

POLICY COMMITTEE MEETING
REVISED AGENDA

Date: Tuesday, October 10, 2017
 Time: 7:00 pm
 Location: Catholic Education Centre - Board Room
 802 Drury Lane
 Burlington, Ontario

| | | Pages |
|-----------|--|--------------|
| 1. | Call to Order | |
| 1.1 | Opening Prayer (H. Karabela) | |
| 2. | Approvals | |
| 2.1 | Approval of Agenda | |
| 2.2 | Approval of Minutes | 1 - 4 |
| 3. | Action Items | |
| 3.1 | II-34 Participation in Programs and Courses of Study in Catholic Religious Education (A. Prkacin, T. Overholt) | 5 - 7 |
| 3.2 | V-12 Blessing and Official Opening of a New School (T. Overholt, P. Dawson) | 8 - 11 |
| 3.3 | V-13 Blessing and Rededication of a Major Addition to a School (T. Overholt, P. Dawson) | 12 - 15 |
| 4. | Discussion Items | |
| 5. | Information Items | |
| 5.1 | VI-09(A) Religious Education Course Reimbursement (T. Overholt, L. Naar) | 16 - 17 |
| 5.2 | VI-09(B) Religious Education Masters Reimbursement (T. Overholt, L. Naar) | 18 - 20 |
| 5.3 | VI-72 Election Audit Compliance Committee (T. Overholt, P. Dawson) | 21 - 25 |
| 5.4 | Upcoming Agenda Items (2017 11 28) (T. Overholt) | |
| 5.4.1 | Policy I-44 Strategic Planning Policy (R. Negoj, P. Dawson, T. Overholt) | |
| 5.4.2 | Policy II-06 Lunch Supervision (T. Overholt) | |
| 5.4.3 | RESCIND - Policy II-21 Cross Panel Sharing of Student Information (T. Overholt, C. McGillicuddy, B. Browne) | |
| 5.4.4 | Policy III-03 Teacher Performance Appraisal (T. Overholt, J. O'Hara) | |
| 5.4.5 | Policy V-05 School Accidents-Safety (T. Overholt) | |
| 5.5 | II-09 Opening and Closing Exercises (T. Overholt, J. O'Hara) | 26 - 27 |
| 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)**

Seconded by: P. Marai

THAT, the Policy Committee recommends that Policy I-19 Occupational Health and Safety be forwarded to the September 19, 2017 Regular Board Meeting for approval.

J. O'Hara noted that this policy is reviewed on an annual basis; and recommended no changes, at this time. Questions regarding data and implementation were asked and answered.

The Chair called for a vote. Recommendation **#68/17 UNANIMOUSLY CARRIED**

3.2 III-05 Employee Assault (J. O'Hara)

#69/17

Moved by: A. Quinn

Seconded by: P. Marai

THAT, the Policy Committee recommends that Policy III-5 Employee Assault be forwarded to the September 19, 2017 Regular Board Meeting for approval.

J. O'Hara noted that this policy is reviewed on an annual basis; and recommended no changes, at this time. A typographical error in the definitions section was noted and will be adjusted. Questions were asked and answered.

The Chair called for a vote. Recommendation **#69/17 UNANIMOUSLY CARRIED**

3.3 III-06 Harassment (J. O'Hara)

#70/17

Moved by: A. Iantomasi

Seconded by: J. Michael

THAT, the Policy Committee recommends that Policy III-6 Harassment be forwarded to the September 19, 2017 Regular Board Meeting for approval.

J. O'Hara noted that minor changes were made to the policy, which include clarification of harassment and sexual harassment included. Questions regarding specific examples were asked and answered.

It was suggested to reword the Purpose to include: To ensure that the environment of the Halton Catholic District School Board in which its employees work and its students learn is free from harassment related to any grounds identified in the Human Rights Code that include, but are not limited to, workplace sexual, racial, and/or ethno-cultural harassment.

The Chair called for a vote. Recommendation **P#70/17 CARRIED.**

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

3.4 III-15 Workplace Violence (J. O'Hara)

#71/17

Moved by: S. Trites

Seconded by: D. Rabenda

THAT, the Policy Committee recommends that Policy III-15 Workplace Violence be forwarded to the September 19, 2017 Regular Board Meeting for approval.

J. O'Hara noted that this policy is reviewed on an annual basis; and recommended no changes, at this time. A link will be added to the document to include Bill 168 Occupational Health and Safety Amendment Act (Violence and Harassment in the Workplace).

The Chair called for a vote. Recommendation **#71/17 UNANIMOUSLY CARRIED.**

3.5 I-38 School Board Trustee Elections Guidelines (P. Dawson)

#72/17

Moved by: D. Rabenda

Seconded by: S. Trites

THAT, the Policy Committee recommends that Policy I-38 School Board Trustee Election Guidelines be forwarded for stakeholder input and returned to the October 10, 2017 Policy Committee Meeting for further review.

P. Dawson gave a summary of the changes to the policy and the appendices in the report. Distribution of trustees may not to be included in the policy. Clarification about ratepayer numbers was given.

The Chair called for a vote. Recommendation **P#72/17 was DEFEATED.**

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

3.6 NEW- I-44 Strategic Planning Policy (R. Negoj, T. Overholt, P. Dawson)

#73/17

Moved by: A. Quinn

Seconded by: S. Trites

THAT, the Policy Committee recommends that Policy I-44 Strategic Planning Process, be forwarded to the September 19, 2017 Regular Board Meeting for approval at First Reading.

R. Negoj reviewed Policy I-44 and noted trustee input.

Clarification was given regarding inclusion of certain parties as key stakeholders. The Flow Chart will be modified following trustee feedback.

The Chair called for a vote. Recommendation **#73/17 UNANIMOUSLY CARRIED.**

4. Discussion Items

There were no Discussion Items.

5. Information Items

5.1 VI-04 Complaints Resolution Process - Workplace Harassment Violence (J. O'Hara)

5.2 VI-76 Attendance Support Program (J. O'Hara)

5.3 VI-45 Mobile Cellular Device Operating Procedure (R. Negoj)

5.4 RESCIND - VI-03 In School Procedures Section Allocations (T. Overholt)

5.5 Policy Committee Work Plan - 2016-2017 Completed (T. Overholt)

5.6 Policy Committee Work Plan - Review Year 2017-2018 (T. Overholt)

Changes to the procedures were noted and shared with Trustees.

Procedure VI-03 In School Procedures Section Allocations was rescinded as it is no longer relevant nor required.

T. Overholt presented the completed work plan for the 2016-2017 as a review; and noted the 2017 -2018 Policy Committee Work Plan.

Questions were asked and answered.

6. Miscellaneous Information

6.1 2017-2018 Policy Working Group (T. Overholt)

The Policy Working Group Chart was presented as 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 trustees were present.

**11. Motion to Adjourn/ Closing Prayer (A. Iantomasi)
#74/17**

Moved by: P. Marai

Seconded by: H. Karabela

That the meeting adjourn.

UNANIMOUSLY CARRIED

A. Iantomasi closed the meeting with prayer at 8:20 pm

ACTION REPORT

ITEM 3.1

**POLICY II-34 PARTICIPATION IN PROGRAMS AND COURSES OF STUDY IN
CATHOLIC RELIGIOUS EDUCATION**

PURPOSE:

To provide for the consideration of the Policy Committee revisions to *Policy II-34 Participation in Programs and Courses of Study in Catholic Religious Education*.

COMMENTARY:

Policy II-34 Participation in Programs and Courses of Study in Catholic Religious Education was created in June 2006 and last amended in October of 2009. The policy provides a clear purpose indicating that pupils participate in courses of study in Catholic Religious Education and other faith development activities provided by schools.

Amendments have been made to the policy with some minor wording changes, the identification of the current organization that develops the Religious Education curriculum as well as the addition of a specific aspect of section 42 of the Education Act. Clarification of the current practice of the process to follow any unresolved issues related to participation in Catholic Religious Education courses of study has been revised.

The amended Policy II-34 Participation in Programs and Courses of Study in Catholic Religious Education, is attached for review and consideration by the policy committee.

RECOMMENDATION:

Moved by:

Seconded by:

THAT, the Policy Committee recommends that *Policy II-34 Participation in Programs and Courses of Study in Catholic Religious Education, along with amendments, be forwarded to the October 17, 2107 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

PARTICIPATION IN PROGRAMS AND COURSES OF
STUDY IN CATHOLIC RELIGIOUS EDUCATION

POLICY No.: II-34
 DATE : JUNE 6, 2000
 AMENDED: MAY 3, 2011

ASSOCIATED
OPERATING POLICIES &
ADMINISTRATIVE
PROCEDURES:

PURPOSE

To foster and enhance the integrity, values, traditions and distinctiveness of Catholic Education, pupils enrolled in schools under the jurisdiction of the Halton Catholic District School Board shall participate in ~~programs and~~ courses of study in Catholic Religious Education and other faith development activities provided by the schools.

APPLICATION AND SCOPE

Pupils enrolled in elementary and secondary schools under the jurisdiction of the Halton Catholic District School Board.

PRINCIPLES

- The Religious Education ~~Program~~ Curriculum supports the mandate, values, traditions and distinctiveness of the Catholic School System.
- The Board is committed to cultivating the special characteristics of Catholic Education, the teaching of the Church and co-operating with the bishops in the exercise of their magisterial responsibility.
- ~~Religious education programs are developed and approved by the National Office of Religious Education under the direction of the Canadian Conference of Catholic Bishops, as well as, the Diocese of Hamilton. Religious Education curriculum is developed by the Institute for Catholic Education under the guidance and in the name of the Assembly of Catholic Bishops of Ontario~~
- The religious environment and climate of the Catholic School System permeates throughout the whole of school life.
- Parents enroll their children in the Catholic School System with the clear understanding that Religious Education and the many complementary elements which contribute to maturity in Faith are the central reason for the existence of Catholic schools.
- Catholic teachers are trained to teach the Religious Education ~~Program~~ Curriculum
- The Home, the Church and the School are partners in the education of children in faith and morals.
- ~~In the Catholic School System, Religious Education is a fulsome curriculum intended to be taught in its entirety. The Religious Education Curriculum is a complete program and is not offered in a manner so that parents can pick and choose only certain segments of the program~~
- Pupils enrolled in the elementary schools of the Halton Catholic District School Board shall participate in the complete Religious Education ~~Program~~ Curriculum provided in its schools.

PARTICIPATION IN PROGRAMS AND COURSES OF STUDY IN CATHOLIC RELIGIOUS EDUCATION

POLICY No.: II-34
DATE : JUNE 6, 2000
AMENDED: MAY 3, 2011

ASSOCIATED OPERATING POLICIES & ADMINISTRATIVE PROCEDURES:

- Pupils enrolled in the secondary schools of the Halton Catholic District School Board shall participate in a mandatory ~~program and~~ course of study in Religious Education in each year of their secondary school program.

- The *Education Act* ss. 42 (11) to (12) indicates that:

(11) On written application, a Roman Catholic board shall exempt a person who is qualified to be a resident pupil in respect of a secondary school operated by a public board from programs and courses of study in religious education if,

(a) the person is enrolled in a program that is not otherwise available to the person in a secondary school operated by a public board within the area of jurisdiction of the Roman Catholic board; or

(b) it is impractical by reason of distance or terrain or by reason of physical handicap, mental handicap or multi-handicap for the person to attend a secondary school operated by a public board. 1997, c. 31, s. 20.

(12) A person who is qualified to be a resident pupil in respect of a secondary school operated by a public board who attends a secondary school operated by a Roman Catholic board for a reason other than the one mentioned in clause (11) (a) or (b) is considered to have enrolled in all of the school's programs and courses of study in religious education. 1997, c. 31, s. 20.

(13) In addition to the exemptions provided for in subsection (11), no person who is qualified to be a resident pupil in respect of a secondary school operated by a public board who attends a secondary school operated by a Roman Catholic board shall be required to take part in any program or course of study in religious education on written application to the Board of,

(a) the parent or guardian of the person;

(b) in the case of a person who is 16 or 17 years old who has withdrawn from parental control, the person himself or herself;

(c) in the case of a person who is 18 years old or older, the person himself or herself.2006, c.28, s.9.

- School administrators shall direct unresolved issues related to participation in Catholic Religious Education ~~programs and~~ courses of study to their Family of Schools Superintendent. If the issue remains unresolved, the parent can be directed to the Director of Education or designate.

APPROVED: Regular Meeting of the Board

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

ACTION REPORT

ITEM 3.2

POLICY V-12 BLESSING AND OFFICIAL OPENING OF A NEW SCHOOL

PURPOSE:

To provide for the consideration of the Policy Committee revisions to *Policy V-12 Blessing and Official Opening of a New School*.

COMMENTARY:

Policy V-12 Blessing and Official Opening of a New School was last amended in October of 2009. The policy provides the rationale as to the importance and significance of celebrating these milestones, as well as a consistent process to follow.

The amendments made to the policy include minor word changes in the purpose, along with revisions made to the requirements that matches the current practices that are followed. This includes the option of a ground breaking ceremony, the clarification of guests and dignitaries, process details that the Principal is responsible for and the addition of the School Principal on the official plaque.

The amended Policy V-12 Blessing and Official Opening of a New School, is attached for review and consideration by the policy committee.

RECOMMENDATION:

Moved by:
Seconded by:
THAT, the Policy Committee recommends that *Policy V-12 Blessing and Official Opening of a New School*., be forwarded, along with amendments, to the October 17, 2017 Regular Board Meeting for approval.

REPORT PREPARED BY: T. OVERHOLT
SUPERINTENDENT OF EDUCATION, SCHOOL

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

ASSOCIATED
OPERATING POLICIES &
ADMINISTRATIVE
PROCEDURES:

PURPOSE

The Halton Catholic District School Board recognizes the importance of celebrating our Catholic faith and acknowledging the establishment and construction of a new Catholic school. To celebrate our Catholic faith through an official blessing and opening of all new schools.

APPLICATION & SCOPE

This policy applies to all newly constructed schools in the Halton Catholic District School Board.

PRINCIPLES

- Our school community exists to foster and exemplify Catholic values.
- The Catholic school is recognized as a support to and co-educator with the parent/guardian and the Cehurch in the development of each child's faith.
- The Catholic school is a community of faith and is centred on the person of Jesus Christ.

REQUIREMENTS

- A Gground Bbreaking Ceeremony will be organized at the new school site
 - Official guests and dignitaries will be invited to attend and shall include appropriate clergy, educational and political officials who have jurisdiction for the respective school area as well as students and parent representatives of the new school boundary area.
- The school Pprincipal shall establish a committee consisting of the local trustee(s), school Superintendent, principal and Chair of the Catholic School Council shall be established to organize the blessing and official opening of the school.
- The principal shall act as the Chair of the Committee and a local trustee may, at their discretion, act as Co-Chair of the Committee.
- A local trustee shall act as Master of Ceremonies for the occasion.
- The Administrator of Communications Services Board staff shall send the pPrincipal with the contact information shall send and printed sample templates of the invitations to be sent to official guests and dignitaries from members of the Board of Trustees, and shall include the appropriate clerical Clergy, and educational and political officials who have jurisdiction for the respective school area. (See Appendix "A")
- The Chair of the Board or designate, the Director of Education and the Principal principal of the school shall be invited to address the gathering. Other dignitaries may be requested to address the assembly at the discretion of the Committee.

- The Board will provide ~~framed~~ copies of the Board Mission Statement and Governing Values to be presented to the school principal.
- A plaque bearing the names of the Chair of the Board, each Trustee, the Director of Education, the Superintendent of Business Services and Treasurer of the Board, the Academic Superintendent of the School, the Superintendent of Facility Management Services, the School Principal, the Architect and the General Contractor, including the date and name of the officiating clergyman shall be commissioned for the official opening.
- Board funds up to ~~\$1,000.00~~ \$1,500.00 shall be allocated to defray the costs of the ceremony.

APPROVED: Regular Meeting of the Board

Authorized by: _____
Chair of the Board

LIST OF GUESTS

- Bishop of the Diocese
- Current Trustees ~~and spouses~~
- Local Clergy
- Staff – school and/or support services for that school
- Regional Ministry of Education official
- Local MPP
- Local MP
- Mayor
- Local and Regional Councillors
- Catholic School Council members
- Presidents of Bargaining Units
- Others as determined by the Committee

ACTION REPORT

ITEM 3.3

POLICY V-13 BLESSING AND REDEDICATION OF A MAJOR ADDITION TO A SCHOOL

PURPOSE:

To provide for the consideration of the Policy Committee revisions to *Policy V-13 Blessing and Rededication of a Major Addition to a School*.

COMMENTARY:

Policy V-13 Blessing and Rededication of a Major Addition to a School was last amended in October of 2009. The policy provides the rationale as to the importance and significance of celebrating these milestones, as well as a consistent process to follow.

The amendments made to the policy include minor word changes in the purpose, along with revisions made to the requirements that matches the current practices that are followed. This includes when the ceremony takes place, the clarification of guests and dignitaries, process details that the Principal is responsible for and the addition of the School Principal.

The amended Policy V-13 Blessing and Rededication of a Major Addition to a School, is attached for review and consideration by the policy committee.

RECOMMENDATION:

Moved by:

Seconded by:

THAT, the Policy Committee recommends that *Policy V-13 Blessing and Rededication of a Major Addition to a School*, be forwarded, along with amendments, to the October 17, 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

BLESSING AND REDEDICATION OF A MAJOR ADDITION TO A SCHOOL

POLICY No.:

V-13

DATE :

FEBRUARY 25, 1997

AMENDED:

OCTOBER 6, 2009

**ASSOCIATED
OPERATING POLICIES &
ADMINISTRATIVE
PROCEDURES:**

PURPOSE

The Halton Catholic District School Board recognizes the importance of celebrating our Catholic faith and acknowledging the construction of a major school addition ~~To celebrate our Catholic faith~~ through an official school-based blessing and rededication ceremony of any school having undergone major additions/renovations.

APPLICATION & SCOPE

This policy applies to all ~~of the Board's schools~~ schools in the ~~HCDSB~~ Halton Catholic District School Board ~~in which~~ having undergone major additions/renovations:

- increase the school size by at least 30%;
- provide some major program facility improvement such as a gym, library resource centre, Kindergarten room(s), computer lab, etc.;
- are viewed by the school's community and the Board as a very significant event for that community.

PRINCIPLES

- Our school community exists to foster and exemplify Catholic values.
- The Catholic school is recognized as a support to and co-educator with the parent/guardian and the church in the development of each child's faith.
- Additions/renovations to schools are important to the educational facility and should be recognized.

REQUIREMENTS

- The blessing and rededication ceremony shall be held as soon as possible, within the current school year, after the addition has been occupied and ~~or a renovation has been completed during the current school year.~~
- ~~The school Pprincipal shall establish a~~ A Committee ~~consisting of the local trustee(s), the school Superintendent, the Principal and the Chair of the Catholic School Council or their respective designates shall be established~~ to organize the ceremony.
- ~~The principal shall act as the Chair of the Committee and a local trustee may, at their discretion, act as Co-Chair of the Committee.~~
- ~~A~~ A local trustee of the Board shall act as Master of Ceremonies for the occasion.
- Board funds up to ~~twenty (20% \$300 of the amount of the allocation approved for the Blessing and Official Opening of a New School shall that shall~~ be allocated to defray the costs of the ceremony.
- The principal will be responsible for invitations and guest lists (See Appendix "A").

BLESSING AND REDEDICATION OF A MAJOR ADDITION TO A SCHOOL

POLICY No.:

V-13

DATE :

FEBRUARY 25, 1997

AMENDED:

OCTOBER 6, 2009

**ASSOCIATED
OPERATING POLICIES &
ADMINISTRATIVE
PROCEDURES:**

- The Chair of the Board or designate, the Director of Education or designate and the ~~Principal~~ principal of the school shall be invited to address the gathering. The Committee may invite other dignitaries to address the gathering.
- The final accounting of expenditures shall be ~~brought to the Board for information~~ submitted to Business Services.

APPROVED: Regular Meeting of the Board

Authorized by: _____
Chair of the Board

LIST OF GUESTS

- Current Trustees
- Local Clergy
- Staff – school and/or support services for that school
- Local MPP
- Local MP
- Mayor
- Local and Regional Councilors
- Catholic School Council members
- Others as determined by the Committee

ASSOCIATED Operating Policy I-34 (A) Reimbursement of Board Business Expenses for Employees**OPERATING POLICIES &****ADMINISTRATIVE****PROCEDURES::****PURPOSE**

The Halton Catholic District School Board will cover the cost of Parts I, II & III of the Religious Education In Catholic Schools courses offered at Halton Catholic District School Board.

SCOPE AND OBJECTIVE

Reimbursement is available to all probationary or permanent contracted teachers with the Halton Catholic District School Board

PRINCIPLES

The Halton Catholic District School Board recognizes that our school community exists to foster and exemplify Catholic values centred on the person of Jesus Christ.

It is understood that teaching positions and other positions involving interaction with students within the Halton Catholic District School Board, require a significant degree of knowledge and understanding of core Catholic values with teaching and the application of these using current pedagogical practices.

REQUIREMENTS

1. Applications must be completed and submitted for Parts I, II & III of the Religious Education In Catholic Schools courses.
2. Applicants must be probationary or permanent contracted teachers with the Halton Catholic District School Board.
3. Upon successful completion of the course, as determined by the Course Director, a notation will be recorded in the teacher's personnel file.

APPROVED: Regular Meeting of the Administrative Council

AUTHORIZED BY:

 Director of Education and Secretary of the Board

HALTON CATHOLIC DISTRICT SCHOOL BOARD

**APPLICATION FORM for
RELIGIOUS EDUCATION COURSE REIMBURSEMENT**

Name: _____

School: _____

Course(s) Completed: Part I
 Part II
 Part III/Specialist

Date Completed: _____

SIGNATURE OF APPLICANT

DATE

To obtain reimbursement:

Please indicated the amount of reimbursement:

Part I (up to \$500) \$ _____
Part II (up to \$600) \$ _____
Part III (up to \$600) \$ _____

Please include a copy of:

- payment receipt;
- completion certificate;
- OCT documentation indicating the course(s) being added; and
- this form.

Date

Board Approval

**RELIGIOUS EDUCATION/THEOLOGY
MASTER/DOCTORAL LEVEL(PART-TIME)
COURSE REIMBURSEMENT****ADMINISTRATIVE PROCEDURE No.:** VI-09 (B)
DATE: DECEMBER 19, 2000
AMENDED: MAY 29, 2000
AMENDED: FEBRUARY 8, 2002
AMENDED: NOVEMBER 18, 2014
AMENDED: OCTOBER 2, 2017**ASSOCIATED
OPERATING POLICIES &
ADMINISTRATIVE
PROCEDURES::****PURPOSE**

The Halton Catholic District School Board will financially support candidates who, subject to an approval process, undertake course studies at the Master/Doctoral level.

SCOPE AND OBJECTIVE

All employees undertaking course studies at a Master/Doctoral level in Religious Education/Theology.

PRINCIPLES

The Halton Catholic District School Board recognizes that our school community exists to foster and exemplify Catholic values centred on the person of Jesus Christ.

It is understood that teaching positions and other positions involving interaction with students within the Halton Catholic District School Board, require a significant degree of knowledge and understanding of core Catholic values with teaching and the application of these using current pedagogical practices.

REQUIREMENTS

1. In order to qualify for reimbursements the applicant must be enrolled in a part-time program.
2. The candidate must submit the course description and related course fees to the Director of Education or designate for approval prior to the commencement of the course.
3. Generally Religious Education-related course/studies taken at accredited Catholic Universities and Colleges will be approved.

These institutions include but are not limited to:

- a) St. Michael's College
 - b) Regis College
 - c) St. Augustine Seminary
 - d) St. Paul University
 - e) St. Jerome's University
4. Once the course is completed, a copy of the transcript (grade/mark annotations) and a copy of the payment receipt must be submitted to the Director of Education or designate.

**RELIGIOUS EDUCATION/THEOLOGY
 MASTER/DOCTORAL LEVEL(PART-TIME)
 COURSE REIMBURSEMENT**

ADMINISTRATIVE PROCEDURE No.: VI-09 (B)
DATE: DECEMBER 19, 2000
AMENDED: MAY 29, 2000
AMENDED: FEBRUARY 8, 2002
AMENDED: NOVEMBER 18, 2014
AMENDED: OCTOBER 2, 2017

**ASSOCIATED
 OPERATING POLICIES &
 ADMINISTRATIVE
 PROCEDURES::**

5. The Director of Education or designate will forward to the appropriate Board department notification and approval to process payment.
6. A maximum of two (2) courses per school year will be recognized for reimbursement purposes.
7. The Board's maximum financial support per Master/Doctoral level course up to \$500.00 is subject to an annual budget determination for this purpose.

APPROVED: Regular Meeting of the Administrative Council

AUTHORIZED BY: _____
Director of Education and Secretary of the Board

RELIGIOUS EDUCATION - THEOLOGY - MASTER - DOCTORAL LEVEL COURSES (PART-TIME STUDY)

NAME:

SCHOOL:

COURSE NAME AND NUMBER:

DESCRIPTION OF COURSE:

Director of Education and Secretary of the Board

Date

Reimbursement:

The Masters/Doctoral Level Religious Education/Theology course as listed above has been completed.
A copy of the Original Mark statement and a copy of the payment receipt is attached.

Signature of Applicant

Payroll Department:

Please reimburse the amount of \$500.00 to: _____

Approval of Director of Education and Secretary of the Board

Date

ASSOCIATED Operating Policy I38 School Board Trustee Elections Guidelines
OPERATING POLICIES &
ADMINISTRATIVE
PROCEDURES::

PURPOSE

In compliance with the Municipal Elections Act, 1996, S.O. 1996, the Halton Catholic District School Board must establish a Compliance Audit Committee to sit for the comparable length of term of office as trustees/councillors.

REFERENCES

Municipal Elections Act, 1996

SCOPE AND OBJECTIVE

Subsection 81.1(1) of the Municipal Elections Act, 1996 requires the Halton Catholic District School Board establish a Compliance Audit Committee before October 1 in the year of an election. Subsection 81.1(4) requires the secretary of the Halton Catholic District School Board to establish administrative practices and procedures for the Compliance Audit Committee.

REQUIREMENTS

1. MANDATE

The Halton Catholic District School Board's Compliance Audit Committee has full delegation of the authority as outlined in the Municipal Elections Act, 1996, to address applications requesting an audit of a candidate's election campaign finances. This authority includes, but is not limited to:

- review any written application(s) received by the secretary of the local board for which the candidate was nominated for office;
- grant or reject audit requests based on the application(s) review;
- where an audit is granted, appoint an auditor and review the resulting audit report.

Any other responsibilities not clearly identified shall be in accordance with Section 81 of the Municipal Elections Act, 1996.

2. MEMBERSHIP

The Halton Catholic District School Board's Compliance Audit Committee shall be comprised of not fewer than three, and not more than seven members, and shall not include:

- a. employees or officers of the local board;
- b. members of the local board; or,

ASSOCIATED Operating Policy I-38 School Board Trustee Elections Guidelines
OPERATING POLICIES &
ADMINISTRATIVE
PROCEDURES::

- c. any persons who are candidates in the election and/or by-election for which the committee is established.

The Compliance Audit Committee shall be comprised of members with a knowledge and understanding of municipal election campaign financing rules.

3. TERM OF OFFICE

Subsection 81.1(3) of the Municipal Elections Act, 1996, provides that the term of office of the committee is the same as the term of office of the council or local board that takes office following the next regular election, and the term of office of the members of the committee is the same as the term of the committee to which they have been appointed.

The Committee will be convened only to deal with applications (if any) from the regular election and any by-elections during this term.

4. MEETINGS

Upon receipt of an application to conduct a compliance audit, the Secretary of the Board will call the first meeting of the Audit Compliance Committee. The date and time will be determined in consultation with the members, and communicated directly to all members at least 96 hours prior to the meeting date. Subsequent meetings will be at the call of the Chair.

At its first meeting, the Committee shall appoint a Chair and Vice-Chair.

The Committee shall adhere to all timeframes established in the Municipal Elections Act, 1996 and related regulations.

Committee activity, including frequency and duration of meetings, shall be determined primarily by the number and complexity of applications for compliance audits received.

Any member of the Committee who misses three consecutive meetings, without being excused by the Committee, may be removed from the Committee.

5. NOTICE OF MEETINGS

The Committee Chair shall cause notice of the meetings, including the agenda for the meetings, to be provided to members of the Committee a minimum of three (3) business days prior to the date of each meeting. Quorum for meetings shall consist of a majority of the members of the Committee.

The accidental omission to give notice of any meeting of the Committee to its members, or the non-receipt of any notice by any member, or any error in any notice that does not affect its substance, does not invalidate any resolution passed or any proceedings taken at the meeting. Any member of the Committee may at any time waive notice of any meeting.

6. GOVERNANCE

Meetings of the Committee shall be governed by Robert's Rules of Order, Procedural By-law and Legislation.

Minutes of each meeting shall outline the general deliberations, specific actions and resulting recommendations.

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Members shall abide by the rules outlined within the Municipal Conflict of Interest Act and shall disclose the pecuniary interest to the Secretary and absent himself or herself from meetings for the duration of the discussion and voting (if any) with respect to that matter.

7. PROCEDURES

Receipt of Application

Subsection 81(1) of the Municipal Elections Act, 1996 provides that an elector who is entitled to vote in an election and believes on reasonable grounds that a candidate has contravened a provision of the Municipal Elections Act, 1996 relating to election campaign finances, may apply for a compliance audit of the candidate's election campaign finances.

Within the timelines set out at subsection 81(3) of the Municipal Elections Act, 1996, the applicant must submit a written application for a compliance audit to the Secretary of the Board for which the candidate was nominated for office, setting out the reasons for the elector's belief.

Within ten (10) days after receiving the application, the Secretary of the Board will forward the application to the Compliance Audit Committee, and provide a copy of the application to the Halton Catholic District School Board.

The Secretary of the Board shall also forward a copy of the application to the candidate. The Compliance Audit Committee shall direct the Secretary of the Board to give notice to the applicant and the candidate of the date, time and location where the Compliance Audit Committee shall consider the application. The candidate is entitled to deliver responding materials to the Compliance Audit Committee. The Compliance Audit Committee shall provide the applicant with the candidate's responding materials, if any.

The applicant and candidate are entitled to be present when the Compliance Audit Committee meets to consider the application. The applicant and the candidate may make submissions to the Compliance Audit Committee. The Compliance Audit Committee is entitled to make such inquiries of the applicant and candidate as it sees fit.

Closed Meetings:

The Committee may, upon affirmative vote of the majority of its members present at a meeting, determine to hold any consideration of the application or part thereof, in camera in exceptional circumstances where sensitive personal or financial information will be disclosed.

If the Committee elects to hold a closed session, all persons not entitled to vote (with the exception of the staff liaison, if any, and all persons excepted by the members) shall vacate the premises where the meeting is taking place.

The members of the Audit Compliance Committee are entitled to meet privately to discuss and consider the evidence and arguments in coming to their decision.

Consideration of the Application

Within 30 days after receiving the application, the committee shall consider the application, and decide if it should be granted or rejected. The Compliance Audit Committee shall give written reasons for its

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decision.

Written notification from the Compliance Audit Committee about its decision will be sent to the Secretary of the Board. The Secretary of the Board will then provide written notice of the Committee's decision to:

- a. the candidate;
- b. the applicant; and
- c. the Board.

Appointment of an Auditor

If the committee decides to grant the application, it shall appoint an auditor, licensed under the Public Accounting Act, 2004, to conduct a compliance audit of the candidate's election campaign finances.

Auditor's Report

As set out in the Municipal Elections Act, 1996, and in accordance with the powers granted under Part II of the Public Inquiries Act, the auditor shall promptly conduct an audit of the candidate's election campaign finances. The auditor shall promptly conduct an audit of the candidate's election campaign finances to determine whether he or she has complied with the provisions of this Municipal Elections Act, 1996 relating to election campaign finances and shall prepare a report outlining any apparent contravention by the candidate.

The auditor shall submit the report to:

- a. the candidate;
- b. the board;
- c. the secretary of the local board, if applicable; and
- d. the applicant.

Within ten (10) days of receiving the report, the Secretary of the Board shall forward the report to the Compliance Audit Committee.

8. POWERS OF THE COMMITTEE

Within thirty (30) days of receiving the report, the Compliance Audit Committee shall consider the Auditor's report, and may,

- a. if the report concludes the candidate appears to have contravened a provision of the Municipal Elections Act, 1996, relating to election campaign finances, commence a legal proceeding against the candidate for the apparent contravention;
- b. if the report concludes the candidate does not appear to have contravened a provision of the Municipal Elections Act, 1996 relating to election campaign finances, make a finding as to whether there were reasonable grounds for the application.

9. RECOVERY OF COSTS

If the report indicates there was no apparent contravention and the Compliance Audit Committee finds there were no reasonable grounds for the application, the local board is entitled to recover the auditor's

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costs from the applicant.

10. ADMINISTRATIVE SUPPORT

The Secretary of the Board shall, as outlined in the Municipal Elections Act, “carry out any other duties required under this Act to implement the committee’s decisions.” This will include, but not be limited to advice, liaison with the Committee, assignment of staff for resource and administrative support.

The Secretary of the Board shall also act as liaison between the Compliance Audit Committee and the Halton Catholic District School Board for the purposes of compliance in accordance with the Municipal Elections Act, 1996, specifically with respect to reports on Committee activity as required to the appropriate individuals and Board.

11. EXPULSION OF A MEMBER

The Committee may recommend to the Secretary of the Board the expulsion of a member for reasons as listed, but not limited to, the member being in contravention of the Municipal Freedom of Information and Protection of Privacy Act, the Provincial Offences Act, the Municipal Conflict of Interest Act and the Municipal Elections Act; and/ or disrupting the work of the Committee or other legal issues.

12. REMUNERATION

Members of the Committee may be reimbursed for any committee-related expenses in accordance with Board Policy. The Secretary of the Board shall process any expense claims resulting from the Compliance Audit Committee business.

APPROVED: Regular Meeting of the Administrative Council

AUTHORIZED BY: _____
Director of Education and Secretary of the Board

OPENING AND CLOSING EXERCISES

POLICY No.: II-09
DATE : FEB. 20, 1987
AMENDED: APRIL 17, 2001
AMENDED: JANUARY 19, 2016

**ASSOCIATED
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PURPOSE

To provide direction to all members of schools under the Board’s jurisdiction with respect to requirements on opening or closing exercises as stated in the *Education Act* , the *Safe Schools Act, 2000*, Ontario Regulation 298, and attendant regulations and to promote the distinctiveness, values, and mission of the Halton Catholic District School Board.

APPLICATION AND SCOPE

This policy applies to all schools under the jurisdiction of the Halton Catholic District School Board.

REFERENCES

- The policy is in accordance with provisions of the *Education Act*, the *Safe Schools Act, 2000*, Ontario Regulation 298, and attendant amendments and the mission statement of the Halton Catholic School System.

PRINCIPLES

- The religious environment and climate of the Catholic School System permeates throughout the whole of school life.
- Catholic schools endorse and promote the mandate, values, traditions, and distinctiveness of the Catholic School System.
- Catholic schools instill in students respect, loyalty, allegiance, and pride in their country.

REQUIREMENTS

- Formal prayer shall form part of every opening or closing exercise.
- Scriptural/spiritual readings may form part of every opening or closing exercise.
- Secular readings or recitations may form part of every opening or closing exercise but may not replace scriptural/spiritual readings.
- The singing of *O Canada* shall form part of every opening or closing exercise. Students and staff shall participate in the singing of *O Canada*.

OPENING AND CLOSING EXERCISES

POLICY No.: II-09
DATE : FEB. 20, 1987
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- The Oath of Citizenship shall form part of every opening exercise. Students and staff shall participate in the Oath of Citizenship.
- The following is the Oath of Citizenship:
 - I affirm that I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second, Queen of Canada, and to her heirs and successors, and that I will faithfully observe the laws of Canada and fulfill my duties as a Canadian citizen.
- A student is not required to sing *O Canada* or recite the Oath of Citizenship in the following circumstances:
 1. In the case of a student who is less than 18 years old, if the student’s parent or guardian applies to the principal to be exempted from doing so.
 2. In the case of a student who is at least 18 years old, if the student applies to the principal to be exempted from doing so.

Approved : Regular Meeting of the Board

AUTHORIZED BY :
Chair of the Board