

**POLICY COMMITTEE MEETING**  
**REVISED AGENDA**

Date: Tuesday, June 13, 2017  
 Time: 7:00 pm  
 Location: Catholic Education Centre - Board Room  
 802 Drury Lane  
 Burlington, Ontario

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	<b>Pages</b>
<b>1. Call to Order</b>	
1.1 Opening Prayer (H. Karabela)	
<b>2. Approvals</b>	
2.1 Approval of Agenda	
2.2 Approval of Minutes	1 - 5
<b>3. Action Items</b>	
3.1 I-10 Banking, Investment and Borrowing (R. Negoj)	6 - 10
3.2 I-34 (A) Reimbursement of Board Business Expenses for Employees (R. Negoj)	11 - 17
3.3 I-34 (B) Reimbursement of Board Business Expenses for Trustees (R. Negoj)	18 - 27
3.4 I-15 School Name Selection (T. Overholt)	28 - 30
3.5 I-28 Electronic Meetings (T. Overholt, P. Dawson)	31 - 33
3.6 I-29 School Boundary Review Process (T. Overholt, R. Negoj)	34 - 38
3.7 II-08 Teacher Supervision Duties (T. Overholt) - Rescind	39 - 40
3.8 III-04 Employee Assistance Program (J. O'Hara)	41 - 44
3.9 V-14 Alcohol at Board School Sanctioned Events-Off Premises (T. Overholt, R. Negoj)	45 - 47
<b>4. Discussion Items</b>	
4.1 I-38 School Board Trustee Elections Guidelines (P. Dawson)	48 - 61
4.2 I-44 Strategic Planning Policy (R. Negoj)	62 - 66
<b>5. Information Items</b>	
5.1 VI-91 Banking, Investment and Borrowing (R. Negoj)	67 - 68
5.2 VI-73 Meal Expenses for Employees at Board Sanctioned Events (R. Negoj)	69 - 70
5.3 VI-90 Reimbursement of Board Business Expenses for Employees (R. Negoj)	71 - 74
5.4 VI-32 Child Abuse and Protection of Students (B. Browne)	75 - 77

6. **Miscellaneous Information**
7. **Correspondence**
8. **In Camera**
9. **New Business**
10. **Motion to Excuse Absent Committee Members**
11. **Motion to Adjourn / Closing Prayer (P. Marai)**

## MINUTES OF THE POLICY COMMITTEE MEETING

Date: May 09, 2017  
Time: 7:00 pm  
Location: Catholic Education Centre - Board Room  
802 Drury Lane  
Burlington, Ontario

Members Present: A. Danko                      A. Quinn                      I. Schwecht  
A. Iantomasi                      D. Rabenda                      M. Zapata  
H. Karabela                      J. M. Rowe  
P. Marai                      S. Trites  
J. Michael

Staff Present: P. Dawson, Director of Education  
B. Browne, Superintendent of Education, Special Education Services  
P. Codner, Chief Social Worker  
O. Foese, Chief of Psychological Services  
C. McGillicuddy, Superintendent of Education, School Services  
T. Overholt, Superintendent of Education, School Services  
T. Pinelli, Superintendent of Education, School Services  
A. Swinden, Administrator, Strategic Communications

Guest(s):

Recording Secretary: E. Trolio

### 1. Call to Order

#### 1.1 Opening Prayer (A. Danko)

The meeting began at 7:00 p.m. with a prayer led by A. Danko.

### 2. Approvals

#### 2.1 Approval of Agenda

**P#41/17**

**Moved by:** P. Marai

**Seconded by:** D. Rabenda

**THAT, the agenda be approved.**

**UNANIMOUSLY CARRIED**

#### 2.2 Approval of Minutes (March 28, 2017)

**P#42/17**

**Moved by:** A. Iantomasi

**Seconded by:** J. Michael

**THAT, the minutes of the Policy Committee Meeting held on March 28, 2017 be approved, as submitted.**

**UNANIMOUSLY CARRIED**

### 3. Action Items

#### 3.1 I-26 Student Trustees of the Halton Catholic District School Board (C. McGillicuddy)

**P#43/17**

**Moved by:** S. Trites

**Seconded by:** J. Michael

**THAT, the Policy Committee recommends that the amended Policy I-26 Student Trustees of the Halton Catholic District School Board, be forwarded to the May 16 2017 Regular Board Meeting for approval.**

C. McGillicuddy introduced an amended version of Policy I-26. It was noted that amendments were made to reflect Student Trustees suggestions to ease transition for future students coming into this position.

M. Zapata and I. Schwecht discussed the amendments and commented on a cyclical rotation with Student Trustees eventually having a two-term mandate. The goal is to always have an experienced Student Trustee on the Board.

Discussion followed. Questions for clarification were asked and answered.

A motion was put forward that the policy be returned to staff to amend the policy and include the Student Trustees' proposed revisions and have the amended Policy be voted on at the next Board Meeting on May 16, 2017.

**P#43/17 (AMENDMENT)**

**Moved by:** A. Quinn

**Seconded by:** J. Michael

**THAT,** the Policy Committee recommends that Policy I-26 Student Trustees of the Halton Catholic District School Board, be amended further, inclusive of Student Trustees' revisions and forwarded to the May 16 2017 Regular Board Meeting.

Further discussion ensued with answering questions to clarify concerns.

The Chair called for a vote. Recommendation **P#43/17 (AMENDMENT) CARRIED.**

In Favor	Opposed
H. Karabela	A. Iantomasi
J. Michael	D. Rabenda
P. Marai	S. Trites
M. Rowe	
A. Quinn	

**3.2 I-29 School Boundary Review Process (R. Negoj, T. Overholt)**

**P#44/17**

**Moved by:** M. Rowe

**Seconded by:** S. Trites

**THAT,** the Policy Committee recommends that the amended Policy I-29 School Boundary Review Process, be forwarded for stakeholder input and returned to the June 13, 2017 Policy Committee meeting for further review.

T. Overholt provided an overview of the Policy and the revision changes. It was noted that an Administrative Procedure has been created.

Discussion followed. T. Overholt responded that the suggested amendments to the policy would be included in the document before it is forwarded for stakeholder input.

After further discussion, P. Marai clarified the bullets to remain in the policy. It was noted that the bullet points in green will remain in the policy and not be removed.

**P#44/17 (AMENDMENT)**

**Moved by:** P. Marai

**Seconded by:** A. Quinn

**THAT,** the Policy Committee recommends that I-29 School Boundary Review Process, be forwarded for Stakeholder Consultation inclusive of the discussed amendments and return to the June 13, 2017 Policy Committee Meeting for approval.

The Chair called for a vote. Recommendation **P#44/17 (AMENDMENT) UNANIMOUSLY CARRIED.**

The Chair called for a vote on the main motion. Recommendation **P#44/17 UNANIMOUSLY CARRIED.**

### 3.3 I-42 Out of Province Staff Travel (T. Overholt)

**P#45/17**

**Moved by:** A. Quinn

**Seconded by:** D. Rabenda

**THAT**, the Policy Committee recommends that Policy I-42 Out of Province Staff Travel be forwarded to the May 16, 2017 Regular Meeting of the Board for approval.

T. Overholt provided an overview and noted that no changes were made.

Discussion followed for clarification on certain points.

The Chair called for a vote. Recommendation **P#45/17 UNANIMOUSLY CARRIED.**

### 3.4 II-13 Psycho-Education/Psychological Testing of Individual Students (B. Browne)

**P#46/17**

**Moved by:** P. Marai

**Seconded by:** A. Iantomasi

**THAT**, the Policy Committee recommends that Policy II-13 Psycho-Education/Psychological Testing of Individual Students, be forwarded to the May 16, 2017 Regular Board Meeting to for approval.

B. Browne provided an overview of the Policy with the amendments reflecting changes in legislation and professional best practices.

Discussion followed. Clarification questions were asked and answered.

The Chair called for a vote. Recommendation **P#46/17 UNANIMOUSLY CARRIED.**

### 3.5 II-29 Inclusion and Range of Placement Options for Identified Students (B. Browne)

**P#47/17**

**Moved by:** P. Marai

**Seconded by:** D. Rabenda

**THAT**, the Policy Committee recommends that Policy II-29 Inclusion and Range of Placement Options for Identified Students, be forwarded to the May 16, 2017 Regular Board Meeting for approval.

B. Browne noted that there are minimal changes to the policy, one of which includes a reference to a Ministry PPM 156.

Discussion followed. Clarification questions were asked and answered.

The Chair called for a vote. Recommendation **P#47/17 UNANIMOUSLY CARRIED.**

### 3.6 II-20 Child Abuse and Protection of Students (B. Browne, T. Overholt)

**P#48/17**

**Moved by:** A. Iantomasi

**Seconded by:** J. Michael

**THAT**, the Policy Committee recommends that Policy II-20 Child Abuse and Protection of Students be forwarded to the May 16, 2017 Regular Board Meeting for approval.

Background for this Policy was provided by B. Browne. He noted that the Policy has had the input of P. Codner, Chief Social Worker.

Discussion followed. Questions for clarification were asked and answered.

It was noted that revisions would be made to the procedure following an incident at another school board.

The Chair called for vote. Recommendation **P#48/17 UNANIMOUSLY CARRIED.**

**3.7 II-40 Bullying Prevention and Intervention (T. Pinelli)  
P#49/17**

**Moved by:** A. Quinn

**Seconded by:** M. Rowe

**THAT**, the Policy Committee recommends that Policy II-40 Bullying Prevention and Intervention be forwarded to the May 16, 2017 Regular Board Meeting for approval.

T. Pinelli provided an overview of the policy and the changes due to Ministry amendments. The changes the Education Act and PPM amendments, as well as incorporating the language that is practiced within our schools. It was noted that Policy II-40 aligns with the Ministry protocols.

Discussion followed. Questions regarding tracking were asked and answered.

A wording change will be made under Principles from “feel” to “is safe and respected”, prior to May 16, 2017 Board meeting.

The Chair called for vote. Recommendation **P#49/17 UNANIMOUSLY CARRIED.**

**4. Discussion Items**

There were no Discussion Items.

**5. Information Items**

**5.1 VI-88 School Boundary Review Process (R. Negoi, T. Overholt)**

**5.2 VI-89 Psycho-Educational – Psychological Assessment of Individual Students (B. Browne)**

**5.3 VI-32 Child Abuse and Protection of Students (B. Browne, T. Overholt)**

**5.4 VI-42 School Staff Meetings (T. Overholt)**

**5.5 Upcoming Agenda Items (T. Overholt)**

**5.5.1 I-10 Banking**

**5.5.2 School Name Selection**

**5.5.3 I-28 Electronic Meetings**

**5.5.4 I-38 School Board Trustee Elections Guidelines (as Discussion)**

**5.5.5 II-08 Teacher Supervision**

**5.5.6 II-21 Cross Panel Sharing of Student Information**

**5.5.7 V-14 Alcohol at Board School Sanctioned Events – Off Premises**

**5.5.8 I-34A Reimbursement of Board Business Expenses for Employees**

**5.5.9 I-34B Reimbursement of Board Business Expenses for Trustees and External Members of Board Committees**

**5.5.10 III-04 Employee Assistance Program**

**5.5.11 Strategic Plan Policy (as Discussion)**

The items above were reviewed and discussed.

**6. Miscellaneous Information**

There was no miscellaneous information.

**7. Correspondence**

There was no correspondence.

**8. In Camera**

There was no in-camera session.

**9. New Business**

There was no new business.

**10. Motion to Excuse Absent Committee Members**

All members present.

**11. Motion to Adjourn/Closing Prayer (A. Iantomasi)**

***P#52/17***

***Moved by:*** A. Quinn

***Seconded by:*** M. Rowe

***That the meeting adjourn.***

***UNANIMOUSLY CARRIED***

A. Iantomasi closed the meeting with prayer at 9:15 p.m.

**ACTION REPORT**

**ITEM 3.1**

**POLICY I-10 BANKING**

**PURPOSE:**

To provide for the consideration of the Policy Committee revisions to Policy I-10 Banking.

**HISTORY:**

Established on February 21, 2012, Board staff have conducted a comprehensive review of the *Policy I-10 Banking*.

It was determined that the Policy should be renamed to “Banking, Investment and Borrowing” to better reflect the content. The revisions made to the policy reduce the amount of procedural information contained and focus more prominently on the purpose & principles of the policy. Administrative Procedure VI-91 was created, which provides detailed instructions and requirements.

The proposed updated policy and newly created procedure now more closely follows the template currently in place.

*Policy I-10 Banking*. is attached for review and consideration by the Policy Committee.

**RECOMMENDATION:**

*Moved by:*

*Seconded by:*

***THAT***, the Policy Committee recommends that *Policy I-10 Banking* name be changed to *Policy I-10 Banking, Investment and Borrowing* and along with amendments, be forwarded to the June 20, 2017 Regular Board Meeting for approval.

**REPORT PREPARED BY:**

A. LOFTS  
SENIOR ADMINISTRATOR, FINANCIAL SERVICES

R. NEGOI  
SUPERINTENDENT OF BUSINESS SERVICES AND TREASURER OF THE BOARD

**REPORT SUBMITTED BY:**

P. DAWSON  
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD



**PURPOSE**

To define the Halton Catholic District School Board's ("the Board") policy with regard to the selection and/or retention of the Board's banker, signing authorities, ~~and~~ investing and borrowing, in accordance with the Education Act.

**APPLICATION AND SCOPE**

This policy applies to all Halton Catholic District School Board (the Board) employees and trustees having financial stewardship responsibilities.

**REFERENCES**

Education Act, Ontario Regulation 41/10  
Bank Act (Canada)  
Loan and Trust Corporations Act  
Credit Unions and Caisses Populaires Act  
Administrative Procedure VI-91 Banking, Investment and Borrowing

**PRINCIPLES**

- Financial operations support the overall goals, priorities, strategic directions and accountability measures established by the Board.
- Providing financial stewardship requires taking care of the Board's financial resources and ensuring they are used for the purpose intended.
- Effective and efficient financial management practices ensure:
  - the prudent use of the Board's fiscal and tangible capital assets;
  - an annual budget that is linked to Board-approved goals and priorities and complies with legal and statutory requirements; and
  - The Board's assets are safeguarded for the use of future generations of students by limiting fiscal exposure to risk.
- The Board strives to optimize the utilization of its cash resources within statutory limitations and its basic fiduciary responsibility to protect and preserve capital, while maintaining liquidity to meet on-going financial requirements.

- The Board shall maintain and foster high ethical standards, integrity and respect for all stakeholders in conducting the Board’s business.

**REQUIREMENTS**

- ~~All investments of surplus cash and/or accumulated surplus and/or deferred revenue will be at the discretion of Management and will be as instructed in the are made by Management in accordance with the Education Act, Ontario Regulation 41/10. All investments must be in accordance to following Investment Goals:~~
  - ~~To provide a positive rate of return on funds invested, in accordance with this policy, and consistent with the Board’s governing values, mission, and vision.~~
  - ~~To utilize self-financing where practical and possible.~~
  - ~~To limit fiscal exposure to risk or loss.~~
- ~~All Board borrowing will be as instructed in the Education Act, Ontario Regulation 41/10 and follow the Board’s By-Laws.~~
- ~~The banking agent for the Board shall be limited to, but may be any bank to which the Bank Act (Canada) applies or any trust company to which the Loan and Trust Corporations Act applies or any credit union to which the Credit Unions and Caisses Populaires Act.~~
- ~~Signing authorities for Halton Catholic District School Board’s operating, capital and US banks are as follows:~~
  - i. ~~Cheques over \$100,000 must be signed by one of two signatures (Chair of the Board; or Vice-Chair of the Board) and one of three signatures (Secretary of the Board, Treasurer of the Board; or Senior Administrator, Financial Services).~~
  - ii. ~~Cheques under \$100,000 must be signed by the Secretary of the Board and one of four signatures (Treasurer of the Board; Senior Administrator, Financial Services; Chair of the Board; or Vice Chair of the Board).~~
  - iii. ~~The Board’s payroll cheques require two of three signatures (Secretary of the Board; Treasurer of the Board; Senior Administrator, Financial Services)~~

**REQUIREMENTS**

- ~~i.~~
- ~~ii.~~
- iii. \_\_\_\_\_
- iv. Selection/Retention of Banker**
- ~~v. The banking agent for the Board shall be limited to, but may be any bank to which the Bank Act (Canada) applies and appointment or reappointment shall be considered not less than once every three years.~~

~~Such appointment or reappointment of the Board Banker of Record shall be provided as information to the Board of Trustees.~~

~~vi.—~~

~~**vii.— Signing Authorities**~~

~~viii.— Signing authorities for Halton Catholic District School Board's operating, capital and US banks are as follows:~~

~~ix.— Cheques over \$100,000 must be signed by one of two signatures (Chair of the Board; or Vice-Chair of the Board) and one of three signatures (Secretary of the Board, Treasurer of the Board; or Senior Administrator, Financial Services).~~

~~x.— Cheques under \$100,000 must be signed by the Secretary of the Board and one of four signatures (Treasurer of the Board; Senior Administrator, Financial Services; Chair of the Board; or Vice Chair of the Board).~~

~~xi.—~~

~~xii.— The Board's payroll cheques require two of three signatures (Secretary of the Board, Treasurer of the Board or Senior Administrator of Financial Services).~~

~~xiii.—~~

~~**xiv.— Investing**~~

~~xv.— The Halton Catholic District School Board will invest funds that are temporarily surplus to its day-to-day operations and any funds held in reserves for whatever purpose in securities prescribed under Regulation 41/10 of the Education Act, *Board Borrowing, Investing, and Other Financial Matters*, as amended from time to time.~~

~~xvi.—~~

~~**xvii.— Investment Goals**~~

~~xviii.— The investment goals of the Board shall be:~~

~~xix.— To achieve the highest possible rate of return on any surplus funds invested, in accordance with this policy, and consistent with the Board's governing values, mission, and vision.~~

~~xx.— To utilize self-financing where practical and possible.~~

~~xxi.— To limit fiscal exposure to risk or loss~~

~~xxii.—~~

~~xxiii.— In accordance with this policy, the Treasurer of the Board, with the approval of the Director of Education, shall:~~

~~xxiv.— Determine the amount of surplus funds available to be invested and the length of time for which surplus funds are available for investment.~~

~~xxv.— Ensure compliance with the investment policy and goals.~~

~~xxvi.— Ensure that all business related to financial investment is undertaken with the highest degree of ethical standards, and in a manner that maintains the integrity and good reputation of the Board.~~

~~xxvii.— In accordance with Ontario Regulation 41/10, s. 14 (1), provide a summary of the investment activity as a component of the Treasurer's Annual Financial Report to the Audit Committee and to the Board.~~

~~xxviii.—~~

~~**xxix.— Borrowing**~~

~~xxx.— The Halton Catholic District School Board may borrow money from time to time in accordance with the Board's By-laws and provisions of the~~

~~Education Act to meet current expenditures or for temporary financing of capital projects pending the completion of long term financing of those projects.~~

- ~~xxxi. The Treasurer may make use of a fiscal agent for the purposes of placing a debenture issue, with prior approval of the Board, and then an appropriate debenture by law will be presented to the Board for approval.~~
- ~~xxxii. —~~

~~i. The Board's payroll cheques require two of three signatures (Secretary of the Board; Treasurer of the Board; Senior Administrator, Financial Services)~~

DISTRIBUTION—: Board Members, Administration, Principals and Staff

AUTHORIZED BY: \_\_\_\_\_  
Chair of the Boards

**ACTION REPORT**

**ITEM 3.2**

**POLICY I-34A REIMBURSEMENT OF BOARD BUSINESS  
EXPENSES FOR EMPLOYEES**

**PURPOSE:**

To provide for the consideration of the Policy Committee revisions to *Policy I-34A Reimbursement of Board Business Expenses for Employees*.

**COMMENTARY:**

Board staff conducted a review of *Policy I-34A Reimbursement of Board Business Expenses for Employees*.

There were changes made in regards to wording, and presentation, ensuring the policy follows the correct template and references as required.

In addition, a new procedure was created VI-90 Reimbursement of Board Business Expenses for Employees Travel. Information was removed from the policy, and has been included in the new procedure.

*Policy I-34A Reimbursement of Board Business Expenses for Employees* is attached for review and consideration by the Policy Committee.

**RECOMMENDATION:**

*Moved by:*

*Seconded by:*

***THAT, the Policy Committee recommends that Policy I-34A Reimbursement of Board Business Expenses for Employees, along with amendments be forwarded to the June 20, 2017 Regular Board Meeting for approval.***

**REPORT PREPARED BY:**

A. LOFTS  
SENIOR ADMINISTRATOR, FINANCIAL SERVICES

R. NEGOTI  
SUPERINTENDENT OF BUSINESS SERVICES AND TREASURER OF THE BOARD

**REPORT SUBMITTED BY:**

P. DAWSON  
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

**REIMBURSEMENT OF BOARD BUSINESS EXPENSES  
FOR EMPLOYEES**

<b>Operating Policy:</b>	<b>I-34 (A)</b>
<b>Date:</b>	<b>November 6, 2007</b>
<b>Amended:</b>	<b>November 4, 2008</b>
<b>Amended:</b>	<b>June 2, 2009</b>
<b>Amended:</b>	<b>December 20, 2011</b>
<b>Amended:</b>	<b>May 20, 2014</b>
<b>Scheduled For Review:</b>	<b>May 2017</b>

**PURPOSE**

To describe the terms and conditions under which an expense incurred by an employee, in the course of discharging Board-recognized duties and responsibilities in accordance with the Education Act and its amendments, will be approved by the Board.

**APPLICATION AND SCOPE**

This operating policy applies only to approved expenses incurred by an employee, when performing Board recognized duties and responsibilities.

**REFERENCES**

This Operating Policy is in accordance with:

- Education Act and Regulations
- Broader Public Sector(BPS) Expenses Directive
- Broader Public Sector Perquisites Directive
- Policy III-13 Corporate Purchasing Card Distribution and Usage
- Administrative Procedure VI-73 Meal and Hospitality Expenses at Board Sanctioned Events
- Administrative Procedure VI-86 Corporate Purchasing Card Distribution and Usage

**PRINCIPLES**

- Where appropriate, employees are entitled to be reimbursed for approved **out-of-pocket** expenses that are incurred for an official duty, function or on behalf of the Board and which are reasonable and appropriate in the circumstances in which the expense is incurred.
- The Board will reimburse employees for travel, meals, accommodations and other business eligible expenses incurred while on Board business.
- Reimbursement for extraordinary or unusual expenses must be pre-approved by the **employee's immediate supervisor (e.g. Principal or designate, Superintendent, Director of Education, or Chair of the Board)**, as appropriate.
- For expenses to be reimbursed, these must be appropriately authorized and approved. The expenses must be reasonable and relevant to the Board sanctioned event or business activity, and be accompanied by appropriate proof of payment.

**REIMBURSEMENT OF BOARD BUSINESS EXPENSES  
FOR EMPLOYEES**

**Operating Policy:** I-34 (A)  
**—Date:** November 6, 2007  
**Amended:** November 4, 2008  
**Amended:** June 2, 2009  
**Amended:** December 20, 2011  
**Amended:** May 20, 2014  
**Scheduled For Review:** May 2017

- Employees make every effort to contain business expenses, by sharing transportation whenever possible or selecting the most economic mode of travel. Where hotel accommodations are required, a standard room is booked, unless one is not available.
- For travel outside of the Province of Ontario, an Information Report will be submitted to the Board regarding the details of the conference, including expenses, potential impact to current board practices as well as any potential benefits to the system.<sup>[JK1]</sup>
- The Board recognizes the moral, ethical and monetary value of responsible financial stewardship of the Board's resources as it relates to expenses claimed for reimbursement.

**REQUIREMENTS****A. EXPENSES FOR BOARD EMPLOYEES:**

- Designated employees, who are issued a Board Purchasing Card (P-card) in accordance with the Board's Corporate Purchasing Card Distribution and Usage Policy and Administrative Procedures, should use it to pay for approved expenses whenever possible.
- Submission of Board-related expenses require the following information, handwritten by the purchaser on the back of the original itemized receipt or detailed on the P-card reconciliation sheet:
  - a. Event name/Expenditure
  - b. Names/Roles of participants
  - c. Reason for expense
- ~~When paying using the Board Purchasing Card, both the signed "customer copy" and the itemized bill must be submitted.~~
- Reimbursement for expenses where receipts are not provided by the vendor/company or are lost, require the employee need to submit in writing the event name, expense, names of participants, reason for the expense meet the requirements of ii. a) and b) above and include the signature of the immediate supervisor.
- The Director of Education, Superintendent of Business or Chair of the Board may request additional information regarding expenses details of the conference. A request may also be made for an Information Report, to be submitted at a subsequent Board meeting, outlining the conference's potential impact to current board practices and benefits to the system. and possible future changes to our practices and benefits to our system to be presented to the Board through an Information Report at a subsequent Board meeting for staff expenses respectively (in-camera, if appropriate).
- ~~For travel outside of the Province of Ontario, an Information Report will be submitted to the Board regarding the details of the conference, including expenses, and potential impact to current board~~

**REIMBURSEMENT OF BOARD BUSINESS EXPENSES  
FOR EMPLOYEES**

<b>Operating Policy:</b>	<b>I-34 (A)</b>
<b>—Date:</b>	<b>November 6, 2007</b>
<b>Amended:</b>	<b>November 4, 2008</b>
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<b>Amended:</b>	<b>May 20, 2014</b>
<b>Scheduled For Review:</b>	<b>May 2017</b>

~~practices as well as any potential benefits to the system, possible future changes to our practices and benefits to our system (in-camera, if appropriate)~~

- ~~• Reimbursement for expenses where receipts are not provided by the vendor/company or are lost, need to meet the requirements of ii. a) and b) above and include the signature of the immediate supervisor.~~
- All expense claims, both those using a Board Purchasing Card (see Purchasing Policy and Purchasing Administrative Procedures manual) P-card and those submitted for reimbursement, must have signed approval of the employee's immediate supervisor. The Chair of the Board must approve the Director of Education's expense claims.
- All expense claims must be submitted and approved within 30 days of the end of the fiscal year in which the expenses were incurred and shall be paid promptly.
- All expense claims are subject to audit by the Board.
- All expenses not approved or not deemed as Board-related business by the employee's immediate supervisor (e.g. Principal or designate, Superintendent, Director of Education, or Chair of the Board), as appropriate or under the provisions in accordance are not in compliance with the Education Act, and its amendments, will not be eligible for reimbursement.

The following expense items, where appropriate, are those for which claims may be submitted to the Board as approved expenses while on Board business.

### 1. Mileage expenses

- The rate per kilometer paid, to be reviewed annually, is ~~that which is~~ established by the Board based on the Canada Revenue Agency deemed reasonable rate, and reviewed as necessary, recognizing the taking into consideration the following assumptions and conditions:
  - a) That the rate and/or amount paid is calculated to cover all operating expenses of the vehicle, including depreciation, insurance, interest, license, fuel, oil, tires and maintenance.
  - b) That the rate paid or to be paid relieves the Board of any further responsibility for costs or expenses resulting from accidents, fines, or other extraordinary costs incurred while the vehicle is being operated on Board business.
- Mileage expenses will be reimbursed to all Board employees, as applicable, when expenses are incurred as a result of attendance at an activity where mileage is incurred in discharging their responsibilities.

~~—Home to Employment/Employment to Home of Staff: Mileage incurred from/to home to/from the first and last Board location Administration Centre or from/to home to/from the first/last school shall not be considered as part of the required normal duties and will not be reimbursed.~~



**REIMBURSEMENT OF BOARD BUSINESS EXPENSES  
FOR EMPLOYEES**

<b>Operating Policy:</b>	<b>I-34 (A)</b>
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<b>Amended:</b>	<b>May 20, 2014</b>
<b>Scheduled For Review:</b>	<b>May 2017</b>

Mileage from home to the first Board location shall be considered as part of the required normal duties and will not be reimbursed location shall not be reimbursed, unless travelling outside the Halton Region.

Mileage from the last Board location to home shall be considered as part of the required normal duties and will not be reimbursed location shall not be reimbursed, unless travelling outside the Halton Region.

- When travelling to a non-Board location, the shorter distance between employee's home and non-Board location or Board-assigned location to non-Board location will be the eligible distance for mileage reimbursement.
- Where specific language in any collective bargaining agreements is are in conflict with this mileage allowance, the collective bargaining agreement shall supercedesupersede this policy.
- ~~Vice Principals, Principals, Supervisory Officers and the Director may claim mileage for all travel during the instructional day and for every activity/event, beyond the instructional day, where their attendance is expected in discharging their responsibilities. This will include mileage incurred both inside and outside the Halton Region.~~
- ~~**Itinerant Staff:** Recognized mileage includes mileage incurred by staff in the performance of their duties between the Administration Centre and each school visited or mileage incurred between each school for those staff members who are not stationed at the Administration Centre.~~
- ~~**Toll Fees:** Where necessary and approved by the appropriate Supervisory Officer or the Chair of the Board, only toll fees may be claimed. Transponder fees will not be reimbursed.~~
- **Day Time Meetings:** Recognized mileage will include that mileage incurred by staff members to attend meetings during the working day called by or authorized by Board Administration staff.
- Attendees cannot claim mileage on Mileage incurred on Professional Activity Days and Faith Days if these occur within the Region of Halton, or if transportation is provided for the group. If the Professional Activity Day or Faith Day occurs outside of Halton Region, and transportation is not provided, the shorter of the employee's residencehome to the out-of-Region location, or Board assigned location to out-of-Region location is eligible for reimbursement. are excluded and are not eligible for mileage claims.
- **Special Assignments:** Recognized mileage will include that mileage incurred by Board personnel, including teachers and support staff, where the Board, through the Director of Education, requires the employees to use an automobile or other vehicle for a specified purpose.
- ~~**After Hours Meetings for Employees:** When an employee's attendance is required at "after hours" meetings that occur at the same location that the employee is assigned to during the day, the immediate supervisor shall approve a reasonable meal expense **or** mileage reimbursement, but not both. Any application for a reasonable meal expense or mileage reimbursement pertaining to~~

**REIMBURSEMENT OF BOARD BUSINESS EXPENSES  
FOR EMPLOYEES**

<b>Operating Policy:</b>	<b>I-34 (A)</b>
<b>—Date:</b>	<b>November 6, 2007</b>
<b>Amended:</b>	<b>November 4, 2008</b>
<b>Amended:</b>	<b>June 2, 2009</b>
<b>Amended:</b>	<b>December 20, 2011</b>
<b>Amended:</b>	<b>May 20, 2014</b>
<b>Scheduled For Review:</b>	<b>May 2017</b>

“after hours” meetings must be authorized by the employee’s immediate supervisor, prior to the meeting. ~~Mileage reimbursement is for an extra~~

- ~~trip made on the day of the meeting, to and from an employee’s residence. If however, the “after hours” meeting takes place at a secondary location, both a reasonable meal expense and mileage from assigned location of the day to the meeting place can be claimed.~~ Examples of “after hours” meetings where an employee’s attendance is required include:

- i. Catholic School Council meetings
- ii. Curriculum Nights
- iii. Sacramental Preparations meetings
- iv. Board meetings
- v. Other “after hour” Board related events as pre-approved by the appropriate supervisor.

- Toll Fees: Where necessary and approved by the appropriate Supervisory Officer or the Chair of the Board, only toll fees may be claimed. Transponder fees will not be reimbursed.

**2. Other Travel Within and Outside the Province/Country**

Transportation is provided on rail and/or economy flight with transportation service to and from the airport/train station. If a private vehicle is authorized and used, mileage is paid to the driver in accordance with Board policy rates. Every effort shall be made by participants to share transportation.

**3. Accommodations**

Whenever ~~possible~~feasible, all hotel reservations will be made ~~four (4) weeks in advance, by staff~~ and hotel accommodation costs will be charged to the Board’s ~~purchasing card~~P-card or reimbursed to the ~~individual. It is understood that staff require a minimum four (4) weeks advanced notice from attendees in order to facilitate travel arrangements.~~

Where appropriate, hotel reservations will be confirmed to attendees employing a confirmation number, which will be provided to the attendee prior to the function.

~~Where appropriate, hotel accommodations shall be on a shared basis.~~ It is also ~~recommended~~ required, if available, —that a standard room is the set option for accommodation.

**4. Professional Development/Conference Fees**

~~Before considering reimbursement, note that financial support may also be available through an employee’s local federation or group.~~

Employees should consider financial support that may also be available through a local federation or group before requesting reimbursement.

All employees shall secure the necessary approval ~~where appropriate,~~ from the employee’s immediate supervisor (e.g. Principal or designate, Superintendent, Director of Education, or Chair

**REIMBURSEMENT OF BOARD BUSINESS EXPENSES FOR EMPLOYEES**

<b>Operating Policy:</b>	<b>I-34 (A)</b>
<b>—Date:</b>	<b>November 6, 2007</b>
<b>Amended:</b>	<b>November 4, 2008</b>
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<b>Amended:</b>	<b>December 20, 2011</b>
<b>Amended:</b>	<b>May 20, 2014</b>
<b>Scheduled For Review:</b>	<b>May 2017</b>

of the Board), as appropriate, to attend any function for which reimbursement of expenses is sought from the Board.

Whenever feasible, registration fees will be prepaid by the Board.

~~The approving supervisor will maintain a list of attendees and provide same. Attendee lists for a particular function shall be provided to all participants at least two (2) weeks prior to the scheduled event in order to assist in facilitating shared travel and/or hotel accommodations.~~

**5. Parking**

Parking costs for Board related business will be eligible when supported with receipts or an explanation in the case of metered parking.

**6. Meals**

Meals will be reimbursed at actual cost up to a maximum of \$75.00 per day including taxes, ~~and gratuities, and other reasonable sundry expenses at conferences and conventions. Extenuating circumstances will be considered on an individual basis and require approval of the Director of Education, or Superintendent of Business Services or Chair of the Board, as appropriate.~~

**7. Telephone Calls**

Telephone calls for Board related business are eligible expenses.

**8. Alcohol**

Alcohol is not an eligible employee expense unless it is included in the cost of the conference or event by the organizer/sponsor.

**9. Other Expenses**

Other expenses when accompanied by an explanatory note are eligible employee expenses when approved by the Director of Education or Chair of the Board, as appropriate.

APPROVED: Regular Meeting of the Board

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

**ACTION REPORT**

**ITEM 3.3**

**POLICY I-34B REIMBURSEMENT OF BOARD BUSINESS EXPENSES FOR TRUSTEES AND EXTERNAL MEMBERS OF BOARD COMMITTEES**

**PURPOSE:**

To provide for the consideration of the Policy Committee revisions to Policy I-3BA Reimbursement of Board Business Expenses for Trustees and External Members of Board Committees.

**COMMENTARY:**

Board staff conducted a review of *Policy I-34B Reimbursement of Board Business Expenses for Trustees and External Members of Board Committees*. The revisions include more clear instruction regarding reimbursement for expenses.

There were also changes made in regards to wording, and presentation, ensuring the policy follows the correct template and references as required.

*Policy I-34B Reimbursement of Board Business Expenses for Trustees and External Members of Board Committees* is attached for review and consideration by the Policy Committee.

**RECOMMENDATION:**

*Moved by:*

*Seconded by:*

***THAT***, the Policy Committee recommends that *Policy I-34B Reimbursement of Board Business Expenses for Trustees and External Members of Board Committees*, with amendments be forwarded to the June 20, 2017 Regular Board Meeting for approval.

**REPORT PREPARED BY:**

A. LOFTS  
SENIOR ADMINISTRATOR, FINANCIAL SERVICES

R. NEGOI  
SUPERINTENDENT OF BUSINESS SERVICES AND TREASURER OF THE BOARD

**REPORT SUBMITTED BY:**

P. DAWSON  
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

**REIMBURSEMENT OF BOARD BUSINESS EXPENSES FOR TRUSTEES AND EXTERNAL MEMBERS OF BOARD COMMITTEES**

**POLICY No.:** I-34 (B)  
DATE: November 6, 2007  
AMENDED: November 4, 2008  
AMENDED: June 2, 2009  
AMENDED: December 20, 2011  
AMENDED: May 20, 2014  
AMENDED: October 18, 2016

**PURPOSE**

To describe the terms and conditions under which an expense incurred by a trustee, student trustee, or external members of Board committees in the course of discharging Board-recognized duties and responsibilities in accordance with the Education Act and its amendments, will be approved by the Board.

**APPLICATION AND SCOPE**

This operating policy applies only to approved expenses incurred by a trustee or student trustee of the Board, or an external member of one of the Board’s standing committees (e.g. Audit Committee, SEAC, CPIC) when performing Board recognized duties and responsibilities.

**REFERENCES**

This Operating Policy is in accordance with:

- Education Act and Regulations
- Broader Public Sector(BPS) Expenses Directive
- Broader Public Sector Perquisites Directive
- Policy III-13 Corporate Purchasing Card Distribution and Usage
- Administrative Procedure VI-73 Meal and Hospitality Expenses at Board Sanctioned Events
- Administrative Procedure VI-86 Corporate Purchasing Card Distribution and Usage

**PRINCIPLES**

- Where appropriate, trustees, student trustees, and Board committee members are entitled to be reimbursed for approved out-of-pocket expenses that are incurred for an official duty, function or on behalf of the Board and which are reasonable and appropriate in the circumstances in which the expense is incurred.
- The Board will reimburse trustees, student trustees, and Board committee members for travel, meals, accommodations and other business eligible expenses incurred while on Board business.
- Reimbursement for extraordinary or unusual expenses must be pre-approved by the Superintendent (or Resource to the Committee), Superintendent of Business Services or Chair of

**REIMBURSEMENT OF BOARD BUSINESS EXPENSES FOR TRUSTEES AND EXTERNAL MEMBERS OF BOARD COMMITTEES**

<b>POLICY No.:</b>	<b>I-34 (B)</b>
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AMENDED:	October 18, 2016

the Board, as appropriate.

- For expenses to be reimbursed, these must be appropriately authorized and approved. The expenses must be reasonable and relevant to the Board sanctioned event or business activity, and be accompanied by appropriate proof of payment.
- Trustees, student trustees, and Board committee members make every effort to contain business expenses, by sharing transportation whenever possible or selecting the most economic mode of travel. Where hotel accommodations are required, a standard room is booked, unless one is not available.
- For travel outside of the Province of Ontario, an Information Report will be submitted to the Board regarding the details of the conference, including expenses, potential impact to current board practices as well as any potential benefits to the system
- The Board recognizes the moral, ethical and monetary value of responsible financial stewardship of the Board’s resources as it relates to expenses claimed for reimbursement.

**REQUIREMENTS**

**EXPENSES FOR TRUSTEES:**

- Trustees, who are issued a Board Purchasing Card (P-card) in accordance with the Board’s Corporate Purchasing Card Distribution and Usage Policy and Administrative Procedures, should use it to pay for approved expenses whenever possible.
- Submission of Board-related expenses require the following information, handwritten by the purchaser on the back of the original itemized receipt or detailed on the P-card reconciliation sheet:
  - a. Event name/Expenditure
  - b. Names/Roles of participants
  - c. Reason for expense
- Approval for reimbursement of expenses shall be provided by:
  - Superintendent (or Resource to the Committee) for external members of a Board standing

**REIMBURSEMENT OF BOARD BUSINESS EXPENSES FOR TRUSTEES AND EXTERNAL MEMBERS OF BOARD COMMITTEES**

**POLICY No.:** I-34 (B)  
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committee (ie. CPIC, SEAC)

- Chair of the Board for Trustees
- Superintendent of Business Services for the Chair of the Board

- ~~When paying using the Board Purchasing Card, both the signed “customer copy” and the itemized bill must be submitted.~~
- ~~Reimbursement for expenses where receipts are not provided by the vendor/company or are lost, require the Trustee to submit in writing the event name, expense, names of participants, reason for the expense need to meet the requirements of ii. a) and b) above and include the signature of the Superintendent of Business Services or Chair of the Board, and include the signature of the appropriate Supervisory Officer- Chair of the Board, or the Superintendent of Business Services.~~
- The Director of Education, Superintendent of Business Services or Chair of the Board may request additional information regarding expense details of the conference and possible future changes to the practices and benefits to our system, which will be presented to the Board through an Information Report at a subsequent Board meeting
- For travel outside of the Province of Ontario, an Information Report will be submitted to the Board regarding the details of the conference, including expenses and possible future changes to our practices and benefits to our system.
- ~~Reimbursement for expenses where receipts are not provided by the vendor/company or are lost, need to meet the requirements of ii. a) and b) above and include the signature of the Superintendent of Business Services or Chair of the Board.~~
- All expense claims, both those using a Board ~~P-card~~ Purchasing Card (see Purchasing Policy and Purchasing Administrative Procedures manual) and those submitted for reimbursement, must have signed approval ~~of the trustee’s immediate supervisor~~. The Chair of the Board must approve trustee expense claims. The Superintendent of Business Services must approve the Chair of the Board’s expense claims.
- All expense claims must be submitted and approved within 30 days of the end of the fiscal year in which the expenses were incurred and shall be paid promptly.
- All expense claims are subject to audit by the Board.
- All expenses not approved or not deemed as Board-related business by the Superintendent (or Resource to the Committee), Director of Education, Chair of the Board or Superintendent of

**REIMBURSEMENT OF BOARD BUSINESS EXPENSES FOR TRUSTEES AND EXTERNAL MEMBERS OF BOARD COMMITTEES**

<b>POLICY No.:</b>	<b>I-34 (B)</b>
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Business Services under the provisions in accordance with the Education Act, and its amendments, will not be eligible for reimbursement.

The following expense items, where appropriate, are those for which claims may be submitted to the Board as approved expenses while on Board business.

**1. Mileage expenses**

- The rate per kilometer paid, ~~to be reviewed annually, is that which is~~ established by the Board ~~based on the Canada Revenue Agency deemed reasonable rate, and reviewed as necessary, recognizing taking into consideration~~ the following assumptions and conditions:
  - a) That the rate and/or amount paid is calculated to cover all operating expenses of the vehicle, including depreciation, insurance, interest, license, fuel, oil, tires and maintenance.
  - b) That the rate paid or to be paid relieves the Board of any further responsibility for costs or expenses resulting from accidents, fines, or other extraordinary costs incurred while the vehicle is being operated on Board business.
- Mileage expenses will be reimbursed to trustees and/or external members of Board committees, as applicable, when expenses are incurred as a result of attendance at an activity where mileage is incurred in discharging their responsibilities.
- Trustees will be reimbursed for mileage to/from Board meetings and other Board related business from/to their home.
- **Toll Fees:** Where necessary and approved by the ~~appropriate Supervisory Officer,~~ Chair of the Board or ~~the~~ Superintendent of Business Services, toll fees may be claimed. ~~Transponder fees will not be reimbursed.~~

**1.2. Other Travel Within and Outside the Province/Country**

Transportation is provided on rail and/or economy flight with transportation service to and from the airport/train station. If a private vehicle is authorized and used, mileage is paid to the driver in accordance with Board policy rates. Every effort shall be made by participants to share transportation.

**2.3. Accommodations**

Whenever ~~possible~~feasible, all hotel reservations will be made ~~four (4) weeks~~ in advance ~~by staff~~ and hotel accommodation costs will be charged to the Board's ~~P-card~~purchasing card or



**REIMBURSEMENT OF BOARD BUSINESS EXPENSES FOR TRUSTEES AND EXTERNAL MEMBERS OF BOARD COMMITTEES**

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AMENDED:	October 18, 2016

reimbursed to the individual. It is understood that staff require a minimum four (4) weeks advanced notice from attendees in order to facilitate travel arrangements.

All hotel reservations for Student Trustees shall be made by Board staff.

Where appropriate, hotel reservations will be confirmed to attendees employing a confirmation number, which will be provided to the attendee prior to the function.

~~Where appropriate, hotel accommodations shall be on a shared basis.~~ It is also ~~recommended required~~ that, ~~if available~~, a standard room is the set option for accommodation.

**3.4. Professional Development/Conference Fees**

Trustees shall secure the necessary approval where appropriate, from the Chair of the Board or Superintendent of Business Services as appropriate; to attend any function for which reimbursement of expenses is sought from the Board.

Whenever feasible, registration fees will be prepaid by the Board.

**4.5. Parking**

Parking costs for Board related business will be eligible when supported with receipts or an explanation in the case of metered parking.

**5.6. Meals**

Meals will be reimbursed at actual cost up to a maximum of **\$75.00** per day including taxes ~~and~~, gratuities ~~and other reasonable sundry expenses~~ at conferences and conventions. ~~Extenuating circumstances will be considered on an individual basis and require approval of the appropriate Supervisory Officer - Chair of the Board or the Superintendent of Business Services.~~

**6.7. Telephone Calls**

Telephone calls for Board related business are eligible expenses

**7.8. Alcohol**

Alcohol is not an eligible trustee and/or external members of Board committees expense unless it is included in the cost of the conference or event by the organizer/sponsor.

**8.9. International Travel**

**REIMBURSEMENT OF BOARD BUSINESS EXPENSES FOR TRUSTEES AND EXTERNAL MEMBERS OF BOARD COMMITTEES**

<b>POLICY No.:</b>	<b>I-34 (B)</b>
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AMENDED:	October 18, 2016

Expenses for any travel outside of Canada and the United States will not be reimbursed.

**9.10. Other Expenses**

- Other expenses when accompanied by an explanatory note are eligible trustee and/or external members of Board committees expenses when approved by the Superintendent (or Resource to the Committee), Director of Education, Chair of the Board or Superintendent of Business Services, as appropriate.
- Office supplies for Board related business are eligible trustee expenses where/when they are not available using the Board’s regular procurement process.
- Mailing and photocopying for Board related business are eligible trustee expenses where/when they are not available through the Board.

**10.11.** A trustee can expense a maximum of \$3,000 during a school year.

**11.12.** In addition to the \$3000.00 budget, the following expense items, where appropriate, are those for which claims may be submitted to the Board as approved expenses while on Board business;

- Eligible mileage expenses.
- All costs, incurred by a Trustee, at annual conferences, professional development sessions, meetings & events related to the discharging of their responsibilities. These items are approved at the discretion of the Chair.
- “As per the Trustee Expense Guidelines developed at the November 8, 2011 Policy Committee Meeting”.
- All expense claims must be submitted and approved within thirty (30) days of end of fiscal year and will be paid promptly and posted on Board’s website.

**12.13.** The Superintendent of Business Services, in collaboration with the Chair of the Board, will make available a summary report of individual trustee expenses, on an annual basis.

Trustees are eligible for the following items/expenses, by the Board, for the duration of their role as trustee:

- one (1) laptop/desktop and relevant software programs;
- one tablet
- one printer
- one PDA (ie Smartphone)
- all other eligible expenses for trustees as defined in this policy.

All items must be returned to the Board, and all expenses will cease to be covered upon the trustee’s end of term or date of resignation from the Board.

**REIMBURSEMENT OF BOARD BUSINESS EXPENSES  
FOR TRUSTEES AND EXTERNAL MEMBERS  
OF BOARD COMMITTEES**

**POLICY No.: I-34 (B)**  
DATE: November 6, 2007  
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AMENDED: October 18, 2016

APPROVED: Regular Meeting of the Board

Authorized by: \_\_\_\_\_  
Chair of the Board

## EXPENSE GUIDELINES

### BOARD REPRESENTATION AND TRUSTEES ATTENDANCE AT EVENTS

The guidelines are intended to identify expenses that are eligible for reimbursement, that are consistent with commonly held values and accepted practices that are not perceived as excessive.

Trustees are often called to attend numerous functions throughout the year. Trustees may also choose to attend events and/or conferences that are of interest to them. As stewards of the Board, they must uphold the Board's Mission statement and its' governing values whereby: *The Halton Catholic District School Board, in partnership with home and Church, is dedicated to providing excellence in Catholic education by developing Christ-centred individuals enabled to transform society.*

In addition to the honorarium, the Act provides that boards may establish a policy in order to reimburse trustees "for all or part of his or her out-of-pocket expenses reasonably incurred in connection with carrying out the responsibilities of a board member". Boards are authorized to reimburse trustees for travel to and from a trustee's residence to a meeting of the Board, or of a committee of the Board or for reasonable out-of-pocket expenses incurred in connection with the travel. Boards may also pay for expenses and membership fees of any member of the Board to attend meetings of an educational association. These expenses are addressed in Board Policy I-34 (B).

Reimbursable expenses can be classified as those that are related directly and/or indirectly to Board business. For the purposes of clarification, within these guidelines, events have been placed into five categories: Board Business; Board-Related Business; Community; Local; and Professional Development/Trustee-Liaison.

#### **Board Business:**

Examples of events that may be related to Board Business include Trustee Association meetings or events and/or Board or committee meetings. The costs associated with these events are covered through the Board budget. Such events include, but are not limited to:

- CCSTA Conference
- ICE Symposium
- OCSTA Conferences and Seminars

#### **Board-Related Business:**

Board-Related events are usually hosted by the Board and/or held in partnership with the Board. The costs associated with these events are covered through the Trustee's allocated budget. Such events include, but are not limited to:

- Board Recognition Night (optional)
- ~~Events in support the Halton Catholic Children Education Foundation (optional)~~
- Parent Conference

#### **Community Events:**

The Board is committed to creating and promoting opportunities for community outreach. It is in the interest of the Halton Catholic District School Board that its presence is visible within the community at community events. The Board, through the office of the Director and/or the Chair of the Board, may determined that it is advisable to attend or be represented at such events.

Examples of community events where the Board would cover the costs associated with these events by purchasing tickets or a table include, but are not limited to:

- Burlington and Oakville Prayer Breakfasts
- CYO Dinner
- Father Fogarty Awards
- Events in support the Halton Catholic Children Education Foundation (optional)
- Halton Food for Thought Breakfast Gala
- Halton Multicultural events
- Halton Pro-LifeAlive Dinner
- HIEC's Spring and Fall Breakfast
- Breakfast with the Mayor

### **Local Events:**

At times, trustees are invited to attend local events within their respective jurisdiction. These events benefit from having local trustee representation and provide opportunities for trustees to remain connected to, and active within their local community and parishes.

The costs associated with these events are covered through the trustee's allocated budget. Such events include, but are not limited to:

- Local Municipal Celebrations (Civic Remembrance Day Celebrations, etc...)
- School-related events such as Spaghetti dinners or yearly BBQ
- Parish Celebrations

### **Professional Development / Trustee Liaison:**

Trustees are often invited to attend seminars/workshops. The costs associated with these sessions, although attendance is voluntary, can be covered through the trustee's respective budget allocation. Trustees may also choose to pursue learning opportunities related to their role as school trustee. These events must be approved by the Chair of the Board. Such events include, but are not limited to:

- Ontario Association of Parents in Catholic Education
- Ontario Catholic Student Leadership Conference
- Safe Schools, Supervision and Collective Bargaining Conference
- When Faith Meets Pedagogy
- People for Education

### **Unreasonable Expenses:**

Examples of events that would not be directly supported by the Board, nor eligible for reimbursement for individual trustees include, but are not limited to:

- Partisan Political events
- Events that are contrary to the governing values of the Halton Catholic District School Board
- Events that are contrary to the tenets and teachings of the Catholic Church

**ACTION REPORT**

**ITEM 3.4**

**POLICY I-15 SCHOOL NAME SELECTION**

**PURPOSE:**

To provide for the consideration of the Policy Committee revisions to *Policy I-15 School Name Selection*.

**COMMENTS:**

Policy I-15 originated in 1991 to provide a process specifically to name new schools that have been constructed in our system. As a growing board, we have had to utilize this process on numerous occasions and will continue to do so for that purpose.

The policy have been amended to address the process to follow in considering a school name change when consolidation of existing schools in the system takes place.

Amendments to the composition of the committee to add student trustees, Principal of the naming school and a parent representative from the naming school.

*Policy I-15 School Name Selection* is attached for review and consideration by the Policy Committee.

**RECOMMENDATION:**

*Moved by:*  
*Seconded by:*

***THAT, the Policy Committee recommends that Policy I-15 School Name Selection, along with amendments, be forwarded to the June 20, 2017 Regular Board Meeting for approval.***

**REPORT PREPARED BY:** T. OVERHOLT  
SUPERINTENDENT OF EDUCATION

**REPORT SUBMITTED BY:** P. DAWSON  
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

Date: January 30, 1991  
 Amended: July 30, 1991  
 Amended: September 5, 2006  
 Amended: October 16, 2012

## PURPOSE

To develop a policy for the selection of names for elementary and secondary schools within the Halton Catholic District School Board.

## APPLICATION AND SCOPE

~~This policy applies to all new schools in the Halton Catholic District School Board and existing schools involved in consolidation serves the Catholic community of Halton in its effort towards appropriate spiritual, moral, academic and physical development of our young people.~~

## REFERENCES

~~[Policy I-09 School Accommodation Review – Consolidation and Closure](#)  
[Administrative Procedure VI-35 School Accommodation Review - Consolidation - Closure](#)~~

## PRINCIPLES

The Board recognizes that the selection of the name of each school should:

- serve to express our Catholic heritage both local and universal;
- provide our youngsters with an exemplar for their appropriate development; and
- be appropriate to various uses commonly required in a school operation.

There is a Diocese opinion that schools should be named after divine persons of the Trinity, members of the Holy Family, recognized/verifiable Saints, or local (Ontario/Canadian) exemplary Catholics, now deceased.

## REQUIREMENTS

### Consolidation Process:

~~The Transition Committee established through Policy I-09 will determine whether a name change is recommended for the consolidated school.~~

~~If a new name is not recommended, the existing name of the building in which the consolidation will take place will remain.~~

~~If a new name is recommended by the Committee, the established process outlined in the New School Process will be followed.~~

### New School Process:

Date: January 30, 1991  
 Amended: July 30, 1991  
 Amended: September 5, 2006  
 Amended: October 16, 2012

The Board will establish a ~~Csub~~-committee comprised of trustees and student trustees, including but not necessarily exclusive to local area representative; Family of Schools Superintendent, -principal of the naming school (if appointed); Pastor(s) of the associated Parish(es); ~~to participate in the sub-committee, -and parent representative(s) from the naming school.~~

The ~~Csub~~-committee;

- will invite submissions of suggested names based on diocesan criteria
- will review possible names and develop a priority list of at least two (2) names for consideration
- shall survey local public comment including parents and students who will attend the inaugural school community naming school community

The Board will review and approve a list of two (2) names: a preferred name and an alternate. This list will be forwarded to the Bishop of the Diocese for review and consideration.

The Bishop is requested to advise the Board if:

- The preferred name is acceptable;
- In the event the preferred name does not meet diocesan criteria, or, is for any reason not acceptable to the Bishop. The Bishop is requested to advise the Board if the alternate name is acceptable.

APPROVED: Regular Meeting of the Board

~~DISTRIBUTION: Board Members, Administration, Principals & Staff~~

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



**ACTION REPORT**

**ITEM 3.5**

**POLICY I-28 ELECTRONIC MEETINGS**

**PURPOSE:**

To provide for the consideration of the Policy Committee revisions to *Policy I-28 Electronic Meetings*.

**COMMENTS:**

Policy I-28 Electronic Meetings was established in 2001. This policy was created to meet the Education Act and Ontario Regulations of attending meetings through electronic means. Minor changes have been made to clarify what electronic meetings student trustees can attend through electronic means as well as who is required to be physically present at a meeting.

*Policy I-28 Electronic Meetings* is attached for review and consideration by the Policy Committee.

**RECOMMENDATION:**

*Moved by:*  
*Seconded by:*

***THAT***, the Policy Committee recommends that *Policy I-28 Electronic Meetings*, along with amendments, be forwarded to the June 20, 2017 Regular Board Meeting for approval.

**REPORT PREPARED BY:**

T. OVERHOLT  
SUPERINTENDENT OF EDUCATION

**REPORT SUBMITTED BY:**

P. DAWSON  
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

### PURPOSE

To ensure the participation of trustee(s) and/or pupil representative(s) in Board and/or committee meetings via electronic means in accordance with the provisions of the Education Act (Section 208.1) and Ontario Regulation (OR) 463/97.

### APPLICATION & SCOPE

Electronic meetings of the Board are intended to allow for meetings arising from extenuating circumstances rather than to replace regularly scheduled Board and/or committee meetings.

Electronic meetings permit the trustees and/or pupil representatives to hear and be heard through audio and/or visual (teleconference and/or video conference) means.

Trustees and pupil representatives who participate in a meeting through electronic means shall be deemed to be present at said meeting subject to such conditions or limitations that may be provided for in the Education Act and attendant Regulation(s).

### PRINCIPLES

Electronic meetings of the Board and/or of committees of the Board, as defined in the approved Board By-Laws, are recognized as being a legitimate means of the Board conducting its business.

The Halton Catholic District School Board recognizes the necessity of providing trustees and pupil representatives with the ability to participate in all meetings arranged by the Board (i.e. Regular and Special Board Meetings, Ad Hoc Committee Meetings and/or Standing Committees and/or any other Meeting) that requires trustee/pupil representative membership and participation.

Electronic meetings of the Board are intended to provide for more efficient use of time and productive use of resources in circumstances where time and/or availability of trustees and pupil representatives and/or staff make it a better means of conducting a Board or Committee Meeting.

### REQUIREMENTS

1. At the request of trustee(s) and/or pupil representative(s) or as otherwise determined by the Board, the provision of electronic (audio and/or visual) means shall be afforded to trustee(s) and/or pupil representative(s) for their participation in all Board meetings including all meetings of committees of the Board as defined in its By-Laws. Trustee(s) and/or pupil representative(s) participation at said meetings shall be subject to such conditions or limitations that may be provided for in the Education Act and attendant Regulation(s). Student trustees and/or student representatives who are participating through electronic means shall not participate in any proceedings that are closed to the public.
2. A request by trustee(s) and/or pupil representative(s) for participation by electronic means shall be made to the Chair of the Board or designate a minimum of two working days (excluding Saturday and Sunday) in advance of Board and/or committee meetings
3. Notwithstanding Paragraph 1 and 2 in the **Requirements** section of this policy, the Board may refuse to provide to trustee(s) and/or pupil representative(s) the electronic

means of participation in a meeting of the Board or a meeting of a committee of the Board in accordance with Section 5.3 of (OR) 463/97.

4. The Chair of the Board or designate, the Director of Education or designate and one other trustee (Cannot be a Student Trustee) shall be physically present at an In-Camera (closed) session of an electronic meeting of the Board in the Board Room or at a site or sites as otherwise determined by the Board. ~~However, the pupil representative cannot participate in an In-Camera (closed) session and therefore cannot be the additional necessary trustee.~~
5. The Chair of the Board or designate, the Director of Education or designate and one other trustee shall be physically present at all open sessions of an electronic meeting of the Board in the Board Room or at a site or sites as otherwise determined by the Board.
6. For committee meetings other than Board meetings, the Chair of the Committee or designate and the Director of Education or designate shall be physically present in the Board Room or at a site or sites as otherwise determined by the Board and/or Committee.
7. Electronic meetings shall permit the trustee(s) and/or pupil representative(s) to hear and be heard through audio and/or visual (teleconference and/or video conference) means.
8. Electronic meetings of the Board shall be conducted in accordance with the Board's approved By-Laws on General Procedures for Board and Committee Meetings.
9. Electronic meetings shall be provided in such a way to ensure compliance with the rules governing Conflict of Interest of trustees.
- ~~10. Pupil representatives who are participating through electronic means shall not participate in any proceedings that are not open to the public.~~
11. The designated meeting location must be such that the public can attend the open session proceedings of Board and committee meetings.
12. The Director of Education and/or designate shall be responsible for ensuring the provision of electronic (audio and/or visual) means for the participation of trustees and/or pupil representatives and appropriate staff in meetings of the Board inclusive of Board committee meetings.

DISTRIBUTION : Board Members, Administration, Principals and Staff

AUTHORIZED BY : .....  
Chair of the Board

**ACTION REPORT**

**ITEM 3.6**

**POLICY I-29 SCHOOL BOUNDARY REVIEW PROCESS**

**PURPOSE:**

To provide for the consideration of the Policy Committee revisions to *Policy I-29 School Boundary Review Process* as recommended by staff, and after stakeholder feedback.

**COMMENTS:**

Last updated on May 20, 2003, Board staff conducted a comprehensive review of the principles and approach to enacting the requirements under *Policy I-29 School Boundary Review Process*.

The global approach taken in reviewing and updating the policy sought to reduce the amount of procedural information contained within the policy, and focus more prominently on the *purpose & principles* of the school boundary review process. This was accomplished by introducing Administrative Procedure VI-88, which provides detailed instructions and requirements of the process.

The proposed updated policy and newly created procedure, as presented, now follow the correct template currently in place.

Accordingly, there are significant changes made to the current version of Operating Policy I-29, as sections of the policy were either: newly introduced; expanded upon for greater clarity; moved for flow and clarity; and some removed entirely. Sections of the policy that were originally recommended to be removed for the procedure only have remained in policy as suggested by trustees at the May policy meeting.

As there were a significant number of changes, a clean version of the policy is provided along with a coloured schedule key of the types of change made to *Policy I-29 School Boundary Review Process*, for the consideration of the Policy Committee.

Following stakeholder feedback (Appendix A), *Policy I-29 School Boundary Review Process* is being presented to trustees for review and consideration by the Policy Committee.

**RECOMMENDATION:**

*Moved by:*  
*Seconded by:*

***THAT, the Policy Committee recommends that Policy I-29 School Boundary Review Process, along with amendments, be forwarded to the June 20, 2017 Regular Board Meeting for approval.***

**REPORT PREPARED BY:** T. OVERHOLT  
SUPERINTENDENT OF EDUCATION

**REPORT SUBMITTED BY:** P. DAWSON  
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

**Key:**  
**Edited for clarification**  
**New**

**PURPOSE**

To provide direction in the establishment of School Boundaries for schools within the jurisdiction of the Halton Catholic District School Board (**“the Board”**).

**APPLICATION AND SCOPE**

**This policy applies to the review process for the creation and/or alteration of school boundaries for the schools under the jurisdiction of the Board.**

**This Policy applies to schools of the Board offering elementary and/or secondary programs. Wherever possible, schools should ~~only~~ be subject to a School Boundary Review process that has the effect of re-directing student enrolment only once in a five-year period, unless high rates of growth in developing areas or other circumstances that necessitate a review, as determined by the Board.**

**REFERENCES**

**Administrative Procedure VI-88 School Boundary Review Process**

**DEFINITIONS**

**Boundary Review Committee (BRC):** The Boundary Review Committee is an advisory committee established by the Director of Education, or designate, that represents the affected school(s) of a boundary review. The Committee will act as the official conduit for information shared between the Board and the affected school communities.

**School Boundary/Attendance Boundary:** A delineated geographical area/boundary that represents the official attendance boundary for a particular school and/or program identifying where students are to receive their educational instruction based on their home address.

**PRINCIPLES**

1. The Halton Catholic District School Board (the Board):

**Key:**  
**Edited for clarification**  
**New**

- 1.1. Has the authority under Section 171 (1), s.7 of the Education Act to determine the number and type of schools to accommodate its student enrolment and to delineate the attendance boundary ("school boundaries") for each school, as well as those boundaries specific to academic programs offered by the Board
- 1.2. The Board of Trustees is responsible for making the final decision regarding the establishment and modification of school boundaries. In making their decision, the Board of Trustees is tasked in:
  - 1.2.1. Deciding the most appropriate pupil accommodation arrangements for the delivery of elementary and secondary programs.
  - 1.2.2. Uphold their primary responsibility of fostering student academic achievement and well-being, and ensuring effective stewardship of Board resources and the Board's financial viability and sustainability.
  - 1.2.3. Have regard to the principles and option development criteria set out herein.
- 1.3. Is responsible for undertaking School Boundary Reviews where appropriate, to optimize utilization of schools in circumstances of increased enrolment pressures and/or declines.
- 1.4. Endorses and welcomes the input of members of the Catholic school communities into the School Boundary Review Process.
- 1.5. Will share relevant information pertaining to the school boundary review process with those affected by the process.
2. The Boundary Review Committee (BRC) is tasked and committed to actively and equitably review boundary review options with an objective lens, which seeks to benefit Catholic school communities as a whole, and not the individual.
3. In developing and/or amending school boundaries, the Boundary Review Committee (BRC) and Board Staff shall develop school boundary options and/or changes that meet the following criteria:
  - 3.1. Optimizing the use of existing school facilities, while ensuring that pupils are accommodated to the extent possible, in permanent school facilities that are within their enrolment capacities;
  - 3.2. Minimizing the use of portable classrooms whenever possible, except during the establishment phases of new communities and throughout the peak enrolment phases of schools;
  - 3.3. To the extent possible, minimizing school boundary adjustments, thereby ensuring that said boundaries remain stable, over the long-term;

**Key:**  
**Edited for clarification**  
**New**

- 3.4. Optimize the cost-effective use of school transportation in accordance with Board policy, and have consideration for maximizing the number of students that can walk-to schools where feasible;
- 3.5. Ensure that the boundary creates classroom organizations that are sustainably sized according to Ministry loading requirements, and appropriately sized to foster an ideal environment for academic achievement, social diversity, and overall student well-being; and,
- 3.6. To the extent possible, give due consideration to the concept of a community of associated schools and where feasible, give consideration to a Catholic School Community in which school boundaries will substantially match Catholic Parish boundaries.

#### REQUIREMENTS

1. An annual update of enrolment and review of accommodations is to be conducted for every school
2. On the basis of the annual review, the Board is presented with a list, for approval, of those schools needing to undertake the appropriate boundary review process.
3. School communities on the approved Board list are informed and are provided with details with respect to the Board's process for boundary reviews.
4. Chairs of affected Catholic School Council(s) in collaboration with the affected school Principal(s) will appoint two (2) representatives to join the Boundary Review Committee.
5. Appropriate HCDSB Senior Staff, and Board Staff are non-voting members of the committee
6. Public consultation meeting(s) are to be held, allowing for community participation wherein all scenarios are posted and discussed.
7. At the Public Consultation Meeting, the communities are invited to provide input to the School Boundary Review Committee via written comments and other electronic means of communication, as appropriate.
8. Criteria for decision making on boundary changes is as per Board policy.
9. The interim Staff Report, which includes the Boundary Review Committee's final recommendation, shall be posted on the Board's public website, in accordance with Board By-laws.

**Key:**  
**Edited for clarification**  
**New**

- 10. The affected school communities will be provided the following information:**
- i. A link to the Interim Staff Report which includes the Boundary Review Committee’s final recommendations**
  - ii. the date at which such recommendations will be presented to the Board;**
  - iii. information around the Delegation Process;**
  - iv. The scheduled date the Board of Trustees will render its final decision**
- 11. Board Staff will inform the affected communities of the final Board approved recommendation(s).**

**APPROVED:** Regular Meeting of the Board

**AUTHORIZED BY:** \_\_\_\_\_  
Chair of the Board



**ACTION REPORT**

**ITEM 3.7**

**POLICY II-08 TEACHER SUPERVISION DUTIES**

**PURPOSE:**

To rescind *Policy II-08 Teacher Supervision Duties* based on the current Ministry Regulations that govern staffing at School Boards in Ontario.

**COMMENTS:**

*Policy II-08 Teacher Supervision Duties* originated back in 1987 and most recently amended in 1991 to address staff requirements to supervise students before, during and after the school day for specified periods of time. Since that time, the government and Union leaders have bargained provincially which have included parameters around supervision. As well, local discussions during bargaining have included supervision and are now part of collective agreements. Supervision is also covered in the Education Act.

Supervision is a shared responsibility at schools by a number of different staff beyond just teachers.

As such, the current policy is redundant and it is recommended that *Policy II-08 Teacher Supervision Duties* be rescinded.

**RECOMMENDATION:**

Moved by:  
Seconded by:

**THAT**, that the Policy Committee recommends that *Policy II-08 Teacher Supervision Duties* be forwarded to the June 20, 2017 Regular Meeting of the Board to be rescinded.

**REPORT PREPARED BY:**

T. OVERHOLT  
SUPERINTENDENT OF EDUCATION

**REPORT SUBMITTED BY:**

P. DAWSON  
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

**POLICY**

**TEACHER SUPERVISION DUTIES:**

- a) The principal shall assign to his/her teaching staff those supervision duties necessary for the safety of the pupils during the school day and for activities the pupils of the school may engage in, as approved by the Board.
- b) The Principal shall, involve staff in an advisory role in creating the supervision schedule.
- c) The maximum number of teacher supervision minutes per week per teacher must meet the requirements in the Elementary Teachers Collective Agreement.
- d) If students are admitted into the school at any time prior to the commencement of classroom instruction, the principal shall assign teachers for the supervision of those students.
- e) The principal shall ensure that student entry and dismissal is in an orderly manner.
- f) The principal shall ensure that classrooms where applicable, corridors and washrooms receive adequate supervision during the school day.
- g) The following times and activities shall be assigned as supervision duties to the teachers by the principal:

**ELEMENTARY PANEL:**

- bus unloading and loading at the school
- supervision of those bus children who arrive at the school site before the one-half hour period prior to the commencement of classroom instruction
- yard and in-school supervision of pupils twenty (20) minutes prior to the commencement of classroom instruction for the day. Students should not be on school property prior to twenty (20) minutes before the start of the instructional day. Principals must communicate this annually to their school communities
- morning and afternoon recess
- noon hour
- lunch room
- yard supervision for fifteen (15) minutes after classes end for the day and until the last bus is loaded and has left the school site
- any other school related activities deemed necessary by the superintendent or principal for the safety of the pupils
- other situations at the discretion of the principal.

**SECONDARY PANEL:**

- bus loading - end of day
- lunch hour
- on-call periods

APPROVED: Regular Meeting of the Board

Authorized by: \_\_\_\_\_  
Chair of the Board

**ACTION REPORT**

**ITEM 3.8**

**POLICY III-04 EMPLOYEE ASSISTANCE PROGRAM**

**PURPOSE:**

To provide information regarding the revised Operating Policy for the Employee Assistance Program (EAP) in order to secure a more modernized and cost effective program.

**COMMENTARY:**

The Halton Catholic District School Board has a longstanding history of providing assistance to employees who are experiencing problems in their personal life. The rationale for offering assistance was to promote both mental and physical health among employees which would address difficulties through a referral to professional help.

Historically, the Employee Assistance Program budget line has exceeded the budgeted amount. Over the years, adjustments have been made to the budget to try and reflect actual costs.

As a result, the Board conducted a Request for Information (RFI) process which closed on March 1, 2017. The RFI resulted in two submissions from Homewood Health and Morneau Shepell. The details of these two submissions were presented at the March 28, 2017 Policy Committee Meeting.

At the Policy Committee Meeting on March 28, 2017, it was agreed that staff from Human Resources Services would recommend changes to the current Operating Policy for the Employee Assistance Program (Policy III-4) allowing the Board to proceed with a competitive bid process in order to secure a more modernized and cost effective Employee Assistance Program as soon as possible.

*Policy III-04 Employee Assistance Program* is attached for review and consideration by the Policy Committee.

**RECOMMENDATION:**

*Moved by:*

*Seconded by:*

***THAT,*** the Policy Committee recommends that Policy III-04 Employee Assistance Program be forwarded, along with amendments to the June 20, 2017 Regular Board Meeting for approval.

**REPORT PREPARED BY:**

J. O'HARA  
EXECUTIVE OFFICER, HUMAN RESOURCES SERVICES

**REPORT SUBMITTED BY:**

P. DAWSON  
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

POLICY NO. : III-4  
DATE : JUNE 30, 1987  
AMENDED : APRIL 1, 2003  
AMENDED : OCTOBER 4, 2005  
AMENDED : FEBRUARY 5, 2008

## PURPOSE

~~To offer a supportive, confidential-~~The purpose of the Employee Assistance Program (EAP) is to provide confidential professional assessment, referral and short term counselling services to assist employee and their dependents on a wide range of issues. to ensure the selection of an appropriate number of referral agencies which would provide qualified counseling personnel. The goal is to keep employees healthy, at work, productive and engaged.

## APPLICATION AND SCOPE

The Halton Catholic District School Board fully supports this program for all Board employees and their immediate family members, who self-choose, are recommended and/or mandated to the program for professional counselling services. ~~The~~ statistics regarding management of the EAP program will be provided to a the responsibility of a steering committee comprising of representatives of the various employee groups, management and trustees, on an annual basis for review and information. This will allow for feedback to be provided regarding the program. This committee shall meet quarterly and on an annual basis shall review and evaluate the efficacy of the current service providers.

## PRINCIPLES

That the Halton Catholic District School Board recognizes and supports a program based on:

- an attitude of compassion for the treatment of difficulties encountered by employees and their immediate family members.
- the knowledge that successful resolutions to serious difficulties require a high degree of individual personal motivation and co-operation on the part of the individual undergoing counselling.
- the recognition that employees and their immediate family members share a primary concern for the education and well-being of children within the Board, which may place considerable stress on these individuals to be both professionally competent and personally contented.
- the recognition that economic and social conditions may place added pressures on individuals who work, making it difficult for them to lead productive and principled lives.
- the acceptance that an employee who seeks assistance through the EAP will not have, by so doing, adversely affected that individual's position with the Board.
- the recognition that confidentiality shall be maintained in relation to all aspects of an employee's decision to seek assistance through this program.
- ~~All service providers who are recommended as counselors, shall, in writing, agree to respect the tenets and values of the Catholic Faith with the knowledge that a letter of support will be required of an individual service provider's clergy person of choice.~~

POLICY NO. : III-4  
DATE : JUNE 30, 1987  
AMENDED : APRIL 1, 2003  
AMENDED : OCTOBER 4, 2005  
AMENDED : FEBRUARY 5, 2008

## REQUIREMENTS

The Halton Catholic District School Board maintains strict confidentiality for all employees who self-choose, are recommended to and/or are mandated for entry into the EAP. The Board expectations are the following;

### (A) SELF-CHOSEN TREATMENT PROGRAM:

- employee must maintain acceptable job performance throughout the treatment period.
- employee must maintain an acceptable attendance level at work.

### (B) RECOMMENDED TREATMENT PROGRAM:

- employee must maintain acceptable job performance throughout the treatment period.
- employee must maintain an acceptable attendance level both at work and within the program.
- that while a referral may be suggested by an employee's colleague or immediate supervisor, it is at the discretion of that employee to actually register in the program.
- that should an employee decline assistance through the program and job performance and attendance at work do not improve or continue to deteriorate, the employee may be subject to a further review through the appropriate Board program.

### (C) MANDATORY TREATMENT PROGRAM:

- that a determination of deteriorating job performance, as noted by an employee's immediate supervisor, shall result in a referral of that employee to an approved resource individual.
- employee must maintain acceptable job performance throughout the treatment period.
- employee must maintain an acceptable attendance level both at work and within the program.
- that should an employee decline assistance through the program and job performance and attendance at work do not improve or continue to deteriorate, the employee shall be subject to a further review through the appropriate Board program.

### (D) PROGRAM PARAMETERS:

- will be determined by the Board and the Employee Assistance Program (EAP) Provider through an Request for Proposal (RFP) process which may be reviewed and modified from time to time.
- details about how to access the Board's EAP will be made readily available to all employees via regular communication, posters and electronic postings.
- ~~▪ that each employee accepted into the program may be provided with up to four hours of counselling at no cost to the employee; up to four additional counselling sessions may be provided on a shared (fifty-fifty) cost basis.~~
- ~~Notwithstanding the above, under extenuating circumstances, additional sessions may be approved.~~
- ~~▪ that the Board shall reimburse only the approved service providers in accordance with Board Policy. The rate of reimbursement to providers shall be up to \$90.00 (ninety) per hour for the first four one-hour sessions and up to \$45.00 (forty-five) per hour for up to four additional one-hour sessions. These rates may be amended from time to time.~~

**POLICY No. : III-4**  
**DATE : JUNE 30, 1987**  
**AMENDED : APRIL 1, 2003**  
**AMENDED : OCTOBER 4, 2005**  
**AMENDED : FEBRUARY 5, 2008**

~~Notwithstanding the above, under extenuating circumstances, additional service providers may be approved.~~

APPROVED: Regular Meeting of the Board

DISTRIBUTION: Board Members, Administration, Principals & Staff

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

**ACTION REPORT**

**ITEM 3.9**

**POLICY V-14 ALCOHOL AT BOARD/SCHOOL SANCTIONED EVENTS – OFF PREMISES**

**PURPOSE:**

To provide for the consideration of the Policy Committee revisions to Policy V-14 Alcohol at Board/School Sanctioned Events – Off Premises.

**HISTORY:**

Last updated on October 6, 2009, Board staff conducted a comprehensive review of *Policy V-14 Alcohol at Board/School Sanctioned Events – Off Premises*.

The Board’s insurer, Ontario School Board Insurance Exchange (OSBIE) recommended changes with respect wording around necessary insurance coverage and limits.

In addition, the proposed updated policy now follows the template currently in place.

*Policy V-14 Alcohol at Board/School Sanctioned Events – Off Premises* is attached for review and consideration by the Policy Committee.

**RECOMMENDATION:**

*Moved by:*

*Seconded by:*

***THAT***, the Policy Committee recommends that *Policy V-14 Alcohol at Board/School Sanctioned Events – Off Premises*, along with amendments be forwarded to the June 20, 2017 Regular Board Meeting for approval.

**REPORT PREPARED BY:**

R. NEGOI  
SUPERINTENDENT OF BUSINESS SERVICES AND TREASURER OF THE BOARD

**REPORT SUBMITTED BY:**

P. DAWSON  
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

**PURPOSE**

To outline procedures to be followed in regard to alcohol being served or consumed at Board/School sanctioned events that are off Board/School premises.

**APPLICATION AND SCOPE**

This policy applies to all community or school-related groups or individuals who have applied for and received permission from the Principal or other Board-designated employees:

- i. to organize an event, that is affiliated with the school, or school Board and,
- ii. is held off any Board/School property and which serves alcohol or where alcohol is consumed by participants at the event.

**REFERENCES**

[Operating Policy V-1 Community Use of Schools](#)

[Alcohol and Gaming Commission of Ontario \(AGCO\)](#)

[Liquor Delivery Service Employees - Mandatory Server and Sale Training](#)

**PRINCIPLES**

The Halton Catholic District School Board recognizes the importance of fostering cooperation with community organizations and various school groups, e.g. Catholic School Councils, whose intention is to benefit the school.

Board and school sanctioned events can be defined as Catholic School Council activities, Celebrations, Sporting Events, Concerts, Social Events, School Fundraisers. Events are sanctioned by the Director, Superintendents or designates at the Board level and the Principal or designate at the school level.

**REQUIREMENTS**

1. A minimum of \$5 million Host Liquor Liability insurance is required when alcohol is being served and/or consumed at Board or school sanctioned events that occur off Board or school premises. This applies specifically to a Board/School sanctioned event where an individual or group rents a facility and serves and/or sells and/or distributes and consumes its own alcohol. In this situation the following condition must be met:

Host Liquor Liability coverage of at least \$5 million must be purchased through an insurance company. Coverage may be purchased through PAL, All Sports, SportsCan or an accredited insurance carrier for this purpose. The actual amount of liability coverage is to be determined by the individual/group and



**OPERATING POLICY**

**HALTON CATHOLIC DISTRICT SCHOOL BOARD**

**ALCOHOL AT BOARD/SCHOOL SANCTIONED EVENTS –  
OFF PREMISES**

**POLICY No.: V-14**

**DATE : JUNE 20, 2006**

**AMENDED: OCTOBER 6, 2009**

**AMENDED:**

the owner of the facility. NOTE: this requirement reduces the risk assumed by the Board. However, in the event of a claim, OSBIE would cover the Board up to \$~~2420~~ million if the claim went over the limit of the first insurance provider.

The Board/School authority who sanctions the event must also inform the individual or group of the requirements of Board Policy V-1 Community Use of Schools, especially with reference to events where alcohol is serviced, consumed and/or distributed.

2. Board/School sanctioned events must be approved, in writing, by the Principal of the affiliated school or by another board-designated employee, as appropriate (see Principles).
3. An individual who seeks approval of a Board/School sanctioned event shall be 19 years of age or older and be present at the same event.

3.4. All Events must comply with AGCO regulations.

**APPROVED:** Regular Meeting of the Board

**AUTHORIZED BY:** \_\_\_\_\_  
Chair of the Board

**DISCUSSION REPORT****ITEM 4.1****POLICY I-38 SCHOOL BOARD TRUSTEE ELECTION GUIDELINES****PURPOSE:**

To provide an opportunity for discussion of revisions to *Policy I-38 School Board Trustee Election Guidelines*

**COMMENTARY:**

Policy I-38 School Board Trustee Elections Guidelines was created in September 2013 and provides information to trustees and trustee candidates on their conduct and responsibilities as candidates during school board elections.

With the current realities of the population trends in the Halton Region, it is being recommended that the policy also include the criteria and determination on the distribution of Trustee representation. The number of trustees per board is determined by the Education Act and stands at nine (9) for the Halton Catholic District School Board.

As indicated in Ontario Regulation 412/00 (attached as Appendix A), the number of Trustee members will remain static until such a time that the Population Electoral Group (PEG) increases from approximately 115,000 (2016) to 150,000 (as indicated in Table 2 of the regulation); or such a time the total Average Daily Enrolment (ADE)/Student population of the Board increases to at least 45,000 (as indicated in Table 6 of the regulation). Note that other factors indicated in the regulation do not have the effect of adding any additional trustees beyond nine (9).

Section 4 of Ontario Regulation 412/00 of the Education Act provides instructions on how school boards are to calculate the geographic representation of trustees by municipality within the jurisdiction of the board. It also provides steps for calculating the geographic representation of trustees for each municipality.

By March 31 of the each election year, trustee distribution for the Board must be determined and pass by Board resolution. The resulting motion shall be communicated to the Minister of Education; School Board Election Clerks for all Municipalities; and Secretaries of every other Board in the jurisdiction.

Attached, as Appendix B, is a projected ratepayer population distribution for the Board and the projected ratepayer population distribution for each geographical municipal region, and the calculated trustee representation by municipality.

To consider fair and equitable distribution of trustee representation for each region for the rate payers of the Halton Catholic District School Board, the following proposed changes to policy I-38 are being presented for discussion at this meeting.

The matter is now placed before the Policy Committee for further review and deliberation.

**REPORT PREPARED** P. DAWSON  
**AND SUBMITTED BY:** DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

Français

**Education Act****ONTARIO REGULATION 412/00****ELECTIONS TO AND REPRESENTATION ON DISTRICT SCHOOL BOARDS****Consolidation Period:** From December 16, 2013 to the [e-Laws currency date](#).

Last amendment: O. Reg. 345/13.

*This is the English version of a bilingual regulation.*

## Skip Table of Contents

**CONTENTS**

	Sections
<a href="#">INTERPRETATION</a>	1
<a href="#">POPULATION DATA</a>	2
<a href="#">DETERMINATION OF NUMBER OF MEMBERS</a>	2.1-3.1
<a href="#">DISTRIBUTION OF MEMBERS TO GEOGRAPHIC AREAS</a>	4-8.1
<a href="#">REPORT ON DETERMINATION AND DISTRIBUTION</a>	9
<a href="#">APPEALS ON DISTRIBUTION</a>	10
<a href="#">CONDUCT OF ELECTIONS</a>	11-14.-26
<a href="#">Table 1</a>	
<a href="#">Table 2</a>	
<a href="#">Table 3</a>	
<a href="#">Table 4</a>	
<a href="#">Table 5</a>	
<a href="#">Table 6</a>	
Board areas	
Number of members based on electoral group population	
Number of additional members based on board density	
Maximum number of additional members based on board density	
Dispersal factors	
Minimum number of members based on board enrolment	

**INTERPRETATION**

1. (1) In this Regulation,

“board” means a district school board; (“conseil”)

“board area” means the area of jurisdiction, expressed in square kilometres, of a board, as set out in Table 1; (“territoire du conseil”)

“density” means the quotient, calculated to two decimal places, obtained by dividing the total population of the board’s electoral group, as reported under subsection 2 (3), by the board area; (“densité”)

“election year” means the year of a regular election; (“année d’élections”)

“electoral group” means, with respect to a board, the group composed of all persons who reside within the area of jurisdiction of the board and are,

(a) persons entitled to vote at elections of members of the board,

(b) supporters of the board, or

(c) dependents of persons referred to in clause (a) or (b); (“groupe électoral”)

“municipality” includes, other than in section 10 and subsection 11 (4),

(a) unorganized territory that is deemed to be a district municipality under Ontario Regulation 468/97, and

(b) if unorganized territory is attached to a municipality for election purposes, the municipality together with the unorganized territory; (“municipalité”)

“regular election” means a regular election under the *Municipal Elections Act, 1996*; (“élections ordinaires”)

“school board election clerk” means, with respect to the election of members of a board, a person who is responsible for conducting the election in a municipality; (“secrétaire des élections scolaires”)

“ward” means a ward of a municipality. (“quartier”) O. Reg. 412/00, s. 1 (1); O. Reg. 45/03, s. 1.

(2) A reference in this Regulation to a municipality or ward shall be deemed, with respect to the election of members of a board, to be a reference to the municipality or ward with the boundaries that will apply for the purposes of the election, as determined on January 1 of the election year, subject to the following rules:

1. A decision affecting a boundary that may be appealed shall not be taken into account if, on January 1 of the election year,
  - i. the period during which an appeal may be commenced has not expired, or
  - ii. an appeal has been commenced but has not been finally determined.
2. The municipality or ward shall be deemed not to include any area that is outside the area of jurisdiction of the board. O. Reg. 412/00, s. 1 (2); O. Reg. 74/06, s. 1; O. Reg. 211/06, s. 1.

(3) For the purposes of this Regulation, territory without municipal organization that is within the area of jurisdiction of a board and that is deemed to be a district municipality under Ontario Regulation 468/97 is deemed to be a district municipality for purposes of board elections. O. Reg. 412/00, s. 1 (3).

#### POPULATION DATA

2. (1) Before February 15 in each election year, the Municipal Property Assessment Corporation shall, in respect of each board, for each area set out in subsection (2), determine the population of the board's electoral group who are resident in the area on January 1 of that year. O. Reg. 412/00, s. 2 (1); O. Reg. 155/02, s. 1 (1).

(2) The areas referred to in subsection (1) are:

1. Each municipality that is not divided into wards.
2. Each ward of a municipality that is divided into wards. O. Reg. 412/00, s. 2 (2).

(3) Not later than February 15 of the election year, the Municipal Property Assessment Corporation shall,

- (a) report to the Minister each of its determinations under subsection (1);
- (b) report to the school board election clerk for each municipality each of its determinations under subsection (1) in respect of each board, the area of jurisdiction of which is wholly or partially the same as the municipality; and
- (c) report to the secretary of each board each of its determinations under subsection (1) in respect of that board. O. Reg. 412/00, s. 2 (3); O. Reg. 155/02, s. 1 (2).

(4) For the purpose of this Regulation, a determination of whether a municipality has a larger population of a board's electoral group than another municipality shall be made using the information reported under subsection (3). O. Reg. 412/00, s. 2 (4).

(5) Subsection (4) does not apply to a municipality if it does not exist at the time the determination is made, unless a person or body does exist who is responsible for conducting the election in the municipality. O. Reg. 412/00, s. 2 (5).

#### DETERMINATION OF NUMBER OF MEMBERS

2.1 The number of members of a board for the purposes of a regular election is the number of members determined under subsection 58.1 (10.0.1) or (10.0.3) of the Act, subject to,

- (a) any reduction in the number of members pursuant to a resolution passed under subsection 58.1 (10.1) of the Act; and
- (b) the rules set out in section 3 of this Regulation. O. Reg. 42/10, s. 2.

3. (1) If there has been a demographic change in a board's geographical area of jurisdiction or a change in the size of the board's geographical area of jurisdiction, a board may, not later than March 31 in an election year, determine the number of members to be elected to the board in accordance with this section. O. Reg. 42/10, s. 3 (1).

(2) For the purposes of this section, the number of members of a board is determined as follows:

1. Determine the total population of the board's electoral group by calculating the sum of the populations reported under subsection 2 (3) for all the areas referred to in subsection 2 (2).
2. Determine the number of members based on population set out in Table 2 for the total population of the board's electoral group determined under paragraph 1.
3. Determine the number of additional members based on density by taking the lesser of,
  - i. the number of additional members set out in Table 3 based on the density of the board, and
  - ii. the number of additional members set out in Table 4 based on the board area of the board.
4. Determine the number of additional members based on dispersal in accordance with the following rules:
  - i. If the dispersal factor set out for the board in Table 5 is 0, the number of additional members based on dispersal is 0.

- ii. If the dispersal factor set out for the board in Table 5 is greater than 0 and less than 10, the number of additional members based on dispersal is 1.
  - iii. If the dispersal factor set out for the board in Table 5 is 10 or more but less than 25, the number of additional members based on dispersal is 2.
  - iv. If the dispersal factor set out for the board in Table 5 is 25 or more but less than 50, the number of additional members based on dispersal is 3.
  - v. If the dispersal factor set out for the board in Table 5 is 50 or more, the number of additional members based on dispersal is 4.
5. Take the number of members based on population determined under paragraph 2, plus the number of additional members determined under paragraph 3 or 4, whichever is greater.
6. Take the greater of,
- i. the number determined under paragraph 5, and
  - ii. the number set out in Table 6 for the day school average daily enrolment of pupils of the board within the meaning of the most recent regulations made under section 234 of the Act, not counting pupils enrolled in junior kindergarten.
7. The number of members of the board is the greater of the numbers determined under paragraph 6 and section 2.1, subject to any reduction in the number of members pursuant to a resolution passed under subsection 58.1 (10.1) of the Act. O. Reg. 412/00, s. 3 (2); O. Reg. 432/00, s. 1; O. Reg. 45/03, s. 2 (1); O. Reg. 42/10, s. 3 (2, 3).
- (3) REVOKED: O. Reg. 42/10, s. 3 (4).
- 3.1 The date before which a resolution may be passed under subsection 58.1 (10.1) of the Act is March 31 in an election year. O. Reg. 45/03, s. 3.

#### DISTRIBUTION OF MEMBERS TO GEOGRAPHIC AREAS

4. (1) A board that has jurisdiction in more than one municipality shall, not later than March 31 in each election year,
- (a) pass a resolution designating one or more municipalities within the board's area of jurisdiction as low population municipalities and directing that an alternative distribution of members be done in respect of them for purposes of the election of board members; or
  - (b) pass a resolution stating that the board has decided not to designate any municipality within the board's area of jurisdiction as a low population municipality. O. Reg. 412/00, s. 4 (1).
- (2) A resolution under clause (1) (a) shall provide that the sum of the electoral quotients for the municipality or municipalities designated as low population municipalities shall be increased by one or two. O. Reg. 412/00, s. 4 (2).
- (3) A resolution under subsection (1) shall be effective only for the regular election of board members in that election year and for any by-election held during the term that commences immediately after that election. O. Reg. 412/00, s. 4 (3).
- (4) In carrying out its duties under this section, the board shall have regard to the following principles:
- 1. Municipalities with low populations should receive reasonable representation.
  - 2. Evidence of historic, traditional or geographic communities should be taken into account.
  - 3. To the extent possible, the identification of low population municipalities should permit the establishment of geographic areas that coincide with school communities.
  - 4. Representation should not deviate unduly from the principle of representation by population. O. Reg. 412/00, s. 4 (4).
5. (1) Not later than March 31 in each election year, every board shall distribute the positions of the members to be elected to the board in accordance with section 6 or 7, whichever is applicable. O. Reg. 412/00, s. 5.
- (2) If a board requests the Minister to increase its number of members under subsection 58.1 (10.0.2) of the Act, the board shall, not later than May 3, 2010, distribute the positions of the members to be elected to the board at the 2010 regular election in accordance with section 6 or 7, whichever is applicable. O. Reg. 42/10, s. 4.
6. (1) If a board has jurisdiction in only one municipality or a resolution under clause 4 (1) (b) is in effect, a distribution of the positions of the members to be elected to the board shall be made according to the following rules:
- 1. Calculate the electoral quotient for each municipality and ward using the following formula:

$$\text{Electoral quotient} = a \times b / c$$

where,

a = the population of the board's electoral group resident in the municipality or ward, as reported under subsection 2 (3),

b = the total number of members determined for the board under section 2.1,

c = the total population of the board's electoral group, as reported under subsection 2 (3).

2. Combine every municipality and every ward within the area of jurisdiction of the board into a number of geographic areas that does not exceed the number determined for "b" in paragraph 1.
3. The number of members that represent the electors of the board's electoral group in each geographic area shall be, as nearly as practicable, the sum of the electoral quotients of the constituent municipalities and wards that form the geographic area. O. Reg. 412/00, s. 6 (1); O. Reg. 45/03, s. 4; O. Reg. 42/10, s. 5.

(2) In carrying out its duties under subsection (1), the board shall, to the extent practicable, form geographic areas for which the sum of the electoral quotients of the constituent municipalities and wards is a whole number greater than zero. O. Reg. 412/00, s. 6 (2).

7. (1) If a resolution under clause 4 (1) (a) is in effect, a distribution of the positions of the members to be elected to the board shall be made according to the following rules:

1. Calculate the electoral quotient for each municipality and ward using the following formula:

$$\text{Electoral quotient} = a \times b / c$$

where,

a = the population of the board's electoral group resident in the municipality or ward, as reported under subsection 2 (3),

b = the total number of members determined for the board under section 2.1,

c = the total population of the board's electoral group, as reported under subsection 2 (3).

2. Place the municipalities in two groups, one of which shall be comprised of the municipality or municipalities designated under clause 4 (1) (a) and one of which shall be comprised of the remaining municipalities in the board's area of jurisdiction.
3. Calculate the sum of the electoral quotients for each of the two groups of municipalities.
4. Add the number determined by the resolution of the board under subsection 4 (2) to the sum of the electoral quotients for the group of municipalities that are designated under clause 4 (1) (a).
5. Subtract the number that was added under paragraph 4 to the sum of the electoral quotients for the group of municipalities designated under clause 4 (1) (a) from the sum of the electoral quotients for the group of the remaining municipalities.
6. Calculate the alternative electoral quotient for each municipality and ward using the following formula:

$$\text{Alternative electoral quotient} = a \times b / c$$

where,

a = the population of the board's electoral group resident in the municipality or ward, as reported under subsection 2 (3),

b = the number calculated under paragraph 4 or 5, as the case may be, and

c = the total population of the board's electoral group resident in the group of municipalities to which the municipality or ward belongs, as reported under subsection 2 (3).

7. Combine every municipality and every ward within each group of municipalities into a number of geographic areas which does not exceed the number determined for "b" in paragraph 1. No geographic area shall include municipalities or parts of municipalities in both the designated group and the remaining group of municipalities.
8. The number of members that represent the electors in each geographic area shall be, as nearly as practicable, the sum of the electoral quotients of the municipalities and wards that form the geographic area. O. Reg. 412/00, s. 7 (1); O. Reg. 45/03, s. 5; O. Reg. 42/10, s. 6.

(2) In carrying out its duties under paragraph 7 of subsection (1), the board shall, to the extent practicable, form geographic areas for which the sum of the electoral quotients of the constituent municipalities and wards is a whole number greater than zero. O. Reg. 412/00, s. 7 (2).

8. REVOKED: O. Reg. 42/10, s. 7.

8.1 Where a board has formed a geographic area that consists of all or part of two or more municipalities, the board shall identify which of those municipalities has the largest population of the board's electoral group for the purpose of identifying the school board election clerk referred to in subsection 11 (2). O. Reg. 235/04, s. 1.

## REPORT ON DETERMINATION AND DISTRIBUTION

9. (1) On completion of the determination and distribution of members of the board, the board shall prepare a report that includes,

- (a) the results of the determination and distribution;
- (b) where a geographic area consists of all or part of two or more municipalities, the identification made under section 8.1 of the municipality with the largest population of the board's electoral group; and
- (c) a copy of the data and calculations by which the determination and distribution referred to in clause (a) were made and by which the identification referred to in clause (b) was made. O. Reg. 235/04, s. 2.

(2) The board shall send a copy of the report to,

- (a) the Minister;
- (b) the school board election clerks for all the municipalities within the area of jurisdiction of the board; and
- (c) the secretary of every other board, the area of jurisdiction of which is wholly or partially within the area of jurisdiction of the board. O. Reg. 412/00, s. 9 (2); O. Reg. 42/10, s. 8 (1).

(3) The copy of the report referred to in subsection (2) shall be sent by,

- (a) May 3, 2010, for the purposes of the 2010 regular election, if a board requests the Minister to increase its number of members under subsection 58.1 (10.0.2) of the Act; or
- (b) April 3 in the election year, in all other cases. O. Reg. 42/10, s. 8 (2).

## APPEALS ON DISTRIBUTION

10. (1) The council of a municipality within the area of jurisdiction of a board may appeal to the Ontario Municipal Board the results of the distribution under section 6 or 7. O. Reg. 412/00, s. 10 (1).

(2) An appeal under subsection (1) may only be made if the distribution made under section 6 or 7 allots to a geographic area a number of members that is different from the sum of the applicable electoral quotients for the geographic area by an amount that is greater than 0.05 times the total number of members. O. Reg. 412/00, s. 10 (2).

(3) The appeal shall be commenced by filing with the secretary of the board a notice of appeal setting out the objection to the distribution and the reasons for the objection and be accompanied by the fee prescribed under the *Ontario Municipal Board Act*. O. Reg. 412/00, s. 10 (3); O. Reg. 45/03, s. 6 (1).

(3.1) The secretary of a board who receives a notice of appeal under subsection (3) shall ensure that,

- (a) a record is compiled consisting of the notice of appeal and the reasons for the objection;
- (b) the record and the fee are forwarded to the Ontario Municipal Board within 15 days after the notice and the fee are received; and
- (c) such other information as the Ontario Municipal Board may require in respect of the appeal that is within the board's possession is forwarded to the Ontario Municipal Board. O. Reg. 45/03, s. 6 (2).

(3.2) Despite clause (3.1) (b), if the appeal is withdrawn within 15 days after the notice of appeal and the fee are filed, the board is not required to forward the materials described under clauses (3.1) (b) and (c) to the Ontario Municipal Board. O. Reg. 45/03, s. 6 (2).

(4) The appeal must be commenced not later than,

- (a) May 20, 2010, for the purposes of the 2010 regular election, if a board requests the Minister to increase its number of members under subsection 58.1 (10.0.2) of the Act; or
- (b) April 21 in the election year, in all other cases. O. Reg. 42/10, s. 9 (1).

(5) If no appeal is commenced, the board shall be deemed to be properly constituted despite any defect in the distribution. O. Reg. 412/00, s. 10 (5).

(6) The secretary of the board shall forward any notices of appeal to the Ontario Municipal Board by,

- (a) May 25, 2010, for the purposes of the 2010 regular election, if a board requests the Minister to increase its number of members under subsection 58.1 (10.0.2) of the Act; or
- (b) April 25 in the election year, in all other cases. O. Reg. 42/10, s. 9 (2).

(7) The parties to the appeal are the municipality, the board and any other person added as a party by the Board. O. Reg. 412/00, s. 10 (7).

(8) The Board is not required to hold a hearing on the appeal. O. Reg. 412/00, s. 10 (8).

(9) The Board may,

- (a) dismiss the appeal; or
- (b) allow the appeal, in whole or in part, and make an order varying the distribution. O. Reg. 412/00, s. 10 (9).
- (10) The Board shall determine the appeal not later than June 10 in the election year. O. Reg. 412/00, s. 10 (10).

#### CONDUCT OF ELECTIONS

11. (1) This section applies to regular elections and by-elections of members of a board from a geographic area formed for a board under section 6 or 7, if the geographic area is composed of all or part of two or more municipalities. O. Reg. 45/03, s. 7.

(2) Subject to subsection (5), the person responsible for conducting the election of members of the board from the geographic area is the school board election clerk of the municipality wholly or partly within the geographic area having the largest population of the board's electoral group. O. Reg. 45/03, s. 7.

(3) Nominations shall be filed with the school board election clerk referred to in subsection (2), who shall send the names of the candidates by registered mail within 48 hours after the closing of nominations to the school board election clerk of each municipality that is wholly or partly within the geographic area. O. Reg. 45/03, s. 7.

(4) If the distance between the residence of a person seeking nomination and the office of the school board election clerk with whom nominations must be filed is greater than 100 kilometres, the clerk shall, for the purpose of making it easier for the person or the person's agent to file the nomination, delegate such of his or her powers as may be necessary to,

- (a) the school board election clerk of the municipality in which the person seeking nomination resides, if the person resides in a municipality;
- (b) the school board election clerk of the municipality to which the unorganized territory in which the person seeking nomination resides is attached for election purposes, if the person resides in unorganized territory that is attached to a municipality for election purposes and the territory that is attached is part of the same geographic area as the municipality for election purposes;
- (c) the school board election clerk whose office is in the same geographic area and is closest to the person's residence, in any other case. O. Reg. 45/03, s. 7.

(5) The school board election clerk of each municipality wholly or partly within the geographic area is the person responsible for conducting the election of members of the board in the municipality and shall promptly report the vote recorded to the clerk referred to in subsection (2) who shall prepare the final summary, announce the result of the vote and forward the result to the secretary of the board and to the Minister. O. Reg. 45/03, s. 7.

**PART II** (ss. 12., 13.) REVOKED: O. Reg. 42/10, s. 10.

**14.-26.** REVOKED: O. Reg. 45/03, s. 8.

**PART III** (ss. 27.-29.) REVOKED: O. Reg. 45/03, s. 8.

TABLE 1  
BOARD AREAS

Item	Name of Board	Area (km <sup>2</sup> )
1.	District School Board Ontario North East	24,922
2.	Algoma District School Board	9,623
3.	Rainbow District School Board	14,757
4.	Near North District School Board	17,020
5.	Keewatin-Patricia District School Board	7,245
6.	Rainy River District School Board	10,552
7.	Lakehead District School Board	5,274
8.	Superior-Greenstone District School Board	18,959
9.	Bluewater District School Board	8,686
10.	Avon Maitland District School Board	5,639
11.	Greater Essex County District School Board	1,872
12.	Lambton Kent District School Board	5,505
13.	Thames Valley District School Board	7,278
14.	Toronto District School Board	634
15.	Durham District School Board	1,963
16.	Kawartha Pine Ridge District School Board	6,998
17.	Trillium Lakelands District School Board	12,133
18.	York Region District School Board	1,774
19.	Simcoe County District School Board	4,901
20.	Upper Grand District School Board	4,192
21.	Peel District School Board	1,258



22.	Halton District School Board	970
23.	Hamilton-Wentworth District School Board	1,127
24.	District School Board of Niagara	1,883
25.	Grand Erie District School Board	4,067
26.	Waterloo Region District School Board	1,383
27.	Ottawa-Carleton District School Board	2,806
28.	Upper Canada District School Board	12,112
29.	Limestone District School Board	7,193
30.	Renfrew County District School Board	8,740
31.	Hastings and Prince Edward District School Board	7,200
32.	Northeastern Catholic District School Board	25,464
33.	Nipissing-Parry Sound Catholic District School Board	10,597
34.	Huron-Superior Catholic District School Board	9,815
35.	Sudbury Catholic District School Board	9,317
36.	Northwest Catholic District School Board	11,965
37.	Kenora Catholic District School Board	3,070
38.	Thunder Bay Catholic District School Board	4,936
39.	Superior North Catholic District School Board	18,716
40.	Bruce-Grey Catholic District School Board	8,686
41.	Huron Perth Catholic District School Board	5,639
42.	Windsor-Essex Catholic District School Board	1,872
43.	London District Catholic School Board	7,278
44.	St. Clair Catholic District School Board	5,505
45.	Toronto Catholic District School Board	634
46.	Peterborough Victoria Northumberland and Clarington Catholic District School Board	10,324
47.	York Catholic District School Board	1,774
48.	Dufferin-Peel Catholic District School Board	2,754
49.	Simcoe Muskoka Catholic District School Board	10,640
50.	Durham Catholic District School Board	1,963
51.	Halton Catholic District School Board	970
52.	Hamilton-Wentworth Catholic District School Board	1,127
53.	Wellington Catholic District School Board	2,696
54.	Waterloo Catholic District School Board	1,383
55.	Niagara Catholic District School Board	1,883
56.	Brant Haldimand Norfolk Catholic District School Board	4,067
57.	Catholic District School Board of Eastern Ontario	12,112
58.	Ottawa Catholic District School Board	2,806
59.	Renfrew County Catholic District School Board	7,851
60.	Algonquin and Lakeshore Catholic District School Board	16,101
61.	Conseil scolaire de district du Nord-Est de l'Ontario	46,499
62.	Conseil scolaire de district du Grand Nord de l'Ontario	65,681
63.	Conseil scolaire de district du Centre Sud-Ouest	68,014
64.	Conseil des écoles publiques de l'Est de l'Ontario	38,041
65.	Conseil scolaire de district catholique des Grandes Rivières	25,452
66.	Conseil scolaire de district catholique Franco-Nord	10,597
67.	Conseil scolaire de district catholique du Nouvel-Ontario	19,226
68.	Conseil scolaire de district catholique des Aurores boréales	38,587
69.	Conseil scolaire catholique Providence	28,980
70.	Conseil scolaire de district catholique Centre-Sud	40,407
71.	Conseil scolaire de district catholique de l'Est ontarien	5,326
72.	Conseil scolaire de district catholique du Centre-Est de l'Ontario	33,543

O. Reg. 42/10, s. 11; O. Reg. 345/13, s. 1.

TABLE 2  
NUMBER OF MEMBERS BASED ON ELECTORAL GROUP POPULATION

Item	Total Population of Electoral Group	Number of Members
1.	Less than 30,000 persons	5
2.	30,000 to 44,999 persons	6
3.	45,000 to 59,999 persons	7
4.	60,000 to 99,999 persons	8
5.	100,000 to 149,999 persons	9
6.	150,000 to 249,999 persons	10

7.	250,000 to 399,999 persons	11
8.	400,000 to 999,999 persons	12
9.	1,000,000 to 1,499,999 persons	17
10.	1,500,000 persons or more	22

O. Reg. 412/00, Table 2.

TABLE 3  
NUMBER OF ADDITIONAL MEMBERS BASED ON BOARD DENSITY

Item	Density	Number of Additional Members
1.	Less than 1.00	7
2.	1.00 or more but less than 1.25	6
3.	1.25 or more but less than 1.50	5
4.	1.50 or more but less than 2.00	4
5.	2.00 or more but less than 3.00	3
6.	3.00 or more but less than 4.00	1
7.	4.00 or more	0

O. Reg. 412/00, Table 3.

TABLE 4  
MAXIMUM NUMBER OF ADDITIONAL MEMBERS BASED ON BOARD DENSITY

Item	Board Area	Number of Additional Members
1.	Less than 8,000 square kilometres	0
2.	8,000 square kilometres or more but less than 12,000 square kilometres	1
3.	12,000 square kilometres or more but less than 25,000 square kilometres	3
4.	25,000 square kilometres or more but less than 40,000 square kilometres	6
5.	40,000 square kilometres or more	The lesser of 7 and the difference between 12 and the number of members based on electoral group population set out in Table 2 for the population of the board's electoral group.

O. Reg. 412/00, Table 4; O. Reg. 432/00, s. 3.

TABLE 5  
DISPERSAL FACTORS

Item	Name of Board	Dispersal Factor
1.	District School Board Ontario North East	18.5
2.	Algoma District School Board	15.4
3.	Rainbow District School Board	2.6
4.	Keewatin-Patricia District School Board	41.2
5.	Lakehead District School Board	7.7
6.	Superior-Greenstone District School Board	41.7
7.	Northeastern Catholic District School Board	23.1
8.	Huron-Superior Catholic District School Board	34.8
9.	Northwest Catholic District School Board	16.7
10.	Kenora Catholic District School Board	20.0

11.	Superior North Catholic District School Board	33.3
12.	Algonquin and Lakeshore Catholic District School Board	2.8
13.	Conseil scolaire de district du Nord-Est de l'Ontario	66.7
14.	Conseil scolaire de district du Grand Nord de l'Ontario	7.2
15.	Conseil scolaire de district du Centre Sud-Ouest	7.9
16.	Conseil des écoles publiques de l'Est de l'Ontario	6.3
17.	Conseil scolaire de district catholique des Grandes Rivières	23.5
18.	Conseil scolaire de district catholique du Nouvel-Ontario	16.7
19.	Conseil scolaire de district catholique des Aurores boréales	80.0
20.	Conseil scolaire catholique Providence	11.5
21.	Conseil scolaire de district catholique du Centre-Est de l'Ontario	2.0
22.	All other boards	0.0

O. Reg. 345/13, s. 2.

TABLE 6  
MINIMUM NUMBER OF MEMBERS BASED ON BOARD ENROLMENT

Item	Day School Average Daily Enrolment	Minimum Number of Members
1.	10,000 to 13,999 pupils	6
2.	14,000 to 21,499 pupils	7
3.	21,500 to 29,999 pupils	8
4.	30,000 to 44,999 pupils	9
5.	45,000 to 84,999 pupils	10
6.	85,000 or more pupils	11

O. Reg. 412/00, Table 6.

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Back to top

## RATEPAYER DISTRIBUTION BY MUNICIPALITY (in advance of the October 2018 election)

### POPULATION ELECTORAL GROUP (PEG) - RATEPAYER POPULATION

Municipality	2014	2016		FOMULA	2018	2022	2024	
	Population Electoral Group (PEG) Report	Population Electoral Group (PEG) Report	Two (2) Year Population Increase		Two (2) Year Population Increase (%)	Projected Population Electoral Group	Projected Population Electoral Group	Projected Population Electoral Group
Halton Hills	13,472	13,753	281	2.09%	A	13,896	14,327	14,900
Milton	19,621	21,133	1,512	7.71%	A	21,947	24,390	27,647
Burlington	35,077	35,090	13	0.04%	A	35,097	35,116	35,142
Oakville	46,550	45,212	- 1,338	-2.87%	A	44,562	42,613	40,014
<b>TOTAL</b>	<b>114,720</b>	<b>115,188</b>	<b>468</b>	<b>0.41%</b>	<b>C</b>	<b>115,502</b>	<b>116,446</b>	<b>117,703</b>

#### Determination of Total Number of Members

A) Population of Electoral Group 100,000 to 149,999

B) Average Daily Enrolment (ADE) School Population of 30,000 to 44,999

**9 Trustees Allocated to the HCDSB**

#### 2016 Estimated Population Electoral Group Counts

Municipality	PEG		PEG		Current	
	Representation	Trustee Count	Population	Distribution	Distribution	(+/-)
	A	B	C	A x B / C		
Halton Hills	13,753	9	115,188	1.075	1	- 0.07
Milton	21,133	9	115,188	1.651	1	- 0.65
Burlington	35,090	9	115,188	2.742	3	0.26
Oakville	45,212	9	115,188	3.533	4	0.47
<b>TOTAL</b>	<b>115,188</b>			<b>9.000</b>	<b>9</b>	

#### 2022 Estimated Population Electoral Group Counts

Municipality	PEG		PEG		Proposed	
	Representation	Trustee Count	Population	Distribution	Distribution	(+/-)
	A	B	C	A x B / C		
Halton Hills	14,327	9	116,446	1.107	1	- 0.11
Milton	24,390	9	116,446	1.885	2	0.11
Burlington	35,116	9	116,446	2.714	3	0.29
Oakville	42,613	9	116,446	3.294	3	- 0.29
<b>TOTAL</b>	<b>116,446</b>			<b>9.000</b>	<b>9</b>	

#### 2018 Estimated Population Electoral Group Counts

Municipality	PEG		PEG		Proposed	
	Representation	Trustee Count	Population	Distribution	Distribution	(+/-)
	A	B	C	A x B / C		
Halton Hills	13,896	9	115,502	1.083	1	- 0.08
Milton	21,947	9	115,502	1.710	2	0.29
Burlington	35,097	9	115,502	2.735	3	0.27
Oakville	44,562	9	115,502	3.472	3	- 0.47
<b>TOTAL</b>	<b>115,502</b>			<b>9.000</b>	<b>9</b>	

#### 2024 Estimated Population Electoral Group Counts

Municipality	PEG		PEG		Proposed	
	Representation	Trustee Count	Population	Distribution	Distribution	(+/-)
	A	B	C	A x B / C		
Halton Hills	14,900	9	117,703	1.139	1	- 0.14
Milton	27,647	9	117,703	2.114	2	- 0.11
Burlington	35,142	9	117,703	2.687	3	0.31
Oakville	40,014	9	117,703	3.060	3	- 0.06
<b>TOTAL</b>	<b>117,703</b>			<b>9.000</b>	<b>9</b>	

**PURPOSE**

The Halton Catholic District School Board is committed to fair and equitable trustee representation for each geographical region within the Board; and to provide trustees and trustee candidates with direction and guidelines for their conduct and responsibilities as candidates during school board elections.

**APPLICATION AND SCOPE**

This policy applies to all municipalities in the Region of Halton and to all trustees and trustee candidates seeking election to the Halton Catholic District School Board.

**DEFINITIONS**

In this policy, "Trustee" refers to a member of the Halton Catholic District School Board of Trustees. "Trustee Candidate" refers to an individual who is not a trustee and is seeking election to the Board of Trustees through the election process.

**REFERENCES**

Ontario Regulation 412/00

Trustee Election Guideline (Candidates Guide for Ontario Municipal and School Board By-elections 2016 – 2018)

Trustee Determination and Distribution Guide for Ontario District School Boards

**PRINCIPLES**

Consistent with the Municipal Election Act, 1996, elections are held every four years, congruent with Municipal elections, to populate the Halton Catholic District School Board with elected trustees to represent the geographical regions of Halton, as determined by the Board.

The number of elected trustees and their distribution over a board's jurisdiction are governed by the Education Act and by Ontario Regulation 412/00

The Halton Catholic District School Board strives to determine Fair and Equitable Representation of each Municipality for the Board of Trustees prior to each election.

The Halton Catholic District School Board values ethical, equitable, and accountable practices by all representatives and those who seek to become representatives of the school board.

The members of the Halton Catholic District School Board of Trustees occupy positions of public trust and confidence and as such are held to high ethical standards. They are expected to discharge their duties and responsibilities in a professional, impartial, and Catholic manner (HCDSB) Policy No.: I-36).

Members of the Halton Catholic District School Board of Trustees, and those trustee candidates who seek election to the board through the formal election process, do so in congruence with the *Ontario Catholic School Trustees Association* guidelines and in compliance with the *Municipal Elections Act, 1996; The Municipal Act, 2001; and the Education Act.*

Members of the Halton Catholic District School Board of Trustees, and those trustee candidates who seek election to the board through the formal election process, respect all federal, provincial, and municipal laws with honesty and integrity.

## REQUIREMENTS

### REPRESENTATION:

1. The jurisdiction of the board is comprised of the regional municipality of Halton, which is comprised of four (4) local municipalities (Burlington, Oakville, Milton, and Halton Hills), Representation for each local municipality is proportional to the overall rate payer population.
2. Regional Representation will be based on the formula outlined in Ontario Regulation 412/00 for the electoral quotient  $(a \times b / c)$  where:
  - a = the population of the board's electoral group resident in the municipality or ward, as reported under subsection 2 (3)
  - b = the total number of members determined for the board under section 2.1
  - c = the total population of the board's electoral group, as reported under subsection 2 (3)
3. As per subsection 4. (4) 4 of Ontario Regulation 412/00, representation should not deviate unduly from the principle of representation by population
4. Representation will be determined and communicated by the end of March 31 of the election year.

### ELECTION GUIDELINES:

1. A candidate for school board trustee must be eligible to be nominated as a candidate for election under the *Municipal Elections Act, 1996*, and meet all criteria as outlined by the Halton Catholic District School Board.
2. School Board Trustees and Trustee Candidates will conduct ethical and transparent financial practices throughout the campaign, keep accurate financial records, and be prepared to file a financial disclosure form to the board upon completion of the campaign.
3. School Board Trustees and Trustee Candidates will respect the campaign spending limit as outlined in the *Municipal Elections Act* and determined by the board as outlined in the *Municipal Elections Act*.

- 4. School Board Trustees and Trustee Candidates will adhere to the campaign timelines and deadlines as outlined in the Municipal Elections Act, the Ontario Catholic School Trustees Association guidelines, and the procedures of the Halton Catholic District School Board.
- 5. School Board Trustees and Trustee Candidates will respect the neutrality of individual schools within the board and refrain from any form of campaigning on school grounds, through school resources, or school communication tools.

APPROVED: Regular Meeting of the Board

~~DISTRIBUTION: Board Members, Administration, Principals & Staff~~

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

**DISCUSSION REPORT**

**ITEM 4.2**

**POLICY I-44 STRATEGIC PLANNING PROCESS**

**PURPOSE:**

To provide an opportunity for discussion on the newly proposed draft *Policy I-44 Strategic Planning Process*

**COMMENTARY:**

At the May 16, 2017 Regular Board meeting, the following motion was unanimously carried.

*BE IT RESOLVED THAT, the Halton Catholic District School Board develop and approve a Strategic Planning policy by November 30, 2017.*

Senior staff, through the leadership of Superintendent R. Negoj have created a draft policy that outlines the process to follow to develop a four (4) year strategic plan for the Halton Catholic District School Board.

The following resources were used to assist in developing the proposed policy:

- Education Act, Section 169.1 – Board responsibility for student achievement and effective stewardship of resources
- Bill 177, Student Achievement and School Board Governance Act
- Ministry of Education – The Strategic Planner’s Guidebook, A Resource for Ontario School Board, January 2012
- Ministry of Education – Multi-Year Strategic Planning – A Guide for School Board Trustees, DRAFT January 2017

The proposed Strategic Planning process is separated into four (4) stages, where approval of resolutions will be required throughout the various stages.

The proposed policy is being presented as a discussion item for trustees to provide feedback for revisions, additions and/or deletions to the policy.

The matter is now placed before the Policy Committee for further review and deliberation.

**REPORT PREPARED BY**

T. OVERHOLT  
SUPERINTENDENT OF EDUCATION, SCHOOL SERVICES

**SUBMITTED BY:**

P. DAWSON  
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD



**PURPOSE**

To establish a framework and process for the development, implementation and review of the Board’s multi-year strategic plan.

**APPLICATION AND SCOPE**

This policy applies to Halton Catholic District School Board’s Trustees, staff, community partners and any other stakeholders involved in the development, implementation and review of the Board’s multi-year strategic plan. The Board approved multi-year strategic plan forms the guiding principles for all staff, trustees, community partners and relevant stakeholders.

**REFERENCES**

Education Act, Section 169.1 – Board responsibility for student achievement and effective stewardship of resources

Bill 177, Student Achievement and School Board Governance Act

Ministry of Education – The Strategic Planner’s Guidebook, A Resource for Ontario School Board, January 2012

Ministry of Education – Multi-Year Strategic Planning – A Guide for School Board Trustees, **DRAFT** January 2017

**DEFINITIONS**

**Activities** are actions taken to achieve goals.

**Inputs** are the resources used to implement activities.

**Mission statement** is a concise description of the organization’s purpose.

**Outcome statements** are specific descriptions of desired impact/results of implementing a strategic goal. Outcome statements outline what success looks like, allowing for measurable progress on the implementation of strategic goals.

**Outputs** are the results of undertaken activities.

**Strategic goal** is what the organization will achieve over the course of the strategic plan. A strategic goal is achieved through activities and/or initiatives the organization implements in order to realize its vision.

**Strategic plans** are high-level statements of where the organization wants to be in a certain timeframe, and what it will achieve to realize that vision. The Board’s multi-year strategic plan is a statement of intent to act upon each of the strategic goals identified within it.

**Strategic planning** refers to the process of making fundamental decisions and actions that shape and guide what an organization is, what it does, and why it does it.

**Strategic priority** is an overarching, high-level priority that an organization establishes in order to realize its vision. A strategic priority provides the framework for organizing, defining and communicating strategic goals.

**Values statement** outlines the organization’s core beliefs that frame how employees and students operate, and how decisions are made.

**Vision statement** is a vivid and engaging description of the organization’s idealized future state.

**PRINCIPLES**

- The Halton Catholic District School Board is committed to being a model learning community, providing exceptional Catholic education by meeting the learning needs of all students so that they may realize their God-given potential.
- The Board of Trustees are charged with governance of the organization, setting long-term strategic priorities and goals that are supported by available resources, and monitoring the implementation of the strategic plan.
- The Halton Catholic District School Board is committed to promoting student achievement and well-being; ensuring effective stewardship of the board’s resources; and delivering effective and appropriate education programs to its pupils.
- Effective organizations are based on aligned processes so that sustained performance and improvement occurs. The Halton Catholic District School Board acknowledges the importance of connecting all areas of the organization including mission, vision and value statements, priorities, strategies, goals and plans.
- The Board’s multi-year strategic plan reflects evidence-based decision making and is supported by data. Progress against goals and targets are monitored by the Board.
- The Halton Catholic District School Board values relationships and partnerships and is committed to encouraging and supporting two-way communication for the purposes of stakeholder consultation, feedback and providing necessary information in the development and progress of the Board’s multi-year strategic plan
- Ongoing results-based accountability and evidence-informed decision-making are the standard approaches to planning and improvement efforts. Strategies/initiatives are adjusted in response to evidence.

**REQUIREMENTS**

**General Requirements**

The Board's multi-year strategic plan is aligned to the mission, vision and values of the Board.

The Board's multi-year strategic plan is aligned to Board and School Improvement Plans, annual operating plan and maintaining a focus on performance, effectiveness and sustainability.

The budget process is aligned with the Board's multi-year strategic plan, and strategic priorities and goals are supported by sufficient resources.

The Board of Trustees are responsible to approve the multi-year strategic plan for the Board.

The Board's multi-year strategic plan covers a period of four (4) years, and is annually validated by the Trustees through Board resolution.

The Director of Education is responsible for the implementation of the multi-year strategic plan and the development of annual operating plans that support its implementation.

**Phase I – Getting Organized**

Trustees start the strategic planning process in January of the second year in office, through Board resolution.

Trustees review, validate and update the Board's existing mission, vision and values, through Board resolution.

A Strategic Planning Steering Committee is formed to guide the process, composed of the Board of Trustees, the Director of Education and select Senior Staff. Roles and responsibilities are established at the start of the process.

The Strategic Planning Steering Committee determines the timelines for developing the multi-year strategic plan and assesses if a subject matter expert is beneficial for parts of the strategic planning process, and make recommendations to the Board of Trustees for approval. Trustees approve, through Board resolution the recommendation to use a subject matter expert.

**Phase II – Gathering Information**

The Strategic Planning Steering Committee prioritizes data to be collected from the Board's internal and external environment scans, including identity based data and student level data. The Committee analyzes the data to study emerging themes that will suggest the direction of the Board.

Stakeholder groups are identified and the consultation process to use for gathering data from both the internal and external operating environments is determined. Trustees approve the consultation process through Board resolution.

A communication plan is developed, to keep all stakeholders informed of the process. The Board of Trustees approves the communication plan, through Board resolution.

***Phase III – Developing the Multi-Year Strategic Plan***

The Strategic Planning Steering Committee establishes strategic priorities and strategic goals. The Director of Education, in collaboration with the Strategic Planning Steering Committee, creates an evaluation framework to set realistic and measurable targets and outcomes, and identifies champions responsible for each goal.

The Strategic Planning Steering Committee presents the draft strategic plan, including strategic priorities and strategic goals to the Board of Trustees for approval. Trustees approve, through Board resolution, the strategic plan, including strategic priorities and strategic goals.

An effective communication strategy is developed, to promote the multi-year strategic plan and to publicly report on the achievements. The approved multi-year strategic plan is communicated to all stakeholders.

***Phase IV – Implementing and Monitoring the Multi-Year Strategic Plan***

The Director of Education provides the Board of Trustees with annual updates on the progress towards the goals identified in the Board’s multi-year strategic plan, through an annual report card and the Director’s Annual Report

Refer to Appendix A for the multi-year strategic planning framework.

**APPROVED:** Regular Meeting of the Board

**AUTHORIZED BY:** \_\_\_\_\_  
Chair of the Board

**PURPOSE**

To outline the procedure of the Halton Catholic District School Board’s (“Board”) with regard to the selection and/or retention of the Board’s banker, investing and borrowing.

**SCOPE AND OBJECTIVE**

This administrative procedure is intended for all Halton Catholic District School Board employees and trustees having financial stewardship responsibilities. Banking, investment and borrowing procedures are in line with the principles established in *Policy I-10 Banking* and include, but are not limited to providing financial stewardship of the Board’s financial resources and ensuring they are used for the purpose intended.

**REFERENCES**

- Education Act, Ontario Regulation 41/10
- Bank Act (Canada)
- Loan and Trust Corporations Act
- Credit Unions and Caisses Populaires Act
- [Policy I-10 Banking, Investment and Borrowing](#)

**REQUIREMENTS**

**1. Selection/Retention of Banker**

The Board may consider, as Banker of Record:

- Any bank to which the Bank Act (Canada) applies.
- Any trust company to which the Loan and Trust Corporations Act applies.
- Any credit union to which the Credit Unions and Caisses Populaires Act applies.

Appointment or reappointment of Board banker shall be considered at least once every five years. Such appointment or reappointment of the Board Banker of Record shall be provided as information to the Board of Trustees. Review of the Board’s Banker of Record shall occur annually.

**2. Investing**

The Board may invests funds that are temporarily surplus to its day-to-day operation, are held in reserve (accumulated surplus) or are deferred revenue. The board shall abide by the Education Act, Ontario Regulation 41/10, as amended from time to time.

The Treasurer of the Board, with approval of the Director of Education, shall:

- Determine the amount of surplus funds available to be invested and the length of time for which surplus funds are available for investment.
- Ensure compliance with the investment policy and goals.
- Ensure that all business related to financial investment is undertaken with the highest degree of ethical standards, and in a manner that maintains the integrity and good reputation of the Board.
- In accordance with Ontario Regulation 41/10, s. 14 (1), provide a summary of the investment activity as a component of the Treasurer’s Annual Financial Report to the Audit Committee and to the Board.

**3. Signing Authorities**

Signing authorities for Halton Catholic District School Board’s operating, capital and US banks are as follows:

- Cheques over \$100,000 must be signed by one of two signatures (Chair of the Board; or Vice-Chair of the Board) and one of three signatures (Secretary of the Board, Treasurer of the Board; or Senior Administrator, Financial Services).
- Cheques under \$100,000 must be signed by the Secretary of the Board and one of four signatures (Treasurer of the Board; Senior Administrator, Financial Services; Chair of the Board; or Vice Chair of the Board).
- The Board’s payroll cheques require two of three signatures (Secretary of the Board; Treasurer of the Board; Senior Administrator, Financial Services)

**4. Borrowing**

- The Halton Catholic District School Board may borrow money from time to time in accordance with the Board’s By-laws and provisions of the Education Act to meet current expenditures or for temporary financing of capital projects.
- The Treasurer may make use of a fiscal agent for the purposes of placing a debenture issue, with prior approval of the Board, and then an appropriate debenture by-law will be presented to the Board for approval.

**Approved:** Regular Meeting of the Administrative Council

**Authorized By:** \_\_\_\_\_

*Director of Education and Secretary of the Board*

**PURPOSE**

To provide direction to all board employees regarding meal related expenses at events and meetings within the Halton Catholic District School Board (HCDSB).

**SCOPE AND OBJECTIVE**

This Administrative Procedure applies to all employees, trustees and any consultant or contractor engaged by the HCDSB attending an event, meeting, conference or similar session within the HCDSB.

**REFERENCES**

This Administrative Procedure is in accordance with:

- Education Act and Regulations
- Broader Public Sector (BPS) Expenses Directive
- Broader Public Sector Perquisites Directive
- Ontario Public Sector (OPS) Travel, Meal and Hospitality Expenses Directive
- [Policy I-34\(A\) Reimbursement of Board Business Expenses for Employees](#)
- [Policy I-34\(B\) Reimbursement of Board Business Expenses for Trustees and External Members of Board Committees](#)
- [Policy III-13 Corporate Purchasing Card Distribution and Usage](#)
- [Administrative Procedure VI-86 Corporate Purchasing Card Distribution and Usage](#)

**DEFINITIONS**

**Board Sanctioned Events:** Refer to meetings, seminars, workshops, conferences, professional development events and other in-service educational meetings.

**Hospitality:** The provision of food, beverage, accommodation, transportation and other amenities paid out of public funds to people who are not engaged in work for:

- a) BPS organizations covered by the Directive; or
- b) any Ontario government ministries or agencies covered by the OPS Travel, Meal and Hospitality Expenses Directive.

**REQUIREMENTS**

- Employees, trustees, and other individuals named in this Administrative Procedure attending meetings, events or conferences, that are not hosted by the HCDSB shall refer to *Operating Policy I-34(A) Reimbursement of Board Business Expenses for Employees* or *Policy I-34(B) Reimbursement of Board Business Expenses for Trustees and External Members of Board Committees* with regard to reimbursement of expenses incurred while discharging Board-recognized duties and responsibilities.
- Hospitality may never be offered solely for the benefit of any employee, Trustee or any other individuals named in this Administrative Procedure. Examples would be office social events, retirement parties and holiday lunches.
- Meals may be provided for individuals named in this Administrative Procedure attending Board sanctioned events that are hosted by the HCDSB.
- The following rates (including taxes and gratuity) shall be used as a guideline when providing hospitality and meals at Board sanctioned events:
 

Breakfast	\$10.00
Lunch	\$12.50
Dinner	\$22.00
- For the purpose of this Administrative Procedure, managerial discretion is given to those authorized with the preparation and planning for meetings and events in determining amount guidelines and length of meeting. When exercising managerial discretion, the following shall be considered:
  - Start time and end time of meeting.
  - Location of meeting, in relation to those attending.
  - Good judgment and knowledge of situation.
- **Alcohol is not permitted in any circumstances as part of approved hospitality and meal expenses.**

**Approved:** Regular Meeting of the Administrative Council

**Authorized By:** \_\_\_\_\_  
*Director of Education and Secretary of the Board*



**PURPOSE**

To provide direction to all board employees regarding the application of the terms and conditions under which an expense incurred by an employee, in the course of discharging Board-recognized duties and responsibilities in accordance with the Education Act and its amendments, will be approved by the Board.

**SCOPE AND OBJECTIVE**

This Administrative Procedure applies only to approved expenses incurred by an employee, when performing Board recognized duties and responsibilities.

**REFERENCES**

- Education Act and Regulations
- Broader Public Sector (BPS) Expenses Directive
- Broader Public Sector Perquisites Directive
- [Policy I-34 \(A\) Reimbursement of Board Business Expenses for Employees](#)
- [Policy I-42 Out of Province Travel](#)
- [Policy III-13 Corporate Purchasing Card Distribution and Usage](#)
- [Administrative Procedure VI-73 Meal and Hospitality Expenses at Board Sanctioned Events](#)
- [Administrative Procedure VI-86 Corporate Purchasing Card Distribution and Usage](#)

**DEFINITIONS**

**Board Sanctioned Events:** Refer to meetings, seminars, workshops, conferences, professional development events and other in-service educational meetings.

**Eligible Expenses:** The Board will reimburse employees for travel, meals, accommodations and other business eligible expenses incurred while on Board business.

**Employment location:** For the purposes of this procedure, employment location refers to both a Board location and a non-Board location within the Region of Halton, where an employee is required to travel to, in discharging his/her duties.

**REQUIREMENTS**

Designated employees, who are issued a Board Purchasing Card (P-card) in accordance with the Board's Corporate Purchasing Card Distribution and Usage Policy and Administrative Procedures, should use it to pay for approved expenses whenever possible.

All expense claims, both those using a Board Purchasing card (P-card) and those submitted for reimbursement, must have signed approval of the employee's immediate supervisor. The Chair of the Board must approve the Director of Education's expense claims. The Superintendent of Business Services must approve the Chair of the Board's expense claims.

Submission of Board-related expenses require the following information, handwritten by the purchaser on the back of the original itemized receipt or detailed on the P-card reconciliation sheet:

- a) Event name/Expenditure
- b) Names/Roles of participants
- c) Reason for expense

Reimbursement for expenses where receipts are not provided by the vendor or are lost, require the employee to submit in writing the event name, expense, names of participants, reason for the expense and include the signature of the appropriate Supervisory Officer, Director of Education, Chair of the Board or Superintendent of Business Services.

All expense claims must be submitted and approved within 30 days of the end of the fiscal year in which the expenses were incurred and shall be paid promptly.

All expense claims are subject to audit by the Board.

All expenses not approved or not deemed as Board-related business by the Principal or designate, Superintendent, Director of Education, Chair of the Board or under the provisions in accordance with the Education Act, and its amendments, will not be eligible for reimbursement.

The following expense items, where appropriate, are those for which claims may be submitted to the Board as approved expenses while on Board business.

**1. Mileage expenses**

- The rate per kilometer paid, to be reviewed annually, is established by the Board based on the Canada Revenue Agency deemed reasonable rate, taking into consideration the following assumptions and conditions:
  - a. That the rate and/or amount paid is calculated to cover all operating expenses of the vehicle, including depreciation, insurance, interest, license, fuel, oil, tires and maintenance.
  - b. That the rate paid or to be paid relieves the Board of any further responsibility for costs or expenses resulting from accidents, fines, or other extraordinary costs incurred while the vehicle is being operated on Board business.
- Mileage expenses will be reimbursed to all Board employees, as applicable, when expenses are incurred as a result of attendance at an activity where mileage is incurred in discharging their responsibilities.

**REIMBURSEMENT OF BOARD BUSINESS EXPENSES FOR EMPLOYEES**

Administrative Procedure No.:

VI-90

Date:

May 29, 2017

Amended:

- **Home to Employment/Employment to Home of Staff:** Mileage incurred from/to home to/from the first and last Board location or non-Board location within the Region of Halton, shall be considered as part of the required normal duties and will not be reimbursed.
- When travelling to a non-Board location outside of the Region of Halton, the shorter distance between employee's home and non-Board location or Board-assigned location to non-Board location will be the eligible distance for mileage reimbursement.
- Where specific language in any collective bargaining agreement is in conflict with this mileage allowance, the collective bargaining agreement shall supersede this procedure.
- **Day Time Meetings:** Recognized mileage will include that mileage incurred by staff members to attend meetings during the working day called by or authorized by Board Administration staff.
- **Special Assignments:** Recognized mileage will include that mileage incurred by staff members, where the Board, through the Director of Education, requires the employees to use an automobile or other vehicle for a specified purpose.
- **After Hours Meetings for Employees:** When an employee's attendance is required at "after hours" meetings that occur at the same location that the employee is assigned to during the day, the immediate supervisor shall approve a reasonable meal expense or mileage reimbursement, but not both. Any application for a reasonable meal expense or mileage reimbursement pertaining to "after hours" meetings must be authorized by the employee's immediate supervisor, prior to the meeting. If however, the "after hours" meeting takes place at a secondary location, both a reasonable meal expense and mileage from assigned location of the day to the meeting location can be claimed. Examples of "after hours" meetings where an employee's attendance is required include:
  - i. Catholic School Council meetings
  - ii. Curriculum Nights
  - iii. Sacramental Preparations meetings
  - iv. Board meetings
  - v. Other "after hour" Board related events as pre-approved by the appropriate supervisor.
- **Toll Fees:** Where necessary and approved by the appropriate Supervisory Officer or the Chair of the Board, toll fees may be claimed.

**2. Other Travel Within and Outside the Province/Country**

Transportation is provided on rail and/or economy flight with transportation service to and from the airport/train station. If a private vehicle is authorized and used, mileage is paid to the driver in accordance with Board policy rates. Every effort shall be made by participants to share transportation.

**3. Accommodations**

Whenever possible, all hotel reservations will be made four (4) weeks in advance, and hotel accommodation costs will be charged to the Board's P-card or reimbursed to the individual. Where appropriate, hotel reservations will be confirmed to attendees employing a confirmation number, which will be provided to the attendee prior to the function.

It is also required, if available, that a standard room is the set option for accommodation.

**4. Professional Development/Conference Fees**

Before considering reimbursement, note that financial support may also be available through an employee’s local federation or group.

All employees shall secure the necessary approval where appropriate, from the Principal or designate or immediate supervisor, Superintendent, Director of Education or Chair of the Board, as appropriate, to attend any function for which reimbursement of expenses is sought from the Board.

Whenever feasible, registration fees will be prepaid by the Board.

The approving supervisor will maintain a list of attendees and provide same to all participants in order to assist in facilitating shared travel and/or hotel accommodations.

**5. Parking**

Parking costs for Board related business will be eligible when supported with receipts or an explanation in the case of metered parking.

**6. Meals**

Meals will be reimbursed at actual cost up to a maximum of \$75.00 per day including taxes and gratuities. Extenuating circumstances will be considered on an individual basis and require approval of the Director of Education (or designate), or Chair of the Board.

**7. Telephone Calls**

Telephone calls for Board related business are eligible expenses.

**8. Alcohol**

Alcohol is not an eligible employee expense unless it is included in the cost of the conference or event by the organizer/sponsor.

**9. Other Expenses**

Other expenses when accompanied by an explanatory note are eligible employee expenses when approved by the Director of Education or Chair of the Board, as appropriate.

**10. Review of Expenses**

Business Services conducts periodic reviews of employee reimbursements and supporting documentation, including expenses incurred on P-Cards, submitted through a cheque requisition or entered into the mileage system. In completing such reviews, additional information may be requested regarding the expense incurred.

**Approved:** Regular Meeting of the Administrative Council

**Authorized By:** \_\_\_\_\_

*Director of Education and Secretary of the Board*

**PURPOSE**

To describe the actions expected of all Board staff pertaining to the protection of children as defined under the Child and Family Services Act (1999) and to the protection of students under age 16. Specifically, in cases where reasonable suspicion exists that a child may be at risk, or is otherwise in need of protection, these actions will cause staff and volunteers to be in compliance with the Child and Family Services Act and Policy II-20 of the Halton Catholic District School Board, the Ontario College of Teachers Act (1996), and the Student Protection Act (2002) and Canadian criminal law.

**SCOPE AND OBJECTIVE**

This procedure applies to all staff and volunteers of the Halton Catholic District School Board in respect of all students of the Board. Specific actions are described for those in specific positions of responsibility as appropriate.

**REQUIREMENTS**

- 1.0 Where, in the course of employment, or volunteer activities with the Board, one believes (based on facts, circumstances or disclosure) there are reasonable grounds to suspect that a child **or youth under the age of 16** is, or may be in need of protection, the steps in this procedure must be followed immediately.
  - 1.1 Staff members are not expected to assess the severity of the abuse or of the extent of alleged suspected child abuse or neglect of any student.
  - 1.2 When a report has been made to the Halton Children’s Aid Society, or to the Halton Regional Police Service, all Board employees/volunteers are required to cooperate fully with the Halton Children’s Aid Society team and/or investigating police.
  - 1.3 When the Halton Children’s Aid Society personnel or Halton Regional Police arrive at the school as part of the investigative process, school office staff are required to request identification proving employment by the Halton Children’s Aid Society or for the purpose of acquiring the badge number of the police officer.
  - 1.4 The Principal, designate, teacher, support staff, shall be available to support the child(ren) through the process, if the child(ren) so wish.
  - 1.5 The Child and Family Services Act and Canadian Criminal Statutes takes precedence over existing legislation and school board policies which may prohibit interactions between the child and Police or other professionals without prior parental consent.
  - 1.6 Initial contact with the parent/guardian is the responsibility of the Halton Children’s Aid Society team and/or the Halton Regional Police Service.
  - 1.7 In cases where a Halton Children’s Aid Society worker or a Police Officer intends to remove the child temporarily from the school, the Principal is required to allow the child to leave with that official. Parents shall only be informed on the direction of the Halton Children’s Aid Society/Police.

## 2.0 Reporting Procedure for Students Under 16 Years of Age

- 2.1 Where an employee or volunteer suspects on reasonable grounds that a child or youth is or may be in need of protection, that employee or volunteer shall immediately:
- advise the Principal or designate;
  - with the support of the Principal/Designate, will immediately contact the Halton Children's Aid Society (Burlington – 905-333-4441) to **report** the facts and circumstances upon which is based the reasonable suspicion that the child is has, is, or will be in need of protection
  - Advising the Principal or designate does not absolve a person of the legal obligation to personally report to the Halton Children's Aid Society. No other person is to report on your behalf.
  - Advising the Halton Children's Aid Society does not absolve a person of the policy obligation to notify the principal or designate and report to the Halton Children's Aid Society.
- 2.2 Staff will furnish by phone or e-mail any and all information required by the Children's Aid Society including the identification of the child(ren) at-risk and any siblings, if known.
- 2.3 In order to minimize interference with any Halton Children's Aid Society investigation and in order to ensure that the rights of all are protected, under no circumstances will the "alleged abuser" be contacted or confronted about the incident. The Halton Children's Aid Society, in the best interests of the child, will provide instructions regarding the care of the child until the Halton Children's Aid Society responds.
- 2.4.1 The principal/designate signs the report to the Halton Children's Aid Society and will promptly notify the Superintendent or Assistant Superintendent by phone, fax or e-mail that a report has been made to the Halton Children's Aid Society.
- 2.4.2 The principal will furnish information regarding the report and the reporting process as required by the Superintendent or Assistant Superintendent.
- 2.5 The Superintendent or Assistant Superintendent will promptly inform the Director of Education of any report to the Halton Children's Aid Society which may implicate a Board employee or volunteer.

## 3.0 Reporting Procedure for Students Over 16 Years of Age to Halton Regional Police

- 3.1 Where an employee or volunteer suspects on reasonable grounds that a student is the victim of assault, sexual assault or misconduct or of an offence under Canadian Criminal Statutes, the employee or volunteer will immediately inform the principal of the school and furnish the principal with all relevant information.
- 3.2 The principal or designate will not interview the suspected student victim without the express consent of the Police/Children's Aid Society. However, without discussing the alleged victimization, the principal will inform the student of the intention to call the Halton Regional Police Service.
- 3.3.1 Having received a report as in 3.1, the principal will contact the secondary school Police community liaison officer or the desk sergeant on duty for consultation on how to proceed or
- 3.3.2 Having a report as in 3.1, the principal and appropriate selected staff will support the student in reporting the incident(s) to the Halton Regional Police, if the student so wishes.
- 3.4 The principal of the school where a student is making a report to Police regarding their victimization will promptly notify the Superintendent or Assistant Superintendent and the Board Chief Social Worker by phone, fax or e-mail that a report has been made to the Halton Regional Police.

3.5 The Superintendent or Assistant Superintendent will promptly inform the Director of Education of any report to the Police which may implicate a Board employee or volunteer.

**4.0 Intervention**

4.1 The principal will remove, from contact with students, any staff member or volunteer on whom a Police/Halton Children’s Aid Society investigation is being conducted into a complaint of inappropriate conduct involving a student (s).

4.2 The principal will make it possible for the employee who has been reported to the Children’s Aid Society or Police to contact their union president.

4.3 Human Resources Services administration will contact an employee reported to the Children’s Aid Society or Police and removed from contact with students for the purpose of assigning the employee to alternate work.

**5.0 Documentation**

5.1 To provide accurate information to the Halton Children’s Aid Society and to assist in the court process if necessary, staff/volunteers must document their knowledge of and involvement in the situation.

5.2 The employee making the report to the Halton Children’s Aid Society/ Police is required to fill out the Record of Report including all relevant information.

5.3 The completed formal written report must be given to the Principal within 48 hours of the report being made to the Halton Children’s Aid Society or Police.

5.4 The principal will send the completed Record of Report (original), in a sealed envelope, marked "confidential" to the Supervisory Officer who will then process it and forward to the Chief Social Worker for storage at the Board office.

5.5 All records relevant to reports to the Halton Children’s Aid Society or Police shall be considered confidential and released only to the appropriate Halton Children’s Aid Society or Police force or appropriate Board administrators on request.

**6.0 Removal of Student from School by CAS Worker(s)**

School staff must verify the following to ensure that they are handing over the right student:

- **Full Legal Name**
- **Address**
- **Date of Birth**
- **OEN#**
- **Parent(s)/Guardian(s) Name(s)**
- **Grade**
- **Gender**

**Approved: Regular Meeting of the Administrative Council**

**Authorized By:**

\_\_\_\_\_  
*Director of Education and Secretary of the Board*

**PURPOSE**

The Halton Catholic District School Board (HCDSB) recognizes the need for employees and contractors to access the roof. In accordance with Board Policy I-19 – Occupational Health and Safety the HCDSB is committed to providing a safe working environment for all workers/employees.

**REFERENCES**

[Policy I-19 – Occupational Health and Safety](#)

**SCOPE AND OBJECTIVE**

All staff members must be aware of the requirements around roof access. This procedure applies to all HCDSB locations, employees and contractors.

Facilities Management Services will inform all contractors and employees who may require access to the roof of this Roof Access Procedure on an annual basis. Facilities Management Services will also inform the contractors of any actual or potential hazards they may be aware of while working on the roof.

**PRINCIPLES**

The HCDSB will make every effort to ensure the health and safety of employees and contractors while working on or accessing the roof at any HCDSB facility.

**REQUIREMENTS**

**Authorized Roof Access:**

Access to the school/building roof is for authorized personnel only. Contractors and employees must have approval from Facilities Management Services before accessing the roof (HCDSB Facilities Work Order). Employees will not be granted access to the roof during inclement weather or other conditions that could affect the health or safety of any personnel including high winds, snow/ice, thunder/lightning or limited light (before dawn or after dusk).

Accessing the roof should be limited to the performance of work-related duties only.

**Roof Work:**

At no time shall an employee or contractor be exposed to a fall hazard (risk of falling greater than 3 m) without a fall protection system in place and Ministry of Labour Approved Working at Heights Training. Suitable fall protection systems include: guardrails, travel restraints and fall arrest systems.

HCDSB employees are not authorized to work within 2 meters (approx. 6 feet) from the roof edge.

HCDSB Health and Safety Worker Representatives are not authorized to inspect the roof. The HCDSB believes that the risk of serious injury to the representative outweighs any benefit.



Appropriate safety footwear must be worn at all times.

Beware of trip hazards, which may exist when accessing the roof.

**Communication:**

All contractors and Board Office employees must sign-in with the office.

Before accessing the roof, anyone working alone on the roof must establish a means of communication and regular check-in for the safety of the individual(s) working on the roof. This could be in the form of a two-way communication device, cell phone or verbal check in. In case of emergency, outside school hours Facilities Management Services will be responsible for establishing communication with the contractor working on the roof.

**Approved:** Regular Meeting of the Administrative Council

**Authorized By:**

\_\_\_\_\_  
*Director of Education and Secretary of the Board*