

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

Date: Tuesday, May 14, 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 (H. Karabela)	
<b>2. Approvals</b>	
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<b>4. Action Items</b>	
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5.1 Policy II-51 Optional Programs - Early French Immersion - Extended French Immersion (A. Prkacin)	43 - 63
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6.4 Upcoming Agenda Items (June 11, 2019)

- 6.4.1 Policy I-30 Video Surveillance (F. Thibeault, S. Vieira, R. Merrick)
- 6.4.2 Policy II-45 Equity and Inclusive Education (S. Jayaraman, A. Prkacin, S. Balogh)
- 6.4.3 Policy V-16 Copyright, Visual Identity, and Intellectual Property (A. Swinden)
- 6.4.4 Policy V-18 Community Engagement & Public Consultation (2nd reading) (A. Swinden, P. Daly)
- 6.4.5 ~New Policy~ Service Animals in Schools (C. Cipriano, S. Balogh)
- 6.4.6 Discussion Items
  - 6.4.6.1 Procedural By-Laws (P. Daly)
- 6.4.7 Information Items
  - 6.4.7.1 Procedure VI-54 Equity and Inclusive Education (S. Jayaraman, A. Prkacin, S. Balogh)
  - 6.4.7.2 Procedure VI-60 Student Groups in Catholic Schools (S. Jayaraman, A. Prkacin, S. Balogh)
  - 6.4.7.3 Procedure VI-58 Parent Notification System (A. Swinden)
  - 6.4.7.4 ~New Procedure~ Service Animals in Schools

**7. Miscellaneous Information**

**8. In Camera**

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

**10. Motion to Adjourn/ Closing Prayer (P. Murphy)**

## POLICY COMMITTEE MEETING MINUTES

Date: April 9, 2019  
Time: 7:00 pm  
Location: Catholic Education Centre - Board Room  
802 Drury Lane  
Burlington, Ontario

Members Present P. DeRosa H. Karabela  
M. Duarte P. Murphy  
N. Guzzo T. O'Brien  
V. Iantomasi J. O'Hearn-Czarnota  
William Charlebois, Oakville Student Trustee

Staff Present P. Daly, Director of Education  
C. Cipriano, Superintendent of Education, Special Education Services  
J. Crowell, Superintendent of Education, School Services  
A. Lofts, Superintendent, Financial Services  
R. Merrick, Superintendent Facilities Services  
D. Tkalcic, Manager, Purchasing Services  
A. Swinden, Manager, Strategic Communications  
S. Vieira, Manager, Privacy and Records Information Mgmt.

Regrets B. Agnew  
S. Balogh, Superintendent of Education, School Services

Recording Secretary J. Neuman

### 1. Call to Order

#### 1.1 Opening Prayer (N. Guzzo)

The meeting began at 7:10 p.m. with a prayer led by Nancy Guzzo.

### 2. Approvals

#### 2.1 Approval of Agenda

The following amendments were made to the agenda:

Item 4.4 – deferred to May 14, 2109 Policy Committee Meeting

Item 4.5 – deferred to May 14, 2019 Policy Committee Meeting

Item 8.1 – to be discussed as an Information Item

#### **P#27/19**

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

**Seconded by:** M. Duarte

**That,** the agenda be approved as amended.

**CARRIED**

#### 2.2 Approval of Minutes (February 26, 2019)

##### **P#28/19**

**Moved by:** P. DeRosa

**Seconded by:** M. Duarte

*That*, the minutes of the Policy Committee Meeting held on February 26, 2019 be approved, as submitted. **CARRIED**

**3. Declarations of Conflict of Interest**

There were no Conflicts of Interest declared.

**4. Action Items**

**4.1 RESCIND - Policy I-13 Appointment of Architect (R. Merrick)**

R. Merrick shared rationale for rescinding Policy I-13 Appointment of Architect.

**P#29/19**

**Moved by:** P. Murphy

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

*That*, the Policy Committee recommends that Policy I-13 Appointment of Architect be forwarded to the May 7, 2019, Regular Meeting of the Board to be rescinded.

Discussion ensued. Questions regarding architectural selection committee, and the procurement act were asked and answered. Policy I-25 Purchasing and Administrative Procedure VI-11 Purchasing were referenced. Staff committees were noted.

The Chair returned to main motion. **P#29/19 CARRIED.**

In Favour	Opposed	Abstain	Absent
T. O'Brien	V. Iantomasi		B. Agnew
P. Murphy	H. Karabela		
J. O'Hearn-Czarnota			
W. Charlebois (non-binding)			
M. Duarte			
P. De Rosa			

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

A. Prkacin shared rationale for amendments to the policy and creating Administrative Procedure VI-62 Use of Technology and Digital Citizenship.

**P#30/19**

**Moved by:** M. Duarte

**Seconded by:** P. Murphy

*That*, the Policy Committee recommends that Policy I-43 Use of Technology and Digital Citizenship be forwarded, along with amendments, to the May 7, 2019 Regular Board Meeting for approval.

Discussion ensued. Questions regarding parental consent in the elementary level were asked and answered. Notification to parents will be shared as part of the annual family consent form. It was noted that the option to opt out is available through a conversation with the school principal.

**P#31/19**

**Moved by:** H. Karabela

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

*That*, the policy be amended to include the following wording: parents shall give active consent annually and at the beginning of the school year, in elementary schools, to the technology and email accounts for elementary students to participate in technology/emails



Discussion ensued.

The Chair called for a vote. **P#31/19 was DEFEATED.**

In Favour	Opposed	Abstain	Absent
T. O'Brien	P. Murphy		B. Agnew
V. Iantomasi	J. O'Hearn-Czarnota		
H. Karabela	W. Charlebois (non-binding)		
	M. Duarte		
	P. De Rosa		

The Chair returned to main motion. **P#30/19 CARRIED**

In favour	Opposed	Abstain	Absent
P. Murphy	T. O'Brien		B. Agnew
J. O'Hearn-Czarnota	V. Iantomasi		
W. Charlebois (non-binding)	H. Karabela		
M. Duarte			
P. De Rosa			

#### 4.3 Policy II-07 The School Day-Teaching Day-Elementary & Secondary (A. Prkacin)

A. Prkacin noted minor changes to the policy.

**P#32/19**

**Moved by:** P. Murphy

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

**That,** the Policy Committee recommends that Policy II-07 The School Day (Daily Sessions) - Elementary and Secondary, be forwarded, along with amendments, to the May 7, 2019 Regular Board Meeting for approval.

Discussion ensued. Questions regarding elementary balanced school day; and school closure due to inclement weather were asked and answered.

The Chair returned to main motion. **P#32/19 UNANIMOUSLY CARRIED**

In favour	Opposed	Abstain	Absent
T. O'Brien			B. Agnew
V. Iantomasi			
H. Karabela			
P. Murphy			
P. De Rosa			
M. Duarte			
W. Charlebois (non-binding)			
J. O'Hearn-Czarnota			

#### 4.4 Policy II-12 Management of Aggressive Student Behaviour within Our Schools (C. Cipriano)

Deferred to May 14, 2019 Policy Committee Meeting

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

Deferred to May 14, 2019 Policy Committee Meeting

**5. Discussion Items**

**5.1 ~NEW~ Policy V-18 Community Engagement & Public Consultation (A. Swinden, P. Daly)**

A. Swinden shared the information included in in the new policy.

Discussion ensued. Comments were made regarding content. Definition of “consult” will be adjusted to remove the word reaction. Policy will be returned to next meeting as an Action item.

**5.2 Transportation to Specialized Programs (N. Guzzo)**

N. Guzzo asked trustees to consider requesting staff to review Transportation to Specialized Programs for three specific factors:

1. Equity among gifted students to attend AP programs
2. Meeting Ministry requirements for gifted students needs
3. Financial – does it fit in budget

The current Special Education Plan was noted. Discussion ensued regarding creating a policy based on the plan.

Ministry requirements were noted.

It was suggested to return to the resolution on Nov 18, 2018; and rescind based on affordability and ministry funding at an upcoming Board Meeting.

**P#33/19**

**Moved by:** V. Iantomasi

**Seconded by:** M. Duarte

**That,** Resolution#28/19 be returned to the regular board meeting of May 21, 2019 for deliberation contingent on staff reports that include transportation equity; ministry guidelines/requirements for gifted students programming and meeting their needs; and funding being provided in advance of that Board Meeting.

Discussion ensued. A Special Education survey was noted.

The chair called a vote. **P#33/19 UNANIMOUSLY CARRIED**

In favour	Opposed	Abstain	Absent
J. O’Hearn-Czarnota			B. Agnew
W. Charlebois (non-binding)			
M. Duarte			
P. De Rosa			
P. Murphy			
H. Karabela			
V. Iantomasi			
T. O’Brien			

**5.3 Policy II-41 School Uniform Dress Code - School Dress Code (J. O’Hearn-Czarnota)**

J. O’Hearn-Czarnota recommended that two suppliers be offered to parents as an option when purchasing uniforms for students.

Discussion ensued. The Competitive Bid Process was explained. Previous staff reports and delegations information was requested for review by trustees. It was noted that the current uniform provider contract expires Dec. 31, 2019. The timeline and requirements for the Request for Proposal (RFP) process were

explained. It was recommended that a Request for Information (RFI) be issued first to determine interest and then launch RFP process accordingly. It was determined that further discussion is required. Stakeholder input was discussed.

**P#34/19**

**Moved by:** J. O’Hearn-Czarnota

**Seconded by:** T. O’Brien

**That,** the Policy Committee recommends to the next Board Meeting, May 7, 2019, that Trustees extend current contract with uniform supplier for one year (to December 31, 2020), to allow for further review of Policy II-41 School Uniform Dress Code - School Dress Code.

The chair called for a vote. **P#34/19 CARRIED**

In favour	Opposed	Abstain	Absent
T. O’Brien	V. Iantomasi		B. Agnew
H. Karabela			
P. Murphy			
P. De Rosa			
M. Duarte			
W. Charlebois (non-binding)			
J. O’Hearn-Czarnota			

**6. Information Items**

**6.1 ~New~ Procedure VI-62 Use of Technology and Digital Citizenship (A. Prkacin)**

**6.2 ~New~ Procedure VI-63 Social Media (A. Swinden)**

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

**6.4 ~New~ Procedure VI-64 Community Use of School Facilities (R. Merrick)**

Procedures were presented as information and discussed.

**P#35/19**

**Moved by:** V. Iantomasi

**Seconded by:** H. Karabela

**That,** the meeting be extended by 30 minutes.

**UNANIMOUSLY CARRIED**

Items 6.3 & 6.4 were deferred to May Policy Committee Meeting

**6.5 2018-2019 Policy Committee Work Plan (P. Daly)**

P. Daly shared the Policy Committee Work Plan, and noted that the work plan will be revised and returned to the next Policy Committee Meeting.

**6.6 Policy Development - Optional Programs (H. Karabela)**

H. Karabela shared the rationale for developing the policy. It was noted that while HCDSB has several optional programs the policy is specific to Early and Extended French Immersion.

Discussion ensued. Amendments were recommended. Staff were asked to report back on current enrollment data, waitlists, number of hours students do not have qualified French Immersion instruction due to teacher absence, etc.

It was noted that there is currently a staff shortage for French programming. Functional proficiency in French and Bilingual French teaching were clarified.

**P#36/19**

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

**Seconded by:** H. Karabela

**That,** the meeting be extended by 30 minutes.

The chair called for a vote. **P#36/19 UNANIMOUSLY CARRIED**

In favour	Opposed	Abstain	Absent
J. O'Hearn-Czarnota			B. Agnew
W. Charlebois (non-binding)			
M. Duarte			
P. De Rosa			
P. Murphy			
H. Karabela			
V. Iantomasi			
T. O'Brien			

Suggested to include in policy one year notice to parents of any changes to programming.

It was determined that staff write the policy based on the framework presented and return to trustees at the May 14, 2019 Policy Committee Meeting as a discussion item.

**6.7 Upcoming Agenda Items (May 14, 2019)**

**6.7.1 Policy I-30 Video Surveillance (F. Thibeault, S. Vieira, R. Merrick)**

**6.7.2 Policy I-33 Classroom Observations by External Third Party Professionals (C. Cipriano)**

**6.7.3 Policy II-02 Educational Assistants (C. Cipriano)**

**6.7.4 Policy II-10 Releasing Pupils from School (J. Crowell)**

**6.7.5 Policy II-19 Educational Field Trips (S. Balogh)**

**6.7.6 Policy II-35 Access to School Premises (S. Balogh, R. Merrick, C. Cipriano)**

**6.7.7 Policy V-15 Environmental Stewardship (S. Allum, R. Merrick, A. Prkacin)**

**6.7.8 Information Items**

**6.7.8.1 Procedure VI-83 Video Surveillance Procedure (F. Thibeault, S. Vieira, R. Merrick)**

**6.7.8.2 Procedure VI-48 Protocol with External Agencies for the Provision of Services by Regulated Health Professionals, Social Service Professionals, and Paraprofessionals (PPM 149) (C. Cipriano)**

**6.7.8.3 Procedure VI-70 Educational Field Trips (S. Balogh)**

**6.7.8.4 Procedure VI-07 Transportation of Students in Private Vehicles Driven by Other Students (S. Balogh, Business Services)**

**6.7.8.5 Procedure VI-07(a) School Bus Accident Procedure (S. Balogh, Business Services)**

**6.7.8.6 Procedure VI-14 Transportation of Students in Private Vehicles Driven by Volunteer Drivers (S. Balogh, Business Services)**

**6.7.8.7 Procedure VI-30 Access to School Premises (S. Balogh, R. Merrick, C. Cipriano)**

**7. Miscellaneous Information**

There were no miscellaneous items.

**8. In Camera**

**8.1 Policy Development - Optional Programs (H. Karabela)**

Discussed as Information Item 6.6 above.

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

**P#37/19**

**Moved by:** M. Duarte

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

**That,** *Trustee B. Agnew be excused.*

**CARRIED**

**10. Motion to Adjourn/ Closing Prayer (V. lantomasi)**

**P#38/19**

**Moved by:** H. Karabela

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

**That** *the meeting adjourn.*

**CARRIED**

V. lantomasi closed meeting with prayer at 11:00 pm

Policy I-30 Video Surveillance	Item 4.1
Tuesday, May 14, 2019	

## Purpose

To provide for the consideration of the Policy Committee revisions to *Policy I-30 Video Surveillance* as recommended by staff.

## Commentary

The purpose of Operational Policy I-30 Video Surveillance and its associated Administrative Procedure VI-83 Video Surveillance is to outline the processes and requirements in managing video surveillance systems and the surveillance footage they capture to align with the Provincial requirements of the Education Act and the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

In accordance with the above purpose, in its review of Policy I-30 and its associated Administrative Procedure VI-83, senior staff have made the necessary amendments in order to update the relevant privacy references and records management processes to ensure our video surveillance processes are aligned the aforementioned acts.

Senior staff have also introduced the “Manager of Halton Student Transportation Services (HSTS)” as another personnel group that is authorized to implement video surveillance in the discharge of their duties. This is to permit the Board to begin operationalizing the existing video surveillance systems installed on the HSTS school bus fleet, which have yet to be activated. The introduction of video surveillance systems on buses, which are an extension of the school day, will serve to further enhance student safety on school buses.

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

- a) Enhancement of “**Purpose**” & “**Application and Scope**” sections to better align with MFIPPA.
- b) Addition of “**References**” and links that were absent from previous iterations.
- c) Addition and removal of “**Definitions**” to the policy where appropriate.
- d) **Requirements** section added
- e) Addition of new personnel group – HSTS – to operationalize video surveillance systems on buses.
- f) Housekeeping amendments in the “**Principles**” section to align with changes discussed above.

The associated *Administrative Procedure VI-83 Video Surveillance* has also been amended to align with the policy amendments, and to provide the appropriate detailed processes to meet the Provincial requirements of the Education Act, and MFIPPA with regards to the subject matter.

## Item 4.1 | Policy I-30 Video Surveillance

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The revised *Policy I-30 Video Surveillance* is attached for review and consideration by the Policy Committee, to be forwarded for Stakeholder Feedback.

### Recommendation

The following recommendation is presented for the consideration of the Policy Committee:

*Moved by:*

*Seconded by:*

***That, the Policy Committee recommends that Policy I-30 Video Surveillance, be forwarded, for Stakeholder Feedback to be reviewed at the June 11, 2019 Policy Committee Meeting.***

### Report Prepared by:

F. Thibeault  
Senior Manager, Planning Services

S. Vieira  
Manager, Privacy and Records Information Management

S. Balogh  
Superintendent of Education, School Services

Aaron Lofts  
Superintendent, Business Services

### Report Submitted by:

P. Daly  
Director of Education and Secretary of the Board

<b>Video Surveillance</b>	
<b>Adopted:</b> September 7, 2004	<b>Last Reviewed/Revised:</b> April 19, 2016
<b>Next Scheduled Review:</b> 2018-2019	
<b>Associated Policies &amp; Procedures:</b> <a href="#">VI-83 Video Surveillance</a> <a href="#">I-02 Records and Information Management</a> <a href="#">VI-82 Records and Information Management Procedure</a> <a href="#">I-07 Protection of Privacy</a> <a href="#">VI-81 Privacy Procedure</a> <a href="#">II-24 Home to School Student Transportation</a> <a href="#">VI07(a) School Bus Accident Procedure</a> <a href="#">II-39 Progressive Discipline and Safety In Schools</a> <a href="#">VI-44 Progressive Discipline and Safety in Schools</a>	

## Purpose

The Halton Catholic District School Board (HCDSB) is committed to the protection of privacy and complies with ~~all pertinent provisions in the Education Act, and the Municipal Freedom of Information and Protection of Privacy Act, (MFIPPA), the Personal Health Information Protection Act (PHIPA), the Provincial Code of Conduct, the Safe Schools Act~~ and any other applicable privacy legislation.

HCDSB also complies with ~~the Ministry Guidelines for the Ontario Student Records (OSRS), Privacy by Design (PbD) and the Guideline for Video Surveillance and Cameras in Schools by the Ontario Information and Privacy Commissioner, as well as, the Privacy and Information Management (PIM) toolkit, by the PIM taskforce, 2008.~~

### Policy

~~It is the policy of the HCDSB to collect, use, retain and dispose of personal information in the course of meeting its statutory duties and responsibilities. The Board is committed to the protection of privacy of individuals with respect to personal information that is in its custody and/or under its control.~~

~~Personal information collected by the Board will have a specific purpose, will be kept in a secure manner. The Board further commits that personal information will not be used or disclosed for purposes other than those for which it was collected except with the consent of the individual or as required by law and will be disposed of when it is no longer needed and in accordance with, MFIPPA, PHIPA, and the HCDSB Retention Schedule.~~

**Commented [JN1]:** Embedded in purpose

**Commented [JN2]:** Moved to Requirements





## Application and Scope

- ~~This policy applies to all Halton Catholic District School Board staff who collect, use, retain, and disclose personal information related to students and Board employees, and to operations and procedures in all facilities within the Halton Catholic District School Board.~~

This policy applies to the operation of any video system installed on any ~~Board~~ HCDSB site or HCDSB provided transportation services for the purpose of surveillance.

- ~~The Board reserves the right to consider and employ lawful “covert surveillance” on a case by case basis in consultation with the appropriate police service.~~
- ~~The video taping of school events such as graduation, theatrical productions or other similar events by the parents and families of students is considered acceptable and is not addressed by this policy.~~
- ~~Authorized videotaping for educational, instructional and/or research purposes is permitted and is not addressed by this policy.~~

Commented [JN3]: Moved to requirements

## References

[Education Act](#)

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

[Personal Health Information Protection Act \(PHIPA\)](#)

[Safe Schools Act](#)

[Guidelines for the Ontario Student Records \(OSRS\)](#)

[Privacy by Design \(PbD\)](#)

[Guideline for Video Surveillance and Cameras in Schools](#)

[Privacy and Information Management \(PIM\) toolkit](#)

[Information and Privacy Commissioner/Ontario Guidelines for Using for Video Surveillance](#)

## Definitions

**Act** – means the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*.

**Consistent Purpose** – means the individual to whom the information relates might have reasonable expectations regarding the use and disclosure of their personal information.

**Control (of a record)** – means the power or authority to make a decision about the use or disclosure of a record.



**Custody (of a record)** – means the keeping, care, watch, preservation or security of a records for a legitimate business purpose. While physical possession of a record may not always constitute custody, it is the best evidence of custody.

**Halton Student Transportation Services (HSTS)** – ~~joint transportation consortium that offers student transportation for eligible students in Halton.~~

**Information and Privacy Commissioner (IPC)** – ~~means the Information and Privacy Commissioner of Ontario (Commonly referred to as the IPC). The IPC hears appeals of decisions made by the Head of an institution, issues binding orders, conducts privacy investigation and has certain powers relating to the protection of Personal Privacy.~~

**Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)** – means the legislation that governs access to and the privacy of Board records containing personal information.

**Personal Health Information Protection Act (PHIPA)** – ~~means the legislation that governs the access to and the privacy of health records held by the Board.~~

**Personal Information** - recorded information about an identifiable individual including:

- Information relating to the race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of the individual;
- Information relating to the education or the medical, psychiatric, psychological, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved;
- Any identifying number, symbol or other particular assigned to the individual;
- The address, telephone number, fingerprints or blood type of the individual;
- The personal opinions or view of the individual except if they relate to another individual;
- Correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence;
- The views or opinions of another individual about the individual; and
- The individual's name if it appears with other personal information relating to the individual or where the disclosure of the name would reveal other personal information about the individual.

**Privacy by Design (PbD)** – ~~is the privacy standard developed by the Information and Privacy Commissioner of Ontario that the Board will utilize to build privacy and data protection, into the design specification and architecture of information and communications systems and technologies at the beginning, in order to facilitate compliance with privacy and data protection principles.~~

**Record** - any record of information however recorded, whether in printed form, on file, by electronic means or otherwise and includes:

- Correspondence, a memorandum, a book, a plan, a map, a drawing, a diagram, a pictorial, or graphic work, a photograph, a film, a microfilm, a sound recording, a videotape, a machine

readable record, any other documentary material, regardless of physical form or characteristics, and any copy thereof; and

- Subject to the regulations, any record that is capable of being produced from a machine readable record under the control of an institution by means of computer hardware and software or any other information storage equipment and technical expertise normally used by the institution (document).

**Retention Period** – is the period of time during which a specific record or record series must be kept before records in that series may be disposed of.

**Retention Schedule** - is a list of all the record classifications and their corresponding retention periods. The schedule also identified which records are deemed vital, which are archival, and who is the responsible department or official record holder.

**Video Surveillance Systems** – video, physical or other mechanical, electronic or digital surveillance system or device that enables continuous or periodic video recording, observing or monitoring of individuals ~~in school buildings and on school property (in schools)~~ (this would usually include analog video, digital and closed-circuit camera systems).

## Principles

1. ~~The Board~~HCD~~SB~~ recognizes that the promotion of a safe and secure ~~learning~~ environment is in the best interest of students, staff and the general public.
2. ~~The Board~~HCD~~SB~~ recognizes that the ~~Education Act and the~~ *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) governs the collection of personal information, including the images captured on a video surveillance system.
3. ~~The Board~~HCD~~SB~~, in the development of this policy, referenced the Information and Privacy Commissioner/Ontario Guidelines for Using for Video Surveillance, released October 6, 2015.
4. ~~The Board~~HCD~~SB~~ recognizes that the utilization of video surveillance systems as a complement, ~~and~~ not to replace, other means to create a safe and secure learning environment.
5. The following personnel are authorized to implement video surveillance system in the discharge of their duties:
  - o Principals (or a person designated by the Principal)
  - o Board Supervisory Officers
  - o Director of Education
  - ~~o The Superintendent of Facilities Services has the overall responsibility for the Board video surveillance program~~
6. ~~Notice signs shall be installed at all properties with video surveillance systems, in In~~ accordance with the notification requirements of MFIPPA, ~~S~~signs will be prominently displayed so the public

**Commented [JN4]:** Superintendent of Facilities Management Services falls under Board Supervisory Officers. Video Surveillance is a shared responsibility



has reasonable and adequate warning that surveillance is or may be in operation before entering the area or mode of transportation.

7. The closed-circuit television (CCTV) system within Board facilities may operate continuously. All recorded images are the property of the Board.
8. Cameras will not monitor areas where students and staff have an expectation of privacy, such as change rooms and washrooms.
9. Where applicable and appropriate, this policy shall be incorporated into training and orientation programs of the Board.

### Requirements

- Personal information will not be used or disclosed for purposes other than those for which it was collected except with the consent of the individual or as required by law and will be disposed of when it is no longer needed and in accordance with MFIPPA, and the HCDSB Retention Schedule.
- HCDSB reserves the right to consider and employ lawful “covert surveillance” on a case by case basis in consultation with the appropriate police service.

APPROVED: Regular Meeting of the Board

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

<p>Policy V-01 Use of School Grounds and Community Use of School Facilities</p>	<p><b>Item 4.2</b></p>
<p>Tuesday, May 14, 2019</p>	

### Purpose

To provide, for the consideration of the Policy Committee, revisions to *Policy V-01 Use of School Grounds and Community Use of School Facilities*, as recommended by staff.

### Commentary

*Policy V-01 Use of School Grounds and Community Use of School Facilities* has been in place to facilitate the use of school buildings, grounds and facilities of the Halton Catholic District School Board for community use. However, the policy includes many operational items that need to change and adapt to societal changes, i.e. new legislature, insurance provisions, specific incidents, etc. As such, staff propose that operational items from the policy be moved to the newly created *Administrative Procedure VI-64 Community Use of School Facilities*. The Board’s permit terms and conditions are also proposed to move to the newly created *Administrative Procedure VI-64 Community Use of School Facilities*.

The revised *Policy V-01 Use of School Grounds and Community Use of School Facilities* is attached for review and consideration by the Policy Committee.

### Recommendation

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

<p style="text-align: center;">Moved by:</p> <p style="text-align: center;">Seconded by:</p> <p><b>That</b>, the Policy Committee recommends that <i>Policy V-01 Use of School Grounds and Community Use of School Facilities</i>, be forwarded, along with amendments, to the May 21, 2019 Regular Board Meeting for approval.</p>
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**Item 4.5** | Use of School Grounds and Community Use of School Facilities

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Report Prepared by: R. Merrick  
Superintendent, Facility Management Services

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

<b>Use of School Grounds and Community Use of School Facilities</b>	
<b>Adopted:</b> July 31, 1991	<b>Last Reviewed/Revised:</b> April 16, 2013
<b>Next Scheduled Review:</b> 2018-2019	
<b>Associated Policies &amp; Procedures:</b> <a href="#">VI-49 Use of School Facilities Election Day</a> <a href="#">VI-64 Community Use of School Facilities</a>	

## Purpose

To facilitate the use of school buildings, grounds and facilities of the Halton Catholic District School Board for community use in accordance with Board Operating Policies, Administrative Procedures, and school use requirements as amended from time to time, with no expectation of subsidy from or any cost to the Board.

## Application and Scope

This policy applies to:

- All school sites, buildings, facilities, playfields, playgrounds, parking lots, furniture and equipment under the jurisdiction of the Board;
- All eligible community members, groups, organizations, institutions and agencies making application for use of Board property;
- Eligible users who complete and gain approval for a Community Use of School Facilities (CUSE) Permit issued under this policy and associated procedures.

## Definitions

**Permit Applicant** – an individual submitting the request for the use of a Halton Catholic District School Board facility or property, for a specific date, time and use.

**Community Use of School Facilities Permit** – a document granting the Permit Holder use of a Halton Catholic District School Board facility or property, for a specific date, time and use.



## Principles

- Use of school grounds and community use of school facilities will be in accordance with the Board's policies and procedures, including Board Policy II-45 on Equity and Inclusive Education. The Board and its staff are committed to the elimination of discrimination as outlined in Ontario's Equity and Inclusive Education Strategy in a manner which is consistent with the exercise of the Board's denominational rights under section 93 of the Constitution Act, 1982 and as recognized at section 19 of the Ontario Human Rights Code.
- Use of school grounds and community use of school facilities will be in accordance with the Education Act, subsection 301(2) of Part XIII and the Provincial Code of Conduct 301(3.1); whereby the Halton Catholic District School Board entering into agreement with another person or entity, other than the Board, respecting the use of a school operated by the Board, the Board shall include in the agreement a requirement that the person or entity follow standards that are consistent with the code of conduct. 2012, c.5, s.10 (2).
- The Halton Catholic District School Board recognizes the importance of fostering cooperation with community organizations ~~and recognizes a certain commitment to the community regarding the use of school facilities and endorses the concept of "Community Use of School Facilities" and therefore maintains appropriate procedures, rules and regulations to facilitate the application, approval, and issuance of permits for the use of its property under this policy.~~
- It is understood that a priority will be accorded to the educational program of the school and to the protection of buildings, facilities, playfields, parking lots, grounds, furniture and equipment.
- ~~The Board recognizes that as a publicly funded body and responsible community member, school buildings, facilities, playfields, parking lots, grounds, furniture and equipment should reasonably be made available to eligible applicants for community use where such use does not impede or compromise the educational programs offered in the Board's schools or interfere with custodial and maintenance work programs, or violate the Board's Governing Values or the core values of the Catholic Church.~~
- ~~The Board recognizes and endorses the concept of "Community Use of School Facilities" and therefore maintains appropriate procedures, rules and regulations to facilitate the application, approval, and issuance of permits for the use of its property under this policy.~~
- ~~The Board recognizes while making its buildings, facilities, playfields, parking lots, grounds, furniture and equipment available for community use, there is a need to recover certain costs associated with such usage by community groups, organizations, agencies or individuals.~~
- ~~The Board recognizes that a schedule of fees and cost recoveries should reflect the varying nature and purpose of community use of its school facilities and property.~~
- ~~Formal agreements based on mutual benefit may be established with organizations such as The Roman Catholic Episcopal Corporation of the Diocese of Hamilton in Ontario, Municipal Parks & Recreation Departments, local community colleges and universities.~~

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Commented [MR2]: Combined with bullet above.

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Commented [MR5]: Moved to Requirements





- ~~The issuance of permits under this policy shall not establish a rental contract or otherwise between the Halton Catholic District School Board and any individual, group or organization. Board staff may at any time whatsoever and regardless of whether a fee has been paid, withdraw the use of any school building, facility, playfield, parking lot, grounds, furniture or equipment, if in the opinion of the Board and in its unfettered discretion, the use to which Board property is to be or is being put is incompatible with the Board's mandate or not in the best interests of the Board or the community.~~
- ~~Community Use of School Facilities (CUSF) Permits are not granted to individuals or groups unless they guarantee restitution to the Board in the event of vandalism, damage or loss by posting a Security Deposit, unless alternate arrangements have been made with the Superintendent of Facility Management Services.~~
- ~~Community Use of School Facilities (CUSF) Permits are not granted to individuals or groups unless liability insurance coverage acceptable to the Board is provided through a recognized organization, or by a third party insurance carrier or purchased through the Board.~~
- ~~Community Use of School Facilities (CUSF) Permits are not granted to individuals or groups unless a Board representative, or a responsible person acceptable to the Superintendent of Facility Management Services, is on duty at the school site during the permitted event to protect the interests of the Board by specifically opening the school, providing access to appropriate areas, ensuring the security of the Board's property, respond to any emergency situations and secure the school at the completion of the program. Any and all costs associated with additional custodial staff time required to accommodate a permit applicant shall be charged to the permit applicant at a rate determined by the community use of school facilities office.~~

**Commented [MR6]:** Moved to Requirements

**Commented [MR7]:** Removed – we do not require deposits for permits

**Commented [MR8]:** Moved to Requirements

**Commented [MR9]:** Moved to Requirements

## Requirements

- The Board recognizes that as a publicly funded body and responsible community member, school buildings, facilities, playfields, parking lots, grounds, furniture and equipment should reasonably be made available to eligible Permit Applicants for community use where such use does not impede or compromise the educational programs offered in the Board's schools or interfere with custodial and maintenance work programs, or violate the Board's Governing Values or the core values of the Catholic Church.
- The Board recognizes while making its buildings, facilities, playfields, parking lots, grounds, furniture and equipment available for community use, there is a need to recover certain costs associated with such usage by community groups, organizations, agencies or individuals.
- The Board recognizes that a schedule of fees and cost recoveries should reflect the varying nature and purpose of community use of its school facilities and property.



- Formal agreements based on mutual benefit may be established with organizations such as Diocese of Hamilton, municipal parks & recreation departments, local community colleges and universities.
- The issuance of permits under this policy shall not establish a rental contract or otherwise between the Halton Catholic District School Board and any individual, group or organization. Board staff may at any time, regardless of whether a fee has been paid, withdraw the use of any school building, facility, playfield, parking lot, grounds, furniture or equipment, if in the opinion of the Board and in its unfettered discretion, the use to which Board property is to be or is being put is incompatible with the Board's mandate or not in the best interests of the Board or the community.
- Community use of school facilities permits are not granted to individuals or groups unless liability insurance coverage acceptable to the Board is provided through a recognized organization, by a third-party insurance carrier or purchased through the Board.
- Community use of school facilities permits are not granted to individuals or groups unless a Board representative, or a responsible person acceptable to the Superintendent of Facility Management Services, is on duty at the school site during the permitted event to protect the interests of the Board by specifically opening the school, providing access to appropriate areas, ensuring the security of the Board's property, respond to any emergency situations and secure the school at the completion of the program. Any and all costs associated with additional custodial staff time required to accommodate a Permit Applicant shall be charged to the permit applicant at a rate determined by the community use of school facilities office.

~~In order to protect the Board's property and to reduce unnecessary hazards to individuals or groups within the neighbourhood who may be using the grounds, the following policy statements have been adopted:~~

**Commented [MR10]:** Moved to a new procedure.

- ~~School grounds are available for public use during the following school hours: a) school days: 6:50 a.m. – 10:00 p.m., dusk b) non-school days: 8:00 a.m. – 10:00 p.m., other than Sundays: sunrise to dusk c) Sundays: 9:00 a.m. – dusk unless alternate arrangements have been approved by the Superintendent of Facility Management Services.~~
- ~~Access to school grounds and the community use of school facilities shall be in accordance with the reciprocal agreement in place with the Municipal Parks and Recreation Departments.~~
- ~~Existing facilities shall not be altered in any way to suit the users.~~
- ~~All necessary equipment and field markings shall be provided by the users and placed to the satisfaction of the Administration.~~
- ~~Parking shall be restricted to designated areas. It shall be the responsibility of the users to control parking.~~
- ~~The unauthorized use of school grounds by any type of motorized vehicle is strictly prohibited~~
- ~~Formal Community Use of School Facilities (CUSF) Permit Applications are required, and based upon the Community Use of School Facilities Administrative Procedures, the~~



Superintendent of Facility Management Services or designate may issue CUSF pPermits for the use of appropriate areas of Board premises.

- ~~Appropriate cCommunity uUse of sSchool fFacilities application and approval procedures, partnerships and reciprocal agreements are established such that Board programs, Board or school sponsored activities, cContinuing eEducation, aAdult lLearning programs, custodial, maintenance work programs and facility repairs are given first priority.~~
- ~~Board and school sponsored events such as Catholic School Council mMeetings, pParent iInterviews, cCelebrations, sSporting eEvents, cConcerts, sSchool fFundraisers, etc. receive first priority, and therefore Principals shall submit their school use requests by April 30<sup>th</sup> for the following school year information in a timely manner to assist the cCommunity uUse of sSchool fFacilities (CUSF) oOffice in scheduling other use of school facilities applications.~~
- ~~Parish sponsored events shall receive priority after Board or school sponsored events and before other community groups.~~
- ~~School staff shall plan their after regular school hours facility needs in advance of the school year, so as not to cause unnecessary cancellation of cCommunity uUse of sSchool fFacilities (CUSF) pPermits after they have been issued. School staff should submit their school use requests by April 30<sup>th</sup> for the following school year.~~
- ~~The Board reserves the right to cancel a cCommunity uUse of sSchool fFacilities (CUSF) pPermit at any time without cause or sufficient notice, and in the event of such cancellation, there shall be no claim or right to damage or reimbursement on account of any loss, damage or expense incurred by the CUSF pPermit aApplicant.~~
- ~~The issuance of a cCommunity uUse of sSchool fFacilities (CUSF) pPermit is subject to the terms and conditions approved by the Board and any individual or group that cannot agree to the terms and conditions for the use of school facilities shall not be issued a CUSF pPermit.~~
- ~~If a cCommunity uUse of sSchool fFacilities (CUSF) pPermit has been issued and the terms and conditions of the agreement have been breached, the CUSF pPermit will be cancelled immediately.~~
- ~~Approval procedures require that all permit holders provide evidence of the following where applicable:
  - ~~Sponsorship by a recognized organization and the name, mailing address, telephone number and/or fax number and e-mail address of a contact person;~~
  - ~~Certificate of appropriate liability insurance coverage or purchased through the Board;~~
  - ~~Any licence or permit required by a government authority.~~~~
- ~~Approval procedures require that where school facilities are permitted for use, a Custodian, security personnel or responsible person acceptable to the Superintendent of Facility Management Services, shall be assigned to the school site to protect the interests of the Board by specifically opening the school, providing access to appropriate areas, ensuring the security of the Board's property, respond to any emergency situations and secure the school at the completion of the program. Any and all costs associated with additional Custodial Staff time required to accommodate a CUSF Permit Applicant shall be charged to the Permit Applicant at a rate determined by the Community Use of School Facilities Office.~~



- ~~Administrative procedures, rules and regulations of the cCommunity uUse of sSchool fFacilities (CUSF) pPolicy are established and maintained to reflect the following:~~
  - ~~CUSF Permit aApplicants will be held responsible to the Board for costs associated with any and all damage to the buildings, facilities, playgrounds, parking lots, grounds, furniture or equipment.~~
  - ~~Compliance with Board Policies on “Smoking Ban”, “Safe Schools”, “Substance Abuse”, “Harassment/Abuse & Neglect” and other applicable policies.~~
  - ~~Compliance with all provincial and municipal fire safety standards and regulations.~~
  - ~~All time limits as defined on the CUSF pPermit issued shall be observed.~~
  - ~~Appropriate notice period by the CUSF pPermit aApplicant for the postponement and/or cancellation of a CUSF pPermit~~
- ~~The person who holds signs a cCommunity uUse of sSchool fFacilities (CUSF) pPermit shall be 18 years of age or older, accepts full and personal responsibility for the conduct and supervision of all persons admitted to school buildings and grounds, and is accountable for any and all damages as a result of the use of school property.~~
- ~~The individual who holds signs a cCommunity uUse of sSchool fFacilities (CUSF) pPermit must be in attendance on the school property during the times and uses to which the CUSF pPermit applies, unless alternate satisfactory arrangements have been made with the Superintendent of Facility Management Services.~~
- ~~Proof of appropriate insurance coverage as determined by and satisfactory to the Board shall be provided to the Board before a cCommunity uUse of sSchool fFacilities (CUSF) pPermit is issued.~~
- ~~The CUSF Permit Applicant shall pay a Security Deposit and the entire amount of the CUSF Permit cost in advance of the starting date of the Permit, unless alternate arrangements have been made with the Superintendent of Facility Management Services.~~
- ~~No alcohol use shall be allowed on Board property building, facilities or grounds, except for school mass school or parish events that are approved in writing by the Director of Education. All approved groups permitted to use Board premises for events involving alcohol must strictly adhere to all terms and conditions as outlined in the CUSF Policy and Administrative Procedures.~~
- ~~Board approved events involving alcohol use shall adhere with all of the following terms and conditions. No exceptions. Failure by the Permit Holder to comply with any of the terms and conditions listed below may result in the cancellation of the CUSF Permit up to and including the denial of future use of Board facilities.~~
- ~~No alcohol is to be served or consumed outside of Board buildings. Alcohol use at Board outdoor facilities or outdoor events involving alcohol is not authorized.~~
- ~~Events that involve alcohol on Board premises require the purchase of an additional and separate Party Alcohol Liability (P.A.L.) insurance policy or separate and appropriate insurance coverage satisfactory to the Superintendent of Facility Management Services whose decision will be final. The insurance policy must have a minimum five million dollars (\$5,000,000) coverage and name the Board as an additional insured. The full cost of this additional and separate insurance coverage shall be borne by the CUSF Permit Applicant. Proof of insurance shall be submitted to the CUSF office at least 30 days prior to the event date.~~
- ~~A police officer(s) or a private security company, as approved by the Superintendent of Facility Management Services, is required for an event on Board premises which involves alcohol, for the~~



- duration of an event plus one (1) hour after the bar is closed. The cost of this additional security shall be borne by the CUSF Permit Applicant. Confirmation of additional security arrangements shall be submitted to the CUSF office at least 30 days prior to the event date. A Board approved list of private security companies is available from the Superintendent of Facility Management Services.
- Events involving alcohol shall be licenced with a Special Occasion Permit (S.O.P.) issued by the Alcohol and Gaming Commission of Ontario (A.G.C.O.), formerly the Liquor Licence Board of Ontario (L.L.B.O.)
  - A copy of the Special Occasion Permit issued by the Alcohol and Gaming Commission of Ontario shall be submitted to the CUSF Office at least 30 days prior to the event date.
  - All use of school facility events that involve alcohol, require all documentation as outlined in the Administrative Procedures to be submitted to the CUSF Office in one submission at least 30 days prior to the event date. Failure to provide the completed documentation to the satisfaction of the CUSF office 30 days prior to the event date may result in the cancellation of the permit request by the Superintendent of Facility Management Services whose decision will be final.
  - The CUSF Permit Applicant shall submit evidence that an individual(s) has been deemed a Designated Driver(s) for the event to the CUSF Office at least 30 days prior to the event date.
  - All applicable event costs payable to the Board shall be paid in full and in advance at least 30 days prior to the event date.
  - A separate non-refundable Application Administrative Fee must be submitted at the time of the CUSF permit request and at least 90 days prior to the scheduled date of the event.
  - Certified bartenders must be on site and responsible for the dispensing and handling of all alcohol products. The bartender(s) must have completed a Server Intervention Program (S.I.P.) such as Smart Serve™. Proof of S.I.P. Certification must be provided to the CUSF Office at least 30 days prior to the event date.
  - The CUSF Permit Applicant shall sign the A.G.C.O. Special Occasion Permit Application and the CUSF Permit Applicant must attend the event and be responsible for making decisions regarding the operation of the event, unless alternate satisfactory arrangements have been made with the Superintendent of Facility Management Services.
  - The Permit Applicant responsible for decision making during the event must be able to assume the lead role in facilitating and controlling all aspects of the event. All event workers must also be available to assist in maintaining control at the event.
  - If there is a violation of the Board CUSF Policy or Procedures by the CUSF Permit Holder while on Board premises, the Superintendent of Facility Management Services or designate will conduct a review of the circumstances regarding the violation. Examples of serious violations include serving without a proper licence, alcohol served by untrained bartenders, loss of control, total neglect of the facility, etc. In these cases, rental privileges will be revoked indefinitely.
  - A Board Custodian(s) shall be on duty and will have the authority to demand corrective action by the CUSF Permit Holder and/or shut down the event. The Permit Applicant will pay all applicable custodial costs. No exceptions.
  - The Board will not be responsible for any costs or losses incurred by the CUSF Permit Holder or their patrons or guests if Board staff deems it necessary to close down an event prematurely due to a violation of the Board CUSF Policy or Procedures while on Board premises.
  - The determination of user group classification categories, rental rates, insurance rates, processing fees, custodial rates and other applicable costing shall be as determined by Board staff outlined in the Administrative Procedures.



- ~~The Director of Education shall ensure that administrative procedures to implement the Community Use of School Facilities Policy are established.~~

APPROVED: Regular Meeting of the Board

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



**Appendix A**

**BOARD PERMIT CONDITIONS**

- ~~Adult supervision for youth organizations shall be provided at all times.~~
- ~~Applicants shall be responsible for the conduct and supervision of all persons admitted to the school premises.~~
- ~~The applicant agrees to ensure that all groups from their organization using the boards facilities, follows the Halton Catholic District School Boards Medical Conditions Policy II-42 and the following protocols: anaphylaxis, asthma, diabetes and concussions. Copies of these policies and respective procedure can be found on the HCDSB website.~~
- ~~Custodians are to be on duty to supervise all permits, in accordance with the Board's Community Use policy. Applicable custodian supervision charges determined by Board must be paid by the applicant.~~
- ~~The applicants' failure to take proper security measures when leaving school premises shall result in the cancellation of this Agreement.~~
- ~~Use of the facilities is restricted to the purposes expressly stated on this form and to the areas, dates and times as approved by the Board staff.~~
- ~~Use of the school equipment is not permitted and storage of applicants' equipment on school premises is prohibited, unless such use of storage has been approved by authorized Board staff.~~
- ~~Use of any narcotics as defined in the Narcotic Control Act is absolutely prohibited. Use of alcoholic beverages is strictly prohibited.~~
- ~~Games of chance, lotteries or gambling in any form, other than to raise charitable funds, are prohibited. All uses must comply with applicable statutes.~~
- ~~Issuance of keys to applicants is prohibited.~~
- ~~The applicant shall be liable for, and shall be charged with, the full costs of repairs resulting from damage caused through use. All damages are to be reported immediately to Board staff.~~
- ~~The Board shall not be responsible for personal injury, damage, loss, or theft of clothing or equipment owned by the applicant or persons associated with the applicants or anyone attending at the invitation of the applicants. The Board shall further be held free from all liability resulting from use of school facilities by the applicant.~~
- ~~The applicant must be 18 years of age or older.~~
- ~~The applicant shall ensure:~~
  - ~~That this group should not infringe on the time booked by any other group and that the school shall be vacated by the time indicated on the permit.~~
  - ~~That there is a no smoking permitted anywhere on school property.~~
  - ~~That the type of program or entertainment to be provided during the term of the license by the Applicant shall at all times confirm with the law and the rules and regulations of the Halton Catholic District School Board.~~
  - ~~That vehicles will be parked on school grounds in designated parking areas only.~~
  - ~~That no changes or alterations shall be made to any facilities unless expressly permitted and provided for in this Agreement.~~
  - ~~That this group has an Emergency Action Plan in place to deal with emergencies while on School Property:
    - ~~Posted near each classroom door exit is an emergency response plan. The school board has listed what to do in instances of emergency including evacuation, lockdown, hold and secure, shelter in place, and accidents/injuries.~~
    - ~~A bright yellow sign with the fire exit and alternate exit route plan is also located in every room in the school (classrooms, gymnasium, libraries) and posted next to each exit door.~~~~
- ~~The Applicant agrees to indemnify and save harmless the School Board from all losses, claims, demands, costs, damages, suits of whatever nature or kind which may arise as a result of the Applicant, its servants or agents, of the facilities licensed. The applicant shall provide proof of comprehensive liability insurance in the amount of at least Two Million Dollars (\$2,000,000.00). The insurance policy will name the Halton Catholic District School Board as an Additional Insured.~~

**Commented [MR11]:** Permit conditions change regularly to address new regulations or deal with unforeseen issues that arise. As such, they should only be in the procedure.  
  
Past examples are anti-vaping,





- ~~NOTWITHSTANDING the use granted by this license, facilities shall not be available on days during which schools have been closed by the Administration/Board because of inclement weather or other reasons. The Board does not undertake to provide snow plowing for applicants. School grounds shall be snow plowed according to the regular schedule established by the Maintenance Department of the board.~~
- ~~The Halton Catholic District School Board reserves the right to maintain supervision, care, custody and control of the facilities during the term of the permit through its employees or agents and the Board further reserves the right to revoke this permit at any time for any cause or causes which in its sole discretion may be deemed advisable through its employees or agents.~~
- ~~The term of yearly agreements shall be as negotiated with the Board and shall not exceed one school year in length.~~
- ~~New or renewal agreements shall be as negotiated with the Board each year.~~
- ~~Schools are closed during Christmas, March Break and Summer holidays and are not be used for any activity during this time unless such use is approved by authorized Board staff.~~
- ~~School activities take priority at all times.~~
- ~~The Board, through the Director of Education or designate, reserves the right to withdraw the permission for school use at any time and change or cancel these regulations.~~
- ~~Maximum attendance at any facility shall be governed by Fire Regulations and all exits must be kept free from obstruction at all times.~~
- ~~Payments must be paid in advance for all Permits, unless alternate arrangements have been approved by authorized Board staff or a credit card is stored within your online account to which your permit charges will be at the end of every month.~~
- ~~When applicants are to be accepted under the sponsorship of a Department of Recreation, the permit must be signed by an official of that Department of Recreation.~~
- ~~All after hours use of schools during the school year Monday to Friday must end at 10:00pm and all persons must vacate the school premises.~~

### **Refund Policy**

- ~~Issued rental contracts may be cancelled through the online system with at least 10 working days notice prior to the booking date. Associated administrative fees will be applied.~~
- ~~A credit will be applied to your account to offset any future purchases.~~
- ~~Accounts that do not have a purchase balance will be refunded to the original credit card.~~
- ~~Cancellations with less than 10 working days' notice prior to the booking date will not be refunded or rescheduled.~~

### **Privacy Statement for the Rentals application**

~~This site was designed to manage aspects of booking Halton Catholic District School Board facilities and associated services. In order to meet this objective, you must voluntarily provide personal or confidential information. The Halton Catholic District School Board along with the third party providers who manage this website and handle monetary transactions will hold in confidence and appropriately use personal and financial information collected and not share this information with other unauthorized parties.~~

~~Upon termination of the business relationship, third parties will return information to the Halton Catholic District School Board and destroy information collected.~~

~~Any personal information you do provide is managed according to the Municipal Freedom of Information and Protection of Privacy Act and/or the Education Act. The third party provider will promptly notify the Halton Catholic District School Board of any unauthorized release of this collected information.~~





## BOARD PERMIT CONDITIONS

~~Adult supervision for youth organizations shall be provided at all times.~~

- ~~1. Applicants shall be responsible for the conduct and supervision of all persons admitted to the school premises.~~
- ~~2. Use of facilities will be in accordance with the Education Act, Subsection 301 (2) of Part XIII and the Provincial Code on Conduct, 2012~~
- ~~3. Custodians are to be on duty when required at the remuneration so indicated in the Board's policy. Applicable charges determined by Board policy must be paid by the applicant.~~
- ~~4. The applicants' failure to take proper security measures when leaving school premises shall result in the cancellation of this Agreement.~~
- ~~5. Use of the facilities is restricted to the purposes expressly stated on this form and to the areas, dates and times as approved by the Principal and/or the Board.~~
- ~~6. Use of the school equipment is not permitted and storage of applicants' equipment on school premises is prohibited, unless such use of storage has been approved by a authorized Board Official.~~
- ~~7. Use of any narcotics as defined in the Narcotic Control Act is absolutely prohibited. Use of alcoholic beverages is strictly prohibited.~~
- ~~8. Games of chance, lotteries or gambling in any form, other than to raise charitable funds, are prohibited. All uses must comply with applicable statutes.~~
- ~~9. Issuance of keys to applicants is prohibited.~~
- ~~10. The applicant shall be liable for, and shall be charged with, the full costs of repairs resulting from damage caused through use. All damages are to be reported immediately to the Principal or the Board.~~
- ~~11. The Board shall not be responsible for personal injury, damage or loss or theft of clothing or equipment owned by the applicant or persons associated with the applicants or anyone attending at the invitation of the applicants. The Board shall further be held free from all liability resulting from use of school facilities by the applicant.~~
- ~~12. The applicant must be 18 years of age or older.~~
- ~~13. The applicant shall ensure:~~
- ~~14. That this group should not infringe on the time booked by any other group and that the school shall be vacated by the time indicated on the permit.~~
  - ~~a. That there is a no smoking permitted anywhere on school property.~~
  - ~~b. That the type of program or entertainment to be provided during the term of the license by the Applicant shall at all times confirm with the law and the rules and regulations of the Halton Catholic District School Board.~~
  - ~~c. That vehicles will be parked on school grounds in designated parking areas only.~~
  - ~~d. That no changes or alterations shall be made to any facilities unless expressly permitted and provided for in this Agreement.~~
  - ~~e. The Applicant agrees to indemnify and save harmless the School Board from all losses, claims, demands, costs, damages, suits of whatever nature or kind which may arise as a result of the Applicant, its servants or agents, of the facilities licensed. The applicant shall provide, upon request, proof of comprehensive liability insurance in the amount of at least Two Million Dollars (\$2,000,000.00). The insurance policy will name the Halton Catholic District School Board as an Additional Insured.~~



15. NOTWITHSTANDING the use granted by this license, facilities shall not be available on days during which schools have been closed by the Administration/Board because of inclement weather or other reasons. The Board does not undertake to provide snow plowing for applicants. School grounds shall be snow plowed according to the regular schedule established by the Maintenance Department of the board.
16. The Halton Catholic District School Board reserves the right to maintain supervision, care, custody and control of the facilities during the term of the permit through its employees or agents and the Board further reserves the right to revoke this permit at any time for any cause or causes which in its sole discretion may be deemed advisable through its employees or agents.
17. The term of yearly agreements shall be as negotiated with the Board and shall not exceed one school year in length.
18. New or renewal agreements shall be as negotiated with the Board each year.
19. Schools are closed during Christmas, March Break and Summer holidays and are not to be used for any activity during this time unless such use is approved by an authorized Board Official.
20. School activities take priority at all times.
21. The Board, through the Director of Education or designate, reserves the right to withdraw the permission for school use at any time and change or cancel these regulations.
22. Maximum attendance at any facility shall be governed by Fire Regulations and all exits must be kept free from obstruction at all times.
23. Payments must be paid in advance for all Permits, unless alternate arrangements have been approved by an authorized Board Official.
24. When applicants are to be accepted under the sponsorship of a Department of Recreation, the permit must be signed by an official of that Department of Recreation.
25. This permit is invalid without authorized signatures.
26. All after hour's use of schools during the school year Monday to Friday must end at 10:00pm and all persons must vacate the school premises.

## **27. Refund Policy**

Issued rental contracts may be cancelled through the online system with at least 10 working days' notice prior to the booking date. Associated administrative fees will be applied.

- A credit will be applied to your account to offset any future purchases. Accounts that do not have a purchase balance will be refunded to the original credit card.
- Cancellations with less than 10 working days' notice prior to the booking date will not be refunded or rescheduled.

## **Privacy Statement for the Rentals Application**

This site was designed to manage aspects of booking Halton Catholic District School Board facilities and associated services. In order to meet this objective, you must voluntarily provide personal or confidential information.

The Halton Catholic District School Board along with the third party providers that manages this website and handles monetary transactions will:

Hold in confidence and appropriately use personal and financial information collected.

- Not share this information with other unauthorized parties.



- Upon termination of the business relationship, third parties will return information to the Halton Catholic District School Board and destroy information collected.

Any personal information you do provide is managed according to the Municipal Freedom of Information and Protection of Privacy Act and/or the Education Act

The third party provider will promptly notify the Halton Catholic District School Board of any unauthorized release of this collected information.

Policy V-15 Environmental Stewardship	<b>Item 4.3</b>
Tuesday, May 14, 2019	

### Purpose

To provide for the consideration of the Policy Committee revisions to *Policy V-15 Environmental Stewardship* as recommended by staff.

### Commentary

*Policy V-15 Environmental Stewardship* was established in May 2010 to promote environmental stewardship within the context of our Catholic faith in all educational programs, activities and operational procedures.

As part of the Board's 3-year review cycle of policies, Board staff conducted a review of *Policy V-15 Environmental Stewardship*. Minor amendments have been recommended to the policy, specifically, the Principles & Requirements have been revised, along with the addition of the References.

The revised *Policy V-15 Environmental Stewardship* is attached for review and consideration by the Policy Committee.

### Recommendation

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

<p>Moved by:</p> <p>Seconded by:</p> <p><b>That</b>, the Policy Committee recommends that <i>Policy V-15 Environmental Stewardship</i>, be forwarded, along with amendments, to the May 21, 2019 Regular Board Meeting for approval.</p>
--

Report Prepared by: S. Allum  
Manager, Energy and Environmental, Facilities Management Services

R. Merrick  
Superintendent, Facilities Management Services

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

<b>Environmental Stewardship</b>	
<b>Adopted:</b> May 4, 2010	<b>Last Reviewed/Revised:</b> N/A
<b>Next Scheduled Review:</b> <del>October 2018</del> <u>2021-2022</u>	
<b>Associated Policies &amp; Procedures:</b> N/A	

## Purpose

To ensure that all staff and students of the Halton Catholic District School Board promote and follow a path of environmental stewardship within the context of our Catholic faith in all educational programs, activities and operational procedures.

## Application and Scope

This policy applies to all ~~educational programs and departmental operations~~ staff and students in the Halton Catholic District School Board.

## References

[Laudato Si](#)

[Strategy for a Waste-Free Ontario: Building the Circular Economy](#)

[Made in Ontario Environment Plan](#)

## Principles

As followers of Jesus Christ, the Halton Catholic District School Board supports the promotion of core values of honesty, integrity, responsibility, caring, equity, dedication, and respect for self, others, and the environment.

In accordance with church teaching and papal encyclicals, the Halton Catholic District School Board is committed to:

- maintaining respect for human life within society, from conception to natural death;
- asserting the dignity of the person;



- recognizing the unique mission of the family where one is trained in love of neighbour and respect for nature;
- creating an awareness that creation is God's gift to his people. As God's people, we are called to be stewards in this regard;
- promoting environmental literacy in all staff and students;
- providing leadership for developing a knowledge of and respect for the balance between Earth's ecosystems and human impact on them;
- promoting life-long learning about our earth linking environmental education to different areas of the curriculum;
- encouraging active, responsible citizenship emphasizing care and protection of the environment; and
- promoting critical thinking skills and a culture of inquiry in each classroom.

Therefore, the Board will ~~establish~~ maintain a management team that will facilitate ~~the implementation of the~~ following strategies within available resources:

- in cooperation with the home, parish, Catholic School Councils, local organizations and the educational community, promote environmental values and literacy for all staff and students which acknowledge the environmental principles of:
  - protecting the biosphere,
  - sustainable use of natural resources,
  - reduction and disposal of waste,
  - responsible use of energy, and reduction of risk to health and safety
- provide appropriate curricular resources and in-services that support the environmental principles for studies both in school and in the outdoors;
- use purchasing practices that evaluate the acquisition and disposal of products according to the following criteria:
  - Reduce
  - Reuse
  - Recycle, and whenever possible, select products and services that meet the above criteria and are environmentally friendly, or
  - alternately, refuse products
- model environmentally appropriate practices by staff and students, including teaching students how to minimize their ecological footprint on the Earth;
- promote federal, provincial, regional, civic, school and family initiatives that acknowledge environmental principles;



- provide a work environment for all staff and students that meets government and environmental protection and health and safety regulations and codes;
- base the design and construction of new facilities and renovations on environmental principles, including sustainability and environmental impact.

## Requirements

- I. The Halton Catholic District School Board, under the direction of the Director of Education, will form a system-wide Environmental Stewardship Committee to provide advice and direction to the Board in implementing the Requirements listed in this policy. The committee membership will consist of administration, trustee(s), parents, teachers and other community stakeholders as deemed appropriate by the Director of Education.

- II. **Focus Area A: Teaching and Learning**

Strategy:

Continue on-going programs to increase-increase student knowledge and develop skills and perspectives that foster environmental stewardship of God's gifts of nature.

Board Responsibility:

- use relevant curriculum resource documents to support implementation of revised curricula, as appropriate;
- support staff and students in linking environmental knowledge and related skills and activities to the teachings of the worldwide Catholic community and other diverse communities, including First Nation, Métis, and Inuit peoples, and to principles of responsible citizenship.

School Responsibility:

- to provide opportunities for students to acquire knowledge and skills related to environmental education in all subject areas, and encourage them to apply their knowledge, and critical thinking skills to determine the impact and action required to evaluate and respond to environmental issues through action-based projects;
- to challenge students to develop critical thinking skills in systems thinking and futures thinking that they will need to become discerning, active citizens.

- III. **Focus Area B: Student Engagement and Community Connections**

Strategy:

Build student capacity to take action on environmental issues.

Board Responsibility:

- engage student leaders in the design and delivery of environmental education projects at the Board level;





- share school and student projects across the Board that demonstrate engagement in environmental stewardship;
- encourage environmental learning for all students inside and outside the classroom;
- support students, on a system-wide basis, as they develop skills and act as decision-makers to effect positive environmental change;
- encourage the study and application of sound scientific principles of investigation and analysis.

School Responsibility:

- to engage student leaders in the design and delivery of environmental education at the school level;
- to encourage students to enrich their learning by using information technology to access resources, connect with others, and create e-communities that focus on environmental issues;
- to encourage action research that promotes partnerships and the innovative implementation of environmental education concepts and principles;
- to create opportunities for students to address environmental issues in their homes, in their local communities, or at the global level;
- to work with their Catholic School Councils in promoting environmental education;
- to encourage students to plan environmental education activities for all students;
- to encourage all students to participate in environmental education activities on school grounds.

IV. **Focus Area C: Environmental Leadership**

Strategy:

Continue to increase the extent to which environmental education is integrated into Board policies, procedures, and strategic plans.

Board Responsibility:

- develop or revise a Board environmental education ~~policy-procedure(s)~~ that promotes environmental literacy and environmentally responsible management practices;
- in connection with the Board's policy development and implementation process:
  - ~~create-maintain~~ a system-wide environmental education and management committee;
  - embed environmental education as a priority in the Board's strategic plan;
  - develop and implement a plan/procedure for integrating sustainable environmental practices into each of the Board's operational services;

**Commented [JN1]: [STAFF]** Policy V-15 is the overarching policy and departmental procedures will be developed to support this policy.



- develop an environmental action plan that is annually reviewed, renewed, and communicated to all Board employees and trustees;
- review existing Board recognition programs for opportunities to include recognition-acknowledgment of responsible environmental leadership;
- integrate in-service opportunities related to environmental education into staff development for all employee groups;
- focus energy and environmental management practices to better support students and school initiatives;
- provide resources for schools to engage in environmental practices and initiatives;
- participate in partnerships with other community, municipal and regional organizations in regards to environmental projects and initiatives; and
- encourage all Board personnel, CPIC (Catholic Parent Involvement Committee), students, parents and Catholic School Councils to adopt and promote environmentally appropriate practices.

School Responsibility:

- to create or revise an implementation plan that aligns with the Board environmental education policy;
- to adopt environmentally responsible management practices that are consistent with Board policy and consider the advice of members of the school community on these matters;
- to encourage staff to develop knowledge and skills related to environmental education, and responsible environmental practices and encourage mentoring opportunities;
- to facilitate sharing of staff expertise and knowledge through existing networks.

APPROVED: Regular Meeting of the Board

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

Policy V-18 Community Engagement & Public Consultation	<b>Item 4.4</b>
Tuesday, May 14, 2019	

### Purpose

To provide for the consideration of the Policy Committee the newly developed *Policy V-18 Community Engagement & Public Consultation* as recommended by staff.

### Commentary

The Halton Catholic District School Board (HCDSB) is committed to enhancing our ongoing communication with parents, students, staff, and members of the broader community. This commitment is outlined in our current [multi-year strategic plan](#) as a system priority to ensure that communication is clear, transparent and responsive to our stakeholders.

*Policy V-18 Community Engagement & Public Consultation* has been created to ensure consistency in the provision of effective, meaningful consultation with our community.

The policy was presented as a discussion item at the April 9, 2019 Policy committee meeting. A minor revision was made following Trustee feedback.

*Policy V-18 Community Engagement & Public Consultation* is attached for review and consideration by the Policy Committee.

### 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 V-18 Community Engagement &amp; Public Consultation, be forwarded, along with amendments, to the May 21, 2019 Regular Board Meeting for approval at first reading.</i></b></p>
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Report Prepared by: Andrea Swinden  
Manager, Strategic Communications

Report Submitted by: Pat Daly  
Director of Education & Secretary of the Board

<b>Community Engagement &amp; Public Consultation</b>	
<b>Adopted:</b> Date	<b>Last Reviewed/Revised:</b> Date
<b>Next Scheduled Review:</b> 2021-2022	
<b>Associated Policies &amp; Procedures:</b> <a href="#">I Governance of Policy</a> <a href="#">I-06 Delegation to the Board</a> <a href="#">I-07 Protection of Privacy</a> <a href="#">VI-81 Privacy Procedure</a> <a href="#">I-09 School Accommodation Review – Consolidation and Closure</a> <a href="#">VI-35 School Accommodation Review – Consolidation Closure</a> <a href="#">I-15 School Name Selection</a> <a href="#">I-29 School Boundary Review Process</a> <a href="#">VI-88 School Boundary Review Process</a> <a href="#">I-37 Community Planning &amp; Facility Partnerships</a> <a href="#">VI-78 Community Planning &amp; Facility Partnerships</a> <a href="#">I-44 Strategic Planning Process</a> <a href="#">II-41 School Uniform Dress Code/School Dress Code</a> <a href="#">VI-46(e) Monitoring &amp; Feedback on Accessible Customer Service</a> <a href="#">VI-54 Equity &amp; Inclusive Education</a> <a href="#">VI-58 Parent Notification System</a> <a href="#">VI-63 Social Media Procedure</a>	

## Purpose

To provide a framework and a model for community engagement and public consultation across the Halton Catholic District School Board (HCDSB).

## Application and Scope

This policy pertains to all school and board community engagement practices that apply to HCDSB internal and/or external stakeholders.

## References

[Halton Police – School Board Protocol](#)

[International Association for Public Participation \(IAP2\)](#)

## Definitions

**Community Engagement** – an interaction process between HCDSB and its internal and/or external stakeholders that provides an opportunity to share information, gather feedback and inform decision-making. The level of engagement undertaken depends on the goal: *inform, consult, involve, or collaborate*.

**Inform** – sharing of information with stakeholders to increase awareness and understanding.

**Consult** – gathering feedback from stakeholders on policies, options and/or decisions. ~~to determine the reaction in order to refine policy or directions.~~

**Involve** – ~~engaging working with~~ stakeholders ~~through interactive sessions~~ to gather ensure feedback ~~that will be understood and~~ reflected in the ~~final options, plans, recommendations, developed and/~~ or decisions made.

**Collaborate** – engaging a group or advisory committee of stakeholders to work together to provide develop options and solutions. ~~As much as possible, the advice,~~ feedback and /or recommendations ~~advice that~~ will be incorporated into final recommendations decision.

**Stakeholder** – any individual or group who can affect or is affected by decisions made by HCDSB.

**Internal Stakeholders** – staff, students, parents, and trustees.

**External Stakeholders** – including, but not limited to, parishes, Catholic ratepayers, community partners and organizations, Ministry of Education and other government ministries, municipalities, etc.

## Principles

At HCDSB, we value relationships and partnerships, recognizing that student success and well-being are reflective of the healthy and vibrant partnerships we hold with staff, parents, parishes and members of the broader community.

At HCDSB, we are committed to effective public participation that provides a means for facilitating understanding; incorporating stakeholder feedback into decisions that affect them; and improving decision-making. This includes:

- relaying accurate, timely information on matters affecting stakeholders;
- providing open, inclusive, and meaningful feedback mechanisms that encourage two-way communications with our stakeholders;

- ensuring equity of opportunity and access by identifying and removing barriers to engagement;
- sharing results of feedback collected through public consultation to foster a culture of transparency and trust.

## Requirements

### I. Sharing Information with Stakeholders

Accurate, timely information will be relayed about changes to policies, programs, legislation, decisions, or issues requiring immediate attention.

- New policies or changes to current policies will be shared with stakeholders in accordance with [Policy I – Governance of Policy](#).
- Information around the implementation of new programs will be shared in advance of implementation with stakeholders (staff, parents, trustees) who are directly impacted.
- Stakeholders directly impacted by potential changes to existing programs will be notified that the program is under review, and will be provided with pertinent information as it becomes available, and prior to a decision being made.
- Changes to legislation will be shared in advance of implementation with stakeholders who are directly impacted.
- Decisions that directly impact on the day-to-day activities or operations at the school and/or system level will be shared with stakeholders in advance of implementation. Details around the implementation of decisions will be communicated as they become available.
- Issues requiring immediate attention, such as lockdowns, emergencies, school closures, power outages, etc., will be communicated in accordance with the applicable policy, procedure, protocol or practice.

### II. Engaging Stakeholders in a Public Consultation Process

HCDSB will notify internal and external stakeholders of consultation opportunities in a manner that is consistent, timely and transparent.

- All system-level public consultations will include a plan that provides:
  - a. the purpose of the consultation;
  - b. the desired outcomes (goals);
  - c. the Stakeholder Decision Impact & Communication Matrix (Appendix A), which lists stakeholder groups impacted and the level of engagement (inform, consult, involve, or collaborate);
  - d. a description of the communications methodology, timelines and strategies.
- All reports emanating from a public consultation process will contain a summary of the process and a summary of feedback received, with a description of any steps taken to address public concerns in arriving at a recommendation.

- All active public consultations will be posted on a designated Public Consultation page on the HCDSB website.

APPROVED: Regular Meeting of the Board

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



Policy II-51 Optional French Programming (Early French Immersion and Extended French)	<b>Item 5.1</b>
Tuesday, May 14, 2019	

## Purpose

To provide responses to questions posed by Trustees during the discussion at the April 9, 2019 Policy Committee Meeting, regarding the newly proposed draft *Policy II-51 Optional French Programming (Early French Immersion and Extended French)*.

## Commentary

The following topics and supporting documentation are provided in order to address the questions raised with regard to:

- **Optional French Program Sites for 2019-2020:**  
An overview of the elementary and secondary school sites and EFI (Early French Immersion)/ EF (Extended French) program offerings. (Appendix A)
- **Optional French Program Registrations for 2019-2020** with Wait List data:  
A summary of the registrations and wait lists in all the EFI Grade 1 and EF Grade 5 programs to date. (Appendix B)
- **Optional French Program Classes and Student numbers for 2019-2020:**  
A summary of all the EFI and EF schools, classes and student numbers for the upcoming school year. (Appendix C)
- **Loss of students to HDSB FI Program:**  
A summary of HCDSB Family of Schools and the number of students who registered for EFI in HDSB. (Appendix D)
- **Enrolment & Utilization Projections:**  
A summary of HCDSB schools enrolment and utilization projections and forecasts. (Appendix E)
- **FSL(French as a Second Language) Staffing:**  
There has been an increase of FSL teachers throughout Core, EFI and EF in both elementary and secondary panels, through active recruiting  
  
Supply teacher coverage throughout the school year is challenging and there are gaps in program delivery for extended periods of time at various school sites in both elementary and secondary due to absenteeism, medical and/or maternity leaves.

**Item 5.1 | Policy II-51 Optional French Programming (Early French Immersion and Extended French)**

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*Policy II-51 Optional French Programming (Early French Immersion and Extended French)* is now placed before the Policy Committee for further review and deliberation.

**Report Prepared by:** Anna Prkacin  
Superintendent of Curriculum Services

**Report Submitted by:** Patrick Daly  
Director of Education and Secretary of the Board

Optional French Programming 2019/2020

Burlington

EARLY FRENCH IMMERSION PROGRAM	Elementary Schools	Family of Schools	Extended French Program Elementary	Extended French Program Secondary
Sacred Heart of Jesus	Ascension	Assumption	St. Gabriel	Notre Dame
	Holy Rosary			
	St. Patrick			
	St. Paul			
	St. Raphael			
	Sacred Heart of Jesus	Corpus Christi		
	St. Anne			
	St. Christopher			
	St. Elizabeth Seaton			
	Canadian Martyrs	Notre Dame		
	St. Gabriel			
	St. Mark			
	St. Timothy			

Oakville

EARLY FRENCH IMMERSION PROGRAM	Elementary Schools	Family of Schools	Extended French Program Elementary	Extended French Program Secondary
St. Mary CES	Our Lady of Peace	Holy Trinity	Our Lady of Peace	Holy Trinity
	St. Andrew		St. Marguerite d'Youville	
	St. Michael			
	Holy Family			
	St. Gregory the Great			
	St. Marguerite d'Youville			
	St. Matthew	St. Ignatius of Loyola	St. Bernadette	St. Ignatius of Loyola
	St. Teresa of Calcutta		St. Matthew*	
	St. Bernadette			
	St. Andrew*			
	St. Matthew*			
	St. Teresa of Calcutta*			
	St. Joan of Arc		St. Thomas Aquinas	St. Joan of Arc
	St. John Paul II			
	St. Mary			
	St. Dominic			
	St. Luke			
St. Nicholas	St. Nicholas	St. Thomas Aquinas		
St. Vincent				

**NB:** For the 2019-20 school year, St. Matthew School will accommodate Grade 5 students for the Extended French Program. Schools with an (\*) will have the option to continue at St. Matthews for one more year. For the 2020-21 school year, St. Matthews CES will no longer receive Grade 5 students, and remaining grades will be phased out.

*Optional French Programming 2019/2020*

Milton

EARLY FRENCH IMMERSION PROGRAM	Elementary Schools	Family of Schools	Extended French Program Elementary	Extended French Program Secondary
St. Scholastica (Grade 1) St. Benedict (Grade 2-5) St. Peter (Grade 6-7)	Holy Rosary	Bishop P.F. Reding	Holy Rosary	Bishop P.F. Reding
	Our Lady of Victory			
	St. Anthony of Padua			
	St. Peter			
	Lumen Christi	Jean Vanier Catholic	Lumen Christi	
	Queen of Heaven			
	St. Benedict			
	St. Scholastica	Future Milton #3 (JEAN currently)	Our Lady of Fatima	
	Our Lady of Fatima			
Guardian Angels				

Halton Hills

EARLY FRENCH IMMERSION PROGRAM	Elementary Schools	Family of Schools	Extended French Program Elementary	Extended French Program Secondary
St. Catherine (Grade 1) St. Brigid (Grade 2-7)	Holy Cross	Christ the King	St. Francis of Assisi (Program not running)	Christ the King
	St. Francis of Assisi			
	St. Joseph			
	St. Brigid			
	St. Catherine of Alexandria			

### Optional French Program Registrations for 2019-20

Extended French			
School	Class 1	Class 2	Wait List
St. Gabriel	23	22	
Holy Rosary (M)	30		8
Lumen Christi	20	21	
Our Lady of Fatima	24	23	
Our Lady of Peace	15		
St. Bernadette	30		
Joan of Arc	29		
St. Marguerite	30		
St. Nicholas	28		
St. Matthew	30		7

Early Immersion			
School	Class 1	Class 2	Wait List
St. Catherine of Alexandria	23	23	0
St. Mary	23	23	
St. Scholastica	23	23	53
Sacred Heart of Jesus	23	23	20

## Extended French Classes and Numbers 2019-2020

REGION	SCHOOL	GRADE 5		GRADE 6		GRADE 7		GRADE 7/8	GRADE 8		WAITLIST	# STUDENTS PER SCHOOL	# STUDENTS PER REGION
		GR05EFA	GR05EFB	GR06EFA	GR06EFB	GR07EFA	GR07EFB	GR07/08EFA	GR08EFA	GR08EFB			
BURLINGTON	ST. GABRIEL	23	22	26		25		22 (13/9)	22			140	140
OAKVILLE	OUR LADY OF PEACE	16										16	604
	ST. BERNADETTE	28		27	26	21	22		27	27	1	178	
	ST. JOAN OF ARC	28										28	
	ST. MARGUERITE d'YOUVILLE	27		28		29			24		2	108	
	ST. MATTHEW	28		29	29	28		27 (10/17)	30		8	171	
	ST. NICHOLAS	28		27		20			28		1	103	
MILTON	ST. BENEDICT			28	28	28	27		27	27		165	370
	HOLY ROSARY (M)	30		27		26			29		10	112	
	LUMEN CHRISTI	22	21									43	
	OUR LADY OF FATIMA	25	25									50	
HALTON HILLS	HOLY CROSS								25			25	106
	ST. BRIGID								26			26	
	ST. CATHERINE OF ALEXANDRIA			29		26						55	
# STUDENTS PER GRADE			323		304		275		318				

NUMBER OF STUDENTS IN EXTENDED FRENCH: 1220

## Early French Immersion Classes and Numbers 2019-2020

REGION	SCHOOL	GRADE 1		GRADE 2		GRADE 3		GRADE 4		GRADE 5		GRADE 5	GRADE 6		GRADE 7		GRADE 8	WAITLIST	# STUDENTS PER SCHOOL	# STUDENTS PER REGION
		GRO1FIA	GRO1FIB	GRO2FIA	GRO2FIB	GRO3FIA	GRO3FIB	GRO4FIA	GRO4FIB	GRO5FIA	GRO5FIB	GR05/06FIB	GRO6FIA	GRO6FIB	GRO7FIA	GRO7FIB	GR08FIA			
BURLINGTON	SARCRED HEART OF JESUS	23	23	22	22	23	22	21	20	23	18 (10/8)		24	18	18		20	277	277	
OAKVILLE	ST. MARY	23	23	23	23	22	23	24	24	20	21		22	23	20	20		311	311	
MILTON	ST. PETER												19	18	18	17		72	294	
	ST. SCHOLASTICA	23	23															53		46
	ST. BENEDICT			22	22	21	21	22	22	23	23									176
HALTON HILLS	ST. BRIGID			22	23	23	23	22	22	25	19 (10/9)		23		26			228	273	
	ST. CATHERINE OF ALEXANDRIA	23	22															45		
# STUDENTS PER GRADE		183		179		178		177		155			146		137					

NUMBER OF STUDENTS IN EARLY FRENCH IMMERSION: 1155

## Loss of Students to HDSB FI Program

Family of School	2014 to 2015			2015 to 2016			2016 to 2017			2017 to 2018			
	SK to HDSB GR1 FI	Total SK	% of students that left for HDSB	SK to HDSB GR1 FI	Total SK	% of students that left for HDSB	SK to HDSB GR1 FI	Total SK	% of students that left for HDSB	GR1 to HDSB GR2 FI	Total GR1	% of students that left for HDSB	
<b>BURLINGTON</b>													
Assumption CSS	7	174	4%	3	155	2%	HDSB transitioning from Grade 1 to Grade 2 FI model. No entry option in 2017 school year.			0	183	0%	
Corpus Christi CSS	5	221	2%	4	203	2%				2	253	1%	
Notre Dame CSS	0	169	0%	0	165	0%				0	208	0%	
<b>Sub Total</b>	<b>12</b>	<b>564</b>	<b>2%</b>	<b>7</b>	<b>523</b>	<b>1%</b>				<b>2</b>	<b>644</b>	<b>0%</b>	
<b>HALTON HILLS</b>													
Christ the King CSS	0	244	0%	0	234	0%				0	233	0%	
<b>Sub Total</b>	<b>0</b>	<b>244</b>	<b>0%</b>	<b>0</b>	<b>234</b>	<b>0%</b>				<b>0</b>	<b>233</b>	<b>0%</b>	
<b>MILTON</b>													
Bishop P. F. Reding CSS	0	219	0%	1	273	0%				4	243	2%	
Jean Vanier CSS	4	434	1%	4	462	1%				3	491	1%	
<b>Sub Total</b>	<b>4</b>	<b>653</b>	<b>1%</b>	<b>5</b>	<b>735</b>	<b>1%</b>				<b>7</b>	<b>734</b>	<b>1%</b>	
<b>OAKVILLE</b>													
St. Thomas Aquinas CSS	7	178	4%	5	153	3%				8	179	4%	
Holy Trinity CSS	16	223	7%	25	222	11%			20	197	10%		
St. Ignatius of Loyola CSS	15	334	4%	8	333	2%			12	319	4%		
<b>Sub Total</b>	<b>38</b>	<b>735</b>	<b>5%</b>	<b>38</b>	<b>708</b>	<b>5%</b>			<b>40</b>	<b>695</b>	<b>6%</b>		
<b>BOARD</b>	<b>54</b>	<b>2196</b>	<b>2%</b>	<b>50</b>	<b>2200</b>	<b>2%</b>			<b>49</b>	<b>2306</b>	<b>2%</b>		

Note:  
 Data based on the number of students that attended an HCDSB elementary school in the prior year, then transferred to the HDSB FI program in their entry year (Grade 1 in 2015, 2016; Grade 2 in 2017). Students may have attended a HDSB FI school in a different municipality, which could be due to HDSB FI program boundaries or students moving to a different home for the following year. Loss of students is based on entry grade only.



**ENROLMENT PROJECTIONS**

ELEMNTARY PANEL			HISTORIC					PROJECTED				FORECAST										
BURLINGTON	CODE	FBC	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
<b>ASSUMPTION</b>																						
Ascension CES	ASCN	383	283	270	269	274	297	309	323	348	364	385	396	404	407	412	409	407	404	403	402	401
Holy Rosary (B) CES	HLRB	478	420	417	415	415	423	433	437	443	450	454	471	483	487	503	508	513	514	510	506	503
St. John (B) CES	JOHB	383	305	298	304	302	320	329	336	348	347	341	351	353	356	365	361	356	352	347	342	339
St. Patrick CES	PATR	337	239	250	262	290	308	305	318	330	332	342	352	345	347	351	340	341	342	342	342	341
St. Paul CES	PAUL	337	277	267	267	306	356	381	415	447	476	496	523	552	559	552	547	542	536	532	529	525
St. Raphael CES	RAPH	346	273	251	258	278	307	328	354	389	408	433	454	472	471	473	468	461	459	451	443	434
<b>Total Enrolment</b>	<b>FBC</b>	<b>2,264</b>	<b>1,797</b>	<b>1,753</b>	<b>1,775</b>	<b>1,865</b>	<b>2,011</b>	<b>2,085</b>	<b>2,183</b>	<b>2,305</b>	<b>2,377</b>	<b>2,451</b>	<b>2,547</b>	<b>2,609</b>	<b>2,627</b>	<b>2,656</b>	<b>2,633</b>	<b>2,620</b>	<b>2,607</b>	<b>2,585</b>	<b>2,564</b>	<b>2,543</b>
Enrolment Change (+/-)				-44	22	90	146	74	98	122	72	74	96	62	18	29	-23	-13	-13	-22	-21	-21
Overall Utilization			79%	77%	78%	82%	89%	92%	96%	102%	105%	108%	113%	115%	116%	117%	116%	116%	115%	114%	113%	112%
<b>CORPUS CHRISTI</b>																						
Sacred Heart of Jesus CES	SHOJ	547	507	492	497	512	533	564	607	610	626	622	615	599	594	580	575	569	565	562	560	558
St. Anne CES	ALTE	622	595	670	711	770	804	835	848	862	872	862	863	847	824	819	805	796	787	783	777	775
St. Christopher CES	CHRS	478	506	490	476	428	407	400	373	360	361	358	358	345	348	348	343	340	337	332	334	335
St. Elizabeth Seton CES	ELIZ	455	447	441	435	425	416	410	405	414	409	410	397	389	384	382	378	372	370	368	368	368
<b>Total Enrolment</b>	<b>FBC</b>	<b>2,102</b>	<b>2,055</b>	<b>2,093</b>	<b>2,119</b>	<b>2,135</b>	<b>2,160</b>	<b>2,209</b>	<b>2,233</b>	<b>2,246</b>	<b>2,268</b>	<b>2,252</b>	<b>2,233</b>	<b>2,180</b>	<b>2,150</b>	<b>2,129</b>	<b>2,101</b>	<b>2,077</b>	<b>2,059</b>	<b>2,045</b>	<b>2,039</b>	<b>2,036</b>
Enrolment Change (+/-)				38	26	16	25	49	24	13	22	-16	-19	-53	-30	-21	-28	-24	-18	-14	-6	-3
Overall Utilization			98%	100%	101%	102%	103%	105%	106%	107%	108%	107%	106%	104%	102%	101%	100%	99%	98%	97%	97%	97%
<b>NOTRE DAME</b>																						
Canadian Martyrs CES	CDNM	409	350	364	377	380	396	401	396	402	403	415	420	418	420	425	414	414	413	413	412	411
St. Gabriel CES	GABR	547	604	594	578	574	604	619	643	660	686	711	718	719	733	727	714	700	689	677	670	662
St. Mark CES	MARK	363	336	341	343	364	377	378	393	397	413	430	451	455	466	460	459	458	457	455	453	450
St. Timothy CES	TIMB	504	517	507	537	560	550	557	559	569	575	561	571	553	550	535	541	541	541	541	541	541
<b>Total Enrolment</b>	<b>FBC</b>	<b>1,823</b>	<b>1,807</b>	<b>1,806</b>	<b>1,835</b>	<b>1,878</b>	<b>1,927</b>	<b>1,955</b>	<b>1,991</b>	<b>2,028</b>	<b>2,077</b>	<b>2,117</b>	<b>2,160</b>	<b>2,145</b>	<b>2,169</b>	<b>2,147</b>	<b>2,128</b>	<b>2,113</b>	<b>2,100</b>	<b>2,086</b>	<b>2,076</b>	<b>2,064</b>
Enrolment Change (+/-)				-1	29	43	49	28	36	37	49	40	43	-15	24	-22	-19	-15	-13	-14	-10	-12
Overall Utilization			99%	99%	101%	103%	106%	107%	109%	111%	114%	116%	118%	118%	119%	118%	117%	116%	115%	114%	114%	113%

<b>BURLINGTON ELEMENTARY SCHOOL TOTAL ENROLMENT</b>																						
Total Enrolment:	FBC		2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
		6,189	5,659	5,652	5,729	5,878	6,098	6,249	6,407	6,579	6,722	6,820	6,940	6,934	6,946	6,932	6,862	6,810	6,766	6,716	6,679	6,643
Enrolment Change (+/-)				-7	77	149	220	151	158	172	143	98	120	-6	12	-14	-70	-52	-44	-50	-37	-36
Overall Utilization			91%	91%	93%	95%	99%	101%	104%	106%	109%	110%	112%	112%	112%	112%	111%	110%	109%	109%	108%	107%

SECONDARY PANEL			HISTORIC					PROJECTED				FORECAST										
BURLINGTON	CODE	FBC	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Assumption CSS	ASPT	942	905	893	841	941	1,001	1,046	1,076	1,089	1,139	1,156	1,166	1,219	1,284	1,338	1,461	1,539	1,568	1,585	1,553	1,526
Notre Dame CSS	NTDM	1,113	1,002	1,012	1,025	1,011	1,092	1,093	1,075	1,089	1,105	1,111	1,114	1,155	1,152	1,184	1,214	1,202	1,219	1,211	1,196	1,185
Corpus Christi CSS	CORP	1,182	980	986	1,006	1,049	1,102	1,096	1,122	1,145	1,135	1,173	1,193	1,242	1,274	1,250	1,236	1,191	1,151	1,139	1,123	1,107
<b>Total Enrolment</b>	<b>FBC</b>	<b>3,237</b>	<b>2,887</b>	<b>2,891</b>	<b>2,872</b>	<b>3,001</b>	<b>3,195</b>	<b>3,235</b>	<b>3,273</b>	<b>3,323</b>	<b>3,379</b>	<b>3,440</b>	<b>3,473</b>	<b>3,616</b>	<b>3,710</b>	<b>3,772</b>	<b>3,911</b>	<b>3,932</b>	<b>3,938</b>	<b>3,935</b>	<b>3,872</b>	<b>3,818</b>
Enrolment Change (+/-)				4	-19	129	194	40	38	50	56	61	33	143	94	62	139	21	6	-3	-63	-54
Overall Utilization			89%	89%	89%	93%	99%	100%	101%	103%	104%	106%	107%	112%	115%	117%	121%	121%	122%	122%	120%	118%

BURLINGTON TOTAL ENROLMENT			HISTORIC					PROJECTED				FORECAST										
	FBC		2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
		9,426	8,546	8,543	8,601	8,879	9,293	9,484	9,680	9,902	10,101	10,260	10,413	10,550	10,656	10,704	10,773	10,742	10,704	10,651	10,551	10,461
Enrolment Change (+/-)				-3	58	278	414	191	196	222	199	159	153	137	106	48	69	-31	-38	-53	-100	-90
Overall Utilization			91%	91%	91%	94%	99%	101%	103%	105%	107%	109%	110%	112%	113%	114%	114%	114%	114%	113%	112%	111%

## UTILIZATION PROJECTIONS &amp; CHANGES

ELEMENTARY PANEL			HISTORIC					PROJECTED				FORECAST										
BURLINGTON	CODE	FBC	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
<b>ASSUMPTION</b>																						
Ascension CES	ASCN	383	74%	70%	70%	72%	78%	81%	84%	91%	95%	101%	103%	105%	106%	108%	107%	106%	105%	105%	105%	105%
Holy Rosary (B) CES	HLRB	478	88%	87%	87%	87%	88%	91%	91%	93%	94%	95%	99%	101%	102%	105%	106%	107%	108%	107%	106%	105%
St. John (B) CES	JOHB	383	80%	78%	79%	79%	84%	86%	88%	91%	91%	89%	92%	92%	93%	95%	94%	93%	92%	91%	89%	89%
St. Patrick CES	PATR	337	71%	74%	78%	86%	91%	91%	94%	98%	99%	101%	104%	102%	103%	104%	101%	101%	101%	101%	101%	101%
St. Paul CES	PAUL	337	82%	79%	79%	91%	106%	113%	123%	133%	141%	147%	155%	164%	166%	164%	162%	161%	159%	158%	157%	156%
St. Raphael CES	RAPH	346	79%	73%	75%	80%	89%	95%	102%	112%	118%	125%	131%	136%	136%	137%	135%	133%	133%	130%	128%	125%
Utilization	FBC	2,264	79%	77%	78%	82%	89%	92%	96%	102%	105%	108%	113%	115%	116%	117%	116%	116%	115%	114%	113%	112%
Utilization Change (+/-)			-1.9%	1.0%	4.0%	6.4%	3.3%	4.3%	5.4%	3.2%	3.3%	4.2%	2.7%	0.8%	1.3%	-1.0%	-0.6%	-0.6%	-1.0%	-0.9%	-0.9%	
<b>CORPUS CHRISTI</b>																						
Sacred Heart of Jesus CES	SHOJ	547	93%	90%	91%	94%	97%	103%	111%	112%	114%	114%	112%	110%	109%	106%	105%	104%	103%	103%	102%	102%
St. Anne CES	ALTE	622	96%	108%	114%	124%	129%	134%	136%	139%	140%	139%	139%	136%	132%	132%	129%	128%	127%	126%	125%	125%
St. Christopher CES	CHRS	478	106%	103%	100%	90%	85%	84%	78%	75%	76%	75%	75%	72%	73%	73%	72%	71%	71%	69%	70%	70%
St. Elizabeth Seton CES	ELIZ	455	98%	97%	96%	93%	91%	90%	89%	91%	90%	90%	87%	85%	84%	84%	83%	82%	81%	81%	81%	81%
Utilization	FBC	2,102	98%	100%	101%	102%	103%	105%	106%	107%	108%	107%	106%	104%	102%	101%	100%	99%	98%	97%	97%	97%
Utilization Change (+/-)			1.8%	1.2%	0.8%	1.2%	2.3%	1.1%	0.6%	1.0%	-0.8%	-0.9%	-2.5%	-1.4%	-1.0%	-1.3%	-1.1%	-0.9%	-0.7%	-0.3%	-0.1%	
<b>NOTRE DAME</b>																						
Canadian Martyrs CES	CDNM	409	86%	89%	92%	93%	97%	98%	97%	98%	99%	101%	103%	102%	103%	104%	101%	101%	101%	101%	101%	100%
St. Gabriel CES	GABR	547	110%	109%	106%	105%	110%	113%	118%	121%	125%	130%	131%	131%	134%	133%	131%	128%	126%	124%	122%	121%
St. Mark CES	MARK	363	93%	94%	94%	100%	104%	104%	108%	109%	114%	118%	124%	125%	128%	127%	126%	126%	126%	125%	125%	124%
St. Timothy CES	TIMB	504	103%	101%	107%	111%	109%	111%	111%	113%	114%	111%	113%	110%	109%	106%	107%	107%	107%	107%	107%	107%
Utilization	FBC	1,823	99%	99%	101%	103%	106%	107%	109%	111%	114%	116%	118%	118%	119%	118%	117%	116%	115%	114%	114%	113%
Utilization Change (+/-)			-0.1%	1.6%	2.4%	2.7%	1.5%	2.0%	2.0%	2.7%	2.2%	2.4%	-0.8%	1.3%	-1.2%	-1.0%	-0.8%	-0.7%	-0.8%	-0.5%	-0.7%	

<b>BURLINGTON ELEMENTARY SCHOOL UTILIZATION</b>																						
Utilization	FBC	6,189	91%	91%	93%	95%	99%	101%	104%	106%	109%	110%	112%	112%	112%	112%	111%	110%	109%	109%	108%	107%
Enrolment Change (+/-)			-0.1%	1.2%	2.4%	3.6%	2.4%	2.6%	2.8%	2.3%	1.6%	1.9%	-0.1%	0.2%	-0.2%	-1.1%	-0.8%	-0.7%	-0.8%	-0.6%	-0.6%	

SECONDARY PANEL			HISTORIC					PROJECTED				FORECAST										
BURLINGTON	CODE	FBC	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Assumption CSS	ASPT	942	96%	95%	89%	100%	106%	111%	114%	116%	121%	123%	124%	129%	136%	142%	155%	163%	166%	168%	165%	162%
Notre Dame CSS	NTDM	1,113	90%	91%	92%	91%	98%	98%	97%	98%	99%	100%	100%	104%	104%	106%	109%	108%	110%	109%	107%	106%
Corpus Christi CSS	CORP	1,182	83%	83%	85%	89%	93%	93%	95%	97%	96%	99%	101%	105%	108%	106%	105%	101%	97%	96%	95%	94%
Utilization	FBC	3,237	89%	89%	89%	93%	99%	100%	101%	103%	104%	106%	107%	112%	115%	117%	121%	121%	122%	122%	120%	118%
Utilization Change (+/-)			0.1%	-0.6%	4.0%	6.0%	1.2%	1.2%	1.5%	1.7%	1.9%	1.0%	4.4%	2.9%	1.9%	4.3%	0.6%	0.2%	-0.1%	-1.9%	-1.7%	

BURLINGTON TOTAL UTILIZATION			HISTORIC					PROJECTED				FORECAST										
			2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Utilization			91%	91%	91%	94%	99%	101%	103%	105%	107%	109%	110%	112%	113%	114%	114%	114%	114%	113%	112%	111%
Utilization Change (+/-)	FBC	9,426		0.0%	0.6%	2.9%	4.4%	2.0%	2.1%	2.4%	2.1%	1.7%	1.6%	1.5%	1.1%	0.5%	0.7%	-0.3%	-0.4%	-0.6%	-1.1%	-1.0%

## ENROLMENT PROJECTIONS

ELEMENTARY PANEL			HISTORIC					PROJECTED					FORECAST									
HALTON HILLS	CODE	FBC	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
CHRIST THE KING																						
Holy Cross CES	HLYC	455	448	427	475	477	448	448	436	460	447	448	450	445	418	406	418	415	412	410	408	407
St. Brigid CES	BRID	573	669	672	884	902	914	879	865	818	961	1,110	1,311	1,518	1,713	1,829	1,952	2,074	2,197	2,123	2,021	1,919
St. Catherine of Alexandria CES	ALEX	622	828	862	679	677	674	717	781	828	868	913	903	905	885	874	867	857	843	836	829	825
St. Francis of Assisi CES	FRAN	363	373	360	356	354	364	396	420	451	502	513	510	508	502	488	475	474	471	467	463	461
St. Joseph (A) CES	JOSA	409	443	408	392	350	331	323	327	323	316	316	311	310	314	312	307	306	304	303	303	303
Total Enrolment	FBC	2,422	2,761	2,729	2,786	2,760	2,731	2,763	2,829	2,880	3,094	3,300	3,485	3,686	3,832	3,909	4,019	4,126	4,227	4,139	4,024	3,915
Enrolment Change (+/-)				-32	57	-26	-29	32	66	51	214	206	185	201	146	77	110	107	101	-88	-115	-109
Overall Utilization			114%	113%	115%	114%	113%	114%	117%	119%	128%	136%	144%	152%	158%	161%	166%	170%	175%	171%	166%	162%

SECONDARY PANEL			HISTORIC					PROJECTED					FORECAST									
HALTON HILLS	CODE	FBC	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Christ the King CSS	KING	1,350	1,553	1,563	1,632	1,656	1,706	1,736	1,753	1,749	1,839	1,923	1,982	1,996	2,002	2,014	2,025	2,077	2,116	2,082	2,083	2,079
Total Enrolment	FBC	1,350	1,553	1,563	1,632	1,656	1,706	1,736	1,753	1,749	1,839	1,923	1,982	1,996	2,002	2,014	2,025	2,077	2,116	2,082	2,083	2,079
Enrolment Change (+/-)				10	69	24	50	30	17	-4	90	84	59	14	6	12	11	52	39	-34	1	-4
Overall Utilization			115%	116%	121%	123%	126%	129%	130%	130%	136%	142%	147%	148%	148%	149%	150%	154%	157%	154%	154%	154%

HALTON HILLS TOTAL ENROLMENT			HISTORIC					PROJECTED					FORECAST									
			2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
			4,314	4,292	4,418	4,416	4,437	4,499	4,582	4,629	4,933	5,223	5,467	5,682	5,834	5,923	6,044	6,203	6,343	6,221	6,107	5,994
Enrolment Change (+/-)	FBC	3,772		-22	126	-2	21	62	83	47	304	290	244	215	152	89	121	159	140	-122	-114	-113
Overall Utilization			114%	114%	117%	117%	118%	119%	121%	123%	131%	138%	145%	151%	155%	157%	160%	164%	168%	165%	162%	159%

## UTILIZATION PROJECTIONS &amp; CHANGES

ELEMENTARY PANEL			HISTORIC					PROJECTED					FORECAST									
HALTON HILLS	CODE	FBC	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
CHRIST THE KING																						
Holy Cross CES	HLYC	455	98%	94%	104%	105%	98%	98%	96%	101%	98%	98%	99%	98%	92%	89%	92%	91%	91%	90%	90%	89%
St. Brigid CES	BRID	573	117%	117%	154%	157%	160%	153%	151%	143%	168%	194%	229%	265%	299%	319%	341%	362%	383%	371%	353%	335%
St. Catherine of Alexandria CES	ALEX	622	133%	139%	109%	109%	108%	115%	126%	133%	140%	147%	145%	145%	142%	141%	139%	138%	136%	134%	133%	133%
St. Francis of Assisi CES	FRAN	363	103%	99%	98%	98%	100%	109%	116%	124%	138%	141%	140%	140%	138%	134%	131%	131%	130%	129%	128%	127%
St. Joseph (A) CES	JOSA	409	108%	100%	96%	86%	81%	79%	80%	79%	77%	77%	76%	76%	77%	76%	75%	75%	74%	74%	74%	74%
Utilization	FBC	2,422	114%	113%	115%	114%	113%	114%	117%	119%	128%	136%	144%	152%	158%	161%	166%	170%	175%	171%	166%	162%
Utilization Change (+/-)				-1.3%	2.4%	-1.1%	-1.2%	1.3%	2.7%	2.1%	8.8%	8.5%	7.6%	8.3%	6.0%	3.2%	4.5%	4.4%	4.2%	-3.6%	-4.7%	-4.5%

SECONDARY PANEL			HISTORIC					PROJECTED					FORECAST									
HALTON HILLS	CODE	FBC	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Christ the King CSS	KING	1,350	115%	116%	121%	123%	126%	129%	130%	130%	136%	142%	147%	148%	148%	149%	150%	154%	157%	154%	154%	154%
Utilization	FBC	1,350	115%	116%	121%	123%	126%	129%	130%	130%	136%	142%	147%	148%	148%	149%	150%	154%	157%	154%	154%	154%
Utilization Change (+/-)				0.7%	5.1%	1.8%	3.7%	2.2%	1.3%	-0.3%	6.7%	6.2%	4.4%	1.0%	0.4%	0.9%	0.8%	3.9%	2.9%	-2.5%	0.1%	-0.3%

HALTON HILLS UTILIZATION			HISTORIC					PROJECTED					FORECAST									
			2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
			114%	114%	117%	117%	118%	119%	121%	123%	131%	138%	145%	151%	155%	157%	160%	164%	168%	165%	162%	159%
Utilization Change (+/-)	FBC	3,772		-0.6%	3.3%	-0.1%	0.6%	1.6%	2.2%	1.2%	8.1%	7.7%	6.5%	5.7%	4.0%	2.4%	3.2%	4.2%	3.7%	-3.2%	-3.0%	-3.0%

## ENROLMENT PROJECTIONS

ELEMENTARY PANEL			HISTORIC					PROJECTED					FORECAST									
MILTON	CODE	FBC	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
<b>BISHOP P. F. REDING</b>																						
Holy Rosary (M) CES	HLRM	536	341	362	410	438	484	497	518	585	642	678	726	738	756	797	827	854	855	847	839	831
Our Lady of Victory CES	OLVM	291	221	244	255	281	276	285	303	323	335	342	350	350	352	359	367	366	366	365	365	365
St. Anthony of Padua CES	ANTH	723	859	966	967	1,004	982	1,001	997	974	957	944	930	916	918	909	920	918	909	913	909	908
St. Peter CES	PETE	619	779	736	733	702	705	725	721	693	664	665	648	658	655	672	672	663	659	656	654	652
<b>Total Enrolment</b>	<b>FBC</b>	<b>2,169</b>	<b>2,200</b>	<b>2,308</b>	<b>2,365</b>	<b>2,425</b>	<b>2,447</b>	<b>2,508</b>	<b>2,539</b>	<b>2,575</b>	<b>2,598</b>	<b>2,629</b>	<b>2,654</b>	<b>2,662</b>	<b>2,681</b>	<b>2,737</b>	<b>2,786</b>	<b>2,801</b>	<b>2,789</b>	<b>2,781</b>	<b>2,767</b>	<b>2,756</b>
<b>Enrolment Change (+/-)</b>				<b>108</b>	<b>57</b>	<b>60</b>	<b>22</b>	<b>61</b>	<b>31</b>	<b>36</b>	<b>23</b>	<b>31</b>	<b>25</b>	<b>8</b>	<b>19</b>	<b>56</b>	<b>49</b>	<b>15</b>	<b>-12</b>	<b>-8</b>	<b>-14</b>	<b>-11</b>
<b>Overall Utilization</b>		<b>101%</b>	<b>106%</b>	<b>109%</b>	<b>112%</b>	<b>113%</b>	<b>116%</b>	<b>117%</b>	<b>119%</b>	<b>120%</b>	<b>121%</b>	<b>122%</b>	<b>123%</b>	<b>124%</b>	<b>126%</b>	<b>128%</b>	<b>129%</b>	<b>129%</b>	<b>129%</b>	<b>128%</b>	<b>128%</b>	<b>127%</b>
<b>JEAN VANIER</b>																						
Guardian Angels CES	GRDA	723	905	937	940	948	963	934	917	884	851	824	804	772	749	738	733	729	725	723	721	720
Lumen Christi CES	LUCM	648	539	547	581	617	671	721	746	773	801	790	773	774	763	744	737	732	720	721	718	716
Our Lady of Fatima CES	OLFA	648	862	856	799	752	742	777	783	777	777	749	716	686	674	667	665	662	658	655	653	650
Queen of Heaven CES	QUEN	671	650	761	836	897	936	940	961	960	958	956	942	922	901	876	861	853	846	838	831	827
St. Benedict CES	BENE	671	383	547	746	1,002	1,006	1,003	986	961	933	912	893	866	838	847	845	843	839	836	833	832
St. Scholastica CES	SCHO	671	0	0	0	0	231	365	526	849	1,244	1,744	2,298	2,834	3,386	3,899	4,435	4,942	5,428	5,812	6,191	6,498
<b>Total Enrolment</b>	<b>FBC</b>	<b>4,032</b>	<b>3,339</b>	<b>3,648</b>	<b>3,902</b>	<b>4,216</b>	<b>4,549</b>	<b>4,740</b>	<b>4,919</b>	<b>5,204</b>	<b>5,564</b>	<b>5,975</b>	<b>6,426</b>	<b>6,854</b>	<b>7,311</b>	<b>7,771</b>	<b>8,276</b>	<b>8,761</b>	<b>9,216</b>	<b>9,585</b>	<b>9,947</b>	<b>10,243</b>
<b>Enrolment Change (+/-)</b>				<b>309</b>	<b>254</b>	<b>314</b>	<b>333</b>	<b>191</b>	<b>179</b>	<b>285</b>	<b>360</b>	<b>411</b>	<b>451</b>	<b>428</b>	<b>457</b>	<b>460</b>	<b>505</b>	<b>485</b>	<b>455</b>	<b>369</b>	<b>362</b>	<b>296</b>
<b>Overall Utilization</b>		<b>99%</b>	<b>109%</b>	<b>116%</b>	<b>125%</b>	<b>113%</b>	<b>118%</b>	<b>122%</b>	<b>129%</b>	<b>138%</b>	<b>148%</b>	<b>159%</b>	<b>170%</b>	<b>181%</b>	<b>193%</b>	<b>205%</b>	<b>217%</b>	<b>229%</b>	<b>238%</b>	<b>247%</b>	<b>254%</b>	

<b>MILTON ELEMENTARY SCHOOL TOTAL ENROLMENT</b>																						
<b>Total Enrolment:</b>	<b>FBC</b>	<b>6,201</b>	<b>5,539</b>	<b>5,956</b>	<b>6,267</b>	<b>6,641</b>	<b>6,996</b>	<b>7,248</b>	<b>7,458</b>	<b>7,779</b>	<b>8,162</b>	<b>8,604</b>	<b>9,080</b>	<b>9,516</b>	<b>9,992</b>	<b>10,508</b>	<b>11,062</b>	<b>11,562</b>	<b>12,005</b>	<b>12,366</b>	<b>12,714</b>	<b>12,999</b>
<b>Enrolment Change (+/-)</b>			<b>417</b>	<b>311</b>	<b>374</b>	<b>355</b>	<b>252</b>	<b>210</b>	<b>321</b>	<b>383</b>	<b>442</b>	<b>476</b>	<b>436</b>	<b>476</b>	<b>516</b>	<b>554</b>	<b>500</b>	<b>443</b>	<b>361</b>	<b>348</b>	<b>285</b>	
<b>Overall Utilization</b>		<b>100%</b>	<b>108%</b>	<b>113%</b>	<b>120%</b>	<b>113%</b>	<b>117%</b>	<b>120%</b>	<b>125%</b>	<b>132%</b>	<b>139%</b>	<b>146%</b>	<b>153%</b>	<b>161%</b>	<b>169%</b>	<b>178%</b>	<b>186%</b>	<b>194%</b>	<b>199%</b>	<b>205%</b>	<b>210%</b>	

SECONDARY PANEL			HISTORIC					PROJECTED					FORECAST									
MILTON	CODE	FBC	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Bishop P. F. Reding CSS	BHRD	912	1,267	1,373	1,470	1,646	1,867	1,990	2,136	2,203	2,244	2,305	2,344	2,360	2,365	2,323	2,266	2,235	2,218	2,225	2,244	2,243
Jean Vanier CSS	JEAN	1,437	891	1,099	1,324	1,595	1,960	2,228	2,480	2,801	2,960	3,149	3,321	3,441	3,619	3,782	3,928	4,045	4,165	4,232	4,316	4,416
<b>Total Enrolment</b>	<b>FBC</b>	<b>2,349</b>	<b>2,158</b>	<b>2,472</b>	<b>2,794</b>	<b>3,241</b>	<b>3,827</b>	<b>4,218</b>	<b>4,616</b>	<b>5,004</b>	<b>5,204</b>	<b>5,454</b>	<b>5,665</b>	<b>5,801</b>	<b>5,984</b>	<b>6,105</b>	<b>6,194</b>	<b>6,280</b>	<b>6,383</b>	<b>6,457</b>	<b>6,560</b>	<b>6,659</b>
<b>Enrolment Change (+/-)</b>				<b>314</b>	<b>322</b>	<b>447</b>	<b>586</b>	<b>391</b>	<b>398</b>	<b>388</b>	<b>200</b>	<b>250</b>	<b>211</b>	<b>136</b>	<b>183</b>	<b>121</b>	<b>89</b>	<b>86</b>	<b>103</b>	<b>74</b>	<b>103</b>	<b>99</b>
<b>Overall Utilization</b>		<b>92%</b>	<b>105%</b>	<b>119%</b>	<b>138%</b>	<b>163%</b>	<b>180%</b>	<b>197%</b>	<b>213%</b>	<b>222%</b>	<b>232%</b>	<b>241%</b>	<b>247%</b>	<b>255%</b>	<b>260%</b>	<b>264%</b>	<b>267%</b>	<b>272%</b>	<b>275%</b>	<b>279%</b>	<b>283%</b>	

MILTON TOTAL ENROLMENT			HISTORIC					PROJECTED					FORECAST									
			2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
			<b>7,697</b>	<b>8,428</b>	<b>9,061</b>	<b>9,882</b>	<b>10,823</b>	<b>11,466</b>	<b>12,074</b>	<b>12,783</b>	<b>13,366</b>	<b>14,058</b>	<b>14,745</b>	<b>15,317</b>	<b>15,976</b>	<b>16,613</b>	<b>17,256</b>	<b>17,842</b>	<b>18,388</b>	<b>18,823</b>	<b>19,274</b>	<b>19,658</b>
<b>Enrolment Change (+/-)</b>	<b>FBC</b>	<b>8,550</b>		<b>731</b>	<b>633</b>	<b>821</b>	<b>941</b>	<b>643</b>	<b>608</b>	<b>709</b>	<b>583</b>	<b>692</b>	<b>687</b>	<b>572</b>	<b>659</b>	<b>637</b>	<b>643</b>	<b>586</b>	<b>546</b>	<b>435</b>	<b>451</b>	<b>384</b>
<b>Overall Utilization</b>		<b>98%</b>	<b>107%</b>	<b>115%</b>	<b>125%</b>	<b>127%</b>	<b>134%</b>	<b>141%</b>	<b>150%</b>	<b>156%</b>	<b>164%</b>	<b>172%</b>	<b>179%</b>	<b>187%</b>	<b>194%</b>	<b>202%</b>	<b>209%</b>	<b>215%</b>	<b>220%</b>	<b>225%</b>	<b>230%</b>	

## UTILIZATION PROJECTIONS & CHANGES

ELEMENTARY PANEL			HISTORIC					PROJECTED					FORECAST									
MILTON	CODE	FBC	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
<b>BISHOP P. F. REDING</b>																						
Holy Rosary (M) CES	HLRM	536	64%	68%	76%	82%	90%	93%	97%	109%	120%	126%	135%	138%	141%	149%	154%	159%	160%	158%	157%	155%
Our Lady of Victory CES	OLVM	291	76%	84%	88%	97%	95%	98%	104%	111%	115%	118%	120%	120%	121%	123%	126%	126%	126%	125%	125%	125%
St. Anthony of Padua CES	ANTH	723	119%	134%	134%	139%	136%	138%	138%	135%	132%	131%	129%	127%	127%	126%	127%	127%	126%	126%	126%	126%
St. Peter CES	PETE	619	126%	119%	118%	113%	114%	117%	116%	112%	107%	107%	105%	106%	106%	109%	109%	107%	106%	106%	106%	105%
Utilization	FBC	2,169	101%	106%	109%	112%	113%	116%	117%	119%	120%	121%	122%	123%	124%	126%	128%	129%	129%	128%	128%	127%
Utilization Change (+/-)				5.0%	2.6%	2.8%	1.0%	2.8%	1.4%	1.7%	1.1%	1.4%	1.2%	0.4%	0.9%	2.6%	2.3%	0.7%	-0.6%	-0.4%	-0.6%	-0.5%
<b>JEAN VANIER</b>																						
Guardian Angels CES	GRDA	723	125%	130%	130%	131%	133%	129%	127%	122%	118%	114%	111%	107%	104%	102%	101%	101%	100%	100%	100%	100%
Lumen Christi CES	LUCM	648	83%	84%	90%	95%	104%	111%	115%	119%	124%	122%	119%	119%	118%	115%	114%	113%	111%	111%	111%	110%
Our Lady of Fatima CES	OLFA	648	133%	132%	123%	116%	115%	120%	121%	120%	120%	116%	110%	106%	104%	103%	103%	102%	102%	101%	101%	100%
Queen of Heaven CES	QUEN	671	97%	113%	125%	134%	139%	140%	143%	143%	143%	142%	140%	137%	134%	131%	128%	127%	126%	125%	124%	123%
St. Benedict CES	BENE	671	57%	82%	111%	149%	150%	149%	147%	143%	139%	136%	133%	129%	125%	126%	126%	126%	125%	125%	124%	124%
St. Scholastica CES	SCHO	671	0%	0%	0%	0%	34%	54%	78%	127%	185%	260%	342%	422%	505%	581%	661%	737%	809%	866%	923%	968%
Utilization	FBC	4,032	99%	109%	116%	125%	113%	118%	122%	129%	138%	148%	159%	170%	181%	193%	205%	217%	229%	238%	247%	254%
Utilization Change (+/-)				9.2%	7.6%	9.3%	-12.6%	4.7%	4.4%	7.1%	8.9%	10.2%	11.2%	10.6%	11.3%	11.4%	12.5%	12.0%	11.3%	9.2%	9.0%	7.3%

<b>MILTON ELEMENTARY SCHOOL UTILIZATION</b>																						
Utilization	FBC	6,201	100%	108%	113%	120%	113%	117%	120%	125%	132%	139%	146%	153%	161%	169%	178%	186%	194%	199%	205%	210%
Enrolment Change (+/-)				7.5%	5.6%	6.8%	-7.3%	4.1%	3.4%	5.2%	6.2%	7.1%	7.7%	7.0%	7.7%	8.3%	8.9%	8.1%	7.1%	5.8%	5.6%	4.6%

SECONDARY PANEL			HISTORIC					PROJECTED					FORECAST									
MILTON	CODE	FBC	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Bishop P. F. Reding CSS	BHRD	912	139%	151%	161%	180%	205%	218%	234%	242%	246%	253%	257%	259%	259%	255%	248%	245%	243%	244%	246%	246%
Jean Vanier CSS	JEAN	1,437	62%	76%	92%	111%	136%	155%	173%	195%	206%	219%	231%	239%	252%	263%	273%	281%	290%	295%	300%	307%
Utilization	FBC	2,349	92%	105%	119%	138%	163%	180%	197%	213%	222%	232%	241%	247%	255%	260%	264%	267%	272%	275%	279%	283%
Utilization Change (+/-)				13.4%	13.7%	19.0%	24.9%	16.6%	16.9%	16.5%	8.5%	10.6%	9.0%	5.8%	7.8%	5.2%	3.8%	3.7%	4.4%	3.2%	4.4%	4.2%

MILTON UTILIZATION			HISTORIC					PROJECTED					FORECAST									
			2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
			98%	107%	115%	125%	127%	134%	141%	150%	156%	164%	172%	179%	187%	194%	202%	209%	215%	220%	225%	230%
Utilization Change (+/-)	FBC	8,550		9.3%	8.0%	10.4%	1.2%	7.5%	7.1%	8.3%	6.8%	8.1%	8.0%	6.7%	7.7%	7.5%	7.5%	6.9%	6.4%	5.1%	5.3%	4.5%

# ENROLMENT PROJECTIONS

ELEMENTARY PANEL			HISTORIC					PROJECTED				FORECAST										
OAKVILLE	CODE	FBC	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
HOLY TRINITY																						
Holy Family CES	HLyf	314	237	220	213	200	201	199	197	194	188	177	177	180	176	179	183	184	185	185	185	185
Our Lady of Peace CES	OLPO	478	445	422	398	371	420	423	441	460	481	468	460	461	454	457	459	461	462	462	462	462
St. Andrew CES	ANDR	573	793	776	777	751	755	737	750	751	728	713	696	687	671	676	682	680	678	676	675	675
St. John (O) CES	JOHO	0	189	163	146	145	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
St. Marguerite d'Youville CES	MARG	504	592	581	537	475	470	427	414	382	360	343	318	304	293	295	296	296	296	296	296	296
St. Michael CES	MICH	268	207	215	208	194	289	292	303	314	320	323	325	327	331	335	334	336	335	335	334	334
Total Enrolment	FBC	2,137	2,463	2,377	2,279	2,136	2,135	2,078	2,105	2,101	2,077	2,024	1,976	1,959	1,925	1,942	1,954	1,957	1,956	1,954	1,952	1,952
Enrolment Change (+/-)				-86	-98	-143	-1	-57	27	-4	-24	-53	-48	-17	-34	17	12	3	-1	-2	-2	0
Overall Utilization			101%	98%	94%	88%	100%	97%	99%	98%	97%	95%	92%	92%	90%	91%	91%	92%	92%	91%	91%	91%
ST. IGNATIUS OF LOYOLA																						
St. Bernadette CES	BERN	504	543	579	573	575	526	515	489	486	480	474	454	462	457	451	454	453	452	452	451	451
St. Gregory the Great CES	GREG	671	0	0	188	294	409	541	689	863	1,057	1,271	1,453	1,671	1,823	1,986	2,134	2,295	2,436	2,561	2,634	2,660
St. Joan of Arc CES	JOFA	547	566	512	492	484	456	460	441	451	453	433	409	390	388	378	373	371	369	366	366	366
St. John Paul II CES	POPE	570	797	759	718	644	620	571	524	463	421	391	358	347	342	343	341	341	341	341	341	341
St. Mary CES	MARY	599	612	700	636	690	742	777	834	840	838	837	841	841	863	860	856	851	841	825	814	807
St. Matthew CES	MATT	363	437	425	465	481	506	469	445	428	398	395	398	401	403	401	398	395	392	391	390	389
St. Teresa of Calcutta CES	MOTH	533	533	498	427	396	365	340	318	298	292	278	268	271	272	265	270	271	273	272	272	272
Total Enrolment	FBC	3,787	3,488	3,473	3,499	3,564	3,624	3,673	3,740	3,829	3,939	4,079	4,181	4,383	4,548	4,684	4,826	4,977	5,104	5,208	5,268	5,286
Enrolment Change (+/-)				-15	26	65	60	49	67	89	110	140	102	202	165	136	142	151	127	104	60	18
Overall Utilization			112%	111%	92%	94%	96%	97%	99%	101%	104%	108%	110%	116%	120%	124%	127%	131%	135%	138%	139%	140%
ST. THOMAS AQUINAS																						
St. Dominic CES	DOMI	527	611	622	625	622	655	668	671	672	681	669	659	639	640	638	627	622	614	613	612	610
St. James CES	STJA	0	235	210	208	210	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
St. Joseph (O) CES	JOSO	0	393	382	379	376	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
St. Luke CES	LUKE	360	263	269	251	239	219	206	200	189	182	177	176	174	171	171	180	183	184	185	185	185
St. Nicholas CES	NICH	527	0	0	0	0	531	544	564	588	599	621	632	647	662	664	672	671	672	666	661	659
St. Vincent CES	VINC	268	306	280	283	251	223	211	203	182	169	168	164	164	162	163	170	171	171	170	168	167
Total Enrolment	FBC	1,682	1,808	1,763	1,746	1,698	1,628	1,629	1,638	1,631	1,631	1,635	1,631	1,624	1,635	1,636	1,649	1,647	1,641	1,634	1,626	1,621
Enrolment Change (+/-)				-45	-17	-48	-70	1	9	-7	0	4	-4	-7	11	1	13	-2	-6	-7	-8	-5
Overall Utilization			96%	94%	93%	90%	97%	97%	97%	97%	97%	97%	97%	97%	97%	97%	98%	98%	98%	97%	97%	96%

OAKVILLE ELEMENTARY SCHOOL TOTAL ENROLMENT																						
Total Enrolment:	FBC	7,606	7,759	7,613	7,524	7,398	7,387	7,380	7,483	7,561	7,647	7,738	7,788	7,966	8,108	8,262	8,429	8,581	8,701	8,796	8,846	8,859
Enrolment Change (+/-)				-146	-89	-126	-11	-7	103	78	86	91	50	178	142	154	167	152	120	95	50	13
Overall Utilization			105%	103%	93%	91%	97%	97%	98%	99%	101%	102%	102%	105%	107%	109%	111%	113%	114%	116%	116%	116%

SECONDARY PANEL			HISTORIC					PROJECTED				FORECAST										
OAKVILLE	CODE	FBC	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Holy Trinity CSS	HLyT	1,245	1,252	1,195	1,168	1,239	1,296	1,372	1,393	1,397	1,421	1,437	1,505	1,527	1,538	1,524	1,507	1,520	1,515	1,550	1,582	1,611
St. Ignatius of Loyola CSS	LYLA	1,311	1,091	1,114	1,237	1,255	1,338	1,382	1,442	1,471	1,519	1,551	1,575	1,545	1,499	1,474	1,430	1,435	1,452	1,454	1,462	1,460
St. Thomas Aquinas CSS	AQUI	1,245	1,160	1,335	1,257	1,324	1,257	1,206	1,188	1,171	1,162	1,174	1,198	1,211	1,205	1,212	1,206	1,195	1,199	1,194	1,196	1,195
Total Enrolment	FBC	3,801	3,503	3,644	3,662	3,818	3,891	3,960	4,023	4,039	4,102	4,162	4,278	4,283	4,242	4,210	4,143	4,150	4,166	4,198	4,240	4,266
Enrolment Change (+/-)				141	18	156	73	69	63	16	63	60	116	5	-41	-32	-67	7	16	32	42	26
Overall Utilization			92%	96%	96%	100%	102%	104%	106%	106%	108%	109%	113%	113%	112%	111%	109%	109%	110%	110%	112%	112%

OAKVILLE TOTAL ENROLMENT			HISTORIC					PROJECTED				FORECAST										
			2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
			11,262	11,257	11,186	11,216	11,278	11,340	11,506	11,600	11,749	11,900	12,066	12,249	12,350	12,472	12,572	12,731	12,867	12,994	13,086	13,125
Enrolment Change (+/-)	FBC	11,407		-5	-71	30	62	62	166	94	149	151	166	183	101	122	100	159	136	127	92	39
Overall Utilization			100%	100%	94%	94%	99%	99%	101%	102%	103%	104%	106%	107%	108%	109%	110%	112%	113%	114%	115%	115%

### UTILIZATION PROJECTIONS & CHANGES

ELEMENTARY PANEL			HISTORIC					PROJECTED				FORECAST										
OAKVILLE	CODE	FBC	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
<b>HOLY TRINITY</b>																						
Holy Family CES	HLyf	314	75%	70%	68%	64%	64%	63%	63%	62%	60%	56%	56%	57%	56%	57%	58%	59%	59%	59%	59%	59%
Our Lady of Peace CES	OLPO	478	93%	88%	83%	78%	88%	88%	92%	96%	101%	98%	96%	96%	95%	96%	96%	96%	97%	97%	97%	97%
St. Andrew CES	ANDR	573	138%	135%	136%	131%	132%	129%	131%	127%	124%	124%	121%	120%	117%	118%	119%	119%	118%	118%	118%	118%
St. John (O) CES	JOHO	0	65%	56%	50%	50%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
St. Marguerite d'Youville CES	MARG	504	117%	115%	107%	94%	93%	85%	82%	76%	71%	68%	63%	60%	58%	59%	59%	59%	59%	59%	59%	59%
St. Michael CES	MICH	268	77%	80%	78%	72%	108%	109%	113%	117%	119%	121%	121%	122%	124%	125%	125%	125%	125%	125%	125%	125%
Utilization	FBC	2,137	101%	98%	94%	88%	100%	97%	99%	98%	97%	95%	92%	92%	90%	91%	91%	92%	92%	91%	91%	91%
Utilization Change (+/-)				-3.5%	-4.0%	-5.9%	11.9%	-2.7%	1.3%	-0.2%	-1.1%	-2.5%	-2.2%	-0.8%	-1.6%	0.8%	0.6%	0.1%	0.0%	-0.1%	-0.1%	0.0%
<b>ST. IGNATIUS OF LOYOLA</b>																						
St. Bernadette CES	BERN	504	108%	115%	114%	114%	104%	102%	97%	96%	95%	94%	90%	92%	91%	89%	90%	90%	90%	90%	89%	89%
St. Gregory the Great CES	GREG	671	0%	0%	28%	44%	61%	81%	103%	129%	158%	189%	217%	249%	272%	296%	318%	342%	363%	382%	393%	396%
St. Joan of Arc CES	JOFA	547	103%	94%	90%	88%	83%	84%	81%	82%	83%	79%	75%	71%	71%	69%	68%	68%	67%	67%	67%	67%
St. John Paul II CES	POPE	570	140%	133%	126%	113%	109%	100%	92%	81%	74%	69%	63%	61%	60%	60%	60%	60%	60%	60%	60%	60%
St. Mary CES	MARY	599	102%	117%	106%	115%	124%	130%	139%	140%	140%	140%	140%	140%	144%	144%	143%	142%	140%	138%	136%	135%
St. Matthew CES	MATT	363	120%	117%	128%	133%	139%	129%	123%	118%	110%	109%	110%	110%	111%	110%	110%	109%	108%	108%	107%	107%
St. Teresa of Calcutta CES	MOTH	533	100%	93%	80%	74%	68%	64%	60%	56%	55%	52%	50%	51%	51%	50%	51%	51%	51%	51%	51%	51%
Utilization	FBC	3,787	112%	111%	92%	94%	96%	97%	99%	101%	104%	108%	110%	116%	120%	124%	127%	131%	135%	138%	139%	140%
Utilization Change (+/-)				-0.5%	-19.1%	1.7%	1.6%	1.3%	1.8%	2.4%	2.9%	3.7%	2.7%	5.3%	4.4%	3.6%	3.7%	4.0%	3.4%	2.7%	1.6%	0.5%
<b>ST. THOMAS AQUINAS</b>																						
St. Dominic CES	DOMI	527	116%	118%	119%	118%	124%	127%	127%	128%	129%	127%	125%	121%	121%	121%	119%	118%	117%	116%	116%	116%
St. James CES	STJA	0	52%	46%	46%	46%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
St. Joseph (O) CES	JOSO	0	147%	143%	141%	140%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
St. Luke CES	LUKE	360	73%	75%	70%	66%	61%	57%	56%	53%	51%	49%	49%	48%	48%	48%	50%	51%	51%	51%	51%	51%
St. Nicholas CES	NICH	527	0%	0%	0%	0%	101%	103%	107%	112%	114%	118%	120%	123%	126%	126%	128%	127%	128%	126%	125%	125%
St. Vincent CES	VINC	268	114%	104%	106%	94%	83%	79%	76%	68%	63%	63%	61%	61%	60%	61%	63%	64%	64%	63%	63%	62%
Utilization	FBC	1,682	96%	94%	93%	90%	97%	97%	97%	97%	97%	97%	97%	97%	97%	97%	98%	98%	98%	97%	97%	96%
Utilization Change (+/-)				-2.4%	-0.9%	-2.6%	6.4%	0.1%	0.5%	-0.4%	0.0%	0.2%	-0.2%	-0.4%	0.7%	0.1%	0.8%	-0.1%	-0.4%	-0.4%	-0.5%	-0.3%

OAKVILLE ELEMENTARY SCHOOL UTILIZATION																						
Utilization	FBC	7,606	105%	103%	93%	91%	97%	97%	98%	99%	101%	102%	102%	105%	107%	109%	111%	113%	114%	116%	116%	116%
Enrolment Change (+/-)				-2.0%	-9.6%	-1.6%	5.7%	-0.1%	1.4%	1.0%	1.1%	1.2%	0.7%	2.3%	1.9%	2.0%	2.2%	2.0%	1.6%	1.2%	0.7%	0.2%

SECONDARY PANEL			HISTORIC					PROJECTED				FORECAST										
OAKVILLE	CODE	FBC	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Holy Trinity CSS	HLyT	1,245	101%	96%	94%	100%	104%	110%	112%	112%	114%	115%	121%	123%	124%	122%	121%	122%	122%	124%	127%	129%
St. Ignatius of Loyola CSS	LYLA	1,311	83%	85%	94%	96%	102%	105%	110%	112%	116%	118%	120%	118%	114%	112%	109%	109%	111%	111%	112%	111%
St. Thomas Aquinas CSS	AQUI	1,245	93%	107%	101%	106%	101%	97%	95%	94%	93%	94%	96%	97%	97%	97%	97%	96%	96%	96%	96%	96%
Utilization	OTG	3,801	92%	96%	96%	100%	102%	104%	106%	106%	108%	109%	113%	113%	112%	111%	109%	109%	110%	110%	112%	112%
Utilization Change (+/-)				3.7%	0.5%	4.1%	1.9%	1.8%	1.7%	0.4%	1.7%	1.6%	3.1%	0.1%	-1.1%	-0.8%	-1.8%	0.2%	0.4%	0.8%	1.1%	0.7%

OAKVILLE TOTAL UTILIZATION			HISTORIC					PROJECTED				FORECAST										
			2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Utilization	FBC	11,407	100%	100%	94%	94%	99%	99%	101%	102%	103%	104%	106%	107%	108%	109%	110%	112%	113%	114%	115%	115%
Utilization Change (+/-)				0.0%	-6.3%	0.3%	4.6%	0.5%	1.5%	0.8%	1.3%	1.3%	1.5%	1.6%	0.9%	1.1%	0.9%	1.4%	1.2%	1.1%	0.8%	0.3%



Optional French Programming (Early French Immersion and Extended French)

<b>Adopted:</b> Date	<b>Last Reviewed/Revised:</b> Date
<b>Next Scheduled Review:</b> School Year	
<b>Associated Policies &amp; Procedures:</b> <a href="#">VI-53 Optional French Program</a> <a href="#">I-04 Cross Boundary School Attendance</a> <a href="#">I-22 Admission to Schools Elementary and Secondary</a> <a href="#">VI-19 Admission to Schools Elementary and Secondary</a> <a href="#">II-24 Home to School Transportation</a> <a href="#">V-18 Community Engagement and Public Consultation Policy</a>	

**Purpose**

This policy is in keeping with the strategic plan linked to Achieving: Meeting the needs of all learners, ~~and in providing optional French language programs~~ to increase the opportunities for students to gain experience, skills and knowledge needed for ~~success in the world.~~

The Halton Catholic District School Board endeavors to allow all students to have the opportunity to learn French, become ~~bilingual functionally proficient~~ and to experience the richness and beauty of French Catholic culture.

~~The educational benefits of offering optional French programming is further aligned to our Strategic Plan Achieving: We hold high expectations of all learners.~~

**Commented [JN1]: [STAFF]** The general reference to the strategic plan should be directed to all learners, not just French Students.

**Commented [JN2]: [MD]** can end at "success"

**Commented [JN3]: [STAFF]** Not necessary. All learners regardless of program are expected to achieve

**Application and Scope**

This policy applies to elementary schools of the Halton Catholic School Board that offer optional French program (Early French Immersion (EFI), and Extended French programs (EF) and all secondary schools that offer the optional Extended French (EF) program.

**References**

~~A Framework for French as a Second Language in Ontario Schools, JK-Grade 12, 2013~~

~~Education Act, Section 169~~

~~Strategic Plan Achieving 2.2 and 2.3~~

**Commented [JN4]: [STAFF]** Document changes, might not be good to reference this.



Resolution #204/17 (see Appendix A)

[https://www.hcdsb.org/Board/Meeting%20Documents/BOARD\\_12\\_05\\_2017\\_REPORT.pdf](https://www.hcdsb.org/Board/Meeting%20Documents/BOARD_12_05_2017_REPORT.pdf)

**Commented [JN5]: [MD]** This is a policy document which is a high level doc. Resolutions have a different level of priority which is higher than the policy document and it should not be put here.

## Definitions

**Extended French (EF)** - develops functional proficiency in students through the provision of a significant amount of curriculum with French as the second language of instruction with students entering grade 5 in their September start date.

**Early French Immersion (EFI)** - develops functional proficiency in students through the provision of a significant amount of curriculum with French as the second language of instruction with students entering grade 1 in their September start date.

**Consultation** - ~~the action or process of formally consulting or discussing, with due notification, the community affected, gathering feedback from stakeholders on policies, options and/or decisions.~~

**Commented [JN6]: [STAFF]** definition of consultation taken from new policy V-18 Community Engagement & Public Consultation.

## Principles

- ~~Expansion Delivery~~ of French language programs will be considered in the Strategic Plan and Long-Term Capital Plan (LTCP) and as a demonstrated/identified need arises.
- Relocation of current programs must include consultation with the communities being affected.
- If a change is to occur in a program location, parents will be given one academic year's notice, if possible.

**Commented [JN7]: [STAFF]** Should not be limited to expansion only. Relocation and re-directions are also a necessary topic

The following criteria can be used to determine a location/relocation for an optional French Program:

- To the extent possible, ensure that EFI and EF Programs are reasonably centrally located and in schools that can accommodate the program over the long-term, minimizing, if not eliminating, any future relocations.
- Ensure the location of the EFI and EF programs do not adversely affect the Regular Track program
- Align optional French Program Elementary Boundaries where possible with the ultimate secondary school Family of School Boundaries
- When relocating and introducing new locations for the Extended French Program, cluster the family of schools to reduce the amount travelled and create neighborhood scale areas.
- ~~When relocating a program~~ A relocation of an optional French Program should allow existing students to complete their studies at their current site.
- If students currently attending an optional French Program need to be relocated to another site as a result of accommodation pressures or under-utilization in an area, a boundary

**Commented [JN8]: [MD]** I would clarify "allow existing students in the school to complete their studies in the same location"

review process is required as per the requirements of Operating Policy I-29 School Boundary Review Process

- Relocate optional French pPrograms to schools that have surplus space and have a stable regular track enrolment that can sustain the program.

**Commented [JN9]: [STAFF]** Boundary Reviews may affect optional French programming

Expanding optional French Programming

- ~~Expansion of French language programs will be given priority in the strategic plan as per resolution #209/17.~~
- In alignment with the LTCP, Strategic Plan and feasibility, increase the number of locations that the EFI and EF Programs are offered to increase equity across the board and to meet growing demands. Where feasible and staffing permits, an increase of program offering of optional French Programs will be determined.
- ~~When relocating and introducing new locations for the Extended French Program, cluster the family of schools to reduce the amount travelled and create neighborhood scale areas.~~
- ~~When relocating a program, allow existing students to complete their studies.~~

**Commented [JN10]: [STAFF]** This reads as though it is more important than the regular track program of the Board, which should be the priority. This is an optional program.

Further, we recognize that the Director of Education has the discretion of:

- Relocating an optional French program in an elementary or secondary school where the need arises
- Identifying new locations where optional French programs can be offered
- Altering the designated feeder schools associated to a school offering an optional French Program. These decisions will be brought to the board of Trustees for final approval.
- When changes are made to location and family of schools for optional French Programs, the Director will bring an information report to the Board of Trustees.
- ~~Where the needs of a student may be best served by withdrawal from the program, such withdrawal may take place after following the implementation of reasonable intervention strategies by school staff such as, the development of an Individual Education Plan (IEP) with program accommodations and modifications by the classroom teacher and/or special education resource teacher (SERT); peer tutoring; and on-going assessments. Conferences with parent(s) or guardian(s) to discuss progress, options and future implications shall be conducted prior to withdrawal.~~

**Commented [JN11]: [MD]** Is this required?

**Commented [JN12R11]: [STAFF]** Removed – not required in a policy

**Commented [JN13]: [STAFF]** Operational in scope.

## Requirements

### Registrations:

- All entry requirements and class sizes are listed in Procedure VI-53 Optional French Program
- Will take place annually at the discretion of the Superintendent of Curriculum Services in consultation with the Senior Administrative team. Parents are to be notified of registration dates at the beginning of the academic year.

**Commented [JN14]: [MD]** Could say “September”

**Commented [JN15R14]: [STAFF]** could be too restrictive to say “September”, but every effort will be made. Notification could be provided in spring or summer in advance of school year

- To facilitate meeting staffing needs, and in order to ensure all students will be given placement who apply, all students must be registered for EFI and EF programs by December 1<sup>st</sup>. ~~It should be noted that where an optional French program still has remaining spaces, Curriculum Services has the discretion to extend the registration period~~
- ~~To ensure equity, students at the home school do not get preference for registration.~~
- Registration will occur on line or at the school if required.
- A random selection (lottery) will occur to determine which students will gain access to the program as well as the order on the waitlist should one exist. ~~Acceptance into the program through the lottery, is a family acceptance, which entitles younger siblings the option of attending an EFI or EF program providing application timelines have been met.~~

**Commented [JN16]: [STAFF]** HCDSB current practice

**Commented [JN17]: [STAFF]** This has never been the case. Adding this would give the impression this was our former practice.

**Commented [JN18]: [STAFF]** Priority given to those that have won the lottery, which goes against the principles set out above for full randomness.

To be considered:

**Capacity:** Providing an advantage to families with siblings is not equitable, and should not be pursued. Moreover, if the capping system is removed, a number of resulting impacts to schools will begin occurring:

- Overcrowding and accommodation pressures at the optional program school
- Draining the regular track classrooms, creating multiple splits to reach adequate class sizes
- As a result of declining regular track schools, Boundary Reviews would be necessary to create viable English Regular Track student populations, displacing students from both programs
- Increased costs for teachers, resources, portables, and transportation
- May require the creation of single track schools
- Already providing opportunities to attend schools with space in the program (no transportation)

**Siblings:** Making commitment to families that aren't in program yet is not equitable, and reduces the likelihood of certain families having access to the program. If a lottery process is to be used, it should be fully randomized with no base criteria for full equity.

**Long term:** As school accommodation is very fluid over time, it is very well possible that programs may move or be relocated. As such, providing commitments to parents that siblings will be able to attend the same school may:

- Further extend grandfathering requirements if the Sibling that was committed a space is in a lower grade to the eldest, whereby they may be separated between two schools.
- Program may prove unviable for the entrance year (e.g. St. Francis CES), then the Board cannot uphold their commitment.

DRAFT

**Policy No. II-51 | Optional French Programming (Early French Immersion and Extended French)**

- Full transparency of the lottery process will be made available to the public.
- The registration process for the optional French Program shall be made available to the public.

**Commented [JN19]: [STAFF]** Needs further clarification.

**Commented [JN20]: [STAFF]** Suggested wording for bullet above

**Entry requirements**

- Parents have the option to confer with their Kindergarten Teacher, Grade 4 or Grade 8 teacher and French (FSL) when making the decision to register their child in an optional French Program offered by the board.
- All entry requirements and class sizes are listed in *Procedure VI-53 Optional French Program procedure VI-53*.
- Where the needs of a student may be best served by withdrawal from the program, such withdrawal may take place after following the implementation of reasonable intervention strategies by school staff such as, the development of an Individual Education Plan (IEP) with program accommodations and modifications by the classroom teacher and/or special education resource teacher (SERT); peer tutoring; and on-going assessments. Conferences with parent(s) or guardian(s) to discuss progress, options and future implications shall be conducted prior to withdrawal.

**Commented [JN21]: [STAFF]** This is a School based decision, and operational in nature.

**Transportation**

- All transportation requirements are outlined in *Policy II-24 Home to School Transportation*.
- Provision of transportation for pupils attending an optional French program will be in accordance with the transportation policy. The placement of a pupil under this policy does not constitute commitment of the Board to provide transportation.
- Will be provided to students in the EFI program (grade 1-8) and EF programs (grade 5-8) who live more than 1.6 km from the board designated school offering the program.
- Will be provided to students in the EF Program (grade 9-12) who live more than 3.2 km from their home school that offers the program (there are no special boundaries for secondary Extended French; therefore, if the homeschool does not offer the program, transportation will not be provided).
- Students will be picked up at sites designated by Halton Student Transportation Services (HSTS).
- Only elementary students attending the designated EFI site who qualify under the Transportation policy will receive transportation.
- Siblings not enrolled in an optional French Program are not eligible for transportation. Parents may request a courtesy seat through the school offering a French Program, if available, (refer to Board policy I-4 Cross-Boundary School Attendance).

**Commented [JN22]: [MD]** I prefer this comment from TCDSB instead of below

**Commented [JN23]: [STAFF]** This is covered in Board Policy II-24. It is not required here.

**Specific to Secondary schools:**

- For the municipalities of Milton and Burlington, the regular stream secondary school boundary is one and the same as the Extended French boundary. As such, although students are

**Commented [JN24]: [STAFF]** Not necessary. We don't offer transportation to optional programs at the secondary panel

permitted to attend the program, they will not be offered transportation if they reside outside the designated school boundary.

- Students must successfully complete seven (7) courses in French to receive a certificate of Concentration in EF program upon graduation from Grade 12.

**Commented [JN25]: [MD]** Should not come under "transportation" category

#### **Graduation from EFI and EF in Elementary schools**

- Students graduating from either program will receive acknowledgment in their graduation certificate.
- Students of EFI will have completed 3800 hours of French instruction by end of grade 8.
- Students of EF will have completed 1260 hours of French instruction by end of grade 8.

**Commented [JN26]: [Director Daly]** Graduation/hours at elementary and secondary...question as to why this is included in policy as it is determined in Ed. Act.

APPROVED: Regular Meeting of the Board

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

DRAFT

Student Use of Service Animals in Schools	Item 5.2
Tuesday, May 14, 2019	

## Purpose

To provide an opportunity for discussion on the Draft Ministry Program/Policy Memorandum (PPM) regarding Service Animals for student use in schools. The Ministry Draft PPM includes the expected components of the policy; definitions of terms and types of diverse functions performed by service animals which may or may not include sensory, medical, therapeutic, and emotional support services; and timelines for implementation and reporting.

## Commentary

The Halton Catholic District School Board has long promoted the inclusion of students with special education needs in the regular classroom in the student's neighborhood school where possible. This approach is motivated by an interest in maintaining students in the communities in which they reside, by promoting a sense of place and belonging in the school, in the worship community of the local parish and within the neighborhood that they belong to.

In the Halton Catholic District School Board, every effort is made to provide programs and services to support pupils with exceptionalities in the regular class setting. We believe that pupils with exceptionalities should receive appropriate special education programs and services and have regular opportunities to interact with their peers, to enjoy the life of the school, and to participate in local community activities. Where appropriate, students may require services from a variety of sources, including at times the use of service animals.

The Draft Ministry PPM (Appendix A) released on April 1, 2019 outlines these basic principles required by school districts when creating service animal policies:

- Allow students to be accompanied by service animals in school when doing so would be an appropriate accommodation to support students' learning needs, and would meet the school boards' duty to accommodate students with disabilities under the Ontario Human Rights Code
- Make determinations on whether to approve requests for a service animal on a case by case basis, based on the individual needs of each student.
- Put in place consistent and transparent processes that allow for meaningful consideration of requests for service animals to accompany students in school.

The HCDSB ***Student Use of Service Animals in School Policy*** will also include definitions of service animals, communication plans and the process for parents/students to follow when making

## Item 5.2 | Student Use of Service Animals in Schools

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requests for service animals to support their learning. The policy will outline the roles and responsibilities of students, parents, and school staff, the training required, and the health and safety of other students and staff in schools.

The Draft PPM also indicates that School Boards must have their ***Student Use of Service Animals in Schools Policy*** publicly available and in effect, along with any accompanying Procedure available by September 1, 2019.

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

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Superintendent of Education, School Services

**Report Submitted by:** Patrick Daly  
Director of Education and Secretary of the Board

# Draft Policy/Program Memorandum (PPM)

**Date of Issue:** DRAFT April 1, 2019

**Effective:** Until revoked or modified

**Subject:** **SCHOOL BOARD POLICIES ON SERVICE ANIMALS**

**Application:** Directors of Education  
Supervisory Officers and Secretary-Treasurers of School Authorities  
Principals of Elementary Schools  
Principals of Secondary Schools

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## Purpose

All school boards<sup>1</sup> in Ontario are required to develop, implement, and maintain a policy on student use of service animals in schools. The purpose of this memorandum is to provide direction to school boards on the development and implementation of their policy. The ministry's expectations regarding the components of a board's policy are identified in this memorandum as well as the implementation and reporting requirements.

The ministry expects all school boards to:

- allow students to be accompanied by service animals in school when doing so would be an appropriate accommodation to support students' learning needs, and would meet the school boards' duty to accommodate students with disabilities under the Ontario *Human Rights Code* (the "Code");
- make determinations on whether to approve requests for a service animal on a case-by-case basis, based on the individual needs of each student;
- put in place consistent and transparent processes that allow for meaningful consideration of requests for service animals to accompany students in school

This memorandum applies to all publicly funded elementary and secondary schools, including extended-day programs operated by school boards. However, this memorandum does not apply to licensed child-care providers, including those operating on the premises of publicly funded schools.

## Context

The Ministry of Education is committed to supporting school boards in providing all students with demonstrable learning needs appropriate accommodations, including special education programs and services in Ontario's schools.

The term "service animal" refers to any animal that provides support to a person with a disability. Traditionally, service animals have been dogs, and dogs remain the most common



species of service animal, however other species may also be trained to provide services to individuals with disabilities. The types of functions performed by service animals are diverse, and may or may not include sensory, medical, therapeutic, and emotional support services.

In Ontario, the *Accessibility for Ontarians with Disabilities Act, 2005* (the “AODA”) sets out a framework related to the use of service animals by individuals with a disability. The *Blind Persons’ Rights Act* sets out a framework specifically for the use of guide dogs for individuals who are blind.

People with disabilities who use service animals to assist them with disability-related needs are protected under the ground of “disability” in the *Code*. Under the *Code*, school boards have a duty to accommodate the needs of students with disabilities up to the point of undue hardship. The Ontario Human Rights Commission’s (OHRC) *Policy on accessible education for students with disabilities* states that: “Depending on a student’s individual needs and the nature of the education service being provided, accommodations may include...modifying “no pets” policies to allow guide dogs and other service animals”.

Nothing in this memorandum detracts from other legal obligations of school boards under applicable law, including the *Code*.

## **Definition of a service animal**

In the context of this memorandum, “service animal” means an animal that provides supports relating to a student’s disability to assist that student in meaningfully accessing education.

School boards must make an assessment of whether a service animal may accompany a student on a case-by-case basis taking into account all the circumstances, including the needs of the student and the school community and a school board’s obligation to provide meaningful access to education.

School boards may also consider including service animals in training in their service animal policies.

## **Components of school board policies on service animals**

When developing their policy on student use of service animals, school boards must respect their obligations under the *Code*, the *AODA*, the *Blind Persons’ Rights Act*, and collective agreements as well as other applicable laws and government policies. When developing their policies on student use of service animals, school boards are encouraged to consult with local partners, as appropriate.

Each school board policy on student use of service animals must contain, at a minimum, the following components:

**Communication Plan.** The school board policy should say how the school board will inform the school community about the process by which parents<sup>2</sup> can apply to have their child's service animal in the school. It should also say how it will inform the school community of the presence of any service animals at the school.

**Process.** The school board policy should lay out how requests for students to be accompanied by service animals in schools can be made and the steps in the school board decision-making process. School board processes must be timely, equitable and readily available, and decisions must be based on a student's individual needs. Policies should include the following:

- a clearly articulated process for a parent to follow when making a request for a student to be accompanied by a service animal in school, including:
  - a primary point of contact
  - supporting materials for initiating requests (e.g., templates)
- information around the process through which a determination is made about whether or not a service animal is an appropriate accommodation. This could include:
  - a meeting for all appropriate parties (e.g., parents, school staff) to discuss the request for a service animal
  - a list of documentation that a parent must provide
  - a list identifying who must be consulted in making the determination
- information around the factors the board will consider when making its case-by-case determinations, including:
  - the disability-related needs of the student
  - other accommodations available
  - the needs of the school community
  - any special considerations that may arise if the animal is a species other than a dog
- information about how the school board will document its decision regarding a request. For example, if a school board approves a request, that information could be recorded in the student's Individual Education Plan if one exists.
- if the school board approves a request for a service animal, a process for developing a plan that addresses:
  - the ongoing documentation that is required (e.g., annual vaccination records)
  - the type of support the service animal will provide to the student
  - who will be the appropriate handler of the service animal while at the school
  - a plan for how the care of the animal will be provided (including supporting the safety and biological needs of the animal)
  - how the animal will be readily identifiable
  - transportation of the animal to and from school
  - timeline for implementation
- if the school board approves a request for a service animal, strategies for sharing information with members of the broader school community who may be impacted by the decision (e.g., other students, parents, Special Education Advisory Committees (SEACs), educators, school staff, volunteers) and organizations that use the school facilities (e.g.,

licensed child-care providers operating in schools of the board), while identifying how the student's privacy will be considered.

**Health, Safety and Other Concerns.** The school board policy should include a protocol for the board to hear and address concerns from other students and staff who may come in contact with a service animal, and parents of other students, including: health and safety concerns such as allergies and fear or anxiety associated with the animal. Wherever possible, school boards should take steps to minimize conflict through cooperative problem-solving, and training of staff and students.

**Roles and Responsibilities.** The school board policy should clearly outline the roles and responsibilities of students, parents, and school staff regarding service animals at school, taking into account local circumstances.

**Training.** The school board policy should consider strategies for providing training related to service animals, as appropriate, for school staff who have direct contact with service animals in schools.

**Review of School Board Service Animal Policies and Data Collection.** The school board policy should be reviewed by the board on an annual basis.

School boards are expected to develop a process for data collection and to collect data regularly, including, but not limited to:

- total number of requests for students to be accompanied by service animals;
- whether requests are for elementary or secondary school students;
- the number of requests approved and denied;
- if denied, the rationale for the decision, including a description of other supports and/or services provided to the student to support their access to education;
- species of service animals requested and approved;
- types of needs being supported (e.g., medical, physical, emotional).

School boards should use this data to inform their cyclical policy reviews.

## **Implementation**

School boards must implement and make publicly available on their websites their newly developed or updated policies and procedures on student use of service animals by September 1, 2019. Reviews and revisions to established policies must be completed and posted on the school board websites by September 1 of each subsequent year.

## **School board reporting**

School boards are required to report to the Ministry of Education upon request on their activities to achieve the expectations outlined in this memorandum, including specific data collected.

## References:

Ontario Human Rights Commission, *Policy on accessible education for students with disabilities*, 2018.

Ontario, *Accessibility for Ontarians with Disabilities Act, 2005*, S.O. 2005, c. 11.

Ontario, *Blind Persons' Rights Act*, R.S.O. 1990, c. B.7

Ontario, O. Reg. 191/11, *Integrated Accessibility Standards*, made pursuant to the *Accessibility for Ontarians with Disabilities Act, 2005*, S.O. 2005, c. 11.

Ontario, *Human Rights Code*, R.S.O. 1990, c. H.19.

Ontario, R.R.O. 1990, Regulation 58, *Guide Dogs*, made pursuant to the *Blind Persons' Rights Act*, R.S.O. 1990, c. B.7.

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1 In this memorandum, school board(s) and board(s) refer to district school boards and school authorities.

2 In this memorandum, *parent(s)* refers to parent(s) and guardian(s).

<b>Video Surveillance</b>	
<b>Adopted:</b> October 31, 2016	<b>Last Reviewed/Revised:</b> N/A
<b>Next Scheduled Review:</b> 2018-2019	
<b>Associated Policies &amp; Procedures:</b> <a href="#">I-30 Video Surveillance</a> <a href="#">I-02 Records and Information Management</a> <a href="#">VI-82 Records and Information Management Procedure</a> <a href="#">I-07 Protection of Privacy</a> <a href="#">VI-81 Privacy Procedure</a> <a href="#">VI-51 Privacy Breach Procedure</a> <a href="#">II-24 Home to School Student Transportation</a> <a href="#">VI-07(a) School Bus Accident Procedure</a> <a href="#">II-39 Progressive Discipline and Safety In Schools</a> <a href="#">VI-44 Progressive Discipline and Safety in Schools</a>	

## Purpose

The Halton Catholic District School Board (HCDSB) [video surveillance procedure has been modelled on the Guidelines for the Use of Video Surveillance by the Information and Privacy Commissioner of Ontario.](#)

[Video surveillance involves the collection, use, retention, disclosure and disposal of personal information. These activities must follow the Municipal Freedom of Information and Protection of Privacy Act \(MFIPPA\). Video security surveillance systems are one of many resources used by the HCDSB at selected schools, sites and on Board HCDSB provided transportation services to promote a safe and secure environment.](#)

[is committed to the protection of privacy and complies with all pertinent provisions in the Education Act, the Municipal Freedom of Information and Protection of Privacy Act, \(MFIPPA\), the Personal Health Information Protection Act \(PHIPA\), the Safe Schools Act and any other applicable privacy legislation. HCDSB also complies with the Ministry Guidelines for the Ontario Student Records \(OSRS\), Privacy by Design \(PbD\) and the Guideline for Video Surveillance and Cameras in Schools by the Ontario Information and Privacy Commissioner, as well as, the Privacy and Information Management \(PIM\) toolkit, by the PIM taskforce, 2008.](#)



## Application and Scope

- This procedure applies to all ~~Halton Catholic District School Board~~[HCDSB](#) staff who collect, use, retain, and disclose personal information related to students and ~~Board~~[HCDSB](#) employees, and to operations and procedures in all facilities within the ~~Halton Catholic District School Board~~[HCDSB](#).
- ~~This procedure applies to the operation of any video system installed on any Board site for the purpose of surveillance.~~
- ~~The Board reserves the right to consider and employ lawful “covert surveillance” on a case-by-case basis in consultation with the appropriate police service.~~
- The video taping of school events such as graduation, theatrical productions or other similar events by the parents and families of students is considered acceptable and is not addressed by this policy.
- Authorized videotaping for educational, instructional and/or research purposes is permitted and is not addressed by this policy.

### Use of Video Security Surveillance System:

1. ~~Video surveillance contains personal information of students and all footage remains the property of HCDSB.~~
2. ~~HCDSB will maintain control of, and have responsibility for, the video surveillance footage.~~
3. ~~All HSTS (Halton Student Transportation Services) contracted transportation service providers and their employees are required to review and comply with HCDSB policies, procedures and the Acts in performing any duties and functions related to the operation of the surveillance system used on selected transportation vehicles.~~

## References

[Education Act](#)

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

[Provincial Schools Code of Conduct](#)

[Safe Schools Act](#)

[Halton Regional Police - School Protocol](#)

[Information and Privacy Commissioner/Ontario Guidelines for Using for Video Surveillance](#)



## Definitions

**Control (of a record)** – means the power or authority to make a decision/decide about the use or disclosure of a record.

**Custody (of a record)** – means the keeping, care, watch, preservation or security of a records for a legitimate business purpose. While physical possession of a record may not always constitute custody, it is the best evidence of custody.

**Personal Information** - “recorded information about an identifiable individual,” which includes, but is not limited to, “information relating to the race, national or ethnic origin, colour, religion, age [or] sex gender

**Record** - any record of information however recorded, whether in printed form, on file, by electronic means or otherwise and includes:

- Correspondence, a memorandum, a book, a plan, a map, a drawing, a diagram, a pictorial, or graphic work, a photograph, a film, a microfilm, a sound recording, a videotape, a machine readable/machine-readable record, any other documentary material, regardless of physical form or characteristics, and any copy thereof; and
- Subject to the regulations, any record that is capable of being produced from a machine readable/machine-readable record under the control of an institution by means of computer hardware and software or any other information storage equipment and technical expertise normally used by the institution (document).

**Retention Period** – is the period of time during which a specific record or record series must be kept before records in that series may be disposed of.

**Retention Schedule** - is a list of all the record classifications and their corresponding retention periods. The schedule also identified which records are deemed vital, which are archival, and who is the responsible department or official record holder.

**Video Surveillance Systems** – video, physical or other mechanical, electronic or digital surveillance system or device that enables continuous or periodic video recording, observing or monitoring of individuals (this would usually include analog video, digital and closed-circuit camera systems).

**Halton Student Transportation Services (HSTS)** – joint transportation consortium that offers student transportation for eligible students in Halton.

## Principles

1. The Board/HCD SB recognizes that the promotion of a safe and secure learning environment is in the best interest of students, staff and the general public.
2. The Board/HCD SB recognizes that the utilization of video surveillance systems as a complement, not to replace, other means to create a safe and secure learning environment.



3. ~~The Provincial Code of Conduct sets clear provincial standards of behaviour. These standards of behaviour apply to students whether they are on school property, on school buses, at school-related events or activities.~~

4. ~~The Board~~HCDSB recognizes that the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) governs the collection of personal information, including the images captured on a video surveillance system.

~~The Board, in the development of this policy, referenced the Information and Privacy Commissioner/Ontario Guidelines for Using for Video Surveillance, released October 6, 2015.~~

~~The Board recognizes that the utilization of video surveillance systems as a complement, not to replace, other means to create a safe and secure learning environment.~~

5. The following personnel are authorized to implement video surveillance systems in the discharge of their duties:

- a. Principals ~~and/or Vice Principals (hereafter "the Principal") (or a person designated by the Principal) or designate~~
- b. Board Supervisory Officers
- c. Director of Education
- ~~e.d. Manager of Halton Student Transportation Services~~

~~The Superintendent of Facilities Services has the overall responsibility for the Board video surveillance program~~

~~Notice signs shall be installed at all properties with video surveillance systems, in accordance with the notification requirements of MFIPPA. Signs will be prominently displayed so the public has reasonable and adequate warning that surveillance is or may be in operation before entering the area.~~

6. ~~The closed circuit~~closed-circuit television (CCTV) system within Board HCDSB facilities may operate continuously.

6.7. ~~All recorded images are the property of the Board~~HCDSB.

7.8. ~~Cameras will not monitor areas where students and staff have an expectation of privacy, such as change rooms and washrooms.~~

8.9. ~~Where applicable and appropriate, this procedure shall be incorporated into training and orientation programs of the Board~~HCDSB.

### Responsibilities:

1. ~~The Director of Education is responsible for the Board~~HCDSB's overall video surveillance program.





- ~~2. The Senior Administrator, Facility Management Services, through the Superintendent of Facility Management Services is responsible for the life-cycle management of the authorized facility video surveillance systems including the specifications, equipment standards, installation, maintenance, replacement, disposal and signage and principal training at the Board HCDSB sites. The Senior Administrator Superintendent of, Facility Management Services, is also responsible for the technical aspects of the video surveillance systems.~~
- ~~3. The Manager, Privacy, Records and Information Management Services is responsible for the development and review of the operational policy and procedure, along with the coordination and performance of audits. The Manager, Privacy, Records and Information Management Services is also responsible for the Board HCDSB's responsibilities under the applicable Acts.~~
- ~~1-4. The Principal will have access to video surveillance systems at their designated school and assigned transportation vehicles. Access to the system, where appropriate and where escalation demands, is to support the Principal in their school administrative duties to provide a safe environment for students and staff. The Principal shall accomplish this in accordance to Board HCDSB policies and procedures.~~
- ~~1. The Principal or designate of school/sites having a video surveillance system is responsible for the day-to-day operation of the system in accordance with the policy, guidelines, and direction/guidance that may be issued from time to time.~~
- ~~5. Halton Student Transportation Services (HSTS) Manager is responsible for ensuring transportation providers are meeting their contractual obligation with respect to providing video surveillance systems on designated vehicles. Contractual obligations include the installation and maintaining of authorized transportation video surveillance system; entering and adhering to a data sharing agreement with the Board HCDSB; the storage of data a video footage; and training of employees to meet these obligations and adhering to Board HCDSB Policies. )Manager is responsible for ensuring contracted transportation providers have video surveillance equipment installed on selected transportation vehicles and for ensuring that data sharing agreements are in place with all Board contracted transportation vendors. The HSTS Manager may request an internal investigations through the Manager of Privacy and Records Management –in accordance with HCDSB Policies and Procedures, where there has been an observed or reported incident, where there is a known reported or observed incident, concern/issue in accordance with Board policies and procedures.~~
- ~~—The Board solicitor is responsible for the provision of legal advice related to the Board's obligations under the applicable Acts.~~
- ~~2-6. Information Technology Services provides technical support for set-up and retrieval of surveillance footage as requested.~~

## Requirements

### 1. Planning Criteria for Video Surveillance Systems



1.1. To ensure the safety of individuals and the protection of their wellbeing and as a deterrent and detection mechanism against vandalism to building and property, video surveillance cameras may be used according to the following criteria:

~~1.1.1.~~

~~1.1.2.1.1.1.~~ To protect public security or reduce criminal and other illegal activity;

~~1.1.3.~~

~~1.1.4.1.1.2.~~ To deter and/ or assist in the identification of individuals that may put students, staff and public at risk at ~~Board~~HCDSB schools and properties;

~~1.1.5.~~

~~1.1.6.1.1.3.~~ To respect the principles of the *Municipal Freedom of Information and Protection of Privacy Act*, the *Safe Schools Act*, and the *Education Act*;

~~1.1.7.1.1.4.~~ To provide surveillance without limiting general public activities;

~~1.1.8.1.1.5.~~ Video surveillance may be installed without notice as part of a specific investigation where criminal activity is suspected.

1.2. ~~The Halton Catholic District School Board~~HCDSB will endeavor to ensure the proposed design and operation of video surveillance system minimizes privacy intrusion to that which is ~~absolutely necessary~~necessary to achieve its required, lawful goals.

1.3. Any agreements between ~~the Halton Catholic District School Board~~HCDSB and service providers must indicate all video surveillance programs are under ~~the Board~~HCDSB's custody and control and are subject to this policy.

1.4. A service provider who ~~is considered to be~~is in breach of this Policy and the applicable acts may lead to penalties and up to the termination of the contract. In addition, full legal action and an investigation may be required, depending on the nature of the breach of this policy.

1.5. An employee of a service provider must sign a written agreement regarding their duties and confidentiality under this Policy and the applicable acts.

#### ~~The Design, Installation and Operation of Video Surveillance Equipment~~

~~The Board shall maintain control of, and responsibility for, the video surveillance system at all times.~~

~~Reception equipment such as video cameras, audio or other devices should only be installed in identified public areas where video surveillance is a necessary and a viable detection or deterrence activity. Appropriate areas for video surveillance include entrances, exits, general purpose areas, corridors, classrooms, labs, and shops, offices, receiving areas, parking lots and exterior building perimeter. The equipment will operate~~



~~up to 24 hours/seven days a week and within the limitation of the system, for example digital or tape, power disruptions and serviceability/maintenance.~~

~~The equipment will be installed in such a way that it only monitors those spaces that have been identified as requiring video surveillance. Cameras should not be directed to look through the windows of adjacent properties.~~

~~If cameras are adjustable by operators, this should be restricted, if possible, so operators cannot adjust or manipulate them to overlook spaces that are not intended to be covered by the video surveillance program.~~

~~Equipment will not monitor the inside of areas where students, staff and the public have a higher expectation of privacy, such as in change rooms or washrooms.~~

~~Reception equipment should be kept in a strictly controlled access area. Only controlling personnel, or those authorized in writing, should have access to the controlled access area and reception equipment.~~

~~Video monitors should not be in the position that enables public viewing of the images displayed.~~

~~Video recorded material shall be stored in a controlled access location outside of public view. Only designated personnel will have access to this location and to video recorded material.~~

~~Periodic maintenance of video surveillance equipment shall be the responsibility of Facility Services, according to a schedule that will ensure efficient operation of the system.~~

**2. The Design, Installation and Operation of Video Surveillance Equipment according to current HCDSB design standards.**

~~1.6.2.1. The Board/HCDSB shall maintain control of, and responsibility for, the video surveillance footage/system at all times.~~

~~1.7.2.2. Video monitors should not be in the position that enables public viewing of the images displayed.~~

~~2.3. Video recorded material shall be stored in a controlled access location outside of public view.~~

~~1.8.2.4. Only designated personnel will have access to this location and to video recorded material.~~

~~1.9.2.5. Periodic maintenance of video surveillance equipment shall be responsibility of Facility Services, according to a schedule that will ensure efficient operation of the system.~~



**Elementary Schools**

~~Initially equipped with up to one camera as determined by Facility Services and the school, an optional 20" monitor, digital recorders and a system that can be expanded up to nine cameras.~~

~~The school shall have the flexibility to locate up to four cameras within the placement guidelines of this policy.~~

~~Facility Services shall have the flexibility to locate up three cameras within placement guidelines of this policy.~~

~~A static IP address is provided for remote network recording and monitoring capabilities.~~

**Secondary Schools**

~~Initially equipped with up to sixty cameras as determined by Facility Services and the school, an optional 20" monitor, digital recorders and a system that can be expanded up to one hundred cameras.~~

~~The school shall have the flexibility to located up to eight cameras within the placement guidelines of this policy.~~

~~Facility Services shall have the flexibility to locate up eight cameras within placement guidelines of this policy.~~

~~A static IP address is provided for remote network recording and monitoring capabilities.~~

~~Equipment shall be digital with LAN network readiness.~~

~~Facility Services reserves the right to make and approve all changes deemed necessary to the design recommendations for the betterment of the safe school program measures and equipment design practice or enhancement.~~

**2.3. Notice Requirement:**

~~2.1-3.1. In accordance with MFIPPA, signs providing notice shall be installed at all properties, and on transportation services vehicles, operated by the Board HCDSB when video surveillance systems are in use. Signs will be prominently displayed so the public has reasonable and adequate warning that surveillance is, or may be, in operation before entering the area.~~

~~2.2-3.2. Notification requirements of this sign must inform individuals of the legal authority for the collection of personal information, the principle purpose(s) for which the personal information is intended to be used, the title, business address, and telephone number of someone who can answer questions about the collection, see Appendix "A".~~

~~2.3-3.3. The Board HCDSB will provide notice annually through the Family Information Consent Form and to the public on the Board's HCDSB website as well as a link on each of the School~~



~~websites. The notice shall be clear, language neutral along with a graphic depiction of the use of video surveillance.~~

### **3.4. Confidentiality**

~~3.1.4.1. Access to the personal information collected under a video surveillance system on a given site is only afforded provided to Board HCDSB authorized employees and contracted service providers with specific duties pertaining to the supervision, operation and maintenance of the system and for the proper, secure storage and destruction of video recordings regardless of the software medium used to store images.~~

~~3.2.4.2. All video footage that is uploaded from the video surveillance software will be place on an encrypted storage device in the source, be it a USB key, DVD, CD and any other manner of storing the personal information captured by video surveillance.~~

~~3.3.4.3. Any aAgreements between the Board HCDSB and contracted HSTS service providers shall must state that the records dealt with or created while delivering a video surveillance program are under the Board HCDSB's control and are subject to the Municipal Freedom of Information and Protection of Privacy Act MFIPPA.~~

~~3.4.4.4. Board HCDSB employees and contracted service providers will comply with the requirements of this policy and the Municipal Freedom of Information and Protection of Privacy Act in performing any duties related to an Board HCDSB-approved video surveillance system.~~

~~3.5.4.5. Board HCDSB employees and contracted service providers will be subject to discipline, up to and including termination of employment or service to the site, for knowingly or deliberately breaching this policy or the provisions of the Municipal Freedom of Information and Protection of Privacy Act or other relevant statutes.~~

~~3.6.4.6. Where a service provider fails to comply with this policy or the provisions of the Municipal Freedom of Information and Protection of Privacy Act, such a failure will be considered to be a breach of contract leading to penalties that include but are not limited to contract termination.~~

~~3.7.4.7. Board HCDSB employees and the employees of service providers performing any duties related to the operation of an Board HCDSB approved video surveillance program are required to sign an undertaking of confidentiality. See Appendix D~~

#### **Notice:**

~~In accordance with MFIPPA the Board must In order to provide notice to individuals that video surveillance is in use:~~

~~The Board shall post Post signs, visible to student, staff and members of the public, at all entrances and/or prominently displayed on the perimeter of the grounds under surveillance regarding the use of Video Surveillance.~~

~~Notification requirements of this sign must inform individuals of the legal authority for the collection of personal information, the principle purpose(s) for which the personal~~



~~information is intended to be used, the title, business address, and telephone number of someone who can answer questions about the collection, see Appendix "A".~~

~~The Board will provide notice to the public on the Board's website as well as a link on each of the School websites. The notice shall be clear, language-neutral along with a graphic depiction of the use of video surveillance.~~

### **Access to Video Surveillance Footage**

#### **1. Principal Access to School Video Surveillance Footage**

- ~~1.1. Access to recorded material shall be limited to the Principal, (or person designated by the Principal) or designate, an BoardHCDSB Supervisory Officer -and/or the Manager of Privacy, Records and Information Management.~~
- ~~1.2. Access to the digital video recorder (DVR) should be limited to the Principal (or person designated by the Principal or designate,) and/or an BoardHCDSB Supervisory Officer.~~
- ~~1.2. Appendix "AB", Part A – Video information of the instance of Access Form should be completed when accessing the DVR to copy a video image to a portable device. This is to manage and track the lifecycle of the video surveillance footage and to ensure it is kept in accordance with the HCDSB records retention schedule.~~

#### **~~Principal or Designate Access to Video Footage on BoardHCDSB Provided Transportation Vehicles~~**

#### ~~2.~~

- ~~1.3-2.1. Access to recorded material shall be limited to the Principal or designate, an BoardHCDSB Supervisory Officer, the Manager of Privacy, Records and Information Management and the Manager of Halton Student Transportation Services.~~
- ~~1.4-2.2. Access to the digital video recorder (DVR) should must be limited to the Manager of Student Transportation Services or Designate when the vehicle is being used for BoardHCDSB contracted transportation services.~~
- ~~1.5. Third Party Transportation providers must also have process in place to ensure that access to video surveillance footage recorded on Board provided Transportation services is limited, protected and only HSTS authorized employees of the Board contracted service provider have access to the footage.~~
- ~~1.6-2.3. When video footage is requested by a school principal, the request will be done through the Manager of HSTS or designate, and the Family of Schools Superintendent will be informed.;~~
- ~~1.7-2.4. The Manager of HSTS will ensure that the Access Form is completed prior to release of any footage to a school principal. Appendix "B2", Part A – Video information of the~~



instance of Access Form should be completed when accessing the DVR to copy a video image to a portable device.

**All other access requests for footage from Board Transportation Services must be managed through the Manager of Halton Student Transportation Services in coordination with all affected parties.**

### **3. Access to Video Surveillance Footage: Law Enforcement**

3.1. If access to a video surveillance record is required for the purpose of a law enforcement investigation, the requesting Officer must complete a Law Enforcement Request Form, Appendix "C", and forward the form to the Manager, Privacy, Records and Information Management or their designate.

3.2. The Manager of Privacy, Records and Information Management will reach out to the Information Technology or HSTS for the required surveillance footage.

3.3. The Manager, Privacy, Records and Information Management or designate, will provide the recording for the specified date and time of the incident.

3.4. A copy of the request will be kept by the HCDSB according to the Records Retention Schedule.

1.8.3.5. The Manager of Privacy, Records and Information Management, or designate, will record the following information in the facility's video logbook:

1.8.1.3.5.1. The date and time of the original, recorded incident including the designated name/number of the applicable camera and DVR. For example, Name of Secondary School, main hallway, camera 1;

1.8.2.3.5.2. The time and date the record was copied and provided to the requesting Officer;

1.8.3.3.5.3. The name and title of the individual who made the copy for the requesting Officer;

1.8.4.3.5.4. If the record will be returned or destroyed after use by the Law Enforcement Agency.

### **Formal Access Request Process All other access requests for Video Surveillance Footage**

#### **2.4. Bus Operators, Parents, External Third Parties**

2.1.4.1. All external other requests for video records/records/surveillance footage should must be directed to the Manager, Privacy, Records and Information Management for processing.

2.2.4.2. A person requesting access to a records/video surveillance footagerecords should make a formal Freedom of Information request in writing either in the form of a letter or the prescribed form, (insert a video surveillance request form) and submit it to the Manager, Privacy, Records, and Information Management. The individual requesting the information must:



- ~~2.3.4.3. Provide sufficient detail, such as the approximate time and date, the location – if known – of the incident, to enable an experienced employee of the Halton Catholic District School Board HCDSB, upon reasonable effort, to identify the record; and,~~
- ~~2.4. At the time of making the request, pay the prescribed fees as provided for under the Municipal Freedom of Information and Protection of Privacy Act.~~
- ~~2.5. The Board HCDSB may levy charge additional fees to prepare and redact, as per MFIPPA, MFIPPA, to redact or blur images as may be required; That cost of redacting video images will be forwarded directly to the requestor. any information that is outside of the scope of the request.~~
- ~~2.6.4.4. The Board HCDSB has the ability to may redact or remove personal information of individuals that may have been captured on the video surveillance and would be considered exempted information by using tools and techniques such as~~
- ~~2.7.4.5. Digitizing analogue footage to enable the use of more powerful editing tools;~~
- ~~2.8.4.6. Blacking out or blurring images of individuals that are not subject to the request; and~~
- ~~4.7. Removing the sound of voices~~

~~Access: Law Enforcement~~

~~If access to a video surveillance record is required for the purpose of a law enforcement investigation, the requesting Officer must complete a Law Enforcement Request Form, Appendix “C”, and forward the form to the Manager, Privacy, Records and Information Management or their designate. The Manager, Privacy, Records and Information Management or designate, will provide the recording for the specified date and time of the incident. A copy of the request will be kept by the Halton Catholic District School Board according to the Records Retention Schedule.~~

~~The Manager of Privacy, Records and Information Management, or designate, will record the following information in the facility’s video logbook:~~

~~The date and time of the original, recorded incident including the designated name/number of the applicable camera and DVR. For example, Assumption Secondary School, main hallway, camera 1;~~

~~The time and date the record was copied and provided to the requesting Officer;~~

~~The name and title of the individual who made the copy for the requesting Officer;~~

~~If the record will be returned or destroyed after use by the Law Enforcement Agency.~~

~~Viewing Images~~

~~When recorded images from the cameras must be viewed by law enforcement or for investigative reasons, this must only be completed by an individual(s) authorized by the Halton Catholic District School Board in a private, controlled area that is not accessible to other staff and/or visitors as outlined in Principles #5.~~

**Commented [JN1]:** Information reworded and included in Sect. 3, above





**Retention, Secure Storage, Access to, And Disposal of Video Records:**

~~Video recorded material on a portable device, that is encrypted, which may contain elements of proof shall be stored in a locked, secure location to ensure integrity of information, and to be available should law enforcement request them.~~

~~Access to recorded material shall be limited to the Principal (or person designated by the Principal), a Board Supervisory Officer and/or the Manager of Privacy, Records and Information Management.~~

~~Access to the digital video recorder (DVR) should be limited to the Principal (or person designated by the Principal) and/or a Board Supervisory Officer. Appendix "A", Part A— Video information of the instance of Access Form should be completed when access the DVR to copy a video image to a portable device.~~

~~Recorded data on the DVR shall be maintained for a maximum of thirty (30) days.~~

~~A portable device on which video recorded material is stored and encrypted (including a computer drive, CD-ROM, USB drive, or any other device used to store video recorded material) must be labeled and securely stored and, in accordance with the Record Retention Schedule, be securely disposed of in such a way that the personal information cannot be reconstructed or retrieved. Appendix "A", Part B— Destruction of Video Recorded Data of the Instance of Access Form must be completed.~~

~~If video recorded material on a portable device is required as part of an ongoing school investigation, it shall be retained for a least one year and in accordance with the records retention schedule.~~

~~The Manager, Privacy, Records and Information Management, shall approve the release of records when law enforcement request to view, or to take a copy of, video images. In all cases when video images are released as part of a police investigation (see video release form to law enforcement) must be completed.~~

~~Whenever video recorded material is used as part of an investigation or disciplinary action involving a student, the student and his/her parent/guardian shall be permitted to view the recorded material in question with school personnel. However, the confidentiality of others must be protected.~~

~~Any student, staff member or member of the public who has been recorded by video surveillance equipment has a general right of access to his or her personal information under section 36 of MFIPPA. This right is recognized. However, Section 38(b) of MFIPPA, unjustified invasion of another individual's privacy, may apply.~~

~~Access to an individual's own personal information in these circumstances may depend upon whether affected third parties consent to the disclosure, or whether any exempt information may be severed from the record.~~

~~Redacted or blurring images may be required, however, the process can be costly. That cost of redacting video images will be forwarded directly to the requestor.~~

**Commented [JN2]:** Reworded and included in Sections 5 & 6 below



~~This procedure will be reviewed every three years. This procedure will be reviewed every three years.~~

~~Principals shall respond to any inadvertent disclosures of personal information based on direction provided by the Director of Education for the Halton Catholic District School Board. Any breach of this policy shall be reported to the appropriate Superintendent and the Manager, Privacy, Records and Information Management.~~

~~3.5. Retention and Secure Disposal of Video Surveillance Footage~~

~~3.1.5.1. Unviewed recorded~~~~Recorded~~ footage – retained for 30 days

~~3.2. Footage viewed for review – one year from review~~

~~5.2. Footage used in disciplinary investigation – retained for one year from date of incident~~

~~6. Disposal~~

~~6.1. Video Surveillance footage must be securely disposed of in such a way that the personal information cannot be reconstructed or retrieved. Appendix “A”, Part B – Destruction of Video Recorded Data of the Instance of Access Form must be completed and Appendix E Storage Device Disposal Record.~~

~~4.7. Training:~~

~~4.1.7.1. All staff who have access to video surveillance will receive training in accordance with the roles and responsibilities under this policy.~~

~~4.2.7.2. All staff in the schools and/or at Board HCDSB sites will receive training on video surveillance, the Board HCDSB’s obligations, their responsibilities under MFIPPA, and how and if they may access video footage.~~

~~5.8. Audits~~

~~5.1.8.1. Although developing policies, procedures and providing training to all staff is a requirement under this procedure, it is also a requirement to ensure staff are complying to and have an understanding of their role(s).~~

~~5.2.8.2. To accomplish the above the Board HCDSB commits to verifying our compliance to the video surveillance policy and procedures through audits. The Manager, Privacy, Records and Information Management will perform regular audits of the access the Video Surveillance system.~~

~~5.2.1.8.2.1. These audits will be forwarded by Information Technology (IT) Services to the Manager, Privacy, Records and Information Management Services on a regular basis for review by the Manager.~~

~~5.2.2.8.2.2. The Manager, Privacy, Records and Information Management Services will also complete spot audits, on an unscheduled basis, at all Board HCDSB facilities, including schools. These spot audits will review:~~

~~5.2.2.1.8.2.2.1. Position of the Video Surveillance viewing station and camera views,~~



~~5.2.2.2.8.2.2.2.~~ Records kept at the School or facility regarding viewing and downloading of information,

~~5.2.2.3.8.2.2.3.~~ Signage at the site,

~~5.2.2.4.8.2.2.4.~~ Access to the video system, etc.

**Responsibilities:**

- ~~2. The Director of Education is responsible for the Board's overall video surveillance program.~~
- ~~3. The Senior Administrator, Facility Management Services, through the Superintendent of Facility Management Services is responsible for the life cycle management of the authorized facility video surveillance systems including the specifications, equipment standards, installation, maintenance, replacement, disposal and signage and principal training at the Board sites. The Senior Administrator, Facility Management Services, is also responsible for the technical aspects of the video surveillance systems.~~
- ~~4. The Manager, Privacy, Records and Information Management Services is responsible for the development and review of the operational policy and procedure, along with the coordination and performance of audits. The Manager, Privacy, Records and Information Management Services is also responsible for the Board's responsibilities under the applicable Acts.~~
- ~~5. The Principal of school/sites having a video surveillance system is responsible for the day to day operation of the system in accordance with the policy, guidelines, and direction/guidance that may be issued from time to time.~~
- ~~6. The Board solicitor is responsible for the provision of legal advice related to the Board's obligations under the applicable Acts.~~

APPROVED: \_\_\_\_\_ Regular Meeting of the Administrative Council

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



**APPENDIX “A”**

Notice to Students, Parents and Guardians \_\_\_\_\_

To: All Students, Parents and Guardians

From: School Administrator

Date:

Re: Video Surveillance

The Halton Catholic District School Board is equipped with a video surveillance system. The video surveillance system is in all Elementary and Secondary schools, as well as in all other Board properties.

The purpose of the video surveillance system is to protect the well-being and security of students, staff and visitors. It is also a deterrent and identification tool for vandalism, criminal or other illegal activities. The use of video surveillance is part of an overall plan to create a safe and nurturing learning environment for all of our students.

All information obtained by video surveillance is confidential and will only be provided to law enforcement authorities when criminal or other illegal acts are suspected. All video recorded material will be destroyed within thirty (30) days of being recorded unless it is used as part of an investigation.

All information is managed in accordance with the Halton Catholic District School Board policy for Video Surveillance, the *Municipal Freedom of Information and Protection of Privacy Act*, the *Safe Schools Act* and the *Education Act*. All Board policies are available on the Board's website.

For more information, please contact the Principal of your child's school or the Director of Education at 905.632.6300.



**Appendix "A"**

**School Video Surveillance Cameras**

**Instance of Access Form – School Cameras – Principal Use**

Part A – Video Information
School: _____
Name of Principal: _____
Copy Date: _____
Location of Camera: _____
Date of Incident: _____
Surveillance Period: _____

Part B: Destruction of Video Recorded Data Log
Date: _____
Date of Destruction: _____
Destruction by: _____

\*NB: If video recorded material is on a portable device as required as part of an on-going investigation, is it shall be retained for at least one year

\*If video images are released as part of a law enforcement investigation, the Board shall maintain a copy of the released material in accordance with the Records Retention Schedule.



**Appendix B**

Transportation Services Video Surveillance Cameras Request for Release Form

Instance of Access Form

**PART A – For use by Principal ~~Transportation Service's~~**

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

Name of Principal Requesting Footage: \_\_\_\_\_

Bus #: \_\_\_\_\_

Route#: \_\_\_\_\_

Date of Incident: \_\_\_\_\_

Time of Incident: \_\_\_\_\_

**PART B - For use by Halton Student Transportation Services**

Bus Company: \_\_\_\_\_

Footage recovered by: \_\_\_\_\_

Footage sent to Principal: \_\_\_\_\_

Date Footage Sent: \_\_\_\_\_

**PART C – Destruction – For use by Principal**

Reason for Destruction: \_\_\_\_\_

Date of Destruction: \_\_\_\_\_

Destruction by: \_\_\_\_\_

**Cc: Manager of Privacy and Records Information Management**

\*NB: If video recorded material is on a portable device as required as part of an ongoing investigation, it shall be retained for at least one year

\*If video images are released as part of a law enforcement investigation, HCDSB shall maintain a copy of the released material in accordance with the Records Retention Schedule.



Appendix “C”

**VIDEO REQUEST  
Halton Regional Police Service**

The following information must be forwarded at the time of each video request that is forwarded to the Halton Catholic District School Board. **Note: Camera footage is only kept for 20-30 days**

This information may be sent to the Board [Office](#) in an email, voicemail or on in the form below:

**Mandatory Information for Video Requests**

<b>Name of officer and rank requesting information</b>	
<b>Date of request</b>	
<b>Badge number</b>	
<b>Incident/occurrence number</b>	
<b>Location of incident</b>	
<b>Date and Time of incident</b>	
<b>Time range for video capture</b>	
<b>Reason for request (i.e. investigation)</b>	
<b>Description of what you are looking for (i.e. assault at in school parking lot)</b>	
<b>Describe which camera(s) you would like (i.e. name of school and area(s), school gym, front entrance, etc.)</b>	
<b>Additional information that may assist the Board in fulfilling the request</b>	
<b>Number of copies made at time of request</b>	



<b>Name of Person contacted by HRPS (i.e. Principal, V.P.)</b>	
<b>Name of responsible Superintendent contacted at time of request (please print)</b>	
<b>Name of Technician who made the true copy (please print)</b>	
<b>Technician signature</b>	
<b>Contact information of Technician (please print)</b>	
<b>Date copy made</b>	
<b>Date copy picked up</b>	
<b>Name and badge number of HRPS officer (picking up record &amp; please print)</b>	
<b>Signature of HRPS officer</b>	
<b>For additional information and assistance please contact <a href="mailto:privacy@hcdsb.org">privacy@hcdsb.org</a></b>	





## Appendix “D”

### Confidentiality Undertaking

I ~~(Insert Name)~~ am a member or representative of the Halton Catholic School Board, (called “my organization”).

I will be meeting with the Halton Catholic School Board (called the “Board”) for the purpose of providing advice and recommendations to the Board in respect of ~~(Insert Role of Individual)~~.

I acknowledge that:

- ~~(1) I will acquire certain knowledge or receive written or oral information (called “the Information”) which is either non-public, confidential or proprietary to the Board; and~~
- ~~(2) The interests of the Board may be irreparably harmed if unauthorized parties obtain the Information.~~

Except as provided in the following two paragraphs of this Undertaking or as may be required by law, I undertake to keep all information confidential.

I will not, without the written consent of the Board reveal or disclose the Information to anyone or use the Information either directly or indirectly for any purpose other than to provide advice and recommendations to the Board in connection with my portfolio and/or area of expertise with the Board.

I undertake not to copy or circulate the Information except in accordance with the written direction of the Board. I will maintain all Information in a secure place and in accordance with the *Education Act*, and the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) and return it to the Board upon written request to do so. I will not initiate or respond to any external inquiry relating to my portfolio ~~(insert name of Division(s)/Department(s) under supervision)~~.

Unless otherwise required by law or following receipt of the Board’s written consent, I will not disclose to any person (other than to appropriate persons within my organization or other persons authorized by the Board) any information about the Board, and their partners. This includes any and all matters discussed during meetings with the Board.

I acknowledge:

- ~~(1) any delay or failure by the Board in exercising its rights, powers or privileges under this Undertaking does not free me from the obligations in this Undertaking; and~~
- ~~(2) should the Board only partially exercise its rights, powers and privileges, the partial exercise of such rights, powers or privileges does not preclude the Board from exercising any other rights, powers or privileges.~~

I undertake to abide by the terms of this Undertaking and I declare that there is no actual or potential conflict of interest arising out of my participation in the meetings with the Board.

### Acknowledgement of Confidentiality

I, \_\_\_\_\_ understand that as part of my position, I may be required to handle personal information provided to my employer by the District School Board (the “Board”) or collected by my Employer on behalf of the Board. I understand that this information is subject to regulation under the *Municipal Freedom of Information and Protection of Privacy Act* (“MFIPPA”). I understand and agree that I will limit my use and/or disclosure of such information to those



purposes expressly authorized by the Board. Further, I understand and acknowledge the obligations upon my employer under its agreement with the Board and pursuant to the provisions of MFIPPA with respect to access, security, confidentiality, retention, and disposal of personal information and shall comply with such obligations.

Signature:

Witness Signature:

Name (please print):

Name (please print):

Date:

Date:



**Appendix “E”**

Storage Device Disposal Record

Storage Device			Disposal		
ID #	Type of Device	Location In-use or Used	Method of Disposal and reason	Date and Time of Disposal	Print Name and Signature

<b>Use of School Facilities – Election Day</b>	
<b>Adopted:</b> September 27, 2010	<b>Last Reviewed/Revised:</b> April 1, 2019
<b>Next Scheduled Review:</b> 2018-2019	
<b>Associated Policies &amp; Procedures:</b> <a href="#">V-01 Use of School Grounds and Community Use of School Facilities</a> <b>VI-64</b> Community Use of School Facilities	

## Purpose

To provide guidelines for all schools designated to accommodate electoral polling stations on Election Days.

## Application and Scope

This procedure will be in effect for all schools to accommodate electoral polling stations for any federal, provincial, or municipal elections.

## Requirements

- In the event that appropriate security is not assigned to the school by the election Returning Officer, the Superintendent of Facility Management Services will assign additional custodial or security staff to assist schools with election polling stations during school hours on Election Days.
- The assigned additional custodial or security personnel will be stationed outside of the polling station room to greet and direct visitors to the polling station and ensure that no voters or visitors go in the out of bounds areas of the school.
- The Election Day plan is to be developed for each school designated to accommodate an election polling station(s) in consultation with the School Administrator, the Superintendent of Facility Management Services or designate, or the Family of School's Superintendent as appropriate and the election Returning Officer or designate.
- An Election Day plan is to be developed to accommodate polling station needs such that the disruption to normal school operations is mitigated as reasonable as possible. In addition, potential student interaction with the general public is to be prevented to the extent possible.

- The Election Day plan is to include a school site plan and school floor plan(s) that identify the following:
  - Convenient designated parking area for election staff and voters;
  - Voter entry/exit door location;
  - Election Day greeter location;
  - Polling station location(s);
  - Designated washroom facilities for election staff and voter use to mitigate visitors walking through the school building;
  - School out of bounds areas and;
  - Other school strategies as determined by the School Administrator.
- The School Administrator and the election Returning Officer or designate should meet at least three (3) weeks prior to Election Day to review and confirm safety/security concerns and the Election Day safe school procedures for the school.
- The election Returning Officer or designate is to provide and review the safe school Election Day plan with all on-site election personnel prior to their arrival at the school on Election Day.
- The School Administrator is to inform their school community that their school will be used as an election polling station and is to advise staff, students and parents of the Election Day plan procedures.
- The School Administrator is to review with school staff the emergency plans for lockdowns, evacuations, and related guidelines prior to Election Day and is to modify the school's emergency plan to accommodate the presence of the election polling operations.
- The day before the Election Day, the School Administrator is to brief school staff on the security procedures and the need for staff to be extra vigilant and highly visible on Election Day.
- On Election Day, the School Administrator should meet with the custodial/security staff and the onsite election Poll Supervisor to review and confirm the Election Day plan for the school.
- The School Administrator and polling station staff are to ensure that signage is clearly posted to direct voters to the appropriate voting areas at the school, per the safe school Election Day plan. Signage will be provided by the election Returning Officer.
- All doors in elementary schools are to be locked at all times on Election Day except for the doors designated to allow voter access. Any doors which are kept open for student entry or dismissal must be supervised by a school staff member.
- In the event of inquiries from the public regarding poll open hours, etc., the School Administrator is to direct the individual to the election Returning Officer.



**Procedure No. VI-49** | Use of School Facilities – Election Day

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APPROVED: Regular Meeting of the Administrative Council

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

<b>Community Use of School Facilities</b>	
<b>Adopted:</b> April 1, 2019	<b>Last Reviewed/Revised:</b>
<b>Next Scheduled Review:</b> 2021-2022	
<b>Associated Policies &amp; Procedures:</b> <a href="#">V-01 Use of School Grounds and Community Use of School Facilities</a> <a href="#">VI-49 Use of School Facilities Election Day</a> <a href="#">II-28 Alcohol, Tobacco, Vaping, and Drug Education and Abuse in Schools</a>	

## Purpose

To outline the procedures and practices exercised by the Halton Catholic District School Board for community use of school facilities permits, in accordance with Board policies and procedures, and school use requirements.

## Application and Scope

This administrative procedure applies to:

- All school sites, buildings, facilities, playfields, playgrounds, parking lots, furniture and equipment under the jurisdiction of the Board;
- All eligible community members, groups, organizations, institutions and agencies making application for use of Board property;
- Eligible users who complete and gain approval for a community use of school facilities permit issued under this policy and associated procedures.

## Definitions

**Permit Applicant** – an individual submitting the request for the use of a Halton Catholic District School Board facility or property, for a specific date, time and use.

**Permit Holder** – an individual that has been granted a community use of school facilities permit for the use of a Halton Catholic District School Board facility or property, for a specific date, time and use. The Permit Holder is identified on the community use of school facilities permit.

**Community Use of School Facilities Permit** – a document granting the Permit Holder use of a Halton Catholic District School Board facility or property, for a specific date, time and use.



## Principles

Commented [MR1]: Includes policy Principles

- Use of school grounds and community use of school facilities will be in accordance with the Board's policies and procedures, including Board Policy II-45 on Equity and Inclusive Education. The Board and its staff are committed to the elimination of discrimination as outlined in Ontario's Equity and Inclusive Education Strategy in a manner which is consistent with the exercise of the Board's denominational rights under section 93 of the Constitution Act, 1982 and as recognized at section 19 of the Ontario Human Rights Code.
- Use of school grounds and community use of school facilities will be in accordance with the Education Act, subsection 301(2) of Part XIII and the Provincial Code of Conduct 301(3.1); whereby the Halton Catholic District School Board entering into agreement with another person or entity, other than the Board, respecting the use of a school operated by the Board, the Board shall include in the agreement a requirement that the person or entity follow standards that are consistent with the code of conduct. 2012, c.5, s.10 (2).
- The Halton Catholic District School Board recognizes the importance of fostering cooperation with community organizations and endorses the concept of "Community Use of School Facilities" and therefore maintains appropriate procedures, rules and regulations to facilitate the application, approval, and issuance of permits for the use of its property under this policy.
- It is understood that a priority will be accorded to the educational program of the school and to the protection of buildings, facilities, playfields, parking lots, grounds, furniture and equipment.
- The Board recognizes that as a publicly funded body and responsible community member, school buildings, facilities, playfields, parking lots, grounds, furniture and equipment should reasonably be made available to eligible Permit Applicants for community use where such use does not impede or compromise the educational programs offered in the Board's schools or interfere with custodial and maintenance work programs, or violate the Board's Governing Values or the core values of the Catholic Church.
- The Board recognizes while making its buildings, facilities, playfields, parking lots, grounds, furniture and equipment available for community use, there is a need to recover certain costs associated with such usage by community groups, organizations, agencies or individuals.
- The Board recognizes that a schedule of fees and cost recoveries should reflect the varying nature and purpose of community use of its school facilities and property.
- Formal agreements based on mutual benefit may be established with organizations, such as the Diocese of Hamilton, the municipalities of Halton Region, local community colleges and universities.
- The issuance of permits under this policy shall not establish a rental contract or otherwise between the Halton Catholic District School Board and any individual, group or organization. Board staff may at any time, regardless of whether a fee has been paid, withdraw the use of any school building, facility, playfield, parking lot, grounds, furniture or equipment, if in the





opinion of the Board, in its unfettered discretion, the use to which Board property is to be or is being put is incompatible with the Board's mandate or not in the best interests of the Board or the community.

- Community use of school facilities permits are not granted to individuals or groups unless liability insurance coverage acceptable to the Board is provided through a recognized organization, by a third-party insurance carrier or purchased through the Board.
- Community use of school facilities permits are not granted to individuals or groups unless a Board representative, or a responsible person acceptable to the Superintendent of Facility Management Services, is on duty at the school site during the permitted event to protect the interests of the Board by specifically opening the school, providing access to appropriate areas, ensuring the security of the Board's property, respond to any emergency situations and secure the school at the completion of the program. Any and all costs associated with additional custodial staff time required to accommodate a Permit Applicant shall be charged to the Permit Applicant at a rate determined by the community use of school facilities office.

## Requirements

Commented [MR2]: requirements from the policy.

The Board has many longstanding partnerships and agreements with various community partners and groups. As such, access to school grounds and the community use of school facilities shall be in accordance with existing agreements in place with the municipal parks and recreation departments and other community groups.

Refer to Board Permit Conditions for Community Use of School Facilities Permits ( Appendix A)

The following principles are to be observed, pertaining to the logistics of community use of school facilities permits:

- School grounds are typically available for public use during the following hours:
  - a) school days: 6:00 p.m. – 10:00 p.m.;
  - b) non-school days: 8:00 a.m. – 10:00 p.m.;
  - c) alternate arrangements may be granted upon request, subject to approval by the Superintendent of Facility Management Services.
- A Board Custodian(s) shall be on duty and will have the authority to demand corrective action by the Permit Holder and/or shut down the event. The Permit Holder will pay all applicable custodial costs. No exceptions.
- Facilities shall not be altered in any way to suit the users.
- All necessary equipment shall be provided by the users.
- Parking shall be restricted to designated areas. It shall be the responsibility of the users to control parking.

All community use of school facilities permits shall be issued based on the following principles:



- A community use of school facilities permit application is required for all bookings. The Superintendent of Facility Management Services or designate will review all applications and may issue a permit for the use of appropriate areas of Board premises.
- Community use of school facilities permits change from time to time as users and the Board make modifications to bookings. Permit Holders shall have a printed copy of the latest community use of school facilities permit on-site during their use of a Board facility or property to show to Board staff. In the event of a discrepancy between the Permit Holder's community use of school facilities permit and the Board's copy, the Board's copy shall prevail. Up to date community use of school facilities permits can be printed by Permit Holder's through the Board's electronic permitting portal.
- Community use of school facilities permit applications and approval procedures, partnerships and reciprocal agreements are established such that Board programs, Board or school sponsored activities, continuing education, adult learning programs, custodial and maintenance work programs and facility repairs are given first priority.
- Board and school sponsored events such as Catholic School Council meetings, parent interviews, celebrations, sporting events, concerts, school fundraisers, etc., receive first priority. Therefore, Principals must submit their school use requests by April 30<sup>th</sup> for the following school year to assist the community use of school facilities office in scheduling the use of school facilities.
- School staff shall plan their after regular school hours facility needs in advance of the school year, so as not to cause unnecessary cancellation of community use of school facilities permits after they have been issued.
- Parish sponsored events shall receive priority after Board or school sponsored events and before other community groups.
- The Board reserves the right to cancel a community use of school facilities permit at any time without cause or sufficient notice, and in the event of such cancellation, there shall be no claim or right to damage or reimbursement on account of any loss, damage or expense incurred by the Permit Applicant.
- All Permit Holders must provide evidence of the following, where applicable:
  - Sponsorship by a recognized organization and the name, mailing address, telephone number and/or fax number and e-mail address of a contact person;
  - Certificate of appropriate liability insurance coverage or purchased liability insurance through the Board;
  - Any licence or permit required by a government authority.
- All time limits as defined on the permit issued shall be observed.
- The Permit Holder must provide appropriate notice for the postponement and/or cancellation of a permit, in accordance with the Board's permit conditions, which are provided to the Permit Applicant at the time of application.



- The determination of user group classification categories, rental rates, insurance rates, processing fees, custodial rates and other applicable costing shall be as determined by Board staff.

In order to protect the Board's property and to reduce unnecessary hazards to individuals or groups within the neighbourhood who may be using the grounds, the following principles have been adopted:

- The unauthorized use of school grounds by any type of motorized vehicle is strictly prohibited
- The issuance of a community use of school facilities permit is subject to the terms and conditions approved by the Board. Any individual or group that cannot agree to the terms and conditions for the use of school facilities shall not be issued a permit.
- If a community use of school facilities permit has been issued and the terms and conditions of the agreement have been breached, the permit will be cancelled immediately.
- Permit Holders will be held responsible to the Board for costs associated with any and all damage to the buildings, facilities, playgrounds, parking lots, grounds, furniture or equipment.
- Permit Holders must comply with all Board Policies on "Smoking Ban", "Safe Schools", "Substance Abuse", "Harassment/Abuse & Neglect" and other applicable policies.
- Permit Holders must comply with all provincial and municipal fire safety standards and regulations.
- The Permit Holder shall be 18 years of age or older, accepts full and personal responsibility for the conduct and supervision of all persons admitted to school buildings and grounds, and is accountable for any and all damages as a result of the use of school property.
- The Permit Holder must be in attendance on the school property during the times and uses to which the permit applies, unless alternate satisfactory arrangements have been made with the Superintendent of Facility Management Services or designate.
- Proof of appropriate insurance coverage as determined by and satisfactory to the Board shall be provided to the Board before a community use of school facilities permit is issued.
- No alcohol use shall be allowed on Board property except for school mass or events that are approved in writing by the Director of Education.
- The Permit Applicant is responsible for decision-making during the event and must be able to assume the lead role in facilitating and controlling all aspects of the event. All event workers must also be available to assist in maintaining control at the event.
- The Board will not be responsible for any costs or losses incurred by the Permit Holder or their patrons or guests if Board staff deems it necessary to close down an event prematurely due to a violation of the Board Policy or Procedures while on Board premises.



**Procedure No. VI-64** | Community Use of School Facilities

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APPROVED: Regular Meeting of the Administrative Council

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

**BOARD PERMIT CONDITIONS  
for Community Use of School Facilities Permits**

1. Adult supervision for youth organizations shall be provided **at all times**.
2. Permit Applicants shall be responsible for the conduct and supervision of all persons admitted to the school premises.
3. The Permit Applicant agrees to ensure that all groups from their organization using the boards facilities, follows the Halton Catholic District School Boards Medical Conditions Policy II-42 and the following protocols: anaphylaxis, asthma, diabetes and concussions. Copies of these policies and respective procedure can be found on the HCDSB website.
4. Custodians are to be on duty to supervise all permits, in accordance with the Board's Community Use policy. Applicable custodian supervision charges determined by Board must be paid by the Permit Applicant.
5. The Permit Applicants' failure to take proper security measures when leaving school premises shall result in the cancellation of this Agreement.
6. Use of the facilities is restricted to the purposes expressly stated on this form and to the areas, dates and times as approved by the Board staff.
7. Use of the school equipment is not permitted and storage of Permit Applicants' equipment on school premises is prohibited, unless such use of storage has been approved by authorized Board staff.
8. Use of any narcotics as defined in the Narcotic Control Act is strictly prohibited. Use of alcoholic beverages is strictly prohibited.
9. Games of chance, lotteries or gambling in any form, other than to raise charitable funds, are prohibited. All uses must comply with applicable statutes.
10. Issuance of keys to Permit Applicants is prohibited.
11. The Permit Applicant shall be liable for, and shall be charged with, the full costs of repairs resulting from damage caused through use. All damages are to be reported immediately to Board staff.
12. The Board shall not be responsible for personal injury, damage, loss, or theft of clothing or equipment owned by the Permit Applicant or persons associated with the Permit Applicant or anyone attending at the invitation of the Permit Applicant. The Board shall further be held free from all liability resulting from use of school facilities by the Permit Applicant.
13. The Permit Applicant must be 18 years of age or older.
14. The Permit Applicant shall ensure:
  - a. That this group should not infringe on the time booked by any other group and that the school shall be vacated by the time indicated on the permit.
  - b. That there is a no smoking permitted anywhere on school property.
  - c. That the type of program or entertainment to be provided during the term of the license by the Permit Applicant shall, at all times, confirm with the law and the rules and regulations of the Halton Catholic District School Board.

- d. That vehicles will be parked on school grounds in designated parking areas only.
  - e. That no changes or alterations shall be made to any facilities unless expressly permitted and provided for in this Agreement.
  - f. That this group has an Emergency Action Plan in place to deal with emergencies while on School Property.
    - i. Posted near each classroom door exit is an emergency response plan. The school board has listed what to do in instances of emergency including evacuation, lockdown, hold and secure, shelter in place, and accidents/injuries.
    - ii. A bright yellow sign with the fire exit and alternate exit route plan is also located in every room in the school (classrooms, gymnasium, libraries) and posted next to each exit door.
15. The Permit Applicant agrees to indemnify and save harmless the School Board from all losses, claims, demands, costs, damages, suits of whatever nature or kind which may arise as a result of the Permit Applicant, its servants or agents, of the facilities licensed. The Permit Applicant shall provide proof of comprehensive liability insurance in the amount of at least Two Million Dollars (\$2,000,000.00). The insurance policy will name the Halton Catholic District School Board as an Additional Insured.
  16. Notwithstanding the use granted by this license, facilities shall not be available on days during which schools have been closed by the Administration/Board because of inclement weather or other reasons. The Board does not undertake to provide snow plowing for Permit Applicants. School grounds shall be snow plowed according to the regular schedule established by the Maintenance Department of the board.
  17. The Halton Catholic District School Board reserves the right to maintain supervision, care, custody and control of the facilities during the term of the permit through its employees or agents and the Board further reserves the right to revoke this permit at any time for any cause or causes which in its sole discretion may be deemed advisable through its employees or agents.
  18. The term of yearly agreements shall be as negotiated with the Board and shall not exceed one school year in length.
  19. New or renewal agreements shall be as negotiated with the Board each year.
  20. Schools are closed during Christmas, March Break and Summer holidays and are not be used for any activity during this time unless such use is approved by authorized Board staff.
  21. School activities take priority at all times.
  22. The Board, through the Director of Education or designate, reserves the right to withdraw the permission for school use at any time and change or cancel these regulations.
  23. Maximum attendance at any facility shall be governed by Fire Regulations and all exits must be kept free from obstruction at all times.
  24. Payments must be paid in advance for all Permits, unless alternate arrangements have been approved by authorized Board staff or a credit card is stored within your online account to which your permit charges will be at the end of every month.

25. When Permit Applicants are to be accepted under the sponsorship of a Department of Recreation, the permit must be signed by an official of that Department of Recreation.
26. All after hours use of schools during the school year Monday to Friday must end at 10:00pm and all persons must vacate the school premises, unless such use is approved by authorized Board staff.

#### **Refund Policy**

1. Issued rental contracts may be cancelled through the online system with at least 10 working days notice prior to the booking date. Associated administrative fees will be applied.
2. A credit will be applied to your account to offset any future purchases.
3. Accounts that do not have a purchase balance will be refunded to the original credit card.
4. Cancellations with less than 10 working days' notice prior to the booking date will not be refunded or rescheduled.

#### **Privacy Statement for the Rentals application**

1. This site was designed to manage aspects of booking Halton Catholic District School Board facilities and associated services. In order to meet this objective, you must voluntarily provide personal or confidential information. The Halton Catholic District School Board along with the third party providers who manage this website and handle monetary transactions will hold in confidence and appropriately use personal and financial information collected and not share this information with other unauthorized parties.
2. Upon termination of the business relationship, third parties will return information to the Halton Catholic District School Board and destroy information collected.
3. Any personal information you do provide is managed according to the Municipal Freedom of Information and Protection of Privacy Act and/or the Education Act. The third-party provider will promptly notify the Halton Catholic District School Board of any unauthorized release of this collected information.