical, electronic and gas-fired equipment **MUST** bear the required approval markings, being C.S.A. approved for entirely electrical or electronic equipment and C.G.A. or C.S.A. approved for gas fired equipment. All other similar equipment approvals **MUST** also be obtained. It shall be the responsibility of the Contractor to obtain all applicable approvals, at its own expense.

### **5. Nova Scotia Occupational Health and Safety Legislation**

Contractor shall comply at all times with the Nova Scotia Occupational Health and Safety Act, Regulation and Code, and its amendments thereto.

## **C. SAFETY REQUIREMENTS**

### **1. Safety Responsibility**

Contractor shall be solely responsible for ensuring the safety and health of its agents, employees and subcontractors and for ensuring that its activities do not compromise the safety of HRSB's operations. Contractor shall provide to its agents, employees and subcontractors, at its own expense, any and all safety gear required to protect against injuries during the performance of the services and shall ensure that its agents, employees and subcontractors are knowledgeable of and utilize safe practices in the provision of the services, such practices to be at least as stringent as those set out in HRSB's safety standards provided to Contractor from time to time.

---

# MAIL & COURIER SERVICE

---

## **D. CONTRACTOR EVALUATION**

### **1. Audit**

HRSB reserves the right to audit Contractors and their subcontractor's health and safety performances during the term of the Contract and upon its conclusion.

### **2. Evaluation**

HRSB reserves the right to evaluate the performance of the Contractor and such evaluation will be based upon accident/injury data and adherence to this Schedule "B", HRSB health and safety policies, applicable legislation, and periodic inspections and reports from HRSB employees. Information collected as part of such evaluations may be used for future reference.

## **E. HRSB REMEDIES FOR CONTRACTOR NON-COMPLIANCE**

### **1. Emergency Work Stoppage**

HRSB has the authority to stop progress of the work whenever, in its opinion, such stoppage is desirable for any safety-related reason. The Contractor hereby agrees that no claim for loss of time or materials may be made with respect to such stoppage unless the claim for the time and materials and their value are certified in writing by HRSB as allowable.

### **2. Termination for Non-Compliance**

HRSB may terminate this Contract for non-compliance with health, safety, environmental and other applicable legislation and good industry practice on the part of the Contractor or any subcontractor of the Contractor, as constituting a material breach of this Contract. In addition, HRSB reserves the right to stop the work of the Contractor in the event of Contractor's non-compliance with applicable legislation or good industry practice. Such work stoppages shall not postpone any agreed to completion dates and any additional cost resulting from such work stoppages shall be borne by the Contractor. Work shall not resume until the Contractor rectifies the reason for non-compliance, to HRSB's satisfaction.

### **3. Non-Exclusive Remedies**

Contractor acknowledges and agrees that the foregoing remedies available to HRSB are non-exclusive to, and may be exercised in conjunction with, any other rights or remedies available to HRSB, under the Contract, at law or in equity, in the event of threatened or actual breach of this Contract, including injunctive relief.

## MAIL & COURIER SERVICE

---

# MAIL & COURIER SERVICE

---

## SCHEDULE "C"

### DRAFT FORM OF CONTRACT

NOTE: THIS DRAFT FORM OF CONTRACT IS A VERSION THAT SHALL BE ISSUED TO OR EXECUTED BY THE SUCCESSFUL PROPONENT PURSUANT TO THE TERMS OF THIS RFP. IT IS NOT TO BE EXECUTED AND RETURNED BY THE PROPONENT AS PART OF ITS PROPOSAL.

### AGREEMENT FOR SUPPLY OF SERVICES

THIS AGREEMENT made the *XX day of MONTH A.D. 2013*.

BETWEEN:

***THE HALIFAX REGIONAL SCHOOL BOARD***

(the "Board")

OF THE FIRST PART

- and -

***CONTRACTOR'S NAME***

(the "Contractor")

OF THE SECOND PART

### RECITALS

WHEREAS the HRSB has analyzed its needs and requirements for ***PROJECT NAME***;

AND WHEREAS based on the HRSB's analysis, the HRSB prepared a detailed request for proposals setting out their needs and requirements (the "TENDER or Tender"), a copy of which is incorporated and forms part of this agreement and is identified as Schedule "A" hereto.

## MAIL & COURIER SERVICE

---

AND WHEREAS the HRSB submitted the "TENDER" to a number of companies capable of providing **PROJECT NAME**;

AND WHEREAS **CONTRACTOR'S NAME** provided a detailed response to TENDER/RFP #3546 (the "Response"), a copy of which is incorporated and forms part of this agreement and is identified as Schedule "B" hereto.

AND WHEREAS **CONTRACTOR'S NAME** in the Response made certain representations with respect to its capabilities.

NOW THEREFORE, in consideration of the mutual covenants contained in this Agreement, and such further valuable consideration, the sufficiency of which is acknowledged between the parties, the parties agree as follows:

### **SCOPE OF WORK**

- 1.0 The services to be performed by the Contractor for the Board are outlined in the Scope of Work, of Request for Proposal (TENDER/RFP) #3546, a copy of which is attached to this Agreement as Appendix A.
- 1.1 The services outlined in Appendix A may be adjusted from time to time by mutual agreement between the Board and the Contractor.

## MAIL & COURIER SERVICE

---

### TERM

- 2.0 This Agreement shall be in effect from and including the ***XX day of MONTH, 20XX and shall continue until XX day of MONTH 20XX*** unless terminated or renewed in accordance with the terms of this Agreement.

### SATISFACTORY PERFORMANCE

- 3.0 The Contractor agrees to satisfactorily perform the services described in this Agreement and to provide such written reports on the services performed as may be required by the Board from time to time in a competent and a professional manner to the satisfaction of the Board, with it being understood that such satisfactory performance shall be evaluated in the sole discretion and judgement of the Board.

### PAYMENT PROCEDURE

- 4.0 Invoices shall be submitted by the Contractor to: ***Kathryn Burlton, Manager of Accounting & Purchasing, Halifax Regional School Board, 33 Spectacle Lake Drive, DARTMOUTH NS B3B 1X7***
- 4.1 Upon determining that the work evidences completion by the Contractor of the portion of the Agreement to which the invoice relates, the Board shall cause the invoice to be paid.

## MAIL & COURIER SERVICE

---

### WITHHOLDING PAYMENT

- 4.0 The Board shall be entitled to withhold payment to the Contractor:
- (a) Where there is unsatisfactory performance of the services to be performed by the Contractor as described under articles 1.0, 3.0 and 5.1 of this Agreement;
  - (b) For any portion of the invoice which the Board disputes;
  - (c) To the extent necessary to protect the Board in respect of any liability for amounts required to be paid by the Contractor pursuant to articles 8.0, 8.1, 9.0, 9.1, 9.2, 10.0, 10.1, 10.2 and 10.3 if there is a reasonable probability that such amounts or claims may be assessed or made against the Board; and
  - (d) As provided in article 11.1.
- 5.1 In the event of there being unsatisfactory performance by the Contractor, then the Board shall notify the Contractor of the circumstances surrounding the unsatisfactory performance of the services rendered and the Contractor shall correct, complete and remedy all such deficiencies relating to the unsatisfactory performance of the services to be rendered within ten (10) days written notice having been given to the Contractor by the Board of such deficiencies.

### EXPENSES

- 6.0 All expenses of every nature and kind incurred in the performance of the services outlined in this Agreement shall be borne directly and solely by the Contractor



## MAIL & COURIER SERVICE

---

inclusive of all costs incurred by the Contractor in hiring other employees to perform the services under this Agreement.

### **INDEPENDENT CONTRACTOR**

- 7.0 The Board and the Contractor agree that the Contractor is an independent contractor and not an employee of the Board, nor is the Contractor a partner with the Board.
- 7.1 The Board and the Contractor agree that any personnel supplied by the Contractor to the Board shall be considered employees of the Contractor and not employees of the Board.

### **WORKERS' COMPENSATION AND OTHER CONTRIBUTIONS**

- 8.0 The Contractor shall pay or cause to be paid any assessment or contribution required to be paid by the Contractor in conjunction with the performance of the services to be rendered under this Agreement pursuant to the *Workers' Compensation Act* (Nova Scotia) and shall indemnify the Board for any amounts assessed against and paid by the Board as a result of the failure by the Contractor to comply with the provisions of this article or the *Workers' Compensation Act*.
- 8.1 The Contractor shall be responsible to deduct from the payments received from the Board, the amount, if any, of the Contractor's required contributions to the Canada Pension Plan, Canadian Revenue Agency and the Employment Insurance Commission.

## MAIL & COURIER SERVICE

---

### TAXES

- 9.0 The Contractor shall pay and be responsible for all forms of municipal, provincial and federal income tax as may be applicable in the performance of the services to be rendered under this Agreement and for all other taxes of a similar or dissimilar nature.
- 9.1 The Board shall have an obligation to pay the goods and services tax on invoices submitted pursuant to article 4.0 unless the Contractor provides identification of its goods and services tax registration number on the respective invoice and identifies the total amount of goods and services tax on the invoice.
- 9.2 In the event that the Contractor does not invoice the Board for the goods and services tax, the Contractor shall indicate on the invoice the basis upon which the Contractor is exempt from the obligation to collect and remit the goods and services tax.

### INSURANCE

- 10.0 The Contractor agrees to obtain and maintain, for the duration of this Agreement, comprehensive general liability insurance in an amount not less than \$2,000,000.00, insuring against bodily injury, personal injury and property damage, including loss of use of such property.
- 10.1 The Contractor agrees to obtain and maintain, for the duration of this Agreement, Professional Liability Insurance (Errors and Omissions) insurance in an amount not less than \$2,000,000.00 **(FOR CONSULTANTS ONLY)**

## MAIL & COURIER SERVICE

---

- 10.2 Where applicable, Automobile public liability and property damage insurance in an amount not less than Two Million Dollars (\$2,000,000) all inclusive covering the ownership, use and operation of any motor vehicles and trailers which are owned, leased or controlled by the Proponent and used in connection with this Contract.
- 10.3 Such insurance shall include blanket contractual liability.
- 10.4 Evidence of such insurance in a form acceptable to the Board shall be provided to the Board prior to the date of the commencement of this Agreement.
- 10.5 In the event of default on the part of the Contractor to provide the above mentioned insurance prior to the commencement of the term of this Agreement, then the Contractor shall be liable to the Board, and shall indemnify and save harmless the Board for any costs that may be incurred as identified under article 11.

## MAIL & COURIER SERVICE

---

### INDEMNIFICATION

- 11.0 The Board shall indemnify and save harmless the Contractor, its employees and agents from any and all claims, demands, actions and costs whatsoever that may arise, directly or indirectly and whether by statute or otherwise, out of any act or omission of the Board, its employees and agencies in the performance by the Board of this Agreement.
- 11.1 The Contractor shall indemnify and save harmless the Board, its employees and agents from any and all claims, demands, actions and costs whatsoever that may arise, directly or indirectly and whether by statute or otherwise, out of any act or omission of the Contractor, his employees and agencies in the performance by the Contractor of this Agreement.
- 11.2 The above indemnification shall survive the termination of this Agreement.
- 11.3 If any third party proceedings are commenced in any court against either the Board or the Contractor in respect of any matter covered by the terms of this Agreement, then such party against whom the proceedings are commenced shall immediately provide notice in writing to the other party of such proceedings.

### TERMINATION

- 12.0 This agreement may be terminated by the HRSB at any time during the term, in whole or in part, in HRSB's sole discretion without cause or liability to Contractor, by HRSB providing to Contractor at least ninety (90) days prior written notice of such termination. Such notice shall specify both the scope and the effective date of such termination.

## MAIL & COURIER SERVICE

---

- 12.1 In the event that the Contractor is incapacitated or there is some other cause which may prevent the Contractor from performing the services prescribed or referred to in this Agreement, the determination of which shall be in the sole discretion of the Board, then the Board may terminate this Agreement immediately by way of providing written notice to the Contractor in which case, the Board shall be under no obligation to the Contractor except to pay such compensation as the Contractor may be entitled to receive up to the time of such termination.
- 12.2 In the event of the lack of satisfactory performance by the Contractor of the services prescribed or referred to in this Agreement, the determination of which shall be in the sole discretion of the Board and which shall be subject to the terms set forth under articles 5.0 and 5.1 of this Agreement, then the Board may terminate this Agreement immediately upon providing written notice to the Contractor where there has not been a satisfactory correction, completion, or remedy of the deficiency within the ten (10) days set forth under article 5.1, with the Board being under no further obligation to the Contractor except to pay such compensation as the Contractor may be entitled to receive up to the time of such termination.
- 12.3 In the event that the services provided by the Contractor under this Agreement cannot be performed due to a labour dispute, strike, or lockout which affects directly or indirectly the Board's operations, the Director of the department affected by this agreement shall give to the Contractor at least 24 hours written notice by facsimile, sent to the facsimile number given by the Contractor in this Agreement, of the Board's intent to suspend services under this Agreement and the effective date of suspension of services. Such written notice shall be deemed sufficient.
- 12.4 After the suspension of services, in the event that the Board wishes to resume the performance of services under this Agreement in the future during the term of this Agreement, the Board will give the Contractor written notice of resumption of services, the effective date to be no sooner than five (5) working days from the date of the notice

## MAIL & COURIER SERVICE

---

of resumption of services, or such shorter period upon which the parties then may agree, for a term equivalent to the number of days remaining in the term of this Agreement together with the number of days of the suspension of services, or such shorter period as the parties may then agree. In the event that the Contractor cannot resume services in accordance with the notice of resumption of services, this contract will be terminated forthwith.

- 12.5 Notwithstanding the next preceding Article, the Board shall not be bound by anything contained herein until the Agreement is executed by all of the parties.

### **Dispute Resolution**

#### Arbitration:

- 13.0 By written notice by one party to the other (a "Notice of Arbitration"), all disputes arising out of this Agreement, including its interpretation, must be submitted to binding arbitration in accordance with the provisions of the Commercial Arbitration Act (Nova Scotia), subject to the following:
- (a) The arbitration panel will consist of one arbitrator. If the parties fail to reach agreement on the selection of the arbitrator within 10 days following delivery of the Notice of Arbitration, any party may apply to The Supreme Court of Nova Scotia to appoint the arbitrator. The arbitrator will be qualified by education, training and industry experience to rule upon the particular dispute to be resolved.
  - (b) The arbitrator will be instructed that time is of the essence in the arbitration proceeding and, in any event, the arbitration award must be made within 90 days of the submission of the dispute to arbitration and within 15 days of the conclusion of any hearing, or if there is no hearing, within 15 days of the delivery of written submissions.
  - (c) The arbitration will take place in Halifax, Nova Scotia or such place as the parties may agree and will be conducted in the English language.
-

## MAIL & COURIER SERVICE

---

- (d) The arbitration award will be given in writing and will be final and binding on the parties. The award will give reasons and will deal with the question of costs of the arbitration and all related matters.
- (e) The parties will keep all matters relating to the arbitration strictly confidential. The existence of the proceeding and any element of it (including any pleadings, briefs or other documents submitted or exchanged, any testimony or other oral submission in any award) will not be disclosed except to the arbitrator, the parties, their counsel and any person necessary to the conduct of the proceeding, except as may be required by law or as may be lawfully required in judicial proceedings relating to the arbitration.

### **CONFIDENTIALITY AND OWNERSHIP OF PROPERTY**

- 14.0 All pertinent resources, information, material and papers prepared or provided by the Contractor for the Board in the performance of this Agreement, shall be the sole property of the Board.
- 14.1 As part of the consideration required of the Contractor under this Agreement, the Contractor agrees not to, at any time either during the term of this Agreement or any time after the termination of this Agreement, divulge to any person, firm or corporation any information received during the course of providing services and further agrees that all such information shall be kept strictly confidential and shall not in any manner be revealed to any person without the prior written authorization of the Board.

## MAIL & COURIER SERVICE

---

### COMPLIANCE WITH LAWS AND POLICIES

- 15.0 In performing the services under the terms of this Agreement, the Contractor and its employees shall comply with all of the Board's policies and regulations, and as well, applicable laws, ordinances, codes and regulations of all other jurisdictions having or asserting jurisdiction over the services to be performed under the terms of this Agreement.
- 15.1 If unfamiliar with Board policies and regulations, the Contractor shall request, review and abide by all pertinent Board policies and regulations, including but not limited to, the Code of Conduct expected of employees of the Board.

### NON-ASSIGNABILITY

- 16.0 The Contractor agrees not to assign, transfer, or convey, pledge or encumber this Agreement or the right, title or interest in it, or the power to execute this Agreement, or any monies due or to become due under it, without the consent in writing of the Board.

### INCONSISTENCY

- 17.0 In the event that any term of this Agreement is inconsistent with or in violation of any provision of any law of the Province of Nova Scotia or the Dominion of Canada, then this Agreement is deemed to be amended to the extent required to avoid such inconsistency or illegality and, if any term of this Agreement is annulled, the remainder of this Agreement shall remain in full force and effect.



## MAIL & COURIER SERVICE

---

### NOTICE

- 18.0 All notices, requests, demands or other communications required or permitted to be given by one party to another shall be given in writing and be personally served or delivered by prepaid registered mail addressed to such other party or delivered to such other party as follows:

To the Board at:

***Kathryn Burlton, Manager of Accounting & Purchasing***  
***Halifax Regional School Board***  
***33 Spectacle Lake Drive***  
***DARTMOUTH NS B3B 1X7***

To the Contractor at:

- 18.1.1 Any notice, request, demand or other communication given by prepaid registered mail shall be deemed to have been received on the fourth business day following the date on which the notice was mailed.
- 18.1.2 In the event of a disruption or threatened disruption of regular mail services by strike or threatened strike, all notices shall be deemed to have been duly given if personally delivered at the above addresses.

# MAIL & COURIER SERVICE

---

## SUCCESSORS

19.0 This Agreement shall enure to the benefit of and be binding upon, the parties to this Agreement, and their respective heirs, executors, successors and assigns.

IN WITNESS WHEREOF the parties have executed this agreement as of the day and year first above written.

<b>CONTRACTOR'S NAME</b>	
_____	
Signing Authority Name	_____
	Date
_____	
Witness	

<b>HALIFAX REGIONAL SCHOOL BOARD</b>	
_____	
Kathryn Burlton, Manager of Accounting & Purchasing	
	_____
	Date
_____	
Witness	

# MAIL & COURIER SERVICE

---

## SCHEDULE A

### HRSB TENDER/RFP DOCUMENT

**(PROVIDED TO ALL BIDDERS AND ON FILE BY TENDER NUMBER AT HRSB  
PURCHASING DIVISION)**

**SCHEDULE B**

**CONTRACTOR'S BID RESPONSE TO TENDER**

**(ON FILE BY TENDER NUMBER AT HRSB PURCHASING DIVISION)**

**END OF DRAFT CONTRACT**

# MAIL & COURIER SERVICE

## APPENDIX "A"

### DESCRIPTION OF SERVICES/COST/SIGNATURE

#### ONCE (1) PER WEEK DELIVERY TO SCHOOL/OFFICES

The primary inbound and outbound destination is: 33 Spectacle Lake Drive, Dartmouth, NS., B3B 1X7

**Term:** 3 Years with two (2) one year options for renewal (**August 15, 2013 – August 14, 2016+**)

**Invoicing:** Monthly invoices (for previous month's services)

Contract Year	Daily vehicle rate	Number of vehicles	Daily Total	Annual Contract Total
2013/14	\$		\$	\$
2014/15	\$		\$	\$
2015/16	\$		\$	\$
OPTIONAL YEARS				
2016/2017	\$		\$	\$
2017/2018	\$		\$	\$

\$ \_\_\_\_\_ Daily Rate for Deliveries to and from Library Services, Fourth Street, Dartmouth NS

\$ \_\_\_\_\_ Daily Rate for Delivery of mail from 33 Spectacle Lake to Post Office

Special/Emergency Courier Pickup/Delivery rates, exceeding the 1/week service:

\$ \_\_\_\_\_ Metro Halifax/Dartmouth/Bedford/Sackville Area

\$ \_\_\_\_\_ Outlying HRM areas

The undersigned company represents and warrants that it is authorized to carry on business of this nature and that it is not prohibited by any law applicable in Nova Scotia from performing this Contract. The undersigned also acknowledges receipt and understanding of, and has taken into consideration all information presented in, this RFP and agrees to be bound by its terms and conditions. The undersigned further confirms and agrees that the person whose name is set out below is fully authorized to represent the company and to bind it to this Proposal and the Contract awarded pursuant to it and in all matters relating to or arising out of the subject matter of this Proposal.

\_\_\_\_\_  
Company

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title (Please Type)

\_\_\_\_\_  
Contact Phone Number

\_\_\_\_\_  
Contact Email Address

**Halifax Regional School Board**  
**School Directory - 2012-2013**  
 Visit our web site at [www.hrsb.ns.ca](http://www.hrsb.ns.ca)



<b>A.J. Smeltzer Junior High</b> 46 Prince St Lower Sackville NS B4C 1L1 <b>Board District:</b> 8	<b>Grades:</b> 07-09 <b>T:</b> 864-6846 <b>F:</b> 864-6852 <b>P:</b> Mary Jacquart <b>VP:</b> Lisa Long <b>Sec:</b> Deborah Thompson	<b>E-Mail:</b> <a href="mailto:ajs@hrsbsb.ns.ca">ajs@hrsbsb.ns.ca</a> <b>Family:</b> Sackville <b>Bus Cluster:</b> 1 <b>Admin Unit:</b> 1
<b>Admiral Westphal Elementary</b> 6 Fourth St Dartmouth NS B2X 3A5 <b>Board District:</b> 3	<b>Grades:</b> PR-06 <b>T:</b> 435-8305 <b>F:</b> 435-1749 <b>P:</b> Lori MacKay-Carroll <b>VP:</b> Kim Michaud <b>Sec:</b> Karen Cunningham	<b>E-Mail:</b> <a href="mailto:awes@hrsbsb.ns.ca">awes@hrsbsb.ns.ca</a> <b>Family:</b> Prince Andrew <b>Bus Cluster:</b> 3 <b>Admin Unit:</b> 4
<b>Alderney Elementary</b> 2 Penhorn Dr Dartmouth NS B2Y 3K1 <b>Board District:</b> 3	<b>Grades:</b> PR-06 <b>T:</b> 464-2040 <b>F:</b> 464-2686 <b>P:</b> Sherry Thistle <b>VP:</b> David McIntyre <b>Sec:</b> Mary Cross	<b>E-Mail:</b> <a href="mailto:alderney@hrsbsb.ns.ca">alderney@hrsbsb.ns.ca</a> <b>Family:</b> Prince Andrew <b>Bus Cluster:</b> 3 <b>Admin Unit:</b> 4
<b>Ash Lee Jefferson Elementary</b> 10 Lockview Rd Fall River NS B2T 1J1 <b>Board District:</b> 1	<b>Grades:</b> PR-06 <b>T:</b> 860-4163 <b>F:</b> 860-4191 <b>P:</b> Lewis Ingram <b>VP:</b> Christine Gallant-Hepburn <b>Sec:</b> Marsha Dares/Francis Tucker	<b>E-Mail:</b> <a href="mailto:aljs@hrsbsb.ns.ca">aljs@hrsbsb.ns.ca</a> <b>Family:</b> Lockview <b>Bus Cluster:</b> 1 <b>Admin Unit:</b> 2
<b>Astral Drive Elementary</b> 236 Astral Dr Dartmouth NS B2V 1B8 <b>Board District:</b> 2	<b>Grades:</b> PR-06 <b>T:</b> 462-8500 <b>F:</b> 462-8600 <b>P:</b> Ruth Bond <b>VP:</b> John Fry <b>Sec:</b> Nancy MacLeod	<b>E-Mail:</b> <a href="mailto:ade@hrsbsb.ns.ca">ade@hrsbsb.ns.ca</a> <b>Family:</b> Auburn Drive <b>Bus Cluster:</b> 3 <b>Admin Unit:</b> 2
<b>Astral Drive Junior High</b> 238 Astral Dr Dartmouth NS B2V 1B8 <b>Board District:</b> 2	<b>Grades:</b> 07-09 <b>T:</b> 462-8700 <b>F:</b> 462-6047 <b>P:</b> Darlene Fitzgerald <b>VP:</b> Scott Wadden <b>Sec:</b> Kelly Eaglestone	<b>E-Mail:</b> <a href="mailto:adjh@hrsbsb.ns.ca">adjh@hrsbsb.ns.ca</a> <b>Family:</b> Auburn Drive <b>Bus Cluster:</b> 3 <b>Admin Unit:</b> 2
<b>Atlantic Memorial - Terence Bay Elementary</b> 3591 Prospect Rd Shad Bay NS B3T 1Z3 <b>Board District:</b> 6	<b>Grades:</b> PR-05 <b>T:</b> 852-2166 <b>F:</b> 852-5514 <b>P:</b> Lana Smith <b>VP:</b> Lisa Daniel <b>Sec:</b> Janet Blackburn	<b>E-Mail:</b> <a href="mailto:ambt@hrsbsb.ns.ca">ambt@hrsbsb.ns.ca</a> <b>Family:</b> Halifax West <b>Bus Cluster:</b> 1 <b>Admin Unit:</b> 3
<b>Atlantic Memorial - Terence Bay Elementary</b> 1714 Lower Prospect Rd Terence Bay NS B3T 1Y6 <b>Board District:</b> 6	<b>Grades:</b> PR-05 <b>T:</b> 852-2166 <b>F:</b> 852-5514 <b>P:</b> Lana Smith <b>VP:</b> Lisa Daniel <b>Sec:</b> Janet Blackburn	<b>E-Mail:</b> <a href="mailto:ambt@hrsbsb.ns.ca">ambt@hrsbsb.ns.ca</a> <b>Family:</b> Halifax West <b>Bus Cluster:</b> 1 <b>Admin Unit:</b> 3
<b>Atlantic View Elementary</b> 3391 Lawrencetown Rd Lawrencetown NS B2Z 1R5 <b>Board District:</b> 1	<b>Grades:</b> PR-06 <b>T:</b> 464-5245 <b>F:</b> 464-5246 <b>P:</b> Jim King <b>VP:</b> Brenda Cormier <b>Sec:</b> Bernadette Robicheau	<b>E-Mail:</b> <a href="mailto:atvs@hrsbsb.ns.ca">atvs@hrsbsb.ns.ca</a> <b>Family:</b> Cole Harbour District <b>Bus Cluster:</b> 3 <b>Admin Unit:</b> 2
<b>Auburn Drive High</b> 300 Auburn Dr Dartmouth NS B2W 6E9 <b>Board District:</b> 2	<b>Grades:</b> 10-12 <b>T:</b> 462-6900 <b>F:</b> 462-6950 <b>P:</b> Bernie MacEachern <b>VP:</b> Adam Griffin/Dunovan Kalberlah/Tammy Murray <b>Sec:</b> Rhonda Leights/Simone Crooks	<b>E-Mail:</b> <a href="mailto:adhs@hrsbsb.ns.ca">adhs@hrsbsb.ns.ca</a> <b>Family:</b> Auburn Drive <b>Bus Cluster:</b> 3 <b>Admin Unit:</b> 2
<b>Basinview Drive Community School</b> 273 Basinview Dr Bedford NS B4A 3X8 <b>Board District:</b> 7	<b>Grades:</b> PR-06 <b>T:</b> 832-8450 <b>F:</b> 832-8461 <b>P:</b> Amy MacLeod <b>VP:</b> Janice Wells <b>Sec:</b> Michelle MacFarlane	<b>E-Mail:</b> <a href="mailto:bdcs@hrsbsb.ns.ca">bdcs@hrsbsb.ns.ca</a> <b>Family:</b> Charles P. Allen <b>Bus Cluster:</b> 1 <b>Admin Unit:</b> 1

<b>Beaver Bank-Kinsac Elementary</b> 28 Kinsac Rd Beaver Bank NS B4G 1C5 <b>Board District:</b> 8	<b>Grades:</b> PR-06 <b>T:</b> 864-6805 <b>F:</b> 864-6809 <b>P:</b> Brendon MacGillivray <b>VP:</b> Trisha Munroe <b>Sec:</b> Tamara MacLellan	<b>E-Mail:</b> bbks@hrsb.ns.ca <b>Family:</b> Lockview <b>Bus Cluster:</b> 1 <b>Admin Unit:</b> 2
<b>Beaver Bank-Monarch Drive Elementary</b> 38 Monarch Dr Beaver Bank NS B4E 3A5 <b>Board District:</b> 8	<b>Grades:</b> PR-06 <b>T:</b> 864-7540 <b>F:</b> 864-7543 <b>P:</b> Tracey White <b>VP:</b> Janice Howlett-MacKay <b>Sec:</b> Diane MacDow	<b>E-Mail:</b> bbmon@hrsb.ns.ca <b>Family:</b> Lockview <b>Bus Cluster:</b> 1 <b>Admin Unit:</b> 2
<b>Bedford Junior High</b> 426 Rocky Lake Dr Bedford NS B4A 2T5 <b>Board District:</b> 7	<b>Grades:</b> 07-09 <b>T:</b> 832-8952 <b>F:</b> 832-8962 <b>P:</b> Carmelita Rowe <b>VP:</b> Robin Snow <b>Sec:</b> Vivian Wilson	<b>E-Mail:</b> bjh@hrsb.ns.ca <b>Family:</b> Charles P. Allen <b>Bus Cluster:</b> 1 <b>Admin Unit:</b> 1
<b>Bedford South School</b> 2 Oceanview Dr Bedford NS B4A 4J6 <b>Board District:</b> 7	<b>Grades:</b> PR-09 <b>T:</b> 832-5800 <b>F:</b> 832-5805 <b>P:</b> Debbie Metherall <b>VP:</b> Kelli Burgess <b>Sec:</b> Charlene Burke/Theresa Redden	<b>E-Mail:</b> bedfords@hrsb.ns.ca <b>Family:</b> Charles P. Allen <b>Bus Cluster:</b> 1 <b>Admin Unit:</b> 1
<b>Beechville Lakeside Timberlea Elementary</b> 22 James St Timberlea NS B3T 1G9 <b>Board District:</b> 6	<b>Grades:</b> PR-02 <b>T:</b> 876-3236 <b>F:</b> 876-3238 <b>P:</b> Wallace MacAskill <b>VP:</b> Steve Hutchins/Kelly Joy <b>Sec:</b> Debra Spears/Theresa Redden	<b>E-Mail:</b> blt@hrsb.ns.ca <b>Family:</b> Sir John A. Macdonald <b>Bus Cluster:</b> 2 <b>Admin Unit:</b> 4
<b>Beechville Lakeside Timberlea Elementary</b> 24 James St Timberlea NS B3T 1G9 <b>Board District:</b> 6	<b>Grades:</b> 03-05 <b>T:</b> 876-3230 <b>F:</b> 876-7909 <b>P:</b> Wallace MacAskill <b>VP:</b> Steve Hutchins/Kelly Joy <b>Sec:</b> Robin Sawler	<b>E-Mail:</b> blt@hrsb.ns.ca <b>Family:</b> Sir John A. Macdonald <b>Bus Cluster:</b> 2 <b>Admin Unit:</b> 4
<b>Bel Ayr Elementary</b> 4 Bell St Dartmouth NS B2W 2P3 <b>Board District:</b> 2	<b>Grades:</b> PR-06 <b>T:</b> 435-8353 <b>F:</b> 435-8373 <b>P:</b> Isabelle Obeid <b>VP:</b> Terry Barro <b>Sec:</b> Margaret Cuthbert	<b>E-Mail:</b> belayr@hrsb.ns.ca <b>Family:</b> Prince Andrew <b>Bus Cluster:</b> 3 <b>Admin Unit:</b> 4
<b>Bell Park Academic Centre</b> 4 Thomas St Lake Echo NS B3E 1M6 <b>Board District:</b> 1	<b>Grades:</b> PR-06 <b>T:</b> 829-2388 <b>F:</b> 829-2402 <b>P:</b> Stephanie Dorrington <b>VP:</b> Mamoonna Brace <b>Sec:</b> Charmaine Jennex	<b>E-Mail:</b> bpac@hrsb.ns.ca <b>Family:</b> Auburn Drive <b>Bus Cluster:</b> 3 <b>Admin Unit:</b> 2
<b>Bicentennial School</b> 85 Victoria Rd Dartmouth NS B3A 1T9 <b>Board District:</b> 3	<b>Grades:</b> PR-09 <b>T:</b> 464-2094 <b>F:</b> 464-2098 <b>P:</b> Kim Campbell <b>VP:</b> Jamie Kavanaugh <b>Sec:</b> Lorraine Currie	<b>E-Mail:</b> bicent@hrsb.ns.ca <b>Family:</b> Dartmouth High <b>Bus Cluster:</b> 3 <b>Admin Unit:</b> 3
<b>Brookhouse Elementary</b> 15 Christopher Ave Dartmouth NS B2W 3G2 <b>Board District:</b> 3	<b>Grades:</b> PR-06 <b>T:</b> 435-8318 <b>F:</b> 435-8323 <b>P:</b> Ken MacDonald <b>VP:</b> Susan Aucoin <b>Sec:</b> Julia Fraser/Cathy Bird	<b>E-Mail:</b> bes@hrsb.ns.ca <b>Family:</b> Prince Andrew <b>Bus Cluster:</b> 3 <b>Admin Unit:</b> 4
<b>Brookside Junior High</b> 2239 Prospect Rd Hatchet Lake NS B3T 1R8 <b>Board District:</b> 6	<b>Grades:</b> 06-09 <b>T:</b> 852-2062 <b>F:</b> 852-5530 <b>P:</b> Joanne Kirkpatrick <b>VP:</b> Craig Nelson <b>Sec:</b> Marjorie Conrad	<b>E-Mail:</b> bjhs@hrsb.ns.ca <b>Family:</b> Halifax West <b>Bus Cluster:</b> 1 <b>Admin Unit:</b> 3
<b>Burton Ettinger Elementary</b> 52 Alex St Halifax NS B3N 2W4 <b>Board District:</b> 5	<b>Grades:</b> PR-06 <b>T:</b> 457-8922 <b>F:</b> 457-8928 <b>P:</b> Andrea Briand <b>VP:</b> David Madget <b>Sec:</b> Patti Clarke	<b>E-Mail:</b> bees@hrsb.ns.ca <b>Family:</b> Halifax West <b>Bus Cluster:</b> 1 <b>Admin Unit:</b> 3
<b>Caldwell Road Elementary</b> 280 Caldwell Rd Dartmouth NS B2V 1A3 <b>Board District:</b> 2	<b>Grades:</b> PR-06 <b>T:</b> 462-6010 <b>F:</b> 462-6017 <b>P:</b> Paula Danyluk-Macdonald <b>VP:</b> Tanya MacNeil <b>Sec:</b> Lyn Smith	<b>E-Mail:</b> cres@hrsb.ns.ca <b>Family:</b> Auburn Drive <b>Bus Cluster:</b> 3 <b>Admin Unit:</b> 2

<b>Caledonia Junior High</b> 38 Caledonia Rd Dartmouth NS B2X 1K8 <b>Board District:</b> 3	<b>Grades:</b> 07-09 <b>T:</b> 435-8413 <b>F:</b> 435-8425 <b>P:</b> Jennifer Murray <b>VP:</b> Greg White <b>Sec:</b> Tracey West	<b>E-Mail:</b> cjhs@hrsb.ns.ca <b>Family:</b> Prince Andrew <b>Bus Cluster:</b> 3 <b>Admin Unit:</b> 4
<b>Caudle Park Elementary</b> 35 McGee Dr Lower Sackville NS B4C 2J1 <b>Board District:</b> 8	<b>Grades:</b> PR-06 <b>T:</b> 864-6864 <b>F:</b> 864-6896 <b>P:</b> Peter Balcom <b>VP:</b> Karen Daye <b>Sec:</b> Jillian Dominey	<b>E-Mail:</b> cpes@hrsb.ns.ca <b>Family:</b> Sackville <b>Bus Cluster:</b> 1 <b>Admin Unit:</b> 1
<b>Cavalier Drive School</b> 116 Cavalier Dr Lower Sackville NS B4C 3L9 <b>Board District:</b> 8	<b>Grades:</b> PR-09 <b>T:</b> 864-7524 <b>F:</b> 864-7554 <b>P:</b> Pauline Murray <b>VP:</b> Mary Lou Fraser <b>Sec:</b> Theresa MacLean	<b>E-Mail:</b> cds@hrsb.ns.ca <b>Family:</b> Sackville <b>Bus Cluster:</b> 1 <b>Admin Unit:</b> 2
<b>Central Spryfield Elementary</b> 364 Herring Cove Rd Halifax NS B3R 1V8 <b>Board District:</b> 6	<b>Grades:</b> PR-06 <b>T:</b> 479-4286 <b>F:</b> 479-4295 <b>P:</b> Emily Quigley <b>VP:</b> Nancy Bradfield <b>Sec:</b> Marilyn Maxner	<b>E-Mail:</b> cses@hrsb.ns.ca <b>Family:</b> J.L. Ilsley <b>Bus Cluster:</b> 2 <b>Admin Unit:</b> 4
<b>Charles P. Allen High</b> 670 Rocky Lake Drive Bedford NS B4A 2T6 <b>Board District:</b> 7	<b>Grades:</b> 10-12 <b>T:</b> 832-8964 <b>F:</b> 832-8981 <b>P:</b> Stephanie Bird <b>VP:</b> Peter MacDonald/Benedette Anyanwu/David Chishol <b>Sec:</b> Nancy Blight/Annette Lowe/Carolyn Meek	<b>E-Mail:</b> cpah@hrsb.ns.ca <b>Family:</b> Charles P. Allen <b>Bus Cluster:</b> 1 <b>Admin Unit:</b> 1
<b>Chebucto Heights Elementary</b> 230 Cowie Hill Rd Halifax NS B3P 2M3 <b>Board District:</b> 4	<b>Grades:</b> PR-06 <b>T:</b> 479-4298 <b>F:</b> 479-4408 <b>P:</b> Lesley MacInnis <b>VP:</b> Kelly Clarke <b>Sec:</b> Giselle LeBreton	<b>E-Mail:</b> ches@hrsb.ns.ca <b>Family:</b> J.L. Ilsley <b>Bus Cluster:</b> 2 <b>Admin Unit:</b> 4
<b>Citadel High</b> 1855 Trollope St Halifax NS B3H 0A4 <b>Board District:</b> 4	<b>Grades:</b> 10-12 <b>T:</b> 491-4444 <b>F:</b> 491-1700 <b>P:</b> Linda Choyce <b>VP:</b> Bruce MacKay/Stephen Corkum/Robert MacMillan <b>Sec:</b> Jane Farrell/Julie King/Evelyn Beck	<b>E-Mail:</b> chs@hrsb.ns.ca <b>Family:</b> Citadel High <b>Bus Cluster:</b> 2 <b>Admin Unit:</b> 1
<b>Clayton Park Junior High</b> 45 Plateau Cres Halifax NS B3M 2V7 <b>Board District:</b> 5	<b>Grades:</b> 07-09 <b>T:</b> 457-8930 <b>F:</b> 457-1646 <b>P:</b> Kim Acorn <b>VP:</b> David Reed <b>Sec:</b> Candace Bryson	<b>E-Mail:</b> cpjh@hrsb.ns.ca <b>Family:</b> Halifax West <b>Bus Cluster:</b> 1 <b>Admin Unit:</b> 3
<b>Colby Village Elementary</b> 92 Colby Dr Dartmouth NS B2V 1J7 <b>Board District:</b> 2	<b>Grades:</b> PR-06 <b>T:</b> 464-5152 <b>F:</b> 464-5154 <b>P:</b> Robert Caume <b>VP:</b> TBA <b>Sec:</b> Cindy McKay	<b>E-Mail:</b> cves@hrsb.ns.ca <b>Family:</b> Auburn Drive <b>Bus Cluster:</b> 3 <b>Admin Unit:</b> 2
<b>Cole Harbour District High</b> 2 Chameau Cres Cole Harbour NS B2W 4X4 <b>Board District:</b> 2	<b>Grades:</b> 10-12 <b>T:</b> 464-5220 <b>F:</b> 464-5241 <b>P:</b> Debbie Rowsell <b>VP:</b> Barrett Khan/Craig Campbell/Nigel Mailman <b>Sec:</b> Bonnie Stairs/Patricia DeYoung	<b>E-Mail:</b> chdhs@hrsb.ns.ca <b>Family:</b> Cole Harbour District <b>Bus Cluster:</b> 3 <b>Admin Unit:</b> 2
<b>Colonel John Stuart Elementary</b> 5 John Stewart Dr Cole Harbour NS B2W 4J7 <b>Board District:</b> 2	<b>Grades:</b> PR-06 <b>T:</b> 464-5200 <b>F:</b> 464-5247 <b>P:</b> Sherrial Maloney <b>VP:</b> Tanya Borden <b>Sec:</b> Rae-Ann Penton	<b>E-Mail:</b> cjses@hrsb.ns.ca <b>Family:</b> Cole Harbour District <b>Bus Cluster:</b> 3 <b>Admin Unit:</b> 2
<b>Crichton Park Elementary</b> 49 Lyngby Ave Dartmouth NS B3A 3V1 <b>Board District:</b> 3	<b>Grades:</b> PR-06 <b>T:</b> 464-2503 <b>F:</b> 464-2770 <b>P:</b> Lee-Anne Coveyduc <b>VP:</b> Monica Stoilov <b>Sec:</b> Donna Bohemier	<b>E-Mail:</b> crichton@hrsb.ns.ca <b>Family:</b> Dartmouth High <b>Bus Cluster:</b> 3 <b>Admin Unit:</b> 3
<b>Cunard Junior High</b> 121 Williams Lake Rd Halifax NS B3P 1T6 <b>Board District:</b> 4	<b>Grades:</b> 07-09 <b>T:</b> 479-4418 <b>F:</b> 479-4425 <b>P:</b> Karyn Cooling <b>VP:</b> Michelle Kavanaugh <b>Sec:</b> Patricia Gillis	<b>E-Mail:</b> cunard@hrsb.ns.ca <b>Family:</b> J.L. Ilsley <b>Bus Cluster:</b> 2 <b>Admin Unit:</b> 4



<b>Dartmouth High</b> 95 Victoria Rd Dartmouth NS B3A 1V2 <b>Board District:</b> 3	<b>Grades:</b> 10-12 <b>T:</b> 464-2457 <b>F:</b> 464-2384 <b>P:</b> Eartha Monard <b>VP:</b> Jenny-Kate Hadley/Jamie Taylor <b>Sec:</b> Tanya Jordan/Janet Totino	<b>E-Mail:</b> dhs@hrsb.ns.ca <b>Family:</b> Dartmouth High <b>Bus Cluster:</b> 3 <b>Admin Unit:</b> 3
<b>Duc d'Anville Elementary</b> 12 Clayton Park Dr Halifax NS B3M 1L3 <b>Board District:</b> 5	<b>Grades:</b> PR-06 <b>T:</b> 457-8940 <b>F:</b> 457-8945 <b>P:</b> Patricia Leger <b>VP:</b> Susan Casey <b>Sec:</b> Irene Meko	<b>E-Mail:</b> ddes@hrsb.ns.ca <b>Family:</b> Halifax West <b>Bus Cluster:</b> 1 <b>Admin Unit:</b> 3
<b>Duncan MacMillan High</b> 481 Church Point Rd Sheet Harbour NS B0J 3B0 <b>Board District:</b> 1	<b>Grades:</b> 07-12 <b>T:</b> 885-2777 <b>F:</b> 885-2790 <b>P:</b> Molly Gammon <b>VP:</b> Aaron Verge <b>Sec:</b> Donna Levy	<b>E-Mail:</b> dmhs@hrsb.ns.ca <b>Family:</b> Duncan MacMillan <b>Bus Cluster:</b> 3 <b>Admin Unit:</b> 3
<b>Dutch Settlement Elementary</b> 990 Highway 277 Dutch Settlement NS B2S 2J5 <b>Board District:</b> 1	<b>Grades:</b> PR-06 <b>T:</b> 883-3000 <b>F:</b> 883-3001 <b>P:</b> Heather Killen <b>VP:</b> N/A <b>Sec:</b> Teri Rose	<b>E-Mail:</b> dses@hrsb.ns.ca <b>Family:</b> Musquodoboit Rural <b>Bus Cluster:</b> 3 <b>Admin Unit:</b> 4
<b>East St. Margaret's Elementary</b> 8671 Peggy's Cove Rd Indian Harbour NS B3Z 3P5 <b>Board District:</b> 7	<b>Grades:</b> PR-06 <b>T:</b> 823-2463 <b>F:</b> 823-2232 <b>P:</b> John Dobrowolski <b>VP:</b> N/A <b>Sec:</b> Danette McDaniel	<b>E-Mail:</b> estm@hrsb.ns.ca <b>Family:</b> Sir John A. Macdonald <b>Bus Cluster:</b> 2 <b>Admin Unit:</b> 4
<b>Eastern Consolidated Elementary</b> 28875 Highway 7 Moser River NS B0J 2K0 <b>Board District:</b> 1	<b>Grades:</b> PR-05 <b>T:</b> 347-2618 <b>F:</b> 347-2284 <b>P:</b> Wanda Scott <b>VP:</b> Troy Smith <b>Sec:</b> Crystal Chittick	<b>E-Mail:</b> ecs@hrsb.ns.ca <b>Family:</b> Duncan MacMillan <b>Bus Cluster:</b> 3 <b>Admin Unit:</b> 3
<b>Eastern Passage Education Centre</b> 93 Samuel Danial Dr Eastern Passage NS B3G 1P7 <b>Board District:</b> 2	<b>Grades:</b> 07-09 <b>T:</b> 462-8401 <b>F:</b> 462-8403 <b>P:</b> Barb Gromick <b>VP:</b> Scott Hickman <b>Sec:</b> Judith Filshie	<b>E-Mail:</b> epec@hrsb.ns.ca <b>Family:</b> Cole Harbour District <b>Bus Cluster:</b> 3 <b>Admin Unit:</b> 2
<b>Eastern Shore District High</b> 35 West Petpeswick Rd Musquodoboit Harbour NS B0J 2L0 <b>Board District:</b> 1	<b>Grades:</b> 10-12 <b>T:</b> 889-4025 <b>F:</b> 889-4037 <b>P:</b> Pat Savage <b>VP:</b> Helen Ferguson <b>Sec:</b> Kimberley Gaetz/Julia Cottingham	<b>E-Mail:</b> esdh@hrsb.ns.ca <b>Family:</b> Eastern Shore <b>Bus Cluster:</b> 3 <b>Admin Unit:</b> 3
<b>Elizabeth Sutherland</b> 66 Rockingstone Rd Halifax NS B3R 2C9 <b>Board District:</b> 6	<b>Grades:</b> PR-09 <b>T:</b> 479-4427 <b>F:</b> 479-4430 <b>P:</b> Kim Wilson <b>VP:</b> Paul Betuik <b>Sec:</b> Terri Parker	<b>E-Mail:</b> ess@hrsb.ns.ca <b>Family:</b> J.L. Ilsley <b>Bus Cluster:</b> 2 <b>Admin Unit:</b> 4
<b>Ellenvale Junior High</b> 88 Belle Vista Dr Dartmouth NS B2W 2X7 <b>Board District:</b> 3	<b>Grades:</b> 07-09 <b>T:</b> 435-8420 <b>F:</b> 435-8469 <b>P:</b> Jeff Lewis <b>VP:</b> Brad McGowan <b>Sec:</b> Anne McCrate	<b>E-Mail:</b> ejhs@hrsb.ns.ca <b>Family:</b> Prince Andrew <b>Bus Cluster:</b> 3 <b>Admin Unit:</b> 4
<b>Eric Graves Memorial Junior High</b> 70 Dorothea Dr Dartmouth NS B2W 4M3 <b>Board District:</b> 2	<b>Grades:</b> 07-09 <b>T:</b> 435-8325 <b>F:</b> 435-8379 <b>P:</b> Karen Dale <b>VP:</b> Paula Fairbairn <b>Sec:</b> Wendy Forrest	<b>E-Mail:</b> egmjh@hrsb.ns.ca <b>Family:</b> Prince Andrew <b>Bus Cluster:</b> 3 <b>Admin Unit:</b> 4
<b>Fairview Heights Elementary</b> 141 Rufus Ave Halifax NS B3N 2M2 <b>Board District:</b> 5	<b>Grades:</b> PR-06 <b>T:</b> 457-8953 <b>F:</b> 457-8957 <b>P:</b> Sara Walker <b>VP:</b> Carrie McBay <b>Sec:</b> Michelle McElroy	<b>E-Mail:</b> fhcs@hrsb.ns.ca <b>Family:</b> Halifax West <b>Bus Cluster:</b> 1 <b>Admin Unit:</b> 3
<b>Fairview Heights Elementary</b> 210 Coronation Ave Halifax NS B3N 2N3 <b>Board District:</b> 5	<b>Grades:</b> PR-06 <b>T:</b> 457-8953 <b>F:</b> 457-8957 <b>P:</b> Sara Walker <b>VP:</b> Carrie McBay <b>Sec:</b> Michelle McElroy	<b>E-Mail:</b> fhcs@hrsb.ns.ca <b>Family:</b> Halifax West <b>Bus Cluster:</b> 1 <b>Admin Unit:</b> 3

<b>Fairview Junior High</b> 155 Rosedale Ave Halifax NS B3N 2K2 <b>Board District:</b> 5	<b>Grades:</b> 07-09 <b>T:</b> 457-8960 <b>F:</b> 457-8963 <b>P:</b> Peter Wicha <b>VP:</b> Frances Murdock <b>Sec:</b> Janet Martin	<b>E-Mail:</b> fvjh@hrsb.ns.ca <b>Family:</b> Halifax West <b>Bus Cluster:</b> 1 <b>Admin Unit:</b> 3
<b>Five Bridges Junior High</b> 66 Hubley Rd Hubley NS B3Z 1B9 <b>Board District:</b> 7	<b>Grades:</b> 07-09 <b>T:</b> 876-2026 <b>F:</b> 876-7177 <b>P:</b> Ramona Joseph <b>VP:</b> Joanne Faryniuk <b>Sec:</b> Leesa Ince-Muir	<b>E-Mail:</b> fbjh@hrsb.ns.ca <b>Family:</b> Sir John A. Macdonald <b>Bus Cluster:</b> 2 <b>Admin Unit:</b> 4
<b>Flexible Learning &amp; Education Centres</b> 1326 Bedford Hwy Bedford NS B4A 1C9 <b>Board District:</b>	<b>Grades:</b> 10-12 <b>T:</b> 832-8630 <b>F:</b> 832-8409 <b>P:</b> Margie Hopkins <b>VP:</b> Mike Page <b>Sec:</b> Patricia Bartlett	<b>E-Mail:</b> AHS@hrsb.ns.ca <b>Family:</b> FLECs <b>Bus Cluster:</b> 2 <b>Admin Unit:</b> 4
<b>Gaetz Brook Junior High</b> 6856 Hwy 7 Head of Chezzetcook NS B0J 1N0 <b>Board District:</b> 1	<b>Grades:</b> 07-09 <b>T:</b> 827-4666 <b>F:</b> 827-5430 <b>P:</b> Krista Allen <b>VP:</b> Heather McKay <b>Sec:</b> Janice Trider	<b>E-Mail:</b> gbjhs@hrsb.ns.ca <b>Family:</b> Eastern Shore <b>Bus Cluster:</b> 3 <b>Admin Unit:</b> 3
<b>George Bissett Elementary</b> 170 Arklow Dr Dartmouth NS B2W 4R6 <b>Board District:</b> 2	<b>Grades:</b> PR-06 <b>T:</b> 464-5184 <b>F:</b> 464-5187 <b>P:</b> Dwight Lucas <b>VP:</b> Sherry Scoville <b>Sec:</b> Linda Wright	<b>E-Mail:</b> gbes@hrsb.ns.ca <b>Family:</b> Cole Harbour District <b>Bus Cluster:</b> 3 <b>Admin Unit:</b> 2
<b>Georges P. Vanier Junior High</b> 1410 Fall River Rd Fall River NS B2T 1J1 <b>Board District:</b> 1	<b>Grades:</b> 07-08 <b>T:</b> 860-4182 <b>F:</b> 860-4188 <b>P:</b> Marlene Johns <b>VP:</b> Dorothy Hart <b>Sec:</b> Linda Abbott/Linda Mercer	<b>E-Mail:</b> vanier@hrsb.ns.ca <b>Family:</b> Lockview <b>Bus Cluster:</b> 1 <b>Admin Unit:</b> 2
<b>Gertrude M. Parker Elementary</b> 100 Stokil Dr Lower Sackville NS B4C 2G5 <b>Board District:</b> 8	<b>Grades:</b> PR-06 <b>T:</b> 864-6855 <b>F:</b> 864-6897 <b>P:</b> Brian Toner <b>VP:</b> Kara MacGillivray <b>Sec:</b> Carole Bernier	<b>E-Mail:</b> gpes@hrsb.ns.ca <b>Family:</b> Sackville <b>Bus Cluster:</b> 1 <b>Admin Unit:</b> 1
<b>Gorsebrook Junior High</b> 5966 South St Halifax NS B3H 1S6 <b>Board District:</b> 4	<b>Grades:</b> 07-09 <b>T:</b> 421-6758 <b>F:</b> 421-2709 <b>P:</b> Agnes Greer <b>VP:</b> Maria Rouvalis <b>Sec:</b> Anita Chambers	<b>E-Mail:</b> gjh@hrsb.ns.ca <b>Family:</b> Citadel High <b>Bus Cluster:</b> 2 <b>Admin Unit:</b> 1
<b>Graham Creighton Junior High</b> 72 Cherry Brook Rd Cherry Brook NS B2Z 1A8 <b>Board District:</b> 2	<b>Grades:</b> 07-09 <b>T:</b> 464-5164 <b>F:</b> 464-5173 <b>P:</b> Karen Hudson <b>VP:</b> Andrew Bray <b>Sec:</b> Marion Martin	<b>E-Mail:</b> gcjh@hrsb.ns.ca <b>Family:</b> Auburn Drive <b>Bus Cluster:</b> 3 <b>Admin Unit:</b> 2
<b>Grosvenor-Wentworth Park Elementary</b> 4 Downing St Halifax NS B3M 2G4 <b>Board District:</b> 5	<b>Grades:</b> PR-06 <b>T:</b> 457-8422 <b>F:</b> 457-8430 <b>P:</b> Lynn Corkum <b>VP:</b> Timothy McClare <b>Sec:</b> Donna Rogers	<b>E-Mail:</b> gwp@hrsb.ns.ca <b>Family:</b> Halifax West <b>Bus Cluster:</b> 1 <b>Admin Unit:</b> 3
<b>Halifax Central Junior High</b> 1787 Preston St Halifax NS B3H 3V7 <b>Board District:</b> 4	<b>Grades:</b> 07-09 <b>T:</b> 421-6777 <b>F:</b> 421-2868 <b>P:</b> Bill Spears <b>VP:</b> Mark MacPhee <b>Sec:</b> Kathy Reinhardt	<b>E-Mail:</b> central@hrsb.ns.ca <b>Family:</b> Citadel High <b>Bus Cluster:</b> 2 <b>Admin Unit:</b> 1
<b>Halifax West High</b> 283 Thomas Raddall Dr Halifax NS B3S 1R1 <b>Board District:</b> 6	<b>Grades:</b> 10-12 <b>T:</b> 457-8900 <b>F:</b> 457-8980 <b>P:</b> Gary Walker <b>VP:</b> Jacqueline Ashford Ray/Shawn Sheehan/Lynn Moulton <b>Sec:</b> Sherry Robinson/Janet Cochrane/Zeta Bennett	<b>E-Mail:</b> hwhs@hrsb.ns.ca <b>Family:</b> Halifax West <b>Bus Cluster:</b> 1 <b>Admin Unit:</b> 3
<b>Hammonds Plains Consolidated Elementary</b> 2180 Hammonds Plains Rd Hammonds Plains NS B4B 1M5 <b>Board District:</b> 7	<b>Grades:</b> PR-05 <b>T:</b> 832-8412 <b>F:</b> 832-8420 <b>P:</b> Helen Healy <b>VP:</b> Anne Lindsay <b>Sec:</b> Gillian Boutilier	<b>E-Mail:</b> hpcs@hrsb.ns.ca <b>Family:</b> Charles P. Allen <b>Bus Cluster:</b> 1 <b>Admin Unit:</b> 1

<b>Harbour View Elementary</b> 25 Alfred St Dartmouth NS B3A 4E8 <b>Board District:</b> 3	<b>Grades:</b> PR-06 <b>T:</b> 464-2051 <b>F:</b> 464-2282 <b>P:</b> Janice Graham <b>VP:</b> Sandy Alexander <b>Sec:</b> Ann Urquhart/Cathy Bird	<b>E-Mail:</b> hves@hrsb.ns.ca <b>Family:</b> Dartmouth High <b>Bus Cluster:</b> 3 <b>Admin Unit:</b> 3
<b>Harold T. Barrett Junior High</b> 862 Beaver Bank Rd Beaver Bank NS B4G 1A9 <b>Board District:</b> 8	<b>Grades:</b> 07-08 <b>T:</b> 864-7500 <b>F:</b> 864-7502 <b>P:</b> Jamie Moore <b>VP:</b> Derek Ferguson <b>Sec:</b> Karen Zwicker	<b>E-Mail:</b> htbar@hrsb.ns.ca <b>Family:</b> Lockview <b>Bus Cluster:</b> 1 <b>Admin Unit:</b> 2
<b>Harrietsfield Elementary</b> 1150 Old Sambro Rd Harrietsfield NS B3V 1B1 <b>Board District:</b> 6	<b>Grades:</b> PR-06 <b>T:</b> 479-4230 <b>F:</b> 479-4235 <b>P:</b> Natalie Hagerty <b>VP:</b> Christine Fryer <b>Sec:</b> Paula Lawlor	<b>E-Mail:</b> hes@hrsb.ns.ca <b>Family:</b> J.L. Ilsley <b>Bus Cluster:</b> 2 <b>Admin Unit:</b> 4
<b>Harry R. Hamilton Elementary</b> 40 Hamilton Dr Middle Sackville NS B4E 3A9 <b>Board District:</b> 8	<b>Grades:</b> PR-06 <b>T:</b> 864-6815 <b>F:</b> 864-6820 <b>P:</b> Gail Langille <b>VP:</b> Cheryl Dempster <b>Sec:</b> Donna Costard	<b>E-Mail:</b> hrh@hrsb.ns.ca <b>Family:</b> Millwood <b>Bus Cluster:</b> 1 <b>Admin Unit:</b> 2
<b>Hawthorn Elementary</b> 10 Hawthorne St Dartmouth NS B2Y 2Y3 <b>Board District:</b> 3	<b>Grades:</b> PR-06 <b>T:</b> 464-2048 <b>F:</b> 464-2799 <b>P:</b> Stacey Toth <b>VP:</b> Anne Ring <b>Sec:</b> Christina Goodhew	<b>E-Mail:</b> hawthorn@hrsb.ns.ca <b>Family:</b> Dartmouth High <b>Bus Cluster:</b> 3 <b>Admin Unit:</b> 3
<b>Herring Cove Junior High</b> 7 Lancaster Dr Herring Cove NS B3V 1H9 <b>Board District:</b> 6	<b>Grades:</b> 07-09 <b>T:</b> 479-4214 <b>F:</b> 479-3379 <b>P:</b> Lisa Vaughan <b>VP:</b> Amy Williams <b>Sec:</b> Peggy MacLean	<b>E-Mail:</b> hcjh@hrsb.ns.ca <b>Family:</b> J.L. Ilsley <b>Bus Cluster:</b> 2 <b>Admin Unit:</b> 4
<b>Highland Park Junior High</b> 3479 Robie St Halifax NS B3K 4S4 <b>Board District:</b> 5	<b>Grades:</b> 07-09 <b>T:</b> 493-5124 <b>F:</b> 493-5130 <b>P:</b> Wade Smith <b>VP:</b> Chris MacLellan <b>Sec:</b> Bernice Alexander	<b>E-Mail:</b> hpjh@hrsb.ns.ca <b>Family:</b> Citadel High <b>Bus Cluster:</b> 2 <b>Admin Unit:</b> 1
<b>Hillside Park Elementary</b> 15 Hillside Ave Lower Sackville NS B4C 1W6 <b>Board District:</b> 8	<b>Grades:</b> PR-06 <b>T:</b> 864-6873 <b>F:</b> 864-6878 <b>P:</b> Karla Wolfe <b>VP:</b> Lisa Taylor <b>Sec:</b> Norine Brown	<b>E-Mail:</b> hpes@hrsb.ns.ca <b>Family:</b> Sackville <b>Bus Cluster:</b> 1 <b>Admin Unit:</b> 1
<b>Holland Road Elementary</b> 181 Holland Rd Fletchers Lake NS B2T 1A1 <b>Board District:</b> 1	<b>Grades:</b> PR-06 <b>T:</b> 860-4170 <b>F:</b> 860-4173 <b>P:</b> Rick Hooke <b>VP:</b> Lisa LeLacheur <b>Sec:</b> Sophie Day	<b>E-Mail:</b> hres@hrsb.ns.ca <b>Family:</b> Lockview <b>Bus Cluster:</b> 1 <b>Admin Unit:</b> 2
<b>Humber Park Elementary</b> 5 Smallwood Ave Lake Loon NS B2W 3R6 <b>Board District:</b> 2	<b>Grades:</b> PR-06 <b>T:</b> 464-5177 <b>F:</b> 464-5182 <b>P:</b> Roberta Jones <b>VP:</b> Regan Clancy <b>Sec:</b> Lisa Roberts	<b>E-Mail:</b> hps@hrsb.ns.ca <b>Family:</b> Auburn Drive <b>Bus Cluster:</b> 3 <b>Admin Unit:</b> 2
<b>Ian Forsyth Elementary</b> 22 Glencoe Dr Dartmouth NS B2X 1J1 <b>Board District:</b> 3	<b>Grades:</b> PR-06 <b>T:</b> 435-8435 <b>F:</b> 435-8365 <b>P:</b> Mary-Jane Scott <b>VP:</b> Carmel Mitchell <b>Sec:</b> Penny Lardner/Laura Cavicchi	<b>E-Mail:</b> ifes@hrsb.ns.ca <b>Family:</b> Prince Andrew <b>Bus Cluster:</b> 3 <b>Admin Unit:</b> 4
<b>Inglis Street Elementary</b> 5985 Inglis St Halifax NS B3H 1K7 <b>Board District:</b> 4	<b>Grades:</b> PR-06 <b>T:</b> 421-6767 <b>F:</b> 421-3028 <b>P:</b> Vincent Macneil <b>VP:</b> Crystal Pelly <b>Sec:</b> Jillian Butler	<b>E-Mail:</b> ises@hrsb.ns.ca <b>Family:</b> Citadel High <b>Bus Cluster:</b> 2 <b>Admin Unit:</b> 1
<b>J.L. Ilsley High</b> 38 Sylvia Ave Halifax NS B3R 1J9 <b>Board District:</b> 6	<b>Grades:</b> 10-12 <b>T:</b> 479-4612 <b>F:</b> 479-4635 <b>P:</b> Tim Simony <b>VP:</b> Ken Johnston/Ruth Wilkins <b>Sec:</b> Susan Algee/Beverly Purdy	<b>E-Mail:</b> jli@hrsb.ns.ca <b>Family:</b> J.L. Ilsley <b>Bus Cluster:</b> 2 <b>Admin Unit:</b> 4

<b>John MacNeil Elementary</b> 62 Leaman Dr Dartmouth NS B3A 2K9 <b>Board District:</b> 3	<b>Grades:</b> PR-06 <b>T:</b> 464-2488 <b>F:</b> 464-2616 <b>P:</b> Carole-Anne Larade <b>VP:</b> Neil Daigle <b>Sec:</b> Lynda Foggoo	<b>E-Mail:</b> jmes@hrsb.ns.ca <b>Family:</b> Dartmouth High <b>Bus Cluster:</b> 3 <b>Admin Unit:</b> 3
<b>John Martin Junior High</b> 7 Brule St Dartmouth NS B3A 4G2 <b>Board District:</b> 3	<b>Grades:</b> 07-09 <b>T:</b> 464-2408 <b>F:</b> 464-2062 <b>P:</b> Anne Johnson-Mcdonald <b>VP:</b> Alana Conrad <b>Sec:</b> Anne Albert	<b>E-Mail:</b> jmjh@hrsb.ns.ca <b>Family:</b> Dartmouth High <b>Bus Cluster:</b> 3 <b>Admin Unit:</b> 3
<b>John W. MacLeod - Fleming Tower Elem.</b> 25 Randolph St Halifax NS B3P 2A9 <b>Board District:</b> 4	<b>Grades:</b> PR-06 <b>T:</b> 479-4437 <b>F:</b> 479-4442 <b>P:</b> Jane Gourley <b>VP:</b> Emilie Lively <b>Sec:</b> Debbie Walsh	<b>E-Mail:</b> jwm@hrsb.ns.ca <b>Family:</b> J.L. Ilsley <b>Bus Cluster:</b> 2 <b>Admin Unit:</b> 4
<b>John W. MacLeod - Fleming Tower Elem.</b> 159 Purcell's Cove Rd Halifax NS B3P 1B7 <b>Board District:</b> 4	<b>Grades:</b> PR-06 <b>T:</b> 479-4437 <b>F:</b> 479-4442 <b>P:</b> Jane Gourley <b>VP:</b> Emilie Lively <b>Sec:</b> Debbie Walsh	<b>E-Mail:</b> jwm@hrsb.ns.ca <b>Family:</b> J.L. Ilsley <b>Bus Cluster:</b> 2 <b>Admin Unit:</b> 4
<b>Joseph Giles Elementary</b> 54 Gregory Dr Dartmouth NS B2W 3M6 <b>Board District:</b> 2	<b>Grades:</b> PR-06 <b>T:</b> 464-5192 <b>F:</b> 464-5197 <b>P:</b> Robert Piccott <b>VP:</b> Gwen Birt <b>Sec:</b> Janice McKearney	<b>E-Mail:</b> jges@hrsb.ns.ca <b>Family:</b> Auburn Drive <b>Bus Cluster:</b> 3 <b>Admin Unit:</b> 2
<b>Joseph Howe Elementary</b> 2557 Maynard St Halifax NS B3K 3V6 <b>Board District:</b> 5	<b>Grades:</b> PR-06 <b>T:</b> 421-6785 <b>F:</b> 421-8744 <b>P:</b> Patricia Tupper <b>VP:</b> Jeff Carruthers <b>Sec:</b> Lynette Higgins	<b>E-Mail:</b> jhowe@hrsb.ns.ca <b>Family:</b> Citadel High <b>Bus Cluster:</b> 2 <b>Admin Unit:</b> 1
<b>Kingswood Elementary</b> 34 Vrege Crt Hammonds Plains NS B4B 1K2 <b>Board District:</b> 7	<b>Grades:</b> PR-06 <b>T:</b> 832-5522 <b>F:</b> 832-5524 <b>P:</b> Andy MacNeil <b>VP:</b> Carolyn Thompson <b>Sec:</b> Kimberlee Ritcey	<b>E-Mail:</b> kwe@hrsb.ns.ca <b>Family:</b> Charles P. Allen <b>Bus Cluster:</b> 1 <b>Admin Unit:</b> 1
<b>Lakefront Consolidated Elementary</b> 17286 Highway 7 Tangier NS B0J 3H0 <b>Board District:</b> 1	<b>Grades:</b> PR-06 <b>T:</b> 772-2195 <b>F:</b> 772-2850 <b>P:</b> Carole DesBarres <b>VP:</b> N/A <b>Sec:</b> Poppy-Jo Currie	<b>E-Mail:</b> lcs@hrsb.ns.ca <b>Family:</b> Duncan MacMillan <b>Bus Cluster:</b> 3 <b>Admin Unit:</b> 3
<b>LeMarchant-St. Thomas Elementary</b> 6141 Watt St Halifax NS B3H 2B7 <b>Board District:</b> 4	<b>Grades:</b> PR-06 <b>T:</b> 421-6769 <b>F:</b> 421-3036 <b>P:</b> Jeanne Boudreau <b>VP:</b> Moira Cavanaugh <b>Sec:</b> Anita McDonald	<b>E-Mail:</b> lmsts@hrsb.ns.ca <b>Family:</b> Citadel High <b>Bus Cluster:</b> 2 <b>Admin Unit:</b> 1
<b>Leslie Thomas Junior High</b> 100 Metropolitan Ave Lower Sackville NS B4C 2Z8 <b>Board District:</b> 8	<b>Grades:</b> 07-09 <b>T:</b> 864-6785 <b>F:</b> 864-6797 <b>P:</b> Frank Hayden <b>VP:</b> Noreen Stymest <b>Sec:</b> Brenda Sullivan	<b>E-Mail:</b> ltjh@hrsb.ns.ca <b>Family:</b> Sackville <b>Bus Cluster:</b> 1 <b>Admin Unit:</b> 1
<b>Lockview High</b> 148 Lockview Rd Fall River NS B2T 1J1 <b>Board District:</b> 1	<b>Grades:</b> 09-12 <b>T:</b> 860-6000 <b>F:</b> 860-6005 <b>P:</b> Donna MacKenzie <b>VP:</b> Sean MacDonald/Carla Christianson/Daniel Smith <b>Sec:</b> Karen O'Reilly/Susan Daigle/Carol Sheldon	<b>E-Mail:</b> lhs@hrsb.ns.ca <b>Family:</b> Lockview <b>Bus Cluster:</b> 1 <b>Admin Unit:</b> 2
<b>Madeline Symonds Middle School</b> 290 White Hills Run Hammonds Plains NS B4B 1W6 <b>Board District:</b> 7	<b>Grades:</b> 06-09 <b>T:</b> 832-2300 <b>F:</b> 832-2302 <b>P:</b> Lynn Kazamel-Boudreau <b>VP:</b> Michael McCormick <b>Sec:</b> Sandy Hillier/Gayle Griffin	<b>E-Mail:</b> msms@hrsb.ns.ca <b>Family:</b> Charles P. Allen <b>Bus Cluster:</b> 1 <b>Admin Unit:</b> 1
<b>Michael Wallace Elementary</b> 24 Andover St Dartmouth NS B2X 2L9 <b>Board District:</b> 3	<b>Grades:</b> PR-06 <b>T:</b> 435-8357 <b>F:</b> 435-8395 <b>P:</b> Jane Matheson <b>VP:</b> Suzanne McKenzie <b>Sec:</b> Debbie Ryan	<b>E-Mail:</b> mwes@hrsb.ns.ca <b>Family:</b> Prince Andrew <b>Bus Cluster:</b> 3 <b>Admin Unit:</b> 4

<b>Millwood Elementary</b> 190 Beaver Bank Cross Rd Middle Sackville NS B4E 1K5 <b>Board District:</b> 8	<b>Grades:</b> PR-06 <b>T:</b> 864-7510 <b>F:</b> 864-7518 <b>P:</b> Carmelitta MacIntyre <b>VP:</b> Carolyn Taylor <b>Sec:</b> Patricia Dillon	<b>E-Mail:</b> mes@hrsb.ns.ca <b>Family:</b> Millwood <b>Bus Cluster:</b> 1 <b>Admin Unit:</b> 2
<b>Millwood High</b> 141 Millwood Dr Lower Sackville NS B4E 0A1 <b>Board District:</b> 8	<b>Grades:</b> 10-12 <b>T:</b> 864-7535 <b>F:</b> 864-7567 <b>P:</b> Joe Morrison <b>VP:</b> Leslie Broomhead/Cathy Burton <b>Sec:</b> Cathy Griggs/Jane Aguinaga	<b>E-Mail:</b> mwhs@hrsb.ns.ca <b>Family:</b> Millwood <b>Bus Cluster:</b> 1 <b>Admin Unit:</b> 2
<b>Mount Edward Elementary</b> 3 Windward Ave Dartmouth NS B2W 2G9 <b>Board District:</b> 2	<b>Grades:</b> PR-06 <b>T:</b> 435-8459 <b>F:</b> 435-8414 <b>P:</b> Donald Morrison <b>VP:</b> Andrea Temple <b>Sec:</b> Denise Lough	<b>E-Mail:</b> mees@hrsb.ns.ca <b>Family:</b> Prince Andrew <b>Bus Cluster:</b> 3 <b>Admin Unit:</b> 4
<b>Musquodoboit Rural High</b> 11980 Highway 224 Middle Musquodoboit NS B0N 1X0 <b>Board District:</b> 1	<b>Grades:</b> 07-12 <b>T:</b> 384-2320 <b>F:</b> 384-2321 <b>P:</b> Ronnie Reynolds <b>VP:</b> Karen MacKay <b>Sec:</b> Florence Walsh/Crystal Deale	<b>E-Mail:</b> mrhs@hrsb.ns.ca <b>Family:</b> Musquodoboit Rural <b>Bus Cluster:</b> 3 <b>Admin Unit:</b> 4
<b>Musquodoboit Valley Education Centre</b> 12046 Highway 224 Middle Musquodoboit NS B0N 1X0 <b>Board District:</b> 1	<b>Grades:</b> PR-06 <b>T:</b> 384-2555 <b>F:</b> 384-2419 <b>P:</b> Robin Legge <b>VP:</b> Jeanette Higgins <b>Sec:</b> Barbara Jodrey	<b>E-Mail:</b> mvcec@hrsb.ns.ca <b>Family:</b> Musquodoboit Rural <b>Bus Cluster:</b> 3 <b>Admin Unit:</b> 4
<b>Nelson Whynder Elementary</b> 979 North Preston Rd North Preston NS B2Z 1A2 <b>Board District:</b> 1	<b>Grades:</b> PR-06 <b>T:</b> 462-6030 <b>F:</b> 462-6033 <b>P:</b> Frances Waterman-O'Connell <b>VP:</b> Divya Haase <b>Sec:</b> Josephine Beals	<b>E-Mail:</b> nwes@hrsb.ns.ca <b>Family:</b> Cole Harbour District <b>Bus Cluster:</b> 3 <b>Admin Unit:</b> 2
<b>Ocean View Elementary</b> 51 Oceanview School Rd Eastern Passage NS B3G 1J3 <b>Board District:</b> 2	<b>Grades:</b> PR-04 <b>T:</b> 465-8670 <b>F:</b> 465-8673 <b>P:</b> Cheryl Highmore <b>VP:</b> Connie Johnson <b>Sec:</b> Joan Cashin	<b>E-Mail:</b> oves@hrsb.ns.ca <b>Family:</b> Cole Harbour District <b>Bus Cluster:</b> 3 <b>Admin Unit:</b> 2
<b>O'Connell Drive Elementary</b> 40 O'Connell Dr Porters Lake NS B3E 1E8 <b>Board District:</b> 1	<b>Grades:</b> PR-06 <b>T:</b> 827-4112 <b>F:</b> 827-3120 <b>P:</b> Shawn Marsh <b>VP:</b> Lori Bartkiw <b>Sec:</b> Debbie Doucette	<b>E-Mail:</b> ocdes@hrsb.ns.ca <b>Family:</b> Eastern Shore <b>Bus Cluster:</b> 3 <b>Admin Unit:</b> 3
<b>Oldfield Consolidated Elementary</b> 72 Halls Rd Enfield NS B2T 1C4 <b>Board District:</b> 1	<b>Grades:</b> PR-06 <b>T:</b> 883-3010 <b>F:</b> 883-3011 <b>P:</b> Kim LeBlanc <b>VP:</b> Kellie West <b>Sec:</b> Shelley Crowell	<b>E-Mail:</b> ocs@hrsb.ns.ca <b>Family:</b> Lockview <b>Bus Cluster:</b> 1 <b>Admin Unit:</b> 2
<b>Oxford School</b> 6364 North St Halifax NS B3L 1P6 <b>Board District:</b> 5	<b>Grades:</b> PR-09 <b>T:</b> 421-6763 <b>F:</b> 421-3043 <b>P:</b> Don Reardon <b>VP:</b> Ivan Skeete <b>Sec:</b> Heather Ventham	<b>E-Mail:</b> oxford@hrsb.ns.ca <b>Family:</b> Citadel High <b>Bus Cluster:</b> 2 <b>Admin Unit:</b> 1
<b>Oyster Pond Academy</b> 10583 Highway 7 Oyster Pond NS B0J 1W0 <b>Board District:</b> 1	<b>Grades:</b> PR-09 <b>T:</b> 889-4300 <b>F:</b> 889-4310 <b>P:</b> Karen Webber <b>VP:</b> Marie Brine <b>Sec:</b> Nicole Golding	<b>E-Mail:</b> opa@hrsb.ns.ca <b>Family:</b> Eastern Shore <b>Bus Cluster:</b> 3 <b>Admin Unit:</b> 3
<b>Park West School</b> 206 Langbrae Dr Halifax NS B3S 1L5 <b>Board District:</b> 6	<b>Grades:</b> PR-09 <b>T:</b> 457-7800 <b>F:</b> 457-7804 <b>P:</b> Derek Carter <b>VP:</b> Brian Melanson/Makiko Chiasson <b>Sec:</b> Brenda Hayes/Carolyn Pirri	<b>E-Mail:</b> parkwest@hrsb.ns.ca <b>Family:</b> Halifax West <b>Bus Cluster:</b> 1 <b>Admin Unit:</b> 3
<b>Porters Lake Elementary</b> 40 Inspiration Dr Porters Lake NS B3E 0A6 <b>Board District:</b> 1	<b>Grades:</b> PR-06 <b>T:</b> 827-2525 <b>F:</b> 827-5410 <b>P:</b> Adrienne Blumenthal <b>VP:</b> Kelly Hale <b>Sec:</b> Darlene Pettipas/Barbara MacDonald	<b>E-Mail:</b> ples@hrsb.ns.ca <b>Family:</b> Eastern Shore <b>Bus Cluster:</b> 3 <b>Admin Unit:</b> 3

<b>Portland Estates Elementary</b> 45 Portland Hills Dr Dartmouth NS B2W 6L5 <b>Board District:</b> 2	<b>Grades:</b> PR-06 <b>T:</b> 433-7100 <b>F:</b> 433-7103 <b>P:</b> Lloyd Caldwell <b>VP:</b> Nancy Liberatore <b>Sec:</b> Beverly Coldham	<b>E-Mail:</b> portland@hrsb.ns.ca <b>Family:</b> Prince Andrew <b>Bus Cluster:</b> 3 <b>Admin Unit:</b> 4
<b>Prince Andrew High</b> 31 Woodlawn Rd Dartmouth NS B2W 2R7 <b>Board District:</b> 3	<b>Grades:</b> 10-12 <b>T:</b> 435-8452 <b>F:</b> 435-8398 <b>P:</b> Greg MacKinnon <b>VP:</b> Lee Anne Amaral/Sohael Abidi <b>Sec:</b> Darlene O'Donnell/Rhonda Izzard	<b>E-Mail:</b> pah@hrsb.ns.ca <b>Family:</b> Prince Andrew <b>Bus Cluster:</b> 3 <b>Admin Unit:</b> 4
<b>Prince Arthur Junior High</b> 85 Prince Arthur Ave Dartmouth NS B2Y 0B3 <b>Board District:</b> 3	<b>Grades:</b> 07-09 <b>T:</b> 464-2435 <b>F:</b> 464-2727 <b>P:</b> Darcel Williams Hart <b>VP:</b> Sarah Miles <b>Sec:</b> Deborah Dodge	<b>E-Mail:</b> pajh@hrsb.ns.ca <b>Family:</b> Dartmouth High <b>Bus Cluster:</b> 3 <b>Admin Unit:</b> 3
<b>Prospect Road Elementary</b> 2199 Prospect Rd Hatchet Lake NS B3T 1R8 <b>Board District:</b> 6	<b>Grades:</b> PR-05 <b>T:</b> 852-2441 <b>F:</b> 852-5542 <b>P:</b> Robert MacDonald <b>VP:</b> Janice Chadwick <b>Sec:</b> Kelly Carlton	<b>E-Mail:</b> pres@hrsb.ns.ca <b>Family:</b> Halifax West <b>Bus Cluster:</b> 1 <b>Admin Unit:</b> 3
<b>Ridgecliff Middle School</b> 35 Beech Tree Run Beechville NS B3T 2E5 <b>Board District:</b> 6	<b>Grades:</b> 06-09 <b>T:</b> 876-4381 <b>F:</b> 876-4385 <b>P:</b> Julie West <b>VP:</b> David Leblanc <b>Sec:</b> Ann Slaunwhite	<b>E-Mail:</b> rms@hrsb.ns.ca <b>Family:</b> Sir John A. Macdonald <b>Bus Cluster:</b> 2 <b>Admin Unit:</b> 4
<b>Robert Kemp Turner Elementary</b> 141 Circassion Dr Dartmouth NS B2W 4N7 <b>Board District:</b> 2	<b>Grades:</b> PR-06 <b>T:</b> 464-5205 <b>F:</b> 464-5208 <b>P:</b> Zachary Tynes <b>VP:</b> Natalie MacDonald <b>Sec:</b> Paula Sherman	<b>E-Mail:</b> rkt@hrsb.ns.ca <b>Family:</b> Cole Harbour District <b>Bus Cluster:</b> 3 <b>Admin Unit:</b> 2
<b>Rockingham Elementary</b> 31 Tremont Dr Halifax NS B3M 1X8 <b>Board District:</b> 5	<b>Grades:</b> PR-06 <b>T:</b> 457-8986 <b>F:</b> 457-8993 <b>P:</b> Lynn Douglas <b>VP:</b> Shelly Smith <b>Sec:</b> Sharon Field/Heather Wilson	<b>E-Mail:</b> rockingham@hrsb.ns.ca <b>Family:</b> Halifax West <b>Bus Cluster:</b> 1 <b>Admin Unit:</b> 3
<b>Rockingstone Heights School</b> 1 Regan Dr Halifax NS B3R 2J1 <b>Board District:</b> 6	<b>Grades:</b> PR-09 <b>T:</b> 479-4452 <b>F:</b> 479-4459 <b>P:</b> Stephen Gallagher <b>VP:</b> Leanne March <b>Sec:</b> Doris Royale/Heather Wilson	<b>E-Mail:</b> rhes@hrsb.ns.ca <b>Family:</b> J.L. Ilsley <b>Bus Cluster:</b> 2 <b>Admin Unit:</b> 4
<b>Ross Road School</b> 336 Ross Rd Westphal NS B2Z 1H2 <b>Board District:</b> 2	<b>Grades:</b> PR-09 <b>T:</b> 462-8340 <b>F:</b> 462-8398 <b>P:</b> Paul Mason <b>VP:</b> Valerie MacIntyre <b>Sec:</b> Angela Bellefontaine	<b>E-Mail:</b> rrs@hrsb.ns.ca <b>Family:</b> Cole Harbour District <b>Bus Cluster:</b> 3 <b>Admin Unit:</b> 2
<b>Sackville Centennial Elementary</b> 2A George St Lower Sackville NS B4C 2M5 <b>Board District:</b> 8	<b>Grades:</b> PR-06 <b>T:</b> 864-6884 <b>F:</b> 864-6889 <b>P:</b> Sue Fetterly <b>VP:</b> N/A <b>Sec:</b> Sheila Penny/Shannon Robbins	<b>E-Mail:</b> sces@hrsb.ns.ca <b>Family:</b> Sackville <b>Bus Cluster:</b> 1 <b>Admin Unit:</b> 1
<b>Sackville Heights Elementary</b> 1225 Old Sackville Rd Middle Sackville NS B4E 3A6 <b>Board District:</b> 8	<b>Grades:</b> PR-06 <b>T:</b> 869-4700 <b>F:</b> 869-4703 <b>P:</b> Geoff Hill <b>VP:</b> Lynn Doyle <b>Sec:</b> Shelley Kennedy	<b>E-Mail:</b> shes@hrsb.ns.ca <b>Family:</b> Millwood <b>Bus Cluster:</b> 1 <b>Admin Unit:</b> 2
<b>Sackville Heights Junior High</b> 956 Sackville Dr Lower Sackville NS B4E 1S4 <b>Board District:</b> 8	<b>Grades:</b> 07-09 <b>T:</b> 869-3800 <b>F:</b> 869-3801 <b>P:</b> Kelly MacLeod <b>VP:</b> Grant Davy <b>Sec:</b> Jennifer Knight	<b>E-Mail:</b> shjh@hrsb.ns.ca <b>Family:</b> Millwood <b>Bus Cluster:</b> 1 <b>Admin Unit:</b> 2
<b>Sackville High</b> 1 Kingfisher Way Lower Sackville NS B4C 2Y9 <b>Board District:</b> 8	<b>Grades:</b> 10-12 <b>T:</b> 864-6700 <b>F:</b> 864-6710 <b>P:</b> John Miller <b>VP:</b> Marilyn MacGibbon/Joseph MacDonald <b>Sec:</b> Diana Cummings/Sandra Avery	<b>E-Mail:</b> shs@hrsb.ns.ca <b>Family:</b> Sackville <b>Bus Cluster:</b> 1 <b>Admin Unit:</b> 1



<b>Saint Mary's Elementary</b> 5614 Morris St Halifax NS B3J 1C2 <b>Board District:</b> 4	<b>Grades:</b> PR-06 <b>T:</b> 421-6749 <b>F:</b> 421-2655 <b>P:</b> Sandra Chauvin <b>VP:</b> N/A <b>Sec:</b> Mary Carew	<b>E-Mail:</b> stmarys@hrsb.ns.ca <b>Family:</b> Citadel High <b>Bus Cluster:</b> 2 <b>Admin Unit:</b> 1
<b>Sambro Elementary</b> 3725 Old Sambro Rd Sambro NS B3V 1G1 <b>Board District:</b> 6	<b>Grades:</b> PR-06 <b>T:</b> 868-2717 <b>F:</b> 868-1808 <b>P:</b> Tracy Marchand <b>VP:</b> N/A <b>Sec:</b> Patricia Dempsey	<b>E-Mail:</b> ses@hrsb.ns.ca <b>Family:</b> J.L. Ilsley <b>Bus Cluster:</b> 2 <b>Admin Unit:</b> 4
<b>Seaside Elementary</b> 1881 Caldwell Rd Eastern Passage NS B3G 1J3 <b>Board District:</b> 2	<b>Grades:</b> 05-06 <b>T:</b> 465-7600 <b>F:</b> 465-8662 <b>P:</b> Louise Henman-Poirier <b>VP:</b> Stephanie Lockhart <b>Sec:</b> Judy L'Heureux	<b>E-Mail:</b> seaside@hrsb.ns.ca <b>Family:</b> Cole Harbour District <b>Bus Cluster:</b> 3 <b>Admin Unit:</b> 2
<b>Shannon Park Elementary</b> 75 Iroquois Dr Dartmouth NS B3A 4M5 <b>Board District:</b> 3	<b>Grades:</b> PR-06 <b>T:</b> 464-2084 <b>F:</b> 464-2866 <b>P:</b> Angela Yerxa-Weeks <b>VP:</b> Sherri MacDonald <b>Sec:</b> Stacy Blair	<b>E-Mail:</b> spes@hrsb.ns.ca <b>Family:</b> Dartmouth High <b>Bus Cluster:</b> 3 <b>Admin Unit:</b> 3
<b>Shatford Memorial Elementary</b> 10089 St. Margaret's Bay Rd Hubbards NS B0J 1T0 <b>Board District:</b> 7	<b>Grades:</b> PR-06 <b>T:</b> 857-4200 <b>F:</b> 857-4204 <b>P:</b> Ken Rutley <b>VP:</b> N/A <b>Sec:</b> Sharon Berger	<b>E-Mail:</b> smes@hrsb.ns.ca <b>Family:</b> Sir John A. Macdonald <b>Bus Cluster:</b> 2 <b>Admin Unit:</b> 4
<b>Sheet Harbour Consolidated Elementary</b> 479 Church Point Rd Sheet Harbour NS B0J 3B0 <b>Board District:</b> 1	<b>Grades:</b> PR-06 <b>T:</b> 885-2236 <b>F:</b> 885-3577 <b>P:</b> Wanda Scott <b>VP:</b> Troy Smith <b>Sec:</b> Denise Logan	<b>E-Mail:</b> shces@hrsb.ns.ca <b>Family:</b> Duncan MacMillan <b>Bus Cluster:</b> 3 <b>Admin Unit:</b> 3
<b>Sir Charles Tupper Elementary</b> 1930 Cambridge St Halifax NS B3H 4S5 <b>Board District:</b> 4	<b>Grades:</b> PR-06 <b>T:</b> 421-6775 <b>F:</b> 421-3049 <b>P:</b> Paula Hoyt <b>VP:</b> Diana Dibblee <b>Sec:</b> Janet Lilly	<b>E-Mail:</b> tupper@hrsb.ns.ca <b>Family:</b> Citadel High <b>Bus Cluster:</b> 2 <b>Admin Unit:</b> 1
<b>Sir John A. Macdonald High</b> 31 Scholars Rd Upper Tantallon NS B3Z 0C3 <b>Board District:</b> 7	<b>Grades:</b> 10-12 <b>T:</b> 826-3222 <b>F:</b> 826-3220 <b>P:</b> Al Reyner <b>VP:</b> Trina Canavan/Randy Pulsifer <b>Sec:</b> Joan McKinnon/Cathy Fitzgerald	<b>E-Mail:</b> sja@hrsb.ns.ca <b>Family:</b> Sir John A. Macdonald <b>Bus Cluster:</b> 2 <b>Admin Unit:</b> 4
<b>Sir Robert Borden Junior High</b> 16 Evergreen Dr Dartmouth NS B2W 4A7 <b>Board District:</b> 2	<b>Grades:</b> 07-09 <b>T:</b> 464-5140 <b>F:</b> 464-5150 <b>P:</b> Joe Beuckx <b>VP:</b> Margaret Langley <b>Sec:</b> Julie Wilson	<b>E-Mail:</b> srbjh@hrsb.ns.ca <b>Family:</b> Cole Harbour District <b>Bus Cluster:</b> 3 <b>Admin Unit:</b> 2
<b>Smokey Drive Elementary</b> 241 Smokey Dr Lower Sackville NS B4C 3G1 <b>Board District:</b> 8	<b>Grades:</b> PR-06 <b>T:</b> 864-6838 <b>F:</b> 864-6844 <b>P:</b> Patricia Hoskin <b>VP:</b> Sarah Wile <b>Sec:</b> Lesley MacNeil	<b>E-Mail:</b> sdes@hrsb.ns.ca <b>Family:</b> Sackville <b>Bus Cluster:</b> 1 <b>Admin Unit:</b> 1
<b>South Woodside Elementary</b> 5 Everette St Dartmouth NS B2W 1G2 <b>Board District:</b> 2	<b>Grades:</b> PR-06 <b>T:</b> 464-2090 <b>F:</b> 464-2778 <b>P:</b> Mary Paula MacEachern <b>VP:</b> Tracey Warner <b>Sec:</b> Cecile Van Horne	<b>E-Mail:</b> swes@hrsb.ns.ca <b>Family:</b> Dartmouth High <b>Bus Cluster:</b> 3 <b>Admin Unit:</b> 3
<b>Southdale-North Woodside Elementary</b> 36 Hastings Dr Dartmouth NS B2Y 2C5 <b>Board District:</b> 3	<b>Grades:</b> PR-06 <b>T:</b> 464-2081 <b>F:</b> 461-0199 <b>P:</b> Brian Ellenberger <b>VP:</b> Helen Malle <b>Sec:</b> Kelly Lake	<b>E-Mail:</b> snws@hrsb.ns.ca <b>Family:</b> Dartmouth High <b>Bus Cluster:</b> 3 <b>Admin Unit:</b> 3
<b>Springvale Elementary</b> 92 Downs Ave Halifax NS B3N 1Y6 <b>Board District:</b> 4	<b>Grades:</b> PR-06 <b>T:</b> 479-4606 <b>F:</b> 479-4473 <b>P:</b> Anne Coffin <b>VP:</b> Denise Jarvis <b>Sec:</b> Kathleen Bates	<b>E-Mail:</b> sprvale@hrsb.ns.ca <b>Family:</b> Citadel High <b>Bus Cluster:</b> 2 <b>Admin Unit:</b> 1

<b>St. Agnes Junior High</b> 6981 Mumford Rd Halifax NS B3L 2H7 <b>Board District:</b> 4	<b>Grades:</b> 07-09 <b>T:</b> 493-5132 <b>F:</b> 493-5140 <b>P:</b> Gordon McKelvie <b>VP:</b> Chuck Williams <b>Sec:</b> Sandy Harrison	<b>E-Mail:</b> stagnes@hrsb.ns.ca <b>Family:</b> Citadel High <b>Bus Cluster:</b> 2 <b>Admin Unit:</b> 1
<b>St. Catherine's Elementary</b> 3299 Connolly St Halifax NS B3L 3P7 <b>Board District:</b> 5	<b>Grades:</b> PR-06 <b>T:</b> 493-5143 <b>F:</b> 493-5163 <b>P:</b> Randy Tully <b>VP:</b> Lynn Mills <b>Sec:</b> Nancy Carroll/Janice Pace	<b>E-Mail:</b> stcath@hrsb.ns.ca <b>Family:</b> Citadel High <b>Bus Cluster:</b> 2 <b>Admin Unit:</b> 1
<b>St. Joseph's-Alexander McKay Elementary</b> 5389 Russell St Halifax NS B3K 1W8 <b>Board District:</b> 5	<b>Grades:</b> PR-06 <b>T:</b> 493-5180 <b>F:</b> 493-5186 <b>P:</b> Patricia Woodbury <b>VP:</b> Craig Myra <b>Sec:</b> Barbara Dewar	<b>E-Mail:</b> sjam@hrsb.ns.ca <b>Family:</b> Citadel High <b>Bus Cluster:</b> 2 <b>Admin Unit:</b> 1
<b>St. Margaret's Bay Elementary</b> 24 Ridgewood Dr Head of St Margarets Bay NS B3Z 2H4 <b>Board District:</b> 7	<b>Grades:</b> PR-06 <b>T:</b> 826-3300 <b>F:</b> 826-3310 <b>P:</b> Lynne Crews <b>VP:</b> Angela Comeau <b>Sec:</b> Mary Drake	<b>E-Mail:</b> smbe@hrsb.ns.ca <b>Family:</b> Sir John A. Macdonald <b>Bus Cluster:</b> 2 <b>Admin Unit:</b> 4
<b>St. Stephen's Elementary</b> 3669 Highland Ave Halifax NS B3K 4J9 <b>Board District:</b> 5	<b>Grades:</b> PR-06 <b>T:</b> 493-5155 <b>F:</b> 493-5158 <b>P:</b> Tyler Rutledge <b>VP:</b> Tracy Foster <b>Sec:</b> Otilie Hayes	<b>E-Mail:</b> sses@hrsb.ns.ca <b>Family:</b> Citadel High <b>Bus Cluster:</b> 2 <b>Admin Unit:</b> 1
<b>Sunnyside Elementary</b> 210 Eaglewood Dr Bedford NS B4A 3E3 <b>Board District:</b> 7	<b>Grades:</b> PR-06 <b>T:</b> 832-8983 <b>F:</b> 832-8422 <b>P:</b> Kim Nadeau <b>VP:</b> Lynne Sears <b>Sec:</b> Cindy Harroun	<b>E-Mail:</b> sunnyside@hrsb.ns.ca <b>Family:</b> Charles P. Allen <b>Bus Cluster:</b> 1 <b>Admin Unit:</b> 1
<b>Sunnyside Elementary</b> 21 Perth St Bedford NS B4A 2H1 <b>Board District:</b> 7	<b>Grades:</b> PR-06 <b>T:</b> 832-8947 <b>F:</b> 832-8443 <b>P:</b> Kim Nadeau <b>VP:</b> Lynne Sears <b>Sec:</b> Cindy Harroun	<b>E-Mail:</b> sunnyside@hrsb.ns.ca <b>Family:</b> Charles P. Allen <b>Bus Cluster:</b> 1 <b>Admin Unit:</b> 1
<b>Sycamore Lane Elementary</b> 69 Sycamore Lane Lower Sackville NS B4C 1E8 <b>Board District:</b> 8	<b>Grades:</b> PR-06 <b>T:</b> 864-6730 <b>F:</b> 864-6734 <b>P:</b> Todd Barter <b>VP:</b> Florence McCarey Payne <b>Sec:</b> Susan McIntyre	<b>E-Mail:</b> sles@hrsb.ns.ca <b>Family:</b> Sackville <b>Bus Cluster:</b> 1 <b>Admin Unit:</b> 1
<b>Tallahassee Community School</b> 168 Redoubt Way Eastern Passage NS B3G 1M5 <b>Board District:</b> 2	<b>Grades:</b> PR-04 <b>T:</b> 465-8650 <b>F:</b> 465-8010 <b>P:</b> Joe Walsh <b>VP:</b> Chris Smith <b>Sec:</b> Barbara Smith	<b>E-Mail:</b> tcs@hrsb.ns.ca <b>Family:</b> Cole Harbour District <b>Bus Cluster:</b> 3 <b>Admin Unit:</b> 2
<b>Tantallon Elementary</b> 3 French Village Station Rd Upper Tantallon NS B3Z 1E4 <b>Board District:</b> 7	<b>Grades:</b> 03-06 <b>T:</b> 826-1200 <b>F:</b> 826-1206 <b>P:</b> David Haverstock <b>VP:</b> Rosie Bona/Jewel Ross <b>Sec:</b> Donna Maas	<b>E-Mail:</b> tantallon@hrsb.ns.ca <b>Family:</b> Sir John A. Macdonald <b>Bus Cluster:</b> 2 <b>Admin Unit:</b> 4
<b>Tantallon Elementary</b> 1 French Village Station Rd Upper Tantallon NS B3Z 1E4 <b>Board District:</b> 7	<b>Grades:</b> PR-02 <b>T:</b> 826-1204 <b>F:</b> 826-1206 <b>P:</b> David Haverstock <b>VP:</b> Rosie Bona/Jewel Ross <b>Sec:</b> Rae Bell	<b>E-Mail:</b> tantallon@hrsb.ns.ca <b>Family:</b> Sir John A. Macdonald <b>Bus Cluster:</b> 2 <b>Admin Unit:</b> 4
<b>Upper Musquodoboit Consolidated Elem.</b> 8416 Highway 224 Upper Musquodoboit NS B0N 2M0 <b>Board District:</b> 1	<b>Grades:</b> PR-06 <b>T:</b> 568-2285 <b>F:</b> 568-2573 <b>P:</b> Myra Thiemann <b>VP:</b> N/A <b>Sec:</b> Heather Smith	<b>E-Mail:</b> umcs@hrsb.ns.ca <b>Family:</b> Musquodoboit Rural <b>Bus Cluster:</b> 3 <b>Admin Unit:</b> 4
<b>Waverley Memorial</b> 2393 Rocky Lake Drive Waverley NS B2R 1S4 <b>Board District:</b> 1	<b>Grades:</b> PR-06 <b>T:</b> 860-4150 <b>F:</b> 860-4154 <b>P:</b> Ken Marchand <b>VP:</b> Michelle Andrews <b>Sec:</b> Charlene Fizzard	<b>E-Mail:</b> wmlcs@hrsb.ns.ca <b>Family:</b> Lockview <b>Bus Cluster:</b> 1 <b>Admin Unit:</b> 2



---

<b>Westmount Elementary</b> 6700 Edward Arab Ave Halifax NS B3L 2E1 <b>Board District:</b> 4	<b>Grades:</b> PR-06 <b>T:</b> 493-5164 <b>F:</b> 493-5168 <b>P:</b> Susan Latham <b>VP:</b> Catherine Bouliane <b>Sec:</b> Ann D'Eon	<b>E-Mail:</b> wmount@hrsb.ns.ca <b>Family:</b> Citadel High <b>Bus Cluster:</b> 2 <b>Admin Unit:</b> 1
<b>William King Elementary</b> 91 St. Paul's Ave Herring Cove NS B3V 1H6 <b>Board District:</b> 6	<b>Grades:</b> PR-06 <b>T:</b> 479-4200 <b>F:</b> 479-4208 <b>P:</b> Stephen Driscoll <b>VP:</b> Trevor McGowan <b>Sec:</b> Hazel Bowers	<b>E-Mail:</b> wkes@hrsb.ns.ca <b>Family:</b> J.L. Ilsley <b>Bus Cluster:</b> 2 <b>Admin Unit:</b> 4

---

## **APPENDIX C**

### **HALIFAX REGIONAL SCHOOL BOARD – OFFICES**

#### **HALIFAX REGIONAL SCHOOL BOARD (52 WEEKS)**

33 SPECTACLE LAKE DRIVE  
DARTMOUTH NS B3B 1X7

#### **OPERATIONS SERVICES DEPARTMENT (52 WEEKS)**

**35B** MAJOR STREET  
DARTMOUTH NS B2X 1A7

#### **SCHOOL TECHNOLOGY OFFICE (52 WEEKS)**

75 IROQUOIS DRIVE  
DARTMOUTH NS B3A 4M5

#### **DARTMOUTH ALL CITY MUSIC (41 WEEKS)**

35 MAJOR STREET  
DARTMOUTH NS B2X 1A7

#### **EXCEL (41 WEEKS)**

C/O HARBOUR VIEW ELEMENTARY  
25 ALFRED STREET  
DARTMOUTH NS B3A 4E8

#### **FLECs - DARTMOUTH (41 WEEKS)**

FORSYTH CENTRE  
C/O JOHN MARTIN JHS  
136 PINECREST DRIVE  
DARTMOUTH NS  
B3A 1J9

#### **LIBRARY SERVICES (41 WEEKS)**

6 FOURTH STREET (WITHIN ADMIRAL WESTPHAL SCHOOL)  
DARTMOUTH NS  
B2X 3A5

#### **YOUTH TRANSITION/ESL (41 WEEKS)**

**QUINPOOL EDUCATION CENTRE**  
6067 QUINPOOL ROAD  
HALIFAX NS B3L 1A2