

**POLICY COMMITTEE MEETING  
AGENDA**

Date: Tuesday, June 9, 2020  
 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 (P. Murphy)	
<b>2. Approvals</b>	
2.1 Approval of Agenda	
2.2 Approval of Minutes (May 12, 2020)	1 - 7
<b>3. Declarations of Conflict of Interest</b>	
<b>4. Action Items</b>	
4.1 Policy I-06 Delegations to the Board (P. Daly)	8 - 12
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4.3 Policy I-26 Student Trustees on the Halton Catholic District School Board (P. Murphy, D. Caratao)	19 - 24
4.4 Policy II-25 Selection of Learning and Library Materials (A. Prkacin)	25 - 31
4.5 Policy IV-02 Outdoor Facility Maintenance and Security (R. Merrick)	32 - 34
4.6 Policy V-16 Copyright, Visual Identity, and Intellectual Property Protection (A. Swinden)	35 - 39
<b>5. Discussion Items</b>	
<b>6. Information Items</b>	
6.1 Administrative Procedure VI-34 Fencing at Board Sites (R. Merrick)	40 - 42
6.2 Administrative Procedure VI-87 Playground Installations (R. Merrick)	43 - 45
<b>7. Miscellaneous Information</b>	
7.1 2019-2020 Policy Work Plan (S. Balogh)	46 - 48
<b>8. In Camera</b>	

9. Motion to Excuse Absent Committee Members
10. Motion to Adjourn/ Closing Prayer (P. DeRosa)

## POLICY COMMITTEE MEETING MINUTES

Date: May 12, 2020  
 Time: 7:00 pm  
 Location: Catholic Education Centre - Board Room  
 802 Drury Lane  
 Burlington, Ontario

Board Room: N. Guzzo, Chair  
 Attendance: B. Agnew, Trustee  
 P. Daly, Director of Education  
 A. Swinden, Manager, Strategic Communications  
 R. De Franco, Creative Design Officer, Strategic Communications

Trustees Present (Electronically): P. DeRosa, T. O'Brien  
 M. Duarte, J. O'Hearn-Czarnota  
 V. Iantomasi, D. Caratao (Student Trustee)  
 H. Karabela, D. Suan (Student Trustee)  
 P. Murphy

Staff Present (Electronically): S. Balogh, Superintendent of Education, School Services  
 C. Cipriano, Superintendent of Education, Special Education Services  
 J. Crowell, Superintendent of Education, School Services  
 J. O'Hara, Executive Officer, Human Resources Services  
 T. Pinelli, Superintendent of Education, School Services  
 G. Brown, Chief of Mental Health Programming, Special Education Services  
 P. Codner, Chief Social Worker, Special Education Services  
 O. Foese, Chief of Psychological Services, Special Education Services  
 R. De Franco, Creative Design Officer, Strategic Communications  
 R. DiPietro, Executive Assistant, Director of Education

Recording Secretary: J. Neuman

### 1. Call to Order

#### 1.1 Opening Prayer (T. O'Brien)

The meeting began at 7:00 p.m. with a prayer led by T. O'Brien.

### 2. Approvals

#### 2.1 Approval of Agenda

**P#49/20**

**Moved by:** B. Agnew

**Seconded by:** M. Duarte

**That,** the agenda be approved.

**CARRIED**

#### 2.2 Approval of Minutes (April 14, 2020)

**P#50/20**

**Moved by:** B. Agnew

**Seconded by:** H. Karabela

**That,** the minutes of the Policy Committee Meeting held on April 14, 2020 be approved, as amended.

**CARRIED**

### 3. Declarations of Conflict of Interest

There were no Conflicts of Interest declared.

**4. Action Items**

**4.1 Policy I-15 School Name Selection (H. Karabela)**

H. Karabela shared her recommendation regarding the changes to the policy.

The revised version that was presented at the April Policy Committee Meeting and the further revised version were shared for clarification.

Questions for clarification were asked and answered.

**P#51/20**

**Moved by:** H. Karabela

**Seconded by:** P. DeRosa

**That,** the Policy Committee recommends that Policy I-15 School Name Selection, be forwarded, along with amendments, to the May 19, 2020 Regular Board Meeting for approval.

Discussion ensued. Questions for clarification were asked and answered.

The chair asked Trustees to indicate their approval that the recent changes made by H. Karabela be included in the policy

In favour	Opposed	Abstain	Absent
P. DeRosa	T. O'Brien	D. Caratao (Non-binding)	M. Bhrama (Non-binding)
H. Karabela	B. Agnew	D. Suan (Non-Binding)	
M. Duarte	J. O'Hearn-Czarnota		
P. Murphy	N. Guzzo		
V. Iantomasi			

It was noted that the policy will be forwarded to the Diocese for review prior to the board meeting.

M. Duarte recommended that the following change be made to the policy on page 2 and change the word "representative" to "trustee(s)" under the New School Process under the Requirements.

Discussion ensued. Questions regarding renaming a school, and clarification of M. Duarte's proposed changes were asked and answered.

The chair asked Trustees to indicate their approval regarding the proposed change by M. Duarte.

In favour	Opposed	Abstain	Absent
T. O'Brien	P. DeRosa		M. Bhrama (Non-binding)
H. Karabela			
M. Duarte			
B. Agnew			
J. O'Hearn-Czarnota			
P. Murphy			
V. Iantomasi			
D. Caratao (Non-binding)			
D. Suan (Non-Binding)			

The chair declared that the policy would be forwarded to the May 19, 2020 Board Meeting for approval with the proposed changes by H. Karabela and M. Duarte.

There was no vote on the main motion.

**4.2 Policy I-23 Catholic School Councils and Catholic Parent Involvement Committee (J. Crowell)**

J. Crowell shared the input to the policy and procedure from CPIC. It was noted the procedure will be reviewed in the fall following input from Catholic School Councils.

**P#52/20**

**Moved by:** J. O’Hearn-Czarnota

**Seconded by:** M. Duarte

**That,** the Policy Committee recommends that I-23 Catholic School Councils and Catholic Parent Involvement Committee, be forwarded, along with amendments, to the May 19, 2020 Regular Board Meeting for approval.

Discussion ensued. Questions for clarification were asked and answered.

H. Karabela recommended the following addition to the Principles: The Halton Catholic District School Board recognizes that our school community exists to foster and exemplify our Catholic faith and values.

Trustees agreed to the addition by consensus.

It was determined that the policy and corresponding procedure will be returned to a Policy Committee meeting in the fall.

**P#52/20 (Amendment)**

**Moved by:** M. Duarte

**Seconded by:** V. Iantomasi

**That,** the Policy Committee recommends that I-23 Catholic School Councils and Catholic Parent Involvement Committee, be deferred to the October 2020 Policy Committee.

The chair called for a vote. Recommendation **P#52/20 (Amendment) CARRIED**

In favour	Opposed	Abstain	Absent
P. DeRosa	B. Agnew		M. Bhrama (Non-binding)
M. Duarte	P. Murphy		
V. Iantomasi	J. O’Hearn-Czarnota		
H. Karabela			
T. O’Brien			
D. Caratao (Non-binding)			
D. Suan (Non-Binding)			

**4.3 Policy I-42 Out of Province Staff Travel (T. Pinelli)**

**P#53/20**

**Moved by:** B. Agnew

**Seconded by:** P. Murphy

**That,** the Policy Committee recommends that Policy I-42 Out of Province Staff Travel, be forwarded, to the May 19, 2020 Regular Board Meeting for approval.

T. Pinelli shared that there are no changes to the policy at this time.

There was no discussion.

The Chair called for a vote. Recommendation **P#53/20 CARRIED.**

In favour	Opposed	Abstain	Absent
H. Karabela			M. Bhrama (Non-binding)
M. Duarte			
B. Agnew			
T. O’Brien			
J. O’Hearn-Czarnota			
P. DeRosa			
P. Murphy			
V. Iantomasi			

In favour	Opposed	Abstain	Absent
D. Caratao (Non-binding)			
D. Suan (Non-Binding)			

**4.4 Policy II-13 Psycho-Education Psychological Assessment of Individual Students (C. Cipriano)**

C. Cipriano shared the changes to the policy. Minor changes were highlighted. It was noted that references were added, wait times were clarified. O. Foese shared clarification for questions regarding wait times.

**P#54/20**

**Moved by:** V. Iantomasi

**Seconded by:** M. Duarte

**That,** the Policy Committee recommends that Policy II-13 Psycho-Educational/Psychological Assessment of Individual Students, be forwarded, along with amendments, to the May 19, 2020 Regular Board Meeting for approval.

Discussion ensued. Questions regarding wait times and processes for assessments were asked and answered.

The Chair called for a vote. Recommendation **P#54/20 CARRIED**

In favour	Opposed	Abstain	Absent
P. DeRosa			M. Bhrama (Non-binding)
T. O'Brien			
H. Karabela			
M. Duarte			
B. Agnew			
J. O'Hearn-Czarnota			
P. Murphy			
V. Iantomasi			
D. Caratao (Non-binding)			
D. Suan (Non-Binding)			

**4.5 Policy II-18 Non-Motorized and Non-Licensed Motorized Transportation Safety (S. Balogh)**

**P#55/20**

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

**Seconded by:** H. Karabela

**That,** the Policy Committee recommends that Policy II-18 Non-Motorized and Non-Licensed Motorized Transportation Safety, be forwarded, to the May 19, 2020 Regular Board Meeting for approval.

S. Balogh shared that the policy had only the minor change of adding a link to Ontario Ministry of Transportation to the References.

There was no discussion

The chair called for a vote. Recommendation **P#55/20 CARRIED**

In favour	Opposed	Abstain	Absent
D. Suan (Non-Binding)			M. Bhrama (Non-binding)
D. Caratao (Non-binding)			
V. Iantomasi			
P. Murphy			
J. O'Hearn-Czarnota			
B. Agnew			
M. Duarte			

In favour	Opposed	Abstain	Absent
H. Karabela			
T. O'Brien			
P. DeRosa			

**4.6 Policy III-12 Academic Promotion (J. O'Hara)**

**P#56/20**

**Moved by:** B. Agnew

**Seconded by:** M. Duarte

**That,** the Policy Committee recommends that Policy III-12 Academic Promotion be forwarded, to the May 19, 2020 Regular Board Meeting for approval.

J. O'Hara shared that there are no changes to the policy – noted that many Dioceses are reviewing the process and practices – policy may return if there are any reflective changes.

Discussion ensued. Questions regarding Associated Policies and Procedures; positions of responsibility; religion courses; and qualifications and requirements were asked and answered.

Chair Guzzo passed the gavel to B. Agnew at 9:13 p.m.

N. Guzzo addressed concerns that were raised as part of the discussion and suggested that the policy be deferred.

B. Agnew passed the gavel back to Chair Guzzo at 9:15 p.m.

The chair called for a recess at 9:15 p.m. The meeting resumed at 9:25 p.m.

Discussion continued. P. Daly noted terms and conditions in collective agreements.

**P#56/20 (Amendment)**

**Moved by:** V. Iantomasi

**Seconded by:** M. Duarte

**That,** the Policy be deferred to an upcoming Policy Committee Meeting in the fall.

The chair called for a vote. Recommendation **P#56/20 (Amendment) CARRIED.**

In favour	Opposed	Abstain	Absent
P. DeRosa	B. Agnew		M. Bhrama (Non-binding)
T. O'Brien	J. O'Hearn-Czarnota		
H. Karabela	P. Murphy		
M. Duarte	N. Guzzo		
V. Iantomasi	D. Caratao (Non-binding)		
	D. Suan (Non-Binding)		

**5. Discussion Items**

**5.1 Policy II-40 Bullying Prevention and Intervention and Policy II-45 Equity and Inclusive Education (N. Guzzo)**

Trustees were asked to review Policy II-40 Bullying Prevention and Intervention. It was noted that a directive will be coming from the ministry.

Discussion ensued. It was determined that a working group will be struck, in September, consisting of staff and trustees to review Policy II-40 Bullying Prevention and Intervention, and recommendations expected from the Ministry of Education. The policy will come to the committee in November 2020 as scheduled.

The chair asked Trustees to indicate their approval of striking a working committee.

In favour	Opposed	Abstain	Absent
B. Agnew		V. Iantomasi	M. Bhrama (Non-binding)
P. DeRosa			
M. Duarte			
H. Karabela			
P. Murphy			
T. O'Brien			
J. O'Hearn-Czarnota			
D. Caratao (Non-binding)			
D. Suan (Non-Binding)			

**5.2 Policy I-26 Student Trustees on the Halton Catholic District School Board (P. Murphy, D. Caratao)**

P. Murphy introduced the changes to the policy as recommended by student trustee D. Caratao.

Moved by: M. Duarte

Seconded by: P. Murphy

**That**, the meeting be extended beyond 10:00 p.m.

**CARRIED**

D. Caratao shared his recommended changes to the policy. Discussion ensued.

It was determined that the policy will be returned to the June policy meeting as an action item. It was noted that if the policy changes are accepted, the policy will have to be forwarded for stakeholder feedback

**6. Information Items**

**6.1 Administrative Procedure VI-84 Catholic School Councils and Catholic Parent Involvement Committee (J. Crowell)**

**6.2 Administrative Procedure VI-89 Psycho-Educational Psychological Assessment of Individual Students (C. Cipriano)**

The procedures were provided to the Trustees as information.

**6.3 Upcoming Policy Agenda Items (June 9, 2020)**

**6.3.1 Procedural By-Laws (Trustees)**

**6.3.2 Policy I-06 Delegations to the Board (P. Daly)**

**6.3.3 Policy II-25 Selection of Learning and Library Materials (A. Prkacin)**

**6.3.4 Policy IV-02 Outdoor Facility Maintenance and Security (R. Merrick)**

**6.3.5 Policy V-16 Copyright, Visual Identity and Intellectual Property Protection (A. Swinden)**

**6.3.6 Upcoming Information Items**

**6.3.6.1 Administrative Procedure VI-34 Fencing at Board Sites (R. Merrick)**

**6.3.6.2 Administrative Procedure VI-87 Playground Installations (R. Merrick)**

**7. Miscellaneous Information**

There are no Miscellaneous Items

**8. In Camera**

**8.1 Approval of In-Camera Meeting Minutes (April 14, 2020)**

**P#59/20**

**Moved by:** M. Duarte

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

**That** the meeting move in-camera, at 10:24 pm



In favour	Opposed	Abstain	Absent
B. Agnew	V. Iantomasi	P. DeRosa	
M. Duarte			
H. Karabela			
P. Murphy			
T. O'Brien			
J. O'Hearn-Czarnota			
M. Bhrama (Non-binding)			
D. Caratao (Non-binding)			
D. Suan (Non-Binding)			

*The meeting moved out of in-camera at 10:30*

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

**P#60/20**

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

**Seconded by:** B. Agnew

**That** Trustee(s) Bhambra be excused.

**CARRIED**

**10. Motion to Adjourn/Closing Prayer (J. O'Hearn-Czarnota)**

**P#61/20**

**Moved by:** B. Agnew

**Seconded by:** P. Murphy

**That** the meeting adjourn.

J. O'Hearn-Czarnota closed meeting with prayer at 10:30 p.m.

Policy I-06 Delegation to the Board	<b>Item 4.1</b>
Tuesday, June 9, 2020	

### Purpose

To provide for the consideration of the Policy Committee revisions to *Policy I-06 Delegation to the Board* as recommended by staff.

### Commentary

*Policy I-06 Delegation to the Board* was reviewed as part of the regular Policy review cycle. A link to the Municipal Freedom of Information and Protection of Privacy Act was added to the references.

It is recommended that no other changes be made to the policy at this time, in view of the current review of the Board By-laws, and possible consideration of content being included in both documents.

The revised *Policy I-06 Delegation to the Board* 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</i></b>, the Policy Committee recommends that <i>Policy I-06 Delegation to the Board</i>, be forwarded, along with amendments, to the June 16, 2020 Regular Board Meeting for approval.</p>
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Report Prepared and Submitted by:

P. Daly  
Director of Education and Secretary of the Board

<b>Delegation to the Board</b>	
<b>Adopted:</b> February 28, 1995	<b>Last Reviewed/Revised:</b> April 4, 2017
<b>Next Scheduled Review:</b> 2019-2020	
<b>Associated Policies &amp; Procedures:</b> <a href="#">HCDSB Procedural Bylaws</a> <a href="#">V-18 Community Engagement and Public Consultation Policy</a>	

## Purpose

To provide an opportunity for individuals or groups to delegate or make a presentation to the Board of Trustees on matters relating to educational issues and/or other matters within the Board’s jurisdiction.

## Application and Scope

### I. Standard Delegations

This policy applies to any individual or group wishing to delegate or make a presentation to the Board of Trustees on an ad hoc matter that falls within the Board’s jurisdiction.

### II. Process Review Delegations

This policy applies to delegations on matters pertaining to a review process (e.g. School Boundary Review, School Accommodation Review).

## References

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

**Commented [NJ1]:** MFIPPA added because it is referenced in the body of document under Requirements.

## Principles

- The Halton Catholic District School Board values relationships and partnerships and is committed to providing meaningful feedback mechanisms that encourage and support two-way communications.
- The Board recognizes individuals or groups affected by a decision of the Board should have the opportunity to present their position or concern to the Board of Trustees.



- All requests to delegate to the Board will be subject to the approval of the Chair, which will not be unreasonably withheld.

## Requirements

- An individual or group wishing to delegate to the Board, shall submit the request in writing to the office of the Director of Education and Secretary of the Board no later than (7) days prior to the meeting of the Board.
- A person under 18 years of age, who wishes to make a delegation to the Board must have written consent of his or her parent/guardian with the understanding that the person's image (photograph and/or video) will be posted on the Board's website, social media channels and/or by the media.
- Any one delegation or individual shall be permitted to make only one presentation to the Board on an issue. Any additional presentation on the same issue is permitted provided that the significant difference(s) are outlined and presented in writing to the Chair of the Board and/Secretary of the Board seven (7) days prior to the Board meeting.
- The Chair of the Board, in consultation with the Secretary of the Board, shall determine whether there are significant differences in the written request for an additional presentation and grant or deny the request to delegate to the Board. Appeals to this decision must be made by a trustee and shall come before the Board for decision. Should the appeal be successful, the delegation or individual will be allowed to appear at the request of meeting.
- When a request to delegate is denied, the Secretary of the Board shall provide written notice to the individual, or group, and offer to include their concerns as correspondence in the Board Meeting agenda package.
- The number of declined individuals, or groups, who requested to delegate will be made public in the Board package.
- Employees of the Board or representatives of employee groups shall not delegate to the Board to express their views relative to their employment or professional interests.
- Commercial enterprises are prohibited from appearing before the Board as a delegation for purposes of promoting their products/services.
- The request shall outline in some detail the subject matter(s) to be presented and indicate who the presenters(s) will be for the group or organization. A maximum of three (3) presenters and no other person may address the Board unless approval is given by the Chair of the Board. At the discretion of the Chair, delegations with similar rationales will be grouped together (for a total of a 10-minute presentation).
- A complete script and presentation must be delivered or sent electronically to the Office of the Director of Education and Secretary of the Board at least four (4) business days prior to the Regular Board meeting (by 1:00 pm).

**Commented [NJ2]:** Note:  
If procedural by-laws pass this may need to change.



- At the Board Meeting, the presenter(s) will use the script that they provided in their package.
- Personal information as defined by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) is collected under the authority of the Education Act and the Municipal Act, in accordance with the provisions of MFIPPA. The name and the contents of the submission are subject to disclosure by way of publication of the agenda on the Board's website. As well, all Board Meetings are video and audio recorded.
- There may be up to a maximum of five (5) delegations at any one meeting. At the discretion of the Chair of the Board, additional delegations may be added as deemed appropriate.
- Trustees may ask questions for clarification purposes.
- The complete presentation by any delegation shall not exceed ten (10) minutes, exclusive of Trustee questions.
- To allow for equitable time allocated to each delegation, the Chair shall act as the moderator for each delegation presentation and will govern the questions from The Board of Trustees, preserving the intent of the questions to be strictly for clarification purposes.
- Presenters and guests in the gallery are expected to maintain a level of decorum, which will allow meetings to proceed without interruptions, and free of abusive or derogatory language at all times. Individuals and delegations are advised that placards and disruptive demonstrations are not permitted at the Board's Catholic Education Centre or at any other location where a Board meeting is held. The Chair may expel or exclude from the meeting any person(s) who engages in this or any other form of improper conduct.

## **Response to Delegation(s)**

### **I. Standard Delegations**

The Board's agenda shall include, an action item, entitled Board Response to the Delegation(s) at the same meeting. Trustees in attendance may move and approve a motion for:

- a decision on the matter at the same meeting;
- referral of the matter to a future meeting;
- a staff report on the matter to be considered at a future meeting;
- to receive for information.

### **II. Process Review Delegations**

For delegations on matters under review by a committee of the Board with recommendation(s) for action, the Board of Trustees shall make a decision on the matter no fewer than ten (10) business days from the public delegation(s).

Once the Board makes a decision on a presentation, the Secretary of the Board shall communicate the Board's decision in writing to the spokesperson for the group or organization.

The Director of Education shall develop administrative procedures to support the implementation, compliance and enforcement of this Policy.



APPROVED: Regular Meeting of the Board

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

Policy I-28 Electronic Meetings	<b>Item 4.2</b>
Tuesday, June 9, 2020	

**Purpose**

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

**Commentary**

*Policy I-28 Electronic Meetings* is being presented as part of the regular policy review cycle and is timely to the current By-Laws review. A minor change has been cited throughout, in that “pupil representative(s)” has been replaced with “student trustee(s)” to align with the Education Act section 208.1.

Attached as Appendix A is an email from the Ministry of Education regarding Amendments to the Education Act and O. Reg. 463/97 (Electronic Meetings) to Address Board Member Physical Attendance Requirements and Amendments to the Education Act to address eMeetings for the Centre Jules-Léger Consortium.

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

**Recommendation**

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

*Moved by:*

*Seconded by:*

***That***, the Policy Committee recommends that *Policy I-28 Electronic Meetings*, be forwarded, along with amendments, to the June 16, 2020 Regular Board Meeting for approval.

Report Prepared and Submitted by:

P. Daly  
Director of Education and Secretary of the Board

**Appendix A**

**From:** CBSD (EDU)

**Sent:** Friday, May 29, 2020 3:06 PM

**Subject:** Amendments to the Education Act and O. Reg. 463/97 (Electronic Meetings) to Address Board Member Physical Attendance Requirements and Amendments to the Education Act to address e-Meetings for the Centre Jules-Léger Consortium

**Memorandum To:** Directors of Education  
Johanne Lacombe, Chair, CJL Consortium

**From:** Didem Proulx  
Assistant Deputy Minister  
Capital and Business Support Division

Denys Giguère  
Assistant Deputy Minister  
French-Language Teaching, Learning and Achievement Division

**Date:** May 29, 2020

**Subject** Amendments to the *Education Act* and O. Reg. 463/97 (Electronic Meetings) to Address Board Member Physical Attendance Requirements

Amendments to the *Education Act* to address e-Meetings for the Centre Jules-Léger Consortium

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We are writing to you to let you know that on June 5, 2020, amendments to the *Education Act* and Ontario Regulation 463/97 (Electronic Meetings) under the Act will be in effect.

As you are aware, currently, board members must be physically present for at least three regular board meetings in each 12-month period beginning December 1<sup>st</sup>. If a member fails to meet these requirements, the member's seat is vacated.

In response to the current public health situation in Ontario, the requirement for board members to physically attend three regular board meetings does not apply for the 12-month period if all schools of a board are closed for a total of two or more months pursuant to a school closure order. These amendments prevent board members from losing their seats as a result of an inability to fulfill the requirements for physical attendance at board meetings if schools are ordered closed in emergency circumstances.

The amendments to the *Education Act* and O. Reg. 463/97 complement regulatory amendments already made to O. Reg. 463/97, as communicated in the Deputy Minister's March 19 email to directors of education, resolving concerns around contravention of the regulation while boards meet exclusively on virtual platforms when emergency situations occur.

On June 5, 2020, similar legislative changes will also apply to the Centre Jules-Léger Consortium (CJL Consortium). The amendments will enable the CJL Consortium's meetings to be conducted exclusively via electronic/virtual platforms until 60 days after the order that closed the CJL schools ceases to apply. This



## Item 4.2 | Policy I-28 Electronic Meetings

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will allow the CJL Consortium to gradually transition back to normal procedures with respect to the holding of in-person meetings.

As required under section 207 of the *Education Act*, school boards and the CJL Consortium must continue to make the necessary arrangements to allow public access to board meetings, for example, through online means or by phone, except where closed meetings are permitted under the Act.

For more information on the statutory and regulatory amendments, please refer directly to the [Ontario e-Laws website](#).

We would like to take this opportunity to thank you, once again, for your ongoing support and work to maintain school board and CJL Consortium operations during these unprecedented circumstances. Your engagement and partnership continue to be crucial to supporting Ontario's students, families, educators, and education system.

Didem Proulx  
Assistant Deputy Minister  
Ministry of Education

Denys Giguère  
Assistant Deputy Minister  
Ministry of Education

CC: Executive Directors of ACEPO and AFOCSC

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## Policy No. I-28

<b>Electronic Meetings</b>	
<b>Adopted:</b> May 15, 2001	<b>Last Reviewed/Revised:</b> June 20, 2017
<b>Next Scheduled Review:</b> 2019-2020	
<b>Associated Policies &amp; Procedures:</b> <a href="#">HCDSB Procedural Bylaws</a>	

### Purpose

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

**Commented [NJ1]:** Ed. Act. uses term student trustee 208.1(3)

### Application and Scope

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

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

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

### References

[Education Act \(Section 208.1\)](#)

[Ontario Regulation \(OR\) 463/97](#)



## Principles

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

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

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

## Requirements

- At the request of trustee(s) and/or ~~pupil representative student trustee~~(s) or as otherwise determined by the Board, the provision of electronic (audio and/or visual) means shall be afforded to trustee(s) and/or ~~pupil representative student trustee~~(s) for their participation in all Board meetings including all meetings of committees of the Board as defined in its By-Laws. Trustee(s) and/or ~~pupil representative student trustee~~(s) participation at said meetings shall be subject to such conditions or limitations that may be provided for in the Education Act and attendant Regulation(s). Student trustees and/or student representatives who are participating through electronic means shall not participate in any proceedings that are closed to the public.
- A request by trustee(s) and/or ~~pupil representative student trustee~~(s) for participation by electronic means shall be made to the Chair of the Board or designate a minimum of two working days (excluding Saturday and Sunday) in advance of Board and/or committee meetings
- Notwithstanding Paragraph 1 and 2 in the **Requirements** section of this policy, the Board may refuse to provide to trustee(s) and/or ~~pupil representative student trustee~~(s) the electronic means of participation in a meeting of the Board or a meeting of a committee of the Board in accordance with Section 5.3 of (OR) 463/97.
- The Chair of the Board or designate, the Director of Education or designate and one other trustee (Cannot be a Student Trustee) shall be physically present at an In-Camera (closed) session of an electronic meeting of the Board in the Board Room or at a site or sites as otherwise determined by the Board.
- The Chair of the Board or designate, the Director of Education or designate and one other trustee shall be physically present at all open sessions of an electronic meeting of the Board in the Board Room or at a site or sites as otherwise determined by the Board.



**Policy No. I-28** | Electronic Meetings

- For committee meetings other than Board meetings, the Chair of the Committee or designate and the Director of Education or designate shall be physically present in the Board Room or at a site or sites as otherwise determined by the Board and/or Committee.
- Electronic meetings shall permit the trustee(s) and/or ~~pupil representative student trustee(s)~~ to hear and be heard through audio and/or visual (teleconference and/or video conference) means.
- Electronic meetings of the Board shall be conducted in accordance with the Board's approved By-Laws on General Procedures for Board and Committee Meetings.
- Electronic meetings shall be provided in such a way to ensure compliance with the rules governing Conflict of Interest of trustees.
- The designated meeting location must be such that the public can attend the open session proceedings of Board and committee meetings.
- The Director of Education and/or designate shall be responsible for ensuring the provision of electronic (audio and/or visual) means for the participation of trustees and/or ~~pupil representatives student trustees~~ and appropriate staff in meetings of the Board inclusive of Board committee meetings.

APPROVED: Regular Meeting of the Board

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

Policy I-26 Student Trustees on the Halton Catholic District School Board	<b>Item 4.3</b>
Tuesday, June 9, 2020	

### Purpose

To provide for the consideration of the Policy Committee revisions to *Policy I-26 Student Trustees on the Halton Catholic District School Board* as recommended by staff.

### Commentary

Amendments to *Policy I-26 Student Trustees on the Halton Catholic District School Board* have been drafted based on discussions and recommendations from the Student Senate and the general Student body regarding the current election process and requirements for eligibility.

The changes reflect a process that differs from the current practise and is modelled similarly to the Board of Trustees Municipal election. These changes will allow all students to participate in the election of the Student Trustees as they are to represent the student population. The additional goal is to increase Student participation and create more involvement from all schools.

The revised *Policy I-26 Student Trustees on the Halton Catholic District School Board* 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 I-26 Student Trustees on the Halton Catholic District School Board</i>, be forwarded to the June 19, 2020 board meeting for approval to be forwarded for Stakeholder Feedback to be reviewed at the September 8, 2020 Policy Committee Meeting.</p>
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Report Prepared  
and Submitted by:

D. Caratao  
Student Trustee

P. Murphy  
Trustee

<b>Student Trustees on the Halton Catholic District School Board</b>	
<b>Adopted:</b> September 15, 1998	<b>Last Reviewed/Revised:</b> December 18, 2018
<b>Next Scheduled Review:</b> 2021-2022	
<b>Associated Policies &amp; Procedures:</b> <a href="#">VI-15 Student Trustees on the Halton Catholic District School Board</a>	

## Purpose

This policy provides for the direct representation of the interests of students on the Board in accordance with the provisions of the Education Act, Ontario Regulation 07/07 and any guidelines issued by the Minister of Education under paragraph 3.5 of subsection 8(1) of the Education Act.

## Application and Scope

This policy applies to the process of electing Student Trustees to the Board.

## References

[Education Act, Ontario Regulation 07/07](#)

[Municipal Conflict of Interest Act 1997](#)

[Education Act s8\(1\)](#)

[Ontario Regulation 298 \(Operation of Schools – General\)](#)

## Principles

- The education of students in the Board’s Catholic schools is a shared responsibility involving home, school, parish and the extended Catholic educational community.
- The Board endorses the principle of providing for the direct representation of the interests of students on the Board.
- The Board endorses a process whereby student representation is determined in an open and democratic manner.
- The Board endorses student representation on the Board as a means of fostering the development of future Catholic community leaders.

- A student trustee of the Halton Catholic District School Board is a model of servant leadership for the Catholic educational community in Halton and the wider Catholic community.
- A student trustee will be excluded from any matters where they have a conflict of interest in accordance with the Municipal Conflict of Interest Act 1997, as amended.

## Requirements

- This policy and the associated *Administrative Procedure VI-15 Student Trustees of the Halton Catholic District School Board* shall be in accordance with provisions of the Education Act, Ontario Regulation 07/07 and any guidelines issued by the Minister of Education under paragraph 3.5 of subsection 8(1) of the Education Act.
  - Qualified student nominees will hold qualifications and endorsements as stated below:
    - active Parish membership and regular mass attendance;
    - a letter of endorsement from any of the following attesting to the above:
      - their parish priest
      - school or system chaplain
    - a letter of endorsement from the school principal;
    - ~~○ a letter of endorsement from their parish priest;~~
    - a letter of endorsement from the school Student Council;
    - full-time Catholic student, in good standing, and must be at least a senior in Grade 11 by September 1<sup>st</sup> of the subsequent year;
    - a history of leadership interest as exhibited through work on any of the following:
      - the student senate;
      - the student council;
      - social justice groups;
      - parish youth organizations;
      - liturgical programming and/or music ministry;
      - community youth organizations.
- and
- beginning knowledge of current key issues affecting Catholic education.
- A person is qualified to act as a student trustee if he or she is enrolled in the senior division of a school of the board and is:
    - a. a full-time pupil; or



b. an exceptional pupil in a special education program for whom the Board has reduced the length of the instructional program on each school day under subsection 3 (3) of Regulation 298 of the Revised Regulations of Ontario, 1990 (Operation of Schools – General) made under the Act, so long as the pupil would be a full-time pupil of the program had not been reduced: or-

- ~~Each secondary school is expected to elect a qualified senior student nominee to the group of prospective student trustees who will be interviewed and voted into office by the Student Senate. Each secondary school is expected to have at least one nominee for student trustee but may have more.~~ Schools not advancing a nominee shall provide a written rationale to the Superintendent of Education.
- ~~Three student trustees shall be elected to the Board. No two students shall be from the same municipality. One shall be elected from each of the following divisions of Halton Region: Burlington, North Halton, and Oakville.~~
- ~~The student trustee(s) shall be elected by popular election, where all secondary school students, as well as Grade 8 students, are eligible to vote. The election of each student trustee shall be held using Instant-Runoff Voting.~~
- ~~The student trustee(s) shall be elected by the Student Senate. The election shall take place on a date~~ no later than February 28 in each school year, with the understanding that each will begin their term of one school year from August 1<sup>st</sup> in the year they are elected.
- ~~Current student trustee(s) of the Board will work to train the incoming student trustee(s) and ready them for their term of office.~~
- A student trustee(s) of the Board will participate at meetings of the Board and at meetings of Committees of the Board in accordance with Ontario Regulation 07/07 made under the Education Act. Subsection 5(5) of the Act provides that a student trustee(s) may attend all closed (*in camera*) meetings, with the exception of those “*when the subject matter under consideration involves the disclosure of intimate, personal or financial information in respect of a member of the Board or Committee, an employee or prospective employee of the Board or a student or his or her parent or guardian.*”
- Student trustees are not considered elected members of the Board and therefore not entitled to a binding vote – that is, their vote is not included in the official vote count; however, a student trustee does have the right to have their vote recorded in the Board minutes if they request it. In addition, a student trustee may request that a matter before a Board, or any of its committees, be put to a vote, in which case there must be two votes:
  - 1) a non-binding vote that includes the student trustee’s vote; and
  - 2) a recorded binding vote that does not include the student trustee’s vote.

A student trustee is not entitled to move a motion, but is entitled to suggest a motion on any matter at a meeting of the board or of one of its committees on which the student trustee sits. If no member of the board or committee, as the case may be, moves the suggested motion, the record shall show the suggested motion.

- In the event a student trustee does not complete the term of appointment, the Board will hold a by-election.
- Upon completion of their respective terms of appointment, each student trustee(s) shall, subject to Board approval, be acknowledged for service to the Board in the following manner:
  - each individual will be provided with a letter of commendation signed by the Chair of the Board; and
  - each individual will be awarded an honorarium/scholarship of \$2,500.00 and other such forms of recognition or support as may be determined by the Board. If a student holds office for a portion of a year, \$2500 pro-rated according to the portion of the year the student holds office
- The student trustee(s) shall remain in good standing at a Halton Catholic District School Board secondary school for the entire school year of their appointment(s).

APPROVED: Regular Meeting of the Board

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

Policy II-25 Selection of Learning and Library Materials	<b>Item 4.4</b>
Tuesday, June 9, 2020	

### Purpose

To provide for the consideration of the Policy Committee revisions to *Policy II-25 Selection of Learning and Library Materials* as recommended by staff.

### Commentary

The purpose of *Policy II-25 Selection of Learning and Library Materials* is to define the approval of learning and library materials that enhance religious, moral, intellectual, physical and social growth of each student respectful of faith and inclusion while acknowledging individual skills and abilities.

The minor changes to *Policy II-25 Selection of Learning and Library Materials* are in keeping with current wording in recently reviewed policies and procedures, most specifically Policy II-45 Equity and Inclusive Education. Minimal distinctions and clarifications were also required with regard to the Requirements section, specifically the ‘Selection of Learning Materials’, the ‘Selection of Library Materials’ as well as the ‘Reconsideration of Learning and Library Materials’.

The revised *Policy II-25 Selection of Learning and Library Materials* 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 II-25 Selection of Learning and Library Materials</i>, be forwarded, along with amendments, to the June 16, 2020 Regular Board Meeting for approval.</p>
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Report Prepared by: A. Prkacin  
Superintendent of Education, Curriculum Services

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

## Selection of Learning and Library Materials

**Adopted:**

January 30, 1990

**Last Reviewed/Revised:**

April 4, 2017

**Next Scheduled Review:** 2019-2020

**Associated Policies & Procedures:**

[II-45 Equity and Inclusive Education](#)

[VI-54 Equity and Inclusive Education](#)

### Purpose

To approve materials that will enhance learning opportunities for the religious, moral, intellectual, physical and social growth of each student in an atmosphere of faith and inclusion, while recognizing individual skills and abilities.

### Application and Scope

This policy applies to all schools within the Halton Catholic District School Board.

### References

[The Ministry of Education Trillium List](#)

[Guidelines for Approval of Textbooks \(2008\)](#)

### Principles

- The Halton Catholic District School Board approves learning and library materials that support a quality education which integrates the Catholic faith and the teachings of the Gospel with the school curriculum.
- The Board recognizes that both in its content and methodology, inclusive curriculum seeks to recognize our commitment to Catholic values and to affirm the life experiences of all students, regardless of race and ethnicity, gender, place of origin, religion, cultural and linguistic background, social and economic status, sexual orientation, age, and ability/disability.
- The Board will select appropriate materials that best serve the needs of ~~the~~ all students.



- This material will be consistent with the directives of the Ministry of Education and consistent with Catholic values to meet the requirements of the course or subject guidelines for which they are intended.

## Requirements

### Selection of Learning Materials:

- In Secondary Schools each Department Head, in consultation with the teachers in the department and other support staff, and subject to the approval of the Principal, selects learning resources for the department's courses of study.
- In Elementary Schools the Principal, in consultation with the teachers in each division, and other support staff, selects learning resources for each program area.
- All learning materials for use by schools must be selected under the guidelines set out by the Ministry of Education, the *Trillium list* and "*Guidelines for Approval of Textbooks*" (2008).
- Learning materials which form a major portion of the classroom program must be submitted for approved by Board Resolution as required by the Education Act.

### Selection of Library Materials:

- Principals, Vice-Principals, department heads, teachers, librarians, and library technicians, all other staff, and students will may recommend be responsible for recommending library materials, based on the evaluation criteria as set by the Ministry of Education in "*Guidelines for Approval of Textbooks*" (2008) and in consideration of Policy II-45 Equity and Inclusive Education.
- Elementary library books *may* be reviewed as needed by a Committee comprising of experts in the field along with other library technicians.
- Secondary library materials *may* be reviewed by Subject Councils and/or other support staff as needed.

### Reconsideration of Learning and Library Materials:

- Should a parent/guardian, student, staff or community member question the selection of a particular learning or library material the Principal shall:
  - acknowledge the concern and inform the appropriate staff.
  - direct the concerned party to complete a Request for ReConsideration of Selection of Learning and Library Materials form.
  - meet with the concerned party and appropriate staff to discuss the situation in order to arrive at a solution that is acceptable to all parties.

Commented [NJ1]: Adjusted to match name of form



- At the school level the parties may decide to provide an alternative selection for an individual student's use. The principal will inform the ~~Manager~~Administrator, Library Services of the issue and any resolution when it pertains to a library resource.
- If the request to reconsider cannot be successfully resolved at the school level the concerned party will be advised by the principal of the right to have the unresolved matter deliberated by the Committee for the Review of Materials. If the concerned party wishes to pursue the matter, the principal will inform the appropriate school staff, the Superintendent of Curriculum Services and the School Superintendent. The concerned party will forward the request form to the Chair of the Committee for the Review of Materials.
- The Committee for the Review of Materials is chaired by the Superintendent of Curriculum Services or another designate and is struck as needed.
- The Committee membership for the review of materials shall include
  - Superintendent of Curriculum Services
  - Religion and Family Life Consultant
  - ~~Administrator~~ Manager, Library Services
  - a teacher from the appropriate division
  - a pastor
  - a parent representative
  - librarian/library technician
  - a classroom teacher
  - a principal
  - a trustee
  - Senior Manager, Human Rights and Equity
  - other support staff (as warranted)
- It should be noted that no member of the school from which the concern arises may be a member of the committee.
- The Chair of the Committee may also ask to meet at different times, or together, with the complainant and the person who selected the materials or with any other person who may act as a resource to the committee.
- The Committee will review the material, deliberate the concern and make a recommendation, which will be forwarded to the Board.
- The decision regarding the material will be made by the Board and a written notice of the decision will be sent within one month's time to the complainant, the school's superintendent and the school's principal who will forward a copy of the notice to the appropriate staff.



APPROVED: Regular Meeting of the Board

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



**REQUEST FOR CONSIDERATION: SELECTION OF LIBRARY AND LEARNING MATERIALS**

You are requesting the review of material presently being used in the Halton Catholic District School Board. Please complete the following form and return it to the principal of your school so that we may adequately respond to your concern.

TITLE:	
AUTHOR:	
PUBLISHER:	
1. What are your specific objections to this material? <i>(Please refer to specific pages and passages to support your explanation.)</i>	
2. What do you feel might be the result of students reading this material?	
Is there anything about this material of which you approve? <i>(Please specify.)</i>	
3. What action are you recommending for this material?	
4. Did you read the material in its entirety? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If not, what parts/pages did you read?	
5. Do you have a recommended alternative for this selection?	
6. Request initiated by:	
Address:	
Home Telephone:	Work #:
Cell #:	Email:
Date:	

Policy IV-02 Outdoor Facility Enhancements, Maintenance and Security	<b>Item 4.5</b>
Tuesday, June 9, 2020	

**Purpose**

To provide for the consideration of the Policy Committee revisions to *Policy IV-02 Outdoor Facility Enhancements, Maintenance and Security* as recommended by staff.

**Commentary**

*Policy IV-02 Outdoor Facility Enhancements, Maintenance and Security* was established in April 2017. Staff have reviewed the policy and recommend no changes at this time.

*Policy IV-02 Outdoor Facility Enhancements, Maintenance and Security* is attached for review and consideration by the Policy Committee.

**Recommendation**

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

*Moved by:*

*Seconded by:*

***That***, the Policy Committee recommends that *Policy IV-02 Outdoor Facility Enhancements, Maintenance and Security*, be forwarded to the June 16, 2020 Regular Board Meeting for approval.

**Report Prepared by:** R. Merrick  
Superintendent, Facilities Management Services

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

<b>Outdoor Facility Enhancements, Maintenance and Security</b>	
<b>Adopted:</b> April 4, 2017	<b>Last Reviewed/Revised:</b> N/A
<b>Next Scheduled Review:</b> 2019-2020	
<b>Associated Policies &amp; Procedures:</b> <a href="#">VI-34 Fencing at Board Sites</a> <a href="#">VI-87 Playground Installations</a> <a href="#">I-25 Purchasing</a> <a href="#">VI-11 Purchasing</a>	

## Purpose

To ensure school and board properties are maintained, secured, and enhanced by regular inspections appropriate fencing, and installation of equipment.

## Application and Scope

This policy applies to all Board sites where playground equipment/installations and perimeter security are to be considered.

## References

[CAN/CSA – Z614-14 – Children’s Play Spaces and Equipment 2014](#)

Municipal Fencing By-Laws

## Principles

- The Halton Catholic District School Board recognizes the importance of providing a safe and secure environment at all Board sites.
- The Halton Catholic District School Board acknowledges that part of a child’s development occurs during periods of play. Accordingly, the Board endorses the concept of playground equipment/installations as a means of enhancing a child’s creative, social, and physical development.
- The School Principal and appropriate Board staff must be aware of, and ensure that, a regular maintenance plan for outdoor facility equipment and fencing is in place.

- The Halton Catholic District School Board values the collaboration with school staff, School Councils and community partners in order to serve the best interest of our students.

## Requirements

- The Director has the responsibility to ensure the development of Administrative Procedures and protocols to implement this policy.
- The Superintendent of Facility Management Services has the responsibility to ensure that School Principals and appropriate Board Staff are familiar with the requirements and expectations of the applicable Halton Catholic District School Board Outdoor Facility Enhancements, Maintenance and Security Procedures.
- The School Principal has the responsibility to communicate with and share information as necessary with appropriate Board staff, school staff, School Council, and the school community about the installation of playground equipment and perimeter security.
- The School Principal has the responsibility to ensure that all school staff and appropriate others (e.g. School Council, community members) are familiar with all requirements and expectations of the Halton Catholic District School Board's Outdoor Facility Enhancements, Maintenance and Security related Procedures.
- School Councils and community members will be encouraged to collaborate on projects related to the enhancement of the outdoor play area.

APPROVED: Regular Meeting of the Board

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

Policy V-16 Copyright, Visual Identity, and Intellectual Property Protection	<b>Item 4.6</b>
Tuesday, June 9, 2020	

**Purpose**

To provide for the consideration of the Policy Committee revisions to *Policy V-16 Copyright, Visual Identity, and Intellectual Property Protection* as recommended by staff.

**Commentary**

*Policy V-16 Copyright, Visual Identity, and Intellectual Property Protection* was first adopted in June 2013. This policy provides a framework for the appropriate application, distribution and protection of the Board’s intellectual property. This policy applies to the Board’s official logo and related visual identifiers and representations of HCDSB, as well as all material (written, visual, audio etc.) created for Board purposes.

Staff have reviewed the policy and have made some minor wording and formatting changes.

The revised policy is attached for review and consideration by the Policy Committee.

**Recommendation**

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

*Moved by:*

*Seconded by:*

***That***, the Policy Committee recommends that *Policy V-16 Copyright, Visual Identity, and Intellectual Property Protection*, be forwarded, along with amendments, to the June 16, 2020 Regular Board Meeting for approval.

**Report Prepared by:** A. Swinden  
Manager, Strategic Communications

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

**Copyright, Visual Identity, and Intellectual Property Protection**

<b>Adopted:</b> June 18, 2013	<b>Last Reviewed/Revised:</b> N/A
<b>Next Scheduled Review:</b> 2018-2019	
<b>Associated Policies &amp; Procedures:</b> N/A	

**Purpose**

To provide a framework for the appropriate use, distribution and protection of intellectual property belonging to the Halton Catholic District School Board.

- ~~The Halton Catholic District School Board (the "Board") is a model learning community, widely recognized as distinctively Catholic providing exceptional education while nurturing the call to love and serve, as a people of faith, living out God's plan. As a widely recognized Catholic learning community, the Board identifies the importance of the protection of all intellectual property associated with the Board.~~
- ~~The Board recognizes that the Board's logo and all other Board related visual identifiers are intended to capture the character or essence of the Board's collective corporate ethos or philosophy. As such, all visual representations of the Board, including but not limited to the official logo and branding of the Board, will be used in congruence with and support of official Board related business, programs, projects, and initiatives and not for any other purpose.~~
- ~~The Board recognizes that intellectual material created for Board purposes by Board employees or third party contractors including all written materials, visual images, audio visual creations, and public presentations, are created in support of our widely recognized commitment to academic excellence and Catholic values, and as such, is the sole intellectual property of the Board.~~
- ~~The Board recognizes the Copyright Act (R.S.C., 1985, c. C 42) as amended by the Copyright Modernization Act (S.C. 2012, c. 20), the Trademarks Act, (R.S.C. 1985, c. T 13), and the common law as the foundation for the creation of this Policy and the basis for the legal protection of all Board intellectual property, including all Board images.~~
- It is the Policy of the Board to comply with the Fair Dealing Guidelines as developed by the Council of Ministers of Education Canada (CMEC) Copyright Consortium. The Board will communicate the Fair Dealing Guidelines to all school locations on an annual basis in order to ensure that all staff understand the obligations of the school Board in accordance with the Copyright Modernization Act.

**Commented [NJ1]:** Section in green moved to Principles



## Application and Scope

- This Policy applies to the use of all Board-related intellectual property, including but not limited to all written communication, programs, visual images (including the ~~Board's official logo~~official Board and school logos), audio visual creations, and public presentations for any purpose.
- All Board-related intellectual property is legally protected from any/all unauthorized use by Board employees, students, parents, ~~third party contractors~~, current trustees, trustee candidates, third party contractors, and any member of the general public in accordance with the *Copyright Act*, and the *Trade-marks Act* and the common law.

## References

[Copyright Act](#)

[Copyright Modernization Act](#)

[Trade-marks Act](#)

[Fair-Dealing Guidelines](#)

## Definitions

**Copyright:** The *Copyright Act* generally defines “copyright” as “the sole right to produce or reproduce a work or any substantial part thereof in any material form, to perform the work or any substantial part thereof in public, or, if the work is unpublished, to publish the work or any substantial part thereof.” Copyright relates to the legal protection of literary, dramatic, artistic, and musical works, sound recordings, performances, and communication signals.

**Trade-mark:** is generally defined in the *Trade-Marks Act* as “a mark that is used by a person for the purpose of distinguishing or so as to distinguish wares or services manufactured, sold, leased, hired or performed by him from those manufactured, sold, leased, hired or performed by others”.

**Intellectual Property:** includes patents, copyright, industrial design rights, trade-marks, trade dress and trade secrets and for purposes of this Policy includes (but is not limited to all literary, dramatic, artistic, musical works, sound recordings, performances, communication signals, and written communication created for the Board by board employees, outside third party contractors, or any other party employed by or in conjunction with the Board.

**Board Logo:** the visual identifier, or emblem of the Board.

**Visual Identity:** elements including, but not limited to, the Board’s specified name, wordmark, initials, institutional colours and logo, font, design style and use of visuals in a range of applications within the Board. The applications include, but are not limited to institutional stationery and forms, print materials (advertisements, brochures, magazines, calendars, direct mail, etc.); websites, social



media and multi-media (e.g. PowerPoint Presentations, presentations, CD-ROMS, videos, social media, etc.); ~~videos~~, signage, vehicles, display materials and exhibits.

## Principles

- The Halton Catholic District School Board (the “Board”) is a model learning community, widely recognized as distinctively Catholic providing exceptional education while nurturing the call to love and serve, as a people of faith, living out God’s plan. As a widely recognized Catholic learning community, the Board identifies the importance of the protection of all intellectual property associated with the Board.
- The Board recognizes that the Board’s ~~its~~ official logo and all other Board-related visual identifiers are intended to capture the character or essence of the Board’s collective corporate ethos or philosophy. As such, all visual representations of the Board, including but not limited to the official logo and branding of the Board, will be used in congruence with and in support of official Board-related business, programs, projects, and initiatives and not for any other purpose.
- The Board recognizes that intellectual material created for Board purposes by Board employees or third party contractors including all written materials, visual images, audio visual creations, and public presentations, are created in support of our widely recognized commitment to academic excellence and Catholic values, and as such, is the sole intellectual property of the Board.
- The Board recognizes the Copyright Act (R.S.C., 1985, c. C-42) as amended by the Copyright Modernization Act (S.C. 2012, c. 20), the Trade-marks Act, (R.S.C. 1985, c. T-13), and the common law as the foundation for the creation of this Policy and the basis for the legal protection of all Board intellectual property, including all Board images.
- ~~It is the Policy of the Board to comply with the Fair Dealing Guidelines as developed by the Council of Ministers of Education Canada (CMEC) Copyright Consortium. The Board will communicate the Fair Dealing Guidelines to all school locations on an annual basis in order to ensure that all staff understand the obligations of the school Board in accordance with the Copyright Modernization Act.~~
- The Board has, subject to sections 28.1 and 28.2 of the Copyright Act, the right to the integrity of all work in association with, created for or by the Board, and the right, where reasonable in the circumstances, to be associated with the work by name.
- The Board recognizes that the creation of all intellectual property (including the Board’s visual images) for Board purposes is done in support of the Board’s mission, ~~and vision, and values~~ statements and that such intellectual property is protected by law from unauthorized use ~~from by~~ all Board employees, ~~students and families, third party contractors, current~~ trustees, trustee candidates, ~~third party contractors,~~ and members of the ~~general~~ public.

**Commented [NJ2]:** Deleted as it does not relate to the protection of the Board’s visual identity and/or intellectual property, but pertains to compliance with the Fair Dealing Guidelines that govern the educational use of copyright-protected materials, as outlined in PPM 157.

The requirements in PPM 157 are currently undertaken through Library Services. This will be incorporated into a stand-alone procedure.





## Requirements

- The Board has exclusive rights to all intellectual property of the Board including but not limited to all visual representations of the Board (including the official Board [and school logos](#)), and all literary, dramatic, artistic, musical works, sound recordings, performances, communication signals, and written communication, and as such, reserves the right to monitor, limit, or restrict its use by any/all parties whether internal or external to the Board.
- The Board has the exclusive use of “Halton Catholic District School Board” as well as the shortened version “HCDSB” and “hcdsb” and as such reserves the right to monitor, limit, or restrict its use by any/all parties whether internal of external to the Board.
- The Board recognizes that copyright in literary, dramatic, artistic, and musical works, sound recordings, performances, and communication signals created for the Board whether by Board employees, third party contractors, or any other outside person or agency on behalf of the Board takes place automatically upon creation, and is subject to the *Copyright Act*.
- The Board recognizes that all images related to the Board's visual identity (including the Board's official logo) are legally protected and subject to the *Trade-Marks Act* and the common law.
- All visual and intellectual Board material, either print or electronic, is subject to intellectual property law, may not be used for political purposes of any kind including, but not limited to, municipal and/or trustee elections, nor for any unauthorized commercial purpose, and may not be used without the express written permission of the Board. This restriction applies to all Board employees, [students and families, current trustees, trustee candidates, external third party contractors, trustees, trustee candidates, and members of the general public.](#)
- All Board students, staff, parents, and trustees are expected to use the associated [Brand and Visual Identity Guidelines](#) as a tool for all Board related communication applications.
- The Director of Education shall develop administrative procedures to support the implementation, compliance, and enforcement of this Policy.

Commented [NJ3]: Hyperlink added

APPROVED: Regular Meeting of the Board

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

<b>Fencing at Board Sites</b>	
<b>Adopted:</b> March 20, 2017	<b>Last Reviewed/Revised:</b> N/A
<b>Next Scheduled Review:</b> 2019-2020	
<b>Associated Policies &amp; Procedures:</b> <a href="#">IV-02 Outdoor Facility Enhancements, Maintenance and Security</a>	

## Purpose

The Halton Catholic District School Board recognizes the role of fencing to provide safe and secure learning environments for school communities. Properly designed fencing addresses several security and safety needs, such as:

- Designating the grounds as a maintained space that deserves respect;
- Limiting entry and exit points to a few easily monitored locations;
- Enabling/Aiding school site surveillance by school staff;
- Limiting access to areas that are not highly visible.

This Administrative Procedure will assist the Board in selecting appropriate fencing measures to provide safe and secure sites throughout the Board.

## Application and Scope

Maintaining safe and secure properties is of the utmost importance to the Board. The use of fencing to enhance site security plays a key role in site safety. Fencing applications on Board properties include perimeter security, play area segregation and pedestrian and traffic control. As such, this Administrative Procedure shall apply to all Board-owned facilities and properties.

## Principles

In accordance with Policy IV-02, Outdoor Facility Maintenance and Security, fencing shall be installed and maintained, as required, on Board sites to ensure a safe and secure environment for students and staff.

## Requirements

Where possible, the following guidelines will be followed when installing new fencing or altering existing fencing:

- All Board properties are to be fenced. Perimeter fencing shall be installed approximately 150 millimetres from the property line, on Board property, so that the fence is wholly-owned by the Board.
- For new or vacant Board properties, the perimeter of the property shall be enclosed by a 9-gauge galvanized or black vinyl chain link fence not less than 1.8 metre-high with a 43 millimetre diameter top and bottom rail.
- For new properties, the fence will be installed by the developer, in compliance with Operating Policy IV-02, as part of the Developer's Subdivision Agreement, and the Purchase and Sale Agreement.
- Properties with no buildings or structures shall have a gate(s) installed to allow for access and maintenance of the property. All gates shall remain locked at all times with a chain and padlock whenever possible.
- Properties with vacant buildings shall have a 6-metre-wide opening gate installed wherever the perimeter fence crosses the fire route to allow for the access of emergency vehicles. All gates shall remain locked at all times with a chain and padlock whenever possible.
- The Board will install at new sites, where feasible and practical, a 9-gauge galvanized or black vinyl chain link fence not less than 1.8 metre-high with a 43 millimetre diameter top and bottom rail between the Board's property and the adjoining residential or commercial properties. Perimeter fencing shall be installed approximately 150 millimetres from the property line, on Board property, so that the fencing is wholly-owned by the Board.
- Openings in a site's perimeter fencing that adjoins a residential or commercial property shall not be permitted. Since the perimeter fencing is wholly-owned by the Board and situated on Board property, all openings created in the perimeter fencing shall be removed and replaced with continuous fencing to ensure site safety and security.
- Fencing between public open space or parks and a Board-owned site will be evaluated on a site by site basis to determine if fencing is required. Where site safety and security risks are identified due to an adjacent public open space or park and an evidence-based need is substantiated, fencing may be installed between the school site and adjacent public open space or park, in accordance with the fencing requirements in this Policy for new sites.
- Where a site's parking area is located adjacent to residential or commercial properties, municipal by-laws may require a different type of fencing than chain link (i.e. wood plank privacy fencing). The Board will comply with the municipal by-laws and install the necessary fencing type, as required.
- Where appropriate, parking areas and driveways will be separated from play areas by a 1.2 metre-high 9-gauge galvanized or black vinyl chain link fence with a 43 millimetre diameter top

and bottom rail. All entrance and exit points in the play areas must be gated with a latching mechanism that can accommodate a lock.

- Kindergarten and Child Care Centre play areas shall be enclosed with a 1.2 metre-high 6-gauge black vinyl chain link fence with a 43 millimetre diameter top and bottom rail. All entrance and exit points in the play areas must be gated with a latching mechanism that can accommodate a lock.
- Exceptions to the above listed fencing requirements may be granted to comply with municipal by-laws, provided the safety and security of students, staff and the site is not compromised.

APPROVED:                      Regular Meeting of the Administrative Council

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

<b>Playground Installations</b>	
<b>Adopted:</b> March 20, 2017	<b>Last Reviewed/Revised:</b> N/A
<b>Next Scheduled Review:</b> 2019-2020	
<b>Associated Policies &amp; Procedures:</b> <a href="#">IV-02 Outdoor Facility Enhancements, Maintenance and Security</a>	

## Purpose

The Halton Catholic District School Board supports school-based projects that provide for the installation of playground equipment on school sites. Proper design and construction of playground equipment is important to ensure that safety and security measures are met. This Administrative Procedure will assist the Board in developing playground solutions that will meet the needs of students and staff from a safety and security perspective.

## Application and Scope

Installation and maintenance of safe and secure playground equipment is of the utmost importance to the Board. Proper planning, design and maintenance are critical to providing safe playground spaces at all school throughout the Board. As such, this Administrative Procedure shall apply to all Board-owned school facilities.

## References

[Canadian Standards Association \(CSA\) - Children's Playspaces and Equipment \[CAN/CAS - Z614-14\]](#)

## Principles

In accordance, with *Policy IV-02 Outdoor Facility Enhancements, Maintenance and Security*, playground equipment shall be installed and maintained, as required, in accordance with the requirements detailed in this Administrative Procedure to ensure a safe and secure environment for all staff and students.

## Requirements

The Board will approve the construction of playground installations on school property provided all the requirements listed in this section have been met.

- The School Principal, in consultation with staff and the Catholic School Council supports the project.
- No site development is to be undertaken without the approval of the final project proposal by the Staff Planning Committee.
- The School Principal, will submit an initial request to proceed with the development of the project proposal to the Staff Planning Committee. The Staff Planning Committee will be created and will be comprised of the following members (at minimum):
  - School Principal
  - Facility Manager

Depending upon the scope of the project, the following members may be added to the committee:

- School Superintendent
- Superintendent of Facility Management Services or designate
- Catholic School Council representative
- Curriculum Consultant responsible for health and physical education
- On receipt of approval by the Staff Planning Committee to proceed with the development of the proposal, and dependent on the complexity of the project; the Principal or designate will serve as chair of a school/community committee and will be responsible for the design and implementation of the proposed playground installation project using the resources and assistance of the school community and, as appropriate, other community partners.
- The school's playground equipment installation project proposal may, depending on the scope of the project or on the recommendation from the Staff Planning Committee, include:
  - a detailed drawing/design, list of materials and the location of the playground equipment.
  - a detailed budget specifically outlining the ongoing financial commitment to the maintain the playground equipment and ground cover replacement.
  - a detailed schedule outlining the start date, key milestones and the completion date.
- The design of the proposed playground installation will be in accordance with the directions and expectations of the Staff Planning Committee and the Canadian Standards Association (CSA) document entitled (Children's Play Spaces and Equipment [CAN/CAS – Z614-14]) in the matter of site location and standards of construction.

- The Principal will submit the final proposal to the Staff Planning Committee and following final approval by the Staff Planning Committee, the Principal will proceed with the implementation of the plan for the proposed construction of the playground installation project.
- The School Principal and Facility Manager will assume the responsibility for arranging on-site inspection of the installed playground items.
- If applicable, the School Principal and Facility Manager shall assume the responsibility to establish an inspection schedule, which shall be in accordance with the provisions of CSA's "Children's Playspaces and Equipment" document. An accredited playground inspection company will carry out the specified inspections in accordance with CSA standards. The Facility Manager, in consultation with the School Principal, will be responsible for arranging any repair work, as well as the scheduling of the inspection by the accredited playground inspection company. The responsibility of the costs for the inspections will be that of the school.
- Funding for the ongoing maintenance and upkeep of the playground installation project, outside of the Kindergarten area, shall be the responsibility of the school community. Furthermore, the school community shall ensure that sufficient funds are available to provide on-going annual maintenance and upkeep costs prior to implementing the construction phase of the playground equipment project.
- In the event the school community cannot provide sufficient funds for the required repairs and maintenance of the playground equipment, the Board will reserve the right to decommission the structure.
- It will be the responsibility of the Principal to ensure that each staff member is briefed on the use and safety procedures for the installed playground equipment in accordance with the Board's applicable *Safety Guidelines*. The teachers will in turn instruct the pupils on the appropriate use and safety measures related to the playground equipment.
- It will be the responsibility of the Principal or designate to provide during the regular school day for the supervision, regular general inspection/safety checks and advise the Board's appropriate Facility Supervisor of maintenance requirements for the playground equipment.

APPROVED: Regular Meeting of the Administrative Council

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

## Policy Committee Work Plan 2019-2020

Policies for Consideration by the Policy Committee	Action to be Taken				Referred to Board			Start Date ~ Stakeholder Consultation	End Date ~ Stakeholder Consultation	Follow-up Review by Policy Committee	Approved at 2 <sup>nd</sup> & 3 <sup>rd</sup> Reading	Website Updated	Next Review (School Year)
	Establish	Review	Revise	Rescind	Approved at 1 <sup>st</sup> Reading	Approved/ Approved as Amended	Rescinded						
<b>September 10, 2019</b>													
I-19 Occupational Health and Safety		✓	✓			2019/09/17						2019/09/18	2020-2021
II-51 Optional French Programming (French Immersion - Extended French)		✓	✓ (+ name change)						2019/11/12		2 <sup>nd</sup> reading 2019/09/17		
II-52 Student Use of Service Animals in Schools		✓	✓								2019/09/17	2019/09/18	2022-2023
III-06 Harassment		✓		✓			2019/09/17					2019/09/18	---
III-11 Hiring and Promotion Policy, Academic and Non-Academic Personnel		✓							2019/10/08				
III-15 Workplace Violence		✓	✓			2019/09/17						2019/09/18	2020-2021
III-16 Workplace Discrimination and Harassment		✓	✓ (+ name change)			2019/09/17						2019/09/18	2020-2021
<b>October 8, 2019</b>													
I-33 Classroom Observations by External Third Party Professionals		✓	✓			2019/10/15						2019/10/21	2022-2023
II-02 Educational Assistants		✓	✓			2019/10/15						2019/10/21	2022-2023
II-09 Opening and Closing Exercises		✓	✓			2019/10/15						2019/10/21	2022-2023
II-12 Management of Aggressive Student Behaviour Within Our Schools		✓	✓			2019/10/15						2019/10/21	2022-2023
II-53 Exemption from Instruction in the Family Life Program Fully Alive Related to the Human Development and Sexual Health Expectations in the Ontario Curriculum Health and Physical Education, Grades 1-8, 2019	✓				2019/10/15			2019/10/16	2019/11/06				2022-2023
III-11 Hiring and Promotion Policy, Academic and Non-Academic Personnel		✓								2019/11/12			
<b>November 12, 2019</b>													
II-10 Releasing Pupils from School		✓	✓			2019/11/19						2019/11/21	2022-2023
II-19 Educational Field Trips		✓								2019/12/10			
II-51 Optional French Programming (French Immersion - Extended French)		✓								2019/12/10			
II-53 Exemption from Instruction in the Family Life Program Fully Alive Related to the Human Development and Sexual Health Expectations in the Ontario Curriculum Health and Physical Education, Grades 1-8, 2019		✓									2019/11/19	2019/11/21	2022-2023
III-11 Hiring and Promotion Policy, Academic and Non-Academic Personnel		✓								2019/12/10			



**Policy Committee Work Plan  
2019-2020**

Policies for Consideration by the Policy Committee	Action to be Taken				Referred to Board			Start Date ~ Stakeholder Consultation	End Date ~ Stakeholder Consultation	Follow-up Review by Policy Committee	Approved at 2 <sup>nd</sup> & 3 <sup>rd</sup> Reading	Website Updated	Next Review (School Year)
	Establish	Review	Revise	Rescind	Approved at 1 <sup>st</sup> Reading	Approved/ Approved as Amended	Rescinded						
<b>December 10, 2019 (Inaugural Policy Committee Meeting)</b>													
I-12 Emergency Response Plans for Fire, Evacuation, Lockdown, Hold & Secure, Shelter in Place, and Bomb Threat		✓	✓ (+name change)			2019/12/17						2019/12/20	2022-2023
I-35 Trustee Honoraria		✓	✓			2019/12/17						2019/12/20	2022-2023
II-19 Educational Field Trips		✓	✓			2019/12/17						2019/12/20	2022-2023
II-35 Access to School Premises		✓	✓			2019/12/17						2019/12/20	2022-2023
II-42 Medical Health Conditions		✓	✓			2019/12/17						2019/12/20	2021-2022
II-51 Optional French Programming (French Immersion - Extended French)		✓	✓								3rd reading 2019/12/17	2019/12/20	2022-2023
III-11 Hiring and Promotion Policy, Academic and Non-Academic Personnel		✓	✓			2019/12/17						2019/12/20	2022-2023
<b>January 14, 2020</b>													
I-01 Catholic School Support		✓	✓			2020/01/21						2020/01/22	2022-2023
I-21 Corporate and Community Investment in Education		✓	✓			2020/01/21						2020/01/22	2022-2023
II-24 Home to School Transportation		✓	✓			2020/01/21						2020/01/22	2022-2023
II-38 Educational Research		✓	✓			2020/01/21						2020/01/22	2022-2023
II-47 Fees for Learning Materials, Programs and Curricular and Co-Curricular Activities		✓	✓			2020/01/21						2020/01/22	2022-2023
III-17 Attendance Support Program		✓	✓			2020/01/21						2020/01/22	2022-2023
V-07 Bequests to a School or to the Board		✓	✓ (+name change)			2020/01/21						2020/01/22	2022-2023
<b>February 25, 2020</b>													
I-10 Banking, Investment and Borrowing		✓	✓			2020/03/03						2020/03/06	2022-2023
I-25 Purchasing		✓	✓			2020/03/03						2020/03/06	2022-2023
I-31 Apparel Purchases and Fair Labour Practices		✓	✓			2020/03/03						2020/03/06	2022-2023
I-34 (A) Reimbursement of Board Business Expenses		✓	✓			2020/03/03						2020/03/06	2022-2023
II-41 School Uniform Dress Code-School Dress Code		✓				2020/03/03		2020/03/03	2020/03/24	2020/04/14			
III-13 Corporate Purchasing Card Distribution Usage		✓	✓			2020/03/03						2020/03/06	2022-2023
V-14 Alcohol at Board School Sanctioned Events-Off Premises		✓	✓			2020/03/03						2020/03/06	2022-2023

**Policy Committee Work Plan  
2019-2020**

Policies for Consideration by the Policy Committee	Action to be Taken				Referred to Board			Start Date ~ Stakeholder Consultation	End Date ~ Stakeholder Consultation	Follow-up Review by Policy Committee	Approved at 2 <sup>nd</sup> & 3 <sup>rd</sup> Reading	Website Updated	Next Review (School Year)
	Establish	Review	Revise	Rescind	Approved at 1 <sup>st</sup> Reading	Approved/ Approved as Amended	Rescinded						
<b>April 14, 2020</b>													
I-15 School Name Selection		✓	✓							2020/05/12			
I-23 Catholic School Councils and Catholic Parent Involvement Committee		✓								2020/05/12			
II-03 Principal Designate in Schools		✓	✓			2020/04/21						2020/04/22	2022-2023
II-41 School Uniform Dress Code-School Dress Code		✓	✓			2020/04/21						2020/04/22	2022-2023
<b>May 12, 2020</b>													
I-15 School Name Selection		✓	✓			2020/05/19						2020/05/21	2022-2023
I-23 Catholic School Councils and Catholic Parent Involvement Committee		✓								2020/11/10			
I-42 Out of Province Staff Travel		✓	✓			2020/05/19						2020/05/21	2022-2023
II-13 Psycho-Educational/Psychological Assessment of Individual Students		✓	✓			2020/05/19						2020/05/21	2022-2023
II-18 Non-Motorized and Non-Licensed Motorized Transportation Safety		✓	✓			2020/05/19						2020/05/21	2022-2023
III-12 Academic Promotion		✓								2020/10/13			
<b>June 9, 2020</b>													
Procedural By-Laws													2023-2024
I-06 Delegations to the Board		✓											2022-2023
I-28 Electronic Meetings		✓											2022-2023
II-25 Selection of Learning and Library Materials		✓											2022-2023
IV-02 Outdoor Facility Maintenance and Security		✓											2022-2023
V-16 Copyright, Visual Identity, and Intellectual Property Protection		✓											2022-2023