

HALIFAX REGIONAL CENTRE FOR EDUCATION

TENDER #4000

LIBRARY SUPPLIES STANDING OFFER

Closing Date:

FRIDAY, JANUARY 25, 2019

Closing/Opening Time:

2:00:00 P.M. (Atlantic Standard Time)

Closing Location:

Halifax Regional Centre for Education
33 Spectacle Lake Drive
Dartmouth, N.S. B3B 1X7

Purchasing Contact:

Don Walpola, Buyer
Tel: (902) 464-2000 #2223
Fax: (902) 464-0161
Email: dwalpola@hrce.ca

School Locations:

See Appendix C

To obtain documents:

Download tender documents in .pdf format from the HRCE's Website:

<http://www.hrce.ca/about-hrce/financial-services/purchasing/tenders/tender-listing>

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(Bidders MUST email dwalpola@hrce.ca for electronic pricing sheets to be submitted with hardcopy)

1.0 **GENERAL**

The Halifax Regional Centre for Education ("**HRCE**") is seeking bid submissions from qualified vendors for the supply of Library Supplies-Standing Offer on an "as required" basis for over 135 schools and buildings of the Halifax Regional Centre for Education. The annual operating budget for the HRCE is approximately \$548,000,000. In the fiscal year April 1, 2017 to March 31, 2018 HRCE spent approximately \$14,000.00 for Library Supplies. **The HRCE does not guarantee any quantity or dollar amount during the term of this standing offer which is on an "as required" basis.**

The successful vendor must also be willing to enter into a Standing Offer with the Broader Public Sector for Library Supplies at the tendered rates and at the same terms and conditions of this Tender, if required.

1.1 **INSTRUCTIONS TO BIDDERS**

TENDER SUBMISSION:

- (a) The HALIFAX REGIONAL CENTRE FOR EDUCATION (HRCE) will receive offers in the form of a bid from Contractors which is signed, and received on or before the date and time specified on the cover sheet of this document. The HRCE deems the correct time to be the time indicated on the phone clock on the Receptionist's desk at 33 Spectacle Lake Drive. Offers submitted after the closing time/date shall be considered non-compliant and returned to the bidder unopened.
- (b) Bidders must **submit one original hardcopy of the enclosed tender documents, as well as one electronic excel copy of Appendix B on a flash drive. Bidders are to email dwalpola@hrce.ca for the electronic templates. Please ensure "NO" alterations are done to the format of Appendix B which includes deleting/adding of lines and columns.**

Each item on the tender form must be completed unless noted otherwise. Bids must be signed by an authorized representative of the Service Provider. Incomplete bids may be rejected. Bids **must** be submitted on or before the advertised time and date in a sealed envelope clearly marked:

Tender #4000 LIBRARY SUPPLIES
Attention: Don Walpola-Buyer, Halifax Regional Centre for Education

- (c) It is the responsibility of the bidder to ensure their submissions are received by the HRCE on time. Emailed/faxed bids will not be accepted.

- (d) Bids will be opened at the time indicated on the cover sheet of this document. As of April 1, 2014 public tender openings are no longer held for any tenders relating to goods, services or construction for HRCE. A list of tenderers and bid amounts will be posted on the Procurement Services website:

<http://novascotia.ca/tenders/tenders/ns-tenders.aspx>) shortly following the closing of the tender. All bid submissions are subject to evaluation after opening and before award of contract. The winning bidder's name will be posted on the Procurement Services website after award.

As this is a standing offer and since purchase value and quantity cannot be determined at the time of award, the overall contract value of the successful vendor will not be disclosed.

- (e) In the event that the HRCE Central Office is closed due to inclement weather or for any other reason on the date and at the time of closing, the Closing Date and Time will be extended one (1) business day. Bidders should note that closure of Schools does not necessarily mean closure of the HRCE's Central Office.

1.2 **CONDITIONS OF TENDER**

- (a) No term or condition shall be implied, based upon any industry or trade practice or custom or in a practice or policy of the HRCE or otherwise, which is inconsistent or conflicts with the provisions contained in these instructions.
- (b) Any changes to this tender or specifications shall be stated by the HRCE in writing. All correspondence, inquiries, instructions, etc. in connection with the tender shall be made through the central office of the Halifax Regional Centre for Education, c/o the Buyer as listed on the cover sheet of this document.
- (c) Notify Don Walpola, Buyer, by email to dwalpola@hrce.ca no less than **five (5)** business days before Tender Closing regarding any questions, omissions, errors or ambiguities found in the Contract Documents. If HRCE determines that correction, explanation or interpretation is necessary, a reply will be in the form of an addendum, a copy of which will be posted on the novascotia.ca/tenders and/or HRCE website as applicable. It is the responsibility of the Bidder to ensure all addenda are received and acknowledged.

Addenda will be issued no less than three (3) business days before the tender closing date and time, and will form part of the Contract Documents. Addenda cover letters must be signed and attached to the tender documents.

- (d) The Vendor is responsible for obtaining all provincial, municipal and other permits as required for the work, and shall adhere to all regulations from regulatory bodies. They shall pay all fees for these permits. Sub-contractors are responsible for obtaining permits and following regulations as they affect their work.

(e) Invoices must be submitted to: Halifax Regional Centre for Education
(Either by Email or Paper) C/o Accounts Payable
33 Spectacle Lake Drive,
Dartmouth, NS B3B 1X7
Email: accountspayable@hrce.ca

(f) Invoicing and Payment:

1. A purchase order will be issued after the formal award of the contract. The service provider must quote the purchase order number on all invoices relating to this contract.
2. All contract invoices must comply with the amounts outlined on the purchase order, and must not be combined on the same invoice with other work or repairs that may fall outside the contract.
3. HRCE will not short-pay an invoice in the event there is a discrepancy with the amount billed. Any invoices found to be incorrect will not be paid and will be returned to the service provider for revision.
4. Payment terms will be considered as net 30 days from invoice date.
5. In order to maximize efficiencies as well as to be more environmentally friendly, vendor payment are now being paid via EFT (Electronic Funds Transfer) direct deposit to vendor bank accounts. A vendor direct deposit form can be requested by the accounts payable department upon contract award.
6. Only 1 method of submitting invoices will be accepted.

(g) Bidders or their employees MUST NOT be employees of the Halifax Regional Centre for Education.

(h) The bidder must comply with Nova Scotia Fire Safety Act and all Municipal Regulations, Ordinances and other laws including the Occupational Health and Safety Act.

(i) Persons or firms submitting tenders shall be actually engaged in the line of work required by the specifications.

(j) If applicable, a bidder shall list, in the space provided in Section 3.3, the names of the sub-contractors they propose to use with each sub-contractor's tender price. A change in sub-contractors from this list will require permission in writing from the HRCE.

(k) Except as modified by Addenda, the successful service provider will be held to

furnish under this tender all work as specified.

- (l) The service provider shall save and indemnify the Halifax Regional Centre for Education against all costs which the HRCE may sustain or incur by reason of any act or omission of the service provider or its agents or sub-contractors.
- (m) Property loss and/or damage that occurs during the course of work or caused by negligence on the service provider's part during the course of the work shall be reported by HRCE Operations Services to the School Insurance Program (SIP) office. Adjusters may be assigned to manage restoration of damaged, defaced or stolen HRCE property. The service provider shall be responsible for all costs to repair or replace property of the HRCE which has been damaged, defaced or stolen during the course of the contract.
- (n) **The term of the contract will be a three (3) year period commencing April 1, 2019, and ending March 31, 2022.** There will be an option to extend for two (2) additional one (1) year terms at the sole discretion of the HRCE.
- (q) **HRCE Discretion**

The Bidder hereby acknowledges that:

- a) HRCE shall have the right to reject any or all Tenders for any reason, or to accept any Tender which HRCE in its sole, unrestricted discretion deems most advantageous to it. The lowest, or any, Tender will not necessarily be accepted and HRCE shall have the unrestricted right to:
 - i) accept any Tender, and in the event it only receives informal, non-conforming or qualified Tenders with respect to this Tender, accept any such Tender; or
 - ii) accept a Tender that is not the lowest price;
 - iii) reject a Tender that is the lowest price even if it is the only Tender received;
 - iv) reject any Tender that contains any irregularities, informalities, conditions or qualifications;
 - v) reject any Tender that is not accompanied by the required tender security documents or signed addendum cover pages;
 - iv) reject any Tender that is not properly signed by or on behalf of the Bidder;
 - vi) reject any Tender that contains an alteration in a quote that is not initialed by or on behalf of the Bidder;
 - vii) reject any Tender that is incomplete or ambiguous; or,
 - viii) reject any Tender that does not strictly comply with submission

requirements or any other requirements contained in these instructions.

- b) HRCE reserves the right to consider, during the evaluation of Tenders:
- i) information provided in the Tender itself;
 - ii) information received in response to enquiries of credit and industry references set out in the Tender;
 - iii) the manner in which the Bidder provides services to others;
 - iv) the experience and qualification of the Bidder;
 - v) the compliance of the Bidder to HRCE's requirements and specifications;
 - vi) such alternate goods, services, terms or conditions that may be offered, whether such offer is contained in a Tender or otherwise,
 - vii) splitting the Tender and Project Scope into multiple parts and accepting Tenders (or portions thereof) from more than one Bidder;
 - viii) rejecting Bidder's recommendation of a Subcontractor or any other third party associated with the Tender and jointly along with the Bidder, determine alternate acceptable third parties; and,
 - ix) any other consideration in HRCE's discretion.
- c) HRCE may rely upon the criteria it deems relevant, even if such criteria has not been disclosed to Bidder. By submitting a Tender, the Bidder acknowledges the HRCE's rights under this Section and absolutely waives any right or cause of action against HRCE and its employees, agents or Trustees by reason of HRCE's failure to accept the Tender submitted by the Bidder, whether such right or cause of action arises in contract, tort including negligence or otherwise.

(r) **Limitation of Liability**

The bidder, by submitting a bid to this Tender, agrees that it will not claim damages, costs or expenses for whatever reason, relating in any way to this Tender 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 HRCE whatsoever, whether for costs, damages or expenses incurred by the Bidder in preparing its Tender, in participating in this tender process (including without limitation any subsequent discussion or negotiation, if any), loss of anticipated profit or any other matter whatsoever related to this tender and any resulting process, discussions or negotiations.

1.3 OTHER REQUIREMENTS

- a. The bidder must provide with the submitted tender document a letter showing they are in good standing with the Worker's Compensation Board.
- b. The service provider must provide with their proposal an insurance certificate showing proof of :
 - i. Commercial General Liability insurance, including but not limited to, products liability and completed operations, owners and contractors liability, endorsement, independent contractor, cross liability, employers contingent liability, personal & advertising injury liability, contractual liability, owner's and contractor's protective liability, broad form property liability for a **limit of no less than \$5,000,000 per occurrence**
 - ii. Commercial Auto liability Insurance covering all owned, non-owned and hired vehicles for a minimum combined single limit of \$2,000,000 per occurrence;
 - iii. It is also agreed that the above insurance coverage is primary & non-contributory and please include a waiver of subrogation.
 - iv. Upon award, The Halifax Regional Centre for Education **MUST** be named as "additionally insured" pertaining to the work for this project. Furthermore, Halifax Regional Centre for Education **MUST** receive at least thirty (30) days' notice of cancellation or modification of the above insurance. The successful proponent shall secure and maintain the insurance as noted above at its expense during the term of the contract.
- c. Bidders are advised that, as per the Halifax Regional Centre for Education Tobacco Free Schools and Workplace Policy, the HRCE endorses and supports implementation of the Nova Scotia Smoke Free Places Act 2002, which prohibits tobacco possession for persons under the age of 19 and declares that no person shall smoke in schools, HRCE offices or on school grounds.
- d. **HRCE is directly responsible for the safety of its students and staff. Should contractors be required to work in or on school property while children are present, it is a MANDATORY HRCE REQUIREMENT that contractors assign the work to employees and/or sub-contractors who DO NOT have a CRIMINAL RECORD and who ARE NOT LISTED ON THE CHILD ABUSE REGISTRY. By checking the "Agreed" box at the bottom of clause 3.4 below you are confirming that you understand and will abide by this mandatory HRCE requirement. Failure to comply with this requirement may result in immediate contract termination.**

1.4 **AMENDMENTS OR WITHDRAWAL OF TENDER PRIOR TO BID CLOSING**

- (a) Amendments to the submitted offer will be permitted if received in writing prior to bid closing and if endorsed by the same party or parties who signed and executed the offer.
- (b) The Tender may be amended or withdrawn by post or facsimile to the confidential Buyer fax – 902-464-0161.
- (c) Clearly indicate on the fax transmission or submitted envelope, whether your correspondence is an amendment or withdrawal and the title marked clearly of the tender reference number. Sign as required for tender, and submit to the address listed under closing location on the cover of this document. Faxes may be sent to Don Walpola, Buyer, at 902-464-0161.

1.5 **THE CONTRACT**

1.5.1 **Binding Effect of Proposal and Contract Finalization**

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

- a) written notice from HRCE that the Bidder's Tender is rejected as unsatisfactory; or
- b) issuance by HRCE of its purchase order (PO) to the Bidder with respect to this Tender, and upon such issuance, the Bidder shall be regarded as the Service Provider hereunder; or
- c) execution of the Contract by both HRCE and the Bidder; or,
- d) written notice from HRCE that it has entered a Contract with a Service Provider and that the Bidder has been unsuccessful under this Tender.

1.5.2 **Contract Documents**

1.5.2.1 The attached sample service agreement (APPENDIX A) is a version that shall be issued to or executed by the successful bidder pursuant to the terms and conditions of this Tender. It is **NOT** to be executed and returned by the bidder as part of your bid response.

1.5.2.2 The Contract the Service Provider will have with the HRCE, if awarded, will include:

- a) such further documentation as may be negotiated and executed by the HRCE and the Service Provider;

- b) this Tender and all of its Schedules, including without limitation any award letter and PO issued by HRCE to the Contractor, and any revisions, amendments or additional documents made thereto, if any; and,
- c) the Tender, in its entirety and all promises made in the tender will be deemed covenants in the Contract and all information, representations and warranties made in the Tender will be deemed terms, representations and warranties of the Contract surviving the signing or issuance by HRCE of any additional or formal documents prepared by the HRCE.

1.5.2.3 For the purposes of evaluation and interpretation of Tenders, in the case of conflicts, discrepancies, errors or omissions between this Tender and any documentation issued or executed pursuant to Section 1.5.1, and the Tender, this Tender and such documentation shall take precedence over the Bidder response.

1.6 Your Contractual Terms

1.6.1 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 HRCE's acceptance of your bid.

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

2.0 SCOPE OF WORK

- i. Supply and delivery of Library Supplies to all Halifax Regional Centre for Education schools and Offices on an “as required” basis.
- ii. Clearly define the lead-times for the delivery of goods.
- iii. Unit prices will be considered F.O.B. destination (schools/offices) freight prepaid, unless otherwise stated.
- iv. Vendors MUST submit one (1) hard copy and one (1) electronic copy of your bid on a flash drive, including the bid sheets in Excel format for cut and paste into the HRCE’s evaluation matrix sheet. **“NO” ALTERATIONS on Appendix “B” which includes deletions or adding of new rows/columns.** Microsoft Excel Bid Sheets of Appendix B MUST BE REQUESTED by email to: dwalpola@hrce.ca.
- v. **Vendors must be able to submit pricing and supply vast majority of the Library Supplies listed on the Appendix “B” Price Sheets. Additional product related details requested in Appendix B needs to be provided.**
- vi. If the exact product is not available, a substitute can be suggested which should be of equal quality and appropriate level of performance to the original. Approval on the substitute product will be at the sole discretion of the Halifax Regional Centre for Education. Details of the substitutes will have to be mentioned on Appendix B.
- vii. **Where a product number/item details have been mentioned, the vendor must supply a product of equal quality and appropriate level of performance. Item details such as product numbers have been included to only assist the vendor to clearly understand the requirement of the HRCE.**
- viii. **Failure to submit pricing for the vast majority of the listed items may qualify for vendor disqualification at the sole discretion of the Halifax Regional Centre for Education.**
- ix. Vendors must outline the process for returning damaged or defective goods and the replacement timelines.
- x. No Back Orders will be accepted.
- xi. If the company provides is willing to provide any value additions such special discounts, online ordering facilities, etc. Kindly include more details in the relevant section of the tender form.
- xii. The successful vendor will be expected to make the HRCE aware of new product lines or alternative products which may save the HRCE money during the term of the contract. New and alternative products must be tested and approved by the Purchasing Manager.
- xiii. Purchase orders or School Credit Cards are required for all school supplies purchases.
- xiv. **Repeat failure to provide items in a timely manner or continued invoicing problems will result in loss of contract.**

- xv. The HRCE pays invoices thirty (30) days after receipt. The purchase order number must appear on all invoices.
- xvi. The proposal **must** be type written and complete using the Appendix "B" Pricing Sheets provided by the HRCE. HST must not be included in the price.
- xvii. Should schools request samples, the successful bidder will be expected to provide the samples at no cost to the HRCE and to pay for shipping charges both ways. It would be acceptable for the successful bid to bill the HRCE and refund the full amount including shipping once the goods are returned.
- xviii. Prices **MUST** be proposed for the first three years of the contract and the two optional years. Price increases **SHALL** not exceed either the manufacturer's increase, mill rate increase or the annual National Cost of Living Index (CPI) for that year. If at the discretion of the HRCE an alternate product is required, service providers **SHALL** supply the alternate at no extra cost to the HRCE. An increase in price should be informed to the buyer: dwalpola@hrsb.ca before taking effect.
- xix. **It is important the bid submission is completed in full and is compliant with the tender requirements. Incomplete/non-compliant bid submissions may be subject to disqualification at the sole discretion of the HRCE.**
- xx. As this is a standing offer and since purchase value and quantity cannot be determined at the time of award, the overall value of the contract of the successful vendor will not be disclosed.

3.0 BIDDER DECLARES/AGREES:

3.1 Bidder Declares:

- (a) That this tender was made without collusion or fraud.
- (b) That the proposed work was carefully examined.
- (c) That the bidder is familiar with local conditions.
- (d) That contract documents and attachments were carefully examined.
- (e) That all the above were taken into consideration in preparation of this tender.

3.2 Bidder Agrees:

- (a) To enter into a contract to supply all labour, material and equipment and to do all work necessary to complete the Work as described and specified herein for the prices as per the Form of tender, Schedule of Prices, Article 3.5.
- (b) That this tender is valid for acceptance for 90 days from the time of tender closing.
- (c) That failure to enter into a formal contract and give specified documents within time required will constitute grounds for forfeiture of this agreement.
- (d) I/WE certify that the company listed herein is in good standing with all Municipal, Provincial and Federal Tax Agencies. Failure to complete this certification and maintain this status will be cause for rejection of your tender and/or cancellation of any contractual undertaking with the HRCE. We further agree with and accept the terms set out in this tender document.

Halifax Regional Centre for Education

3.1 Tender Form

**TENDER #4000
LIBRARY SUPPLIES**

FIRM _____

ADDRESS _____

E-MAIL ADDRESS _____

POSTAL CODE _____ PHONE _____ FAX _____

NAME OF PERSON SIGNING FOR FIRM _____

POSITION OF PERSON SIGNING FOR FIRM _____

I/WE, the undersigned, having carefully examined the **#4000 LIBRARY SUPPLIES** tender documents, and having read, understood, and accepted the Conditions of the tender which form part of the tender documents, hereby offer to provide the materials and service in strict accordance with the **#4000 LIBRARY SUPPLIES** documents, which form part of this tender.

I/WE, hereby agree that notification of acceptance of this bid shall be in writing and may be sent by prepaid post or fax, and if sent by prepaid post, acceptance shall be deemed to have been made on the date of mailing of such notification.

DATE

AUTHORIZED SIGNATURE

3.2 REFERENCES:

The Bidder shall furnish particulars of at least three contracts successfully completed or currently being carried to completion. The projects quoted should preferably be approximate in nature to the Works now proposed for and be of comparable or greater size.

Contact Name Phone & Email	Date	Contract Value
_____	from _____ to _____	_____
_____	from _____ to _____	_____
_____	from _____ to _____	_____
_____	from _____ to _____	_____

3.3 SUB CONTRACTORS:

The Bidder shall enter the name and address of each Sub-Contractor used in making up this Tender. Only one Sub-Contractor shall be named for each part of the work to be sublet.

Subcontractor/Suppliers/Manufacturers	Service/Material

3.4 CONTRACT PERSONNEL:

The tender shall include below, the names qualifications and previous experience of those people who will be directly involved with the contract.

Name	Position	Qualification/Experience

HRCE is directly responsible for the safety of its students and staff. Should service providers be required to work in or on school property while children are present, it is a MANDATORY HRCE REQUIREMENT that service providers assign the work to employees and/or sub-contractors who DO NOT have a CRIMINAL RECORD and who ARE NOT LISTED ON THE CHILD ABUSE REGISTRY. Failure to comply with this requirement may result in immediate contract termination.

By checking the "Agreed" box you are confirming that you understand and will abide by this mandatory HRCE requirement. **Agreed**

3.5 **SCHEDULE OF PRICES**

Bidders are to complete the electronic version of the following Appendix:

- Appendix - B – Pricing Sheets

Bidders to request electronic copies of the pricing appendix from Don Walpola, Buyer, at dwalpola@hrce.ca)

Prices **MUST** be proposed for the first three years of the contract and the two optional years. Price increases **SHALL** not exceed either the manufacturer’s increase, mill rate increase or the annual National Cost of Living Index (CPI) for that year. If at the discretion of the HRCE an alternate product is required, service providers **SHALL** supply the alternate at no extra cost to the HRCE. An increase in price should be informed to the buyer: dwalpola@hrsb.ca before taking effect.

PRICES

FIRM FOR: (Kindly indicate in the form of Yes or No)

- YEAR 1 _____
- YEAR 2 _____
- YEAR 3 _____
- YEAR 4 _____ (Optional Year)
- YEAR 5 _____ (Optional Year)

IF NO, EXPLAIN:

CATALOGUE DISCOUNT _____ % (FOR ITEMS NOT LISTED ON TENDER)

DELIVERY COSTS INCLUDED IN BID PRICES UNLESS OTHERWISE SPECIFIED

HST EXTRA, DO NOT INCLUDE IN BID

RETURN OF REJECTED/DAMAGED GOODS & REPLACEMENT TIMELINES:

SPECIAL DISCOUNTS/ONLINE ORDERING CAPABILITIES OR OTHER COMMENTS:

BIDDERS HST REGISTRATION NO. _____

3.6 **SIGNATURE:**

SIGNED

in the presence of:

Witness

CONTRACTOR

Company name

Signature of Signing Officer

Name and Title (printed)

Date

APPENDIX "A"

SAMPLE 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 TENDER. IT IS NOT TO BE EXECUTED AND RETURNED BY THE BIDDER AS PART OF ITS PROPOSAL.

AGREEMENT FOR SUPPLY OF SERVICES

THIS AGREEMENT made the *XX day of MONTH A.D. 2018*.

BETWEEN:

THE HALIFAX REGIONAL CENTRE FOR EDUCATION

(the "HRCE")

OF THE FIRST PART

- and -

SERVICE PROVIDER'S NAME

(the "Service Provider")

OF THE SECOND PART

RECITALS

WHEREAS the HRCE has analyzed its needs and requirements for ***Library Supplies-Standing Offer***;

AND WHEREAS based on the HRCE's analysis, the HRCE prepared a detailed TENDER 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.

AND WHEREAS the HRCE submitted the TENDER to a number of companies capable of providing ***Library Supplies-Standing Offer***;

AND WHEREAS **SERVICE PROVIDER'S NAME** provided a detailed response to TENDER #4000 (the "Response"), a copy of which is incorporated and forms part of this agreement and is identified as Schedule "B" hereto.

AND WHEREAS **SERVICE PROVIDER'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 Service Provider for the HRCE are outlined in the Scope of Work, of TENDER #4000, a copy of which is attached to this Agreement as Schedule A.
- 1.1 The services outlined in Schedule A may be adjusted from time to time by mutual agreement between the HRCE and the Service Provider.

TERM

- 2.0 This Agreement shall be in effect from and including the **1st day of April, 2019 and shall continue for 3 years until 31st of March 2022, with two (2) one (1) year options for renewal at the discretion of the HRCE**, unless terminated or renewed in accordance with the terms of this Agreement.

SATISFACTORY PERFORMANCE

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

PAYMENT PROCEDURE

- 4.0 Invoices shall be submitted by the Service Provider to: **Halifax Regional Centre for Education, c/o Accounts Payable, 33 Spectacle Lake Drive, DARTMOUTH NS B3B 1X7**
- 4.1 Upon determining that the work evidences completion by the Service Provider of the portion of the Agreement to which the invoice relates, the HRCE shall cause the invoice to be paid.

WITHHOLDING PAYMENT

4.0 The HRCE shall be entitled to withhold payment to the Service Provider:

(a) Where there is unsatisfactory performance of the services to be performed by the Service Provider as described under articles 1.0, 3.0 and 5.1 of this Agreement;

(b) For any portion of the invoice which the HRCE disputes;

(c) To the extent necessary to protect the HRCE in respect of any liability for amounts required to be paid by the Service Provider 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 HRCE; and

(d) As provided in article 11.1.

5.1 In the event of there being unsatisfactory performance by the Service Provider, then the HRCE shall notify the Service Provider of the circumstances surrounding the unsatisfactory performance of the services rendered and the Service Provider 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 Service Provider by the HRCE 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 Service Provider inclusive of all costs incurred by the Service Provider in hiring other employees to perform the services under this Agreement.

INDEPENDENT SERVICE PROVIDER

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

WORKERS' COMPENSATION AND OTHER CONTRIBUTIONS

- 8.0 The Service Provider shall pay or cause to be paid any assessment or contribution required to be paid by the Service Provider 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 HRCE for any amounts assessed against and paid by the HRCE as a result of the failure by the Service Provider to comply with the provisions of this article or the *Workers' Compensation Act*.
- 8.1 The Service Provider shall be responsible to deduct from the payments received from the HRCE, the amount, if any, of the Service Provider's required contributions to the Canada Pension Plan, Canadian Revenue Agency and the Employment Insurance Commission.

TAXES

- 9.0 The Service Provider 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 HRCE shall have an obligation to pay the goods and services tax on invoices submitted pursuant to article 4.0 unless the Service Provider 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 Service Provider does not invoice the HRCE for the goods and services tax, the Service Provider shall indicate on the invoice the basis upon which the Service Provider is exempt from the obligation to collect and remit the goods and services tax.

INSURANCE

- 10.0 The Service Provider agrees to obtain and maintain, for the duration of this Agreement, comprehensive general liability insurance in an amount not less than \$5,000,000.00, including but not limited to, products liability and completed operations, owners and contractors liability, endorsement, independent contractor, cross liability, employers contingent liability, personal & advertising injury liability, contractual liability, owner's and contractor's protective liability, broad form property liability for a **limit of no less than \$5,000,000 per occurrence**

- 10.1 The Service Provider 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)**
- 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 HRCE shall be provided to the HRCE prior to the date of the commencement of this Agreement.
- 10.5 In the event of default on the part of the Service Provider to provide the above mentioned insurance prior to the commencement of the term of this Agreement, then the Service Provider shall be liable to the HRCE, and shall indemnify and save harmless the HRCE for any costs that may be incurred as identified under article 11.

INDEMNIFICATION

- 11.0 The HRCE shall indemnify and save harmless the Service Provider, 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 HRCE, its employees and agencies in the performance by the HRCE of this Agreement.
- 11.1 The Service Provider shall indemnify and save harmless the HRCE, 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 Service Provider, his employees and agencies in the performance by the Service Provider 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 HRCE or the Service Provider 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 HRCE at any time during the term, in whole or in part, in HRCE's sole discretion without cause or liability to Service Provider, by HRCE providing to Service Provider 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.

- 12.1 In the event that the Service Provider is incapacitated or there is some other cause which may prevent the Service Provider from performing the services prescribed or referred to in this Agreement, the determination of which shall be in the sole discretion of the HRCE, then the HRCE may terminate this Agreement immediately by way of providing written notice to the Service Provider in which case, the HRCE shall be under no obligation to the Service Provider except to pay such compensation as the Service Provider 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 Service Provider of the services prescribed or referred to in this Agreement, the determination of which shall be in the sole discretion of the HRCE and which shall be subject to the terms set forth under articles 5.0 and 5.1 of this Agreement, then the HRCE may terminate this Agreement immediately upon providing written notice to the Service Provider 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 HRCE being under no further obligation to the Service Provider except to pay such compensation as the Service Provider may be entitled to receive up to the time of such termination.
- 12.3 In the event that the services provided by the Service Provider under this Agreement cannot be performed due to a labour dispute, strike, or lockout which affects directly or indirectly the HRCE's operations, the Director of the department affected by this agreement shall give to the Service Provider at least 24 hours written notice by facsimile, sent to the facsimile number given by the Service Provider in this Agreement, of the HRCE'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 HRCE wishes to resume the performance of services under this Agreement in the future during the term of this Agreement, the HRCE will give the Service Provider written notice of resumption of

services, the effective date to be no sooner than five (5) working days from the date of the notice 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 Service Provider 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 HRCE 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.

- (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 Service Provider for the HRCE in the performance of this Agreement, shall be the sole property of the HRCE.
- 14.1 As part of the consideration required of the Service Provider under this Agreement, the Service Provider 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 HRCE.

COMPLIANCE WITH LAWS AND POLICIES

- 13.0 In performing the services under the terms of this Agreement, the Service Provider and its employees shall comply with all of the HRCE'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.
- 14.1 If unfamiliar with HRCE policies and regulations, the Service Provider shall request, review and abide by all pertinent HRCE policies and regulations, including but not limited to, the Code of Conduct expected of employees of the HRCE.

NON-ASSIGNABILITY

- 16.0 The Service Provider 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 HRCE.

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.

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 HRCE at:

***Aaron Sullivan, Manager of Accounting & Purchasing
Halifax Regional Centre for Education
33 Spectacle Lake Drive
DARTMOUTH NS B3B 1X7***

To the Service Provider 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.

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.

SERVICE PROVIDER'S NAME	

Signing Authority Name	Date _____

Witness	

HALIFAX REGIONAL CENTRE FOR EDUCATION	

Aaron Sullivan, Manager of Accounting & Purchasing	Date _____

Witness	

CONTRACT SCHEDULE A

HRCE TENDER/RFP DOCUMENT

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

CONTRACT SCHEDULE B

CONTRACTOR'S BID RESPONSE TO TENDER

(ON FILE BY TENDER NUMBER AT HRCE PURCHASING DIVISION)

END OF SAMPLE CONTRACT

APPENDIX B - PRICING SHEETS

COMPANY NAME:

APRIL 1, 2019 to MARCH 31, 2022 LIBRARY SUPPLIES
 HRCE DOES NOT GUARANTEE ANY QUANTITIES OR DOLLAR VALUE TO BE PURCHASED OVER THE TERM OF THE CONTRACT
 BIDDERS MUST BE ABLE TO SUBMIT PRICING & SUPPLY THE VAST MAJORITY OF THE PRODUCTS REQUESTED
 REQUEST EXCEL SPREADSHEET BY EMAIL TO: dwalpola@hrce.ca

Description	Unit	Example -For Reference Only - Brodart Product #	Estimated Quantity	Unit Price	Price X Quantity = Value	Proposed Item a direct match Y/N	Product Number	Proposed Item/Brand	Item Description	Other Details
Book Jackets										
BOOK JACKETS (CENTRE-SLIT ROLLS) NO PAPER LINE 12" X 300'	ROL	10342101	20		0.00					
BOOK JACKETS (CENTRE-SLIT ROLLS) NO PAPER LINE 16" X 300'	ROL	10346101	41		0.00					
BOOK JACKETS COVER ROLLS 1-1/2MIL POLY (MULTI-FIT) LO LUSTRE, 9" X 300'	ROL	10339101	11		0.00					
BOOK JACKETS COVER ROLLS 1-1/2MIL POLY (MULTI-FIT) SUPER CLEAR, NO PAPER LINE 8" X 300'	ROL	10339102	11		0.00					
Book Supports										
BOOK ENDS HEAVY GAUGE STEEL 9"X6" ALMOND W/RUBBER CORK BASE	EA	44744007	105		0.00					
BOOK ENDS HEAVY GAUGE STEEL 9"X6" BLACK W/RUBBER CORK BASE	EA	44744004	74		0.00					
BOOK ENDS HEAVY GAUGE STEEL 9"X6" BLUE W/RUBBER CORK BASE	EA	44744008	35		0.00					
BOOK ENDS HEAVY GAUGE STEEL 9"X6" BURGUNDY W/RUBBER CORK BASE	EA	44744010	49		0.00					
BOOK ENDS HEAVY GAUGE STEEL 9"X6" RED W/RUBBER CORK BASE	EA	44744002	139		0.00					
BOOK ENDS HEAVY GAUGE STEEL 9"X6" SAND W/RUBBER CORK BASE	EA	44744001	109		0.00					
CLIP-ON BOOKEND/LABEL HOLDER WITH PLAIN BASE (black)	EA	44514003	20		0.00					
CLIP-ON BOOKEND/LABEL HOLDER WITH PLAIN BASE (green)	EA	44514002	20		0.00					
FLAT LABEL HOLDER FOR CLIP-ON BOOKEND/LABEL HOLDER	EA	44515001	290		0.00					
LARGE ALL-PRUPOSE METAL BOOK SUPPORTS WITH RUBBER CORK BASE (GRAY)	EA	44744005	10		0.00					
Book Repair Tools & Tapes										
1" CLEAR POLYESTER LABEL PROTECTORS	ROL	55215103	5		0.00					
ATTACHING TAPE, (1-7/8"HX1/2"W) TRANSPARENT 4 ACROSS ON RELEASE BACK LINER (FOR ATTACHING BOOK JACKET COVERS TO BOOKS) ROLL OF 2000	ROL	55500102	6		0.00					
BOND GLUE 8 OZ. BIND-ART PERMANENT, FLEXIBLE ADHESIVE	EA	40405001	28		0.00					
BOOK CLEAR TAPE 3MIL POLY 1-1/2" X 55YDS (TO REINFORCE BOOK SPINE&HINGES)	ROL	32386001	33		0.00					
BOOK CLEAR TAPE 3MIL POLY 1-1/2" X 36YDS (TO REINFORCE BOOK SPINE&HINGES)	ROL	75209103	23		0.00					
BOOK CLEAR TAPE 2" X 30YDS	ROL	32386002	74		0.00					
BOOKGUARD™ CLEAR VINYL REPAIR AND PROTECTION TAPE 2" X 30'	ROL	32950002	26		0.00					
BOOKGUARD™ CLEAR VINYL REPAIR AND PROTECTION TAPE 3" X 30'	ROL	32950003	26		0.00					
BOOKGUARD™ POLYETHYLENE REPAIR AND PROTECTION TAPE 1 1/2" X 45'	ROL	32850001	48		0.00					
BOOKGUARD™ POLYETHYLENE REPAIR AND PROTECTION TAPE 2" X 45'	ROL	32850002	48		0.00					
BOOKGUARD™ POLYETHYLENE REPAIR AND PROTECTION TAPE 3" X 45'	ROL	32850003	48		0.00					
BOOKGUARD™ POLYETHYLENE REPAIR AND PROTECTION TAPE 4" X 45'	ROL	32850004	48		0.00					
CLEAR TAPE 3" X 30 YD	ROL	32246005	19		0.00					
CLEAR TAPE 4" X 30 YD	ROL	32246006	10		0.00					
CLEAR TAPE 2" X 30YDS	ROL	32246004	46		0.00					
CLEAR TAPE 1" X 30YDS	ROL	32246002	68		0.00					
CLEAR TAPE 1-1/2" X 30YDS	ROL	32246003	44		0.00					
CLEAR TAPE 2" X 30 YD	ROL	32246004	37		0.00					

Description	Unit	Example -For Reference Only - Brodart Product #	Estimated Quantity	Unit Price	Price X Quantity = Value	Proposed Item a direct match Y/N	Product Number	Proposed Item/Brand	Item Description	Other Details
FILAMENT RE-ENFORCING TAPE 1" X 60YDS 5.2MIL	EA	32331005	23		0.00					
FILAMENT RE-ENFORCING TAPE 1/2" X 60YDS	EA	32331003	30		0.00					
GENUINE BONE 8" FOLDERS	EA	42051001	6		0.00					
HINGE TAPE PAPER 3" CORE 1" X 60YDS 7MIL WHITE (PRESSURE SENSITIVE)	ROL	32356001	133		0.00					
J-LAR II (HEAVY DUTY) 1" X 72YDS	ROL	35358001	28		0.00					
J-LAR II (HEAVY DUTY) 2" X 72YDS	ROL	35358002	34		0.00					
J-LAR TAPE CLEAR 1" X 72YDS	ROL	32349001	61		0.00					
J-LAR TAPE CLEAR 1-1/2" X 72YDS	ROL	32344001	57		0.00					
J-LAR TAPE CLEAR 2" X 72YDS	ROL	32910004	71		0.00					
LIFT OFF #3 22 OZ	EA	41180003	5		0.00					
PERMANENT MENDING TAPE 3/4"	ROL	32365001	8		0.00					
PLASTIC ADHESIVE LIQUID	EA	40401001	5		0.00					
S 12" JST FLD ORG ROLL	ROL	10195004	5		0.00					
SCOTCH ADHESIVE REMOVER PEN	EA	41170001	12		0.00					
SPINE TAPE, CLOTH 1 1/2" X 15YDS WITHOUT RELEASE BACKING (SPECIFY:BLACK/WHITE/RED/BLUE/GREEN/BROWN)	ROL	42044	10		0.00					
SPINE TAPE, CLOTH 2" X 15YDS WITH RELEASE BACKING (SPECIFY:BLACK/WHITE/RED/BLUE/GREEN/BROWN)	ROL	42048	7		0.00					
SPINE TAPE, CLOTH 2" X 30YDS WITH RELEASE BACKING (SPECIFY:BLACK/WHITE/RED/BLUE/GREEN/BROWN)	ROL	42048	10		0.00					
SPINE TAPE, CLOTH 2" X 30YDS WITHOUT RELEASE BACKING (SPECIFY:BLACK/WHITE/RED/BLUE/GREEN/BROWN)	ROL	42044	5		0.00					
SPINE TAPE, CLOTH 3" X 15YDS WITH RELEASE BACKING (SPECIFY:BLACK/WHITE/RED/BLUE/GREEN/BROWN)	ROL	42048	7		0.00					
SPINE TAPE, CLOTH 3" X 30YDS WITH RELEASE BACKING (SPECIFY:BLACK/WHITE/RED/BLUE/GREEN/BROWN)	ROL	42048	5		0.00					
SPINE TAPE, CLOTH 3" X 30YDS WITHOUT RELEASE BACKING (SPECIFY:BLACK/WHITE/RED/BLUE/GREEN/BROWN)	ROL	42044	5		0.00					
SPINE TAPE, CLOTH 3/4" X 15YDS WITHOUT RELEASE BACKING (SPECIFY:BLACK/WHITE/RED/BLUE/GREEN/BROWN)	ROL	42044	5		0.00					
SPINE TAPE, CLOTH 4" X 15YDS WITH RELEASE BACKING (SPECIFY:BLACK/WHITE/RED/BLUE/GREEN/BROWN)	ROL	42048	5		0.00					
SPINE TAPE, CLOTH 4" X 15YDS WITHOUT RELEASE BACKING (SPECIFY:BLACK/WHITE/RED/BLUE/GREEN/BROWN)	ROL	42044	5		0.00					
SPINE TAPE, CLOTH 4" X 30YDS WITH RELEASE BACKING (SPECIFY:BLACK/WHITE/RED/BLUE/GREEN/BROWN)	ROL	42048	5		0.00					
SPINE TAPE, CLOTH 2" X 15YDS WITHOUT RELEASE BACKING (SPECIFY:BLACK/WHITE/RED/BLUE/GREEN/BROWN)	ROL	42044	12		0.00					
SPINE TAPE, CLOTH 3" X 15YDS WITHOUT RELEASE BACKING (SPECIFY:BLACK/WHITE/RED/BLUE/GREEN/BROWN)	ROL	42044	8		0.00					
TAPE FILAMENT 1/2"	ROL	32331003	11		0.00					
TAPE VINYL HINGE TRANS 1 1/2"	ROL	75209103	5		0.00					
Book Cards, Slips, Pockets & Accessories										
BOOK CARD, BLUE DATE DUE/BORROWER'S NAME, CLASS (3 X 5") 1000/PKG	PKG	23251007	10		0.00					
BOOK CARD, WHITE DATE DUE/BORROWER'S NAME, CLASS (3 X 5") 1000/PKG	PKG	23251006	5		0.00					
BOOK POCKETS, "IMPRINTED" SELF ADHESIVE STANDARD REINFORCED 500/BOX (4-3/4" X 3-1/2" X 3-3/4")	BOX	23528001	13		0.00					
DATE DUE SLIPS (PEEL&STICK), SELF ADHESIVE, 4-COLUMN 3-1/8"W X 2-7/8"H 1000/PKG	PKG	24165001	23		0.00					
DATE DUE SLIPS REMOVABLE, 4-COLUMN PRESSURE SENSITIVE 5"X3" 500/BOX	BOX	23233003	7		0.00					
Display - Easels										
LARGE ALL-PURPOSE EASEL (6" X 5") BLACK OR WHITE	EA	87562	65		0.00					
LARGE WIRE FOLDING EASEL 12/BOX (9" X 3-3/4") BLACK	BOX	28865101	53		0.00					
LARGE WIRE FOLDING EASEL 12/BOX (9" X 3-3/4") WHITE	BOX	28865001	23		0.00					
MULTI-PURPOSE FOLDING EASEL 12/BOX (4-1/2" X 3-1/2") BLACK	BOX	28866101	81		0.00					
MULTI-PURPOSE FOLDING EASEL 12/BOX (4-1/2" X 3-1/2") WHITE	BOX	28866001	13		0.00					
SMALL ALL-PURPOSE EASEL (4" X 3-1/2") BLACK OR WHITE	EA	87561	109		0.00					
Labels, Protectors & Bar Coding										
BAR CODE LABEL PROTECTORS 1 1/2 X 3" (1MIL POLY) 1000/PKG	PKG	55276002	114		0.00					
BAR CODE LABEL PROTECTORS 1-1/2 X 2" (1MIL POLY) 1000/PKG	PKG	55223004	7		0.00					

Description	Unit	Example -For Reference Only - Brodart Product #	Estimated Quantity	Unit Price	Price X Quantity = Value	Proposed Item a direct match Y/N	Product Number	Proposed Item/Brand	Item Description	Other Details
BAR CODE LABEL PROTECTORS 1-1/2 X 4" (1MIL POLY) 1000/PKG	PKG	55276003	5		0.00					
BAR CODE LABEL PROTECTORS 7/8 X 2-3/8" (1MIL POLY) 1000/PKG	PKG	55247101	47		0.00					
CALL LABEL PROTECTOR 1" X 1-1/2" 1000/ROLL	ROL	55276001	27		0.00					
CALL LABEL PROTECTOR 2" X 2-1/2" 1000/ROLL	ROL	55276006	160		0.00					
COLOUR CODING LABELS 3/4" BLUE 1000LABELS/ROLL IN A DISPENSER BOX	BOX	55271102	8		0.00					
COLOUR CODING LABELS 3/4" CHARTEREUSE 1000LABELS/ROLL IN A DISPENSER BOX	BOX	55271014	5		0.00					
COLOUR CODING LABELS 3/4" FLUORPRP 1000LABELS/ROLL IN A DISPENSER BOX	BOX	55271017	5		0.00					
COLOUR CODING LABELS 3/4" GREEN 1000LABELS/ROLL IN A DISPENSER BOX	BOX	55271103	8		0.00					
COLOUR CODING LABELS 3/4" ORANGE 1000LABELS/ROLL IN A DISPENSER BOX	BOX	55271106	5		0.00					
COLOUR CODING LABELS 3/4" RED 1000LABELS/ROLL IN A DISPENSER BOX	BOX	55271104	6		0.00					
COLOUR CODING LABELS 3/4" ROSE 1000LABELS/ROLL IN A DISPENSER BOX	BOX	55271010	5		0.00					
COLOUR CODING LABELS 3/4" YELLOW 1000LABELS/ROLL IN A DISPENSER BOX	BOX	55271105	7		0.00					
SPINE LABELS (BASIX) 1-1/2"H X 1"W 56 LABELS/SHEET, 5600/BOX (SUITABLE FOR LASER & INKJET PRINTERS & COPIERS)	BOX	55459001	60		0.00					
Classification Labels										
GRAPHIC NOVELS SPINE LABELS 250/PKG	PKG	55520141	52		0.00					
(REMOVABLE) NEW SPINE LABEL 250/ROLL	ROL	55520300	17		0.00					
AWARD WINNER SPINE LABEL 250/ROLL	ROL	55520078	5		0.00					
CANADA SPINE LABEL 250/ROLL	ROL	55520023	16		0.00					
CHRISTMAS SPINE LABEL 250/ROLL	ROL	55520055	15		0.00					
CLASSIFICATION SYMBOL (SUBJECT) LABELS 250/ROLL all products that begin with 55520	ROL	Catalog 2018 Page# 36-38	17		0.00					
CLASSIFICATION SYMBOL (SUBJECT) LABELS 500/ROLL all products that begin with 55021	ROL	Catalog 2018 Page# 36-38	7		0.00					
CLASSIFICATION SYMBOL (SUBJECT) LABELS 500/ROLL all products that begin with 55095	ROL	Catalog 2018 Page# 36-38	5		0.00					
EASTER SPINE LABEL 250/ROLL	ROL	55520052	10		0.00					
FANTASY SPINE LABEL 250/ROLL	ROL	55520059	27		0.00					
FLEUR-DE-LIS FOR FRENCH BOOKS SPINE LABEL 250/ROLL	ROL	55520039	54		0.00					
HALLOWEEN SPINE LABEL 250/ROLL	ROL	55520053	13		0.00					
HORROR SPINE LABEL 250/ROLL	ROL	55520060	24		0.00					
HUMOR SPINE LABEL 250/ROLL	ROL	55520033	19		0.00					
MYSTERY SPINE LABEL 250/ROLL	ROL	55520020	22		0.00					
REFERENCE LABELS 3/4"HX1"W 250/PKG	PKG	55520214	8		0.00					
SCIENCE FICTION SPINE LABEL 250/ROLL	ROL	55520001	21		0.00					
SERIES SPINE LABEL 250/ROLL	ROL	55520091	24		0.00					
THANKSGIVING SPINE LABEL 250/ROLL	ROL	55520054	7		0.00					
YOUNG ADULT LABELS 250/ROLL	ROL	55520006	5		0.00					
Hanging Bags										
AV HANG-UP BAGS LARGE (9" X 8") FOR BIG BOOKS/KITS/POSTERS	EA	44460001	46		0.00					
AV HANG-UP BAGS LARGE (10" X 13-1/4") FOR BIG BOOKS/KITS/POSTERS	EA	44460004	156		0.00					
AV HANG-UP BAGS LARGE (16"W X 25"H) FOR BIG BOOKS/KITS/POSTERS	EA	44460009	58		0.00					
AV HANG-UP BAGS LARGE (20"W X 25"H) FOR BIG BOOKS/KITS/POSTERS	EA	44460011	150		0.00					

TOTAL 0.00

APPENDIX C

Halifax Regional Centre for Education

School Directory - 2018-2019

Visit our web site at www.hrce.ca



HRCE School Directory 2018-2019

A.J. Smeltzer Junior High

46 Prince St
Lower Sackville NS B4C 1L1
Board District: 8

Grades: 06-08 **T:** (902) 864-6846 **F:** (902) 864-6852
P: Adam Griffin
VP: Gary Miller
Sec: A. Kelly Quenneville

E-Mail: ajs@hrce.ca
Family: Sackville
Bus Cluster: 1
Admin Unit: 1

Admiral Westphal Elementary

6 Fourth St
Dartmouth NS B2X 3A5
Board District: 3

Grades: PR-06 **T:** (902) 435-8305 **F:** (902) 435-1749
P: Shelley Scribner
VP: Wade MacDonald
Sec: Karen Cunningham

E-Mail: awes@hrce.ca
Family: Prince Andrew
Bus Cluster: 3
Admin Unit: 4

Alderney Elementary

2 Penhorn Dr
Dartmouth NS B2Y 3K1
Board District: 3

Grades: PR-06 **T:** (902) 464-2040 **F:** (902) 464-2686
P: Stephanie Lockhart
VP: Laura Anne Dunn
Sec: Mary Cross

E-Mail: alderney@hrce.ca
Family: Prince Andrew
Bus Cluster: 3
Admin Unit: 4

Ash Lee Jefferson Elementary

10 Lockview Rd
Fall River NS B2T 1J1
Board District: 1

Grades: PR-06 **T:** (902) 860-4163 **F:** (902) 860-4191
P: Lynn Mills
VP: Jennifer Cholock
Sec: Helen Eisenhauer

E-Mail: aljs@hrce.ca
Family: Lockview
Bus Cluster: 1
Admin Unit: 2

Astral Drive Elementary

236 Astral Dr
Dartmouth NS B2V 1B8
Board District: 2

Grades: PR-06 **T:** (902) 462-8500 **F:** (902) 462-8600
P: Ken MacDonald
VP: Tanya MacNeil
Sec: Dianna Dalrymple

E-Mail: ade@hrce.ca
Family: Auburn Drive
Bus Cluster: 3
Admin Unit: 2

Astral Drive Junior High

238 Astral Dr
Dartmouth NS B2V 1B8
Board District: 2

Grades: 07-09 **T:** (902) 462-8700 **F:** (902) 462-6047
P: Paul Mason
VP: Chris MacLellan
Sec: Kelly Eaglestone

E-Mail: adjh@hrce.ca
Family: Auburn Drive
Bus Cluster: 3
Admin Unit: 2

Atlantic Memorial - Terence Bay Elementary (Atlantic Memorial)

3591 Prospect Rd
Shad Bay NS B3T 1Z3
Board District: 6

Grades: PR-05 **T:** (902) 852-2166 **F:** (902) 852-5514
P: Shelly Smith
VP: Monica Stoloiv
Sec: Janet Blackburn

E-Mail: amtb@hrce.ca
Family: Halifax West
Bus Cluster: 1
Admin Unit: 3

Atlantic Memorial - Terence Bay Elementary (Terence Bay)

1714 Lower Prospect Rd
Terence Bay NS B3T 1Y6
Board District: 6

Grades: PR-05 **T:** (902) 852-2166 **F:** (902) 852-5514
P: Shelly Smith
VP: Monica Stoloiv
Sec: Janet Blackburn

E-Mail: amtb@hrce.ca
Family: Halifax West
Bus Cluster: 1
Admin Unit: 3

Atlantic View Elementary

3391 Lawrencetown Rd
 Lawrencetown NS B2Z 1R5
Board District: 1

Grades: PR-06 **T:** (902) 464-5245 **F:** (902) 464-5246
P: Nancy Liberatore
VP: Jacqueline Broussard
Sec: Bernadette Robicheau

E-Mail: atvs@hrce.ca
Family: Cole Harbour District
Bus Cluster: 3
Admin Unit: 2

Auburn Drive High

300 Auburn Dr
 Cole Harbour NS B2W 6E9
Board District: 2

Grades: 10-12 **T:** (902) 462-6900 **F:** (902) 462-6950
P: Karen Hudson
VP: Greg White/Lee Anne Amaral
Sec: Mary McCurdy / Jennifer Johns

E-Mail: adhs@hrsb.ca
Family: Auburn Drive
Bus Cluster: 3
Admin Unit: 2

Basinview Drive Community School

273 Basinview Dr
 Bedford NS B4A 3X8
Board District: 7

Grades: PR-05 **T:** (902) 832-8450 **F:** (902) 832-8461
P: Ken Marchand
VP: Janice Wells
Sec: Michelle MacFarlane

E-Mail: bdcsh@hrce.ca
Family: Charles P. Allen
Bus Cluster: 1
Admin Unit: 1

Beaver Bank-Kinsac Elementary

28 Kinsac Rd
 Beaver Bank NS B4G 1C5
Board District: 8

Grades: PR-06 **T:** (902) 864-6805 **F:** (902) 864-6809
P: Kelly Clarke
VP: Candra Kaiser
Sec: Tamara MacLellan

E-Mail: bbks@hrce.ca
Family: Lockview
Bus Cluster: 1
Admin Unit: 2

Beaver Bank-Monarch Drive Elementary

38 Monarch Dr
 Beaver Bank NS B4E 3A5
Board District: 8

Grades: PR-06 **T:** (902) 864-7540 **F:** (902) 864-7543
P: Ruth Bond
VP: Christine Fryer Richardson
Sec: Angel Ryan / Victoria Wiesner

E-Mail: bbmon@hrce.ca
Family: Lockview
Bus Cluster: 1
Admin Unit: 2

Bedford and Forsyth Education Centres (Bedford Campus)

426 Rocky Lake Dr
 Bedford NS B4A 2T5
Board District: 7

Grades: 10-12 **T:** (902) 832-8630 **F:** (902) 832-8409
P: Jenny-Kate Hadley
VP: Joanne Rushton/Jamie Taylor
Sec: Patricia Bartlett

E-Mail: bfec@hrce.ca
Family: BFEC
Bus Cluster: 2
Admin Unit: 4

Bedford and Forsyth Education Centres (Dartmouth Campus)

136 Pinecrest Drive
 Dartmouth B3A 1J9
Board District: 3

Grades: 10-12 **T:** (902) 832-8630 **F:** (902) 464-2424
P: Jenny-Kate Hadley
VP: Blair Greenland - Acting/Jamie Taylor
Sec: Annette D'Aguiar

E-Mail: bfec@hrce.ca
Family: BFEC
Bus Cluster: 2
Admin Unit: 4

Bedford South School

2 Oceanview Dr
 Bedford NS B4A 4J6
Board District: 7

Grades: PR-06 **T:** (902) 832-5800 **F:** (902) 832-5805
P: Helen Healy
VP: Cindy Crewe
Sec: Jennifer Ashton

E-Mail: bedfords@hrce.ca
Family: Charles P. Allen
Bus Cluster: 1
Admin Unit: 1

Beechville Lakeside Timberlea Jr Elementary

22 James St
 Timberlea NS B3T 1G9
Board District: 6

Grades: PR-02 **T:** (902) 876-3236 **F:** (902) 876-3238
P: Patricia Leger
VP: Lynn Wyatt-Reichheld
Sec: Debra Spears

E-Mail: bltjr@hrce.ca
Family: Sir John A. Macdonald
Bus Cluster: 2
Admin Unit: 4

Beechville Lakeside Timberlea Sr Elementary

24 James St
 Timberlea NS B3T 1G9
Board District: 6

Grades: 03-05 **T:** (902) 876-3230 **F:** (902) 876-7909
P: Todd Barter
VP: Tracey Quinn
Sec: Jillian Butler

E-Mail: blt@hrce.ca
Family: Sir John A. Macdonald
Bus Cluster: 2
Admin Unit: 4

Bel Ayr Elementary

4 Bell St
 Dartmouth NS B2W 2P3
Board District: 2

Grades: PR-06 **T:** (902) 435-8353 **F:** (902) 435-8373
P: David Emin
VP: Rosiland Rossi
Sec: Nancy MacLeod

E-Mail: belayr@hrce.ca
Family: Prince Andrew
Bus Cluster: 3
Admin Unit: 4

Bell Park Academic Centre

4 Thomas St
 Lake Echo NS B3E 1M6
Board District: 1

Grades: PR-06 **T:** (902) 829-2388 **F:** (902) 829-2402
P: Anne Johnson-McDonald
VP: Karen Muldowney-Doran
Sec: Lisa Roberts

E-Mail: bpac@hrce.ca
Family: Auburn Drive
Bus Cluster: 3
Admin Unit: 2

Bicentennial School

85 Victoria Rd
 Dartmouth NS B3A 1T9
Board District: 3

Grades: PR-09 **T:** (902) 464-2094 **F:** (902) 464-2098
P: Sarah Shea
VP: Dan Fournier
Sec: Lorraine Currie

E-Mail: bicent@hrce.ca
Family: Dartmouth High
Bus Cluster: 3
Admin Unit: 3

Brookhouse Elementary

15 Christopher Ave
 Dartmouth NS B2W 3G2
Board District: 3

Grades: PR-06 **T:** (902) 435-8318 **F:** (902) 435-8323
P: Mary-Jane Scott
VP: Susan Aucoin
Sec: Julia Fraser / Cathy Bird (Student Services)

E-Mail: bes@hrce.ca
Family: Prince Andrew
Bus Cluster: 3
Admin Unit: 4

Brookside Junior High

2239 Prospect Rd
 Hatchet Lake NS B3T 1R8
Board District: 6

Grades: 06-09 **T:** (902) 852-2062 **F:** (902) 852-5530
P: Lisa Mansfield
VP: Adele Poirier
Sec: Marjorie Conrad

E-Mail: bjhs@hrce.ca
Family: Halifax West
Bus Cluster: 1
Admin Unit: 3

Burton Ettinger Elementary

52 Alex St
 Halifax NS B3N 2W4
Board District: 5

Grades: PR-06 **T:** (902) 457-8922 **F:** (902) 457-8928
P: Tracy Foster
VP: David O'Brien
Sec: Valerie Bodnarchuk

E-Mail: bees@hrce.ca
Family: Halifax West
Bus Cluster: 1
Admin Unit: 3

Caldwell Road Elementary

280 Caldwell Rd
 Dartmouth NS B2V 1A3
Board District: 2

Grades: PR-06 **T:** (902) 462-6010 **F:** (902) 462-6017
P: Donald Morrison
VP: Tara Rutledge
Sec: Lyn Smith

E-Mail: cres@hrce.ca
Family: Auburn Drive
Bus Cluster: 3
Admin Unit: 2

Caledonia Junior High

38 Caledonia Rd
 Dartmouth NS B2X 1K8
Board District: 3

Grades: 07-09 **T:** (902) 435-8413 **F:** (902) 435-8425
P: Lisa Vaughan
VP: Michelle Kavanaugh
Sec: Tracey West

E-Mail: cjhs@hrce.ca
Family: Prince Andrew
Bus Cluster: 3
Admin Unit: 4

Caudle Park Elementary

35 McGee Dr
Lower Sackville NS B4C 2J1
Board District: 8

Grades: PR-05 **T:** (902) 864-6864 **F:** (902) 864-6896
P: Thomas Cleary
VP: Cynthia Rigby
Sec: Jillian Dominey / Carol Sheldon (Student Services)

E-Mail: cpes@hrce.ca
Family: Sackville
Bus Cluster: 1
Admin Unit: 1

Cavalier Drive School

116 Cavalier Dr
Lower Sackville NS B4C 3L9
Board District: 8

Grades: PR-05 **T:** (902) 864-7524 **F:** (902) 864-7554
P: Stephen Driscoll
VP: Lynn Doyle
Sec: Theresa MacLean

E-Mail: cds@hrce.ca
Family: Sackville
Bus Cluster: 1
Admin Unit: 1

Central Spryfield Elementary

364 Herring Cove Rd
Halifax NS B3R 1V8
Board District: 6

Grades: PR-06 **T:** (902) 479-4286 **F:** (902) 479-4295
P: Cindy Astephen
VP: Teri McGinn
Sec: Jillian Bray

E-Mail: cses@hrce.ca
Family: J.L. Ilsley
Bus Cluster: 2
Admin Unit: 4

Charles P. Allen High

200 Innovation Drive
Bedford NS B4B 0G4
Board District: 7

Grades: 10-12 **T:** (902) 832-8964 **F:** (902) 832-8981
P: Stephanie Bird
VP: David Chisholm/Bruce MacKay/Paul Betuik
Sec: Nancy Blight / Angela Light / Annette Lowe

E-Mail: cpah@hrce.ca
Family: Charles P. Allen
Bus Cluster: 1
Admin Unit: 1

Chebucto Heights Elementary

230 Cowie Hill Rd
Halifax NS B3P 2M3
Board District: 4

Grades: PR-06 **T:** (902) 479-4298 **F:** (902) 479-4408
P: Craig Myra
VP: Amy Weedon
Sec: Christina Withers

E-Mail: ches@hrce.ca
Family: J.L. Ilsley
Bus Cluster: 2
Admin Unit: 4

Citadel High

1855 Trollope St
Halifax NS B3H 0A4
Board District: 4

Grades: 10-12 **T:** (902) 491-4444 **F:** (902) 491-1700
P: Joe Morrison
VP: L MacIntyre/M Rouvalis/A MacDougall
Sec: Jane Farrell / Julie King / Evelyn Beck

E-Mail: chs@hrce.ca
Family: Citadel High
Bus Cluster: 2
Admin Unit: 1

Clayton Park Junior High

45 Plateau Cres
Halifax NS B3M 2V7
Board District: 5

Grades: 07-09 **T:** (902) 457-8930 **F:** (902) 457-1646
P: Trina Canavan
VP: Norma MacIntyre
Sec: Candace Bryson

E-Mail: cpjh@hrce.ca
Family: Halifax West
Bus Cluster: 1
Admin Unit: 3

Colby Village Elementary

92 Colby Dr
Dartmouth NS B2V 1J7
Board District: 2

Grades: PR-06 **T:** (902) 464-5152 **F:** (902) 464-5154
P: Robert Caume
VP: David McIntyre
Sec: Cindy McKay

E-Mail: cves@hrce.ca
Family: Auburn Drive
Bus Cluster: 3
Admin Unit: 2

Cole Harbour District High

2 Chateau Cres
Cole Harbour NS B2W 4X4
Board District: 2

Grades: 10-12 **T:** (902) 464-5220 **F:** (902) 464-5241
P: Dunovan Kalberlah
VP: Stephanie Ford/Huntley Reddick
Sec: Bonnie Stairs / Patricia DeYoung

E-Mail: chdhs@hrsbc.ca
Family: Cole Harbour District
Bus Cluster: 3
Admin Unit: 2

Colonel John Stuart Elementary

5 John Stewart Dr
 Cole Harbour NS B2W 4J7
Board District: 2

Grades: PR-06 **T:** (902) 464-5200 **F:** (902) 464-5247
P: Trevor McGowan
VP: Albert Williams
Sec: Rae-Ann Penton

E-Mail: cjses@hrce.ca
Family: Cole Harbour District
Bus Cluster: 3
Admin Unit: 2

Crichton Park Elementary

49 Lyngby Ave
 Dartmouth NS B3A 3V1
Board District: 3

Grades: PR-06 **T:** (902) 464-2503 **F:** (902) 464-2770
P: Connie Johnson
VP: Jacquelyn Reid
Sec: Donna Bohemier

E-Mail: crichton@hrce.ca
Family: Dartmouth High
Bus Cluster: 3
Admin Unit: 3

Cunard Junior High

121 Williams Lake Rd
 Halifax NS B3P 1T6
Board District: 4

Grades: 07-09 **T:** (902) 479-4418 **F:** (902) 479-4425
P: Paula Fairbairn
VP: Nancy Martin
Sec: Patricia Gillis

E-Mail: cunard@hrce.ca
Family: J.L. Ilsley
Bus Cluster: 2
Admin Unit: 4

Dartmouth High

95 Victoria Rd
 Dartmouth NS B3A 1V2
Board District: 3

Grades: 9-12 **T:** (902) 464-2457 **F:** (902) 464-2384
P: Eartha Monard
VP: Randy Sullivan/Rosella Winship
Sec: Angela Scott / Janet Sayer

E-Mail: dhs@hrce.ca
Family: Dartmouth High
Bus Cluster: 3
Admin Unit: 3

Dartmouth South Academy

111 Prince Arthur Ave
 Dartmouth NS B2Y 0C5
Board District: 3

Grades: PR-08 **T:** (902) 464-2081 **F:** (902) 461-0199
P: Adrienne Blumenthal
VP: Donna Gillespie
Sec: Kelly Lake

E-Mail: dsa@hrce.ca
Family: Dartmouth High
Bus Cluster: 3
Admin Unit: 3

Duc d'Anville Elementary

12 Clayton Park Dr
 Halifax NS B3M 1L3
Board District: 5

Grades: PR-06 **T:** (902) 457-8940 **F:** (902) 457-8945
P: Dan Gilfof
VP: Gwen Birt
Sec: Irene Meko

E-Mail: ddes@hrce.ca
Family: Halifax West
Bus Cluster: 1
Admin Unit: 3

Duncan MacMillan High

481 Church Point Rd
 Sheet Harbour NS B0J 3B0
Board District: 1

Grades: PR-12 **T:** (902) 885-2777 **F:** (902) 885-2790
P: Ronnie Reynolds
VP: Troy Smith
Sec: Donna Levy

E-Mail: dmhs@hrce.ca
Family: Duncan MacMillan
Bus Cluster: 3
Admin Unit: 3

Dutch Settlement Elementary

990 Highway 277
 Dutch Settlement NS B2S 2J5
Board District: 1

Grades: PR-06 **T:** (902) 883-3000 **F:** (902) 883-3001
P: Heather Killen
VP: Erin Shea
Sec: Teri Rose

E-Mail: dses@hrce.ca
Family: Musquodoboit Rural
Bus Cluster: 3
Admin Unit: 4

East St. Margaret's Elementary

8671 Peggy's Cove Rd
 Indian Harbour NS B3Z 3P5
Board District: 7

Grades: PR-06 **T:** (902) 823-2463 **F:** (902) 823-2232
P: Susan Casey
VP: N/A
Sec: Danette McDaniel

E-Mail: estm@hrce.ca
Family: Sir John A. Macdonald
Bus Cluster: 2
Admin Unit: 4

Eastern Passage Education Centre

93 Samuel Danial Dr
 Eastern Passage NS B3G 1P7
Board District: 2

Grades: 06-08 **T:** (902) 462-8401 **F:** (902) 462-8403
P: Dorothy Hart
VP: Jamie Kavanaugh
Sec: Julie Wilson

E-Mail: epec@hrce.ca
Family: Island View
Bus Cluster: 3
Admin Unit: 2

Eastern Shore District High

35 West Petpeswick Rd
 Musquodoboit Harbour NS B0J 2L0
Board District: 1

Grades: 10-12 **T:** (902) 889-4025 **F:** (902) 889-4037
P: Jen Murray
VP: Margaret Langley
Sec: Kimberley Gaetz / Wendy Myatt

E-Mail: esdh@hrce.ca
Family: Eastern Shore
Bus Cluster: 3
Admin Unit: 3

Elizabeth Sutherland School

66 Rockingstone Rd
 Halifax NS B3R 2C9
Board District: 6

Grades: PR-09 **T:** (902) 479-4427 **F:** (902) 479-4430
P: Sara Walker
VP: Craig Nelson
Sec: Terri Parker

E-Mail: ess@hrce.ca
Family: J.L. Ilsley
Bus Cluster: 2
Admin Unit: 4

Ellenvale Junior High

88 Belle Vista Dr
 Dartmouth NS B2W 2X7
Board District: 3

Grades: 07-09 **T:** (902) 435-8420 **F:** (902) 435-8469
P: Jeff Lewis
VP: Jeff Carruthers
Sec: Julia Cottingham

E-Mail: ejhs@hrce.ca
Family: Prince Andrew
Bus Cluster: 3
Admin Unit: 4

Eric Graves Memorial Junior High

70 Dorothea Dr
 Dartmouth NS B2W 4M3
Board District: 2

Grades: 07-09 **T:** (902) 435-8325 **F:** (902) 435-8379
P: Scott Wadden
VP: Jim Currie
Sec: Wendy Forrest

E-Mail: egmjh@hrce.ca
Family: Prince Andrew
Bus Cluster: 3
Admin Unit: 4

Fairview Heights Elementary (Annex Building)

141 Rufus Ave
 Halifax NS B3N 2M2
Board District: 5

Grades: PR-06 **T:** (902) 457-8953 **F:** (902) 457-8957
P: Lynn Kazamel-Boudreau
VP: Terry Barro
Sec: Carly Cunningham

E-Mail: fhesh@hrce.ca
Family: Halifax West
Bus Cluster: 1
Admin Unit: 3

Fairview Heights Elementary (Main Building)

210 Coronation Ave
 Halifax NS B3N 2N3
Board District: 5

Grades: PR-06 **T:** (902) 457-8953 **F:** (902) 457-8957
P: Lynn Kazamel-Boudreau
VP: Terry Barro
Sec: Carly Cunningham

E-Mail: fhesh@hrce.ca
Family: Halifax West
Bus Cluster: 1
Admin Unit: 3

Fairview Junior High

155 Rosedale Ave
 Halifax NS B3N 2K2
Board District: 5

Grades: 07-09 **T:** (902) 457-8960 **F:** (902) 457-8963
P: Peter Wicha
VP: Andrew Bray
Sec: Janet Martin / Carol Sheldon and Heather Wilson (

E-Mail: fvjh@hrce.ca
Family: Halifax West
Bus Cluster: 1
Admin Unit: 3

Five Bridges Junior High

66 Hubley's Rd
 Hubley NS B3Z 1B9
Board District: 7

Grades: 07-09 **T:** (902) 876-2026 **F:** (902) 876-7177
P: Joanne Kirkpatrick
VP: Rona Chisholm-Cleary
Sec: Karen Zwicker / Trudy Brow (Student Services)

E-Mail: fbjh@hrce.ca
Family: Sir John A. Macdonald
Bus Cluster: 2
Admin Unit: 4

Gaetz Brook Junior High

6856 Hwy 7
Head of Chezzetcook NS B0J 1N0
Board District: 1

Grades: 07-09 **T:** (902) 827-4666 **F:** (902) 827-5430
P: David Reed
VP: Heather McKay
Sec: Janice Trider

E-Mail: gbjhs@hrce.ca
Family: Eastern Shore
Bus Cluster: 3
Admin Unit: 3

George Bissett Elementary

170 Arklow Dr
Dartmouth NS B2W 4R6
Board District: 2

Grades: PR-06 **T:** (902) 464-5184 **F:** (902) 464-5187
P: John Fry
VP: Adam Greenwood
Sec: Linda Wright

E-Mail: gbes@hrce.ca
Family: Cole Harbour District
Bus Cluster: 3
Admin Unit: 2

Georges P. Vanier Junior High

1410 Fall River Rd
Fall River NS B2T 1J1
Board District: 1

Grades: 07-08 **T:** (902) 860-4182 **F:** (902) 860-4188
P: Mary Jacquart
VP: Tammy Murray
Sec: Carolyn Meek / Linda Abbott (Student Services)

E-Mail: vanier@hrce.ca
Family: Lockview
Bus Cluster: 1
Admin Unit: 2

Gorsebrook Junior High

5966 South St
Halifax NS B3H 1S6
Board District: 4

Grades: 07-09 **T:** (902) 421-6758 **F:** (902) 421-2709
P: David Leblanc
VP: Abby Ferguson
Sec: CarolAnn Daley

E-Mail: gjh@hrce.ca
Family: Citadel High
Bus Cluster: 2
Admin Unit: 1

Graham Creighton Junior High

72 Cherry Brook Rd
Cherry Brook NS B2Z 1A8
Board District: 2

Grades: 07-09 **T:** (902) 464-5164 **F:** (902) 464-5173
P: Scott Hickman
VP: Amy Williams
Sec: Patricia Johnston

E-Mail: gcjh@hrce.ca
Family: Auburn Drive
Bus Cluster: 3
Admin Unit: 2

Grosvenor-Wentworth Park Elementary

4 Downing St
Halifax NS B3M 2G4
Board District: 5

Grades: PR-06 **T:** (902) 457-8422 **F:** (902) 457-8430
P: Brendon MacGillivray
VP: Paula Little
Sec: Donna Rogers

E-Mail: gwp@hrce.ca
Family: Halifax West
Bus Cluster: 1
Admin Unit: 3

Halifax Central Junior High

1787 Preston St
Halifax NS B3H 3V7
Board District: 4

Grades: 07-09 **T:** (902) 421-6777 **F:** (902) 421-2868
P: Robert MacMillan
VP: Karen Williams
Sec: Kathy Reinhardt

E-Mail: central@hrce.ca
Family: Citadel High
Bus Cluster: 2
Admin Unit: 1

Halifax West High

283 Thomas Raddall Dr
Halifax NS B3S 1R1
Board District: 6

Grades: 10-12 **T:** (902) 457-8900 **F:** (902) 457-8980
P: Tim Simony
VP: M MacGibbon/S Masih/G MacDuff
Sec: Sherry Robinson / Cathy Fitzgerald / Shelley Drak

E-Mail: hwhs@hrce.ca
Family: Halifax West
Bus Cluster: 1
Admin Unit: 3

Hammonds Plains Consolidated Elementary

2180 Hammonds Plains Rd
Hammonds Plains NS B4B 1M5
Board District: 7

Grades: PR-05 **T:** (902) 832-8412 **F:** (902) 832-8420
P: Lynn Corkum
VP: David Madget
Sec: Donna Rogers

E-Mail: hpcs@hrce.ca
Family: Charles P. Allen
Bus Cluster: 1
Admin Unit: 1

Harbour View Elementary

25 Alfred St
Dartmouth NS B3A 4E8
Board District: 3

Grades: PR-06 **T:** (902) 464-2051 **F:** (902) 464-2282
P: Kim Leblanc
VP: Michael MacDonald
Sec: Tanya Jordan / Cathy Bird (Student Services) / Na

E-Mail: hves@hrce.ca
Family: Dartmouth High
Bus Cluster: 3
Admin Unit: 3

Harold T. Barrett Junior High

862 Beaver Bank Rd
Beaver Bank NS B4G 1A9
Board District: 8

Grades: 07-08 **T:** (902) 864-7500 **F:** (902) 864-7502
P: Ivan Skeete
VP: Jamie-Lynn Quinn
Sec: Marion Martin

E-Mail: htbar@hrce.ca
Family: Lockview
Bus Cluster: 1
Admin Unit: 2

Harrietsfield Elementary

1150 Old Sambro Rd
Harrietsfield NS B3V 1B1
Board District: 6

Grades: PR-06 **T:** (902) 479-4230 **F:** (902) 479-4235
P: Anne Ring
VP: Andrew Stone
Sec: Paula Lawlor

E-Mail: hes@hrce.ca
Family: J.L. Ilsley
Bus Cluster: 2
Admin Unit: 4

Harry R. Hamilton Elementary

40 Hamilton Dr
Middle Sackville NS B4E 3A9
Board District: 8

Grades: PR-05 **T:** (902) 864-6815 **F:** (902) 864-6820
P: Jane Gourley
VP: Carolyn Taylor
Sec: Susan Brown

E-Mail: hrh@hrce.ca
Family: Millwood
Bus Cluster: 1
Admin Unit: 2

Hawthorn Elementary

10 Hawthorne St
Dartmouth NS B2Y 2Y3
Board District: 3

Grades: PR-06 **T:** (902) 464-2048 **F:** (902) 464-2799
P: Darcel Williams-Hart
VP: Matthew Hartlen
Sec: Ann Urquhart

E-Mail: hawthorn@hrce.ca
Family: Dartmouth High
Bus Cluster: 3
Admin Unit: 3

Herring Cove Junior High

7 Lancaster Dr
Herring Cove NS B3V 1H9
Board District: 6

Grades: 07-09 **T:** (902) 479-4214 **F:** (902) 479-3379
P: Sean MacDonald
VP: Blair Greenland
Sec: Peggy MacLean

E-Mail: hcjh@hrce.ca
Family: J.L. Ilsley
Bus Cluster: 2
Admin Unit: 4

Highland Park Junior High

3479 Robie St
Halifax NS B3K 4S4
Board District: 5

Grades: 07-09 **T:** (902) 493-5124 **F:** (902) 493-5130
P: Carla Christianson
VP: Sheldon Lucas
Sec: Susan McIntyre

E-Mail: hpjh@hrce.ca
Family: Citadel High
Bus Cluster: 2
Admin Unit: 1

Hillside Park Elementary

15 Hillside Ave
Lower Sackville NS B4C 1W6
Board District: 8

Grades: PR-05 **T:** (902) 864-6873 **F:** (902) 864-6878
P: Kelly Joy
VP: Shelley Myra
Sec: Norine Brown

E-Mail: hpes@hrce.ca
Family: Sackville
Bus Cluster: 1
Admin Unit: 1

Holland Road Elementary

181 Holland Rd
Fletchers Lake NS B2T 1A1
Board District: 1

Grades: PR-06 **T:** (902) 860-4170 **F:** (902) 860-4173
P: Carol Anne Larade
VP: Collette Milliard
Sec: Sophie Day

E-Mail: hres@hrce.ca
Family: Lockview
Bus Cluster: 1
Admin Unit: 2

Humber Park Elementary

5 Smallwood Ave
 Lake Loon NS B2W 3R6
Board District: 2

Grades: PR-06 **T:** (902) 464-5177 **F:** (902) 464-5182
P: Sherry Thistle
VP: Nicholas MacDonald
Sec: Holly Pelley

E-Mail: hps@hrce.ca
Family: Auburn Drive
Bus Cluster: 3
Admin Unit: 2

Ian Forsyth Elementary

22 Glencoe Dr
 Dartmouth NS B2X 1J1
Board District: 3

Grades: PR-06 **T:** (902) 435-8435 **F:** (902) 435-8365
P: Angela Yerxa-Weeks
VP: Carmel Mitchell
Sec: Penelope Lardner / Patricia Dillon (Student Servic

E-Mail: ifes@hrce.ca
Family: Prince Andrew
Bus Cluster: 3
Admin Unit: 4

Inglis Street Elementary

5985 Inglis St
 Halifax NS B3H 1K7
Board District: 4

Grades: PR-06 **T:** (902) 421-6767 **F:** (902) 421-3028
P: Sherri MacDonald
VP: Becky Campbell
Sec: Dawn Townshend

E-Mail: ises@hrce.ca
Family: Citadel High
Bus Cluster: 2
Admin Unit: 1

Island View High

1853 Caldwell Road
 Eastern Passage B3G 1J3
Board District: 6

Grades: 09-11 **T:** (902) 466-6341 **F:** (902) 466-6348
P: Patrick Savage
VP: Daniel Smith
Sec:

E-Mail: ivh@hrce.ca
Family: Island View
Bus Cluster: 3
Admin Unit: 2

J.L. Ilsley High

38 Sylvia Ave
 Halifax NS B3R 1J9
Board District: 6

Grades: 10-12 **T:** (902) 479-4612 **F:** (902) 479-4635
P: Gordon McKelvie
VP: Victoria Best/Ken Johnson
Sec: Susan Algee / Beverly Purdy

E-Mail: jli@hrce.ca
Family: J.L. Ilsley
Bus Cluster: 2
Admin Unit: 4

John MacNeil Elementary

62 Leaman Dr
 Dartmouth NS B3A 2K9
Board District: 3

Grades: PR-06 **T:** (902) 464-2488 **F:** (902) 464-2616
P: Neil Daigle
VP: Shauna MacMullin
Sec: Robyne Gorman

E-Mail: jmes@hrce.ca
Family: Dartmouth High
Bus Cluster: 3
Admin Unit: 3

John Martin Junior High

7 Brule St
 Dartmouth NS B3A 4G2
Board District: 3

Grades: 07-09 **T:** (902) 464-2408 **F:** (902) 464-2062
P: Joseph MacDonald
VP: Kyle Sarka
Sec: Anne Albert

E-Mail: jmjh@hrce.ca
Family: Dartmouth High
Bus Cluster: 3
Admin Unit: 3

John W. MacLeod - Fleming Tower Elem. (Fleming Tower)

25 Randolph St
 Halifax NS B3P 2A9
Board District: 4

Grades: PR-06 **T:** (902) 479-4437 **F:** (902) 479-4442
P: Emily Quigley
VP: Ian MacRae
Sec: Kimberlee Ritcey

E-Mail: jwm@hrce.ca
Family: J.L. Ilsley
Bus Cluster: 2
Admin Unit: 4

John W. MacLeod - Fleming Tower Elem. (John W. MacLeod)

159 Purcell's Cove Rd
 Halifax NS B3P 1B7
Board District: 4

Grades: 02-06 **T:** (902) 479-4437 **F:** (902) 479-4442
P: Emily Quigley
VP: Jennifer Cholock
Sec: Kimberlee Ritcey

E-Mail: jwm@hrce.ca
Family: J.L. Ilsley
Bus Cluster: 2
Admin Unit: 4

Joseph Giles Elementary

54 Gregory Dr
Dartmouth NS B2W 3M6
Board District: 2

Grades: PR-06 **T:** (902) 464-5192 **F:** (902) 464-5197
P: Sandra Chauvin
VP: Keri McLeod
Sec: Janice McKearney

E-Mail: jges@hrce.ca
Family: Auburn Drive
Bus Cluster: 3
Admin Unit: 2

Joseph Howe Elementary

2557 Maynard St
Halifax NS B3K 3V6
Board District: 5

Grades: PR-06 **T:** (902) 421-6785 **F:** (902) 421-8744
P: Steven Hutchins
VP: Jan Gillespie
Sec: Nicole Gillis

E-Mail: jhowe@hrce.ca
Family: Citadel High
Bus Cluster: 2
Admin Unit: 1

Kingswood Elementary

34 Vrege Crt
Hammonds Plains NS B4B 1K2
Board District: 7

Grades: PR-06 **T:** (902) 832-5522 **F:** (902) 832-5524
P: Andrea Briand
VP: Rachael Webster
Sec: Rhonda Izzard

E-Mail: kwe@hrce.ca
Family: Charles P. Allen
Bus Cluster: 1
Admin Unit: 1

Lakefront Consolidated Elementary

17286 Highway 7
Tangier NS B0J 3H0
Board District: 1

Grades: PR-06 **T:** (902) 772-2195 **F:** (902) 772-2850
P: Carole DesBarres
VP: N/A
Sec: Poppy-Jo Currie

E-Mail: lcs@hrce.ca
Family: Duncan MacMillan
Bus Cluster: 3
Admin Unit: 3

LeMarchant-St. Thomas Elementary

1589 Walnut Street
Halifax NS B3H 2S1
Board District: 4

Grades: PR-06 **T:** (902) 421-6769 **F:** (902) 421-3036
P: Moira Cavanaugh
VP: Lynne McKinnon
Sec: Mandy Smith

E-Mail: lmsts@hrce.ca
Family: Citadel High
Bus Cluster: 2
Admin Unit: 1

Leslie Thomas Junior High

100 Metropolitan Ave
Lower Sackville NS B4C 2Z8
Board District: 8

Grades: 06-08 **T:** (902) 864-6785 **F:** (902) 864-6797
P: Harvey Beaton
VP: Mark MacPhee
Sec: Sheila Penny

E-Mail: ltjh@hrce.ca
Family: Sackville
Bus Cluster: 1
Admin Unit: 1

Lockview High

148 Lockview Rd
Fall River NS B2T 1J1
Board District: 1

Grades: 09-12 **T:** (902) 860-6000 **F:** (902) 860-6005
P: Bernie MacEachern
VP: Ryan LaMont/Cathy Burton
Sec: Karen O'Reilly / Susan Daigle / Michelle Saunders

E-Mail: lhs@hrce.ca
Family: Lockview
Bus Cluster: 1
Admin Unit: 2

Madeline Symonds Middle School

290 White Hills Run
Hammonds Plains NS B4B 1W6
Board District: 7

Grades: 06-09 **T:** (902) 832-2300 **F:** (902) 832-2302
P: Kim Acorn
VP: Valerie Meers/Dean Lee
Sec: Michelle O'Connor / Sherry Mitchell

E-Mail: msms@hrce.ca
Family: Charles P. Allen
Bus Cluster: 1
Admin Unit: 1

Michael Wallace Elementary

24 Andover St
Dartmouth NS B2X 2L9
Board District: 3

Grades: PR-06 **T:** (902) 435-8357 **F:** (902) 435-8395
P: Crystal Pelly
VP: Suzanne MacKenzie
Sec: Susan Duzak

E-Mail: mwes@hrce.ca
Family: Prince Andrew
Bus Cluster: 3
Admin Unit: 4

Millwood Elementary

190 Beaver Bank Cross Rd
Middle Sackville NS B4E 1K5

Board District: 8

Grades: PR-05 **T:** (902) 864-7510 **F:** (902) 864-7518
P: Stephanie Dorrington
VP: Kara MacGillivray
Sec: Chelsey Ritchie

E-Mail: mes@hrce.ca
Family: Millwood
Bus Cluster: 1
Admin Unit: 2

Millwood High

141 Millwood Dr
Middle Sackville NS B4E 0A1

Board District: 8

Grades: 09-12 **T:** (902) 864-7535 **F:** (902) 864-7567
P: Stephen Corkum
VP: Noreen Stymest/Lauren Emanuel
Sec: Cathy Griggs / Donna Costard

E-Mail: mwhs@hrce.ca
Family: Millwood
Bus Cluster: 1
Admin Unit: 2

Mount Edward Elementary

3 Windward Ave
Dartmouth NS B2W 2G9

Board District: 2

Grades: PR-06 **T:** (902) 435-8459 **F:** (902) 435-8414
P: Andrea Temple
VP: Rebecca Stickings
Sec: Denise Lough

E-Mail: mees@hrce.ca
Family: Prince Andrew
Bus Cluster: 3
Admin Unit: 4

Musquodoboit Rural High

11980 Highway 224
Middle Musquodoboit NS B0N 1X0

Board District: 1

Grades: 07-12 **T:** (902) 384-2320 **F:** (902) 384-2321
P: Shaun Sheehan
VP: Susan Hartling
Sec: Crystal Deale / Lucinda Fleck

E-Mail: mrhs@hrce.ca
Family: Musquodoboit Rural
Bus Cluster: 3
Admin Unit: 4

Musquodoboit Valley Education Centre

12046 Highway 224
Middle Musquodoboit NS B0N 1X0

Board District: 1

Grades: PR-06 **T:** (902) 384-2555 **F:** (902) 384-2419
P: Robin Legge
VP: Craig Ashley
Sec: Denise Logan

E-Mail: mvec@hrce.ca
Family: Musquodoboit Rural
Bus Cluster: 3
Admin Unit: 4

Nelson Whynder Elementary

979 North Preston Rd
North Preston NS B2Z 1A2

Board District: 1

Grades: PR-06 **T:** (902) 462-6030 **F:** (902) 462-6033
P: Valerie MacIntyre
VP: Divya Haase-MacLeod
Sec: Natasha James

E-Mail: nwes@hrce.ca
Family: Cole Harbour District
Bus Cluster: 3
Admin Unit: 2

Ocean View Elementary

51 Oceanview School Rd
Eastern Passage NS B3G 1J3

Board District: 2

Grades: PR-03 **T:** (902) 465-8670 **F:** (902) 465-8673
P: Mamoonna Brace
VP: Martha Walsh
Sec: Kerry Diggs

E-Mail: oves@hrce.ca
Family: Island View
Bus Cluster: 3
Admin Unit: 2

O'Connell Drive Elementary

40 O'Connell Dr
Porters Lake NS B3E 1E8

Board District: 1

Grades: PR-06 **T:** (902) 827-4112 **F:** (902) 827-3120
P: Dwight Lucas
VP: Lori Bartkiw
Sec: Debbie Doucette

E-Mail: ocdes@hrce.ca
Family: Eastern Shore
Bus Cluster: 3
Admin Unit: 3

Oldfield Consolidated Elementary

72 Halls Rd
Enfield NS B2T 1C4

Board District: 1

Grades: PR-06 **T:** (902) 883-3010 **F:** (902) 883-3011
P: Kellie West
VP: Katrina Longard
Sec: Shelley Crowell

E-Mail: ocs@hrce.ca
Family: Lockview
Bus Cluster: 1
Admin Unit: 2

Oxford School

6364 North St
Halifax NS B3L 1P6
Board District: 5

Grades: PR-09 **T:** (902) 421-6763 **F:** (902) 421-3043
P: Don Reardon
VP: Nancy Bradfield
Sec: Deborah Thompson

E-Mail: oxford@hrce.ca
Family: Citadel High
Bus Cluster: 2
Admin Unit: 1

Oyster Pond Academy

10583 Highway 7
Oyster Pond NS B0J 1W0
Board District: 1

Grades: PR-09 **T:** (902) 889-4300 **F:** (902) 889-4310
P: Barb Gromick
VP: Kelly Hale
Sec: Nicole Golding

E-Mail: opa@hrce.ca
Family: Eastern Shore
Bus Cluster: 3
Admin Unit: 3

Park West School

206 Langbrae Dr
Halifax NS B3S 1L5
Board District: 6

Grades: PR-09 **T:** (902) 457-7800 **F:** (902) 457-7804
P: Derek Carter
VP: Brian Melanson/Donna Olsen
Sec: Elizabeth Landers / Margaret Johnston

E-Mail: parkwest@hrce.ca
Family: Halifax West
Bus Cluster: 1
Admin Unit: 3

Porters Lake Elementary

40 Inspiration Dr
Porters Lake NS B3E 0A6
Board District: 1

Grades: PR-06 **T:** (902) 827-2525 **F:** (902) 827-5410
P: Shawn Marsh
VP: Tina Waterhouse-Campbell
Sec: Darlene Pettipas / Kerry Diggs (Student Services)

E-Mail: ples@hrce.ca
Family: Eastern Shore
Bus Cluster: 3
Admin Unit: 3

Portland Estates Elementary

45 Portland Hills Dr
Dartmouth NS B2W 6L5
Board District: 2

Grades: PR-06 **T:** (902) 433-7100 **F:** (902) 433-7103
P: Louise Henman-Poirier
VP: Sherry Scoville
Sec: Debbie Ryan

E-Mail: portland@hrce.ca
Family: Prince Andrew
Bus Cluster: 3
Admin Unit: 4

Prince Andrew High

31 Woodlawn Rd
Dartmouth NS B2W 2R7
Board District: 3

Grades: 10-12 **T:** (902) 435-8452 **F:** (902) 435-8398
P: Brad McGowan
VP: Craig Campbell/Melanie Breen
Sec: Darlene O'Donnell / Simone Crooks

E-Mail: pah@hrce.ca
Family: Prince Andrew
Bus Cluster: 3
Admin Unit: 4

Prospect Road Elementary

2199 Prospect Rd
Hatchet Lake NS B3T 1R8
Board District: 6

Grades: PR-05 **T:** (902) 852-2441 **F:** (902) 852-5542
P: Lisa Taylor
VP: Suzanne Hawkes
Sec: Kelly Carlton

E-Mail: pres@hrce.ca
Family: Halifax West
Bus Cluster: 1
Admin Unit: 3

Ridgecliff Middle School

35 Beech Tree Run
Beechville NS B3T 2E5
Board District: 6

Grades: 06-09 **T:** (902) 876-4381 **F:** (902) 876-4385
P: Jamie Moore
VP: Sohael Abidi
Sec: Ann Slaunwhite

E-Mail: rms@hrce.ca
Family: Sir John A. Macdonald
Bus Cluster: 2
Admin Unit: 4

Robert Kemp Turner Elementary

141 Circassion Dr
Cole Harbour NS B2W 4N7
Board District: 2

Grades: PR-06 **T:** (902) 464-5205 **F:** (902) 464-5208
P: Janice Graham
VP: Jennifer van der Weegen
Sec: Paula Sherman

E-Mail: rkt@hrce.ca
Family: Cole Harbour District
Bus Cluster: 3
Admin Unit: 2

Rockingham Elementary

31 Tremont Dr
Halifax NS B3M 1X8
Board District: 5

Grades: PR-06 **T:** (902) 457-8986 **F:** (902) 457-8993
P: Brian Toner
VP: Natalie Martel
Sec: Sharon Field

E-Mail: rockingham@hrce.ca
Family: Halifax West
Bus Cluster: 1
Admin Unit: 3

Rockystone Heights School

1 Regan Dr
Halifax NS B3R 2J1
Board District: 6

Grades: PR-09 **T:** (902) 479-4452 **F:** (902) 479-4459
P: Leanne March
VP: Jay Jarvis
Sec: Karen LeBlanc / Heather Wilson (Student Services)

E-Mail: rhes@hrce.ca
Family: J.L. Ilsley
Bus Cluster: 2
Admin Unit: 4

Rocky Lake Junior High

670 Rocky Lake Drive
Bedford NS B4A 2T6
Board District: 7

Grades: 06-09 **T:** (902) 832-8952 **F:** (902) 832-8962
P: Debbie Metherall
VP: Chuck Williams/Andrea Pugsley Connell
Sec: Terri Redden / Vivian Wilson

E-Mail: rljh@hrce.ca
Family: Charles P. Allen
Bus Cluster: 1
Admin Unit: 1

Ross Road School

336 Ross Rd
Westphal NS B2Z 1H2
Board District: 2

Grades: PR-09 **T:** (902) 462-8340 **F:** (902) 462-8398
P: Aaron Cannon
VP: Erin Morrow
Sec: Angela Bellefontaine

E-Mail: rrs@hrce.ca
Family: Cole Harbour District
Bus Cluster: 3
Admin Unit: 2

Sackville Heights Elementary

1225 Old Sackville Rd
Middle Sackville NS B4E 3A6
Board District: 8

Grades: PR-05 **T:** (902) 869-4700 **F:** (902) 869-4703
P: Kim Michaud
VP: Natasha Nurse-Jones
Sec: Shelley Kennedy

E-Mail: shes@hrce.ca
Family: Millwood
Bus Cluster: 1
Admin Unit: 2

Sackville Heights Junior High

956 Sackville Dr
Lower Sackville NS B4E 1S4
Board District: 8

Grades: 06-08 **T:** (902) 869-3800 **F:** (902) 869-3801
P: Kelly MacLeod
VP: Derek Ferguson
Sec: Jennifer Knight

E-Mail: shjh@hrce.ca
Family: Millwood
Bus Cluster: 1
Admin Unit: 2

Sackville High

1 Kingfisher Way
Lower Sackville NS B4C 2Y9
Board District: 8

Grades: 09-12 **T:** (902) 864-6700 **F:** (902) 864-6710
P: John Miller
VP: Margie Hopkins/Ruth Shore
Sec: Diana Cummings / Sandra Avery

E-Mail: shs@hrce.ca
Family: Sackville
Bus Cluster: 1
Admin Unit: 1

Saint Mary's Elementary

5614 Morris St
Halifax NS B3J 1C2
Board District: 4

Grades: PR-06 **T:** (902) 421-6749 **F:** (902) 421-2655
P: Suzanne Cookson-Wehbe
VP: N/A
Sec: Wanda Carter

E-Mail: stmarys@hrce.ca
Family: Citadel High
Bus Cluster: 2
Admin Unit: 1

Sambro Elementary

3725 Old Sambro Rd
Sambro NS B3V 1G1
Board District: 6

Grades: PR-06 **T:** (902) 868-2717 **F:** (902) 868-1808
P: Catherine Bouliane
VP: N/A
Sec: Patricia Dempsey

E-Mail: ses@hrce.ca
Family: J.L. Ilsley
Bus Cluster: 2
Admin Unit: 4

Seaside Elementary

1881 Caldwell Rd
Eastern Passage NS B3G 1J3
Board District: 2

Grades: 04-05 **T:** (902) 465-7600 **F:** (902) 465-8662
P: Tyler Rutledge
VP: Lisa St.-Jarre
Sec: Wendy Sheppard

E-Mail: seaside@hrce.ca
Family: Island View
Bus Cluster: 3
Admin Unit: 2

Shannon Park Elementary

75 Iroquois Dr
Dartmouth NS B3A 4M5
Board District: 3

Grades: PR-06 **T:** (902) 464-2084 **F:** (902) 464-2866
P: Sherrial Maloney
VP: Regan Clancy
Sec: Stacy Blair

E-Mail: spes@hrce.ca
Family: Dartmouth High
Bus Cluster: 3
Admin Unit: 3

Shatford Memorial Elementary

10089 St. Margaret's Bay Rd
Hubbards NS B0J 1T0
Board District: 7

Grades: PR-06 **T:** (902) 857-4200 **F:** (902) 857-4204
P: Michelle Andrews
VP: N/A
Sec: Lisbeth Fossberg

E-Mail: smes@hrce.ca
Family: Sir John A. Macdonald
Bus Cluster: 2
Admin Unit: 4

Sir Charles Tupper Elementary

1930 Cambridge St
Halifax NS B3H 4S5
Board District: 4

Grades: PR-06 **T:** (902) 421-6775 **F:** (902) 421-3049
P: Patricia Woodbury
VP: Erica Phillips
Sec: Janet Lilly

E-Mail: tupper@hrce.ca
Family: Citadel High
Bus Cluster: 2
Admin Unit: 1

Sir John A. Macdonald High

31 Scholars Rd
Upper Tantallon NS B3Z 0C3
Board District: 7

Grades: 10-12 **T:** (902) 826-3222 **F:** (902) 826-3220
P: Darlene Fitzgerald
VP: Ruth Wilkins/Randy Pulsifer
Sec: Jane Aguinaga / Joan McKinnon

E-Mail: sjah@hrce.ca
Family: Sir John A. Macdonald
Bus Cluster: 2
Admin Unit: 4

Sir Robert Borden Junior High

16 Evergreen Dr
Dartmouth NS B2W 4A7
Board District: 2

Grades: 07-09 **T:** (902) 464-5140 **F:** (902) 464-5150
P: Joe Beuckx
VP: Melina Kennedy
Sec: Irene Swain

E-Mail: srbjh@hrce.ca
Family: Cole Harbour District
Bus Cluster: 3
Admin Unit: 2

Smokey Drive Elementary

241 Smokey Dr
Lower Sackville NS B4C 3G1
Board District: 8

Grades: PR-05 **T:** (902) 864-6838 **F:** (902) 864-6844
P: Carolyn Thompson
VP: Crystal MacLean
Sec: Lesley MacNeil

E-Mail: sdes@hrce.ca
Family: Sackville
Bus Cluster: 1
Admin Unit: 1

South Woodside Elementary

5 Everette St
Dartmouth NS B2W 1G2
Board District: 2

Grades: PR-06 **T:** (902) 464-2090 **F:** (902) 464-2778
P: Mary Paula MacEachern
VP: Leah McNamara
Sec: Renee Haines

E-Mail: swes@hrce.ca
Family: Dartmouth High
Bus Cluster: 3
Admin Unit: 3

Springvale Elementary

92 Downs Ave
Halifax NS B3N 1Y6
Board District: 4

Grades: PR-06 **T:** (902) 479-4606 **F:** (902) 479-4473
P: Vincent MacNeil
VP: Michelle LaMont
Sec: Nadine Munden

E-Mail: sprvale@hrce.ca
Family: Citadel High
Bus Cluster: 2
Admin Unit: 1

St. Agnes Junior High

6981 Mumford Rd
Halifax NS B3L 2H7
Board District: 4

Grades: 07-09 **T:** (902) 493-5132 **F:** (902) 493-5140
P: Barrett Khan
VP: Jarrett Feeney
Sec: Sandy Harrison

E-Mail: stagnes@hrce.ca
Family: Citadel High
Bus Cluster: 2
Admin Unit: 1

St. Catherine's Elementary

3299 Connolly St
Halifax NS B3L 3P7
Board District: 5

Grades: PR-06 **T:** (902) 493-5143 **F:** (902) 493-5163
P: Rosaline Bona
VP: Jeannie Miller
Sec: Nancy Robertson / Heather Ventham (Student Ser

E-Mail: stcath@hrce.ca
Family: Citadel High
Bus Cluster: 2
Admin Unit: 1

St. Joseph's-Alexander McKay Elementary

5389 Russell St
Halifax NS B3K 1W8
Board District: 5

Grades: PR-06 **T:** (902) 493-5180 **F:** (902) 493-5186
P: Natalie Hagerty
VP: Stephanie Kenny
Sec: Barbara Dewar

E-Mail: sjam@hrce.ca
Family: Citadel High
Bus Cluster: 2
Admin Unit: 1

St. Margaret's Bay Elementary

24 Ridgewood Dr
Head of St Margarets Bay NS B3Z 2H4
Board District: 7

Grades: PR-06 **T:** (902) 826-3300 **F:** (902) 826-3310
P: Paula Hoyt
VP: Lisa MacDonald
Sec: Mary Drake

E-Mail: smb@hrce.ca
Family: Sir John A. Macdonald
Bus Cluster: 2
Admin Unit: 4

St. Stephen's Elementary

3669 Highland Ave
Halifax NS B3K 4J9
Board District: 5

Grades: PR-06 **T:** (902) 493-5155 **F:** (902) 493-5158
P: Francis Waterman-O'Connell
VP: Roslyn Young
Sec: Otilie Hayes

E-Mail: sses@hrce.ca
Family: Citadel High
Bus Cluster: 2
Admin Unit: 1

Sunnyside Elementary (Eaglewood Drive)

210 Eaglewood Dr
Bedford NS B4A 3E3
Board District: 7

Grades: PR-06 **T:** (902) 832-8983 **F:** (902) 832-8422
P: Christine Gallant
VP: Natalie MacDonald
Sec: Cindy Harroun

E-Mail: sunnyside@hrce.ca
Family: Charles P. Allen
Bus Cluster: 1
Admin Unit: 1

Sunnyside Elementary (Fort Sackville)

21 Perth St
Bedford NS B4A 2H1
Board District: 7

Grades: PR-06 **T:** (902) 832-8947 **F:** (902) 832-8443
P: Christine Gallant
VP: Natalie MacDonald
Sec: Cindy Harroun

E-Mail: sunnyside@hrce.ca
Family: Charles P. Allen
Bus Cluster: 1
Admin Unit: 1

Sycamore Lane Elementary

69 Sycamore Lane
Lower Sackville NS B4C 1E8
Board District: 8

Grades: PR-05 **T:** (902) 864-6730 **F:** (902) 864-6734
P: Angela Comeau
VP: Lisa Gray
Sec: Vivian Wilson

E-Mail: sles@hrce.ca
Family: Sackville
Bus Cluster: 1
Admin Unit: 1

Tallahassee Community School

168 Redoubt Way
Eastern Passage NS B3G 1M5
Board District: 2

Grades: PR-03 **T:** (902) 465-8650 **F:** (902) 465-8010
P: Anna Marie Sarto
VP: James Hurley
Sec: Judy L'Heureux

E-Mail: tcs@hrce.ca
Family: Island View
Bus Cluster: 3
Admin Unit: 2

Tantallon Jr Elementary

1 French Village Station Rd
Upper Tantallon NS B3Z 1E4
Board District: 7

Grades: PR-02 **T:** (902) 826-1204 **F:** (902) 826-1369
P: Ken Rutley
VP: Colette Strome
Sec: Rae Bell

E-Mail: tantallonjr@hrce.ca
Family: Sir John A. Macdonald
Bus Cluster: 2
Admin Unit: 4

Tantallon Sr Elementary

3 French Village Station Rd
Upper Tantallon NS B3Z 1E4
Board District: 7

Grades: 03-06 **T:** (902) 826-1200 **F:** (902) 826-1206
P: Grant Davy
VP: Sarah Wile
Sec: Donna Maas

E-Mail: tantallon@hrce.ca
Family: Sir John A. Macdonald
Bus Cluster: 2
Admin Unit: 4

Upper Musquodoboit Consolidated Elem.

8416 Highway 224
Upper Musquodoboit NS B0N 2M0
Board District: 1

Grades: PR-06 **T:** (902) 568-2285 **F:** (902) 568-2573
P: Aaron Verge
VP: N/A
Sec: Heather Harnish

E-Mail: umcs@hrce.ca
Family: Musquodoboit Rural
Bus Cluster: 3
Admin Unit: 4

Waverley Memorial

2393 Rocky Lake Drive
Waverley NS B2R 1S4
Board District: 1

Grades: PR-06 **T:** (902) 860-4150 **F:** (902) 860-4154
P: Karla Wolfe
VP: Janice Howlett-MacKay
Sec: Charlene Fizzard

E-Mail: wmlcs@hrce.ca
Family: Lockview
Bus Cluster: 1
Admin Unit: 2

Westmount Elementary

6700 Edward Arab Ave
Halifax NS B3L 2E1
Board District: 4

Grades: PR-06 **T:** (902) 493-5164 **F:** (902) 493-5168
P: Lesley MacInnis
VP: Anne Gourlay
Sec: Ann D'Eon

E-Mail: wmount@hrce.ca
Family: Citadel High
Bus Cluster: 2
Admin Unit: 1

Appendix C - Offices in the HRCE

Office Locations

Dartmouth

Main Building and Learning Hub

33 Spectacle Lake Drive,
Dartmouth, NS, B3B 1X7
[\(902\) 464-2000](tel:9024642000)

Property Services Depot

35B Major Street,
Dartmouth, NS, B2X 1A7
[\(902\) 464-2000](tel:9024642000)

EXCEL Program

25 Alfred Street,
Dartmouth, NS, B3A 4E8
[\(902\) 464-2000](tel:9024642000) ext. 2787

Dartmouth All City Music

35 Major Street,
Dartmouth, NS, B2X 1A7
[\(902\) 435-8341](tel:9024358341)

Central Library Services

33 Spectacle Lake Drive,
Dartmouth, NS, B3B 1X7
[\(902\) 464-2000](tel:9024642000)

School Technology Depot

75 Iroquois Drive
Dartmouth, NS B3A 4M5
[\(902\) 464-4357](tel:9024644357)

Halifax

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