

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

Date: September 14, 2021  
 Time: 7:00 pm  
 Location: Catholic Education Centre - Board Room  
 802 Drury Lane  
 Burlington, Ontario

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	<b>Pages</b>
<b>1. Call to Order</b>	
1.1. Opening Prayer (B. Agnew)	
<b>2. Approvals</b>	
2.1. Approval of Agenda	
2.2. Approval of Minutes - June 8, 2021	1 - 9
<b>3. Declarations of Conflict of Interest</b>	
<b>4. Action Items</b>	
4.1. Policy I-19 Occupational Health and Safety (E. Bakaic)	10 - 12
4.2. Policy III-15 Workplace Violence (E. Bakaic)	13 - 18
4.3. Policy III-16 Workplace Discrimination and Harassment (E. Bakaic)	19 - 25
4.4. Policy I-06 Delegation to the Board (B. Agnew)	26 - 30
4.5. Policy I-46 Correspondence to the Board (B. Agnew)	31 - 43
4.6. Policy II-09 Opening and Closing Exercises (N. Guzzo)	44 - 46
4.7. Rescind Policy IV-07 Alternative Arrangements for School Facilities ( A. Lofts)	47 - 49
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4.9. HCDSB Procedural By-Laws (P. Murphy)	54 - 74
<b>5. Discussion Items</b>	
<b>6. Information Items</b>	
6.1. Administrative Procedure VI-04 Complaints Resolution Process: Workplace Discrimination/ Harassment/Violence (E. Bakaic)	75 - 78
6.2. 2021-2022 Policy Committee Work Plan (E. Bakaic)	79 - 80
6.3. 2021-2022 Policy Working Group Committee Members (E. Bakaic)	81 - 81

6.4. Upcoming Agenda Items (October 12, 2021)

6.4.1. Policy II-11 Daily Teacher Plans (J. Crowell, E. Bakaic)

6.4.2. Policy II-07 The School Day Teaching Day Elementary & Secondary (J. Crowell, E. Bakaic)

6.4.3. Policy I-24 Fraud Management (A. Lofts)

6.4.4. Information Items

6.4.4.1. Administrative Procedure VI-54 Equity and Inclusive Education (S. Jayaraman)

6.4.4.2. Administrative Procedure VI-39 Inclement Weather Safety (E. Bakaic)

6.4.4.3. Administrative Procedure VI-24 Fraud Management (A. Lofts)

6.4.4.4. Administrative Procedure VI-60 Student Groups in Catholic Schools (E. Bakaic)

7. **Miscellaneous Information**

8. **In Camera**

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

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

POLICY COMMITTEE MEETING MINUTES

Date: June 08, 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-Czarnota (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)  
S. Jayaraman, Senior Manager, Human Rights and Equity (Electronically)  
A. Lofts, Superintendent of Education (Electronically)  
C. McGillicuddy Superintendent of Education (Electronically)  
L. Naar, Superintendent of Education School Services (Electronically)  
J. O'Hara, Executive Officer, Human Resources Services (Electronically)  
A. Swinden, Manager, Strategic Communications (Electronically)  
B. Vidovic, Senior. Manager, Planning & Assessment Services (Electronically)  
Recording Secretary: M. Zammit (Electronically)

1. Call to Order
  - 1.1 Opening Prayer (P. Murphy)  
The meeting opened at 7:00 p.m. with a prayer led by Trustee Murphy.
2. Approvals
  - 2.1 Approval of Agenda  
*P# 51/21*  
*Moved by:* B. Agnew  
*Seconded by:* M. Duarte  
*That, the agenda be approved as presented.*

The Chair overruled a point of order regarding information not received for agenda items 4.4 & 4.5 at the time of the Friday, June 4<sup>th</sup> published agenda package.

*P#52/21*

*Moved by:* H. Karabela

*RESOLVED, that the ruling of the Chair be appealed.*

The Chair called for a vote. *P#52/21* the appeal was *DEFEATED*.

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

The Chair called for a vote. *P#51/21 CARRIED*

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

## 2.2 Approval of Minutes (May 11, 2021)

*P#53/21*

*Moved by:* H. Karabela

*Seconded by:* T. O'Brien

*That, the minutes of the May 11, 2021 Policy Committee be approved.*

The Chair called for a vote. *P#53/21 CARRIED*

In favour	Opposed	Abstain	Absent
B. Agnew	P. DeRosa		
M. Duarte	V. Iantomasi		
H. Karabela			
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 I-06 Delegation to the Board (B. Agnew)

Following various discussions Trustees agreed to defer Policy I-06 Delegation to the Board to the September 2021 Policy Meeting to allow further review.

Student Trustee N. Gubert disconnected from meeting.

4.2 Policy I-11 International Student Admission Requirements (Fee Paying Students) (A. Lofts, A. Cordeiro)

*P#54/21*

*Moved by:*

*Seconded by:*

*That, the Policy Committee recommends that Policy I-11 International Student Admission Requirements (Fee Paying Students) be forwarded, to the June 15, 2021 Regular Board Meeting for approval.*

The Chair called for a vote. Recommendation *P#54/21 CARRIED*

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

4.3 Policy I- 23 Catholic School Councils and Catholic Parent Involvement Committee (N. Dinolfo)

*P#55/21*

*Moved by:* B. Agnew

*Seconded by:* P. Murphy

*That, the Policy Committee recommends that Policy I-23 Catholic School Councils and Catholic Parent Involvement Committee Requirements be forwarded, to the June 15, 2021 Regular Board Meeting for approval.*

*P#55/21 (AMENDMENT)*

*Moved by:* H. Karabela

*Seconded by:* M. Duarte

*That, the Policy Committee recommends that Policy I-23 Catholic School Councils and Catholic Parent Involvement Committee Requirements be forwarded, to the June 15, 2021 Regular Board Meeting for approval and that under requirements the following be added "All members of the Catholic School Council or CPIC, must be Catholic with a provision for non-Catholic membership of up to 30%. For Councils with less than 8 members a provision may be made for a maximum of two non-Catholic members".*

The Chair called for a vote. Recommendation *P#55/21 (AMENDMENT) CARRIED*

In favour	Opposed	Abstain	Absent

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

The Chair called for a vote. Recommendation *P#55/21 (AS AMENDED) CARRIED*

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

- 4.4 Policy I-26 Student Trustees on the Halton Catholic District School Board (N. Guzzo, K. Kelly)

*P#56/21*

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

*Seconded by:* B. Agnew

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

The Chair called for a vote. Recommendation *P#56/21 DEFEATED*

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

- 4.5 Policy II-09 Opening and Closing Exercises (N. Guzzo, K. Kelly)

*Moved by:* B. Agnew

*Seconded by:* M. Duarte

*That, the Policy Committee recommends that Policy II-09 Opening and Closing Exercises be forwarded, to the June 15, 2021 Regular Board Meeting for approval.*

*(AMENDMENT 1)*

*Moved by:* M. Duarte

*Seconded by:* H. Karabela

*That, the Policy Committee recommends that Policy II-09 Opening and Closing Exercises be forwarded, to the June 15, 2021 Regular Board Meeting for approval and that under requirements in the second bullet it should read “may” instead of “shall” “Land acknowledgements may form part of every opening or closing exercise.*

Following discussion Trustee Duarte and Trustee Karabela withdrew the amendment.

The Chair called for a vote. *(Amendment 1) DEFEATED*

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

*(AMENDMENT 2)*

*Moved by:* H. Karabela

*Seconded by:* T. O'Brien

*That, the Policy Committee recommends that Policy II-09 Opening and Closing Exercises be forwarded, to the June 15, 2021 Regular Board Meeting for approval and that under requirements in the first bullet addition of “and shall include the Our Father”.*

*(AMENDMENT 3)*

*Moved by:* T. O'Brien

*Seconded by:* V. Iantomasi

*That, the Policy Committee recommends that Policy II-09 Opening and Closing Exercises be forwarded, to the June 15, 2021 Regular Board Meeting for approval and that under requirements in the first bullet addition of “and shall include the Our Father, recited in an Indigenous language.*

Trustees were in agreement to forward amendments to Policy II-09 Opening and Closing Exercises to the Sherry Saevil, Indigenous Education Advisor (Curriculum Services), for feedback then to SEAC, and CPIC for their feedback.

*P#57/21*

*Moved by:* P. Murphy

*Seconded by:* T. O'Brien

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

The Chair called for a vote. *P#57/21 CARRIED*

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

*P#58/21*

*Moved by:* P. Murphy

*Seconded by* M. Duarte

*That, the resolution regarding Policy I-26 Student Trustees on the HCDSB be reconsidered.*

The Chair overruled a point of order regarding reconsideration of the resolution regarding Policy I-26 Student Trustees on the HCDSB.

The Chair called for a vote. Recommendation *P#58/21 DEFEATED*

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

4.6 Policy V-08 School Anniversary Celebrations (L. Naar, A. Swinden)

*P#59/21*

*Moved by:* H. Karabela

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

*That, the Policy Committee recommends that Policy V-08 School Anniversary Celebrations be forwarded, to the June 15, 2021 Regular Board Meeting for approval.*

The Chair called for a vote. Recommendation *P#59/21 UNANIMOUSLY CARRIED*

4.7 Policy V-12 Blessing and Official Opening of a New School (L. Naar, A. Swinden)

*P#60/21*

*Moved by:* T. O'Brien

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

*That, the Policy Committee recommends that Policy V-12 Blessing and Official Opening of a New School be forwarded, to the June 15, 2021 Regular Board Meeting for approval.*



*P#60/21 (AMENDMENT)*

*Moved by:* V. Iantomasi

*Seconded by:* P. DeRosa

*That, the Policy Committee recommends that Policy V-12 Blessing and Official Opening of a New School be forwarded, to the June 15, 2021 Regular Board Meeting for approval with the "Ground Breaking Ceremony" section removed under Requirements.*

The Chair called for a vote. Recommendation *P#60/21 (AMENDMENT) DEFEATED*

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

The Chair called for a vote. Recommendation *P#60/21 CARRIED*

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

4.8 Policy V-13 Blessing and Rededication of a Major Addition to a School (L. Naar, A. Swinden)

*P#61/21*

*Moved by:* B. Agnew

*Seconded by:* M. Duarte

*That, the Policy Committee recommends that Policy V-13 Blessing and Rededication of a Major Addition to a School be forwarded, to the June 15, 2021 Regular Board Meeting for approval.*

*P#61/21 (AMENDMENT)*

*Moved by:* V. Iantomasi

*Seconded by:* P. DeRosa

*That, the Policy Committee recommends that Policy V-13 Blessing and Rededication of a Major Addition to a School be forwarded, to the June 15, 2021 Regular Board Meeting for approval with the removal of the first bullet under the Application and Scope section.*

The Chair called for a vote. Recommendation *P#61/21 (AMENDMENT) DEFEATED*

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

The Chair called for a vote. Recommendation *P#61/21 CARRIED*

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

*P#62/21*

*Moved by:* M. Duarte

*Seconded by:* T. O'Brien

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

The Chair called for a vote on *P#62/21*. The vote was not unanimous therefore the meeting had to adjourn.

The Chair called for a vote. Recommendation *P#62/21 DEFEATED*

In favour	Opposed	Abstain	Absent
B. Agnew	V. Iantomasi		N. Gubert (non-binding)
P. DeRosa			
M. Duarte			
N. Guzzo			

H. Karabela			
P. Murphy			
T. O'Brien			
J. O'Hearn-Czarnota			
K. Kelly (non-binding)			

*POST NOTES:*

- 4.9 *Rescind Policy IV-07 Alternative Arrangements for School Facilities (A. Lofts)*  
*The meeting was adjourned*
- 4.10 *Rescind Policy IV-08 School Sites and Operating Budget (A. Lofts)*  
*The meeting was adjourned*
- 4.11 *HCDSB Procedural By-Laws (P. Murphy)*  
*The meeting was adjourned*
5. *Discussion Items*  
*There were no Discussion items.*
6. *Information Items*
- 6.1 *Administrative Procedure VI-17 International Student Admission Requirements (Non-Resident) (A. Lofts, A. Cordeiro)*
- 6.2 *Administrative Procedure VI-61 Recognition and Acknowledgement of Dignitaries, Board Officials at Board and School Events (L. Naar, A. Swinden)*
- 6.3 *Administrative Procedure VI-83 Video Surveillance (M. Grysiuk)*
- 6.4 *Administrative Procedure VI-84 Catholic School Councils and Catholic Parent Involvement Committee (N. Dinolfo)*
- 6.5 *Administrative Procedure VI-94 International Student Program - Agents of Fee Paying Students (A. Lofts, A. Cordeiro)*
- 6.6 *2020-2021 Policy Committee Work Plan (E. Bakaic)*
- The meeting was adjourned*
7. *Miscellaneous Information*  
*The meeting was adjourned.*
8. *In-Camera*  
*The meeting was adjourned*
9. *Motion to Excuse Absent Committee Members*  
*There were no absentees.*
10. *Motion to Adjourn/ Closing Prayer (T. O'Brien)*  
T. O'Brien closed the meeting with prayer at 10:35 p.m.

Policy I-19 Occupational Health and Safety	Item 4.1
September 14, 2021	

### Purpose

To provide for the consideration of the Policy Committee revisions to *Policy I-19 Occupational Health and Safety* as recommended by staff.

### Commentary

The Occupational Health and Safety Act Section 25 (j) states that School Boards are required to “prepare and review at least annually a written Occupational Health and Safety Policy” and Section 25 (k) requires the employer to post a copy of the policy in a conspicuous location in the workplace.

The Occupational Health and Safety Policy must include the employer’s commitment to preventing occupational illness and injury in the workplace as well as their responsibility to implement and maintain a safe and healthy work environment. The policy must also include supervisor and worker responsibility statements as they pertain to health and safety in the workplace. Supervisors have the responsibility to ensure that safe and healthy work conditions are maintained in their work areas. Workers have the responsibility to work safely and in accordance with both legislated and employer procedures.

As per legislated requirements, this policy will be reviewed, revised if necessary and dated within a twelve (12) month period. Copies will be provided to each site and supervisors will be responsible for posting the policy annually in a conspicuous location in the workplace.

The Executive Officer of Human Resources and Human Resources Services Management staff have reviewed the policy. A References section has been added. Apart from minor housekeeping changes, there are no changes to the policy for the 2021-2022 school year.

The revised *Policy I-19* 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 1-19 Occupational Health and Safety, be forwarded to the September 21, 2021 Regular Board Meeting for approval.***

Report Prepared by: E. Bakaic  
Superintendent of Education, School Services

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

<h2>Occupational Health &amp; Safety</h2>	
<b>Adopted:</b> September 26, 1995	<b>Last Reviewed/Revised:</b> <del>September 17, 2019</del> <u>September 14, 2021</u>
<b>Next Scheduled Review:</b> <del>2021-2022-2022-2023</del>	
<b>Associated Policies &amp; Procedures:</b> <a href="#">VI-79 Indoor Air Quality Investigation Process</a> <a href="#">VI-92 Roof Access Procedures</a> <a href="#">II-12 Management of Aggressive Student Behaviours Within Our Schools</a> <a href="#">III-15 Workplace Violence</a> <a href="#">III-16 Workplace Discrimination and Harassment</a> <a href="#">VI-04 Complaints Resolution Process - Workplace Discrimination/Harassment/Violence</a>	

## Purpose

The Halton Catholic District School Board is dedicated to providing a safe working environment for its workers/employees. All workers/employees of the Board must be committed to an objective of reducing the risk of injury and illness.

## Application and Scope

This policy applies to all workers/employees, as defined in the Occupational Health and Safety Act, of the Halton Catholic District School Board. within the jurisdiction of the schools of the Halton Catholic District School Board.

## References

Occupational Health and Safety Act, R.S.O. 1990, c. O.1 (ontario.ca)

## Principles

It is in the best interest of all workers/employees to consider health and safety in every activity. Commitment to health and safety must form an integral part of the Halton Catholic District School Board and its workers/employees.



## Requirements

- The Halton Catholic District School Board is committed to taking every reasonable precaution for the protection of all workers/employees.
- The Halton Catholic District School Board is responsible for providing adequate training for workers/employees in their specific work tasks to protect their health and safety.
- Supervisors at all levels will be accountable for the health and safety of workers/employees under their supervision.
- Supervisors at all levels are responsible to ensure that machinery, equipment and work methods are safe and that workers/employees perform their duties in compliance with legislation and established safe work practices and procedures.
- Supervisors shall advise a worker/employee of the existence of any potential or actual danger to the health and safety of the worker/employee of which the supervisor is aware.
- Supervisors shall take every reasonable precaution for the protection of workers/employees.
- Workers/supervisors must receive adequate training in their specific work tasks to protect their health and safety.
- Every worker/employee must protect her or his own health and safety by working in compliance with the legislation and with safe work policies, procedures and practices established by the Board.
- Workers/employees are required to report, immediately, unsafe or unhealthy situations to their immediate supervisor or designate.
- This policy will be reviewed on an annual basis and posted in all Board locations in accordance with the Occupational Health and Safety Act.

APPROVED: Regular Meeting of the Board

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

Policy III-15 Workplace Violence	<b>Item 4.2</b>
September 14, 2021	

**Purpose**

To provide for the consideration of the Policy Committee revisions to *Policy III-15 Workplace Violence* as recommended by staff.

**Commentary**

The Occupational Health and Safety Act, 2010 states that school boards are required to review annually, and revise if necessary, its policy on Workplace Violence.

The Executive Officer of Human Resources and Human Resources Services Management staff have reviewed the policy.

References have been updated, and apart from minor housekeeping, there are no changes to the policy for the 2021-2022 school year.

The revised *Policy III-15 Workplace Violence* 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 III-15 be forwarded to the September 21, 2021 Regular Board Meeting for approval.

**Report Prepared by:** E. Bakaic  
Superintendent of Education, School Services

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

<b>Workplace Violence</b>	
<b>Adopted:</b> June 29, 2010	<b>Last Reviewed/Revised:</b> September <del>14, 2021, 17, 2019</del>
<b>Next Scheduled Review:</b> <del>2021-2022-2022-2023</del>	
<b>Associated Policies &amp; Procedures:</b> <a href="#">VI-04 Complaints Resolution Process: Workplace Discrimination/ Harassment/Violence</a> <a href="#">III-05 Employee Assault</a> <a href="#">II-39 Progressive Discipline and Safety In Schools</a> <a href="#">VI-44 Progressive Discipline and Safety in Schools</a>	

## Purpose

To ensure that the environment of the Halton Catholic District School Board in which its employees work and its students learn is free of workplace violence as defined under the *Occupational Health and Safety Act*.

## Application and Scope

This policy applies to all Board employees, trustees and other users of the Board’s facilities, such as members of consultative committees, parents, volunteers, permit holders, contractors and employees of other organizations not related to the Board but who nevertheless work on or are invited onto Board premises. This policy also covers workplace violence by such persons which are proven to have repercussions that adversely affect the Board’s learning and working environment.

The rights of students to a respectful working and learning environment, free from violence, are dealt with under other appropriate policy, legislation or regulations including, but not limited to, the *Education Act*, Ontario Schools Code of Conduct and codes of behaviours.

## References

[Occupational Health and Safety Act](#)

[Education Act](#)

[Ontario Schools Code of Conduct](#)

[Workplace Violence Reporting Process in School Boards \(Road Map\)](#)



## Definitions

**Workplace Violence** - Workplace Violence means:

- a) the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;
- b) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; and
- c) a statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

**Workplace:** The Workplace is any place where employees perform work or work-related duties or functions. Schools and school-related activities, such as extra-curricular activities and excursions, comprise the workplace, as do Board offices and facilities. Conferences and training sessions fall within the scope of this policy.

## Principles

The Halton Catholic District School Board is committed to providing a safe working environment in which all employees are treated with respect and dignity, safe from violence and harassment.

It is the policy of the Board to ensure conduct in its workplaces is in accordance with the gospel values of Jesus Christ, the Board's Mission and Vision Statement, and Guiding Principles.

This policy is intended to provide greater awareness of the value of establishing and maintaining respectful working and learning environments.

The Board will assess the risks of workplace violence that may arise from the nature of the workplace, in accordance with the provisions of the *Occupational Health and Safety Act*.

## Requirements

### 1. Information and Instruction with Respect to Workplace Violence:

- a) The Board will provide an employee with,
  - i. information and instruction that is appropriate for the employee on the contents of the policy and program with respect to workplace violence; and
  - ii. any other prescribed information or instruction.
- b) The information provided to an employee may include personal information related to a risk of workplace violence from a person with a history of violent behaviour if,

- i. the employee can be expected to encounter that person in the course of his or her work; and
  - ii. the risk of workplace violence is likely to expose the employee to physical injury.
- c) The Board will not disclose more personal information than is reasonably necessary to protect the employee from physical injury.

**2. Domestic Violence:**

- a) The Board will take every reasonable precaution to protect an employee from domestic violence, if aware, that is likely to expose an employee to physical injury that may occur in the workplace.

**3. Assessment of the Risks of Workplace Violence:**

- a) The Board will assess the risks of workplace violence that may arise from the nature of the workplace, the type of work or the conditions of work.
- b) The Board will reassess the risks of workplace violence as often as necessary to ensure that the related policy and the related program continue to protect employees from workplace violence.
- c) The assessments and reassessments shall take into account:
- i. circumstances that would be common to similar workplaces;
  - ii. circumstances specific to the workplace; and
  - iii. any other prescribed elements.
- d) Circumstances that would be common to schools of the Board are:
- i. the existence of potential risks due to interactions with the public, students, parents and employees; and
  - ii. the existence of protocols between the Board and the police force on its territory.
- e) Circumstances specific to a school are:
- i. the school safety plan;
  - ii. the provisions of the lockdown plan of the school;
  - iii. the relationship between the school and the local police.
- f) The Board shall advise the local committee or the local health and safety representative of the results of the assessment and reassessment, and provide a written copy to same.
- g) If there is no local committee or the local health and safety representative, the Board will advise the employees of the results of the assessment and reassessment and, if the assessment or reassessment is in writing, will provide written copies on request.

**4. Program to Implement the Policy with Respect to Workplace Violence:**

- a) The Board will develop and maintain a program to implement the policy with respect to workplace violence.
- b) Without limiting the generality of paragraph a) above, the program will;
  - i. include measures to take and procedures to follow in order to control risks of workplace violence identified in the risk assessment that is required under section 3, as likely to expose an employee to physical injury;
  - ii. include measures to take and procedures to follow in order to summon immediate assistance when workplace violence occurs or is likely to occur;
  - iii. include measures that employees must take and procedures that they must follow to report incidents of workplace violence to the Board or their supervisor;
  - iv. set out how the Board will investigate and deal with incidents or complaints of workplace violence, then subsequently act in a fair and timely manner; and
  - v. include any prescribed elements.

**5. Posting of the Policy:**

- a) The policy and procedures concerning workplace violence will be posted in a conspicuous place at the workplace.

**6. Review of the Policy:**

- a) The Board will review the policy with respect to workplace violence as often as is necessary, but at least annually.

**7. Duties of the Supervisor:**

The supervisor will advise an employee of the existence of any potential or actual danger to the health and safety of the employee of which the supervisor is aware, or ought to be aware, including personal information, related to a risk of workplace violence from a person with a history of violence behaviour if,

- a) the employee can be expected to encounter that person in the course of his or her work; and
- b) the risk of workplace violence is likely to expose the employee to physical injury.

**8. Duties of the Board:**

The Board will inform and communicate with the appropriate Union leader should a threat or act of serious and/or violent nature be made towards one of its members.

**9. Duties of the Employee:**

The employee shall advise the Board or the supervisor of any incident or risk of workplace violence of which he or she is aware.

**10. Reprisal:**

This policy prohibits reprisals against individuals, acting in good faith, who report incidents of workplace violence or act as witnesses. The Board will take all reasonable and practical measures

to prevent reprisals, threats of reprisal, or further violence. Reprisal is defined as any act of retaliation, either direct or indirect.

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: \_\_\_\_\_

*Chair of the Board*

Policy III-16 Workplace Discrimination and Harassment	Item 4.3
September 14, 2021	

### Purpose

To provide for the consideration of the Policy Committee revisions to *Policy III-16 Workplace Harassment and Discrimination* as recommended by staff.

### Commentary

*Policy III-16 Workplace Discrimination and Harassment* is reviewed on an annual basis. The Ontario Occupational Health and Safety Act requires that employers implement specific workplace harassment policies and procedures and ensure that incidents and complaints of workplace harassment are properly investigated. Similarly, the Ontario Human Rights Code requires employers to ensure the workplace is free from harassment on a number of prescribed and prohibited grounds.

The Executive Officer of Human Resources and Human Resources Services Management staff have reviewed the policy and recommend that apart from minor housekeeping, no changes to the policy for the 2021-2022 school year.

The revised *Policy III-16 Workplace Discrimination and Harassment* 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 III-16 Workplace Discrimination and Harassment be forwarded to the September 21, 2021 Regular Board Meeting for approval.*

### Report Prepared by:

E. Bakaic  
Superintendent of Education, School Services

### Report Submitted by

P. Daly  
Director of Education and Secretary of the Board

<b>Workplace Discrimination and Harassment</b>	
<b>Adopted:</b> June 29, 2010	<b>Last Reviewed/Revised:</b> September <del>17, 2019</del> <u>14, 2021</u>
<b>Next Scheduled Review:</b> <del>2021-2022</del> <u>2022-2023</u>	
<b>Associated Policies &amp; Procedures:</b> <a href="#">VI-04 Complaints Resolution Process Workplace Discrimination/Harassment/Violence</a> <a href="#">I-36 Trustee Code of Conduct</a> <a href="#">I-43 Use of Technology and Digital Citizenship</a> <a href="#">VI-62 Use of Technology and Digital Citizenship</a> <a href="#">II-39 Progressive Discipline &amp; Safety in Schools Code of Conduct - Suspensions &amp; Expulsions</a> <a href="#">VI-44 Progressive Discipline and Safety in Schools</a>	

## Purpose

To uphold Halton Catholic District School Board's commitment to providing an environment free of discrimination and harassment for all its employees, stakeholders and students, where all individuals are treated with respect and dignity, can contribute fully and have equal opportunities.

The Workplace Discrimination and Harassment Policy is guided by the Ontario Human Rights Code and the Occupational Health and Safety Act.

## Application and Scope

This policy applies to all Board employees, trustees and other users of the Board's facilities, such as members of consultative committees, parents, volunteers, permit holders, contractors and employees of other organizations not related to the Board but who nevertheless work on or are invited onto Board premises. This policy addresses workplace harassment and discrimination from all sources including third parties, supervisors, employees, students, parents and members of the public.

The rights of students to a respectful working and learning environment, free from discrimination and harassment, are protected under other appropriate policy, legislation or regulations including, but not limited to, the *Education Act*, Ontario Schools Code of Conduct and codes of behaviours.

This policy applies to the workplace. The Board's workplace is any place where employees perform work or work-related duties or functions. Schools and school-related activities, such as extra-curricular activities and excursions, comprise the workplace, as do Board offices and facilities. Conferences and training sessions fall within the scope of this policy.

## References

[Human Rights Code](#)

[Occupational Health and Safety Act](#)

[Education Act](#)

[Ontario Schools Code of Conduct](#)

## Definitions

**Protected Grounds of Discrimination** - Protected grounds as set out in applicable human rights legislation (Human Rights Code Part I Section 5 (1)).

**Discrimination** - Discrimination includes, but is not limited to, a differential act, system or behaviour which differentiates between individual or groups, imposes a disadvantage or withholds an advantage on the basis of any protected ground in the Ontario Human Rights Code (The Code). It may involve direct actions, or it may involve rules, practices or procedures that appear neutral, but disadvantage certain groups of people.

### **Workplace Harassment -**

- engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome, or
- workplace sexual harassment.

Harassment typically involves a pattern of comment or conduct that occurs over time. However, a single incident or a serious nature may be sufficient to constitute harassment.

Harassment may include slurs, epithets, threats, derogatory comments or visual depictions, unwelcome jokes and teasing. Harassment can be verbal, visual, by conduct, or in the written word.

### **Workplace Sexual Harassment -**

- engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

**Examples of discrimination or harassment or sexual harassment include (but are not limited to):**

- Epithets, remarks, jokes or innuendos related to a person's race, gender identity, gender expression, sex, disability, sexual orientation, creed, age, or any other ground

- Display or distribution of offensive or racist pictures, graffiti or other derogatory material.
- Singling out a person for humiliating or demeaning “teasing” or jokes because they are a member of a Code-protected group
- comments about a person’s dress, speech or other practices that may be related to their sex, race, gender identity or creed.
- Sexual advances or requests for sexual favours which are known or ought reasonably to have been known by the person making the advances to be unwelcome.
- Sexually oriented remarks or behaviours which are known or ought reasonably to have been known by the person making the remarks and/or engaging in the behaviour to be unwanted or unwelcome.
- The display of sexually explicit or exploitative pictures, cartoons or jokes within the Board premises or on Board property or the telling of jokes of a sexual nature.

However, the standard exercise of supervisory responsibilities, including training, evaluation, counseling, and discipline when warranted, does not constitute workplace discrimination or harassment.

## Principles

The Halton Catholic District School Board expects that conduct in its workplaces shall be in accordance with the gospel values of Jesus Christ, the Goals of Education and the Board’s Mission Statement.

The Halton Catholic District School Board is committed to providing a learning and working environment that is safe and inclusive of the needs and well-being of the individual employee and student.

The Board will not tolerate, condone or ignore any workplace discrimination or harassment.

Where any employee of the Board is found to have violated this Policy, they may be disciplined, up to and including termination of employment.

## Requirements

### **1. Information and Instruction with Respect to Workplace Discrimination and Harassment:**

- a) The Board will provide employees with,
  - i. Information and training that is appropriate for employees on the contents of the policy and program with respect to workplace discrimination and harassment; and
  - ii. Any other prescribed information

### **2. Procedure to Implement the Policy with Respect to Workplace Discrimination and Harassment:**



- a) The Board has developed a procedure to implement the policy with respect to workplace harassment. Refer to *Administrative Procedure VI-04 Complaints Resolution Process - Workplace Discrimination Harassment Violence* for more information.
- b) Without limiting the generality of paragraph a) above, the procedure includes:
  - i. Measures and procedures for employees to report incidents of workplace discrimination or harassment to a person other than the employer or supervisor, if the employer or supervisor is the alleged harasser;
  - ii. How incidents or complaints of workplace discrimination or harassment will be investigated and dealt with;
  - iii. How information obtained about an incident or complaint of workplace discrimination or harassment, including identifying information about any individuals involved, will not be disclosed unless the disclosure is necessary for investigating, taking corrective action, or by law; and
  - iv. How an employee who has allegedly experienced workplace discrimination or harassment and the alleged harasser (if an employee of the Board) will be informed of the results of the investigation and of corrective action that has been or will be taken.

### 3. Dissemination of the Policy:

The policy and procedures concerning workplace discrimination and harassment will be posted at a visible place in the workplace.

The Director of Education, through Human Resources will ensure that new employees receive a copy of this policy and ensure that it will be highlighted at orientations for new principals and supervisors and at parent meetings.

All principals must review this policy and associated ~~ation~~ Administrative Procedure VI-04 Complaints Resolution Process on an annual basis with all staff at the start of each school year. The principal must ensure that all teaching and support staff in the building who may be absent on the day of the review of the policy, review the policy and procedure as soon as possible.

### 4. Review of the Policy:

- a) The Board will review the policy with respect to workplace harassment as often as is necessary, but at least annually.

### 5. Duties of the Supervisor:

The Board strives to maintain an environment respectful of human rights and free of objectionable behaviour for all persons served by it. It must be ever vigilant of anything that might interfere with this duty. The Board expects that all persons in its learning/working environment will:

- Be aware and sensitive to issues of harassment;
- Support individuals who are, or have been targets of harassment;
- Prevent harassment through training;

- Take all allegations of harassment seriously and respond promptly;
- Provide positive role models; and not demonstrate, allow or condone behaviour contrary to the policy, including reprisals.

## 6. Role and Responsibilities:

All employees of the Board are expected to uphold and abide by this policy and maintain an environment respectful of human rights and free of discrimination and harassment for all persons served by it.

The Board will investigate and deal with all complaints or incidents under this policy in a fair and timely manner. Information about a complaint or incident will not be disclosed except to the extent necessary to protect workers; to investigate the complaint or incident; to take corrective action; or as otherwise required by law.

All employees, and in particular, principals, managers and supervisors have the additional responsibility to act immediately on observations or allegations of discrimination or harassment and should address potential problems before they become serious. All employees are encouraged to report workplace harassment and discrimination to the appropriate person.

## 7. Reprisal:

This policy prohibits reprisals against individuals, acting in good faith, who report incidents of workplace discrimination or harassment, participate in an investigation and/or act as witnesses. The Board will take all reasonable and practical measures to prevent reprisals, threats of reprisal, or further harassment. Reprisal is defined as any act of retaliation, either direct or indirect.

## 8. Complaints:

All employees have a right to claim and enforce their right to a workplace free of discrimination and harassment and are entitled to have access to the complaint procedures. Every attempt should be made to resolve matters through an information resolution. In order to resolve workplace harassment, supervisory and managerial personnel must address and attempt to resolve complaints under this policy and procedure in a timely fashion and keep records of complaints and any subsequent response or action taken. Refer to *Administrative Procedure VI-04 Complaints Resolution Process - Workplace Discrimination Harassment Violence* for more information.

## 9. Attendant Procedures:

The Director of Education shall establish administrative procedures relative to the complaint process in collaboration with Human Resources Services.

The Executive Officer, Human Resources Services shall be responsible for implementing and monitoring this policy and its attendant administrative procedures.



APPROVED: Regular Meeting of the Board

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

I-06 Delegations to the Board	<b>Item 4.4</b>
September 14, 2021	

**Purpose**

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

**Commentary**

The policy was deferred from the June 8, 2021 Policy Committee meeting following various Trustee discussions to allow for further review.

Changes being proposed are 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:*

***That***, the Policy Committee recommends that *Policy I-06 Delegations to the Board* be forwarded, along with amendments, to the September 21, 2021 Regular Board Meeting for approval.

Report Prepared and submitted by:

B. Agnew  
Burlington Trustee

<b>Delegation to the Board</b>	
<b>Adopted:</b> February 28, 1995	<b>Last Reviewed/Revised:</b> <del>June 16, 2020</del> <u>September 14, 2021</u>
<b>Next Scheduled Review:</b> <del>2022-2023</del> <u>2023-2024</u>	
<b>Associated Policies &amp; Procedures:</b> <a href="#">HCDSB Procedural Bylaws</a> <a href="#">V-18 Community Engagement and Public Consultation Policy</a>	

## Purpose

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

## Application and Scope

### I. Standard Delegations

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

### II. Process Review Delegations

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

## References

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

## 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 presenter(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 ~~(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*



# Policy I-46 Correspondence to the Board of Trustees

Summary of Stakeholder Feedback

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## Background

At the Special Board Meeting held on June 16, 2021, Policy I-46 Correspondence to the Board of Trustees was introduced and approved by the Board of Trustees at first reading.

The policy was released for Stakeholder Consultation on June 18, 2021. The online form remained open over the summer months and was closed on September 10, 2021. This report summarizes the feedback received.

## Who Responded?

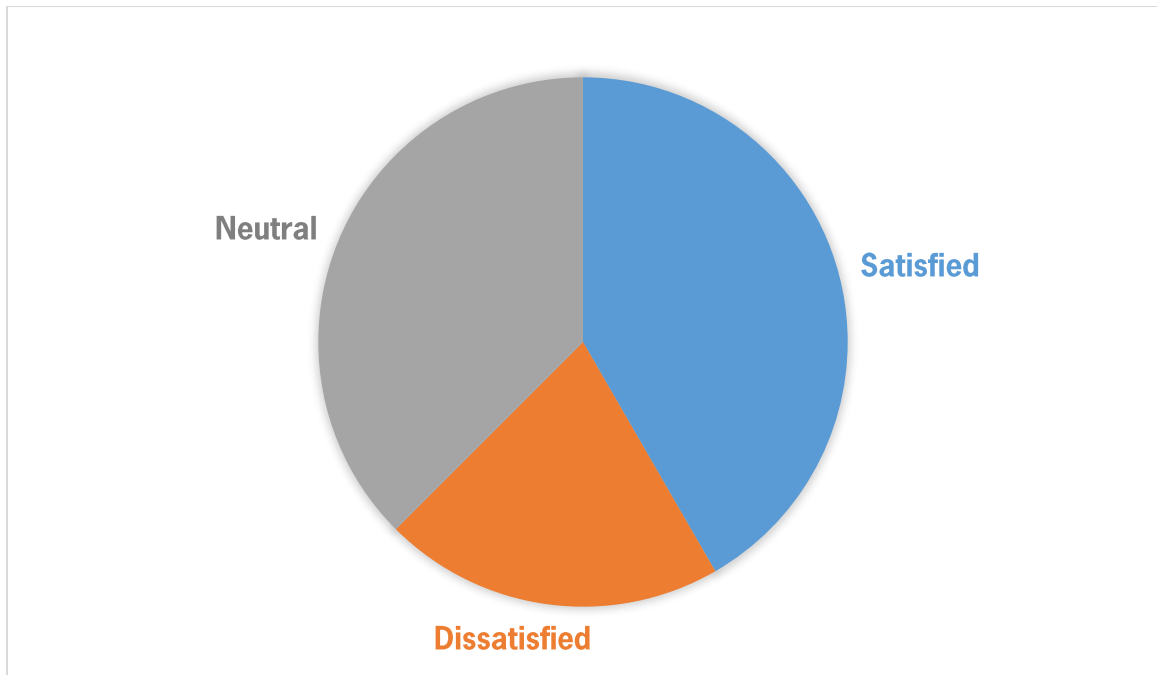
In total, **120 completed responses** were submitted via the online form. The majority of respondents identified as HCDSB parents (74%, n = 89).

ROLE	COUNT
HCDSB Parent	89
HCDSB Staff	21
Member of HCDSB Community (ratepayer)	6
HCDSB Catholic School Council Chair (responding on behalf of CSC)	2
President of HCDSB Unionized Employee Group	1
Trustee	1

## Level of Satisfaction with Content of Policy

Respondents were asked to rate their level of satisfaction with the proposed changes to Policy II-45.

- **50** respondents indicated they are **satisfied** with the proposed policy changes.
- **45** respondents indicated they are **neutral** about the proposed policy changes.
- **25** respondents indicated they were **dissatisfied** with the proposed policy changes.



## Comments Submitted

Respondents were invited to provide comments, questions or suggestions related to the policy changes. **47** comments were submitted.

Comments have been redacted to remove personal information, derogatory or offensive language, and are listed below.

### Comments from Respondents Satisfied with the Changes

1. As long as the correspondence can still be included in the Board Meeting agenda/notes I am happy. That way I know that my voice as a parent is being considered and heard, especially with issues that are opposite to the belief or opinion of the trustee.

2. Very clear, thanks.

## Comments from Respondents Satisfied with the Changes

3. Under Requirements, Section 1, third bullet, replace "shall" with "must." The other instances of shall are fine. I just want to make there is no misinterpretation of the requirement to protect privacy
4. I am hoping that the policy will apply retroactively to correspondence that was sent recently, but not after this new policy change. I sent correspondence in regard to the Safe and Inclusive Schools survey for parents, and I put a great deal of reflection into that message. I would love to hear back when the policy allows for it.
5. It would be useful to specify timelines for Trustees and Director of Education to respond to correspondences
6. Recommend you indicate WHAT is changing from the current policy so that people can decide whether the change is an effective/appropriate decision.
7. Trustees must always use Board provided letterhead for responses.
8. The changes in this policy reflect the wholesome discussions we have had around the board; and will only enhance our relationship with our stakeholders.
9. Please include timeframes for response. Parents will receive a response from XX (director of education or it's delegate, Trustee) within 10 business days.  
  
More explicit rules around using letterhead, although the policy is referenced, there are examples of trustees using their letterhead for fundraising for re-election.  
  
Include Twitter and other social media platforms in this policy.
10. In light of the communication protocols that continue to impede at times the optimal functioning of this Board of Trustees at meetings, I feel that this is an important policy for further improvement.
11. This is a well-written, concise document. Thank you.
12. seems like a good outline for how concerns can be addressed to the board.
13. Thank you for reviewing this policy and making the appropriate amendments. I am especially pleased to see that written correspondence will no longer be read during Board meetings.
14. sounds like a good idea for transparency
15. How will correspondence submitted for Special Board Meetings be handled? I think requirements for this should be included as well.
16. More clarity and openness on issues presented is welcomed

## Comments from Respondents Satisfied with the Changes

17. We need to focus on the children and provide parents with adequate feedback. I understand we are in a world of justice and opinion in the moment in time but as I sit here and read this policy then look back at the effort put into my child's year end report card I am puzzled at what the focus of the board is really working on. Children and Teachers need to return to school and teachers need to do their job to educate and communicate learning milestones. Let's hope there is a policy to follow for that.

## Comments from Respondents Neutral about the Changes

1. The requirement to respond to all correspondence seems unnecessarily burdensome, especially when people submit form letters x100s on hot topics. Perhaps an acknowledgement of receipt is sufficient.

2. Under "Application & Scope" where you set parameters for who correspondence can be between - there should be clarification of employees being able to communicate to the Board of Trustees and Secretary of the Board as it relates to their role also as a parent of student in the Board. There are many employees of HCDSB who are also parents of children attending school in HCDSB - and their voices are equally important as their concerns pertain to issues relating to the education of their children.

There should be guidelines regarding a response time from Trustees and/or the Secretary of Board - from my experience and the experience of many parents, several emails are not responded to by Trustees which really makes one question why they are in this role as elected members and we the tax payers who are paying them.

Responses should also be meaningful responses and not so vague that they dance around the answer or concern.

There really needs to be more parameters to hold Trustees and Secretary of the Board accountable for responding to all correspondence and if responses from Trustees are not made or sufficient, a recourse for parents and other members attempting communication must be outlined in the I-46.

3. I reviewed the proposed policy, but I never saw any previous policy on how this process was taking place. This makes it difficult to evaluate, hence I am 'neutral' to the proposed policy.

4. Please consider your public communications. Your board meetings have been terribly unprofessional lately and I would like to request that professionalism, organization, speaker turns (no interruptions) and respectful tones/dialogues are mandatory. Our HCDSB and trustees need to do better. They need to be reflective of how they are being perceived. Please continue to learn about 2SLGBTQ+, anti-black racism and indigenous rights - they are human rights. It is extremely evident that much more current education on human

## Comments from Respondents Neutral about the Changes

rights and white privilege is needed. Please do the work so that you can set a good, positive and equitable example of leadership in a publicly funded board. I do appreciate the initiatives started - but it's just not enough, yet. You must keep going. Please keep going. You must respectfully address and speak out against forms of hate. Hate, in any form, has no home in the HCDSB. Learn, reflect and do better.

5. These policy changes are fine... Honestly, I'd love it if you improved your board meetings somehow. The few I've listened to consist of going around in circles, and not getting straight to the point. They're painful to listen to, to be honest. The last one I attended that included the discussion/voting re: the pride flag, was extremely disappointing and I feel was NOT reflective of MOST views in the HCDSB community. Why are you relying on emails being sent to trustees, why not ask in a survey prior to decisions like this for opinions!! Most people don't even know they can email a trustee, and even if they do, the trustee will say that because they didn't know the person was from Halton they didn't 'count' their vote. There has got to be a better way! Survey your audience - survey those who are going to vote in their Trustees next time. I can tell you for certain that I will be paying major attention at the next vote because of how disappointing the pride flag decision was. So many other Catholic school boards stepped up and supported it. The Catholic education system has been under scrutiny for so long, why give people one more reason?! It's sad to walk by our school and not see the flag, to then walk by the public school and see it. My kids, who are not part of the LGBTQ+ community, also find it very sad.

6. Get a new chair for the policy committee. This policy is fine but the direction of some other policies is and will be an issue. [REDACTED]

7. There should be a limit on the number of times one person can send letter or delegate to the board. How many times must decisions I agree with get changed after a letter or delegation which I then can't respond to because a decision has been changed again, but now it's final. This would force people to really consider what is important to them rather than just complaining.

8. I'm unsure how this relates to me as a parent.

9. The Board Meetings as of late have been too heavily weighted on Delegations to the board. 10 minutes to delegate is far too long. Those selected to delegate should be concise and to the point. The Question and Answer period should be limited as well. More should be done through written correspondence. Board business has too often taken second seat to delegations and although important to hear from stakeholders, we must not do this at the expense of moving along the day to day business of the board.

10. Too much to read.  
Can't tell what is new or changed.

11. I feel that it is improper for a current sitting trustee to have sent out mass emails pushing their individual agendas. This is especially true if the emails were gathered without consent.

## Comments from Respondents Dissatisfied with the Changes

1. Your approach to a "open and inclusive policy decision-making" process is not worth the paper it is written on. If you were truly practicing that approach you would have listened to your students, teachers, parents and principles when you were advised that flying the Pride flag in June was a 'need' that students felt was not being met by this board. You had the opportunity to meet that 'need', and you failed to listen. You failed to address it. You failed to help meet your own students 'need'.
2. [REDACTED]
3. Wow, seriously, these are your priorities? It has been evident (data supports this within policy documents in your minute mettins) that in fact the Board of Ed does not value input from parents. Meanwhile, our Catholic (?) Schools (in name only) are becoming propaganda outlets for the woke. How about focusing on putting the Catholic back into what is supposed to be our school system. If not, then really collapse the Catholic school system & save taxpayers money! Not even a bit satisfied with the nonsense coming out of Halton "Catholic" school board...hyprocricy & word salad & the content of your meetings shaved off time in pergatory! Wish we were surprised...lowering the bar...
4. It's very sad that the trustees have had to hire a parliamentarian because they can't behave appropriately in a meeting. Quite frankly I'm embarrassed that my children are attending a HCDSB school.
5. This looks like a policy change designed to make it more difficult for someone to voice an opinion. I'd like to understand the intent of the policy - not a formal written notice, but a regular discussion with someone from the board so that I can make an informed decision.
6. When a letter is addressed to all trustees, any of the trustees should be able to respond. I do not like that the chair speaks for all, as I do not like how the trustees have spoken for the community but views are not representative of the community at large or-pride flag
7. Please confirm what the charges are. It is not clear what the current process is via what is being proposed as new?
8. Generally the revision of any policy should be highlighted in order to be recognized as an amendment or addition. Unless I'm missing something the ratepayer would have to find the old policy if available to compare it to. Lacks some transparency. This comment doesn't even speak to the actual policy at this point but to the process.
9. Sick and tired of the nonsense with the current trustees. So disappointed with the display of the old BOYS club of members of the Knights of Columbus. Such a group of boys that a parliamentarian had to be hired to enable the boys to get along.

## Comments from Respondents Dissatisfied with the Changes

10. The Catholic school system has capitulated to political correctness and abandoned Christian teaching. It has allowed the anti-Christ forces of PRIDE to infiltrate into our midst and it has been successful in corrupting the last bastion for our Christian children. I was forced to cross a rainbow crosswalk into my daughters graduation at her school. The Catholic school board is now like the public school board. GODLESS and disobedient. It is now time for the Catholic School to be defunded. It is obvious now that devout Christian families must now homeschool or enrol their children in real independent Christian schools to defend the faith. We trusted the HCSB with our children and they have failed. They have breached our trust just as it has been prophesied in the Bible. Very disappointing.

11. Through this policy change it seems like our esteemed school trustees don't like getting emails and inquiries on their (lack of) actions.

To the point that you had a special meeting proposing changes to the existing Policy it is not acceptable to make it more difficult and onerous to contact trustees and to justify lack of responsiveness to these questions through a policy change.

Trustees are elected to their positions and they need to be more transparent not less so should not be allowed to hide behind a updated policy such as this.

Just consider that once you the existing trustees are no longer in office and others hold the position and who may have an opposite position to yours would you want them to be able to hide and skirt behind an updated policy that you enacted.

12. How are we to know what changes have been made without your showing the public what you did and what wording changes occurred? Seems secretive to me.

13. Individuals can vocally express their concerns during board meeting!

14. I appreciate the idea that if a correspondence is sent to multiple people there could be issues with multiples responses; however if I were to include a board member in a communication I would expect their response at the very least saying they have read it, so that should I require further communication with that board member they will know what I am talking about.



## Comments from Respondents Dissatisfied with the Changes

15. I have questions regarding the application of scope below:

"Does not apply to employees or representatives of employee groups who wish to address employment or professional interests"

This is very broad and all encompassing. Define employment or professional interests. Depending on what is permissible to address or not, I suspect this expansive definition is attempting to silence stakeholders

Stakeholder - any individual or group who can affect or is affected by decisions made by the HCDSB

The decisions made by the HCDSB can, does and has affected our secondary teachers and students. This is contrary to what the intent of the policy should be.

16. I wish to see OECTA able to delegate the board on behalf of staff. Much of the published correspondence regarding pride was hateful, ignorant and inflammatory and I hope the new policy would not allow such content to be published in the future.

17. The public should be able to openly speak and express their views and concerns during public hearings.

18. This seems like it's being done so you can pass things through under the nose of people who haven't had time to review them, or who don't have access to some of the written formats being described.

19. To be more explicit about the changes

<b>Correspondence to the Board of Trustees</b>	
<b>Adopted:</b>	<b>Last Reviewed/Revised:</b>
<b>Next Scheduled Review:</b>	
<b>Associated Policies &amp; Procedures:</b> <a href="#">HCDSB Procedural Bylaws</a> <a href="#">V-18 Community Engagement and Public Consultation Policy</a> <a href="#">V-09 Public Concerns/Complaints Process</a> <a href="#">Guidelines for Trustee Communications</a> <a href="#">I-06 Delegation to the Board</a> <a href="#">I-36 Trustee Code of Conduct</a>	

## Purpose

To provide a process for handling correspondence addressed to individual Trustees and/or the Board of Trustees.

It further serves to provide direction for handling correspondence received by the office of the Director and sets parameters for the correspondence to be published in the Board Agenda package.

## Application and Scope

This policy applies to parents, guardians, students, ratepayers, organizations or members of the broader community who wish to share correspondence with the Board of Trustees.

- This also applies to correspondence received by the Halton Catholic District School Board (HCDSB) and/or the Director of Education and Secretary of the Board and/or the Chair of the Board that would be of interest to HCDSB stakeholders.
- Ministry memorandums are also included.
- Correspondence from any organization that requests that their letter be shared with the Board of Trustees and the greater HCDSB community.
- Does not apply to correspondence received related to individual students or staff, or that is of a confidential matter.
- Does not apply to employees or representatives of employee groups who wish to address employment or professional interests.
- Does not apply to correspondence of a promotional nature or intended to solicit the purchase of goods and/or services.

## References

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

## Definitions

**Correspondence** – communication exchanged by written means (letter or email).

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

**Secretary of the Board** - refers to the Director of Education

## Principles

- The Halton Catholic District School Board (HCDSB) values relationships and partnerships and is committed to providing meaningful feedback mechanisms for all stakeholders in an open and equitable fashion.
- The HCDSB recognizes that 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.
- The HCDSB believes that effective communication is reciprocal and that all correspondence to individual Trustees or to the Board of Trustees as a whole, shall be addressed.

## Requirements

### I. Correspondence Addressed to Individual Trustees

- Trustees may wish to use Board-issued Trustee letterhead for the purposes of formal written communication with parents, students, staff, and/or constituents.
- Any response to communication prepared by an individual Trustee must only reflect the personal expression of opinion of the individual Trustee and should not speak on behalf of the Board or other Trustees.
- Trustees shall, on all matters, abide by Policy I07, Protection of Privacy, and Policy I-36 Trustee Code of Conduct.
- In accordance with the Municipal Freedom of Information and Protection of Privacy Act, Trustees shall not divulge, either in their written or verbal communications, personal information related to HCDSB's students or staff.

## II. Correspondence Addressed to All Trustees

- When correspondence is addressed to all Trustees, the Chair of the Board shall respond to the correspondence, providing a copy of the response to the other Trustees.
- All correspondence requiring the collective decision of the Board and which has yet to be decided by the Board shall be put before the Board of Trustees for consideration and direction. The Board shall provide direction as to how either the Chair or Secretary of the Board shall respond.

## III. Correspondence Addressed to Staff and Trustees

- When correspondence is addressed to a member of staff, and copied to one or more Trustees, staff shall respond to the correspondence, and provide a copy of the response to each Trustee copied in the correspondence.
- All Ministry of Education memorandums or communications addressed to the Director of Education, Chair of the Board or Trustees that is not of a confidential nature shall be published in the Board Meeting agenda package.

## Criteria for Adding Correspondence to a Board Meeting Agenda

- At the request of the sender, correspondence that is addressed to the Board of Trustees and/or the Director of Education and Secretary of the Board, may be added to the Board Meeting agenda package.
- No correspondence shall be added to a public Board agenda package without the request or expressed consent of the sender.
- Correspondence containing any inappropriate, derogatory, inflammatory or disparaging statements about another individual shall not be part of any Board Meeting agenda package. When this occurs, the Chair of the Board or Director of Education and Secretary of the Board shall provide a response to the sender to indicate that the request to have the correspondence included in the agenda package has been denied. The sender shall be provided with an opportunity to adjust the correspondence to remove any inappropriate, derogatory, inflammatory or disparaging statements and resubmit the request.
- Correspondence must be received no later than 3:00 p.m. on the day before the Board Meeting. Correspondence received after this time may be added to the next Board Meeting agenda package at the request of the sender.
- Correspondence that meets the above requirements shall be placed under item #12 of the requested Board Meeting agenda. If a specific date is not requested, the correspondence will appear in the next scheduled Board Meeting agenda package.



### Dealing with Correspondence Items During a Board Meeting

- Correspondence shall not be read aloud as it will have been presented in written format in the Board Meeting agenda package. Individuals who wish to vocally express their concerns may submit a request to [delegate](#) to the Board of Trustees.

APPROVED: Regular Meeting of the Board

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

Policy II-09 Opening and Closing Exercises	<b>Item 4.6</b>
September 14, 2021	

**Purpose**

To provide for the consideration of the Policy Committee *Policy II-09 Opening and Closing Exercises*.

**Commentary**

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:

<p><i>Moved by:</i></p> <p><i>Seconded by:</i></p> <p><b><i>That, the Policy Committee recommends that Policy II-09 Opening and Closing Exercises be forwarded, along with amendments, to the September 21, 2021 Regular Board Meeting for approval.</i></b></p>
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**Report Prepared by:** N. Guzzo  
Oakville Trustee, Board of Trustees

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

<b>Opening and Closing Exercises</b>	
<b>Adopted:</b> February 20, 1987	<b>Last Reviewed/Revised:</b> <del>October 15, 2019</del> <u>September 14, 2021</u>
<b>Next Scheduled Review:</b> <del>2022-2023-2023-2024</del>	
<b>Associated Policies &amp; Procedures:</b> 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:
  - 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.
  - 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*



IV-07 Alternative Arrangements for School Facilities	Item 4.7
September 14, 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:*

*That, the Policy Committee recommends that Policy IV-07 Alternative Arrangements for School Facilities, be forwarded to the September 21, 2021 Regular Board Meeting for approval to rescind.*

### 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

<b>Alternative Arrangements for School Facilities</b>	
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*

Rescind

IV-08 School Sites and Operating Budget	Item 4.8
September 14, 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:*

*That, the Policy Committee recommends that Policy IV-08 School Sites and Operating Budget, be forwarded to the September 21, 2021 Regular Board Meeting for approval to rescind.*

### 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

<b>School Sites and Operating Budget</b>	
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*

Rescind

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Halton Catholic District School Board

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

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

Moved that:

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

Rescinded

HCDSB Procedural By-Laws	<b>Item 4.9</b>
September 14, 2021	

**Purpose**

To provide for the consideration of the Policy Committee revisions to the HCDSB Procedural By-Laws as per the recommendation of Trustee Murphy at the June 8, 2021 and resolution 213/21 from the June 24, 2021 Special Board Meeting.

**Commentary**

At the June 8, 2021 Policy Committee Meeting Trustee Murphy brought forward item 4.11 for the following purposes:

“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. “

The meeting adjourned before getting to item 4.11.

At the June 24, 2021 Special Board Meeting, the following motion was carried:

*“Be it RESOLVED, that the By-Laws be amended in section 9.5 Order of Business, to include the Land Acknowledgement for all regular Board Meetings, including special Board Meetings.”*

As per By-law 14.1, the amendment is referred to the Policy Committee for study and report.

The HCDSB Procedural Bylaws are attached for review and consideration by the Policy Committee.



## Recommendation

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

<p><i>Moved by:</i></p> <p><i>Seconded by:</i></p> <p><b><i>That, the Policy Committee recommends that the Procedural Bylaws be forwarded, along with amendments, to the September 21, 2021 Regular Board Meeting for approval.</i></b></p>
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Report Prepared by: P. 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**

<b>1.</b>	<b>PREAMBLE</b>	
<b>1.1</b>	<b>Education Act</b>	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.
<b>1.2</b>	<b>Rules and Regulations</b>	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.
<b>1.3</b>	<b>Robert's Rules of Order</b>	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.

<b>2.</b>	<b>DEFINITIONS</b>	
<b>2.1</b>	The singular includes the plural.	
<b>2.2</b>	<b>ACT</b>	means the Education Act as amended from time to time.
<b>2.3</b>	<b>ACTION REPORT</b>	means a report that requires a resolution by the Board of Trustees.
<b>2.4</b>	<b>AD HOC COMMITTEE</b>	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"> <li>• School Uniform Committee</li> </ul>
<b>2.5</b>	<b>BOARD</b>	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.
<b>2.6</b>	<b>CHAIR</b>	means Chair of the Board, except where otherwise indicated as meaning chair of any committee or sub-committee of the Board.
<b>2.7</b>	<b>COMMITTEE</b>	means any Statutory, Standing or Ad-Hoc Committee established by the Board.
<b>2.8</b>	<b>CONSENSUS</b>	means Trustees present at the meeting can 'support' or 'live with' a proposed direction or decision, without a formal call for votes.
<b>2.9</b>	<b>CONFLICT OF INTEREST</b>	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.
<b>2.10</b>	<b>DIRECTOR</b>	means the Director of Education who is Chief Education Officer and Chief Executive Officer of the school system and Secretary of the Board;
<b>2.11</b>	<b>EX OFFICIO</b>	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.
<b>2.12</b>	<b>IN-CAMERA</b>	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"> <li>(i) The security of property of the Board</li> <li>(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;</li> <li>(iii) The acquisition or disposal of a school site;</li> <li>(iv) The acquisition or disposal of property;</li> <li>(v) Decisions in respect of negotiations with employees of the Board; or</li> </ul>

		(vi) Litigation affecting the Board.
<b>2.13</b>	<b>INFORMATION REPORT</b>	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.
<b>2.14</b>	<b>MEETING</b>	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.
<b>2.15</b>	<b>MEMBER</b>	means elected Trustee of the Board.
<b>2.16</b>	<b>MISCELLANEOUS INFORMATION</b>	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.
<b>2.17</b>	<b>QUORUM</b>	means a majority of 50% or more of all members, excluding Student Trustees, who are entitled to vote.
<b>2.18</b>	<b>SCRUTINEER</b>	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.
<b>2.19</b>	<b>SIMPLE MAJORITY</b>	means a majority of Trustees present and eligible to vote.
<b>2.20</b>	<b>SECRETARY OF THE BOARD</b>	means the Director of Education.
<b>2.21</b>	<b>STAFF REPORT</b>	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.
<b>2.22</b>	<b>STANDING COMMITTEE</b>	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"> <li>• Employee Assistance Program Committee</li> <li>• Policy Committee</li> <li>• Salary and Bargaining Advisory Committee</li> </ul>
<b>2.23</b>	<b>STATUTORY COMMITTEE</b>	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"> <li>• Audit Committee</li> <li>• Special Education Advisory Committee (SEAC) Ontario Regulation 464/07 s.1</li> <li>• Discipline Committee</li> <li>• Catholic Parent Involvement Committee (CPIC) – Ontario Ministry of Education, 2005 Parent Involvement Advisory Committee Policy</li> <li>• Supervised Alternative Learning (SAL)</li> </ul>
<b>2.24</b>	<b>STUDENT TRUSTEE</b>	means the student representative elected by his/her peers to represent pupils on the Board in accordance with the Act and Regulations.
<b>2.25</b>	<b>TWO THIRDS</b>	means not less than two-thirds of Trustees present and eligible to vote.
<b>2.26</b>	<b>TREASURER</b>	Subsection 170 (1).1 of the Education Act requires that the Board appoint a Treasurer.
<b>2.27</b>	<b>TRUSTEE</b>	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

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

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

		<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>
<b>3.6.3</b>	<b>Election of Vice-Chair</b>	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.
<b>3.6.4</b>	<b>Term of Office</b>	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.
<b>3.7</b>	<b>ELECTION OF OFFICERS – AT TIMES OTHER THAN THE INAUGURAL MEETING OF THE BOARD</b>	
<b>3.7.1</b>	<b>Election of Chair</b>	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.
<b>3.7.2</b>	<b>Election of Vice-Chair</b>	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.
<b>3.7.3</b>	<b>Election Process</b>	For the purposes of section 3.7, the process outlined in Sections 3.6.2 and 3.6.3 shall apply.
<b>3.8</b>	<b>APPOINTMENT OF TRUSTEES TO BOARD COMMITTEES</b>	
<b>3.8.1</b>	<b>Appointment process</b>	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.

<b>4.</b>	<b>MEETINGS OF THE BOARD</b>	
<b>4.1</b>	<b>REGULAR BOARD MEETINGS</b>	
<b>4.1.1</b>	<b>Time</b>	The Regular Meetings of the Board shall be held at the Catholic Education Centre at 7:30 p.m.
<b>4.1.2</b>	<b>Day</b>	The Regular Meeting of the Board shall be held on the first and third Tuesday of each month in the Board Room.
<b>4.1.3</b>	<b>Chairing the Meeting</b>	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.
<b>4.1.4</b>	<b>Notice</b>	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.
<b>4.1.5</b>	<b>Summer Meetings</b>	There shall be no Regular Meetings scheduled from July 1 <sup>st</sup> to August 31 <sup>st</sup> . 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.
<b>4.1.6</b>	<b>Holy Week</b>	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.
<b>4.1.7</b>	<b>Public Attendance</b>	All meetings of the Board shall be open to the public, subject to article 4.3.8.
<b>4.1.8</b>	<b>Adjournment</b>	Meetings of the Board shall adjourn not later than <del>11:00 p.m.</del> <del>10:00 p.m.</del> , 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 <del>11:30 p.m.</del> <del>10:30 p.m.</del> without the unanimous consent of members' present, save for the item on the table. Unanimous consent is required every half hour thereafter.
<b>4.1.9</b>	<b>Cancellation of Meeting</b>	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.
<b>4.1.10</b>	<b>Notice of Cancellation</b>	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.
<b>4.2</b>	<b>SPECIAL BOARD MEETINGS</b>	
<b>4.2.1</b>	<b>Authority to Convene</b>	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.
<b>4.2.2</b>	<b>Matters to be Considered</b>	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.
<b>4.2.3</b>	<b>Notice of Meeting</b>	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.

<b>4.3</b>	<b>IN-CAMERA MEETINGS</b>	
<b>4.3.1</b>	<b>Time</b>	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 <u>6:30 p.m.</u> <del>7:00 p.m.</del> and adjourn at <u>7:00 p.m.</u> <del>7:30 p.m.</del> in order to allow Public Session to begin on time.
<b>4.3.2</b>	<b>Unfinished Business</b>	Any unfinished business will resume under Item 14 of the Regular Meeting of the Board Agenda.
<b>4.3.3</b>	<b>In-Camera Confidentiality and Fiduciary Obligations</b>	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.
<b>4.3.4</b>	<b>Reporting Decisions at Public Session</b>	Information received In-Camera may be reported in public session, except as required to remain in the In-Camera minutes.
<b>4.3.5</b>	<b>In-Camera Matters</b>	Motions adopted or defeated will be recorded in the In-Camera minutes.
<b>4.3.6</b>	<b>Attendance at the In-Camera Meetings</b>	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.
<b>4.3.7</b>	<b>Breach of Code of Conduct and/or Fiduciary Obligations</b>	<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"> <li>(a) Verbal warning by the Chair.</li> <li>(b) A letter of warning.</li> <li>(c) Censure of the Trustee.</li> <li>(d) Barring the Trustee from attending all or part of a meeting of the Board or a meeting of a committee of the Board.</li> <li>(e) Barring the Trustee from sitting on one or more committees of the Board, for the period of time specified by the Board.</li> </ul> <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"> <li>(a) becomes disqualified as a Trustee;</li> </ul>

		<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>
<b>4.3.8</b>	<b>In-Camera Topics</b>	<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>
<b>4.4</b>	<b>ELECTRONIC MEETINGS (POLICY 1-28)</b>	
<b>4.4.1</b>	<b>Attendance</b>	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.
<b>4.4.2</b>	<b>Physical Presence</b>	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.
<b>4.4.3</b>	<b>Vote by Secret Ballot</b>	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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<b>5.</b>	<b>QUORUM</b>	
<b>5.1</b>	<b>Quorum of the Board</b>	A majority of all Trustees of the Board, except for Student Trustees, shall constitute a quorum for Meetings of the Board.
<b>5.2</b>	<b>Declaring Pecuniary Interests</b>	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.
<b>5.3</b>	<b>If Quorum not Present</b>	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.
<b>5.4</b>	<b>Recording Lack of Quorum</b>	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.
<b>5.5</b>	<b>Recording Trustees' Absence</b>	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.
<b>5.6</b>	<b>Arrival and Departure Times</b>	The arrival time and departure time of Trustees must be recorded.

<b>6.</b>	<b>COMMUNICATIONS</b>	
<b>6.1</b>	<b>Delivery</b>	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.

<b>7.</b>	<b>COMMITTEES</b>	
<b>7.1</b>	<b>Committees</b>	Committees will meet as required, at the call of their respective Chairs, and may bring recommendations to the Board of Trustees for approval.
<b>7.2</b>	<b>AD HOC/STANDING COMMITTEES</b>	
<b>7.2.1</b>	<b>Establishment process</b>	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.
<b>7.2.2</b>	<b>Committee Composition</b>	Following consultation with Trustees, the Chair shall present for Board confirmation, Trustee appointments to all Standing and Ad Hoc committees.

<b>7.2.3</b>	<b>Election of Chair</b>	Having established the composition of the Ad Hoc/Standing Committee, the Committee, at its first meeting, shall select the Chair of the Committee.
<b>7.2.4</b>	<b>Initial Meeting</b>	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.
<b>7.2.5</b>	<b>Terms of Reference</b>	The Terms of Reference, duties/mandate and timelines shall be specifically outlined and approved by the Board following the initial meeting of the Committee.
<b>7.2.6</b>	<b>Existence</b>	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.
<b>7.2.7</b>	<b>Non Members</b>	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.
<b>7.2.8</b>	<b>Right to Speak of Members</b>	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.
<b>7.2.9</b>	<b>Chair – Member of Committees</b>	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.
<b>7.2.10</b>	<b>Participation of Trustees Non-Members</b>	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.
<b>7.2.11</b>	<b>Substitute Chair for Committees</b>	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.
<b>7.2.12</b>	<b>Chair</b>	The Chair may serve as Chair of an Ad Hoc or Standing Committee.
<b>7.2.13</b>	<b>Report to the Board</b>	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.
<b>7.3</b>	<b>STATUTORY COMMITTEES</b>	
<b>7.3.1</b>		Members of the Board will be appointed to such committees as outlined in the Education Act and the regulations made thereunder.

<b>8.</b>	<b>ROLE AND DUTIES OF THE CHAIR AND VICE-CHAIR OF THE BOARD</b>	
<b>8.1</b>	<b>Role of Chair</b>	In addition to any other duties under the Act, the Chair of a Board shall, <ul style="list-style-type: none"> <li>(a) preside over meetings of the Board;</li> <li>(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;</li> <li>(c) establish agendas for Board meetings, in consultation with the Board’s Director of Education;</li> </ul>

		<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>
<b>8.2</b>	<b>Absence of Chair</b>	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.
<b>8.3</b>	<b>Absence of Chair and Vice-Chair</b>	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.
<b>8.4</b>	<b>Absence of Chair, Vice-Chair and Secretary to the Board</b>	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.
<b>8.5</b>	<b>Working Staff Committees</b>	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.
<b>8.6</b>	<b>Official Representative of the Board</b>	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.
<b>8.7</b>	<b>Signing Authority and Public Announcements</b>	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.
<b>8.8</b>	<b>Signing Authority in the Chair's Absence</b>	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.
<b>8.9</b>	<b>Chair - Reporting Absence</b>	The Chair shall notify the Vice-Chair of his or her impending absence or incapacity.
<b>8.10</b>	<b>Death or Resignation of the Chair</b>	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.
<b>8.11</b>	<b>Death or Resignation of Vice-Chair</b>	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.

<b>9.</b>	<b>AGENDA</b>	
<b>9.1</b>	<b>Provision of Draft Agenda to Trustees</b>	A draft Agenda will be sent electronically to each member, seven (7) days prior to the next meeting.
<b>9.2</b>	<b>Provision of Final Agenda – Regular Meetings</b>	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	<b>Provision of Final Agenda – Special Board Meeting</b>	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	<b>Posting Agenda</b>	The Board Agenda will be available on the Board’s Website on the Friday preceding the Board Meeting.
9.5	<b>Order of Business</b>	<p>The order of Business for Regular meetings of the Board shall be as follows:</p> <ol style="list-style-type: none"> <li>(1) <b>Call to Order</b> <ul style="list-style-type: none"> <li>○ <b>Land Acknowledgment</b>, Opening Prayer, National Anthem and the Oath<sup>[BE1]</sup> of Citizenship</li> <li>○ Motions Adopted In-Camera</li> <li>○ Information Received In-Camera</li> </ul> </li> <li>(2) <b>Approval of Agenda:</b> The Agenda shall be confirmed and may be amended (Refer to By-Laws 9.6 &amp; 9.7)</li> <li>(3) <b>Declarations of Conflict of Interest:</b> 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.</li> <li>(4) <b>Presentations:</b> Of general nature and might recognize outstanding achievements</li> <li>(5) <b>Delegations:</b> Refer to delegations to the Board – By-Law # 12</li> <li>(6) <b>Approval of Minutes:</b> 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.</li> <li>(7) <b>Business Arising from Previous Meetings:</b> 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.</li> <li>(8) <b>Action Items:</b> Reports presented requiring decision by the Board of Trustees.</li> <li>(9) <b>Staff Reports:</b> 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.</li> <li>(10) <b>Information Reports:</b> Verbal or written reports to the Board that promotes student success and other issues of general nature.</li> <li>(11) <b>Miscellaneous Information:</b> Information of general nature, including notices.</li> <li>(12) <b>Correspondence:</b> 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.</li> <li>(13) <b>Open Question Period (ten minutes)</b> – The Chair may recognize a member of the public in attendance at the meeting (refer to By- Law # 13)</li> </ol>

		<p>(14) <b>In-Camera:</b> Unfinished business; only those matters which fall under the Education Act may be discussed.</p> <p>(15) <b>Resolution re Absentees:</b> The Chair shall report in accordance with Section 5.5 of the Board By-Laws.</p> <p>(16) <b>Adjournment/Closing Prayer</b></p>
9.6	<b>Items on the Agenda</b>	<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"> <li>• It results from the report from a Committee and relates to a matter that has been referred to it by action of the Board;</li> <li>• It is a report from Administration;</li> <li>• It is pursuant to a Notice of Motion made by an individual Trustee under the provisions of section # 9.12;</li> <li>• It is a matter that, in the opinion of the Secretary, requires action by the Board as matter of urgency;</li> <li>• 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.</li> </ul>
9.7	<b>Items not included on the Agenda</b>	<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"> <li>• 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.</li> <li>• 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.</li> </ul>
9.8	<b>Segregating Matters of In-Camera Session</b>	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	<b>Agenda for Special Board Meetings</b>	The provisions of Section 9.5 apply, with necessary variations, to Special Meetings of the Board.
9.10	<b>Agenda for Meeting from which the public is excluded</b>	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	<b>Variation</b>	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 an eligible to vote, and such consent shall be ascertained without debate.
9.12	<b>Notice of Motion</b>	<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"> <li>• Shall be made during the Approval of the Agenda and added as an Information Item of a regularly scheduled Board Meeting;</li> <li>• 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;</li> <li>• Shall take the form “At the next regular scheduled meeting of the Board I shall move or cause to be moved that....”;</li> <li>• Shall not be subject of any debate or comment at the meeting at which it is introduced;</li> </ul>

		<ul style="list-style-type: none"> <li>• Shall be accompanied by an explanatory notice prior to the draft Agenda being distributed; and</li> <li>• Shall, after its appearance on the Agenda, be taken as read unless any Trustee requests that it be read in full.</li> </ul>
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10.		MOTIONS																
10.1	<b>Moved and Seconded</b>	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	<b>Authority to Read</b>	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	<b>Open and Close Debate on Main Motion</b>	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	<b>Open and Close Debate on Amendments</b>	The same procedures as in By-law 10.3 will apply to amendments.																
10.5	<b>Authority to Speak</b>	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	<b>Speakers' List</b>	It is the responsibility of the Chair to maintain a speakers' list.																
10.7	<b>Code of Conduct</b>	Having been recognized to speak, a member shall respect the Board's Code of Conduct.																
10.8	<b>Interruption</b>	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	<b>Recognition of Motions</b>	<p>When a question is under debate, the following motions shall be recognized in order of precedence:</p> <table border="0"> <tr> <td><b>Motion</b></td> <td><b>Conditions</b></td> </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>	<b>Motion</b>	<b>Conditions</b>	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	<b>Order of Precedence</b>	<p>The following order of precedence may be addressed to the Chair and in so doing interrupt the Trustee on the floor:</p> <table border="0"> <tr> <td><b>Motion</b></td> <td><b>Conditions</b></td> </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>	<b>Motion</b>	<b>Conditions</b>	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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<b>10.11</b>	<b>Subdivision of Question</b>	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.
<b>10.12</b>	<b>Chair Taking Part in Debate</b>	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.
<b>10.13</b>	<b>Point of Order</b>	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.
<b>10.14</b>	<b>Order of Questions</b>	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.
<b>10.15</b>	<b>To Postpone</b>	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).
<b>10.16</b>	<b>To Refer</b>	A motion to refer to a Standing Committee shall take precedence over a motion to refer to a Special Committee or to Administration.
<b>10.17</b>	<b>To Amend</b>	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
<b>10.18</b>	<b>To Lay on the Table</b>	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.
<b>10.19</b>	<b>To Withdraw</b>	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.
<b>10.20</b>	<b>To Reconsider</b>	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.
<b>10.21</b>	<b>To Postpone Indefinitely</b>	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.
<b>10.22</b>	<b>Motion Lost</b>	A motion if lost, shall not again be entertained at the same meeting.
<b>10.23</b>	<b>To Rescind</b>	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



		rescind shall be entertained for the next twelve months without the unanimous consent of all Trustees present and eligible to vote on the matter.  A motion to rescind is not in order if the previous resolution has been acted upon and cannot be reversed.
<b>10.24</b>	<b>Receipt of Reports</b>	To 'receive' means that the Board receives a report or document without denoting agreement or disagreement.
<b>10.25</b>	<b>To Adjourn</b>	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.  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.
<b>10.26</b>	<b>Recording of all Motions</b>	All motions, carried and defeated, must be recorded in the minutes.

<b>11.</b>	<b>VOTING</b>	
<b>11.1</b>	<b>Voting</b>	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.
<b>11.2</b>	<b>Right to Vote</b>	Only Trustees present or deemed to be present at the meeting when a vote is taken shall have the right to vote.
<b>11.3</b>	<b>Recounting Votes</b>	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.
<b>11.4</b>	<b>Affirmative Vote Required</b>	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).
<b>11.5</b>	<b>Minimum Number</b>	Any matter, on which there are fewer than two Trustees eligible to vote at a Committee meeting, shall stand referred to the Board.
<b>11.6</b>	<b>Methods of Voting</b>	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: <ul style="list-style-type: none"> <li>• By general (or unanimous) consent, in which the Chair exercising discretion, states that the motion will be adopted in the absence of objection;</li> <li>• 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;</li> <li>• 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.</li> </ul>

		<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul>
<b>11.7</b>	<b>Ruling of the Chair</b>	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.
<b>11.8</b>	<b>Student Trustees</b>	Student Trustee votes shall not be counted in determining any Board decision.
<b>11.9</b>	<b>Right of the Chair to Vote</b>	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.
<b>11.10</b>	<b>Vote Lost on Equality</b>	Any motion on which there is an equality of votes is lost.
<b>11.11</b>	<b>Declaration of Result</b>	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.
<b>12.</b>	<b>DELEGATIONS AND SUBMISSIONS</b> <b>Policy I-6</b>	
<b>12.1</b>	<b>Purpose</b>	A delegation wishing to make a presentation to the Board will submit the request in writing to the Secretary of the Board.
<b>12.2</b>	<b>Request to be Heard</b>	The request shall be received by the Secretary at least seven (7) days prior to the meeting of the Board.
<b>12.3</b>	<b>Nature of the presentation</b>	The request shall outline in some detail the nature of the presentation and indicate who the spokesperson will be for the group or organization.
<b>12.4</b>	<b>Brief</b>	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.
<b>12.5</b>	<b>Time Available – Delegations</b>	The delegation will be allowed a time of ten (10) minutes for their presentation.
<b>12.6</b>	<b>Commercial Enterprises Prohibited</b>	Commercial enterprises are prohibited from appearing before the Board as a delegation for purposes of promoting their products/services.
<b>12.7</b>	<b>Response from the Board</b>	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.

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

<b>13.4</b>	<b>Timing</b>	The open question period will last a maximum of ten (10) minutes, with each questioner allowed a maximum of two (2) minutes.
<b>13.5</b>	<b>Response</b>	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.
<b>13.6</b>	<b>Out of Order</b>	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.
<b>13.7</b>	<b>Employees of the Board</b>	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.
<b>13.8</b>	<b>Questions/Petitions/Enquiries</b>	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.

<b>14.</b>	<b>AMENDMENT OF BY-LAWS</b>	
<b>14.1</b>	<b>Purpose</b>	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.
<b>14.2</b>	<b>Review Process</b>	The By-Laws of the Halton Catholic District School Board shall be reviewed every four (4) years by the Board.
<b>14.3</b>	<b>Temporary Suspension of By-laws - Voting</b>	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.
<b>14.4</b>	<b>Timing on Agenda</b>	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.
<b>14.5</b>	<b>Timing of Suspension</b>	No temporary suspension of the By-Laws shall extend beyond the current meeting of the Board.

<b>15.</b>	<b>REPORTING BY WAY OF MINUTES</b>	
<b>15.1</b>	<b>Reporting</b>	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.
<b>15.2</b>	<b>Duty of the Board</b>	The Board shall keep minutes.
<b>15.3</b>	<b>Content of Minutes</b>	Minutes of meetings of every committee and Board meeting shall contain the following information: <ul style="list-style-type: none"> <li>• The name of the body meeting;</li> <li>• The date of the meeting;</li> <li>• Whether the meeting was a regular or special meeting.</li> <li>• 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.</li> </ul>

		<ul style="list-style-type: none"> <li>• The names of the Trustees, senior staff, external consultants, Board auditors or Board solicitors who were present, noting the time of arrival and departure.</li> <li>• The resolutions and recommendations adopted by the Board.</li> <li>• The time of adjournment.</li> </ul>
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<b>16.</b>	<b>DUTIES AND POWER OF SCHOOL TRUSTEES</b>	
<b>16.1</b>	<b>Duties of the Board</b>	<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>
<b>16.2</b>	<b>Governing Power</b>	Members will exercise their power to govern only as Trustees of the corporate body, not as individuals.

<b>Complaints Resolution Process: Workplace Discrimination/ Harassment/Violence</b>	
<b>Adopted:</b> October 27, 2000	<b>Last Reviewed/Revised:</b> <del>August 31, 2020</del> September 7, 2021
<b>Next Scheduled Review:</b> <del>2021-2022</del> 2022-2023	
<b>Associated Policies &amp; Procedures:</b> <a href="#">III-05 Employee Assault</a> <a href="#">III-15 Workplace Violence</a> <a href="#">III-16 Workplace Discrimination and Harassment</a>	

## Purpose

To provide a clear and standard procedure for processing and addressing workplace discrimination/ harassment/violence complaints in accordance with Board Policies.

## Application and Scope

This complaint process applies to all personnel working within the jurisdiction of the Halton Catholic District School Board, to all students in attendance in schools under the Board’s jurisdiction and to all visitors, guests and volunteers in the Board’s schools.

## References

[Human Rights Code](#)

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

[Occupational Health and Safety Amendment Act \(2009\)](#)

## Requirements

### A. Complaint Process:

The following procedure is designed to give assurance that workplace discrimination/ harassment/violence will not be tolerated, to allay fears of retaliation and to provide assurances that persons accused of harassment will be dealt with through a fair process:

1. An individual reporting alleged workplace discrimination/ harassment/violence has the right to bypass the informal resolution process and proceed directly to the formal complaint process.
2. Because of the sensitive nature of any complaint under this process, throughout the investigative procedure, every reasonable effort will be made by all parties concerned to respect the confidential nature of the information, subject to the obligations of the Board to carry out its' investigation and to comply with the legal requirements of the Human Rights Code.
3. All information collected under these procedures will be dealt with in accordance with the Municipal Freedom of Information and Protection of Privacy Act and the Occupational Health and Safety Act (2009).
4. The Executive Officer, Human Resources Services is available to provide information, counselling and/or advice to employees on a confidential basis regarding the application of the harassment procedures or to clarify other options available to an employee seeking to resolve a complaint of harassment.

**B. Informal Resolution of Complaints:**

1. Where an individual feels that he/she has been the victim of workplace discrimination/ harassment/violence contrary to the Human Rights Code and the Occupational Health and Safety Act (2009), he/she is first encouraged to make known to the person who is the source of the harassment, either verbally or in writing, that such conduct is unwelcome.
2. In the event this proves unsuccessful, or circumstances are such that the person, i.e. "the complainant" does not feel comfortable confronting the person who is the source of the incident ("the respondent"), then the complainant may discuss the situation with a principal, supervisor, manager, Executive Officer, Human Resources Services or another administrator.
3. The complainant should maintain detailed, dated accounts setting out times, locations, witnesses and details of the harassment, in connection with each incident. However, failure to do so will not preclude the use of these procedures.

**C. Formal Complaint Procedure:**

1. The complainant will commence the formal complaint process by providing the Executive Officer, Human Resources Services a formal written statement setting out the allegations of the harassment, including dates and places. A separate list of witnesses where possible, should be provided. (This list of witnesses, in normal circumstances, should not be disclosed to the respondent).
2. The Executive Officer, Human Resources Services will meet with the respondent to provide him/her with a copy of the written complaint, together with a copy of this complaint procedure, at the earliest opportunity or such longer period as the Executive Officer, Human Resources Services may deem to be reasonable. (The respondent will also be asked to

supply a list of witnesses, which, under normal circumstances, will not be disclosed to the complainant).

3. Following the receipt of the respondent's written response, the Executive Officer, Human Resources Services will meet once more, with the complainant to review the response and to obtain the complainant's comments.
4. Following these meetings, the Executive Officer, Human Resources Services will meet with any witnesses or other persons, whether or not named by the complainant and/or the respondent, who the Executive Officer, Human Resources Services, feels may be able to contribute to the investigation.
5. At the conclusion of the investigation, the Executive Officer, Human Resources Services will meet, individually with the complainant and the respondent to review the results of the investigation. During this review, the Executive Officer, Human Resources Services will disclose the substance of what the witnesses have said; however, the names of witnesses will not be provided unless the Executive Officer, Human Resources Services determines such disclosure is necessary for the context of the evidence to be understood. Both the complainant and the respondent will be given a final opportunity for input and response at this stage. Such input may be given orally or may be provided in writing within five (5) days of the meeting or such further period as the Executive Officer, Human Resources Services deems reasonable.
6. Following final input from the complainant and the respondent, the Executive Officer, Human Resources Services will attempt, within ten (10) working days, or as soon as circumstances permit, to reach a determination of whether or not the behaviour of the respondent constituted harassment and he/she will provide his/her final report to the Director of Education together with any recommendations, if appropriate.
7. In the event it is concluded that harassment did not occur, this finding will be conveyed to both the complainant and the respondent in writing and, where appropriate to the witnesses who were interviewed. No record of the finding will be placed in the respondent's file. No disciplinary action will be taken against the complainant unless it is determined that the complaint has been made maliciously and deliberately to harass the respondent or to abuse this policy. The results of the investigation will be maintained in a confidential file to be kept by the Executive Officer, Human Resources Services, containing the documentation of the investigation together with his/her report.
8. If it is determined that the respondent's behaviour did constitute harassment, and it is determined that a disciplinary response is appropriate, the Board's normal disciplinary policies and procedures will be followed. The documentation of the investigation, together with the Executive Officer, Human Resources Services report will be maintained in the confidential file to be kept by the Executive Officer, Human Resources Services containing the documentation of the investigation together with his/her report. The complainant and the respondent will be advised in writing of the outcome of the investigation and the corrective action(s) taken.

9. If it is determined that the harassment did occur, but that a non-disciplinary response is more appropriate in the circumstances, such action will be taken and a notation of such will be placed in the respondent's file. The documentation of the investigation, together with the Executive Officer, Human Resources Services report will be maintained in the confidential harassment file maintained by him/her. The complainant will be apprised of the report at the earliest opportunity.

**D. Alternates and Exceptions:**

1. In the event the Executive Officer, Human Resources Services is unable to carry out his/her obligations under this policy, the Director of Education may appoint another person to perform the role and may extend the time periods as deemed appropriate.
2. The Executive Officer, Human Resources Services may with the approval of the Director designate another person including an external consultant or counsel to assist in conducting the investigation.
3. In the event that the Executive Officer, Human Resources Services is named as the respondent in a harassment complaint, the complaint will be made directly to the Director of Education and the Director of Education or his/her designate will carry out the investigation according to the procedures set out above.
4. In the event that the Director of Education is named as the respondent in the complaint, the complaint will be made directly to the Chair of the Board of Trustees who shall designate a supervisory officer or external consultant or counsel to carry out the investigation and to report back to the Chair with the results of the investigation.

APPROVED: Regular Meeting of the Administrative Council

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



**Policy Committee Work Plan  
2021-2022**



Policies for Consideration by the Policy Committee	Action to be Taken				Referred to Board			Start Date ~ Stakeholder Consultation	End Date ~ Stakeholder Consultation	Follow-up Review by Policy Committee	Approved at 2 <sup>nd</sup> & 3 <sup>rd</sup> Reading	Website Updated	Next Review (School Year)
	Establish	Review	Revise	Rescind	Approved at 1 <sup>st</sup> Reading	Approved/ Approved as Amended	Rescinded						
<b>September 14, 2021</b>													
I-19 Occupational Health and Safety													
III-15 Workplace Violence													
III-16 Workplace Discrimination and Harassment													
I-06 Delegation to the Board													
I-46 Correspondence to the Board													
II-09 Opening and Closing Exercises													
IV-07 Alternative Arrangements for School Facilities													
IV-08 School Sites and Operating Budget													
<b>October 12, 2021</b>													
II-11 Daily Teacher Plans													
II-07 The School Day-Teaching Day-Elementary & Secondary													
I-24 Fraud Management													
<b>November 9, 2021</b>													
II-23 Child Care Facilities													
I-36 Trustee Code of Conduct													
II-44 Student Mental Health and Well-Being													
<b>December 14, 2021</b>													
I-07 Protection of Privacy													
II-50 Prior Learning Assessment and Recognition (PLAR) for Day School Students													
II-46 Assessment and Evaluation													
V-15 Environmental Stewardship													
<b>January 11, 2022</b>													
I-43 Use of Technology and Digital Citizenship													
V-03 Photography, Advertising and Sales Representatives													
V-17 Request for Promotion and Distribution of Program/Activity Related to Materials through Board Schools													
<b>February 8 2022</b>													
V-04 School Fundraising Activities													
IV-06 School Sites and Facilities Criteria													

**Policy Committee Work Plan  
2021-2022**



Policies for Consideration by the Policy Committee	Action to be Taken				Referred to Board			Start Date ~ Stakeholder Consultation	End Date ~ Stakeholder Consultation	Follow-up Review by Policy Committee	Approved at 2 <sup>nd</sup> & 3 <sup>rd</sup> Reading	Website Updated	Next Review (School Year)
	Establish	Review	Revise	Rescind	Approved at 1 <sup>st</sup> Reading	Approved/ Approved as Amended	Rescinded						
II-39 Progressive Discipline and Safety in Schools													
I-14 Smoking/Vaping Ban													
II- 28 Alcohol, Tobacco/Vaping and Drug Education and Abuse in Schools													
<b>March 8, 2022</b>													
II-20 Child Abuse and Protection of Students													
II-10 Releasing Pupils from School													
I-44 Strategic Planning Process													
II-37 Volunteers in Catholic Schools													
<b>May 10, 2022</b>													
II-15 International Languages Elementary Program													
I-30 Video Surveillance													
II-49 English as a Second Language & English Literacy Development Programs and Services													
II-51 Optional French Programming (French Immersion and Extended French)													
<b>June 14, 2022</b>													
I-45 Transparency and Accountability in Executive Compensation													
V-01 Use of School Grounds and Community Use of School facilities													
V-09 Public Concerns Complaints Process													
V-18 Community Engagement and Public Consultation													



## 2021-2022 Policy Working Group

Lead: Emi Bakaic

Sita Jayaraman  
Vince Chininea  
Vince Monaco  
Amy Robinson  
Erin Scannell  
Viviana Varano

Teresa Castellarin  
Bryan DeSousa  
Clark McDougall  
Katharine Stevenson  
Mia Thomas