

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

Date: Tuesday, February 26, 2019  
 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 (M. Duarte)	
<b>2. Approvals</b>	
2.1 Approval of Agenda	
2.2 Approval of Minutes (January 8, 2019 Meeting)	1 - 4
<b>3. Declarations of Conflict of Interest</b>	
<b>4. Action Items</b>	
4.1 Policy IV-06 School Sites and Facilities Criteria (R. Merrick, F. Thibeault, A. Lofts)	5 - 12
4.2 Policy IV-07 Alternative Arrangements for School Facilities (R. Merrick, F. Thibeault, A. Lofts)	13 - 16
4.3 Policy IV-08 School Sites and Operating Budget (F. Thibeault, A. Lofts)	17 - 21
4.4 Policy V-03 Photographs, Advertising and Sales Representatives (A. Lofts, D. Tkalcic)	22 - 26
4.5 Policy V-09 Public Concerns Complaints Process (P. Daly, S. Balogh)	27 - 32
<b>5. Discussion Items</b>	
5.1 <i>Transportation to Specialized Programs (N. Guzzo)</i>	33 - 33
<b>6. Information Items</b>	
6.1 Procedure VI-36 Police Record Check - Goods and Services Providers (A. Lofts, D. Tkalcic)	34 - 39
6.2 Procedure VI-50 Technological Education Service (A. Lofts, D. Tkalcic)	40 - 48
6.3 Procedure VI-52 After Hours School Paid Camp Activities (A. Lofts, D. Tkalcic, S. Balogh)	49 - 51
6.4 Procedural By-Laws (P. Daly, S. Balogh)	

6.6 Upcoming Agenda Items (April 9, 2019)

6.6.1 Policy I-13 Appointment of Architect (R. Merrick)

6.6.2 *Policy I-30 Video Surveillance (F. Thibeault, S. Vieira)*

6.6.3 Policy I-43 Use of Technology and Digital Citizenship (A. Prkacin)

6.6.4 Policy II-07 The School Day-Teaching Day-Elementary & Secondary (S. Balogh)

6.6.5 Policy II-12 Management of Aggressive Student Behaviour Within Our Schools (C. Cipriano)

6.6.6 Policy V-01 Use of School Grounds and Community Use of School Facilities (R. Merrick)

6.6.7 ~NEW Policy~ Public Engagement (P. Daly, S. Balogh, A. Swinden)

6.6.8 Discussion Items

6.6.8.1 Policy Development - Optional Programs (H. Karabela)

6.6.9 Information Items

6.6.9.1 *Procedure VI-83 Video Surveillance Procedure (F. Thibeault, S. Vieira)*

6.6.9.2 ~New Procedure~ Use of Technology and Digital Citizenship (A. Prkacin)

6.6.9.3 ~New Procedure~ Social Media (A. Swinden)

6.6.9.4 Procedure VI-49 Use of School Facilities Election Day (R. Merrick)

6.6.9.5 ~New Procedure~ Use of School Grounds and Community Use of Schools (R. Merrick)

6.6.9.6 Procedure VI-37 Issuing and Decommissioning of Forms (S. Vieira, S. Balogh)

7. **Miscellaneous Information**
8. **In Camera**
9. **Motion to Excuse Absent Committee Members**
10. **Motion to Adjourn/ Closing Prayer (N. Guzzo)**

## POLICY COMMITTEE MEETING MINUTES

Date: January 8, 2019  
Time: 7:00 pm  
Location: Catholic Education Centre - Board Room  
802 Drury Lane  
Burlington, Ontario

Members Present B. Agnew H. Karabela  
P. DeRosa P. Murphy  
M. Duarte T. O'Brien  
N. Guzzo J. O'Hearn-Czarnota  
V. Iantomasi via telephone

Staff Present P. Daly, Director of Education  
S. Balogh, Superintendent of Education, School Services  
J. Crowell, Superintendent of Education, School Services  
S. Vieira, Manager, Privacy and Records Information Management  
A. Swinden, Manager, Strategic Communications

Recording Secretary J. Neuman

### 1. Call to Order

#### 1.1 Opening Prayer (B. Agnew)

The meeting began at 7:00 p.m. with a prayer led by B. Agnew.

### 2. Approvals

#### 2.1 Approval of Agenda

**P#10/19**

**Moved by:** M. Duarte

**Seconded by:** T. O'Brien

**That,** the agenda be approved.

**CARRIED**

#### 2.2 Declaration of Conflict of Interest

There were no conflicts of interest declared

#### 2.3 Approval of Minutes (December 11, 2018)

**P#11/19**

**Moved by:** M. Duarte

**Seconded by:** H. Karabela

**That,** the minutes of the Policy Committee Meeting held on December 11, 2018 be approved, as submitted.

**CARRIED**

### 3. Action Items

#### 3.1 Policy I - Governance of Policy (P. Daly, S. Balogh)

P. Daly noted the change in the policy, regarding legal council only as it relates to the Policy Committee.

**P#12/19**

**Moved by:** T. O'Brien

**Seconded by:** M. Duarte

**That**, the Policy Committee recommends that Policy I Governance of Policy, be forwarded, along with amendments, to the January 15, 2019 Regular Board Meeting for approval.

Discussion ensued. Questions regarding costs incurred due to requesting legal opinion were asked and answered. Concerns were raised regarding the change.

The chair called for a vote. **P#12/19** was **DEFEATED**

In favour	Opposed
	T. O'Brien
	H. Karabela
	P. De Rosa
	P. Murphy
	M. Duarte
	B. Agnew
	J. O'Hearn-Czarnota
	V. Iantomasi

### 3.2 Policy I-07 Protection of Privacy (S. Vieira)

S. Vieira shared the revisions to the policy. References were updated, removal of repetitions. It was noted that procedures have been revised accordingly.

**P#13/19**

**Moved by:** V. Iantomasi

**Seconded by:** J. O'Hearn-Czarnota

**That**, the Policy Committee recommends that Policy I-07 Protection of Privacy, be forwarded, along with amendments, to the January 15, 2019 Regular Board Meeting for approval.

Questions regarding source of changes and legal implications; content redundancy, and implementation in procedures; and notice and disclosure were asked and answered.

Discussion ensued regarding the development of policies and procedures. The names of the administrators on the Policy Working Group will be provided to trustees.

The chair called for a vote, **P#13/19 CARRIED**.

### 3.3 Policy II-39 Progressive Discipline and Safety in Schools (J. Crowell, S. Balogh)

J. Crowell shared the revisions to the policy. Noted bulk of changes reflect Smoke Free Ontario Act and Cannabis Legislation; references were in line with template; duplications were removed.

**P#14/19**

**Moved by:** B. Agnew

**Seconded by:** V. Iantomasi

**That**, the Policy Committee recommends that Policy II-39 Progressive Discipline & Safety in Schools Code of Conduct – Suspension and Expulsions be forwarded, along with amendments, to the January 15<sup>th</sup>, 2019 Regular Board Meeting for approval.

It was noted that the edits in language aligned to PPM 145. The word “disability” will be placed back into the policy on page 3 of the policy.

The chair called for a vote, **P#14/19 CARRIED**.

In favour	Opposed	Abstained
P. Murphy	T. O'Brien	H. Karabela
P. De Rosa		
M. Duarte		
B. Agnew		

In favour	Opposed	Abstained
J. O'Hearn-Czarnota		
V. Iantomasi		

### 3.4 Policy V-17 Request for Promotion and Distribution of Program/Activity Related to Materials through Board Schools (S. Balogh)

S. Balogh shared the revisions to the policy. Minimal changes regarding students.

#### **P#15/19**

**Moved by:** M. Duarte

**Seconded by:** H. Karabela

**That,** the Policy Committee recommends that Policy V-17 Request for Promotion and Distribution of Program/Activity Related Materials Through Board Schools, be forwarded, along with amendments, to the January 15, 2019 Regular Board Meeting for approval.

Questions regarding program approval; distribution were asked and answered.

The chair called for a vote, **P#15/19 CARRIED.**

In favour	Opposed	Abstained
T. O'Brien		V. Iantomasi
H. Karabela		
P. Murphy		
P. De Rosa		
M. Duarte		
B. Agnew		
J. O'Hearn-Czarnota		

## 4. Discussion Items

### 4.1 Policy Development - Optional Programs (H. Karabela)

It was proposed that a policy be written regarding Optional Programs in the Board.

Discussion ensued. It was recommended that the Board Strategic Plan should be conferred if the policy is to be developed. Trustees offered suggestions and voiced concerns.

This item will be returned to next policy meeting agenda for further discussion.

## 5. Information Items

### 5.1 Procedure VI-81 Privacy Procedure (S. Vieira)

### 5.2 -New- Procedure VI-51 Privacy Breach Procedure (S. Vieira)

### 5.3 Rescind Procedure VI-93 Cross Panel Sharing of Student Information (S. Vieira, S. Balogh)

### 5.4 Procedure VI-44 Progressive Discipline and Safety in Schools (J. Crowell, S. Balogh)

### 5.5 Procedure VI-40 Request for Promotion and Distribution of Program - Activity Related Materials Through Board Schools (S. Balogh)

### 5.6 Procedure VI-13 Pediculosis (Head Lice) Management (S. Balogh)

### 5.7 Procedure VI-68 Medications - Oral (Prescriptions, Non Prescription) (S. Balogh)

### 5.8 Procedure VI-71 Concussion Protocol (S. Balogh)

### 5.9 Procedure VI-79 Indoor Air Quality Investigation Process (R. Merrick, S. Balogh, K. George)

### 5.10 Procedure VI-61 Recognition and Acknowledgement of Dignitaries, Board Officials at Board and School Events (P. Daly, S. Balogh)

### 5.11 Procedure VI-39 Inclement Weather Safety (S. Balogh)

### 5.12 Upcoming Agenda Items (February 12, 2019 Policy Committee Meeting) (S. Balogh)

#### 5.12.1 Policy I-30 Video Surveillance (S. Vieira; F. Thibeault)

#### 5.12.2 Policy I-43 Use of Technology and Digital Citizenship (A. Prkacin)

#### 5.12.3 Policy IV-06 School Sites and Facilities Criteria (R. Negoj, F. Thibeault, R. Merrick)

- 5.12.4 Policy IV-07 Alternative Arrangements for School Facilities (R. Negoï, F. Thibeault, R. Merrick)
- 5.12.5 Policy IV-08 School Sites and Operating Budget (R. Negoï, F. Thibeault)
- 5.12.6 Policy V-03 Photographs, Advertising and Sales Representatives (R. Negoï)
- 5.12.7 Policy V-09 Public Concerns Complaints Process (P. Daly, S. Balogh)
- 5.12.8 Information Items
  - 5.12.8.1 Procedure VI-83 Video Surveillance Procedure (S. Vieira, F. Thibeault)
  - 5.12.8.2 Procedure VI-52 After Hours School Paid Camp Activities (S. Balogh, R. Negoï)
  - 5.12.8.3 Procedure VI-36 Police Record Check - Goods and Services Providers (R. Negoï, D. Tkalcic)
  - 5.12.8.4 Procedure VI-50 Technological Education Service (R. Negoï)

The procedures were reviewed with Trustees and questions were asked and answered.

The upcoming agenda items were noted.

Updated flow chart was noted.

#### 6. Miscellaneous Information

There were no miscellaneous items.

#### 7. In Camera

There were no in camera items.

#### 8. Motion to Excuse Absent Committee Members

All Trustees were present

#### 9. Motion to Adjourn/ Closing Prayer (P. DeRosa)

**P#16/19**

**Moved by:** M. Duarte

**Seconded by:** P. Murphy

**That the meeting adjourn.**

**CARRIED**

P. De Rosa closed meeting with prayer at 9:15 p.m.

Policy IV-06 School Sites and Facilities Criteria	Item 4.1
February 26, 2019	

## Purpose

To provide for the consideration of the Policy Committee revisions to *Policy IV-06 School Sites and Facilities Criteria* as recommended by staff.

## Commentary

Senior staff has reviewed Policy IV-06 School Sites and Facilities Criteria, and has identified areas of improvement where further expansion and clarification on certain policy directions could be improved having regard to recent site purchases, emerging trends, and alternative accommodation needs for the Board’s growth areas.

As per the above, staff have undertaken amendments to the policy that have the effect of accomplishing the following improvements and clarifications:

- a) Addition of an **“Applications and Scope”** section, which was absent from previous iterations.
- b) Clarification of related **“References”** to the policy, and clarification of appropriate sections under the Education Act, the Planning Act, and Ontario Regulation 20/98: Education Development Charges.
- c) Minor housekeeping amendments, clarification, and additional details provided within the **“Requirements for School Sites”** section – specifically:
  - a. Expansion of school organization types added to accommodate different local needs, and provides for more options when reviewing development needs. Added combined elementary and secondary panel models.
  - b. More direction on maximum school site sizes for elementary and secondary schools, based on total number of pupil capacity. Sizes taken directly from Table 1 and Table 2 from Ontario Regulation 20/98.
  - c. Clarification of opportunities where reduction in site sizes are appropriate and can be explored.
- d) Housekeeping amendments and expanded list of the **“Site Criteria for School Sites”** section, used when reviewing school sites at the development review stage.
- e) Housekeeping amendments to **“Early Identification of School Sites”** section.
- f) Housekeeping amendments and clarified list of **“Responsibilities of Vendor”** section.

The revised *Policy IV-06 School Sites and Facilities Criteria* is attached for review and consideration by the Policy Committee.

## Recommendation

The following recommendation is presented for the consideration of the Board:

Moved by:

Seconded by:

**That**, the Policy Committee recommends that Policy IV-06 School Sites and Facilities Criteria, be forwarded, along with amendments, to the March 5, 2019 Regular Board Meeting for approval.

### Report Prepared by:

F. Thibeault

Senior Manager, Planning Services

R. Merrick

Superintendent of Facility Management Services

R. Negoï

Superintendent of Business Services and Treasurer of the Board

### Report Submitted by:

P. Daly

Director of Education and Secretary of the Board



<b>School Sites and Facilities Criteria</b>	
<b>Adopted:</b> February 28, 1984	<b>Last Reviewed/Revised:</b> October 6, 2009
<b>Next Scheduled Review:</b> 2018-2019	
<b>Associated Policies &amp; Procedures:</b> N/A	

## Purpose

It is the policy of the Halton Catholic District School Board to meet the following school site criteria and standards, to the extent possible, when locating-identifying and acquiring a new school facilities/sites.

## Application and Scope

Both the Planning Services and Facility Management Services departments are responsible to implement this policy. The policy applies to all school site purchases, and identifies the necessary physical attributes and locational criteria to meet future student accommodation needs within the Region of Halton and its communities.

## References

Education Act Section 195 and 196 of the Education Act

Section 51 (24) (j) of the Planning Act

Ontario Regulation 20/98: Education Development Charges

## Requirements

### Requirements for School Sites:

1. The size and shape of the school sites must be able to house a the desired new school facility size for the area and associated outdoor facilities.



~~2. Schools can be shall be organized in the following grade distributions depending on the sustainable long-term pupil accommodation needs for a community:~~

- ~~i. as Junior Kindergarten K to Grade 8 (elementary);~~
- ~~ii. and Grade 9 to Grade 12 (secondary);~~
- ~~iii. Junior Kindergarten to Grade 12; and,~~
- ~~iv. Grade 7 to Grade 12.~~

~~2.3. The maximum size of an elementary school site should all not exceed the site areas in relation to the facility pupil capacity as reflected in Section (5) Table 1 of Ontario Regulation 20/98, which reads as follows:~~

**Table 1: Maximum Elementary School Site Area (Ac)**

<b>NUMBER OF PUPILS</b>	<b>MAXIMUM AREA (ACRES)</b>
<b>1 TO 400</b>	<b>4 acres</b>
<b>401 TO 500</b>	<b>5 acres</b>
<b>501 TO 600</b>	<b>6 acres</b>
<b>601 TO 700</b>	<b>7 acres</b>
<b>701 OR MORE</b>	<b>8 acres</b>

- ~~i. for an elementary school: 3.2 ha (8 acres)~~
- ~~ii. for an elementary school adjacent to an active park: 2.4 ha (6 acres)~~
- ~~iii. for a secondary school: 7.3 ha (18 acres)~~
- ~~iv. for a secondary school adjacent to an active park: 6.07 ha (15 acres)~~

~~4. The maximum size of a secondary school site should not exceed the site areas in relation to the facility pupil capacity as reflected in Section (5) Table 2 of Ontario Regulation 20/98, which reads:~~

**Table 2: Maximum Secondary School Site Area (Ac)**

<b>NUMBER OF PUPILS</b>	<b>MAXIMUM AREA (ACRES)</b>
<b>1 TO 1000</b>	<b>12 acres</b>
<b>1001 TO 1100</b>	<b>13 acres</b>
<b>1101 TO 1200</b>	<b>14 acres</b>
<b>1201 TO 1300</b>	<b>15 acres</b>
<b>1301 TO 1400</b>	<b>16 acres</b>
<b>1401 TO 1501</b>	<b>17 acres</b>
<b>1501 OR MORE</b>	<b>18 acres</b>

5. Staff has the discretion to reduce the size of a school site where there are opportunities for shared uses with contiguous lands, such as (but not limited to) parks and other municipal or publicly owned facilities.
6. The shape of the site should be essentially rectangular and configured in such as way so as to allow the full utilization of the site for school buildings and related educational, play, recreational and athletic facilities.
- 3.7. In the event ~~that~~ a school site is irregular in shape whereby its developability and site efficiency is hindered, the size requirements as identified in Table 1 or Table 2 may be required to increase ~~in the size as outlined above~~ in order to adequately accommodate a school facility.

### Site Criteria for School Sites:

8. The site criteria for school sites shall be as follows:

- i. The site should be located central to the communities and neighbourhoods it will serve, and have regard to the future catchment area in order to place the school within the shortest walking distance for the majority of students. ~~The site will be situated in a community or development to accommodate the greatest number of students while, at the same time, being located in such a fashion to minimize overall peripheral costs.~~
- ii. The site should have access to active transportation routes, corridors, and infrastructure to reduce vehicular dependant modes of transportation.
- iii. ~~The~~ ~~An elementary school new site will~~ ~~should be~~ ideally placed have a frontage along ~~on~~ a collector road to accommodate both the personal and public transportation needs of the school.
- iv. A secondary school site should have two frontages, along an arterial and collector road to best accommodate both the personal and public transportation needs of the school.
  - ~~Where possible, The school site will be centrally located geographically within the designated Catchment Area in order to place the school within the shortest walking distance for the majority of students.~~
- v. The site must have adequate frontage such that appropriate traffic designs and vehicular movements can be controlled. In the event that a school site is irregular in shape, the frontage requirements may increase to accommodate traffic circulation needs ~~as identified may be required to increase in the size as outlined above in order to adequately accommodate a school facility.~~
  - a) Elementary schools – A frontage of not less than 145-metre frontages is acceptable for elementary schools
  - b) Secondary schools – 220 metre frontage ~~and frontage of not less than 220 metres for secondary schools.~~
- vi. When the Board is to acquire a site from a developer through a municipal development application, the site must have access to ~~In the event that a school site is irregular in~~

~~shape, the frontage requirements as identified may be required to increase in the size as outlined above in order to adequately accommodate a school facility.~~

- ~~• The site is to be situated, where possible, to complement other public facilities being provided, particularly municipal parks and other school sites, in order to achieve a “campus affect” and also provide coordinated services and avoid duplication of services. The Board will also consider locating future new sites to complement other public facilities, such as, community centres, libraries, arenas, etc.~~
- Municipal services such as water, sanitary and storm sewer, natural gas and hydro at the lot line must be available to supply the construction of the proposed facility and its intended use.
  - ~~vi. **Vii.** The site is to be situated, where possible, should be adjacent or nearby to complement other public facilities being provided, particularly municipal parks and other school sites, in order to achieve a “campus affect” and also to provide coordinated services and avoid duplication of services. The Board will also consider locating future new sites to complement other pPublic facilities include, such as but are not limited to municipal, parks, community centres, libraries, other schools, and -arenas, etc.~~
  - vii. The site is to be a safe distance from physical and environmental hazards of all kinds, on-site, and adjacent to the site so as to ensure student safety.
  - viii. The site must exclude any archaeologically significant lands.
  - ix. The site is to be unencumbered by natural features that would have the effect or reducing the developability of the site, such as, tree stands or a gradient of more than 2%.
    - ~~The site is to be free from dangers to student safety, such as storm water retention ponds and incompatible land uses, as determined by the Board.~~
  - x. The site is to be free from noxious gases and fumes.
  - xi. The site should avoid being adjacent to a high voltage hydro power line right of way or a natural gas station, wherever possible.
  - xii. The site should be easily drained and free from underground water problems and other underground or soil conditions which would present construction difficulties.

### Early Identification of School Sites:

9. To ensure the provision of adequate services to pupils, school sites should be identified and secured at an early date in the planning approvals process.
  - 1-i. The need for number, size requirements, and site characteristics of elementary and secondary school site(s) will be identified when a secondary plan is circulated to the Board.
  - 2-ii. The Board will cooperate with the municipality in an attempt to locate a school site adjacent to municipal parkland, or other services that have synergy with a school use.

- 3.iii. The precise size, shape and location of the school site(s) will be identified when the Tertiary Plan or Draft Plan of Subdivision is developed and circulated.
- 4.iv. Title to the school site(s) shall be transferred to the Board by entering into an agreement with the vendor as a condition of Draft Plan Approval of the subdivision.
- 5.v. The vendor shall supply the Board with all engineering reports and soil tests conducted by the owner in order to ensure that school facility can be constructed. In the event of a dispute, the Board may perform its own studies prior to Draft Plan Approval.

### Responsibility of the Vendor:

10. The Vendor shall be required to perform the following on behalf of the Board:

- i. Construct and maintain on the school site a sign of a type approved by the Board advising prospective home purchasers of school accommodation in the neighbourhood. The sign will be placed in a clearly visible location.
- ii. Ensure that all planning permissions are available to fully permit the construction of school, which includes but is not limited to the Official Plan and Zoning By-law requirements of the in-effect municipal plans and by-laws.
- iii. Provide an environmental soil test suitable to the Board.
- iv. Provide archaeological clearances from the Ministry of Tourism Culture and Sport.
- v. Provide testing of underground water and soil conditions relevant to school construction and provide results.
- vi. Construct ~~the necessary temporary and permanent a chain link fenceing (or other fencing material as required) of the type to be as~~ determined by the Board along all boundaries of the schools site(s) ~~which are adjacent to residential or commercial areas where required.~~ The fence should be erected at such time as determined by the Board. The Board's ~~typical standard requirement is a black vinyl coated heavy gauge chain link fence., with Rails and posts are also black vinyl coated and the fence is to be a minimum two (2) metres in height.~~
- vii. Carry out and provide all necessary storm water management studies. -The Board must be satisfied that the storm water plans are compatible with school use, and do not impede the development of the site and, for example, no large settling water ponds exist on or near the school site.
- viii. Grade the site as necessary and establish adequate ground cover for the expected period between acquisition and construction of the school building as determined by the Board.
- ix. Unless otherwise permitted by the Board, no fill or other materials shall be stockpiled on the future school site.
- x. Provide all other reports, data or other information available on the site.



**Legal Requirements:**

11. The Board's actions shall conform to the requirements of the Planning Act and the Education Act or as the same may be amended from time to time. If anything within this policy is inconsistent with the Acts or Regulations of the Province of Ontario, the Acts and Regulation shall take precedent.

APPROVED:                      Regular Meeting of the Board

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

Policy IV-07 Alternative Arrangements for School Facilities	<b>Item 4.2</b>
February 26, 2019	

**Purpose**

To provide for consideration of the Policy Committee the staff recommendation to not make any revisions to *Policy IV-07 Alternative Arrangements for School Facilities* at this time.

Moreover, staff is also advising the Policy Committee that this Policy, which is directly associated to Ontario Regulation 20/98: Education Development Charges (EDC), may require amendments following the Ministry of Education’s review of the EDC legislation.

**Commentary**

The Staff would like to advise the Policy Committee that as of October 12, 2018, the requirement for this policy framework may no longer be required in the current legislative framework of Ontario Regulation 20/98: Educational Development Charges.

This requirement has since been removed from the regulation following the interim amendments made as of the Province of Ontario’s review of Education Development Charges. As such, it is uncertain which changes may come as part of the final iteration of O. Reg. 20/98.

This said, staff is currently recommending that *Policy IV-07 Alternative Arrangements for School Facilities* remain unchanged; and in effect until the new legislation and more information is released by the Province of Ontario following its review of Educational Development Charges.

**Recommendation**

The following recommendation is presented for the consideration of the Board:

<p style="text-align: center;"><i>Moved by:</i></p> <p style="text-align: center;"><i>Seconded by:</i></p> <p><b><i>That</i></b>, the Policy Committee recommends that <i>Policy IV-07 Alternative Arrangements for School Facilities</i>, be forwarded without amendments to the March 5, 2019 Regular Board Meeting for approval.</p>
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Report Prepared by: F. Thibeault  
Senior Manager, Planning Services

Report Reviewed by: R. Negoï  
Superintendent of Business Services and Treasurer of the Board

Report Submitted by: P. Daly  
Director of Education and Secretary of the Board



<b>Alternative Arrangements for School Facilities</b>	
<b>Adopted:</b> May 18, 1999	<b>Last Reviewed/Revised:</b> October 6, 2009
<b>Next Scheduled Review:</b> 2018-2019	
<b>Associated Policies &amp; Procedures:</b> N/A	

## Purpose

To set out the Halton Catholic District School Board's intention to consider possible alternate arrangements for the accommodation of elementary and secondary school pupils to the conventional process under which a school site is acquired and a stand-alone school is built on it.

## Application and Scope

This policy applies to all new elementary and secondary schools being contemplated by the Board.

## Principles

- A number of legislative provisions encourage school boards to consider alternative arrangements for the accommodation of students and the Board has determined that these possibilities should be explored.
- The Board recognizes that alternative arrangements can provide an opportunity to improve service delivery and peak enrolment capacity, reduce duplication of public facilities, maximize the effective use of available dollars, and reduce site size requirements. These may include a variety of acquisition strategies such as forward buying, options, purchases, lease buy-back, sites exchanges and joint venture partnerships.
- The Board shall retain sufficient governance authority over the facility to ensure that it is able to deliver the appropriate educational program to its pupils and to ensure that its identity, ambiance and integrity are preserved. All arrangements must be consistent with the Mission and set of Governing Values of the Board.
- The Board must be responsive to the needs of the system as perceived by the extended educational community.
- Prior to approving any new school accommodation, the Board will ensure that it has reviewed a full report setting out the possible arrangements that have been considered.

- The Board will consider possible arrangements with municipalities, school boards or other persons or bodies in the public or private sector, including arrangements of a long-term or cooperative nature, which would provide accommodation for the new elementary school pupils and new secondary school pupils who are resident pupils of the Board, subject to the principles and requirements as set out in this and other Board policy.
- The arrangements must be cost effective and advantageous for the Board compared to other possible arrangements including an acquisition of a school site and the construction of a free-standing building.
- The arrangement shall comply with any guidelines issued by the Ministry of Education.
- The Board may enter into lease arrangements respecting school facilities intended to be used to accommodate peak enrolment, but shall not enter into such arrangements respecting school facilities that are necessary to accommodate long-term enrolment unless the arrangements could result in ownership at the Board's discretion.

APPROVED: Regular Meeting of the Board

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

Policy IV-08 School Sites and Operating Budgets	Item 4.3
February 26, 2019	

### Purpose

To provide for consideration of the Policy Committee the staff recommendation to not make any revisions to *Policy IV-08 School Sites and Operating Budgets* at this time.

Moreover, staff is also advising the Policy Committee that this Policy, which is directly associated to Ontario Regulation 20/98: Education Development Charges (EDC), may require amendments following the Ministry of Education’s review of the EDC legislation.

### Commentary

The Staff would like to advise the Policy Committee that as of October 12, 2018, the requirement for this policy framework may no longer be required in the current legislative framework of Ontario Regulation 20/98: Educational Development Charges.

This requirement has since been removed from the regulation following the interim amendments made as of the Province of Ontario’s review of Education Development Charges. As such, it is uncertain which changes may come as part of the final iteration of O. Reg. 20/98.

This said, staff is currently recommending that *Policy IV-08 School Sites and Operating Budgets* remain unchanged and in-effect until the new legislation and more information is released by the Province of Ontario following its review of Educational Development Charges.

### Recommendation

The following recommendation is presented for the consideration of the Board:

<p style="text-align: center;"><i>Moved by:</i></p> <p style="text-align: center;"><i>Seconded by:</i></p> <p><b><i>That, the Policy Committee recommends that Policy IV-08 School Sites and Operating Budgets, be forwarded without amendments to the March 5, 2019 Regular Board Meeting for approval.</i></b></p>
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**Item 4.3 | IV-08 School Sites and Operating Budgets**

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Report Prepared by: F. Thibeault  
Senior Manager, Planning Services

Report Reviewed by: R. Negoï  
Superintendent of Business Services and Treasurer of the Board

Report Submitted by: P. Daly  
Director of Education and Secretary of the Board

<b>School Sites and Operating Budget</b>	
<b>Adopted:</b> May 18, 1999	<b>Last Reviewed/Revised:</b> October 6, 2009
<b>Next Scheduled Review:</b> 2018-2019	
<b>Associated Policies &amp; Procedures:</b> N/A	

## Purpose

To set out the Board's intention to conduct an annual review of operating budget savings that could be applied to reduce the growth related net education land costs.

## Application and Scope

The process set out under this policy will be conducted annually as part of the preparations leading to setting of the annual budget estimates for the Board.

## Principles

- Under the General Legislative Grant Regulation, only a surplus from the non-classroom part of the estimates is eligible to be used to acquire school sites.
- If a review of the estimates has identified an operating budget saving that could be available to reduce education land costs, the Board will consider applying this saving to implement a reduction in the "growth related net education land cost" and the education development charge that may be levied by the Board.
- Where there has been or it appears that there will be surplus in the non-classroom part of the estimates of the Board in a fiscal year, a clear record will be kept of the Board's decision as it relates to this surplus.
- The application of this policy shall comply with any guidelines issued by the Ministry of Education.
- The application of this policy shall take into consideration any changes in Legislation or Regulation that may affect its implementation.
- Prior to finalizing the annual budget estimates, the Board shall review the operating budget for savings that could be applied to growth related net education land costs.
- Where there has been or it appears that there will be surplus in the non-classroom part of the estimates of the Board in the fiscal year, the Board shall determine whether all, part, or none of

the surplus will be designated as available for the purpose of acquiring school sites by purchase, lease, or otherwise.

- Where there has been or it appears that there will be surplus in the non-classroom part of the estimates of the Board in a fiscal year, the Board shall pass a motion substantially in the form attached as *Appendix "A"* to this policy.
- Where there has been or it appears that there will be surplus in the non-classroom part of the estimates of the Board in a fiscal year, reasons for the decision related to this surplus shall be included in the motion or as part of the public record related to the motion.

APPROVED:                      Regular Meeting of the Board

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

**APPENDIX "A"**

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**Halton Catholic District School Board**

**Board Motion Pursuant to the Policy entitled "School Sites – Operating Budget Surplus" Concerning the Use of Operating Budget Surpluses for the Acquisition of School Sites**

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Whereas it appears that there will be a surplus in the non-classroom part of the budget in the amount of \$X;

Moved that:

1. The Board will designate \$Y as available for the purpose of acquiring school sites by purchase, lease or otherwise;
2. The Board's reason for so deciding are as follows:

<p>Policy V-03 Photographs, Advertising and Sales Representatives</p>	<p><b>Item 4.4</b></p>
<p>February 26, 2019</p>	

### Purpose

To provide for the consideration of the Policy Committee revisions to *Policy V-03 Photographs, Advertising and Sales Representatives* as recommended by staff.

### Commentary

*Policy V-03 Photographs, Advertising and Sales Representatives* was created in 1972, and was reviewed in 2001 and 2009.

The following amendments are recommended:

- A number of associated policies and procedures were added, in addition to adding Ontario Regulation 298 as a reference.
- Adding “Definitions” to enhance the application and scope of this policy
- Updating language and the addition of bullet points under “Principles” and “Requirements” to better address the current process at HCDSB.
- Deletion of preferences towards local businesses as this is in conflict with the Broader Public Sector Procurement Directive and Procurement Trade Agreements that discourage local business preferences.

In light of these changes, *Policy V-03 Photographs, Advertising and Sales Representatives* should also reflect a name change to *Policy V-03 Photography, Advertising and Sales Representatives*. The Policy is attached for review and consideration by the Policy Committee.

### Recommendation

The following recommendation is presented for the consideration of the Board:



Moved by:

Seconded by:

**That**, the Policy Committee recommends that Policy V-03 Photographs, Advertising and Sales Representatives name be changed to Policy V-03 Photography, Advertising and Sales Representatives and be forwarded, along with amendments, to the March 5, 2019 Regular Board Meeting for approval.

Report Prepared by:

D. Tkalcic  
Purchasing Manager

A. Lofts  
Senior Manager, Financial Services

R. Negoj  
Superintendent of Business Services and Treasurer of the Board

Report Submitted by:

P. Daly  
Director of Education and Secretary of the Board

<del>Photographs</del> <b>Photography, Advertising and Sales Representatives</b>	
<b>Adopted:</b> October 17, 1972	<b>Last Reviewed/Revised:</b> October 6, 2009
<b>Next Scheduled Review:</b> 2018-2019	
<b>Associated Policies &amp; Procedures:</b> <u><b>I-21</b> Corporate and Community Investment in Education</u> <u><b>VI-85</b> Corporate and Community Investment in Education</u> <u><b>I-25</b> Purchasing</u> <u><b>VI-11</b> Purchasing</u> <u><b>II-45</b> Equity and Inclusive Education</u> <u><b>VI-54</b> Equity and Inclusive Education</u> <u><b>V-17</b> Request for Promotion and Distribution of Program/Activity Related Materials Through School Board</u> <u><b>VI-40</b> Request for Promotion and Distribution of Program/Activity Related Materials Through School Board</u>	

## Purpose

To establish a system protocol in respect ~~of~~to photography, advertising and sales representatives.

## Application and Scope

This policy applies to all schools and Board locations within the jurisdiction of the Halton Catholic District School Board.

## References

Ontario Regulation 298

## Definitions

Advertising - may involve items such as yearbook advertisements, special event programs, fun fair sponsorships, partnerships, donor recognition, athletic uniforms and T-shirts.

Photography – the practice of taking and processing photographs, particularly for the purpose of generating revenue.

Sales Representative - a person or agent designated by a company to solicit business on its behalf.

## Principles

The Halton Catholic District School Board:

- recognizes that no advertisement shall be placed in a school, on school property or announced to the pupils without the consent of the Board. (*Regulation 298 Section (24)*);
- ~~believes in the principle of free enterprise;~~
- ~~makes explicit its position that children-students and families in our school system are not to be exploited for commercial purposes;~~
- ~~believes wherever possible, in patronizing local business **and their sales representatives** in the provision of services related to photography, **advertising and sales in a manner that is respectful of an individual's human rights, free from all forms of discrimination;**~~
- ~~acknowledges that class photographers, First Communion and individual photographers are permitted on school premises at the discretion of the principal-~~
- ~~recognizes that while photography sessions may be permitted by a school, parents/guardians are under no obligation to purchase any such photographs~~
- ~~expects that all class, or group, photos are to reflect the equitable and inclusive environment of our schools~~
- ~~expects all service providers to follow the Board's direction on providing an equitable and inclusive environment for all our students and staff.~~

## Requirements

The Halton Catholic District School Board:

- ~~requires the prior consent of will notify parents and/or guardians ~~for of~~ all photography of their children/wards taken on school premises;~~
- ~~recognizes that while photography sessions may be permitted by a school, parents/guardians are under no obligation to purchase any such photographs;~~
- ~~requires that all materials approved for distribution will be in keeping with the Board's Mission and Values Statements and will not be in contravention of any Board policy;~~
- ~~requires that electronic communication be governed by the appropriate Information Technology policies and will be consistent with this policy;~~

- requires that all agents and sales representatives wishing to present and/or advertise their products to a school must first obtain ~~a letter of~~ approval from the Principal. System-wide advertising requires approval from the Director of Education; and,
- requires that any use of the Board logo is prohibited in conjunction with commercial logos and advertisements without the approval of the Superintendent of Business Services and Treasurer.

APPROVED: Regular Meeting of the Board

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

Policy V-09 Public Concerns Complaints Process	<b>Item 4.5</b>
February 26, 2019	

### Purpose

To provide for the consideration of the Policy Committee revisions to *Policy V-09 Public Concerns Complaints Process* as recommended by staff.

### Commentary

*Policy V-09 Public Concerns Complaints Process* was adopted in January 2016 and has been reviewed in keeping with the current policy review cycle. Minor changes were made to the policy which include rewriting the Application and Scope for better flow and consistency. References were updated for accuracy and the word “complaints” was removed throughout.

In light of these changes, *Policy V-09 Public Concerns Complaints Process* should also reflect a name change to *Policy V-09 Public Concerns Process*. The Policy is attached for review and consideration by the Policy Committee.

### Recommendation

The following recommendation is presented for the consideration of the Board:

Moved by:

Seconded by:

**That**, the Policy Committee recommends that *Policy V-09 Public Concerns Complaints Process* name be changed to *Policy V-09 Public Concerns Process*, and be forwarded, along with amendments, to the March 5, 2019 Regular Board Meeting for approval.

Report Prepared and Submitted by:

P. Daly  
Director of Education and Secretary of the Board

Public Concerns <del>Complaints</del> Process	
<b>Adopted:</b> January 19, 2016	<b>Last Reviewed/Revised:</b> N/A
<b>Next Scheduled Review:</b> 2018-2019	
<b>Associated Policies &amp; Procedures:</b> N/A	

## Purpose

The Halton Catholic District School Board (HCDSB) is committed to encouraging a strong relationship with parents, students and community. The HCDSB is committed to addressing public concerns in a fair, transparent, respectful and effective manner.

## Application and Scope

- ~~This policy applies to all parent(s)/guardian(s), adult learners or ratepayers that have a concern regarding a school related issue.~~
- ~~This policy applies to all parent(s)/guardian(s), adult learners or ratepayers that have a concern regarding any Board operating policy.~~
- All employee concerns and/or complaints shall be reviewed by the Board's Human Resources Department in accordance with relevant Board policies.

This policy applies to all parent(s)/guardian(s), adult learners or ratepayers that have a concern regarding a school related issue or any Board operating policy. All concerns raised by employees shall be reviewed by the Board's Human Resources Department, in accordance with relevant Board policies.

## References

[Municipal Freedom of Information and Protection of Privacy Act](#)  
[Education Act](#)

## Principles

- The HCDSB is a model learning community, widely recognized as distinctively Catholic, providing exceptional education while nurturing the call to love and to serve as a people of faith, living out God's plan.
- The HCDSB is guided by their approved Governing Values (Our Catholic Faith, The Whole Child, Excellence in Learning, Relationships and Partnerships and The Importance of Contributing to Our Communities) while addressing public concerns.
- The HCDSB believes that the process of public concerns is an opportunity to improve relationships with our parents, students and community. Persons who make a complaint shall be free from reprisal.
- It is the practice of the HCDSB that public concerns and questions should be dealt with at the level closest to the issue.
- All information shared is bound by the [Municipal Freedom of Information and Protection of Privacy Act](#) as governed by legislation in Ontario ensuring confidentiality is maintained by all parties concerning student and personnel matters.
- The HCDSB believes that the tracking and written documentation during an investigation process is important to ensuring all complaints are dealt with in a timely, responsible and fair manner.
- The *Education Act* requires trustees to entrust the day-to-day management of the Board to its staff through the Director of Education, when parent(s)/guardian(s) or individual members of the public raise concerns or complaints, it is the staff that will investigate, manage and provide resolutions to the identified issue in a timely manner in accordance with relevant Board policies. Complaints regarding Board operating policies may be addressed with members of senior staff or a trustee.

## Requirements

### Guidelines for All

Only those concerns ~~or complaints~~ will be considered by Board staff where the complainant or inquirer provides their name and contact information for correspondence purposes.

Parent(s)/guardian(s), adult learners or ratepayers will be directed, as appropriate, to address concerns and complaints at the level at which the concern originates.

### Guidelines for Trustees

When a Trustee receives a ~~complaint~~ [concern](#) from a parent(s)/guardian(s), adult learner or ratepayer, the Trustee shall review the process as outlined in this guide with the individual and direct them to contact the appropriate staff. The process will allow the parent(s)/guardian(s), adult learner or ratepayer to engage in communication with the most appropriate staff member.

Where a Trustee has an inquiry regarding a school related matter which was initially brought to their attention by a parent(s)/guardian(s), adult learner or ratepayer, the Trustee is directed to contact the Superintendent for that family of schools or area of responsibility.

### **Guidelines for Principals**

Where a ~~complaint or~~ concern is raised by a parent(s)/guardian(s), adult learner or ratepayer the Principal will consult with the Family of Schools Superintendent, as appropriate, and endeavour to resolve the issue at the local level in accordance with Board policies.

Where a ~~complaint or~~ concern cannot be resolved locally to the satisfaction of the parent(s)/guardian(s), adult learner or ratepayer, the Principal will refer the matter to the Family of Schools Superintendent.

### **Guidelines for Superintendents**

Where a matter cannot be resolved at the school level, the Family of Schools Superintendent will consult with the Principal regarding the concern ~~or complaint~~ and endeavour to resolve the issue in accordance with Board policies. The Superintendent will inform the parent(s)/guardian(s), adult learner or ratepayer of the resolution to the matter.

Where requested, Superintendents will apprise respective Trustees, as appropriate, of the resolution of a particular matter which was initially brought to the Trustee's attention by a parent(s)/guardian(s), adult learner or ratepayer.

Where a Superintendent is unable to satisfy the ~~concern complaint~~, he/she shall advise the Director of Education of the matter.

If a parent/guardian has a concern about a school matter, the following procedures for review of the issue are available to the parent/guardian.

#### **Step 1: Review of the Issue with the Child's Teacher**

The parent/guardian should review a concern or issue with the classroom teacher at a mutually convenient time.

#### **Step 2: Review by the School Principal**

If the parent/guardian and the teacher are not able to resolve the issue, the parent/guardian may request that the matter be reviewed by the school principal (or designate). The principal (or designate) will review the issues and work to resolve the matter as quickly as possible.

#### **Step 3: Review by the Superintendent of Education**

If the parent/guardian and the school principal are not able to resolve the issue, the parent/guardian may request that the matter be reviewed by the school's Superintendent of Education. The Superintendent will review the matter as it relates to established policies and procedures and will respond to the parent/guardian about his/her concern.



#### **Step 4: Review by Director of Education**

If the parent(s)/guardian(s) and the School Superintendent are not able to resolve the issue, the parent(s)/guardian(s) may request the matter be reviewed by the Director of Education. The Director of Education (or designate) will review the matter and respond to the parent(s)/guardian(s) about the concerns.

#### **Representative of the Parent(s)/Guardian(s):**

From time to time the parent/guardian may believe or feel that they need support in order that they can adequately address their child's interests. This support may be necessary while parents/guardians are attending meetings with the staff employed by the Board.

Parents/guardians have the right to have a representative of their choosing in attendance at meetings with staff, subject to any limitations established in these procedures. Any costs/expenses associated with such a representative are the responsibility of the parents/guardians.

Principals, staff and parents/guardians will be notified in advance of a meeting as to who is anticipated to be in attendance.

A representative supporting the parents/guardians must agree, at the outset of or in advance of the meeting, to respect and maintain the confidentiality of any matter discussed at a meeting between parents/guardians and staff.

#### **Matters that should not be discussed with Staff**

Although the subject matter of meetings between parents/guardians and staff (including meetings at which a representative or a parent/guardian is present) may be fairly broad, these meetings will generally relate to the education of the parents'/guardians' child at the school in question. However, there are certain matters that staff are unable to discuss with parents or guardians.

Such matters that cannot be discussed include, for example, personal details or disciplinary measures concerning other student(s), and personal details related to staff or performance issues related to staff.

In the event that discussion cannot be limited to the subject matter that led to the meeting (generally the education of the parents'/guardians' child at the school in question), as necessary, staff will bring closure to any meeting which becomes a discussion of personal details concerning other students or personal details about staff or issues relating to staff performance.

#### **Role of Trustees**

Parents or guardians may contact trustees at any time. Trustees will facilitate the communication process between the parent/guardian and the appropriate staff and provide information and direction. Trustees shall direct the parent or guardian to the process which should be followed in resolving any concerns or to the appropriate person or step in the process (dependent on the steps the parents/guardians have already undertaken to resolve the concerns at the time the trustee is contacted) but shall not act as a representative of the parents or guardians.

**Role of Catholic School Councils**

Catholic School Councils were established to advise principals on matters such as the school curriculum and code of student behaviour. They are not forums to discuss individual parent/guardian-teacher-student issues. Any of these matters brought to a Catholic school council member or any Catholic school council meeting will be referred immediately to the principal. For further information on the role of Catholic School Councils, please refer to the Board's Public Website by clicking [here](#).

APPROVED:                      Regular Meeting of the Board

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

Transportation to Specialized Programs	Item 5.1
February 26, 2019	

### Purpose

To provide an opportunity for discussion of Transportation to Specialize Programs in the Halton Catholic District School Board

### Commentary

At the January 15, 2019 Regular Board Meeting, the following motion was passed:

Resolution #28/19 (As Amended)

**Amendment to Resolution #233/18**

**BE IT RESOLVED**, that the HCDSB provide transportation to identified gifted students with an Individualized Education Plan (IEP) to an AP Program if one is not available in their catchment area if requested.

**BE IT FURTHER RESOLVED**, that this resolution #233/18 be put on hold and sent back to the Policy Committee in consultation with Business Services to have this motion revised so that it is fair and equitable and allows all students the same access to transportation to the AP program;

**BE IT FURTHER RESOLVED**, that this motion would be pending approval and sustainability through the Board's budget.

**BE IT FURTHER RESOLVED**, that Resolution #233/18 remain on hold pending a Staff Report on the Vision for Student Transportation in Ontario report assisting the Board of Trustees in understanding what impact transportation will have on funding.

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

Report Prepared  
And Submitted by:

N. Guzzo  
Chair of the Policy Committee

<b>Police Records Check – Goods and Services Providers</b>	
<b>Adopted:</b> April 12, 2004	<b>Last Reviewed/Revised:</b> February 4, 2019
<b>Next Scheduled Review:</b> 2021-2022	
<b>Associated Policies &amp; Procedures:</b> <a href="#"><u>Operating Policy III-10 Criminal Reference Check – Applicants for Employment</u></a>	

## Purpose

To provide a standard procedure for the implementation of the [Criminal Record Check \(CRC\) legislation for goods and services providers, as identified in Ontario Regulation 521/01 – Collection of Personal Information, as a means to create a safer learning environment for students and maintenance of an annual collection of police record checks for service providers and to provide guidelines to school administration for the checking and monitoring of the service provider list.](#)

## Application and Scope

This procedure applies to all ~~administrative management staff and~~ school ~~administrators~~ under the jurisdiction of the Halton Catholic District School Board. The requirements of this Administrative Procedure apply to any and all providers of goods and/or services as defined under Ontario Regulation [322/03-521/01.](#)

## References

[Ontario Regulation 521/01- Collection of Personal Information.](#)

## Definitions

**Criminal Background Check:** is the generic term covering both Criminal Record Checks and Police Record Checks.

**Criminal Record Check:** means a document concerning an individual that was prepared by a police force or service from national data on the Canadian Police Information Centre

database within six (6) months before the day the Board collects the document that contains information concerning the individual's personal criminal history.

**Offence Declaration:** means written declaration signed (includes electronic signature) by an individual listing the individual's convictions for offences under the Criminal Code of Canada up to the date of the declaration.

**Police Record Check:** means a complete check of police records. It includes a Criminal Record Check, including convictions for which a pardon has been granted involving vulnerable persons.

**Service Provider:** means an individual who is not an employee of the Board and who comes into direct contact with students on a regular basis at a school site in the normal course of:

- a) Providing goods and/or services under contract with the Board;
- b) Carrying out the person's employment functions as an employee or a person who provides goods and/or services under contract with the Board;
- c) Providing services to a person who provides goods and/or services under contract with the Board.

## Principles

- The Halton Catholic District School Board has the responsibility to provide a safe and secure working and learning environment for students ~~and employees.~~
- The Board is in a position of trust ~~and thus with regard to students and~~ must strive to protect ~~the their~~ intellectual, physical, mental and emotional ~~well-being~~ wellbeing of its students.
- In accordance with Ontario Regulation 322/03521/01, the Board will not contract with or continue to contract with an individual who has regular or direct contact with students who has a police record which is judged to potentially place a student at risk.

## Requirements

- Any service provider who comes into regular and direct contact with students in the performance of their work is required to comply with the same procedures as are identified for staff in Policy III-10 Criminal Reference Check – Applicants for Employment.
- Where the contract for goods and/or services is signed by the Board, Purchasing Services will manage the process. If an individual Principal contracts for goods and/or services directly with the Service Provider, the Principal must ensure compliance.
- Contracts with goods and/or service providers that are deemed to have regular and direct contact with students must contain appropriate clauses whereby the provider is responsible to ensure their employees or subcontractors assigned to carry out their duties under the contract with the Board, have not been charged with, or convicted of an

- offence the nature of which may be construed as jeopardizing the safety and well-being of the students.
- Purchasing Services will include appropriate clauses and language in all centrally negotiated contracts.
  - Principals and other administrators/managers of the Boards are responsible to ensure appropriate clauses are embedded in locally signed agreements. Principals and other administrators/managers will reach out to Purchasing Services to obtain such clauses for inclusion.
- The goods and/or service provider is required to provide an annual attestation (see Appendix A) with regards to above mentioned clauses, confirming the provider has obtained Criminal Reference Checks and Offence Declarations for all eligible employees or subcontractors / trades assigned to board contracts.
    - **For centrally negotiated contracts,** Purchasing Services will request a criminal record check or attestation form from the respective Provider, copies of which will be retained with Purchasing Services.
    - **For Service Providers sent to the schools through the Board,** the responsible Department —Manager, will request a criminal record check or attestation form from the respective Provider, copies of which will be retained with the Department Manager.
    - **For local (school) agreements and contracts,** the Principal will request a criminal record check or attestation form from the respective Provider, copies of which will be retained at the school.
- The Board shall be entitled to audit the Service Provider for the purposes of reviewing the Criminal Background Checks with Vulnerable Persons Search and Offence Declarations.
  - In the event that any of the Criminal Background Check with Vulnerable Persons Search or an Offence Declaration reveals a charge or a criminal conviction which is not acceptable to the Board in the circumstances and in its sole and unfettered discretion, then the Board will have the right to request that the Service Provider prohibit the employee from providing services to the Board.
  - A Goods and/or service Provider who fails to comply with the Police RecordsCheck requirements of the Board may be restricted from providing goods and/or services to the Board.

~~The Board will contract with the Ontario Education Services Corporation (OESC), to collect and adjudicate police record checks on all Service Providers and employees of Service Providers who are identified by the Board as potentially coming into direct and regular contact with students.~~

- ~~• Purchasing Services will identify and notify all Service Providers who will require Police Record Checks and annual Offence Declarations and ensure that all Service Providers are in compliance with Regulation 322/03.~~
- ~~• An individual Service Provider will be provided with an identification card for each employee issued by OESC. The identification card will be issued to an individual who has been determined to be acceptable, who may attend school property and come in direct and regular contact with students.  
Purchasing Services will maintain an updated list of approved service providers which will be supplied to the schools on an annual basis. This information will be communicated to OESC and new service providers will be informed about the requirements.  
School Administration Staff are to advise all Service Provider to report to the office sign in, and provide their identification card. The school office will provide the Service Provider Staff with a school visitor badge which must be worn and visible at all times. Service Provider Staff are to conduct business with minimum interruption to staff and students. Any visitor without a visitor badge will be asked to report to the school office. If the Service Provider employee cannot produce a card, he/she cannot proceed into the school without the supervision of a school staff member.~~
- ~~• The School Administration Staff is to advise Purchasing Services of a Service Provider employee who does not have an identification card so Purchasing Services can contact the Service Provider regarding the Board policy on police record checks. A Service Provider who fails to comply with the Police Record check or Offence Declarations requirements of the Board through OESC, will have their contract suspended pending compliance.~~

APPROVED: Regular Meeting of the Administrative Council

AUTHORIZED BY: \_\_\_\_\_  
*Director of Education and Secretary of the Board*



**CRIMINAL REFERENCE CHECKS AND VULNERABLE SECTOR SCREENING ATTESTATION**

1. The Vendor covenants and agrees that it will not engage any employee who may come into direct contact with students on a regular basis, where such employee has been charged with or convicted of an offence the nature of which may be construed as jeopardizing the safety and well-being of the students of Halton Catholic District School Board. For the purposes of this Attestation, the Board shall determine in its sole and unfettered discretion whether an employee of the Vendor may come into direct contact with students on a regular basis, and whether or not any such offence is of a nature which may be construed as jeopardizing the safety and well-being of students.
2. The Vendor covenants and agrees to retain on file at its head office a criminal background check covering convictions, charges and occurrences under the Criminal Code, and any other convictions, charges and occurrences which would be revealed by the long version Vulnerable Persons search of the automated Criminal Records Retrieval System maintained by the Royal Canadian Mounted Police (RCMP) at the Canadian Police Information Centre (collectively referred to as “Criminal Background Check” and “Vulnerable Persons Search”), together with an Offence Declaration in a Board approved form for every employee of the Vendor who may have direct contact on or before September 1st each year thereafter with respect to Offence Declarations. The Vendor will ensure Criminal Background Checks with Vulnerable Persons Search, as described above, will be conducted at a minimum of every five (5) years for all employees identified above. Offence Declarations will be completed on years where a Criminal Background Check with Vulnerable Persons Search are not conducted. Updated and most current records will be retained on file at the Vendor’s branch of head office.
3. The Vendor agrees to indemnify and save harmless the Board and their respective directors, officers, trustees and employees, from all claims, liabilities, expenses and penalties to which they may be subjected on account of: the Vendor engaging an employee in contravention of this Attestation; or the Vendor’s failure to retain a Criminal Background Check with Vulnerable Persons Search or an Offence Declaration on file, as aforesaid. This indemnity shall survive the expiration or sooner termination of services rendered. In addition to and notwithstanding anything else herein contained, if the Vendor; engages an employee in contravention of this Attestation, or fails to retain a Criminal Background Check with Vulnerable Persons Search and an Offence Declaration for any employee of the Vendor who may come into direct contact with students on a regular basis, then the Board will have the right to immediately terminate any provision of services without prejudice to any other rights which it may have in this Agreement, in law or in equity.



4. The Board shall be entitled, on forty-eight (48) hours prior written notice to attend at the head office of the Vendor for the purposes of reviewing the Criminal Background Checks with Vulnerable Persons Search and Offence Declarations.
  
5. In the event that any of the Criminal Background Check with Vulnerable Persons Search or an Offence Declaration reveals a charge or a criminal conviction which is not acceptable to the Board in the circumstances and in its sole and unfettered discretion, then the Board will have the right to request that the Vendor prohibit the employee of the Vendor from providing services to the Board.

NAME OF FIRM: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

SIGNING OFFICER SIGNATURE: \_\_\_\_\_

NAME (PRINT): \_\_\_\_\_

DATE: \_\_\_\_\_

<b>Technological Education Service Procedures</b>	
<b>Adopted:</b> October 6, 2010	<b>Last Reviewed/Revised:</b> February 4, 2019
<b>Next Scheduled Review:</b> 2021-2022	
<b>Associated Policies &amp; Procedures:</b> <u><b>III-14 Employee Code of Conduct</b></u> <u><b>V-07 Donations Bequests to a School or to the Board</b></u> <u><b>VI-06 Charitable Receipts</b></u> <u><b>VI-85 Corporate and Community Investment in Education</b></u>	

## Purpose

To provide schools ~~who provide programs~~involved in Technological Education programs, with procedures ~~and processes~~to increase accountability regarding supports to these programs, and finance and administration of ~~those~~these programs.

## Application and Scope

This procedure applies to all Technological Education programs ~~as defined above~~, that are provided by the Halton Catholic District School Board. This ~~HCDSB~~ procedure must be used, with appropriate accompanying forms, when service or product is provided to staff or community members through the area of Technological Education.

## Definitions

Technological Education, 2009 is a Ministry of Education support document that defines program requirements in Technological Education in the areas of Auto, Construction, Landscape Design, Cosmetology, Food Services, Woodworking and any other area as determined by the Halton Catholic District School Board that meets the criteria outlined in the document.

## Principles

The HCDSB recognizes:

- the importance of providing appropriate training, knowledge and skills to students in the area of Technological Education.

- ~~The HCDSB promotes both~~ the teaching and application of theory through a “hands on” instructional methodology where possible in Technological Education programs.
- ~~The HCDSB promotes~~ the stewardship of using the ~~earth's~~ raw materials, or materials manufactured from raw materials, with all its programs.

## Requirements

- At the start of each year, ~~Secondary School Principals principals~~ should make staff and the community aware that services are available through Technological Education Courses ~~(e.g. staff meeting, school website)~~.
- Staff or other community members may request service or products prepared by students, under the supervision of a teacher, ~~through Technological Education programs~~. See Appendix A.
- ~~The Principal and the~~ Department ~~Heads Head~~ of Technological Education, in consultation with teachers ~~of Technological Education courses, must will~~ decide if services or products requested by staff or community members ~~through the Technological Education programs~~ are safe and appropriate for student work. Only work that meets these criteria will be approved.
- Requests for services or products supplied must be pre-authorized by the Technological Education Department Head and/or course teacher so that projects complement the ~~Technological~~ course curriculum and maximize the number of students able to work on that project. Services requested by Principals and/or Vice-Principals, valued in excess of \$100.00, must be approved by the Family of Schools’ Superintendent. Refer to HCDSB Operating Policy III-14 Employee Code of Conduct.
- Staff and community members do not pay for any labour costs associated with any work/service they have requested.
- Staff ~~and community members~~ must pay for all parts and supplies associated with meeting their requests. An ~~estimate must be provided prior to the commencement of the job~~. An itemized invoice, made in triplicate, must be submitted to the staff or community member, by the Technological Education ~~Department Head and/or course~~ teacher upon completion of the service or product provided. A copy of the invoice is kept by the ~~Technological Education Department Head and/or course~~ teacher and the school’s Financial Clerk. See Appendix B & C.
- Staff and community members who supply their own parts and/or products will not be charged except for any additional shop supplies that are used to complete the work, including any environmental or disposal fees (~~ex-e.g.~~ oil/filter, etc.).
- Staff and/or community members must provide payment to the school for products/services rendered upon completion of the service or provision of the product. This amount must be received by cheque only and made payable to the secondary school where the work was completed. ~~Cash may be accepted for any charges less than \$10.00 and indicated on the invoice as the method of payment~~. All payments should be submitted directly to the ~~School~~ school Financial Clerk.

- The ~~principal or designate~~Principal of the school will ensure that payment is deposited in the school's appropriate ~~School Generated Funds Account~~school budget account promptly after receipt of payment. If staff and/or community member wants to make a cash donation to the school, this should be deposited into the school's "School Generated Funds" account.
- A monthly summary report of financial activity related to courses providing services/products will be provided to the Family of School Superintendent upon request.

### **Donations and Sponsorship:**

~~Product donations made to Technological Education courses must be accompanied by the appropriate Bill of Lading. The bill is retained by the Principal, Department Head and course teacher. Donated products are the property of the Halton Catholic District School Board. If a Bill of Lading is not presented, the donor must provide an amount indicated for the value of the donation through an independent appraisal. In case of a vehicle donation, the value can be set according to the Canadian Black Book® value. Donations or gifts in kind, can be accepted and are subject to Requirements outlined in Policy V-7 Cash Donations to Schools and Boards.~~

~~Non-cash donations, also known as a gifts-in-kind (eg. vehicle donations) could be made to a Technological Education Program, and the donor may request a tax receipt if the donation has a value of \$100 or more. Any donation \$1,000 or more must be appraised through an independent external appraiser at the expense of the donor. Donations valued at \$10,000 or greater must receive Board approval to be accepted. Refer to Policy V-7 "Donations Bequests to a School or to the Board", Administrative Procedure VI-06 "Charitable Receipts" and Administrative Procedure VI-85 "Corporate and Community Investment in Education".~~

~~Donations of service i.e. time, skills, effort (which are not property) do not qualify as an eligible tax donation.~~

~~Donations made for services provided by an individual for services rendered may be accepted, recorded and deposited in the appropriate School Generated Funds account by the Financial Clerk or designate. Individuals providing service may not accept personal tips or donations.~~

~~Sponsorships made to Technological Education Program valued at less than \$10,000, require the approval of the Director of Education or the Superintendent of Business Services. Sponsorships valued at \$10,000 or more, must receive approval from the Board of Trustees.~~

### **Use of Machinery, Equipment & Materials Purchased/Owned by the School:**

The use of machinery, owned and purchased by the HCDSB Board, may only be done with written permission of the Principal and used on the school/Board site. Failure to acquire the necessary permissions makes the user liable for any loss, theft or damage to the machinery or products. See Appendix D.



**Procedure No. VI-50** | Technological Education Service Procedures

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APPROVED: Regular Meeting of the Administrative Council

AUTHORIZED BY: \_\_\_\_\_  
*Director of Education and Secretary of the Board*



Appendix A

SCHOOL NAME

Sample Request for Service/Product

Requested By (print Name): \_\_\_\_\_

Date of Request: \_\_\_\_\_

Description of Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Autoshop only:**

Vehicle Year and Make: \_\_\_\_\_

Model #: \_\_\_\_\_

License Plate: \_\_\_\_\_

# of Kilometres: \_\_\_\_\_

**Owner's Declaration:**

1. I understand that repairs or service to vehicles will be performed by students, under the supervision of a qualified instructor.
2. I agree to pay for all shop charges, parts, materials and supplies necessary to repair the requested vehicle, including any environmental or disposal fees.

3. DISCLAIMER, WAIVER, AND RELEASE OF RIGHTS AND CLAIMS: I acknowledge and understand that HALTON CATHOLIC DISTRICT SCHOOL BOARD AND <Insert CSS>, ITS EMPLOYEES, AND STUDENTS HEREBY DISCLAIM ANY AND ALL WARRANTIES FOR A PARTICULAR PURPOSE AND ALL EXPRESS AND IMPLIED WARRANTIES.

I further acknowledge and understand that no representations of any kind concerning the quality of the work to be performed and that no person, employee, or student of the Board is authorized to make any warranties or representations concerning this work.

I acknowledge and understand that my property may be damaged as a result of the work being performed and/or that I may be dissatisfied with the work. Notwithstanding this risk, I hereby completely release and forever discharge HALTON CATHOLIC DISTRICT SCHOOL BOARD AND <Insert CSS> from any and all claims, demands, obligations, actions, or causes of action.

If my vehicle or any of its contents is damaged, destroyed, or stolen while in the possession of HALTON CATHOLIC DISTRICT SCHOOL BOARD AND <Insert CSS>, I agree to hold



HALTON CATHOLIC DISTRICT SCHOOL BOARD AND <Insert CSS>harmless from any and all liability for such and agree that my personal automobile insurance on the vehicle shall be my exclusive recourse for any damage, destruction, or theft that may occur to my vehicle or its contents while in possession of the Board and/or School.

**Customer Signature:** \_\_\_\_\_

Request Approved By:  
(Principal/Designate)

\_\_\_\_\_  
*Print & Sign*

Date:

\_\_\_\_\_

Total Cost Estimate:

\_\_\_\_\_

Customer Signature:

\_\_\_\_\_



School: \_\_\_\_\_

Department: \_\_\_\_\_

Invoice No. \_\_\_\_\_

# INVOICE

INVOICE Completed By: \_\_\_\_\_ DATE: \_\_\_\_\_

**Customer**

Name John Smith  
 Address 123 Main St  
 City Anywhere Province ON Postal Code H0H 0H0  
 Phone 905-555-5555

Qty	Description	Unit Price	TOTAL
	1999 Honda Odyssey		
1	Brake Shoe Hardware	\$ 13.66	\$ 13.66
1	Brake Fluid	\$ 4.51	\$ 4.51
2	Wheel Cylinder	\$ 29.37	\$ 58.74
1	Rear Brake Shoes	\$ 90.38	\$ 90.38
2	Rear Brake Drum	\$ 55.34	\$ 110.68
2	Rear brake line	\$ 4.00	\$ 8.00
1	Brake Cleans	\$ 5.00	\$ 5.00

**NOTE: since invoice is for reimbursement of school cost, tax charged to end user should be net of rebate (or 2.16%).**

Tax Rate(s)

SubTotal	\$ 290.97
Shipping	
2.16%	\$ 6.28
<b>TOTAL</b>	<b>\$ 297.25</b>

**Office Use Only**

Work Completed By:  
 Work Verified By:

COMPLETE THIS FORM IN TRIPLICATE  
 cc. Customer, Teacher, School Financial Clerk





School: \_\_\_\_\_

Department: \_\_\_\_\_

Invoice No. \_\_\_\_\_

## INVOICE

**INVOICE Completed By:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Customer**


---

 Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ Province ON Postal Code \_\_\_\_\_  
 Phone \_\_\_\_\_

Qty	Description	Unit Price	TOTAL
		SubTotal	
		Shipping	
	Tax Rate(s)	2.16%	
		<b>TOTAL</b>	

**Office Use Only**

Work Completed By: \_\_\_\_\_

Work Verified By: \_\_\_\_\_

*COMPLETE THIS FORM IN TRIPLICATE*  
*cc. Customer, Teacher, School Financial Clerk*



**Appendix D**

SCHOOL NAME

Sample

Authorized Use of Machinery, Equipment and  
Materials Purchased/Owned by School

Requested By (print Name): \_\_\_\_\_

Date of Request: \_\_\_\_\_

Description of Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date Required: \_\_\_\_\_

Request Approved By: \_\_\_\_\_  
(Principal/Designate)

Date: \_\_\_\_\_

*\*\*Note: Authorized use of machinery, equipment and materials can only be used on school/Board site.*

<b>After Hours School Paid Camp Activities</b>	
<b>Adopted:</b> January 24, 2011	<b>Last Reviewed/Revised:</b> February 4, 2019
<b>Next Scheduled Review:</b> 2021-2022	
<b>Associated Policies &amp; Procedures:</b> <a href="#">II-37 Volunteers in Catholic School</a> <a href="#">V-01 Use of School Grounds and Community Use of School Facilities</a>	

## Purpose

To provide direction regarding the development and implementation of after hours school paid camp activities to Halton Catholic District School Board (HCDSB) employees.

## Application and Scope

This procedure applies to any employee of the HCDSB who engages in the development and implementation of after hour school paid camp activities as an extension of the curricular and co-curricular activities of a school.

## Definitions

School Paid Camp Activity – any camp, club, activity being offered by a school after hours outside of the regular school day/year (ex. evenings, weekends, school holiday periods) as an extension of a curricular or co-curricular activity of the school in which participants of the camp, club or activity are charged a fee.

## Requirements

### A. APPLICATION PROCESS:

The principal of the host school must complete the Community Use of School Facilities Permit Application for every proposed paid camp.

### B. COSTS/FINANCE/BUSINESS PLAN:

The principal of the host school must submit a Business Plan\* to the Superintendent of Continuing Education and copies to the Superintendent of Facility Management Services and

the Superintendent of Business Services, the Chief Executive Officer of Human Resources, ~~and~~ the Family of Schools Superintendent and the Payroll Manager to include:

- Objectives/Purpose of Activity
- Duration – Dates/Times/Location
- School Staff/Supervisors/Volunteers
- Names of students recommended to act as Student Helpers
- Costs to include, but not limited to:
  - i. Registration fees\*\*
  - ii. Honoraria, including Board paid statutory benefits – EI, CPP and EHT where appropriate to supervising staff at the Large Group Instructor ~~with Methodology~~ hourly rate paid by Continuing Education Services
  - iii. Student Helper honoraria based on Continuing Education Student Helper rate
  - iv. Referee fees
  - v. Administrative fees
  - vi. Facility rental, custodial and/or insurance costs
  - vii. Expected revenues
  - viii. Revenue used to make school purchases
  - ix. Provisions for participants who cannot afford the fees
  - x. Contribution(s) to be made for charitable purposes (amount and recipient)

Notes:

\* The Business Plan must be submitted at least 6 – 8 weeks prior to the commencement of the activity. Plans will be approved or denied by the Superintendent of Continuing Education

\*\* Payments ~~to~~ can be made through ~~on-School Cash~~ –Online or by ~~c-Cheques~~ only to be made payable to the school.

### C. REMUNERATION TO EMPLOYEES:

1. The total amount of revenue described in the Business Plan for “Honoraria” staff and student helpers must be sent by school cheque made payable to the Halton Catholic District School Board to the Business Services Department of the Board.
2. Subsequently, Business Services will compensate attending staff at the hourly rate of Continuing Education – Large Groups Instructors and to students at the hourly rate ~~paid by~~ Continuing Education ServicesStudent Helpers.

3. Upon the completion of the payroll process, Payroll will calculate the additional Board Statutory benefit costs. A detailed statement will be sent to the group requesting payment for the additional Board costs.
4. Business Services will issue T4 slips as required.

#### **D. STAFFING:**

- Human Resources Services must be involved in hiring for staff who are not presently employed by the Board. The principal of the host school may make recommendations to Human Resources Services regarding the appointment of students.
- The principal of the host school, in consultation with the Family of Schools Superintendent, develops a process for the appointment of all internal staff to the school or staff otherwise already employed by the Board, volunteers, etc. Principals are encouraged to solicit their school staff widely in the appointment process.
- All volunteers must meet requirements as per Board Policy II-37 Volunteers in Catholic Schools and are not eligible to receive compensation.
- Supervision must be provided as per the HCDSB Out of Classroom Programs Safety Guidelines available on StaffNet.

#### **E. REPORTING:**

- At the conclusion of camp, the principal of the host school must provide to the Superintendent of Continuing Education and copied to the Family of School's Superintendent, a full financial breakdown of the costs. This should include the revenue generated and how any excess revenues will be used. This report must also be provided to the Catholic School Council and published via school newsletter/website.

#### **F. PRIVATE CAMPS/ACTIVITIES**

- Not affiliated with the school but run by Board employees, are not covered by this procedure but by the requirements as described in Board Operating Policy V-01 Community Use of School Facilities.
- Private companies or individuals operating similar activities not associated with the school, may not use the name of any school in the Board in whole or part to market or advertise their activity.

~~\* This Administrative Procedure may be amended from time to time as required.~~



## 2018-2019 Policy Working Group

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