

HALTON CATHOLIC DISTRICT SCHOOL BOARD

**POLICY COMMITTEE MEETING**  
**Tuesday, September 13, 2011**  
**7:00 p.m.**  
**BOARD ROOM**  
**802 Drury Lane**

**Chair: A.A. LeMay**

**Resource: M.W. Pautler**

**AGENDA**

1. **Call to Order**
  - 1.1 Opening Prayer *M. W. Pautler*
  
2. **Approvals**
  - 2.1 Agenda
  - 2.2 Minutes of the June 14, 2011 Policy Committee Meeting
  
3. **Action Items**
  - 3.1 Annual Review of Policy I-19 Occupational Health and Safety
  - 3.2 Rescinding of Policy I-20 Anti-Racism and Ethnocultural Equity
  
4. **Discussion Items**
  - 4.1 I-36 Trustee Code of Conduct
  
5. **Information Items**
  - 5.1 Policy Committee Work Plan 2011-2012
  
6. **Adjournment/Closing Prayer**

**NEXT POLICY COMMITTEE MEETING – OCTOBER 11, 2011**

# APPROVAL OF MINUTES

**Minutes of the Policy Committee Meeting**

**Date:** Tuesday, June 14, 2011  
**Time:** 5:30 p.m.  
**Location:** Board Room, 802 Drury Lane, Burlington  
**Chair:** A.A. LeMay  
**In Attendance - Trustees:** A. Danko, A. Iantomasi, P. Marai, J. Michael, D. Rabenda, J. M. Rowe  
**In Attendance - Student Trustees**  
**In Attendance – Staff** M. W. Pautler, J. Langill, M. Tessari  
**In Attendance – Guests**  
**Regrets:** J. Morrison, E. Viana  
**Recording Secretary:** T. Stocco

	<b>Agenda Items</b>	<b>Summary</b>	<b>Action</b>	<b>Follow-up / Resp.</b>
1.	<b>Opening Prayer/Welcome</b>	The meeting opened at 5:45 p.m. with a prayer led by A.A. LeMay.		
2.	<b>Approval of Agenda</b>	The agenda was accepted as amended.		
3.	<b>Approval of Minutes</b>	The minutes of the May 10, 2011 meeting were approved as presented.		
4.	<b>Policy Action Items</b>	<p><b>4.1</b>  <b><i>I-26 Student Trustees on the Halton Catholic District School Board</i></b>                      J. Langill indicated that this policy has undergone frequent revisions in the last few years due to changes in legislation. The policy is being presented today for amendment as a result of a legislation change. The regulation redefines how a student is qualified to act as a student trustee.</p> <p>The Director noted that the policy provides for the election of up to three (3) student trustees. The intent for the three was to have representation from the three geographical areas of the Board. The HCDSB is the only board with this practice – the more typical practice is one or two student trustees.</p> <p><b>4.2</b>  <b><i>II-46 Growing Success</i></b>                      J. Langill noted that the policy received 1<sup>st</sup> Reading and was sent to stakeholders for review. He gave an overview of the responses received from the stakeholders which were more in opinion in nature with no suggestions re changes. The procedures, which trustees had an opportunity to peruse,</p>	<p><i>That the Policy Committee recommends that Board Policy I-26 Student Trustees on the Halton Catholic District School Board be forwarded to the June 21<sup>st</sup>, 2011 Regular Board Meeting for approval as amended.</i>                      Moved by D. Rabenda                      Seconded by J. Michael  <b>CARRIED</b></p> <p><i>That the Policy Committee recommends that Board Policy II-46 Growing Success – Academic Dishonest, Late and Missed Assignments be forwarded to the June 21<sup>st</sup>, 2011 Regular Board</i></p>	

	Agenda Items	Summary	Action	Follow-up / Resp.
		<p>address some of the rationale and opinion as to why and how the policy was written.</p> <p>The Director noted that OECTA has voiced various concerns around the process of late assignments, plagiarism, etc.</p> <p><b>4.3</b>  <b>II-47 Fees for Learning Materials, Programs and Curricular and Co-Curricular Activities</b></p> <p>J. Langill informed the committee, that in order to be in compliance with the Ministry, a policy must be in place by September 1<sup>st</sup>. The recommendation is to approve the policy in first reading at the June 21<sup>st</sup> Board meeting. The development of this policy is the first stage in a three-stage process from the Ministry which identifies Fees, Fundraising and Corporate Partnerships.</p> <p>This issue is causing much discussion among parents, schools and boards and will be discussed at length at the upcoming principals' meeting (June 16<sup>th</sup>). An extensive procedure will be developed and will clearly identify such topics as reporting methods and timelines, how funds can be spent, etc.</p> <p>There was a lengthy discussion around the policy with respect to the fact that student activity fees are considered voluntary. This will present future challenges as the majority of the commodities that are supported by the fee are scaled by the quantity.</p> <p>There was further discussion around the development of a communication plan which will ensure accurate information is being relayed to the general population and school communities. In September 2011, the committee will develop a Q &amp; A for parents and school councils. Information will be posted on school websites, further discussed at Catholic School Councils, Council of Chair and CPIC meetings.</p> <p>Over the next couple of years, fewer monies will be available for school curricular and co-curricular activities. This presents challenges to the Board's budget process, and strategies will have to be implemented to augment schools' budgets to help offset the elimination of course fees.</p> <p>J. Langill further reassured the committee that Faith initiatives such as youth rallies, vocation fairs, etc. will continue, as well as the funds allocated to schools for student retreats and Adult Faith Formation (\$500.00 per school).</p> <p>The Director clarified that schools can still levy a fee for field</p>	<p><i>Meeting for second and third readings.</i>  <i>Moved by J. Michael</i>  <i>Seconded by J. M. Rowe</i>  <b>CARRIED</b></p> <p><i>That the Policy Committee recommends that Board Policy II-47 Fees for Learning Materials, Programs and Curricular and Co-Curricular Activities be forwarded to the June 21<sup>st</sup>, 2011 Regular Board Meeting for first reading and that it be forwarded to stakeholder groups for their input and comment in September 2011.</i>  <i>Moved by A. Iantomasi</i>  <i>Seconded by J. Michael</i>  <b>CARRIED</b></p>	

	Agenda Items	Summary	Action	Follow-up / Resp.
		<p>trips as per past practice, with the proviso that a student who elects not to attend a field trip will not suffer academically because the student has missed an academic component of the trip.</p> <p>It was noted that it will be incumbent upon principals and school councils to prioritize the needs of their schools.</p> <p>M. Pautler indicated that, if the policy is approved in first reading, stakeholder input will be deferred until September when schools are back in attendance. This will allow for a greater response from all groups. The policy will be compliant once it receives first reading approval.</p>		
5.	<p><b>Information/Discussion Items</b></p>	<p><b>5.1</b> <b><i>I-36 Trustee Code of Conduct</i></b> The Chair, A.A. LeMay presented the policy and invited comments from the committee.</p> <p>It was noted that the policy echoes the various presentations and information derived from the working sessions with H. Kelly. The Director stated that H. Kelly provided a thorough presentation on the framework and the requirements of the <i>Education Act</i>. This draft policy would satisfy the requirements to enact the policy and is consistent with the <i>Education Act</i> and H. Kelly's presentations.</p> <p>Trustee Rabenda requested clarification regarding the language in Section 7: Avoidance of Conflict of Interest, point e) which reads: <i>"leave the meeting or the part of the meeting during which the matter is under consideration"</i>. H. Kelly had previously indicated that a trustee does not have to leave a public meeting when a matter under consideration is or can be perceived as a conflict of interest.</p> <p>There was discussion and a general consensus that the trustees take time to reflect upon the draft policy and bring it forward for further discussion at the September 13<sup>th</sup> Policy Committee Meeting.</p> <p><b>5.2 By-Laws</b> The Chair A. A. LeMay brought the by-laws forward for discussion. The suggested revisions to the bylaws emanate from Trustee Rowe's recommendation, from the May 10<sup>th</sup> Policy Committee, to advance the meeting times of Board meetings. Also identified were some housekeeping items.</p> <p>The Director stated that the understanding is to advance the in-</p>	<p>Amend the language to read as follows: <i>"leave the <b>in-camera</b> meeting or the part of the <b>in-camera</b> meeting during which the matter is under consideration.</i></p> <p><i>That the Policy Committee recommends that Board Policy I-36 Trustee Code of Conduct be forwarded to the June 21<sup>st</sup>, 2011 Regular Board Meeting for first reading and that it be forwarded to stakeholder groups for their input and comment in September 2011.</i></p> <p><i>Moved by J. Michael</i> <i>Seconded by D. Rabenda</i></p> <p><i>The motion was withdrawn by J. Michael and seconder D. Rabenda.</i></p> <p><i>That the Policy Committee</i></p>	<p>J. Langill</p>

	Agenda Items	Summary	Action	Follow-up / Resp.
		<p>camera, regular start time and curfew by ½ hour. It is procedurally cleaner to keep meeting times consistent and not make exceptions for certain meetings, i.e. when Mass is celebrated prior to a meeting.</p> <p>M. Pautler addressed the articles which reference the method of delivery of Board meeting agendas and related items. Can initiate electronic practice starting in September 2011. A general discussion ensued which covered topics such as additional training if required, option for trustees of paper/electronic, etc. Part of the Code of Conduct could address protocol for use of computers during Board meetings.</p> <p>The following housekeeping items were identified:</p> <p>Article 2.23 Statutory Committee. Change the wording from Supervised Alternative Learning for Excused Pupils (SALEP) to <b>Supervised Alternative Learning (SAL)</b>. This is a result of a Ministry directive.</p> <p>Article 7.2.4 Initial Meeting. The article which currently states that a first meeting be held within two weeks can be a challenging time line – suggestion is to change the language to read <b>four weeks</b>.</p> <p>Article 7.2.12 Chair. The article currently states that the Chair shall not serve as Chair of an Ad Hoc or Standing Committee. Consensus was to change the language to read “<b>may serve as Chair.....</b>”</p>	<p><i>recommends that Board Policy I-36 Trustee Code of Conduct be considered at the September 13<sup>th</sup> Policy Committee Meeting and brought forward for first reading at the September 20<sup>th</sup> Board Meeting for first reading.</i>  <i>Moved by: A. Danko</i>  <i>Seconded by: P. Marai</i>  <b>CARRIED</b></p> <p><i>That the Policy Committee recommends that the amendments to the By-Laws be forwarded to the June 21<sup>st</sup>, 2011 Regular Board Meeting for approval.</i>  <i>Moved by: D. Rabenda</i>  <i>Seconded by: J. Michael</i>  <b>CARRIED</b></p>	
6.	<b>Upcoming Items</b>	J. Langill will provide forthcoming items to the Chair and Director.		J. Langill
6.	<b>Adjournment</b>	The meeting adjourned at 7:25 p.m.		
7.	<b>Next Meeting</b>	Tuesday, September 13 – 5:30 p.m.		

# ACTION ITEMS

**ANNUAL REVIEW OF POLICY I-19 OCCUPATIONAL HEALTH AND SAFETY**

**PURPOSE:**

To ensure that the Halton Catholic District School Board is in compliance with current legislation as seen in the Occupational Health and Safety Act.

**COMMENTS:**

Current legislation in the Occupational Health and Safety Act Section 25 (j) state that School Boards are required to “prepare and review at least annually a written Occupational Health and Safety Policy”....and Section 25 (k) to post a copy of the policy in a conspicuous location in the workplace.

The Occupational Health and Safety Policy must include the employer’s commitment to preventing occupational illness and injury in the workplace as well as their responsibility to implement and maintain a safe and healthy work environment. The policy must also include supervisor and worker responsibility statements as they pertain to health and safety in the workplace. Supervisors have the responsibility to ensure that safe and healthy work conditions are maintained in their work areas. Workers have the responsibility to work safely and in accordance with both legislated and employer procedures.

As per legislated requirements, this policy will be reviewed, revised if necessary and dated within a twelve (12) month period. Copies will be provided to each site and supervisors will be responsible for posting the policy annually in a conspicuous location in the workplace.

The Board’s Health and Safety Officer recommends no changes to the policy for the school year 2011-2012.

**RECOMMENDATION:**

*Moved by:*  
*Seconded by:*

***RESOLVED, that the Policy Committee recommends that Board Policy I-19 Occupational Health and Safety be forwarded to the **September 20, 2011** Regular Board Meeting for approval.***

**REPORT SUBMITTED BY:**

J. O’HARA, EXECUTIVE OFFICER OF HUMAN RESOURCES AND  
K. GEORGE, HEALTH & SAFETY OFFICER

**REPORT APPROVED BY:**

M. W. PAUTLER  
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

**PURPOSE**

The Halton Catholic District School Board is dedicated to providing a safe working environment for its workers/employees. All workers/employees of the Board must be committed to an objective of reducing the risk of injury and illness.

**APPLICATION & SCOPE**

This policy applies to all workers/employees within the jurisdiction of the schools of the Halton Catholic District School Board.

**PRINCIPLES**

It is in the best interest of all workers/employees to consider health and safety in every activity. Commitment to health and safety must form an integral part of the Halton Catholic District School Board and its workers/employees.

**REQUIREMENTS**

- The Halton Catholic District School Board is committed to taking every reasonable precaution for the protection of all workers/employees.
- The Halton Catholic District School Board is responsible for providing adequate training for workers/employees in their specific work tasks to protect their health and safety.
- Supervisors at all levels will be accountable for the health and safety of workers/employees under their supervision.
- Supervisors at all levels are responsible to ensure that machinery, equipment and work methods are safe and that workers/employees perform their duties in compliance with legislation and established safe work practices and procedures.
- Supervisors shall advise a worker/employee of the existence of any potential or actual danger to the health and safety of the worker/employee of which the supervisor is aware.
- Supervisors shall take every reasonable precaution for the protection of workers/employees.
- Workers/supervisors must receive adequate training in their specific work tasks to protect their health and safety.
- Every worker/employee must protect her or his own health and safety by working in compliance with the legislation and with safe work practices and procedures established by the Board.
- Workers/employees are required to report, immediately, unsafe or unhealthy situations to their immediate supervisor or designate.
- This policy will be reviewed on an annual basis and posted in all Board locations in accordance with the Occupational Health and Safety Act.

APPROVED: Regular Meeting of the Board

Authorized by: .....  
A. A. LeMay  
Chair of the Board

.....  
M. W. Pautler  
Director of Education & Secretary of the Board

**RESCINDMENT OF POLICY I-20 -  
ANTI-RACISM AND ETHNOCULTURAL EQUITY**

**PURPOSE:**

To recommend to the Policy Committee that Policy I-20 Anti-Racism and Ethnocultural Equity, be rescinded.

**COMMENTS:**

Policy I-20, Anti-Racism and Ethnocultural Equity, was first approved by the Board of Trustees on May 30, 1995, and subsequently amended on September 5, 2006. On May 3, 2011, the Board of Trustees approved Policy II-45 Equity and Inclusive Education, which encompasses eight distinct areas of focus for implementing equity and inclusive education. Policy II-45 specifically addresses the Board's commitment to celebrate diversity and foster racial and ethno-cultural understanding, therefore rendering Policy I-20 redundant.

**RECOMMENDATION:**

*Moved by:*  
*Seconded by:*

**RESOLVED**, that the Policy Committee recommends that Board Policy I-20 Anti-Racism and Ethnocultural Equity be forwarded to the **September 20, 2011 Regular Board Meeting** with a recommendation to rescind Policy I-20.

REPORT SUBMITTED AND APPROVED BY:

M. W. PAUTLER  
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

**PURPOSE**

To ensure that all Board programs, operations and personnel practices are free of bias, racism, and are gender neutral.

**APPLICATION AND SCOPE**

This policy applies to all employees of the Halton Catholic District School Board and all programs, operations and personnel practices.

**PRINCIPLES**

- The Board recognizes all students and employees are created equal and unique by God.
- The religious and linguistic rights of the Halton Catholic District School Board shall not be compromised as a result of the policy.
- Board procedures shall be applied with justice, fairness and equity.
- All employees and prospective employees shall have equal access and opportunity to positions within the Board.

**REQUIREMENTS**

- All Board approved curriculum shall be designed to integrate the principles of anti-racism and ethnocultural equity.
- All policies of the Board shall reflect a commitment by Board administration and staff to identify and address systemic inequities and barriers.
- The Board shall be proactive in the prevention of bias and racism.
- Procedures developed for this policy shall address the following areas of focus:
  1. Board Policies and Procedures
  2. Leadership
  3. School-Community Partnerships
  4. Curriculum
  5. Student Languages
  6. Student Evaluation, Assessment and Placement
  7. Guidance and Counselling
  8. Racial and Ethnocultural Harassment
  9. Employment Practices
  10. Staff Development and Evaluation

- Procedures shall contain mechanisms for evaluating progress, including an accountability mechanism for all staff.
- The focus of curriculum development shall be the elimination of bias and stereotyping.
- Staff shall be made aware of the issues and be given opportunities to develop skills in dealing with racism and ethnocultural equity.
- Equitable employment practices form an integral part of the Boards anti-racism and ethnocultural equity policies and procedures.

APPROVED: Regular Meeting of the Board

DISTRIBUTION: Board Members, Administration, Principals & Staff

Authorized by: .....  
*Chair of the Board*

# DISCUSSION ITEMS

**PURPOSE**

To provide trustees and student trustees with direction and guidelines for their conduct and role in Board Governance as a member of the Halton Catholic District School Board

**APPLICATION & SCOPE**

This policy applies to all trustees and student trustees of the Halton Catholic District School Board.

**PRINCIPLES**

Whereas the aim of Catholic Education is the development of each student toward personal fulfillment and responsible citizenship of each student toward personal fulfillment and responsible citizenship motivated by the Spirit of the Gospel and modeled on the example of Jesus Christ, the Catholic School Trustee shall, within the duties prescribed in Acts and Regulations and reflecting a ministry within the church:

- a) acknowledge that Catholic schools are an expression of the teaching mission of the Church;
- b) provide an example to the Catholic Community by active participation in the communal life of a parish, and by a personal lifestyle that reflects the teaching of the Church;
- c) provide the best possible Catholic education according to the programs approved by the Canadian Conference of Catholic Bishops and the provincial Minister of Education;
- d) affirm a strong sense of Christian Catholic Community; and
- e) provide support, encouragement and prayer for the efforts of all persons engaged in the ministry of Catholic Education in Canada.

The members of the Halton Catholic District School Board of Trustees occupy positions of public trust and confidence. They are expected to discharge their duties and responsibilities in a professional, impartial and Catholic manner.

It is imperative that the Trustees be, and be seen to be, acting in the best interests of the public they serve.

Without limiting the generality of the foregoing, a trustee would compromise themselves in the discharge of their duties by failing to declare a conflict of interest as required pursuant to the *Municipal Conflict of Interest Act*, by contravening any other law, by disclosing confidential business, personnel or student information, and by misappropriating Board resources.

This Code of Conduct is applicable to all members of the Board of Trustees.

**DEFINITION**

In this Code of Conduct, "Trustee" means a "Catholic Trustee".

**REQUIREMENTS**

**1. Specific Requirements under Part VI of the *Education Act***

All trustees are expected to comply with the following duties of Board members as set out in section 218.1 of the *Education Act*:

“A member of a board shall,

- a) carry out his or her responsibilities in a manner that assists the board in fulfilling its duties under this Act, the regulations and the guidelines issued under this Act, including but not limited to the Board’s duties under section 169.1;
- b) attend and participate in meetings of the board, including meetings of board committees of which he or she is a member;
- c) consult with parents, students and supporters of the board on the board’s multi-year plan under clause 169.1 (1) (f);
- d) bring concerns of parents, students and supporters of the board to the attention of the board;
- e) uphold the implementation of any board resolution after it is passed by the board;
- f) entrust the day to day management of the board to its staff through the board’s Director of Education;
- g) maintain focus on student achievement and well-being (through the development of policies); and
- h) comply with the board’s Code of Conduct.”

**Additional Duties of the Chair:**

In addition to the duties of Trustees set out in section 281.1 of the *Education Act*, the Chair of the Board is expected to comply with the additional duties set out in s. 218.4 of the *Act*:

”In addition to any other duties under the Act, the Chair of a Board shall,

- a) preside over meetings of the Board;
- b) conduct the meetings in accordance with the Board’s procedures and practices for the conduct of Board meetings;
- c) establish agendas for Board meetings, in consultation with the Board’s Director of Education or the supervisory officer acting as the Board’s Director of Education (an Associate Director may act as Secretary to the Board in the absence of the Director);
- d) ensure that members of the Board have the information needed for informed discussion of the agenda items;
- e) act as spokesperson to the public on behalf of the Board, unless otherwise determined by the Board;
- f) convey the decisions of the Board to the Board’s Director of Education;

**REQUIREMENTS** cont'd....

- g) provide leadership to the Board in maintaining the Board's focus on the multi-year plan established under section 169.1;
- h) provide leadership to the Board in maintaining the Board's focus on the Board's Mission and Vision; and
- i) assume such other responsibilities as may be specified by the Board."

**2. Catholic Faith, Community and Culture**

Each Halton Catholic District School Board Trustee ("Trustee") shall, within the duties prescribed in the *Education Act*, its Regulations, and other applicable legislation, and reflecting a ministry within the Church:

- a) acknowledge that Catholic schools are an expression of the teaching mission of the Church;
- b) provide an example to the Catholic Community that reflects the teaching of the Church;
- c) provide the best possible Catholic education according to the programs approved by the Assembly of Catholic Bishops of Ontario, and the provincial Ministry of Education;
- d) recognize and rigorously defend the constitutional right of Catholic education and the democratic and corporate authority of the Board;
- e) respect the confidentiality of the Board;
- f) ensure the affairs of the Board are conducted with openness, justice, and compassion;
- g) work to improve personal knowledge of current Catholic educational research and practices;
- h) affirm a strong sense of Christian Catholic Community; and
- i) provide support, encouragement, and prayer for the efforts of all persons engaged in the ministry of Catholic Education in Canada.

**3. Integrity and Dignity of Office**

- Trustees are expected to discharge their duties and responsibilities in a professional and ethical manner, consistent with Gospel Values, the teachings of the Catholic Church, the *Education Act* and Regulations, the *Municipal Freedom of Information and Privacy Act* and Regulations, the *Municipal Conflict of Interest Act*, the Board's By-Laws and Policies, and any other Act or Regulation that may be applicable to the Trustees' duties.
- Trustees will act, and be seen to act, in the best interests of the public they serve. Trustees are elected to represent all stakeholders in the Halton Catholic District School Board by articulating and supporting a shared commitment to excellence in Catholic education that promotes student achievement and well-being through the delivery of effective and appropriate education programs and effective stewardship of the Board's resources.

**REQUIREMENTS** cont'd....

- Trustees will provide direction, oversight and evaluation to ensure the development and delivery of quality education programs in order to maximize the achievement and well-being of all students.
- Trustees inform and influence public perceptions and provincial education law and policy. As community leaders, Trustees engage with the public to build understanding, guidance, and active support for publicly funded Catholic education.

#### 4. Civil Behaviour

- Trustees shall, at all times, act with decorum and shall be respectful of other Trustees, the Director of Education, staff, all members of the HCDSB community, as well as the public.
- As stewards of the system, Trustees are held to a high standard of conduct and should serve as role models of exemplary behaviour reflective of the values articulated in the Ontario Catholic School Graduate Expectations.

This includes, but is not limited to:

- Trustees shall respect and comply with all applicable federal, provincial, and municipal laws;
  - Trustees shall demonstrate honesty and integrity;
  - Trustees shall respect differences in people, their ideas, and their opinions;
  - Trustees shall treat one another with dignity and respect at all times, and especially when there is disagreement;
  - Trustees shall respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability; and
  - Trustees shall respect the rights of others.
- Trustees shall be prepared for meetings, avoid disrupting the process, and refrain from engaging in conduct or contributing to a tone of sarcasm or denigration during meetings of the Board, and at all other times that would discredit or compromise the integrity of the Board.
  - In performing their duties as trustees, and in all matters of communication, including email, telephone, and face-to-face meetings with staff, parents, and other stakeholders, appropriate language and professionalism are expected. Trustees must adhere to *Policy I-27 Acceptable Use of Electronic Assets*, as well as *Policy III-16 Workplace Harassment*, as required under Bill 168. Trustees are bound to uphold and abide by all pertinent Board policies.
  - Subject to the duty of a Trustee under section 218.1 (e) of the *Education Act* to uphold the implementation of any Board resolution after it is passed by the Board, a Trustee may comment on, or disagree with, a decision taken by the Board. A Trustee may not make disparaging remarks about another Trustee or a group of Trustees in expressing such comment or disagreement or speculate on the motives of a Trustee or a group of Trustees, or staff.

**REQUIREMENTS** cont'd....

- Any trustee who fails or refuses to comply with the rules of the Board, uses offensive language, disobeys the decisions of the Chair of the Board on points of order, or makes any disorderly noise or disturbance, may be ordered by the Chair to leave for the remainder of the meeting, and in the case of a refusal to do so, may, on the order of the Chair, be removed from the room where such meeting is taking place and/or the Board office. Such a removal will be recorded in the minutes of the meeting. Section 207 (3) of the *Education Act* addresses the exclusion of persons from board meetings. It provides: “*The presiding officer may expel or exclude from any meeting any person who has been guilty of improper conduct at the meeting.*”

## 5. Complying with Legislation

All Trustees shall comply with the letter and spirit of all laws of Canada and the Province of Ontario and any contractual obligations of the Board in conducting the business of the Board.

- The Trustees acknowledge they may only act on behalf of the Board through resolution and may not act individually or purport to represent the interest of the Board without the express knowledge and consent of the Board of Trustees, shown through resolution.
- Trustees shall ensure that all information they communicate in the course of their duties is accurate and complete.
- All Trustees are expected to comply with the following duties of Board members as set out in section 218.1 of the *Education Act*.

“A member of a board shall,

- a) carry out his or her responsibilities in a manner that assist the board in fulfilling its duties under this Act, the regulations and the guidelines issued under this Act, including, but not limited to the board’s duties under section 169.1;
- b) attend and participate in meetings of the board, including meetings of board committees of which he or she is a member;
- c) consult with parents, students, and supporters of the board on the board’s multi-year plan under clause 169.1 (1) (f);
- d) use appropriate communication protocols to bring concerns of parents, students and supporters of the board to the attention of the board;
- e) uphold the implementation of any board resolution after it is passed by the board;
- f) entrust the day-to-day operations and management of the board to its staff through the board’s Director of Education;
- g) maintain focus on student achievement and well-being through the development of policies.

**REQUIREMENTS** cont'd....

**6. Upholding Decisions**

- Trustees must:
  - a) accept that authority rests with the Board and that they have no individual authority other than that delegated by the Board;
  - b) uphold the implementation of any Board resolution after it is passed by the Board;
  - c) comply with Board Policies and Procedures; and
  - d) refrain from speaking on behalf of the Board unless authorized to do so.

**7. Avoidance of Personal Advantage and Conflict of Interest**

- All Trustees are expected to comply with the provisions of the *Municipal Conflict of Interest Act* which requires that Trustees declare and disclose the general nature of the interest for all direct and indirect pecuniary conflicts of interest and abstain from making a decision.
- Trustees are not permitted to vote on or discuss matters in which they have a direct or indirect pecuniary interest. The direct or indirect pecuniary interest of a parent, spouse or child is deemed to be the interest of the Trustee. Subsection 3(1) of the Act provides:

*“For the purpose of this Act, the pecuniary interest, direct or indirect, of a spouse....or any child of the member shall, if known to the member, be deemed to be also the pecuniary interest of the member.”*
- Where a Trustee, either on his or her own behalf, or while acting for, by, with, or through another, has any pecuniary interest, direct or indirect, or any other conflict of interest in any matter and is present at a meeting of the Board at which the matter is subject of consideration, the Trustee shall:
  - a) prior to any consideration of the matter of the meeting, disclose the interest and the general nature thereof;
  - b) not take part in the discussion of, or vote on any question in respect of the matter;
  - c) not discuss the issue with any other person;
  - d) not attempt in any way whether before, during or after the meeting to influence the voting on such question; and
  - e) leave the meeting or the part of the meeting during which the matter is under consideration.
- Where the interest of the Trustee has not been disclosed by reason of the Trustee’s absence from the meeting, the Trustee shall disclose the interest and otherwise comply with the above requirements at the first meeting of the Board attended by the Trustee after the meeting referred to above.

**REQUIREMENTS** cont'd....

- When the meeting is open to the public, every declaration of interest shall be recorded in the minutes of the Board meeting. When the meeting is not open to the public, every declaration of interest shall be recorded in the minutes of the next meeting of the Board that is open to the public.
- No Trustee shall use his or her position, authority, or influence for personal, financial, or material gain or personal business purposes or for the personal, financial or material gain or business purposes of a relative, friend, and/or business association.
- Every Trustee shall uphold and enhance all Board business operations by:
  - a) maintaining an unimpeachable standard of integrity in all their relationships, both inside and outside the Board;
  - b) fostering the highest standard of professional competence amongst those for whom they are responsible;
  - c) complying with and being seen to comply the letter and spirit of:
    - the laws of Canada and the Province of Ontario
    - Contractual obligations applicable to the Board, and
  - d) rejecting and denouncing any business practice that is improper or inappropriate or may appear to be improper or inappropriate.
- A Trustee shall not use or her position, authority, or influence to give any person or organization special treatment that might, or might be perceived to, advance the interest of the Trustee, or the interests of a relative, friend and/or business associate of the Trustee.
- A Trustee must not participate in any decision or recommendation in which he or she or a relative, friend, or business associate may have a financial, commercial, or business interest.
- All Trustees shall disclose a conflict of interest and/or the general nature of the interest, to the Board of Trustees.

**8. Lobbying**

- Trustees must not communicate with a lobbyist during a procurement process and must not use their influence to gain nor advance the interests of any particular party during a procurement process.

**9. Respect for Confidentiality**

- Except as required by law, all Trustees and former Trustees agree not to use, directly or indirectly, for the Trustee's benefit or the benefit of any person, organization, firm, or other entity, the Board's proprietary or confidential information disclosed or entrusted to that Trustee, and Trustees recognize that such inappropriate use of confidential information for their benefit may constitute a breach of trust contrary to section 122 of the *Criminal Code* (Canada).

**REQUIREMENTS** cont'd....

- Except as required by law, and in accordance with the *Education Act* and *Municipal Freedom of Information and Protection of Privacy Act*, all Trustees agree not to use or disclose the personal and/or educational information of Board employees and their families that may come to the attention of the Trustee.

**10. Board Resources**

- No Trustee shall use Board resources for personal gain.
- No Trustee shall permit relatives, friends, and/or business associates to use Board resources for personal gain.
- All Trustees shall comply with Board Policies and General Administrative Procedures regarding the use of Board resources, including information technology resources.

**11. Enforcement of Code of Conduct and the *Municipal Conflict of Interest Act***

In accordance with the provisions of section 218.3 of the *Education Act*, a breach of this Code of Conduct by a Trustee may be dealt with by the following procedures (in the following manner):

- A Trustee who has reasonable grounds to believe that another Trustee has breached this Code of Conduct may bring the alleged breach to the attention of the Board.
- If an alleged breach is brought to the attention of the Board, the Board shall make enquiries into the matter and shall, based on the results of the inquiries, determine whether there has been a breach.
- If the Board determines that a Trustee has breached this Code of Conduct, the Board may impose one or more of the following sanctions:
  - i. Censure of the Trustee.
  - ii. Barring the Trustee from attending all or part of a meeting of the Board or a meeting of a committee of the Board.
  - iii. Barring the Trustee from sitting on one or more committees of the Board, for the period of time specified by the Board.
- A Trustee who is barred from attending all or part of a meeting of the Board or a meeting of a committee of the Board is not entitled to receive any materials that relate to that meeting or that part of the meeting that are not available to the members of the public.
- In appropriate circumstances, the Board may also resolve to disassociate the Board from any action or statement of a Trustee.
- If a Board determines that a Trustee has breached this Code of Conduct, the Board shall give the Trustee written notice of the determination or sanction by the date specified in the notice that is at least 14 days after the notice is received by the Trustee.

**REQUIREMENTS** cont'd....

- The Board shall consider any submissions made by the Trustee has breached this Code of Conduct, any sanction imposed by the Board is also revoked.
- If the Board confirms a determination that a Trustee has breached this Code of Conduct, the Board shall, within 14 days after the Trustee's submissions were received, confirm, vary or revoke the sanction(s) imposed by the Board.
- If a sanction is varied or revoked, the variation or revocation shall be deemed to be effective as of the date the original determination about the alleged breach was made by the Board.
- Despite subsection 207(1) of the *Education Act* which requires meetings of the Board to be open to the public, but subject to the requirements below for specific resolutions of the Board to be made in public, the Board may close to the public the part of the meeting during which a breach or alleged breach of this Code of Conduct is considered when the breach or alleged breach involves any of the following matters:
  - a) the security of the property of the Board;
  - b) the disclosure of intimate, personal, or financial information with respect to a Trustee or committee, an employee or prospective employee of the Board, or a student or his or her parent or guardian;
  - c) the acquisition or disposal of a school site;
  - d) decisions in respect of negotiations with employees of the Board, or
  - e) litigation affecting the Board.
- The Board shall do the following things by resolution at a meeting of the Board, and the vote on the resolution shall be open to the public:
  - Make a determination that a Trustee has breached this Code of Conduct.
  - Impose a sanction on a Trustee for a breach of this Code of Conduct.
  - Confirm or revoke a determination regarding a Trustee's breach of this Code of Conduct.
  - Confirm, vary or revoke a sanction after confirming or revoking a determination regarding a Trustee's breach of this Code of Conduct.
- A Trustee who is alleged to have breached this Code of Conduct shall not vote on any of the resolutions listed above.
- A Trustee who is subject to a Board inquiry to determine whether the trustee has breached the Code of Conduct has a right to retain and be represented by legal counsel throughout the process. Legal expenses will not be paid unless extraordinary circumstances are determined by Board motion.

**REQUIREMENTS** cont'd....

**12. Guidelines for Gifts and Hospitality**

- Trustees shall not use their position for improper gain or benefit, nor under any circumstances accept gifts of more than \$30.00.

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: .....  
*A.A. LeMay, Chair of the Board*

# INFORMATION ITEMS



## Policy Committee Work Plan 2011-2012

Policies for Consideration by the Policy Committee	Action to be Taken			Referred to Board			Start Date ~ Stakeholder Consultation	End Date ~ Stakeholder Consultation	Follow-up Review by Policy Committee	Approved at 2 <sup>nd</sup> & 3 <sup>rd</sup> Reading	Website Updated	Administrative Procedure
	Establish	Review/ Revise	Rescind	Approved at 1 <sup>st</sup> Reading	Approved/ Approved as Amended	Rescinded						
June 14, 2011												
I-26 Student Trustees on the Halton Catholic District School Board	-	✓	-	-	Jun. 21/11	-	-	-	-	-	June 22/11	
II-46 Growing Success – Academic Dishonesty, Late and Missed Assignments	-	✓	-	-	Jun. 21/11	-	-	-	-	-	June 22/11	
II-47 Fees for Learning Materials, Programs and Curricular & Co-Curricular Activities	✓	-	-	Jun. 21/11	-	-	Sept. 9/11	Sept. 30/11	Oct. 11/11	Oct. 18/11	Oct. 19/11	
September 13, 2011												
I-19 Occupational Health & Safety	-	✓	-	-	Sept. 20/11	-	-	-	-	-	Sept. 21/11	
I-20 Anti-Racism and Ethnocultural Equity	-	-	✓	-	-	Sept. 20/11	-	-	-	-	Sept. 21/11	



## Policy Committee Work Plan 2011-2012

Policies for Consideration by the Policy Committee	Action to be Taken			Referred to Board			Start Date ~ Stakeholder Consultation	End Date ~ Stakeholder Consultation	Follow-up Review by Policy Committee	Approved at 2 <sup>nd</sup> & 3 <sup>rd</sup> Reading	Website Updated	Administrative Procedure
	Establish	Review/ Revise	Rescind	Approved at 1 <sup>st</sup> Reading	Approved/ Approved as Amended	Rescinded						
I-36 Trustee Code of Conduct	✓	-	-									
October 11, 2011												
I-36 Trustee Code of Conduct	✓	-	-	Oct. 18/11	-	-						
II-47 Fees for Learning Materials, Programs and Curricular & Co-Curricular Activities	✓	-	-	Jun. 21/11	-	-						
II-44 Mental Health	✓	-	-	Apr. 20/10	-	-	Apr. 26/10	May 17/10	Oct. 11/11	June 15/10 (2 <sup>nd</sup> Reading) Oct. 18/11 (3 <sup>rd</sup> Reading)	Oct. 19/11	