

**POLICY COMMITTEE MEETING
AGENDA**

Date: June 8, 2021
Time: 7:00 pm
Location: Microsoft Teams

	Pages
1. Call to Order	
1.1. Opening Prayer (P. Murphy)	
2. Approvals	
2.1. Approval of Agenda	
2.2. Approval of Minutes - May 11, 2021	1 - 6
3. Declarations of Conflict of Interest	
4. Action Items	
4.1. Policy I-06 Delegation to the Board (B. Agnew)	7 - 11
4.2. Policy I-11 International Student Admission Requirements (Fee Paying Students) (A. Lofts, A. Cordeiro)	12 - 17
4.3. Policy I-23 Catholic School Councils and Catholic Parent Involvement Committee (N. Dinolfo)	18 - 23
4.4. Policy I-26 Student Trustees on the Halton Catholic District School Board (N. Guzzo, K. Kelly)	24 - 29
4.5. Policy II-09 Opening and Closing Exercises (N. Guzzo, K. Kelly)	30 - 32
4.6. Policy V-08 School Anniversary Celebrations (L. Naar, A. Swinden)	33 - 35
4.7. Policy V-12 Blessing and Official Opening of a New School (L. Naar, A. Swinden)	36 - 39
4.8. Policy V-13 Blessing and Rededication of a Major Addition to a School (L. Naar, A. Swinden)	40 - 43
4.9. Rescind Policy IV-07 Alternative Arrangements for School Facilities (A. Lofts)	44 - 46
4.10. Rescind Policy IV-08 School Sites and Operating Budget (A. Lofts)	47 - 50
4.11. HCDSB Procedural By-Laws (P. Murphy)	51 - 70
5. Discussion Items	
6. Information Items	

6.1.	Administrative Procedure VI-17 International Student Admission Requirements (Non-Resident) (A. Lofts, A. Cordeiro)	71 - 77
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6.3.	Administrative Procedure VI-83 Video Surveillance (M. Grysiuk)	82 - 94
6.4.	Administrative Procedure VI-84 Catholic School Councils and Catholic Parent Involvement Committee (N. Dinolfo)	95 - 102
6.5.	Administrative Procedure VI-94 International Student Program - Agents of Fee Paying Students (A. Lofts, A. Cordeiro)	103 - 106
6.6.	2020-2021 Policy Committee Work Plan (E. Bakaic)	107 - 109
7.	Miscellaneous Information	
8.	In Camera	
9.	Motion to Excuse Absent Committee Members	
10.	Motion to Adjourn/ Closing Prayer (T. O'Brien)	

POLICY COMMITTEE MEETING MINUTES

Date: May 11, 2021
Time: 7:00 pm
Location: Catholic Education Centre - Board Room
802 Drury Lane
Burlington, Ontario

Trustee Present: B. Agnew (Electronically)
P. DeRosa (Electronically)
M. Duarte (Electronically)
N. Guzzo (Electronically)
V. Iantomasi (Electronically)
H. Karabela (Electronically)
P. Murphy (Electronically)
T. O'Brien (Electronically)
J. O'Hearn-Czarota (Electronically)

Student Trustees Present: N. Gubert (Electronically)
K. Kelly (Electronically)

Staff Present: E. Bakaic, Superintendent of Education, School Services (Electronically)
S. Balogh (Superintendent of Education, Special Education (Electronically)
A. Cordeiro, Superintendent of Education, School Services (Electronically)
P. Daly, Director of Education (Electronically)
N. Dinolfo, Superintendent of Education, School Services (Electronically)
K. Moro, Secondary Principal (Electronically)
J. O'Hara, Executive Officer, Human Resources Services (Electronically)
J. O'Reilly, Special Education Coordinator (Electronically)
A. Swinden, Manager, Strategic Communications (Electronically)

Recording Secretary: M. Zammit (Electronically)

1. Call to Order

1.1 Opening Prayer (V. Iantomasi)

The meeting opened at 7:00 p.m. with a prayer led by Trustee Iantomasi.

2. Approvals

2.1 Approval of Agenda

P# 42/21

Moved by: B. Agnew

Seconded by: T. O'Brien

That, the agenda be approved as presented.

The Chair called for a vote. **P#42/21 CARRIED**

In favour	Opposed	Abstain	Absent
B. Agnew	V. Iantomasi		

P. DeRosa			
M. Duarte			
H. Karabela			
P. Murphy			
T. O'Brien			
J. O'Hearn-Czarota			
K. Kelly (non-binding)			
N. Gubert (non-binding)			

2.2 Approval of Minutes (April 13, 2021)

P#43/21

Moved by: B. Agnew

Seconded by: J. O'Hearn-Czarota

That, the minutes of the April 13, 2021 Policy Committee be approved.

The Chair called for a vote. **P#43/21 CARRIED**

In favour	Opposed	Abstain	Absent
B. Agnew	P. DeRosa		
M. Duarte	V. Iantomasi	H. Karabela	
N. Guzzo			
P. Murphy			
T. O'Brien			
J. O'Hearn-Czarota			
K. Kelly (non-binding)			
N. Gubert (non-binding)			

3. Declarations of Conflict of Interest

There were no Conflicts of Interest.

4. Action Items

4.1 Policy III-11 Hiring and Promotion Policy, Academic and Non-Academic Personnel (J. O'Hara)

P#44/21

Moved by: M. Duarte

Seconded by: B. Agnew

That, the Policy Committee recommends that Policy III-11 Hiring and Promotion Policy, Academic and Non-Academic Personnel be forwarded, to the May 18, 2021 Regular Board Meeting for approval.

The Chair called for a vote. Recommendation **P#44/21 CARRIED**

In favour	Opposed	Abstain	Absent
B. Agnew	V. Iantomasi		
P. DeRosa	H. Karabela		
M. Duarte			
N. Guzzo			
P. Murphy			
T. O'Brien			

J. O'Hearn-Czarnota			
K. Kelly (non-binding)			N. Gubert (non-binding)

4.2 Policy I-46 Correspondence to the Board of Trustees (B. Agnew, H. Karabela) **P#45/21**

Moved by: B. Agnew

Seconded by: T. O'Brien

That, the Policy Committee recommends that **Policy I-46 Correspondence to the Board of Trustees** be forwarded, to the May 18, 2021 Regular Board Meeting for approval for first reading.

Following discussion, the following was agreed upon:

- Under Application and Scope addition of "Halton" before community.
- Under Application and Scope removal of "Ministry Memorandums are also included".
- Under Requirements removal of second bullet under Correspondence Addressed to All Trustees and new addition of:
"For any correspondence regarding any upcoming motions or subject that has not been discussed at the Board table, the Chair will respond in a manner outlining the next date and time of the discussion".
- Under Requirements addition of Correspondence Addressed to "the Director of Education and/or" Staff and Trustees was added
- Under Requirements under "Correspondence Addressed to "the Director of Education and/or" Staff and Trustees" removal of second bullet.
- Under Requirements under section "Criteria for Adding Correspondence to a Board Meeting Agenda" addition of 10:00 am was inserted

The Chair called for a vote. Recommendation **P#45/21 CARRIED**

In favour	Opposed	Abstain	Absent
B. Agnew	P. DeRosa		
M. Duarte	V. Iantomasi		
N. Guzzo	T. O'Brien		
H. Karabela			
P. Murphy			
J. O'Hearn-Czarnota			
K. Kelly (non-binding)			
N. Gubert (non-binding)			

Trustee Agnew disconnected from meeting.

4.3 Policy I-06 Delegation to the Board (B. Agnew)

Item postponed to next meeting.

The Chair called for a vote to postpone item.

CARRIED

In favour	Opposed	Abstain	Absent
M. Duarte		P. DeRosa	B. Agnew
N. Guzzo		V. Iantomasi	
H. Karabela			
P. Murphy			
T. O'Brien			
J. O'Hearn-Czarota			
K. Kelly (non-binding)			
N. Gubert (non-binding)			

4.4 Policy II-29 Inclusion and Range of Placement Options for Identified Exceptional Students (S. Balogh)

P#47/21**Moved by:** M. Duarte**Seconded by:** J. O'Hearn-Czarota

That, the Policy Committee recommends that Policy II-29 Inclusion and Range of Placement Options for Identified Exceptional Students be forwarded, to the May 18, 2021 Regular Board Meeting for approval.

P#48/21**Moved by:** M. Duarte**Seconded by:** P. Murphy

That, the Policy Committee approves to extend the Policy Committee Meeting beyond 10:00 p.m.

The Chair called for a vote. **P#48/21 CARRIED**

In favour	Opposed	Abstain	Absent
P. DeRosa			B. Agnew
M. Duarte			
V. Iantomasi			
H. Karabela			
P. Murphy			
T. O'Brien			
J. O'Hearn-Czarota			
K. Kelly (non-binding)			
N. Gubert (non-binding)			

Following discussion, the following was agreed upon:

- Under Principles in the fifth bullet a link be added for "June 9, 1994 Memo"

The Chair called for a vote. Recommendation **P#47/21 CARRIED**

In favour	Opposed	Abstain	Absent
M. Duarte			B. Agnew
N. Guzzo			
V. Iantomasi		P. DeRosa	
H. Karabela			
P. Murphy			
T. O'Brien			
J. O'Hearn-Czarota			
K. Kelly (non-binding)			
N. Gubert (non-binding)			

4.5 Policy II-40 Bullying Prevention and Intervention (A. Cordeiro) **P#49/21**

Moved by: M. Duarte

Seconded by: T. O'Brien

That, the Policy Committee recommends that Policy II-40 Bullying Prevention and Intervention be forwarded, to the May 18, 2021 Regular Board Meeting for approval.

P#50/21

Moved by: P. Murphy

Seconded by: M. Duarte

That, the Policy Committee approves to extend the Policy Committee Meeting beyond 10:30 p.m.

The Chair called for a vote on **P#50/21**. The vote was not unanimous therefore the meeting had to adjourn following completion of item 4.5.

The Chair called for a vote. Recommendation **P#49/21 CARRIED**

In favour	Opposed	Abstain	Absent
P. DeRosa			B. Agnew
M. Duarte			
N. Guzzo			
V. Iantomasi			
H. Karabela			
P. Murphy			
T. O'Brien			
J. O'Hearn-Czarota			
K. Kelly (non-binding)			
N. Gubert (non-binding)			

POST NOTES:

5. **Discussion Items**
 Policy I-23 Catholic School Councils and Catholic Parent Involvement Committee (N. Dinolfo)
 The meeting was adjourned
6. **Information Items List of Upcoming June Agenda Items**
 The meeting was adjourned
7. **Miscellaneous Information**
 There was no miscellaneous information.
8. **In-Camera**
 There were no in camera items.
9. **Motion to Excuse Absent Committee Members**
 There were no absentees.
10. **Motion to Adjourn/ Closing Prayer (H. Karabela)**
 H. Karabela closed the meeting with prayer at 10:50 p.m.

I-06 Delegations to the Board	Item 4.1
June 8, 2021	

Purpose

To provide for the consideration of the Policy Committee revisions to *Policy I-06 Delegations to the Board*.

Commentary

Changes are being proposed regarding the length of delegations and the maximum number of delegations to be given per meeting. Consideration is also being given to add, delete and amend some current requirements.

Policy I-06 Delegations 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:

Moved by:
Seconded by:
<i>That</i> , the Policy Committee recommends that <i>Policy I-06 Delegations to the Board</i> be forwarded, along with amendments, to the June 15, 2021 Regular Board Meeting for approval.

Report Prepared and submitted by:

B. Agnew
Burlington Trustee

Delegation to the Board

Adopted:

February 28, 1995

Last Reviewed/Revised:

~~June 16, 2020~~ June 8, 2021

Next Scheduled Review: ~~2022-2023~~ 2023-2024

Associated Policies & Procedures:

[**HCDSB Procedural Bylaws**](#)

[**V-18 Community Engagement and Public Consultation Policy**](#)

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](#)

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 regional Trustee(s) will be notified if a delegate registers to make a deputation on a subject matter that is region specific.
- 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. The Chair of the Board will share the denied delegation request with all trustees. 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.
- Delegates may be heard at public Committees of the Board on an item on the agenda or concerning matters within the Committee's terms of reference. The Chair of the Committee in consultation with the Secretary of the Board or Superintendent assigned to the committee will review delegation requests to determine eligibility.
- When a request to delegate is denied, the Secretary of the Board shall provide written notice to the individual, or group, with a copy to all trustees 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.
- Delegations from individuals or groups who are not HCDSB rate payers or who are not directly impacted by the decision or matter before the Board will not be accepted.

- 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 5-10-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).
- 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 ten 10 (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 two (2) questions for clarification purposes.
- Trustees will have three (3) minutes in total to ask their clarification questions.
- The complete presentation by any delegation shall not exceed five (5) 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.
- The Chair of the meeting may expel or exclude a delegate from the meeting should they engage in conduct contrary to the HCDSB Code of Conduct or fail to comply with this policy.
- 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

I-11 International Students Admission Requirements (Fee-Paying Students)	Item 4.2
June 8, 2021	

Purpose

To provide for the consideration of the Policy Committee revisions to *Policy I – 11 International Students Admission Requirements (Fee-Paying Students)* as recommended by staff.

Commentary

Policy I – 11 International Students Admission Requirements (Fee-Paying Students) was reviewed as part of the regular Policy review cycle.

Over the last four (7) years, the Halton Catholic District School Board has made significant strides in growing its International Student Program (ISP) as it transitioned to more active forms of student recruitment worldwide. In this same period, there have equally been a higher number of inquiries made on how to distinguish varying types of immigration status (e.g. refugee, new immigrant, etc.) from the classification of Fee-Paying Students participating in the ISP Program.

Accordingly, Board staff has updated *Policy I-11 International Students Admission Requirements (Fee-Paying)* to reflect these trends by making the following changes to the policy:

- 1) Refining the Purpose and Application & Scope sections of the Policy to reflect the Ministry of Education document: Ontario's Strategy for K-12 International Education;
- 2) Underlining the commitment of the Board to offer successful candidates the same educational experience as students of the Board;
- 3) Clarifying the admission process for Fee-Paying student attending the program, and the expectations the Board has of students attending the program.

The revised *Policy I-11 International Students Admission Requirements (Fee-Paying Students)* 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-11 International Students Admission Requirements (Fee-Paying Students), be forwarded, along with amendments, to the June 15, 2021 Regular Board Meeting for approval.

Report Prepared by:

A. Cordeiro
Superintendent of Education

A. Lofts
Superintendent of Business Services

Report Submitted by:

P. Daly
Director of Education and Secretary of the Board

International Student Admission Requirements (Fee-Paying Students)

Adopted:

October 21, 2014

Last Reviewed/Revised:

~~February 6, 2018~~ June 8, 2021

Next Scheduled Review: ~~2020-2021~~ 2023-2024

Associated Policies & Procedures:

I-22 Admissions to Schools, Elementary and Secondary

II-39 Progressive Discipline and Safety in Schools Code of Conduct – Suspensions and Expulsions

VI-17 International Student Admission Requirements (Non-Resident)

VI-19 Admissions to Schools, Elementary and Secondary

VI-94 Agents for Fee-Paying Student

Purpose

To provide guiding principles to ~~regulating~~ regulate the admissions of International Students/Visa Students making application to attend a Halton Catholic District School Board (~~the Board~~ HCDsB) school facility.

Application and Scope

International students entering Canada through the International Student Program (ISP) wishing to continue their education in a ~~Catholic~~ Catholic-based educational system to immerse themselves into the Canadian Culture, and/or prepare for post-secondary pathways.

International students will be permitted to attend ~~the~~ HCDsB schools within the following limitations/ conditions:

- Each application will be considered in accordance with existing Board policies.
- A fee shall be calculated annually in accordance with the Grants for Student Needs (GSN) for that particular school year in accordance with the Education Act and its Regulations.
- Valid ~~A valid~~ Study Permit (if required) is obtained.
- Meet International Student travel and study requirements set out by the Government of Canada and the Province of Ontario.

References

Ontario Education Act

- Subsection 49(6) of the Education Act (Fee-Paying Students)
- Subsection 49(7) of the Education Act (Exemptions)

Policy No. I-11 | International Student Admission Requirements (~~Fee-Paying~~ Fee-Paying Students)

- Subsection 49.1 of the Education Act (Persons unlawfully in Canada)

~~HCD SB International Student Program~~ Halton International Student Program

Ontario's Strategy for K-12 International Education

Definitions

Fee-Paying Students (also known as: Visa Student; Other Student of the Board; and International Student Program (ISP) student): Subsection 49(6) of the Education Act defines a 'Fee-Paying Students' as students who are temporary residents on visitor visas or persons who ~~are in possession of~~ have study permits. In these ~~event~~ situations, school boards must charge the student applicable tuition fees.

Fee Exemptions: Subsection 49(7) of the Education Act outlines a number of situations where notwithstanding Subsection 49(6) of the Education Act, a non-resident of Canada/Ontario can be exempted from tuition fees based on their status as an immigrant and/or refugee.

Unlawful Status in Canada: Subsection 49.1 of the Education Act, a student that is less than eighteen years of age shall not be refused admission because the student or the student's parent or guardian is unlawfully in Canada

Principles

- The presence of such students in our schools ~~can~~ add a cultural dimension to the total educational experience ~~that is~~ offered to our resident pupils, and benefits to current students and as well as increasing the utilization of the Board's schools.
- The Board is committed to extending equal opportunities to Fee-Paying Students approved to attend the International Student Program as the Board would for a Regular Pupil of the Board.
- Fee-Paying Students attending the ~~ISP~~ International Student Program will have access to all curricular enhanced programming, co-curricular activities, and school supports.

Requirements

- International and Out-of-Province students who have met the legal criteria to attend an elementary or secondary school in Canada will be admitted upon payment of a fee calculated in accordance with the Ontario Education Act and Regulations.
- Fee-Paying Students must meet all the requirements ~~as~~ set out in ~~Administrative Procedure VI-17 International Student Program Admission Requirements (Non-Residents); Operating Policy I-22 Admission to Schools, Elementary and Secondary; and Administrative Procedure VI-19 Admission to Schools, Elementary and Secondary~~ prior to before attending one of the Board's schools.

Policy No. I-11 | International Student Admission Requirements
(~~Fee-Paying~~ Fee-Paying Students)

- ~~Placement~~ Fee-Paying Students will be ~~given the opportunity~~ allowed to provide their school selection preference when applying to HCD SB under the International Student Program. Notwithstanding this, the Superintendent of Education responsible for the program will have the final discretion on selecting the final school based on the availability of space, while having regard and considerations of the applicant's preference and the address of the guardian/custodian or parent in Halton.
- When recommending Elementary School options to Fee-Paying Students seeking to attend the International Student Program, Staff will first target schools that have available capacity and are in close proximity to the student's Guardian, Custodian, and/or family member.
- When recommending Secondary School options to Fee-Paying Students seeking to attend the ~~ISP International Student Program~~, Staff will target schools that have ~~surplus pupil spaces~~ available capacity, and are not projected to have critical enrolment pressures over the long-term.
- The Board reserves the right to determine the grade placement of a Fee-Paying Student based on their date of birth, and age.
- All Fee-Paying Students must be assessed for literacy and numeracy levels and placed in an appropriate English as a Second Language level if necessary. Students transferring from another public school in Ontario may be exempt from this requirement.
- All Fee-Paying Students must ~~provide~~ arrange their accommodations (homestay) through the Canada Homestay Network (CHN) the International Student Program division with an accredited third party home stay provider in order to be eligible ~~to~~ in attending HCD SB the Board's schools. Some exceptions apply if a student resides with an immediate relative.
- Guardians and Custodians are the official contacts for school matters regarding international students, and are responsible for the proper care and supervision of students as appropriate. Guardians and Custodians must be Canadian citizens or permanent residents of Canada without exception. Note, if parents are staying in Canada with the Fee-Paying Student, they will function as the Custodian and Guardian for the student.
- All Fee-Paying Students are required to have the Board's approved medical insurance ~~prior to~~ before attending school.
- HCD SB reserves the right to demit a Fee-Paying Students that is not maintaining a successful academic standing, or is not following the expectations of the "safe schools code of conduct", as per the requirements set out in Operating Policy II-39: Progressive Discipline and Safety in Schools Code of Conduct – Suspensions and Expulsions.
- ~~The Board,~~ On a case-by-case basis, the HCD SB reserves the right to determine refund eligibility of a Fee-Paying Student, and the amount to be refunded. Regard is always given to the circumstances as to why the Fee-Paying Students cannot attend, or can no longer continue in the International Student Program.

Policy No. I-11 | International Student Admission Requirements
(~~Fee Paying~~ Fee Paying Students)

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: _____
Chair of the Board

Policy I-23 Catholic School Councils and Catholic Parent Involvement Committee	Item 4.3
June 8, 2021	

Purpose

To provide for the consideration of the Policy Committee revisions to *I-23 Catholic School Councils and Catholic Parent Involvement Committee* as recommended by staff.

Commentary

Policy *I-23 Catholic School Councils and Catholic Parent Involvement Committee* was last reviewed at the November 10, 2020 Policy Committee meeting. It was determined that the policy and corresponding Administrative Procedure VI-84 *Catholic Schools Councils and Catholic Parent Involvement Committee* be returned to the Policy Committee meeting once feedback from Catholic School Councils and CPIC was received.

Staff recommend minor changes to the policy which include updates to the Definitions, Principles and minor housekeeping changes.

Corresponding *Procedure VI-84 Catholic Schools Councils and Catholic Parent Involvement Committee* was deferred for feedback to be collected from CPIC and Catholic School Council members regarding the composition of Catholic and non-Catholic members on councils.

Overall, the results indicate that both secondary and elementary school respondents were in favour of increasing the number of non-Catholic members to more than two. CPIC members were also in favour of an increase. A summary of the feedback received is provided in Appendix A.

Each group indicated that a Catholic School Council should be composed of a majority of Catholic parents/guardians. Furthermore, an addition has been made to *Administrative Procedure VI-84* under Requirements that a copy of Catholic School Council by-laws should be provided at the first council meeting of each school year.

Policy *I-23 Catholic School Councils and Catholic Parent Involvement Committee* 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 I-23 Catholic School Councils and Catholic Parent Involvement Committee be forwarded, along with amendments, to the June 15, 2021 Regular Board Meeting for approval.

Report Prepared by:

N. Dinolfo

Superintendent of Education, School Services

Report Submitted by:

P. Daly

Director of Education and Secretary of the Board

Catholic School Councils and Catholic Parent Involvement Committee

Adopted:

June 18, 1996

Last Reviewed/Revised:

~~February 21, 2017~~ June 8, 2021

Next Scheduled Review: ~~2019-2020~~ 2023-2024

Associated Policies & Procedures:

VI-84 Catholic School Councils and Catholic Parent Involvement Committee

I-34 (B) Reimbursement of Board Business Expenses for Trustees and External Members of Board Committees

Purpose

To establish and maintain Catholic School Councils and a Catholic Parent Involvement Committee, in accordance with the Education Act and Ontario Regulation 612/00.

Application and Scope

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

References

[Education Act](#)

[Ontario Regulation 612/00](#)

[Ontario Regulation 330/10](#)

[Halton Catholic District School Board Operations Manual: School Councils, Strengthening Our Partnerships](#)

[School Councils: A Guide for Members](#)

Definitions

Catholic School Council: Catholic School Councils are legally constituted bodies of elected and appointed representatives of the local school community established for the purposes of developing, encouraging and promoting activities which will enhance the quality of school programs and improve the levels of student achievement.

Meeting: in respect of a Catholic ~~s~~School ~~e~~Council or a Catholic ~~p~~Parent ~~i~~Involvement ~~e~~Committee, does not include a training session or other event where the council or the committee does not discuss or decide matters that it has authority to decide.

Parent:

- in respect of a Catholic ~~s~~School ~~e~~Council, a parent of a pupil who is enrolled in the school, and includes a guardian as defined in section 1 of the Act, and
- in respect of a ~~p~~Parent ~~i~~Involvement ~~e~~Committee of a ~~b~~Board, a parent of a pupil who is enrolled in a school of the ~~b~~Board, and includes a guardian as defined in section 1 of the Act.

Parent Member:

- in respect of a Catholic ~~s~~School ~~e~~Council, a member of the council who is elected to the council in accordance with section 4 or who fills a vacancy created by a parent member ceasing to hold office, and
- in respect of a Catholic ~~p~~Parent ~~i~~Involvement ~~e~~Committee, a member of the committee who is appointed or elected to the committee in accordance with section 34, or who fills a vacancy created by a parent member ceasing to hold office.

Catholic Parent Involvement Committee: The Catholic Parent Involvement Committee is a group of parents, trustees, ~~and~~ board staff and community members who actively support, encourage and enhance parent engagement and involvement in the Halton Catholic District School Board in order to improve student achievement and well-being.

Principles

- The Halton Catholic District School Board recognizes that our school community exists to foster and exemplify our Catholic faith and values.
- The Halton Catholic District School Board believes that parents / guardians are the primary educators of their children.
- The education of children in our Catholic schools is a shared responsibility involving home, school, parish and Catholic community and is achieved through the active participation of parents to inspire pupil achievement and to enhance the accountability of the education system to parents.
- Parents/guardians have the right and a responsibility to participate in the education of their children and can contribute to their children's development in a wide variety of ways.
- Members of the Catholic community offer a wealth of experiences and expertise that can benefit students.
- The Halton Catholic District School Board values the advice given by its Catholic School Councils and its Catholic Parent Involvement Committee toward better learning opportunities for children and for the improved operations of its schools.

- The Halton Catholic District School Board encourages parents to correspond and communicate with all members of the school board such as: Educators, Principals, Superintendents, Director of Education and Trustees.
- The Catholic Parent Involvement Committee provides a regular opportunity for Catholic School Council members to network, share ideas, offer input, and enjoy informative presentations on a number of education related topics throughout the school year. Catholic Parent Involvement Committees make parental engagement a priority by providing support on a system-wide basis and promoting dialogue between Catholic School Councils, the Board, and members of the community.

Requirements

- Catholic School Councils and the Catholic Parent Involvement Committee are regulated by Regulation 612/00 and Regulation 330/10 (under the Education Act) which came into effect in November 2000 and September 2010. A Catholic School Council may make recommendations, in accordance with the Ontario Regulation, to the Principal of the school or to the Board that established the Council, on any matter.
- Each elementary and secondary school shall have a Catholic School Council.
- Following the first meeting of the Catholic School Council of each school year, the following information will be communicated to each school's parent community:
 - The purpose of each school council as stipulated in Reg. 612/00 Sect. 2.(1).
 - Identification and role of each member.
 - Manner in which parents can communicate with their Catholic School Council.
- Following the first meeting of the Catholic Parent Involvement Committee of each school year, the following information will be communicated to the HCDSB parent community:
 - The purpose of each the Catholic Parent Involvement Committee as stipulated in Reg. 612/00 Sect. 27.(1).
 - Identification and role of each member.
 - Manner in which parents can communicate with the Catholic Parent Involvement Committee.
- The Catholic Parent Involvement Committee and all Catholic School Councils shall create, review and amend By-Laws specific for their committee and council and comply with Regulation 612/00 and Regulation 330/10 - School Councils and Parent Involvement Committees.
- A Catholic Parent Involvement Committee shall develop strategies and initiatives that the Board and the Board's Director of Education could use to effectively communicate with parents and to effectively engage parents in improving student achievement and well-being.

- Every Catholic School Council shall annually submit a written report on its activities to the principal of the school and to the board that established the council, and provide a copy of the report to all parents of pupils enrolled in the school. O. Reg. 612/00, s. 24 (1).
- The Catholic Parent Involvement Committee of a board shall annually submit a written summary of the committee's activities to the chair of the board and to the board's director of education. O. Reg. 330/10, s. 6. The Director of Education shall provide the summary of the Catholic Parent Involvement Committee's activities to all Catholic School Councils of the Board and post them on the website of the Board.

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: _____
Chair of the Board

Policy I-26 Student Trustees on the Halton Catholic District School Board	Item 4.4
June 08, 2021	

Purpose

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

Commentary

The purpose of this policy is to provide 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.

Nonetheless, many students do not feel adequately represented. This includes the limits and restrictions on this policy that prevent non-Catholic students from being potential Student Trustee Candidates.

Halton Catholic District School Board has had accessible education to all religious demographics at the secondary level in 1984. Since then, the cultural and religious diversity of students has only continued to grow, and many Halton Catholic District School Board students are non-Catholic. Many of these students' parents are ratepayers who provide funding for the board.

It would be accurate and equitable to include non-Catholic students based upon the student population who are not represented at a board level. According to Policy II-45 Equity and Inclusive Education, it mentions that the board will "examine, and remove any barriers that exist, preventing full participatory school-community relations including obstacles associated with any systemic discrimination." Therefore, including them would be in line with supporting non-Catholic students who do not have access to the opportunity of candidacy for the role of a Student Trustee.

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:

Moved by:

Seconded by:

That, the Policy Committee recommends that Policy I-26 Student Trustees on the Halton Catholic District School Board be forwarded, along with amendments, to the June 15, 2021, Regular Board Meeting for approval.

Report Prepared by:

N. Guzzo

Oakville Trustee, Board of Trustees

K. Kelly

Burlington Student Trustee, Board of Trustees

Report Submitted by:

P. Daly

Director of Education and Secretary of the Board

Student Trustees on the Halton Catholic District School Board	
Adopted: September 15, 1998	Last Reviewed/Revised: June 9, 2020 <u>June 08, 2021</u>
Next Scheduled Review: 2022-2023 <u>2023-2024</u>	
Associated Policies & Procedures: <u>VI-15 Student Trustees on the Halton Catholic District School Board</u>	

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:
 - ~~o active Parish membership and regular mass attendance;~~
 - o a letter of endorsement from Catholic leaders from the school community, i.e. a School Chaplain
 - o a letter of endorsement from the school principal;
 - ~~o a letter of endorsement from their parish priest;~~
 - o a letter of endorsement from the school Student Council;
 - o full-time Catholic student, in good standing, and must be at least a senior in Grade 11 by September 1st of the subsequent year;
 - a history of leadership interest as exhibited through work on the student senate, the student council, social justice groups, parish youth organizations, liturgical programming and/or music ministry; community youth organizations; and
 - o 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.
- 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. 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.

- The student trustee(s) shall be elected by the Student Senate no later than February 28 in each school year, with the understanding that each will begin their term of one school year from August 1st in the year they are elected.
- 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-09 Opening and Closing Exercises	Item 4.5
June 08, 2021	

Purpose

To provide for the consideration of the Policy Committee the newly developed *Policy II-09 Opening and Closing Exercises* as recommended by staff.

Commentary

The newly drafted Policy II-09 Opening and Closing Exercises includes the amendment of including mandatory Land Acknowledgements in opening or closing exercises.

Halton Catholic District school board must acknowledge the ancestral lands that it is on. Land Acknowledgements date back centuries for Indigenous people and having it in the opening or closing exercises is an important first step to recognizing and honouring the original inhabitants of Canada.

Policy II-09 Opening and Closing Exercises 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:
<i>That</i> , the Policy Committee recommends that Policy II-09 Opening and Closing Exercises be forwarded, along with amendments, to the June 15, 2021 Regular Board Meeting for approval.

Report Prepared by:

N. Guzzo
Oakville Trustee, Board of Trustees
K. Kelly
Burlington Student Trustee, Board of Trustees

Report Submitted by:

P. Daly
Director of Education and Secretary of the Board

Opening and Closing Exercises

Adopted:

February 20, 1987

Last Reviewed/Revised:

~~October 15, 2019~~ June 08, 2021

Next Scheduled Review: ~~2022-2023-2023-2024~~

Associated Policies & Procedures: N/A

Purpose

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

Application and Scope

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

References

[Education Act](#)

[Safe Schools Act, 2000](#)

[Ontario Regulation 298](#)

Attendant Regulations

HCDSB Mission Statement

Principles

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

Requirements

- Formal prayer shall form part of every opening or closing exercise.
- Land acknowledgements shall form part of every opening or closing exercise.
- Scriptural/spiritual readings may form part of every opening or closing exercise.
- Secular readings or recitations may form part of every opening or closing exercise but may not replace scriptural/spiritual readings.
- The singing of *O Canada* shall form part of every opening or closing exercise. Students and staff shall participate in the singing of *O Canada*.
- A student is not required to sing *O Canada* in the following circumstances:
 - o In the case of a student who is less than 18 years old, if the student's parent or guardian applies to the principal to be exempted from doing so.
 - o In the case of a student who is at least 18 years old, if the student applies to the principal to be exempted from doing so.

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: _____
Chair of the Board

Policy V-08 School Anniversary Celebrations	Item 4.6
June 8, 2021	

Purpose

To provide for the consideration of the Policy Committee revisions to *Policy V-08 School Anniversary Celebrations* as recommended by staff.

Commentary

Policy V-08 School Anniversary Celebrations was reviewed as part of the regular review cycle.

Minor housekeeping changes have been made including revising the list of Associated Policies and Procedures.

The revised *Policy V-08 School Anniversary Celebrations* 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:
<i>That</i> , the Policy Committee recommends that <i>Policy V-08 School Anniversary Celebrations</i> , be forwarded, along with amendments, to the June 15, 2021 Regular Board Meeting for approval.

Report Prepared by:

L. Naar
Superintendent of Education, School Services

Report Submitted by:

P. Daly
Director of Education and Secretary of the Board

School Anniversary Celebrations

Adopted:

April 24, 1990

Last Reviewed/Revised:

May 15, 2018 June 8, 2021

Next Scheduled Review: 2020-2021 2023-2024

Associated Policies & Procedures: N/A

VI-61 Recognition and Acknowledgement of Dignitaries, Board Officials at Board and School Events

Purpose

The Halton Catholic District School Board acknowledges that a school's anniversary date with respect to its establishment and commencement of education service to its community is a significant occasion for the school community and is worthy of recognition ~~and~~ celebration.

Application and Scope

This policy applies to all school staff who have the responsibility to recognize and celebrate a school's anniversary. The Board will endorse celebration plans for each of the following anniversary dates for a particular school:

- 25th Anniversary
- 50th Anniversary
- 75th Anniversary
- 100th Anniversary

Principles

- The celebration of a school's anniversary at key times is a visible sign of the home-school-parish partnership.
- School anniversary celebrations unite past and present members of the Catholic school community, including administrators, teachers, staff members, students, Catholic School Council, parents, appropriate clergy, Board representatives, and Trustees.
- The Eucharist, as source and summit of Christian life, is an integral component of school anniversary celebrations.

Requirements

- School anniversaries are appropriately recognized by the Board through its Chair, or designate, to honour the school's contribution to Catholic education in its community.
- Schools will be informed of their anniversary milestones by the Director's Office, in the previous school year.
- Schools are encouraged to communicate with their own school communities (School Council, Parish, staff, etc.) to determine if other milestones not listed should be recognized and celebrated (e.g. 10th Anniversary).

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: _____
Chair of the Board

Policy Committee Meeting

Action Report

Policy V-12 Blessing and Official Opening of a New School	Item 4.7
June 8, 2021	

Purpose

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

Commentary

Policy V-12 Blessing and Official Opening of a New School was reviewed as part of the regular review cycle.

Minor housekeeping changes have been made including revising the list of Associated Policies and Procedures and updating language in the Principles.

The revised *Policy V-12 Blessing and Official Opening of a New School* 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:
<i>That</i> , the Policy Committee recommends that <i>Policy V-12 Blessing and Official Opening of a New School</i> , be forwarded, along with amendments, to the June 15, 2021 Regular Board Meeting for approval.

Report Prepared by:

L. Naar
Superintendent of Education, School Services

Report Submitted by:

P. Daly
Director of Education and Secretary of the Board

Blessing and Official Opening of a New School

Adopted:

November 26, 1996

Last Reviewed/Revised:

October 17, 2017 June 8, 2021

Next Scheduled Review: 2020-2021 2023-2024

Associated Policies & Procedures:

V-13 Blessing and Rededication of a Major Addition to a School

VI-16 Recognition and Acknowledgement of Dignitaries, Board Officials and School Events

Purpose

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

Application and Scope

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

Principles

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

Requirements

Ground Breaking Ceremony

- A Ground Breaking Ceremony may be organized at the new school site.
 - Official guests and dignitaries will be invited to attend and shall include appropriate clergy, educational and political officials who have jurisdiction for the respective school area, as well as students and parent representatives of the new school boundary area.

Blessing and Official Opening

- The school principal shall establish a committee to organize the blessing and official opening of the school.
- The principal shall act as the Chair of the Committee.
- A local trustee shall act as a Master of Ceremonies for the occasion.
- Board staff shall send the principal the contact information and sample templates of the invitations to be sent to official guests, members of the Board of Trustees, appropriate Clergy and educational and political officials who have jurisdiction for the respective school area (See Appendix "A").
- The Chair of the Board or designate, the Director of Education and the principal of the school shall be invited to address the gathering. Other dignitaries may be requested to address the assembly at the discretion of the Committee.
- The Board will provide copies of the Board Mission Statement and Governing Values to be presented to the school principal.
- A plaque bearing the names of the Chair of the Board; each Trustee; the Director of Education; the Superintendent of Business Services and Treasurer of the Board; the Family of Schools Superintendent of the school; the Superintendent of Facility Management Services; the School Principal; the Architect and the General Contractor; including the date and name of the officiating clergyman, shall be commissioned for the official opening.
- Board funds up to \$1,500.00 shall be allocated to defray the costs of the ceremony.
- The final accounting of expenditures shall be submitted to Business Services.

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: _____
 Chair of the Board

APPENDIX “A”

List of Guests

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

Policy V-13 Blessing and Rededication of a Major Addition to a School	Item 4.8
June 8, 2021	

Purpose

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

Commentary

Policy V-13 Blessing and Rededication of a Major Addition to a School was reviewed as part of the regular review cycle.

Minor housekeeping changes have been made including revising the list of Associated Policies and Procedures and updating language in the Principles.

The revised *Policy V-13 Blessing and Rededication of a Major Addition to a School* 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:
<i>That, the Policy Committee recommends that Policy V-13 Blessing and Rededication of a Major Addition to a School, be forwarded, along with amendments, to the June 15, 2021 Regular Board Meeting for approval.</i>

Report Prepared by:

L. Naar
Superintendent of Education, School Services

Report Submitted by:

P. Daly
Director of Education and Secretary of the Board

Blessing and Rededication of a Major Addition to a School

Adopted:
February 25, 1997

Last Reviewed/Revised:
October 17, 2017 June 8, 2021

Next Scheduled Review: 2020-2021 2023-2024

Associated Policies & Procedures:

V-12 Blessing and Official Opening of a New School

VI-61 Recognition and Acknowledgement of Dignitaries, Board Officials at Board and School Events

Purpose

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

Application and Scope

This policy applies to all schools in the Halton Catholic District School Board having undergone major additions/renovations:

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

Principles

- Our school community exists to foster and exemplify Catholic values.
- The Catholic school is recognised as an integral component of the home-school-parish partnership ~~support to and co-educator with the parent/guardian and the church~~ in the development of each child's faith.
- The Catholic school is a community of faith and is centred on the person of Jesus Christ.

- Additions/renovations to schools are important to the educational facility and should be recognized.

Requirements

- The blessing and rededication ceremony shall be held as soon as possible, within the current school year, after the addition has been occupied and/or a renovation has been completed.
- The school principal shall establish a Committee to organize the ceremony.
- The principal shall act as the Chair of the Committee.
- A local trustee of the Board shall act as Master of Ceremonies for the occasion.
- Board funds up to \$300 that shall be allocated to defray the costs of the ceremony.
- The principal will be responsible for invitations and guest lists (See Appendix "A").
- The Chair of the Board or ~~if~~ designate, the Director of Education or designate, and the principal of ~~the~~ school shall be invited to address the gathering. The Committee may invite other dignitaries to address the gathering.
- The final accounting of expenditures shall be submitted to Business Services.

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: _____
Chair of the Board

APPENDIX “A”

List of Guests

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

IV-07 Alternative Arrangements for School Facilities	Item 4.9
June 8, 2021	

Purpose

To request that IV-07 Alternative Arrangements for School Facilities be rescinded.

Commentary

In 2018, the Ontario Government amended the EDC regulation to eliminate the requirement that school boards (i) annually review their budgets to find operating surpluses that can be allocated to reduce EDCs and (ii) determine if alternative accommodation arrangements are available. The Board is no longer obligated to do either of these tasks. Therefore, this policy is no longer relevant and should be rescinded.

Recommendation

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

Moved by:
Seconded by:
<i>That, the Policy Committee recommends that Policy IV-07 Alternative Arrangements for School Facilities, be forwarded to the June 15, 2021 Regular Board Meeting for approval to rescind.</i>

Report Prepared by:

B. Vidovic
Senior Manager, Planning Services

A. Lofts
Superintendent of Business Services and Treasurer of the Board

Report Submitted by:

P. Daly
Director of Education and Secretary of the Board

Alternative Arrangements for School Facilities	
Adopted: May 18, 1999	Last Reviewed/Revised: March 5, 2019
Next Scheduled Review: 2021-2022	
Associated Policies & Procedures: N/A	

Purpose

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

Application and Scope

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

Principles

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

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

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: _____
Chair of the Board

IV-08 School Sites and Operating Budget	Item 4.10
June 8, 2021	

Purpose

To request that Policy IV-08 School Sites and Operating Budget be rescinded.

Commentary

In 2018, the Ontario Government amended the EDC regulation to eliminate the requirement that school boards (i) annually review their budgets to find operating surpluses that can be allocated to reduce EDCs and (ii) determine if alternative accommodation arrangements are available. The Board is no longer obligated to do either of these tasks. Therefore, this policy is no longer relevant and should be rescinded.

Recommendation

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

Moved by:
Seconded by:
<i>That, the Policy Committee recommends that Policy IV-08 School Sites and Operating Budget, be forwarded to the June 15, 2021 Regular Board Meeting for approval to rescind.</i>

Report Prepared by:

B. Vidovic
Senior Manager, Planning Services

A. Lofts
Superintendent of Business Services and Treasurer of the Board

Report Submitted by:

P. Daly
Director of Education and Secretary of the Board

School Sites and Operating Budget	
Adopted: May 18, 1999	Last Reviewed/Revised: March 5, 2019
Next Scheduled Review: 2021-2022	
Associated Policies & Procedures: N/A	

Purpose

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

Application and Scope

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

Principles

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

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

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

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: _____
Chair of the Board

APPENDIX “A”

Halton Catholic District School Board

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

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

Moved that:

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

Procedural Bylaws	Item 4.11
June 8, 2021	

Purpose

To provide for the consideration of the Policy Committee the revised *Procedural Bylaws* as recommended by Trustee Murphy.

Commentary

Over the past few months, it has become increasingly difficult to complete an entire board agenda package. Many other boards have no time limit on the end of their board meetings. They simply end, once the entire agenda is completed, unless a motion to adjourn is carried. As this has not been this boards practise, the approach that I have put forward will allow for more time without increasing the scope of the meeting time as undefined.

This change will allow more time for business of the board to be completed in a timely manner without creating the need for multiple special called meetings.

Procedural Bylaws are 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:
<i>That, the Policy Committee recommends that the Procedural Bylaws be forwarded, along with amendments, to the June 15, 2021 Regular Board Meeting for approval.</i>

Report Prepared by: Patrick Murphy
Milton Trustee

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

HALTON CATHOLIC DISTRICT SCHOOL BOARD
PROCEDURAL BY-LAWS
JUNE 2016

1. PREAMBLE		
1.1	Education Act	The provisions of the <u>Education Act</u> , R.S.O. 1990. c. E-2, as amended from time to time, and any related <u>Ontario Regulations</u> take precedence over any By-Laws formulated by the Halton Catholic District School Board; hereafter referred to as the Board.
1.2	Rules and Regulations	The rules and regulations contained in this By-Law shall be observed in all proceedings by the Board and shall be the rules and regulations for the order and dispatch of the business of the Board and its Committees except where statute or legislative regulation otherwise provides.
1.3	Robert's Rules of Order	In any instance or instances not provided in statute or in this By-Law, Board Policies and Regulations or the Education Act, Robert's Rules of Order shall govern insofar as they are applicable.

2. DEFINITIONS		
2.1	The singular includes the plural.	
2.2	ACT	means the Education Act as amended from time to time.
2.3	ACTION REPORT	means a report that requires a resolution by the Board of Trustees.
2.4	AD HOC COMMITTEE	means a committee where Trustees may, from time to time, form working groups to address specific issues which shall report to the Board of Trustees. Membership may include Trustees and staff and other individuals as appropriate. Examples of Ad Hoc Committees include: <ul style="list-style-type: none"> • School Uniform Committee
2.5	BOARD	means the Halton Catholic District School Board which, in accordance with the ACT, is a Roman Catholic School Board in union with the See of Rome and operates in the Regional Municipality of Halton.
2.6	CHAIR	means Chair of the Board, except where otherwise indicated as meaning chair of any committee or sub-committee of the Board.
2.7	COMMITTEE	means any Statutory, Standing or Ad-Hoc Committee established by the Board.
2.8	CONSENSUS	means Trustees present at the meeting can 'support' or 'live with' a proposed direction or decision, without a formal call for votes.
2.9	CONFLICT OF INTEREST	means a direct or indirect pecuniary interest as defined by the Municipal Conflict of Interest Act R.S.O. 1990. c. M-50 as amended from time to time.
2.10	DIRECTOR	means the Director of Education who is Chief Education Officer and Chief Executive Officer of the school system and Secretary of the Board;
2.11	EX OFFICIO	means a member who is permitted to act by virtue of office. The ex-officio member does not vote and is not counted in determining a quorum.
2.12	IN-CAMERA	means a meeting of the Board or of Board Committee from which the public is excluded when the subject-matter under consideration involves matters appropriately addressed In-Camera: <ul style="list-style-type: none"> (i) The security of property of the Board (ii) 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 pupil or his or her parent or guardian; (iii) The acquisition or disposal of a school site; (iv) The acquisition or disposal of property; (v) Decisions in respect of negotiations with employees of the Board; or

		(vi) Litigation affecting the Board.
2.13	INFORMATION REPORT	means a report submitted by staff and presented at a Board meeting for the information of Trustees. The information is deemed to have been received by virtue of inclusion in the Agenda. No action is required.
2.14	MEETING	includes a meeting of the Board and of a Committee. All meetings are open to the public except for In-Camera meetings as per 2.12.
2.15	MEMBER	means elected Trustee of the Board.
2.16	MISCELLANEOUS INFORMATION	means information of a general nature provided to Trustees at a Board meeting. The information is deemed to have been received by virtue of inclusion in the Agenda. No action is required.
2.17	QUORUM	means a majority of 50% or more of all members, excluding Student Trustees, who are entitled to vote.
2.18	SCRUTINEER	means a person who observes any process which requires oversight. The scrutineer observes the counting of ballot papers, and ensures that election rules are followed.
2.19	SIMPLE MAJORITY	means a majority of Trustees present and eligible to vote.
2.20	SECRETARY OF THE BOARD	means the Director of Education.
2.21	STAFF REPORT	means a report submitted and presented to Trustees at a Board meeting for the information of Trustees. This initial report is to provide information and raise awareness regarding items that may subsequently become action reports. A follow-up report will typically be presented as an Action Item at a future Board meeting.
2.22	STANDING COMMITTEE	means a committee formed to deal with longstanding and ongoing issues relating to the decision-making responsibilities of the Board of Trustees, and that will periodically bring a recommendation to the Board. Examples include: <ul style="list-style-type: none"> • Employee Assistance Program Committee • Policy Committee • Salary and Bargaining Advisory Committee
2.23	STATUTORY COMMITTEE	means a committee established as a result of legislation or Ministry of Education mandate. These committees have Trustee representation and a staff person is also assigned as resource to provide expertise, administrative requirements and provide necessary information. Committees include: <ul style="list-style-type: none"> • Audit Committee • Special Education Advisory Committee (SEAC) Ontario Regulation 464/07 s.1 • Discipline Committee • Catholic Parent Involvement Committee (CPIC) – Ontario Ministry of Education, 2005 Parent Involvement Advisory Committee Policy • Supervised Alternative Learning (SAL)
2.24	STUDENT TRUSTEE	means the student representative elected by his/her peers to represent pupils on the Board in accordance with the Act and Regulations.
2.25	TWO THIRDS	means not less than two-thirds of Trustees present and eligible to vote.
2.26	TREASURER	Subsection 170 (1).1 of the Education Act requires that the Board appoint a Treasurer.
2.27	TRUSTEE	means a person elected, acclaimed or appointed to the office of Trustee of the Board pursuant to the provisions of the Municipal Elections Act 1996.S.O. 1990. C. 32. Sched., as amended from time to time and the Education Act

2.28	VICE-CHAIR	means the Vice-Chair of the Board, except where otherwise indicated as meaning Vice-Chair of any committee or sub-committee of the Board.
2.29	WORKING STAFF COMMITTEE	means a Committee established at the discretion of the Director which may, from time to time, require the participation of Trustees.
2.30	48 HOURS	means a notice that includes Saturday, Sunday and Statutory holidays.

3.	INAUGURAL MEETING OF THE BOARD	
3.1	Date of the Inaugural Meeting of the Board	In the year in which municipal elections take place, the <i>Inaugural Meeting of the Board</i> shall be held on the first Tuesday in December commencing at 7:00 p.m., following a 6:00 p.m. Mass.
3.2	Purpose of Inaugural Meeting	The purpose of the Inaugural Meeting shall be to fulfil the requirements of the Act and Regulations, including the election of the Chair and Vice-Chair.
3.3	Presiding Officer at the Inaugural Meeting	The Secretary shall act as Chair pro tem, or in the absence of the Secretary, his/her designate, until the Chair is elected.
3.4	Bishop's Attendance	The Bishop or his delegates are to be invited to the Inaugural Meeting of the Board.
3.5	Order of Business	<ol style="list-style-type: none"> 1. Eucharistic Celebration (6:00 p.m.) 2. Entry Procession (7:00 p.m.) 3. Opening Prayer and Welcoming Remarks: Director of Education 4. Reading of Clerk's Notices certifying to the election of the members: Director of Education 5. Remarks and Commissioning of Trustees – Bishop 6. Declaration of Oath of Allegiance (for those members who wish to take the Oath of Allegiance) and Declaration of Office - Judge 7. Declaration of Board as Legally Constituted 8. Election / Installation / Remarks of Board Chair 9. Election / Installation / Remarks of Board Vice-Chair 10. Resolutions is: <ol style="list-style-type: none"> 10.1 Banking Authority 11. Expressions of Appreciation – Chair 12. Closing Prayer and Adjournment
3.6	PROCEDURE FOR ELECTION OF OFFICERS AT THE INAUGURAL MEETING	
3.6.1	Procedural Requirements	<p>The Secretary shall or call upon an invited judge to:</p> <ol style="list-style-type: none"> (i) read the return of the municipal clerks certifying to the election of the members; (ii) ascertain that the members have met all procedural requirements and are eligible to take office; (iii) administer or arrange for the administering to each member of the Board the appropriate Declaration of Office and Oath of Allegiance (for those members who wish to take the Oath of Allegiance) (iv) declare the Board to be legally constituted.
3.6.2	Election Process	<p>The Secretary shall then conduct the election to the office of Chair of the Board, which shall be as follows: All Trustees-elect are eligible to participate.</p> <ol style="list-style-type: none"> (i) The Secretary shall appoint two scrutineers, whose names shall be recorded in the minutes. (ii) Nominations shall be called for the Office of Chair of the Board. (iii) A Student Trustee is ineligible for nomination. (iv) Each nomination shall require a mover and a seconder.

		<p>(v) Immediately after each nomination, the nominee shall confirm whether he/she wishes to accept or decline the nomination.</p> <p>(vi) After receiving all nominations, the Secretary shall call for nominations three more times, thereafter, the Secretary shall ask for a motion to close nominations.</p> <p>(vii) The Secretary will then ask the nominees, in the same order as they were nominated, if they wish to say a few words. Trustees may ask questions of each candidate.</p> <p>(viii) If more than one nomination is received, an election shall be conducted by secret ballot.</p> <p>(ix) The Secretary and/or designate shall act as election returning officer.</p> <p>(x) The Secretary shall announce the result of the ballot by declaring the name of the member elected and shall not declare the count.</p> <p>(xi) The member receiving a clear majority of the votes cast by all the members shall be declared elected. Should no candidate receive a clear majority of the votes cast, the names of the candidate receiving the smallest number of votes shall be dropped. The Board shall proceed to vote anew and so continue until a Chair is elected.</p> <p>(xii) In the case of an equality of votes at the election of a Chair or Vice-Chair, the candidates shall draw lots to fill the position of Chair or Vice-Chair as the case may be pursuant to Section 208 (8) of the Education Act.</p> <p>(xiii) The Secretary shall announce the result of the ballot by declaring the name of the member elected and shall not declare the count.</p> <p>(xiv) A motion will be requested to destroy the ballots.</p>
3.6.3	Election of Vice-Chair	The Secretary shall assume the Chair position and shall conduct the elections for the Vice-Chair of the Board in the manner prescribed for the election of the Chair, using the same procedures as set out in clause 3.6.2.
3.6.4	Term of Office	The term of office of the Chair and Vice-Chair positions and municipal appointment shall be for a period of one year, unless as otherwise required by the By-Laws of the Institution, Agency or Province to which the appointments are made.
3.7	ELECTION OF OFFICERS – AT TIMES OTHER THAN THE INAUGURAL MEETING OF THE BOARD	
3.7.1	Election of Chair	At the first meeting in December of each year, and at the first meeting after a vacancy occurs in the office of Chair, the Trustees shall elect one of themselves to be Chair.
3.7.2	Election of Vice-Chair	At the first meeting in December of each year and at the first meeting after a vacancy occurs in the office of Vice-Chair, the Trustees shall elect one of themselves to be Vice-Chair.
3.7.3	Election Process	For the purposes of section 3.7, the process outlined in Sections 3.6.2 and 3.6.3 shall apply.
3.8	APPOINTMENT OF TRUSTEES TO BOARD COMMITTEES	
3.8.1	Appointment process	The Chair shall present for Board confirmation, Trustee appointments to all Standing, Statutory and Ad Hoc committees and to municipal agencies; or alternatively, present a date when such appointments shall be made. Such appointments shall be made no later than the next Regular Meeting of the Board.

4.	MEETINGS OF THE BOARD	
4.1	REGULAR BOARD MEETINGS	
4.1.1	Time	The Regular Meetings of the Board shall be held at the Catholic Education Centre at 7:30 p.m.
4.1.2	Day	The Regular Meeting of the Board shall be held on the first and third Tuesday of each month in the Board Room.
4.1.3	Chairing the Meeting	The Chair for each Regular Meeting of the Board will be the Chair of the Board or in the absence of the Chair, by the Vice-Chair of the Board.
4.1.4	Notice	The Secretary shall give each Trustee at least forty-eight (48) hours written notice (including Saturdays, Sundays and legal holidays) of all meetings of the Board. The student Trustees shall receive such notice of the meeting and other meetings as required.
4.1.5	Summer Meetings	There shall be no Regular Meetings scheduled from July 1 st to August 31 st . During July and August meetings may be held, as needed, at the call of the Chair. The Regular Meeting of the Board, following the summer recess, shall be scheduled for the first Tuesday of September.
4.1.6	Holy Week	The Board, except for emergency, shall not meet during Holy Week. Any meeting scheduled for that week shall be re-scheduled to a date and time by majority vote of members.
4.1.7	Public Attendance	All meetings of the Board shall be open to the public, subject to article 4.3.8.
4.1.8	Adjournment	Meetings of the Board shall adjourn not later than 11:00 p.m., unless two-thirds (2/3) of the members present and voting agree to an extension of time. In any event, the Board shall not conduct its business beyond 11:30 p.m. without the unanimous consent of members' present, save for the item on the table. Unanimous consent is required every half hour thereafter.
4.1.9	Cancellation of Meeting	In the event of inclement weather or emergency; the Chair, in consultation with the Vice-Chair and the Director of Education or delegate may cancel a Regular Meeting of the Board. In the absence of the Chair, the Vice-Chair, in consultation with the Director or delegate may cancel a meeting.
4.1.10	Notice of Cancellation	Notice of cancellation of meeting, determined as provided in section 4.1.9, will be transmitted in the same manner as the notice of meeting. In the event of inclement weather or an emergency, the Director of Education or delegate will notify Trustees by telephone and/or electronically and a notice of cancellation shall be posted at the meeting place.
4.2	SPECIAL BOARD MEETINGS	
4.2.1	Authority to Convene	Special meetings of the Board shall be scheduled on Tuesdays, where feasible and may be called by the Chair or shall be called upon the written request of five (5) members to the Secretary of the Board, specifying the subject(s) for which the meeting is to be held.
4.2.2	Matters to be Considered	The notice of every such Special Meeting shall state the business to be transacted. Notwithstanding any other provisions to the Board's By-Laws, no other business shall be considered except with the unanimous consent of Trustees present.
4.2.3	Notice of Meeting	The Secretary shall notify each member of the Board of any Special Meeting of the Board and distribution of Agenda and background material, where feasible, at least twenty-four (24) hours (excluding Saturdays and Sundays) previous to the time at which such meeting is to take place.

4.3	IN-CAMERA MEETINGS	
4.3.1	Time	In-Camera Meetings of the Board shall be held prior to, and when necessary, following the Public Session meeting. In-Camera meetings will commence at 6:30 p.m. and adjourn at 7:00 p.m. in order to allow Public Session to begin on time.
4.3.2	Unfinished Business	Any unfinished business will resume under Item 14 of the Regular Meeting of the Board Agenda.
4.3.3	In-Camera Confidentiality and Fiduciary Obligations	Matters discussed In-Camera are privileged and confidential and Trustees shall maintain their fiduciary obligations. All reports prepared in support of an item on the In-Camera Agenda which is not open to the public shall be received in confidence and the materials and discussion shall be treated as confidential.
4.3.4	Reporting Decisions at Public Session	Information received In-Camera may be reported in public session, except as required to remain in the In-Camera minutes.
4.3.5	In-Camera Matters	Motions adopted or defeated will be recorded in the In-Camera minutes.
4.3.6	Attendance at the In-Camera Meetings	The Director shall attend In-Camera meetings. The Board or the Director may require the presence of Supervisory Officers and may admit other persons to In-Camera meetings. The Supervisory Officers or other such persons shall withdraw at the direction of the Chair or the Director when special circumstances warrant.
4.3.7	Breach of Code of Conduct and/or Fiduciary Obligations	<p>A Trustee who has reasonable grounds to believe that another Trustee has breached In-Camera confidentiality, any Code of Conduct, any legislative requirements, or requirements of this By-Law, may bring the alleged breach to the attention of the Board.</p> <p>If an alleged breach is brought to the attention of the Board, the Board shall make inquiries into the matter and shall, based on the results of the inquiries, determine whether there has been a breach.</p> <p>If the Board determines that a Trustee has breached In-Camera confidentiality, any Code of Conduct, any legislative requirements, or requirements of this By-Law, the Board may impose one or more of the following sanctions:</p> <ul style="list-style-type: none"> (a) Verbal warning by the Chair. (b) A letter of warning. (c) Censure of the Trustee. (d) Barring the Trustee from attending all or part of a meeting of the Board or a meeting of a committee of the Board. (e) Barring the Trustee from sitting on one or more committees of the Board, for the period of time specified by the Board. <p>A Trustee who is barred from attending all or part of a meeting of the Board or a meeting of a committee of the Board is not entitled to receive any materials that relate to that meeting or that part of the meeting and that are not available to the members of the public.</p> <p>In appropriate circumstances, the Board may also resolve to disassociate the Board from any action or statement of a Trustee.</p> <p>In addition to the sanctions above, the Board may declare the office of the Chair and/or Vice-Chair to be vacant effective as of the date of the Board's determination, where the Chair and/or Vice-Chair:</p> <ul style="list-style-type: none"> (a) becomes disqualified as a Trustee;

		<p>(b) deliberately breaches any relevant legislation or other Ministry of Education requirements;</p> <p>(c) deliberately breaches any Board By-Laws, Policies, General Administrative Procedures or practices; and/or</p> <p>(d) acts in such a manner as to lose the confidence of the Board.</p> <p>If a Board determines that a Trustee has breached In-Camera confidentiality, any Code of Conduct, any legislative requirements, or requirements of this By-Law, the Board shall give the Trustee written notice of the determination and of any sanction imposed by the Board. The notice shall inform the Trustee that he or she may make written submissions to the Board in respect of the determination or sanction by the date specified in the notice that is at least 14 days after the notice is received by the Trustee.</p> <p>The Board shall consider any submissions made by the Trustee and shall confirm or revoke the determination within 14 days after the Trustee's submissions are received.</p> <p>If the Board revokes a determination that a Trustee has breached In-Camera confidentiality, any Code of Conduct, any legislative requirements, or requirements of this By-Law, any sanction imposed by the Board is also revoked.</p> <p>If the Board confirms a determination that a Trustee has breached In-Camera confidentiality, any Code of Conduct, any legislative requirements, or requirements of this By-Law, the Board shall, within 14 days after the Trustee's submissions were received, confirm, vary or revoke the sanction(s) imposed by the Board.</p> <p>If a sanction is varied or revoked, the variation or revocation shall be deemed to be effective as of the date the original determination about the alleged breach was made by the Board.</p> <p>Despite subsection 207(1) of the <i>Education Act</i> which requires meetings of the Board to be open to the public, but subject to the requirements below for specific resolutions of the Board to be made in public, the Board may close to the public the part of the meeting during which a breach or alleged breach of In-Camera confidentiality, any Code of Conduct, any legislative requirements, or requirements of this By-Law, is considered when the breach or alleged breach involves any of the following matters:</p> <p>(a) the security of the property of the Board;</p> <p>(b) the disclosure of intimate, personal or financial information in respect of a Trustee or committee, an employee or prospective employee of the Board or a student or his or her parent or guardian;</p> <p>(c) the acquisition or disposal of a school site;</p> <p>(d) decisions in respect of negotiations with employees of the Board; or</p> <p>(e) litigation affecting the Board.</p> <p>The Board shall do the following things by resolution at a meeting of the Board, and the vote on the resolution shall be open to the public:</p>
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		<p>(a) Make a determination that a Trustee has breached In-Camera confidentiality, any Code of Conduct, any legislative requirements, or requirements of this By-Law.</p> <p>(b) Impose a sanction on a Trustee for a breach of In-Camera confidentiality, any Code of Conduct, any legislative requirements, or requirements of this By-Law.</p> <p>(c) Confirm or revoke a determination regarding a Trustee's breach of In-Camera confidentiality, any Code of Conduct, any legislative requirements, or requirements of this By-Law.</p> <p>(d) Confirm, vary or revoke a sanction after confirming or revoking a determination regarding a Trustee's breach of In-Camera confidentiality, any Code of Conduct, any legislative requirements, or requirements of this By-Law.</p> <p>A Trustee who is alleged to have breached In-Camera confidentiality, any Code of Conduct, any legislative requirements, or requirements of this By-Law shall not vote on any of the resolutions listed above.</p> <p>When a resolution listed above is passed, the resolution shall be recorded in the Minutes of the meeting.</p> <p>The <i>Statutory Powers Procedure Act</i> does not apply to any the enforcement provisions under section 218.3 of the <i>Education Act</i>.</p> <p>Nothing in this provision prevents a Trustee's breach of the <i>Municipal Conflict of Interest Act</i> from being dealt with in accordance with that <i>Act</i>.</p>
4.3.8	In-Camera Topics	<p>In accordance with the Act, a meeting of the Board may be closed to the public when the subject matter under consideration involves, the security of the property of the Board;</p> <p>(i) 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 pupil or a parent or guardian;</p> <p>(ii) the acquisition or disposal of a school site; or</p> <p>(iii) decisions in respect of negotiations with employees of the Board;</p>
4.4	ELECTRONIC MEETINGS (POLICY 1-28)	
4.4.1	Attendance	A Trustee and/or Student Trustee who requests to participate in a meeting of the Board by electronic means and participates by such means in accordance with Board policy for the use of electronic means shall be deemed to be present at the meeting and shall be counted as part of the quorum and shall be entitled to vote on any matter on which he/she is eligible to vote.
4.4.2	Physical Presence	The Chair of the Board or designate, the Director of Education or designate and one other Trustee shall be physically present at all open and In-Camera (closed) sessions of an electronic meeting of the Board in the Board Room or at a site or sites as otherwise determined by the Board.
4.4.3	Vote by Secret Ballot	In cases where a vote for the election of the Chair and Vice-Chair is to be conducted by secret ballot in accordance with the Board's By-Laws, or the requirements of the Education Act or for any other reason, a Trustee who is eligible to vote on the matter, who is present at the meeting by electronic means and who chooses to vote, may at the time votes are being cast, cast his or her vote by means of a private telephone conversation or by e-mail with the scrutineer(s) who shall mark the vote on a paper ballot in the same form and manner as though the ballot had

		been marked in person by the voter, and the ballot shall then be included with the other ballots to be counted. The ballots cast electronically in this matter are subject to the same obligations of confidentiality on the part of the scrutineer(s) as those cast by voters physically present at the meeting.
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5.	QUORUM	
5.1	Quorum of the Board	A majority of all Trustees of the Board, except for Student Trustees, shall constitute a quorum for Meetings of the Board.
5.2	Declaring Pecuniary Interests	When a Trustee declares pecuniary interests under the Municipal Conflict of Interest Act, the number of Trustees that constitutes a quorum in Article 5.1 is adjusted as directed by the Municipal Conflict of Interest Act.
5.3	If Quorum not Present	If quorum is not present within fifteen (15) minutes after the time appointed for a meeting, the Board shall not convene and the Secretary shall record the names of Trustees present and the Board shall forthwith stand adjourned until the next Regular Meeting of the Board.
5.4	Recording Lack of Quorum	When a quorum is no longer in attendance, no business can be legally transacted and it shall be the responsibility of the presiding Chair and the Recording Secretary to note the lack of a quorum and have the fact recorded in the minutes and adjourn the meeting.
5.5	Recording Trustees' Absence	When a member is absent from a Regular Meeting of the Board, for business or personal reasons, such absence and the reason for same be recorded in the minutes. The Board may, by motion, grant permission for the absence and said resolution shall be entered in the minutes. A member shall notify the Secretary prior to the Board meeting that the member will not be in attendance.
5.6	Arrival and Departure Times	The arrival time and departure time of Trustees must be recorded.

6.	COMMUNICATIONS	
6.1	Delivery	A member of the Board shall notify the Secretary in writing of the member's official address. All notices or communications delivered electronically, or if necessary, mailed to the member at the address as given, shall be deemed to have been received by the member.

7.	COMMITTEES	
7.1	Committees	Committees will meet as required, at the call of their respective Chairs, and may bring recommendations to the Board of Trustees for approval.
7.2	AD HOC/STANDING COMMITTEES	
7.2.1	Establishment process	An Ad Hoc/Standing Committee may be established with the approval of the majority of the members of the Board for any purpose or need of the Board and will convene as required. Each Ad Hoc/Standing Committee will report directly to the Board. When its mandate is completed, the Ad Hoc Committee will step down.
7.2.2	Committee Composition	Following consultation with Trustees, the Chair shall present for Board confirmation, Trustee appointments to all Standing and Ad Hoc committees.

7.2.3	Election of Chair	Having established the composition of the Ad Hoc/Standing Committee, the Committee, at its first meeting, shall select the Chair of the Committee.
7.2.4	Initial Meeting	An Ad Hoc/Standing Committee shall be first convened within one month of the date of the resolution appointing such committee and thereafter as determined by the Committee.
7.2.5	Terms of Reference	The Terms of Reference, duties/mandate and timelines shall be specifically outlined and approved by the Board following the initial meeting of the Committee.
7.2.6	Existence	Ad Hoc Committees shall exist until the Committee presents its final recommendation to the Board for approval and thereafter dissolved; or at any time upon resolution of the Board; in any event, at the end of the term of office for the Board. Standing Committees shall exist such time upon resolution of the Board; in any event, at the end of the term of office of the Board.
7.2.7	Non Members	An Ad Hoc Committee may include members who are not members of the Board to deal with matters as assigned to it by the Board.
7.2.8	Right to Speak of Members	All Trustee members of Ad Hoc/Standing Committees shall have the right to speak to the report of the Committee when it is brought to the Board for consideration. Members of the Committee who are not Trustees may be allowed to address the Board at the discretion of the Chair.
7.2.9	Chair – Member of Committees	The Chair or, in the Chair's absence, the Vice-Chair of the Board shall be a member ex officio of Statutory, Ad Hoc or Standing Committees established pursuant to Article 2.11.
7.2.10	Participation of Trustees Non-Members	Any Trustee who is not a member of a committee may take part in the proceedings of the Committee but may not vote or move any motion, nor shall such Trustee be part of any quorum.
7.2.11	Substitute Chair for Committees	When a Committee Chair is unable to attend a meeting of the Board or a meeting of the/a Committee, the Committee Chair shall appoint a member of the Committee to substitute.
7.2.12	Chair	The Chair may serve as Chair of an Ad Hoc or Standing Committee.
7.2.13	Report to the Board	The Committee shall make recommendations only on matters falling within the Committees' Terms of Reference. Committees appointed to report on any matter referred to them by the Board shall report in writing to the Board. A minority of any committee may also report.
7.3	STATUTORY COMMITTEES	
7.3.1		Members of the Board will be appointed to such committees as outlined in the Education Act and the regulations made thereunder.

8.	ROLE AND DUTIES OF THE CHAIR AND VICE-CHAIR OF THE BOARD	
8.1	Role of Chair	In addition to any other duties under the Act, the Chair of a Board shall, <ul style="list-style-type: none"> (a) preside over meetings of the Board; (b) conduct the meetings in accordance with this By-Law or other procedures and practices for the conduct of Board Meetings, and shall preserve order and decide all questions of order subject to an appeal to the board; (c) establish agendas for Board meetings, in consultation with the Board's Director of Education;

		<p>(d) ensure that members of the Board have the information needed for informed discussion of the agenda items;</p> <p>(e) convey the decisions of the Board to the Board's Director of Education;</p> <p>(f) provide leadership to the Board in maintaining the Board's focus on the multi-year plan established under section 169.1 of the Act;</p> <p>(g) provide leadership to the Board in maintaining the Board's focus on the Board's mission and vision; and</p> <p>(h) assume such other responsibilities as may be specified by the Board.</p>
8.2	Absence of Chair	In the absence of the Chair for any meeting, or part thereof, the Vice-Chair shall preside at the meeting and perform all duties appropriate to the Chair.
8.3	Absence of Chair and Vice-Chair	In the case of the absence of both the Chair and the Vice-Chair and where there is a quorum in attendance, the Secretary or designate shall call the meeting to order and a Chair who shall be chosen by the members present shall preside and act during such absence.
8.4	Absence of Chair, Vice-Chair and Secretary to the Board	If the Chair, Vice-Chair and the Secretary are absent for the opening of a meeting and there is a quorum in attendance, the members present shall appoint a Chair and Secretary pro tem.
8.5	Working Staff Committees	When the Director requests a Trustee representative to sit on the Working Staff Committee, the Chair may sit on the Committee or select a designate representative based on interest, availability and existing commitments. The Chair, in consultation with Trustee members, shall ensure an equitable distribution of Trustee membership on committees.
8.6	Official Representative of the Board	The Chair or designate chosen by the Chair from among the other Trustees shall be an official representative of the Board at all public functions.
8.7	Signing Authority and Public Announcements	The Chair shall be an official signing officer of the Board and shall act as spokesperson to the public on behalf of the Board, unless otherwise determined by the Board for specific matters. Where the Chair of the Board is making public announcements, he/she shall represent the position of the Board.
8.8	Signing Authority in the Chair's Absence	The Vice-Chair shall be an official signing officer of the Board and shall assume all the responsibilities, privileges and duties of the Chair in the absence or incapacity of the Chair for a period exceeding forty-eight (48) hours.
8.9	Chair - Reporting Absence	The Chair shall notify the Vice-Chair of his or her impending absence or incapacity.
8.10	Death or Resignation of the Chair	In the event of death or resignation of the Chair of the Board during the year, the Vice-Chair shall assume the Chair until the first Regular Meeting of the Board in December following.
8.11	Death or Resignation of Vice-Chair	In the event of the position of Vice-Chair becoming vacant for any reason (death, resignation or assuming the role of the Chair), a new Vice-Chair shall be elected, at the next meeting in accordance with Section 3.6.3.

9.	AGENDA	
9.1	Provision of Draft Agenda to Trustees	A draft Agenda will be sent electronically to each member, seven (7) days prior to the next meeting.
9.2	Provision of Final Agenda – Regular Meetings	For Regular Meetings of the Board, the final Agenda and supporting documentation will be provided to each Trustee and Student Trustee on the Friday preceding the date of the meeting.

9.3	Provision of Final Agenda – Special Board Meeting	The Secretary shall notify each member of the Board of any Special Meeting of the Board and distribution of Agenda and background material, where feasible, at least twenty-four (24) hours in advance of such meeting (excluding Saturdays and Sundays) previous to the time at which such meeting is to take place.
9.4	Posting Agenda	The Board Agenda will be available on the Board’s Website on the Friday preceding the Board Meeting.
9.5	Order of Business	<p>The order of Business for Regular meetings of the Board shall be as follows:</p> <ol style="list-style-type: none"> (1) Call to Order <ul style="list-style-type: none"> ○ Opening Prayer, National Anthem and the Oath of Citizenship ○ Motions Adopted In-Camera ○ Information Received In-Camera (2) Approval of Agenda: The Agenda shall be confirmed and may be amended (Refer to By-Laws 9.6 & 9.7) (3) Declarations of Conflict of Interest: The Chair calls for those members present to disclose any conflict of interest on any matter which is to be the subject of consideration at the meeting. (4) Presentations: Of general nature and might recognize outstanding achievements (5) Delegations: Refer to delegations to the Board – By-Law # 12 (6) Approval of Minutes: To be considered by Trustees only with reference to the accuracy of the minutes as recorded. Corrections, additions or deletions shall be presented as motions, voted upon and recorded in the new minutes. (7) Business Arising from Previous Meetings: No topic under this item of the Agenda shall be introduced in the same context as the preceding meeting and any matter raised for discussion shall be considered only if further information is available and relative to the situation. Under this item, Trustee or staff may present new information related to business in the minutes and Trustees may question staff relevant to any follow-up action resulting from a decision or matter reported in the minutes. (8) Action Items: Reports presented requiring decision by the Board of Trustees. (9) Staff Reports: Staff reports requiring a decision or presenting information about the system, are presented under this section. The report may be presented as an Action Report at a future Board meeting. (10) Information Reports: Verbal or written reports to the Board that promotes student success and other issues of general nature. (11) Miscellaneous Information: Information of general nature, including notices. (12) Correspondence: All correspondence requiring the collective decision of the Board and which has yet to be decided by the Board shall be tabled for Board consideration and direction. The Board shall provide direction as to how either the Chair or Secretary of the Board shall respond. (13) Open Question Period (ten minutes) – The Chair may recognize a member of the public in attendance at the meeting (refer to By- Law # 13)

		<p>(14) In-Camera: Unfinished business; only those matters which fall under the Education Act may be discussed.</p> <p>(15) Resolution re Absentees: The Chair shall report in accordance with Section 5.5 of the Board By-Laws.</p> <p>(16) Adjournment/Closing Prayer</p>
9.6	Items on the Agenda	<p>Agenda of meetings of the Board shall be prepared by the Chair and Vice-Chair, in consultation with the Secretary. No matter shall be placed on the Agenda of a meeting of the Board unless:</p> <ul style="list-style-type: none"> • It results from the report from a Committee and relates to a matter that has been referred to it by action of the Board; • It is a report from Administration; • It is pursuant to a Notice of Motion made by an individual Trustee under the provisions of section # 9.12; • It is a matter that, in the opinion of the Secretary, requires action by the Board as matter of urgency; • Any Trustee may request that an item, other than an action item, be placed upon the Agenda and the Trustee shall give seven (7) days notice of such proposed Agenda items in writing to the Secretary. The Secretary and the Chair may in their discretion add such proposed Agenda items to the Agenda.
9.7	Items not included on the Agenda	<p>Items not included on the Agenda at the start of the Board Meeting shall be handled in the following manner:</p> <ul style="list-style-type: none"> • Any item for discussion or information only may be included on the Agenda with the consent of two-thirds of members present and eligible to vote. • Any item requiring action or policy decisions shall only be included on the Agenda with the unanimous consent of the whole Board present and eligible to vote.
9.8	Segregating Matters of In-Camera Session	The Agenda shall segregate matters to be considered in private sessions and no public disclosure of said private session matters shall be made.
9.9	Agenda for Special Board Meetings	The provisions of Section 9.5 apply, with necessary variations, to Special Meetings of the Board.
9.10	Agenda for Meeting from which the public is excluded	The provisions of Section 9.5 apply, with necessary variations, to the order of business for Meetings of committees that are not open to the public.
9.11	Variation	Variations in the Order of Business prescribed in 9.8, 9.9, 9.10 shall be permitted with the consent of the majority of Trustees as the case may be, who are present and eligible to vote, and such consent shall be ascertained without debate.
9.12	Notice of Motion	<p>A Trustee may place a Notice of Motion, regarding any matter with respect to which the Trustee has a right to vote, upon the Agenda of the next regularly scheduled meeting. Such notice of motion:</p> <ul style="list-style-type: none"> • Shall be made during the Approval of the Agenda and added as an Information Item of a regularly scheduled Board Meeting; • Shall be submitted in writing at the Regular Meeting of the Board and recorded in its minutes for consideration by the Board at its next Regular meeting; • Shall take the form “At the next regular scheduled meeting of the Board I shall move or cause to be moved that....”; • Shall not be subject of any debate or comment at the meeting at which it is introduced;

		<ul style="list-style-type: none"> • Shall be accompanied by an explanatory notice prior to the draft Agenda being distributed; and • Shall, after its appearance on the Agenda, be taken as read unless any Trustee requests that it be read in full.
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10.	MOTIONS																	
10.1	Moved and Seconded	All motions at meetings must be moved and seconded before being accepted by the Chair. No motion shall be debated or put to a vote unless it has been recorded.																
10.2	Authority to Read	Any member may request the motion under discussion to be read at any time in the course of the debate, provided that no such request shall be made so as to interrupt a member speaking to the question.																
10.3	Open and Close Debate on Main Motion	The mover of a duly seconded motion will open and close debate on the motion. The mover may open debate for a time limit of five minutes and close debate for a period of up to three minutes. All other members may only speak once to the motion for a period of three minutes. No member shall speak longer than three minutes to a motion without leave of the Chair. This does not prohibit a member from raising a point of privilege, a point of order, or a point of clarification.																
10.4	Open and Close Debate on Amendments	The same procedures as in By-law 10.3 will apply to amendments.																
10.5	Authority to Speak	Any member desiring to speak shall indicate by up-raised hand and await recognition by the Chair. Speakers may speak when recognized by the Chair, and may not speak to the issue again until all other Trustees who wish to speak have been recognized by the Chair.																
10.6	Speakers’ List	It is the responsibility of the Chair to maintain a speakers’ list.																
10.7	Code of Conduct	Having been recognized to speak, a member shall respect the Board’s Code of Conduct.																
10.8	Interruption	No member shall be interrupted while speaking except to be called to order by a member on a matter of privilege or a point of order. In such case, the member shall remain silent until the point of order has been decided by the Chair. A member so interrupting shall speak to the point of order or in explanation only.																
10.9	Recognition of Motions	<div>When a question is under debate, the following motions shall be recognized in order of precedence:</div> <table><tr><th>Motion</th><th>Conditions</th></tr><tr><td>To adjourn</td><td>Not debatable</td></tr><tr><td>Suspend the rules</td><td>Not debatable 2/3 majority</td></tr><tr><td>To lay on the table</td><td>Not debatable</td></tr><tr><td>To postpone to a later time (defer)</td><td></td></tr><tr><td>To refer</td><td></td></tr><tr><td>To amend</td><td></td></tr><tr><td>To postpone indefinitely</td><td></td></tr></table>	Motion	Conditions	To adjourn	Not debatable	Suspend the rules	Not debatable 2/3 majority	To lay on the table	Not debatable	To postpone to a later time (defer)		To refer		To amend		To postpone indefinitely	
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To amend																		
To postpone indefinitely																		
10.10	Order of Precedence	<div>The following order of precedence may be addressed to the Chair and in so doing interrupt the Trustee on the floor:</div> <table><tr><th>Motion</th><th>Conditions</th></tr><tr><td>Question of privilege</td><td>Chair to determine</td></tr><tr><td>Point of order</td><td>Chair to rule</td></tr><tr><td>Appeal (a decision of Chair)</td><td>Requires a seconder</td></tr><tr><td>Objection to consideration</td><td>Non-debatable, 2/3 required</td></tr></table>	Motion	Conditions	Question of privilege	Chair to determine	Point of order	Chair to rule	Appeal (a decision of Chair)	Requires a seconder	Objection to consideration	Non-debatable, 2/3 required						
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Appeal (a decision of Chair)	Requires a seconder																	
Objection to consideration	Non-debatable, 2/3 required																	

10.11	Subdivision of Question	When a question under consideration contains two or more distinct propositions, any particular propositions, upon the request of any member, may be considered and voted upon separately.
10.12	Chair Taking Part in Debate	Should the Chair elect to vacate the Chair to take part in any debate or discussion or for any other reason, the Chair shall call upon the Vice-Chair, or in the Vice-Chair's absence, one of the Trustees, to assume the duties of the Chair until the Chair resumes it. The Vice-Chair or any Trustee temporarily occupying the Chair, shall discharge all the duties and enjoy all the rights of the Chair during the ensuing proceedings only.
10.13	Point of Order	When the Chair is called upon to decide a point of order or practice, the Chair shall, before deciding, state the rule applicable to the case, without comment.
10.14	Order of Questions	All questions shall be put in the order in which they are moved, except the amendments shall be put before the main motion, the last amendment first.
10.15	To Postpone	A motion to postpone to a certain time or day, takes precedence over motions to committee or refer, to amend and to postpone indefinitely. Only the time to which the motion is postponed can be debated and is amendable (by altering the time).
10.16	To Refer	A motion to refer to a Standing Committee shall take precedence over a motion to refer to a Special Committee or to Administration.
10.17	To Amend	After a resolution is moved and seconded, a motion to amend may be made; a motion to amend the amendment may be made. No further motion to amend shall be made until these have been decided
10.18	To Lay on the Table	A motion to lay on the table is not debatable; and issued for the purpose of allowing the Board or Committee to deal with some other matter at the same meeting prior to dealing with the matter temporarily laid on the table. A matter laid on the table may be dealt with at the same meeting or at a subsequent meeting.
10.19	To Withdraw	After a motion is read by the Chair, it shall be deemed to be in possession of the Board. A motion may, by consensus, be withdrawn for the purpose of obtaining further relevant information and/or background to be included when this will serve to clarify the motion.
10.20	To Reconsider	The Board may set aside a vote taken on a motion in order to re-examine its action if a motion to reconsider is made at the same meeting as the original vote. A Trustee who voted with the prevailing side must present the motion to reconsider. The motion to reconsider will require an affirmative vote of the majority of the members present and eligible to vote. The reconsideration may occur at the same meeting.
10.21	To Postpone Indefinitely	A motion to postpone indefinitely is to remove the main motion from the assembly's consideration for the session without a direct vote on it. The motion is debatable.
10.22	Motion Lost	A motion if lost, shall not again be entertained at the same meeting.
10.23	To Rescind	The Board may annul an action it has taken at a previous meeting by a motion to rescind the objectionable resolution, order or other proceeding; and this motion will require an affirmative vote of two-thirds (2/3) of the members present who are eligible to vote on the matter to pass. A motion to rescind any former action of the Board may be made by any member, provided that a written notice of intention to move the rescission shall have been given at a previous meeting of the Board. Once a motion to rescind has been decided in the negative, no further motion to

		<p>rescind shall be entertained for the next twelve months without the unanimous consent of all Trustees present and eligible to vote on the matter.</p> <p>A motion to rescind is not in order if the previous resolution has been acted upon and cannot be reversed.</p>
10.24	Receipt of Reports	To 'receive' means that the Board receives a report or document without denoting agreement or disagreement.
10.25	To Adjourn	<p>A motion to adjourn shall be in order except when a Trustee is speaking, or a vote is taken. A motion to adjourn shall not be open to amendment or debate, but a motion to adjourn to a certain time may be amended and debated.</p> <p>After a motion to adjourn has been defeated, no second motion to the same effect shall be made until after some intermediate proceedings shall have been made.</p>
10.26	Recording of all Motions	All motions, carried and defeated, must be recorded in the minutes.

11.	VOTING	
11.1	Voting	Every Trustee present, excluding those that have declared an interest as required by the Municipal Conflict of Interest Act, may vote on all questions on which the Trustee is entitled to vote. Although it is desirable that a Trustee should record a vote in each case, the Chair has no power to compel a vote.
11.2	Right to Vote	Only Trustees present or deemed to be present at the meeting when a vote is taken shall have the right to vote.
11.3	Recounting Votes	When a vote takes place on any motion, the votes of the Trustees may be recounted at the request of a Trustee. A Trustee may, by request, have an item or items within any report, voted on separately.
11.4	Affirmative Vote Required	Except as otherwise provided in these By-laws, an affirmative vote shall require a majority of the votes of the Trustees who do vote (abstentions count as a non-vote).
11.5	Minimum Number	Any matter, on which there are fewer than two Trustees eligible to vote at a Committee meeting, shall stand referred to the Board.
11.6	Methods of Voting	<p>Although the method requested by any person eligible to vote should be used to the extent practicable, the particular method of voting to be used to dispose of any matter shall be governed by the following rules:</p> <ul style="list-style-type: none"> • By general (or unanimous) consent, in which the Chair exercising discretion, states that the motion will be adopted in the absence of objection; • By show of hands, in which each person eligible to vote raises their hand in response to the request of the Chair for the votes, in the affirmative and in the negative, as the case may be, until the votes are counted; • For recorded vote, each person eligible to vote stands in place in response to the requests of the Chair for the votes in the affirmative and in the negative, as the case may be, until the Chair has called the name of each person as voting, respectively, in the affirmative, or in the negative.

		<ul style="list-style-type: none"> All final motions under “Action Items” of Regular/Special Board Meetings as well as Regular/Special Board In-Camera Meetings require a recorded vote and will be included in the minutes of said meeting. By ballot, if it specifically applies to the election of the Chair or Vice Chair, in which each person eligible to vote shall mark on a paper provided by the Secretary, the person’s choice from among the available alternatives, the papers being collected and counted immediately thereafter.
11.7	Ruling of the Chair	The ruling of the Chair shall be final, subject only to an appeal of the ruling to the Board or by a member, without debate. Such appeal shall be voted upon and a simple majority carries such a motion.
11.8	Student Trustees	Student Trustee votes shall not be counted in determining any Board decision.
11.9	Right of the Chair to Vote	The Chair may vote with the other members of the Board upon all motions, and any motion on which there is an equality of votes is lost.
11.10	Vote Lost on Equality	Any motion on which there is an equality of votes is lost.
11.11	Declaration of Result	The Chair shall declare the result of all votes. After the Chair has put a question to vote, there shall be no further debate and no member shall walk across or out of the room. The decision of the Chair as to whether the question has been finally put shall be conclusive.
12.	DELEGATIONS AND SUBMISSIONS Policy I-6	
12.1	Purpose	A delegation wishing to make a presentation to the Board will submit the request in writing to the Secretary of the Board.
12.2	Request to be Heard	The request shall be received by the Secretary at least seven (7) days prior to the meeting of the Board.
12.3	Nature of the presentation	The request shall outline in some detail the nature of the presentation and indicate who the spokesperson will be for the group or organization.
12.4	Brief	A copy of the complete presentation must be provided to the Secretary of the Board at least four (4) business days (by 1:00 p.m.) prior to the Regular Board meeting. The presenter(s) will highlight the pertinent points in their presentation to the Board.
12.5	Time Available – Delegations	The delegation will be allowed a time of ten (10) minutes for their presentation.
12.6	Commercial Enterprises Prohibited	Commercial enterprises are prohibited from appearing before the Board as a delegation for purposes of promoting their products/services.
12.7	Response from the Board	The Board may make a decision on the presentation at the same meeting, refer the matter to a future meeting, request a staff report on the matter to be considered at a future meeting or receive as information. Once the decision is made, the Secretary of the Board will communicate the Board's decision in writing to the spokesperson for the group or organization.

13.	OPEN QUESTION PERIOD	
13.1	Purpose	The purpose of the Open Question Period is to allow specific questions to the Board on any aspect of the Board’s public operations.
13.2	Requirements	Questions shall be submitted, in writing prior to the commencement of the meeting, along with the name, address and telephone number of the questioner.
13.3	Validity of Questions	The Chair will determine the validity of the questions.

13.4	Timing	The open question period will last a maximum of ten (10) minutes, with each questioner allowed a maximum of two (2) minutes.
13.5	Response	The Chair will attempt to provide a response or direct the question to another Trustee or the Director of Education. If no immediate response can be given, a response will be communicated to the questioner at the earliest possible date. Copies of any written response to a question will be provided to Trustees and added to the minutes of a subsequent meeting.
13.6	Out of Order	Questions concerning the character or performance of named individuals or positions identified as such (students, teachers, staff, citizens or Trustees) shall be ruled out of order by the Chair.
13.7	Employees of the Board	Employees of the Board or representatives of employee groups shall not utilize the Open Question Period to express their views relative to their employment or professional interests.
13.8	Questions/Petitions/Enquiries	All questions, petitions, enquiries or communications on any subject shall, upon presentation, be referred by the Chair to the appropriate meeting without a motion, unless otherwise determined by a majority of all members present.

14.	AMENDMENT OF BY-LAWS	
14.1	Purpose	An individual Trustee may give notice of an amendment, alteration or addition to the by-laws. Such notice will be referred to the Policy Committee for study and report.
14.2	Review Process	The By-Laws of the Halton Catholic District School Board shall be reviewed every four (4) years by the Board.
14.3	Temporary Suspension of By-laws - Voting	The Board may temporarily suspend a provision of these By-Laws by a two-thirds (2/3) majority vote of the members of the Board, except where the provision is grounded in an obligation imposed by law.
14.4	Timing on Agenda	A temporary suspension of the By-Laws shall expire at the end of the meeting in which the By-Laws are suspended, unless the Board determines otherwise.
14.5	Timing of Suspension	No temporary suspension of the By-Laws shall extend beyond the current meeting of the Board.

15.	REPORTING BY WAY OF MINUTES	
15.1	Reporting	Every Committee shall report after each of its meetings by way of the delivery of Minutes in either approved or unapproved form, segregating matters that have been considered public session from those that have been considered in private session and no public disclosure shall be made of these matters considered in private session.
15.2	Duty of the Board	The Board shall keep minutes.
15.3	Content of Minutes	Minutes of meetings of every committee and Board meeting shall contain the following information: <ul style="list-style-type: none"> • The name of the body meeting; • The date of the meeting; • Whether the meeting was a regular or special meeting. • The name of each Trustee who has disclosed any interest in any matter on the Agenda of such meeting, an identification of the matter in which the Trustee disclosed the interest and, if the public was not excluded from the meeting, the general nature of the interest disclosed.

		<ul style="list-style-type: none"> • The names of the Trustees, senior staff, external consultants, Board auditors or Board solicitors who were present, noting the time of arrival and departure. • The resolutions and recommendations adopted by the Board. • The time of adjournment.
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16.	DUTIES AND POWER OF SCHOOL TRUSTEES	
16.1	Duties of the Board	<p>As members of the Board, representing all Catholic School ratepayers in the Regional Municipality of Halton, Trustees recognize:</p> <p>That the duties of the Halton Catholic District School Board and its Trustees shall be the duties as defined in the <u>Education Act</u> and in the Regulations of Ontario; the By-Laws, Policies and Procedures, Mission and Vision Statement of the Halton Catholic District School Board and the declaration of Office.</p>
16.2	Governing Power	Members will exercise their power to govern only as Trustees of the corporate body, not as individuals.

International Student Admission Requirements (Non-Resident)

Adopted:

July 29, 1999

Last Reviewed/Revised:

~~January 15, 2018~~ May 31, 2021

Next Scheduled Review: ~~2020-2021~~ 2023-2024

Associated Policies & Procedures:

I-11 International Student Admission Requirements (Fee-Paying Students)

VI-94 Agents for Fee-Paying Students

I-22 Admission to Schools, Elementary and Secondary

VI-19 Admission to Schools, Elementary and Secondary

II-39 Progressive Discipline & Safety in Schools Code of Conduct – Suspensions & Expulsions

VI-44 Progressive Discipline and Safety in Schools

Purpose

To provide a standard procedure for the processing and management of the admission of Non-Resident of Canada International Students into the schools under the jurisdiction of the Halton Catholic District School Board (HCDsB).

Application and Scope

1. This procedure applies to all Fee-Paying Students making an application for admission into the HCDsB Board's International Student Program (ISP).
2. ~~The objective of this procedure is to~~ provides protocols and guidelines to Board and School administrative staff on the process of admitting Fee-Paying Students, as defined in Subsections 49(5) and 49(6) of the Ontario Education Act.
3. Note that in all instances pertaining to other non-resident status applicants seeking to attend ~~the~~ HCDsB schools, the Board's ~~Administrative~~ Procedure VI-19: Admissions to Schools, Elementary and Secondary will apply.

References

Ontario Education Act

1. Subsection 49(5) of the Education Act (Admission of Qualified Non-Resident Pupil)

1-2. Subsection 49(6) of the Education Act (Fee-Paying Students)

~~2.3.~~ Subsection 49(7) of the Education Act (Exemptions)

~~3.4.~~ Subsection 49.1 of the Education Act (Persons unlawfully in Canada)

~~HCDSB~~ Halton International Student Program

~~Ontario's~~ Strategy for K-12 International Education

Definitions

1. **Fee-Paying Students:** Subsection 49(6) of the Education Act defines a 'Fee-Paying Students' as students who are temporary residents on visitor visas or persons who are in possession of study permits. In these ~~event~~situations, school boards must charge the student applicable tuition fees.
2. **Fee Exemptions:** Subsection 49(7) of the Education Act outlines a number of situations where notwithstanding Subsection 49(6) of the Education Act, a non-resident of Canada/Ontario can be exempted from tuition fees based on their status as an immigrant and/or refugee.
3. **Unlawful Status in Canada:** Subsection 49.1 ~~of the Education Act~~, a student that is less than eighteen years of age shall not be refused admission because the student or the student's parent or guardian is unlawfully in Canada.

Principles

- International Students who have met the legal ~~and HCDSB~~ criteria to attend an elementary or secondary school in Canada, ~~as outlined on the International Student Program (ISP) website~~, will be admitted upon payment of a fee calculated in accordance with the Ontario Education Act and Regulations.
- ~~HCDSB~~The Halton Catholic District School Board elementary and secondary schools are open to International Students.
- ~~HCDSB~~The Halton Catholic District School Board provides students with the opportunity to develop their English language skills while working on academic credit courses, learn about a new culture, ~~and~~/or prepare for post-secondary pathways.
- International Students are able to take part in all curricular~~-~~enhanced programming and co-curricular activities.

Requirements

Application Process

All applicants, including approved Agents acting on behalf of a student applicant, must submit the below listed application materials to the International Student Program ~~s~~Staff of the Planning Services

Department. **Incomplete applications will not be processed.**

- 1. Application Form**

Applicants must complete an Online Application for School Admission (International Students) form. ~~This form can be found online via <https://isp.hcdsb.org>.~~
- 2. Transcripts/Report Card**

Applicants must attach/upload a copy of their most recent notarized and/or signed official report card or official transcript of grades, and academic standing. The transcript must be translated into English by a certified translator, or it will not be accepted.
- 3. Baptismal Certificates**

ELEMENTARY ONLY – Applicants must provide proof of a Catholic Baptismal Certificate of the student, or one of the student's parents or legal guardians. If not available, the request can be made to the Director of Education to attend as a Non-Catholic.
- 4. Application Fee**

Application Fees must be paid in full to the Board electronically prior to staff processing the application.
- 5. Approval**

Once the ~~Application Package (including Form, Transcripts, and Fees) is received by the ISP International Student Program Staff~~ ISP staff receives the Application Package (including Transcripts and Fees), the same will forward the package to the Superintendent of ~~Education School Services~~ responsible for the International Student Program portfolio for review and final approval or denial.

A student ~~who is~~ applying to transfer from another Ontario School Board is required to provide their Credit Counselling Summary and/or Transcript, and may also be asked to complete and submit a "Permission to Contact" form.
- 6. Denial**

Applicants who do not meet the minimum academic performance requirements and that are not approved into the program will subsequently receive correspondence from staff outlining the reason for the denial of acceptance.
- 7. Conditional Letter of Acceptance (CLOA)**

Applicants who receive approval from the assigned Superintendent of ~~Education School Services~~ will receive a signed Conditional Letter of Acceptance (CLOA) providing instruction on how to pay the admission fees, inclusive of tuition and medical insurance. The letter includes an offer acceptance deadline.
- 8. Admission Fees**

Admission fees, for Day School, include both the prescribed Tuition Rate and ~~one (1) year~~ mandatory Medical Insurance as determined by the student's length in the program. The Admission Fees, for Day School must be paid in full by the prescribed deadline to receive the Letter of Acceptance.

Additional Admission Fees will be prescribed for all other programs [i.e. Summer Credit Courses, Night School, Remedial Program(s), etc.]

accordingly.

9. Letter of Acceptance (LOA)

Applicants who have paid their Admission Fees will be issued a signed Letter of Acceptance (LOA) required for the student applying for a Study Permit from Immigration, Refugees and Citizenship Canada (IRCC) in the applicant's country of residence.

~~The Letter of Acceptance will also include the date for the student's assessment, which is mandatory for each applicant.~~

10. School Admissions Package

Following the approval by the Superintendent of Education submission of the LOA, the ISInternational Student Program sStaff will forward the Admissions Package to the school.~~student, which must be completed in full as per the prescribed deadline noted in the package.~~ The package will include the following documents:

- A. Registration Form / Electronic Registration Instructions
- B. Birth Certificate/Passport
- C. Consent and Disclosure Package
- D. Notarized Custodianship Declaration (if available)
- E. Homestay Information (if available)

11. Assessment Date

The student must attend their prescribed assessment date appointment prior to the beginning of the semester (if required). If they cannot or do not attend, the student ~~will~~may be deferred to the following semester.

Registration Requirements – First Time Student

Once an applicant is accepted into the International Student Program, they are required to submit the following registration documents to the International Student sStaff prior to their assessment.

The inability to complete the following requirements ~~at~~by the required deadline, will result in the applicant being denied the ability to begin school, and will be deferred to the following intake period.

1. Tuition/Insurance

The tuition fee and medical insurance fee paid in full via Western Union/Global Pay OR ~~by certified cheque/bank draft~~ if paying from within Canada, using online banking, in order to receive an LOA and assessment appointment.

Effective March 31, 1994, the Ministry of Health no longer covers International Students under the Ontario Health Insurance Plan. The Board includes, as part of the Tuition Fee, Medical Insurance Coverage for Fee-Paying Students.

2. Registration/Consent

Completed and signed registration and consent forms (parent or guardian must complete and sign).

3. Guardianship

Fee-Paying Students under the age of 18 must be living in Halton and have provided the International Student Program sStaff with a signed and notarized Custodianship Declaration, and have an appropriate Homestay arrangement.

4. Study Permit

On arrival to Canada, students will receive a study permit from Canada Border Officials at the airport.

5. Verification of age

Students must be age appropriate for JK to Grade 12, which means they must be less than 18 years old on December 31st of the current year. If ~~they~~students are older, they ~~will~~may be directed to an Adult Learning/Continuing Education Centre or not accepted into the International Student Program.

Registration Requirements – Returning Student

Returning International Students are not required to fill out a new *Application for School Admission (International Students) form*, submit ~~credit counselling summary report cards~~ or transcripts, and are not required to pay an additional application fee.

~~Returning students must provide the following (4) registration documents prior to March 31st.~~The inability to complete the following requirements ~~by~~at the prescribed time, ~~may~~will result in the applicant being denied the ability to begin school, or will delay their admission to the school.

1. Letter of Acceptance

A new *Letter of Acceptance* will be necessary each time a student needs to obtain an updated Valid Student Authorization (study permit). The letter will be issued upon review of a returning student's academic progress and school attendance.

2. Tuition/Insurance

The tuition ~~fee and medical insurance fee~~ and medical insurance fees are to be paid in full via Western Union/Global Pay OR ~~by if paying from within Canada, certified cheque/bank draft~~ online banking.

Effective March 31st, 1994, the Ministry of Health no longer covers International Students under the Ontario Health Insurance Plan. The Board ~~is~~ now includes, as part of the Tuition Fee, Medical Insurance Coverage for ~~Fee Paying~~ Fee-Paying Students.

3. GuardianshipCustodianship

If the student has a new ~~guardian~~ custodian, an updated notarized Custodianship Agreement must be completed and signed if the student is still under 18 years of age. ~~Custodians will be monitored by HCDSB staff to ensure that they are fulfilling~~ HCDSB staff will monitor Custodians to ensure that they fulfill the requirements of the Custodianship Agreement, including remaining within a reasonable distance of the student's residence and school. Custodians must be available to respond immediately in the event of an emergency. Custodians that are unable to fulfil the requirements of their agreement are to inform the parents of the student and the International Student Program staff. At that time ~~the parents of the international student affected,~~ the international student's parents will have to appoint a new custodian and provide a new Custodianship Agreement to the Board.

4. Study Permit

An updated or current Study Permit from Immigration, Refugees and Citizenship Canada.

Refunds

~~In accordance with~~ Following Operating Policy I-11 International Student Admission Requirements (Non-Resident), tuition fees for the present semester will not be refunded once a Fee-Paying Student has begun their semester.

If an extraneous situation occurs that prevents the Fee-Paying Student from continuing their studies, the Board may refund the student's partial tuition, prorated to the amount of time spent in school with a minimum \$500 processing fee.

A full refund will be issued to the original payee, if the student is denied a Study Permit by Immigration Refugees and Citizenship Canada (IRCC) and is unable to travel to Canada. The original Refusal Letter from IRCC must be provided to the International Student Program ~~s~~ Staff to process the refund.

If a student ~~contravenes any policy of the Board,~~ is expelled under the parameters of Operating Policy I-39 Progressive Discipline and Safety in Schools Code of Conduct – Suspensions and Expulsions, is convicted of breaking or contravening any Provincial or Federal laws, the Board will expel the student without any compensation/refund. No exceptions.

APPROVED: Regular Meeting of the Administrative Council

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

Recognition and Acknowledgement of Dignitaries, Board Officials at Board and School Events

Adopted:

February 19, 2013

Last Reviewed/Revised:

~~December 10, 2018~~ May 31, 2021

Next Scheduled Review: 2021-2022

Associated Policies & Procedures: ~~N/A~~

V-08 School Anniversary Celebrations

V-12 Blessing and Official Opening of a New School

V-13 Blessing and Rededication of a Major Addition to a School

Purpose

To provide a consistent system-wide approach to the recognition and acknowledgement of the attendance of dignitaries and Board officials at Halton Catholic District School Board (HCDSB) events and at school events.

Application and Scope

The Halton Catholic District School Board acknowledges the importance of all stakeholders as valued partners in Catholic education. The Halton Catholic District School Board values the active participation and support of dignitaries and Board officials, demonstrated by their attendance at various Board and school events.

The Halton Catholic District School Board, in recognition of the important role dignitaries and Board officials play in supporting the HCDSB, school communities and Catholic education, sets forth an expectation that such individuals will be appropriately recognized and acknowledged at all Board and school events for their attendance and support.

This administrative procedure is intended for all employees of the Halton Catholic District School Board who participate in the planning of Board and school events at which dignitaries and HCDSB officials are invited to attend. These events include, but are not limited to:

- School Anniversaries
- Graduation Ceremonies, Masses and Luncheons, ~~School Anniversaries~~
- Awards Ceremonies
- Public Speaking Competitions
- Sport Events and Tournaments

- Official Blessings and Dedications of a School or an addition of a school
- Conferences

Definitions

Dignitaries: For the purpose of this Administrative Procedure, dignitaries are defined as: Members of Parliament, Members of Provincial Parliament, Ministry of Education officials, Mayors, Bishop of the Diocese of Hamilton and other diocesan officials, local parish priests, etc.

Board Officials: For the purpose of this Administrative Procedure, Board Officials are defined as: Chair of the Board, Vice Chair of the Board, trustees, Director of Education, Superintendents of Education.

Requirements

- The Halton Catholic District School Board and local school communities will extend invitations to dignitaries and Board officials to significant events such as those events listed above. ([See Appendix “A”](#))
- RSVPs by dignitaries and Board officials will be expected in order to confirm attendance of such guests.
- Where appropriate, Dignitaries and Guests who have RSVP’d/replied will be acknowledged publicly at these events by naming each individual and their title.
- Special seating for dignitaries and Board officials should be arranged ahead of time.
- Dignitaries and Board officials, who confirmed their attendance, should be greeted and escorted to their seating.
- Whenever greetings are expected to be extended on behalf the Halton Catholic District School Board, the following guidelines will be followed:
 - When the Chair of the Board is present, the Chair of the Board will bring greetings on behalf of the Board;
 - If the Chair of the Board is not present, and the Vice Chair of the Board is present, the Vice Chair of the Board will bring greetings on behalf of the Board;
 - If neither the Chair of the Board nor the Vice Chair are present, a trustee will be designated to bring greetings from the Board;
 - If trustees are not present and the Director of Education is present, the Director of Education will bring greetings from the Board;
 - If [neither](#) trustees, nor the Director are present, a member of Senior Staff will be designated to bring greetings on behalf of the Board.

Procedure No. VI-61 | Recognition and Acknowledgement of Dignitaries, Board Officials
at Board and School Events

- If greetings are to be brought forward by both the Chair of the Board and the Director of Education, the Chair of the Board will speak first, followed by the Director of Education.
- Where greetings are required for virtual events, efforts will be made to allow all trustees an opportunity to provide remarks.
- Notwithstanding the above guidelines, the Chair of the Board may delegate greetings from the Board as he or she deems appropriate in the circumstances.

APPROVED: Regular Meeting of the Administrative Council

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

APPENDIX “A”

List of Guests

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

Video Surveillance	
Adopted: November 17, 2020	Last Reviewed/Revised: <u>May 31, 2021</u> January 4, 2021
Next Scheduled Review: 2023-2024	
Associated Policies & Procedures: I-30 Video Surveillance I-02 Records and Information Management VI- 82 Records and Information Management procedure I-07 Protection of Privacy VI-81 Privacy Procedure VI-51 Privacy Breach Procedure II-24 Home to School Student Transportation VI-07(a) School Bus Accident Procedure II-39 Progressive Discipline and Safety in Schools VI-44 Progressive Discipline and Safety in Schools	

Purpose

The Halton Catholic District School Board (HCDSB) video surveillance procedure has been modeled on the guidelines for the use of video surveillance by the Information and Privacy Commissioner of Ontario. Its purpose is to outline the required activities involving the collection, use, retention, disclosure, and disposal of personal information captured on video surveillance cameras. 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 HCDSB provider transportation services to promote a safe and secure environment.

Application and Scope

This procedure applies to all HCDSB staff who collect, use, retain, and disclose personal information captured on video surveillance cameras in all facilities within the HCDSB.

Excluded from this policy:

- Video taping of school events such as graduation, theatrical productions or other similar events by the parents and families of students.
- Authorized videotaping for educational, instructional and/or research purposes.

References

[Education Act](#)

[Ontario Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990](#)

[Provincial Schools Code of Conduct](#)

[Safe Schools Act](#)

[Halton Regional Police - School Protocol](#)

[Information Privacy Commissioner/Ontario Guidelines for the Use of Video Surveillance](#)

[Guidelines for the Discovery of Electronic Documents in Ontario, Colin L. Campbell](#)

[TechTarget](#)

Definitions

- **CCTV** (Closed Circuit Television): a TV system in which signals are not publicly distributed but are monitored, primarily for surveillance and security purposes
- **Covert Surveillance**: the use of a concealed video without an audio track for non-routine investigative purposes
- **DVR**: Digital Video Recorder
- **Legal Hold**: the secure preservation of documents, including video recordings, to prevent unauthorized access and/or tampering of evidence required for litigation or perceived expectation of future litigation
- **Personal Information**: Recorded information about an identifiable individual, which includes but is not limited to information relating to the race, national or ethnic origin, color, religion, age, or gender
- **Portable Device**: a computer drive, CD ROM, USB drive, or any other device used to store electronic information
- **Record**: Documented evidence that supports Board and school decisions, regardless of format (e.g. printed form, film, electronic, or sound/video recording).
- **Retention Schedule**: A list of all the record classifications and their corresponding retention periods.
- **Video surveillance system**: 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)

Principles

1. HCDSB recognizes that the promotion of a safe and secure environment is in the best interest of students, staff, and the public.
2. The HCDSB recognizes that the utilization of video surveillance systems as a compliment, not to replace, other means to create a safe and secure environment.
3. The Provincial Code of Conduct sets clear provincial standards of behavior. These standards of behavior applied to students whether they are on school property, on school buses, at school related events or activities
4. 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.
5. The following personnel are authorized to implement video surveillance system in the discharge of their duties:
 - Principals (or a person designated by the Principal)
 - Board Supervisor Officers
 - Director of Education
6. The closed-circuit television (CCTV) system within HCDSB facilities may operate continuously.
7. 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 procedure shall be incorporated into training and orientation programs of the HCDSB.

Responsibilities

1. The Director of Education is responsible for the HCDSB'S overall video surveillance program.
2. The Superintendent of Facility Management Services is responsible for the life-cycle management of authorized facility video surveillance systems including the specifications, equipment standards, installation, maintenance, replacement, disposal and signage and principal training at the HCDSB sites. The 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 HCDSB's responsibilities under the applicable Acts.

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 administrative duties to provide a safe environment for students and staff. The Principal must accomplish this in accordance with HCDSB policies and procedures.
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 HCDSB; the storage of data video footage; training of employees to meet those obligations and adhering to HCDSB policies and procedures. The HSTS manager may request an internal investigation through the Manager of Privacy and Records Management in accordance with HCDSB policies and procedures where there has been an observed or reported incident.
6. Information technology services provides Technical Support for set up and retrieval of surveillance footage as required.

Requirements

Planning Criteria for Video Surveillance Systems

1. To ensure the safety of individuals and the protection of their well-being and as a deterrent and detection mechanism against vandalism to building and property, video surveillance cameras may be used according to the following criteria:
 - To protect public security or reduce criminal and other illegal activity.
 - To deter and/ or assist in the identification of individuals that may put students, staff and public at risk at HCDSB schools and properties.
 - To respect the principles of the MFIPAA, and the Education Act.
 - To provide surveillance without limiting public activities.
 - Video surveillance may be installed without notice as part of a specific investigation where criminal activity is suspected.
2. HCDSB will endeavor to ensure the proposed design and operation of video surveillance system minimizes privacy intrusion to that which is necessary to achieve its required, lawful goals.
3. Any agreements between the HCDSB and service providers must indicate all video surveillance programs are under the HCDSB's custody and control and are subject to this policy.
4. A service provider who 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.
5. An employee of a service provider must sign a written agreement regarding their duties and confidentiality under this Policy and the applicable acts.

Designing, Installing and Operating Video Surveillance Equipment

1. HCDSB will always maintain control of, and responsibility for, the video surveillance system.
2. The equipment will be installed in spaces that have been identified as requiring video surveillance.
3. Video monitor screens must not point toward unauthorized members of the public.
4. Only designated personnel will have access to the controlled location where video recordings will be stored.
5. Facility Services must conduct periodic maintenance of video surveillance equipment according to a schedule that will ensure efficient operation of the system.

Displaying Privacy Notices

1. In accordance with MFIPPA, privacy notices must be installed wherever surveillance systems are in use, including transportation services vehicles. The public must have reasonable and adequate warning that surveillance is, or may be, in operation before entering the area or entering a transportation services vehicle.
2. Notification statements must include:
 - The legal authority for the collection of personal information.
 - The principle purpose 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.
3. HCDSB will provide notice annually through the Family Information Consent form and to the public on the HCDSB website as well as a link on each of the School websites.

Establishing Security Access Controls

1. Access to the personal information collected under a video surveillance system is only provided to 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.
2. All video footage uploaded from the video surveillance software must be encrypted.
3. Agreements between HCDSB and contracted service providers must state that the records created while delivering a video surveillance program are under HCDSB's control and are subject to the MFIPPA.
4. HCDSB employees and contracted service providers will comply with the requirements of this policy and the MFIPPA in performing any duties related to a HCDSB-approved video surveillance system.

5. 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 MFIPPA or other relevant statutes.
6. Where a service provider fails to comply with this policy or the provisions of the MFIPPA, such a failure will be considered to be a breach of contract leading to penalties that include but are not limited to contract termination.
7. HCDSB employees and the employees of service providers performing any duties related to the operation of a HCDSB approved video surveillance program are required to sign an undertaking of confidentiality. See Appendix D.

Requesting Formal Access to Video Surveillance Footage

1. All internal and external requests for video records, ~~(including excluding~~ requests for footage on HCDSB contracted transportation service vehicles), from parents, from other third parties, or law enforcement will be directed to the Manager, Privacy, Records and Information Management for processing and approval.
2. All requests for video surveillance footage must be in writing utilizing the HCDSB's [Electronic Video Surveillance Request Form](#). (The request will be routed to the Manager, Privacy, Records, and Information Management or designate for approval. The individual requesting the information must:
 - Provide sufficient detail, such as the approximate time and date, the location of the incident, to enable an experienced employee of the HCDSB, upon reasonable effort, to identify the record.
 - 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, if required. Be advised that some requests may be denied in accordance MFIPPA provisions.
 - Expect additional fees to prepare and redact, as per MFIPPA, any information that is outside of the scope of the request.
3. When a Principal requests video footage captured on a HCDSB contacted transportation service vehicle, the request will be done through the Manager of HSTS or designate using ~~HCDSB's~~HSTS's Electronic Video Surveillance Request Form. The Principal must also inform the Family of Schools Superintendent ~~and the Privacy Officer~~ of the request.
4. Access to the Digital Video Recorder (DVR) must be limited to the following:
 - Designated IT resource
 - Manager, HSTC, or designate (for DVR equipment installed on HCDSB contracted transportation service vehicles)
5. Access to digital video recordings must be limited to the following:
 - Principal or Vice Principal
 - HCDSB Supervisory Officer

- Designated IT resource (as required to prepare footage for secure sharing)
 - Manager, Privacy Records Information Management
 - Manager, Student Transportation Services (for footage captured on a HCDSB contracted Transportation vehicle)
6. HCDSB 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
- Digitizing analogue footage to enable the use of more powerful editing tools.
 - Blacking out or blurring images of individuals that are not subject to the request, and
 - Removing the sound of voices

Retention of Video Surveillance Footage:

1. Recorded footage on the DVR will be maintained for a maximum of thirty (30) days.
2. All video recordings extracted for viewing and/or is required as part of an ongoing school investigation, must be retained for one year, unless a legal hold supersedes that period. Once the legal hold expires, the videos can be destroyed.

Secure Disposal of Video Surveillance Footage

1. Video surveillance footage must be securely disposed of in such a way that the personal information cannot be reconstructed or retrieved.
2. A record of destruction must be retained (Destruction records are considered permanent HCDSB records).
3. Law enforcement agencies will be required to confirm to the best of their ability whether the recording will be returned to HCDSB or destroyed.

Training

1. All staff who have access to video surveillance will receive training in accordance with the roles and responsibilities under this policy.
2. All staff in the schools and/or at HCDSB sites will receive training on video surveillance, the HCDSB's obligations, their responsibilities under MFIPPA, and how and if they may access video footage.

Audits

1. HCDSB commits to verifying compliance to the video surveillance policy and procedures through audits.

Procedure No. VI-83 | Video Surveillance

2. The Manager, Privacy, Records, and Information Management will perform regular audits and unscheduled spot audits of the Video Surveillance system, checking:
 - Position of the Video Surveillance viewing station and camera views
 - Records kept at the School or facility regarding viewing and downloading of information
 - Signage at the site
 - Access to the video system, including stored video recordings

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 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 "B"

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

Appendix “C”

VIDEO SURVEILLANCE REQUESTS

All video surveillance, requests, including law enforcement, must be submitted using the following electronic form:

<https://hcdsb.formstack.com/forms/videorequest>

Video Surveillance Request Terms & Conditions

By continuing, I have read and understood both [Procedure No. VI-83 \(Video Surveillance\)](#) and [Policy No. I-30 \(Video Surveillance\)](#).

Specifically:

1. Only principal (or a person designated by the Principal), Board Supervisory Officers, the Director of Education, the video surveillance system administrator and the Manager of Halton Student Transportation Services may view surveillance footage in the discharge of their duties
2. The CCTV system operated by the Board may operate continuously but record **only on specific motion events** 24 hours per day, 7 days a week
3. Recordings for all cameras are **available for a maximum of 30 days**
4. Cameras will not monitor areas where students and staff have an expectation of privacy, such as change rooms and washrooms
5. Cameras are adjusted such that areas outside Board/school property are not recorded and thus may not be requested
6. This request must be completed by the Officer and/or Detective in charge of the investigation with the school administrative staff (signatures will be required by both the officer and school staff member to submit the request)

*

☐ I understand these terms and conditions

Next

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.

Signature:

Witness:

Name:

Name:

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

Summary of responses received from HCDSB School Councils regarding Procedure No. VI-84, Section – Requirements, Sub-section - Membership

Background

The HCDSB Board of Trustees asked School Councils for their input on the membership requirements as detailed in Procedure No. VI-84, Section - Requirements, Sub-section - Membership.

By way of background, the Board has received the following anecdotal feedback that the Procedure:

- is restrictive in that it limits the number of non-Catholic members and in certain situations/schools makes it difficult to fill all Parent Member positions on a School Council,
- is not reflective of an inclusive environment,
- should maintain a majority of Catholic membership on School Councils, reflective of our Catholic school system.

School Council Chairs were asked to share this information with their School Council, discuss it and summarize their School Council's feedback, including any recommendations for potential changes to the Policy and/or Procedure.

School Council Responses

Of the 9 secondary schools and 45 elementary schools in the HCDSB, we received responses from 4 secondary schools (44%) and 16 elementary schools (35%)

As an open-ended question was posed to School Councils rather than a specific question, it is difficult to summarize the responses statistically. In addition, some School Councils submitted each member's point of view and others attempted to summarize the School Council's combined view.

It was pointed out in a few responses, that perhaps the procedure regarding School Council membership should be different for elementary and secondary schools. As Baptism of the child or parent is a requirement for entry into a HCDSB elementary school, every elementary school student generally has at least one Catholic parent. Conversely, in secondary schools, because registration is open to anyone, the proportion of students and parents that are not Catholic is significantly higher. As such, we have attempted to analyze the School Council responses for elementary schools and secondary schools separately.

It is important to note that the responses received varied widely in their thoughts regarding the current procedure. However, taking into consideration all the responses, we feel the following themes emerged.

Elementary School Councils

There was general agreement for allowing the number of non-Catholics on School Council to increase. Some of the reasons that respondents indicated were at play in this decision was a desire to be inclusive and the ability to attract more School Council members. Other reasoning given included the fact that

because at the elementary level one parent is Catholic, and the family has chosen to send their child to a Catholic school, both parents should be able to be involved in the School Council of their child's school.

Those opposed to increasing the number of non-Catholic members on School Council were primarily concerned about preserving Catholicity in our schools. On the contrary, two respondents did point out that School Councils are generally involved in fundraising and community events, so the number of non-Catholics on School Council should not impact the school's ability to ensure that Catholic values are upheld.

Some responses specifically addressed whether the majority of School Council members should be Catholic. Of these responses, the more widely held view was that the majority of School Council members should be Catholic.

Another issue addressed in some of the responses was whether the School Council Chair should be Catholic. Of these responses, the general consensus was that the Chair should be Catholic, however, several responses indicated that, in the case of Co-Chairs, only one Co-Chair needed to be Catholic.

Secondary School Councils

From the responses received, there were more responses supporting the possibility of increasing the number of non-Catholic members permitted on School Council, then those wishing to maintain the current number of non-Catholic members. Respondents supporting the increase indicated that the following reasons: non-Catholic members bring valuable input to the table, increasing the number of non-Catholic members would be more inclusive, increasing the number of non-Catholic members would more accurately reflect the school community, and that anyone who was willing to contribute their time should be able to.

Those opposing the increase indicated that they felt the current policy was fine, that their School Councils did not have an issue attracting members and that we were already being inclusive in permitting two non-Catholic members.

Also noteworthy was the comment that the non-Catholic School Council membership should be expressed as a percentage rather than a fixed number (i.e. 25% of council members rather than 2 council members)

Several responses indicated that the majority, or a significant majority, of School Council members should be Catholic (i.e. 50% or more) and that the Chair (or one Co-Chair) should be Catholic.

Other Findings

There were multiple respondents that were non-Catholic who indicated that they did not feel valued, or equal, due to their Non-Catholicity.

The responses seemed to indicate that there may be some confusion at some schools regarding whether non-Catholic members can vote. A few responses specifically indicated that they did not permit non-Catholics to vote even if they held a School Council seat. This is not inline with the current policy.

One elementary school also noted that they do not have a limit on the number of School Council members permitted.

Catholic School Councils and Catholic Parent Involvement Committee

Adopted:

February 6, 2017

Last Reviewed/Revised:

~~N/A November 2, 2020~~ May 31, 2021

Next Scheduled Review: ~~2019-2020~~ 2023-2024

Associated Policies & Procedures:

[I-23 Catholic School Councils and Catholic Parent Involvement Committee](#)

[I-34\(B\) Reimbursement of Board Business Expenses for Trustees and External Members of Board Committees](#)

Purpose

To provide information and guidelines regarding the establishment and administration of Catholic School Councils and a Catholic Parent Involvement Committee, of the Halton Catholic District School Board in accordance with the Education Act and Ontario Regulation 612/00 and Ontario Regulation 330/10.

Application and Scope

This procedure applies to all schools within the jurisdiction of the Halton Catholic District School Board.

References

[Education Act](#)

[Ontario Regulation 612/00](#)

[Ontario Regulation 330/10](#)

[Halton Catholic District School Board Operations Manual: School Councils, Strengthening Our Partnerships](#)

[School Councils: A Guide for Members](#)

Principles

- The Halton Catholic District School Board believes that parents/guardians are the primary educators of their children.

- The education of children in our Catholic schools is a shared responsibility involving home, school, parish and Catholic community and is achieved through the active participation of parents to inspire pupil achievement and to enhance the accountability of the education system to parents.
- Parents/guardians have the right and a responsibility to participate in the education of their children and can contribute to their children's development in a wide variety of ways.
- Members of the Catholic community offer a wealth of experiences and expertise that can benefit students.
- The Halton Catholic District School Board values the advice given by its Catholic School Councils and its Catholic Parent Involvement Committee toward better learning opportunities for children and for the improved operations of its schools.
- The Halton Catholic District School Board encourages all parents to correspond and communicate with all members of the school board such as: Educators~~Teachers~~, Principals, Superintendents, Director of Education, and Trustees.
- The Catholic Parent Involvement Committee provides a regular opportunity for Catholic School Council members to network, share ideas, offer input, and enjoy informative presentations on a number of education related topics throughout the school year. Catholic Parent Involvement Committees make parental engagement a priority by providing support on a system-wide basis and promoting dialogue between Catholic School Councils, the Board, and members of the community.

Requirements

Catholic School Councils:

- All (Catholic) School Councils shall establish by-laws for their (Catholic) School Council and comply with Regulation 612/00; specifically, they must include election procedures and the filling of vacancies in the membership of the (Catholic) School Council, rules respecting participation in (Catholic) School Council proceedings in cases of conflict of interest, and a conflict resolution process for internal (Catholic) School Council disputes. O. Reg. 612/00, s. 15 (2).
- Catholic School Council By-Laws should be provided to each member of Catholic School Council at the first school council meeting of the school year.
- The (Catholic) School Council shall be the official advisory group to the school Principal and/or the Board.
- The Principal and/or the Board shall respond to all advice advanced by the local Catholic School Council, under Ontario Regulation 612/00, and be reflected in meeting minutes.

Membership

Membership on the Catholic School Council *must* include the following:

- Parents/guardians (who must constitute a majority of the members of the (Catholic) School Council)
- School Principal
- Teacher representative (selected by teaching staff of the school)
- Non-teaching staff representative (selected by non-teaching staff of the school)
- Parish representative (selected by the Parish)
- Secondary school student representative (secondary schools only)
- Community representative

Membership on the Catholic School Council *may* include the following:

- An elementary pupil (appointed by the Principal after consultation with the (Catholic) School Council), as per Ontario Regulation 612/00.
- An association member, as per Ontario Regulation 612/00.
- ~~All members of the Catholic School Council must be Catholics.~~
- Notwithstanding the above, in addition to the membership requirements of Ontario Regulation 612/00, provision may be made by the **majority** of members of the Catholic School Council must be Catholic.
 - ~~a Catholic School Council for the election of up to four (4) two (2) non-Catholic parents/guardians of Catholic children attending said school.~~
- The Chair and/or Co-Chair of the Catholic School Council must be Catholic(s).
- The Chair and/or Co-chair of a Catholic School Council cannot be employed by the Halton Catholic District School Board.

The term of office for all Catholic School Council members shall be for one (1) year, in accordance with Ontario Regulation 612/00.

Meetings

- All meetings of a Catholic School Council shall be open to the public.
- A Catholic School Council is to hold its meetings at a Halton Catholic District School Board site with notice provided to the community.

Consultation

- Catholic School Councils shall consult with their parent community. The issue before the council will determine when it is appropriate to do so.
- Catholic School Councils may establish a framework that will guide its decisions and strategies about consultation.
- The Halton Catholic District School Board shall solicit the views of the all the Catholic School Councils of the Board with respect to the matters outlined in Regulation 612/00, s. 19.

Remuneration/Reimbursement:

- In accordance with Ontario Regulation 612/00, no remuneration shall be paid to School Council members, or Catholic Parent Involvement Committee members.
- In accordance with Ontario Regulation 612/00, the Halton Catholic District School Board shall reimburse Catholic School Council members and Catholic Parent Involvement Committee members for expenses incurred as members, provided that the expense is pre-approved and is following *Policy I-34(B) Reimbursement of Board Business Expenses for Trustees and External Members of Board Committees*.

Record Retention:

- All Catholic School Council meeting minutes must be retained for 4 years and be available to any person upon request.
- All Catholic School Council financial records must be retained for 4 years and be available to any person upon request.

Catholic Parent Involvement Committee:

- The Catholic Parent Involvement Committee shall establish by-laws and be in compliance with Regulation 612/00 and Regulation 330/10; specifically,
 - the number of parent members to be appointed or elected to the committee, governing the process of appointment or election of parent members and governing the filling of vacancies in parent membership,
 - the number of community representatives, up to three, to be appointed to the committee, governing the process of appointment of community representatives and governing the filling of vacancies in community representative membership,
 - governing the election of members of the committee to the offices of chair or co-chair, and any offices provided for in the by-laws, and governing the filling of vacancies in the offices of the committee,
 - the number of parent members of the parent involvement committee that will hold office for one year and the number of parent members that will hold office for two years,
 - the length of the term of office for the community representative members of the parent involvement committee,
 - establishing rules respecting conflicts of interest of the members of the parent involvement committee, and
 - establishing a process for resolving conflicts internal to the committee, consistent with any conflict resolution policies of the board.

Membership

- The Catholic Parent Involvement Committee shall be comprised of:

- Parent representatives consisting of two (2) members from each geographical area (Oakville, Burlington, and North Halton) as well as four (4) members at large
 - Parent members may be employees of the Halton Catholic District School Board, as long as they make the committee aware of their employment
- 3 community representatives comprised of:
 - A Deanery Representative, appointed by the Dean of Halton
 - The Ontario Association of Parent in Catholic Education (OAPCE) Director for Halton
 - One other community representative as deemed necessary by the CPIC members
- One Trustee of the Board (+1 alternative), appointed by the Board
- The Director of Education (or designate)
- One Principal/Vice Principal, appointed by the Director of Education
- (Optional) Past Chair of CPIC
- ~~All members of the Catholic Parent Involvement Committee must be Catholic. Notwithstanding the above, in addition to the members' requirements of Ontario Regulation 612/00 and Regulation 330/10, the majority of members of provision may be made by the Catholic Parent Involvement Committee must be Catholic. for the election of up to two (2) non-Catholic parents/guardians of Catholic children attending the Halton Catholic District School Board.~~
- The Catholic Parent Involvement Committee will be chaired by a parent member of the committee. Only parents with a two-year term are eligible to be elected to the position of chair. The position of chair is an elected position. Elections will be at the first meeting of the committee in a school year. The chair shall act as spokesperson for the committee in communicating with the Director of Education of the Board and the Board.

Meetings

- Catholic Parent Involvement Committee meetings will be held a minimum of four times per school year. Additional meetings may be called as required. Meetings will be open to the public and all dates, times, and locations will be posted on the Board website.

Consultation

- The Halton Catholic District School Board may solicit and take into consideration the advice of the Catholic Parent Involvement Committee concerning matters as it relates to improving student achievement and well-being.
- At times, the Catholic Parent Involvement Committee will represent all parents to provide parental voice, as deemed necessary by the Board and the director of education.

Remuneration/Reimbursement:

- In accordance with Ontario Regulation 612/00, no remuneration shall be paid to School Council members, or Catholic Parent Involvement Committee members.

Procedure No. VI-84 | Catholic School Councils and Catholic Parent Involvement Committee

- In accordance with Ontario Regulation 612/00, the Halton Catholic District School Board shall reimburse Catholic School Council members and Catholic Parent Involvement Committee members for expenses incurred as members, provided that the expense is pre-approved and is following *Policy I-34(B) Reimbursement of Board Business Expenses for Trustees and External Members of Board Committees*.

Record Retention:

- All Catholic Parent Involvement Committee meeting minutes and financial records must be retained for 4 years and be available to any person upon request at the board's office without charge.

APPROVED: _____ Regular Meeting of the Administrative Council

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

International Student Program: Agents of Fee-Paying Students

Adopted:

January 15, 2018

Last Reviewed/Revised:

~~N/A~~ May 31, 2021

Next Scheduled Review: ~~2020-2021~~ 2023-2024

Associated Policies & Procedures:

I-11 International Student Admission Requirements (Fee-Paying Students);

VI-17 International Student Admission Requirements (Non-Resident)

Purpose

To provide a standard procedure for the processing and management of Agents/Agencies for the International Student Program (ISP) at the Halton Catholic District School Board (HCDSB), under the auspices of Planning Services, School Services and Business Services.

Application and Scope

This procedure applies to all Agents/Agencies seeking pre-approval and on-going approval to:

- Submit International Student Application packages on behalf of students to the Halton Catholic District School Board's International Student Program;
- Publicize and promote the Halton Catholic District School Board and its International Student Program in the Agent/Agency's respective country;
- To facilitate the screening of Agents/Agencies, HCDSB staff will remain a member of the Canadian Association of Public Schools – International (CAPS-I) and will attend International ICEF supported Agent Fairs to meet with pre-approved, qualified Agents;
- Receive payment of commission for successfully referring International Students.

References

Education Act

1. Subsection 49(6) of the Education Act (Fee-Paying Students)

HCDSB Halton International Student Program

Definitions

Fee-Paying Students: Subsection 49(6) of the Education Act defines a 'Fee-Paying Students' as students who are temporary residents on visitor visas or persons who are in possession of study permits. In these ~~eventssituations~~, school boards must charge the student applicable tuition fees.

Agents: Refers to an organization and or individual offering services for a fee to facilitate the admissions process for International Students ~~in~~ to register and attend and elementary or secondary school program at the Board. The ~~Agent is paid by the family of the students~~ family of the student pays the Agent.

Commission Payments and Rates: Refers to a pre-established contractual rate ~~that is~~ paid to the Agent once an International Student is successfully admitted to an elementary or secondary school of the Board. The ~~R~~rate is representative of a percentage of the total tuition fee charged by the Board, based on the number of years the International Student in question has been attending the program.

Requirements

Application Process

All Agents that wish to act on behalf of the Board for the purpose of Fee-Paying Student recruitment, must submit the below listed application materials to the International Student Program Staff of the Planning Services Department. **Incomplete applications will not be processed.**

- 1. Application Form** All Agents/Agencies must complete an Agency Application form. This form can be found online via <https://isp.hcdsb.org>.
- 2. Application Form Submission** The Application form may be submitted via email, ~~regular mail or in person~~ to the International Student Program. Documentation and forms that are not complete will not be processed.
- 3. Approval** Completed Agency Application forms are forwarded to the Superintendent of Education, ~~School Services~~, responsible for the International Student Program, for final approval.

Approved Agents/Agencies are provided with access to a ~~password~~ password-protected webpage on the International Student Program website <https://isp.hcdsb.org> that will provide approved Agents/Agencies with electronic marketing materials and related documents to assist them in publicizing ~~and promoting~~ the ~~HCD SB Halton Catholic District School Board~~ and its' ~~International Student Program~~.

Contract and Commission Rate Determination

Once an Agent is accepted, they are required to submit the following documents to the ~~ISP~~International Student Staff to finalize their contract. Contracts ~~are to be~~ may be re-negotiated if deemed necessary after the first year of the contract has elapsed annually.

1. Preliminary Contract

After an Agent/Agency is approved, a preliminary contract is prepared by the ~~ISP International Student Program~~ Staff, and Reviewed by the Superintendent of Education, ~~School Services~~, responsible for the ~~ISP International Student Program~~.

~~This preliminary contract is for one (1) year and features a commission rate of 10% per student, with an opportunity to receive 15% for the eleventh (11+) student and onward.~~

~~The student must be registered in school as part of the International Student Program.~~

2. Contract Approval

The preliminary contract is forwarded to the Superintendent of Education, ~~School Services~~, for final approval, and forwarded to the Superintendent of Business Services for records.

3. Contract Negotiations

In certain circumstances, negotiations may ~~take place~~ occur on an individual basis by the Superintendent of Education, ~~School Services~~, responsible for the ~~ISP International Student Program~~. Negotiated commission rates are situational and may vary.

4. Contract Renewal

Contracts will be reviewed and automatically renewed (or terminated) after one (1) year at the discretion of the ~~ISP International Student Program~~ Staff and the Superintendent of Education, ~~School Services~~, responsible for the ~~ISP International Student Program~~.

~~If the Agency was successful in gathering a significant number of students for the Board, and demonstrated an exceptional working relationship, an increase in commission to the preferred rate can be negotiated.~~

5. Contract Termination

Contracts can be terminated at any time by the Superintendent of Education, ~~School Services~~, responsible for the ~~ISP International Student Program~~ if there are any concerns related to an Agent/Agency, or the same is not performing to the agreed upon conditions.

Commission Rates For **Agents/Agencies**

The Board has the discretion of providing approved Agents/Agencies of the Board with a commission payment for all Fee-Paying Students that were successfully admitted to school. The following ~~are the two Commission Rates that are typically negotiated with Agencies~~ outlines the standard Commission Rate:-

- 1. Preferred Agencies Standard Rate:** Agents/~~Agencies with preferred status~~ will receive a commission rate of:

- A) 15% tuition rate of students attending their first year
- B) 10% tuition rate for students attending their second year
- C) 5% tuition rate for students attending subsequent years thereafter

New Agencies

~~New agencies will receive a commission rate of:~~

- ~~A) 10% tuition rate for their first 10 Fee Paying Students attending their first year at the Board~~
- ~~B) 15% tuition rate for the 11th Fee Paying Student and onward, attending their first year at the Board~~
- ~~5% tuition rate for Fee Paying Students attending their second year, and all subsequent years thereafter~~

Commission Payment Process

Agents/Agencies do not receive the payment of commission from the ~~HCD SB~~ Halton Catholic District School Board until the ~~i~~international ~~S~~student they have referred has been successfully registered at their respective school as part of the ~~ISP~~ International Student Program.

If an ~~i~~international ~~S~~student does not successfully complete the registration process, and does not attend school, the respective Agent/Agency will not receive ~~a~~ payment of commission. There are no exceptions.

- 1. Intake and Payments**
~~September Intake: October Payments~~

Agents/Agencies will receive their agreed upon commission payment for International Students who were successfully admitted to school ~~in September, at the beginning of the school year, for the duration of their studies in the current school year's entire two (2) semester~~ tuition commission rate.

February Intake: March Payments

~~Agents/Agencies will receive their agreed upon commission payment for Fee Paying Students who were successfully admitted to school in February, in second semester, at the one (1) semester tuition rate.~~

APPROVED: Regular Meeting of the Administrative Council

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

Policy Committee Work Plan 2020-2021

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 nd & 3 rd Reading	Website Updated	Next Review (School Year)
	Establish	Review	Revise	Rescind	Approved at 1 st Reading	Approved/ Approved as Amended	Rescinded						
September 8, 2020													
I-19 Occupational Health and Safety		✓	✓			2020/09/15						2020/09/16	2021-2022
III-05 Employee Assault		✓	✓			2020/09/15						2020/09/16	2021-2022
III-15 Workplace Violence		✓	✓			2020/09/15						2020/09/16	2021-2022
III-16 Workplace Discrimination and Harassment		✓	✓			2020/09/15						2020/09/16	2021-2022
October 13, 2020													
I-22 Admissions to Schools Elementary and Secondary		✓	✓			2020/10/20						2020/10/21	2023-2024
II-34 Participation in Programs and Courses of Study in Catholic Religious Education		✓	✓			2020/10/20						2020/10/21	2023-2024
III-12 Academic Promotion		✓	✓			2020/10/20						2020/10/21	2023-2024
III-14 Employee Code of Conduct		✓	✓			2020/10/20						2020/10/21	2023-2024
November 10, 2020													
I-04 Cross Boundary School Attendance		✓	✓			2020/11/17						2020/11/18	2023-2024
I-23 Catholic School Councils and Catholic Parent Involvement Committee		✓	✓								2021/05/11		
I-29 School Boundary Review Process		✓	✓			2020/11/17						2020/11/18	2023-2024
December 8, 2020													
II-17 Pastoral Reference		✓	✓			2021/01/05						2021/01/06	2023-2024
III-04 Employee Assistance Program		✓	✓			2021/01/05						2021/01/06	2023-2024
III-10 Criminal Reference Check Applicants for Employment		✓	✓			2021/01/05						2021/01/06	2023-2024
January 12, 2021													
I-02 Records and Management Information Policy		✓	✓			2021/01/19						2021/01/20	2023-2024
II-48 Violent Threat Risk Assessment		✓	✓			2021/01/19						2021/01/20	2023-2024
III-01 Grievance Procedures-Non-Unionized Group Members		✓	✓ +title change			2021/01/19						2021/01/20	2023-2024
III-03 Teacher Performance Appraisal website 2017		✓	failed										
I-20 Integrated Accessibility Standards		✓	✓			2021/01/19						2021/01/20	2023-2024
II-41 School Uniform Dress Code/School Dress Code		✓	✓			2021/01/19						2021/01/20	2022-2023
February 9, 2021													
II-05 Reporting Student Achievement to Parents Guardians		✓	✓			2021/02/16						2021/02/17	2023-2024
II-31 Risk Management/First Aid		✓	✓			2021/02/16						2021/02/17	2023-2024
IV-04 Loss or Damage to Personal Items		✓	✓			2021/02/16						2021/02/17	2023-2024

Policy Committee Work Plan 2020-2021

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 nd & 3 rd Reading	Website Updated	Next Review (School Year)
	Establish	Review	Revise	Rescind	Approved at 1 st Reading	Approved/ Approved as Amended	Rescinded						
V-05 School Accidents - Prevention and Safety		✓	✓			2021/02/16						2021/02/17	2023-2024
II-45 Equity and Inclusive Education		✓	✓					2021/02/26	2021/03/19	2021/4/13			
April 13, 2021													
II-26 Managing Student Risk in Interschool Sports													
II-33 Safe Arrival at School Program													
I-34 (B) Reimbursement of Board Business Expenses for Trustees and External Members of Board													
I-40 Performance Appraisal of Director of Education													
II-43 Voluntary, Confidential, Self-Identification of First Nation, Metis and Inuit Students													
II-45 Equity and Inclusive Education		✓	✓			2021/5/27		2021/02/26	2021/03/19			2021/06/04	2023-2024
I-46 Correspondence to the Board of Trustees NEW Policy										2021/05/11			
III-11 Hiring and Promotion Policy, Academic and Non-Academic Personnel		✓	✓							2021/05/11		2021/06/03	2023-2024
May 11, 2021													
III-11 Hiring and Promotion Policy, Academic and Non-Academic Personnel		✓	✓			2021/5/27						2021/06/03	2023-2024
I-46 Correspondence to the Board of Trustees NEW Policy													
II-29 Inclusion and Range of Placement Options for Identified Students													
II-40 Bullying Prevention and Intervention													
June 8, 2021													
I-11 International Student Admission Requirements (Fee Paying Students)													
I-23 Catholic School Councils and Catholic Parent Involvement Committee													
I-26 Student Trustees on the Halton Catholic District School Board													
II-09 Opening and Closing Exercises													
V-08 School Anniversary Celebrations													
V-12 Blessing and Official Opening of a New School													
V-13 Blessing and Rededication of a Major Addition to a School													
I-08 School Sites and Operating Budget				✓									
IV-07 Alternative Arrangements for School Facilities				✓									

Policy Committee Work Plan 2020-2021

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 nd & 3 rd Reading	Website Updated	Next Review (School Year)
	Establish	Review	Revise	Rescind	Approved at 1 st Reading	Approved/ Approved as Amended	Rescinded						
I-06 Delegation to the Board													