

**POLICY COMMITTEE MEETING
REVISED AGENDA**

Date: Tuesday, April 8, 2025
Time: 3:00 pm
Location: Catholic Education Centre - Board Room
802 Drury Lane
Burlington, Ontario

	Pages
1. Call to Order	
1.1 Land Acknowledgment and Opening Prayer (K. Kelly)	
2. Approval of the Agenda	
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8.7.1.1	Amendment to HCDSB Procedural By-Law Article 7.2.7 (C. Saunders)	
8.7.2	Policy I-30 Video Surveillance (M. Grysiuk)	
8.7.3	Policy II-15 International Languages Elementary Program (J. Crowell)	
8.7.4	Policy II-44 Student Mental Health and Well-Being (C. Jack-Caldeira)	
8.7.5	Policy II-49 English as a Second Language & English Literacy Development Programs and Services (J. Crowell)	
8.7.6	Administrative Procedure VI-77 Procedure for ESL Student Reception, Orientation, Placement, and Programming (J. Crowell)	

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- 11. **In Camera**
- 12. **Motion to Excuse Absent Committee Members**
- 13. **Motion to Adjourn/ Closing Prayer (R. Kennedy)**

Good evening Trustees,

My name is Ian McCombe, I am a parent of two children within HCDSB and a long time supporter and graduate of HCDSB myself. I am here to express my concerns regarding the proposed amendment to Policy V-04 – School Fundraising Activities.

As we saw firsthand in 2018, implementing the proposed changes to the policy introduces significant challenges and will adversely affect the fundraising activities that take place every day in our school. The fact that this amendment is even being considered again after the disaster which unfolded previously raises serious questions about the priorities of the board.

Firstly, I feel it's important to provide a refresher of the first time a policy of this nature was passed, by a previous iteration of this board, in 2018. HCDSB schools raise hundreds of thousands of dollars for numerous charities each year. During the fundraising ban, this dropped to nearly \$0 as charities could not be vetted through an overly restrictive process (nor did administrative personnel have the capacity to do so). It prompted a response from the Minister of Education. A large majority of both parents and students were vocally opposed to the policy. HCDSB was thrust into the middle of a national media circus with dozens of stories and referring to the policy and board as "controversial" and "out of touch". It brought up questions about the very future of Catholic Education. In addition to the reputational damage, the board also incurred expenses due to legal challenges - taking funds away from serving students and educators.

And yet here we are again.

Debating this amendment once again with all the same problems that existed last time.

The proposed language is overly broad and restrictive. The amendment states that fundraising cannot support any organization that is involved in stem cell research or reproductive healthcare in any way, or is even associated with charities that are. This sweeping restriction will disqualify nearly every charity in Canada. Even if the charity itself is aligned with "Catholic values", they are considered guilty by association.

The policy is impractical to enforce. Who will determine which charities qualify? How much research is required to vet an organization? The administrative burden is immense, adding work to an already stretched resource. And what happens when inconsistencies arise? One school successfully vets a charity, but another finds it doesn't meet requirements. A parent finds fault with a charity which was previously accepted? This only adds to confusion and anger for staff, students and parents.

I truly can't believe we are here again. This policy was tried and failed. Schools were forced to cancel planned events to the dismay of staff and students. Long standing traditions like Relay for Life, Jump Rope for Heart, and Terry Fox runs. When the Humboldt tragedy occurred, we were one of the only boards to do nothing because the charity could not be vetted. How is that upholding Catholic values? The cost to the board was immense. It harmed our reputation. In addition to lost fundraising, thousands of dollars of board resources were lost. The cost of debating, administrating, researching, legal expenses, the list goes on and on.

There is nothing wrong with the current policy. School communities are able to select charities that are important to them. If anyone has concerns, they bring it to council or administration. This is merely an attempt to grandstand and solve an imagined problem. This isn't serving our students. This isn't serving the community. We need to do better.

Good Evening,

I am here today to oppose the proposed changes to Policy V-04, which would ban fundraising for organizations linked to abortion, contraception, euthanasia, or embryonic stem cell research. While this may seem like a values-based policy, in reality, it would prevent students from supporting life-saving charities—organizations like SickKids, cancer foundations, research programs, and clinical trials that offer hope when all else has been taken away.

We've been here before. I delegated in opposition to the original implementation of this policy in 2018, which caused significant reputational damage to the Board, sparking widespread community backlash and intense media scrutiny. That policy was rightfully overturned, yet it has been brought back to the table multiple times.

This amendment does not align with Catholic teachings of loving our neighbor and accepting people as they are. Jesus did not turn away from those in need—He walked with the poor, the sick, and those who were different from Him. He called on us to show compassion, not judgment; to serve, not to exclude. This policy contradicts that calling by prioritizing ideological restrictions over the ability to help those who are suffering.

The spirit of the amendment appears to be more aligned with a pro-life agenda than with the interests of the broader HCDSB community. There is no room at the Board table for ideologies or the influence of lobby groups like Campaign Life Coalition. The focus must remain on serving students, families, and the broader school community—not pushing divisive beliefs.

Healthcare is not black and white. The very treatments that save premature babies, fight cancer, and improve quality of life often rely on the same research this policy seeks to restrict. By enforcing this ban, we are not upholding values—we are limiting compassion, progress, and the ability to make a difference. These treatments have saved some of the lives of the very students and staff within HCDSB today.

Students should be empowered to support causes that align with their personal convictions, not restricted by a policy that disregards the complexity of medical science and the real impact of these organizations. I urge you to reject this change and allow students the freedom to fundraise for the charities that save lives.

Thank you.

POLICY COMMITTEE MEETING MINUTES

Date: February 11, 2025
Time: 7:00 pm
Location: Catholic Education Centre - Board Room
802 Drury Lane
Burlington, Ontario

Trustees Present: B. Agnew
M. Duarte
K. Kelly (via Teams)
R. Kennedy
E. Murphy
J. O'Hearn-Czarnota, Policy Chair
T. Powell
C. Saunders

Trustees Absent H. Karabela

Student Trustees Present: L. McGuire
S. Philbert
I. Yeboah

Senior Staff Present: E. Bakaic
J. Klein, Director of Education
A. Lofts
C. Oldman (via Teams)
M. Skrzypek (via Teams)
A. Swinden (via Teams)

Recording Secretary: C. Palucci

1. Call to Order

1.1 Land Acknowledgment and Opening Prayer (M. Duarte)

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

2. Approval of the Agenda

P#017/25

Moved by: T. Powell

Seconded by: M. Duarte

That, the Agenda be approved as presented.

The Chair called for a vote. Recommendation **P#017/25 UNANIMOUSLY CARRIED.**

3. Declarations of Conflict of Interest

There were no Conflicts of Interest declared.

4. Delegations

There were no Delegations.

5. Approval of the Minutes (January 14, 2025)

P#018/25

Moved by: B. Agnew

Seconded by: T. Powell

That, the Minutes of the January 14, 2025 Policy Committee Meeting be approved.

The Chair called for a vote. Recommendation **P#018/25 UNANIMOUSLY CARRIED.**

6. Action Items**6.1 Policy II-42 Medical Conditions (E. Bakaic)**

P#019/25

Moved by: M. Duarte

Seconded by: E. Murphy

That, the Policy Committee recommends that Policy II-42 Medical Conditions be forwarded to the February 18, 2025 Regular Board Meeting for approval.

The Chair called for a vote. Recommendation **P#019/25 UNANIMOUSLY CARRIED.**

6.2 Policy IV-06 School Sites and Facilities Criteria (A. Lofts)

P#020/25

Moved by: B. Agnew

Seconded by: T. Powell

That, the Policy Committee recommends that Policy IV-06 School Sites and Facilities Criteria be forwarded to the February 18, 2025 Regular Board Meeting for approval.

The Chair called for a vote. Recommendation **P#020/25 UNANIMOUSLY CARRIED.**

6.3 Policy V-03 Photography, Advertising and Sales (A. Lofts)

P#021/25

Moved by: E. Murphy

Seconded by: M. Duarte

That, the Policy Committee recommends that Policy V-03 Photography, Advertising and Sales be forwarded to the February 18, 2025 Regular Board Meeting for approval.

The Chair called for a vote. Recommendation **P#021/25 UNANIMOUSLY CARRIED.**

6.4 Policy V-04 School Fundraising Activities (A. Lofts)

P#022/25

Moved by: M. Duarte

Seconded by: T. Powell

That, the Policy Committee recommends that Policy V-04 School Fundraising Activities be forwarded to the February 18, 2025 Regular Board Meeting for approval.

P#022/25 Amendment

Moved by: E. Murphy

Seconded by: C. Saunders

That, the Policy Committee recommends that Policy V-04 School Fundraising Activities be forwarded to the February 18, 2025 Regular Board Meeting for approval with an Amendment under Requirements to add a fifth bullet as follows:

- Where funds are being raised for the purpose of donating to a charitable organization, the school shall disclose the name of the charitable organization to parents/guardians, in advance of the fundraising activity.

The Chair called for a vote. Recommendation **P#022/25 Amendment CARRIED.**

In Favour	Opposed	Abstain	Absent
B. Agnew	J. O'Hearn-Czarnota		H. Karabela
M. Duarte			
K. Kelly			
R. Kennedy			
E. Murphy			
T. Powell			
C. Saunders			
L. McGuire (non-binding)			
S. Philbert (non-binding)			
I. Yeboah (non-binding)			

The Chair called for a vote. Recommendation **P#022/25 CARRIED.**

In Favour	Opposed	Abstain	Absent
B. Agnew	J. O'Hearn-Czarnota		H. Karabela
M. Duarte			

K. Kelly			
R. Kennedy			
E. Murphy			
T. Powell			
C. Saunders			
L. McGuire (non-binding)			
S. Philbert (non-binding)			
I. Yeboah (non-binding)			

7. Discussion Items

There were no Discussion Items.

8. Information Items

- 8.1 Administrative Procedure VI-16 Student Retreat Funds (A. Lofts)
- 8.2 Administrative Procedure VI-27 Diabetes (E. Bakaic)
- 8.3 Administrative Procedure VI-59 School Fundraising Activities (A. Lofts)
- 8.4 Administrative Procedure VI-63 Social Media (A. Swinden)
- 8.5 Administrative Procedure VI-65 Anaphylaxis (E. Bakaic)
- 8.6 Administrative Procedure VI-66 Asthma (E. Bakaic)
- 8.7 Administrative Procedure VI-67 Epilepsy (E. Bakaic)
- 8.8 Administrative Procedure VI-68 Medications – Oral (Prescription, Non-Prescription) (E. Bakaic)
- 8.9 Administrative Procedure VI-69 Heart Conditions (E. Bakaic)
- 8.10 Administrative Procedure VI-71 Concussion Safety (E. Bakaic)
- 8.11 Administrative Procedure VI-84 Catholic School Councils and Catholic Parent Involvement Committee (N. Dinolfo)

The Procedures were provided as information.

8.12 Upcoming Agenda Items (April 8, 2025)

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

8.12.2 Policy V-17 Request for Promotion and Distribution of Program/Activity Related to Materials through Board Schools (E. Bakaic)

8.12.3 Policy V-15 Environmental Stewardship (J. Crowell, R. Merrick)

8.12.4 Information Items

8.12.4.1 Administrative Procedure VI-40 Distribution of Promotional Material (E. Bakaic)

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

**8.12.4.3 Administrative Procedure VI-52 After Hours School Paid
Camp Activities (E. Del Sordo, A. Lofts)**

**8.12.4.4 Administrative Procedure VI-64 Community Use of School
Facilities (R. Merrick)**

9. Miscellaneous Information

There was no Miscellaneous Information.

10. Correspondence

There was no Correspondence.

11. In-Camera

There were no In-Camera items.

12. Motion to Excuse Absent Committee Members

P#023/25

Moved by: C. Saunders

Seconded by: E. Murphy

That for personal reasons, Trustee Karabela was excused from the meeting.

The Chair called for a vote. Recommendation **P#023/25 UNANIMOUSLY CARRIED.**

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

P#024/25

Moved by: C. Saunders

Seconded by: B. Agnew

That the meeting adjourn.

The Chair called for a vote. Recommendation **P#024/25 UNANIMOUSLY CARRIED.**

The meeting adjourned at 7:35 p.m. with a prayer led by Trustee O'Hearn-Czarnota.

Policy V-01 Use of School Grounds and Community Use of School Facilities	Item 6.1
April 8, 2025	

Purpose

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

Commentary

Policy V-01 Use of School Grounds and Community Use of School Facilities was reviewed as part of the regular policy review cycle. The policy includes minor changes to reflect current processes as well as minor housekeeping changes throughout.

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

Recommendation

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

Moved by:
Seconded by:
<i>That</i> , the Policy Committee recommends that <i>Policy V-01 Use of School Grounds and Community Use of School Facilities</i> , be forwarded to the April 22, 2025 Regular Board Meeting for approval.

Report Prepared by:

R. Merrick
Superintendent, Facility Management Services

Report Submitted by:

J. Klein
Director of Education and Secretary of the Board

Use of School Grounds and Community Use of School Facilities

Adopted:

July 31, 1991

Last Reviewed/Revised:

~~March 22, 2022~~ April 8, 2025

Next Scheduled Review: ~~2024-2025~~ 2027-2028

Associated Policies & Procedures:

[VI-64 Community Use of School Facilities](#)

[VI-49 Use of School Facilities Election Day](#)

[I-14 Smoking/Vaping Ban](#)

[II-15 International Languages Elementary Program](#)

[II-35 Access to School Premises](#)

[VI-30 Access to School Premises](#)

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

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

[VI-60 Student Groups in Catholic Schools](#)

[VI-52 After Hours School Paid Camp Activities](#)

[III-16 Workplace Discrimination and Harassment](#)

Purpose

To facilitate the use of school buildings, grounds and facilities of the Halton Catholic District School Board ([HCDSB](#)) for community use in accordance with HCDSB ~~Operating P~~olicies, ~~Administrative P~~rocedures, and school use requirements as amended from time to time, with no expectation of subsidy from or any cost to the HCDSB.

Application and Scope

This policy applies to:

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

References

[Constitution Act, 1982](#)

[Education Act](#)

[Ontario Human Rights Code](#)

[PPM128](#)

Definitions

Permit Applicant: an individual submitting the request for the use of an [HCDSB Halton Catholic District School Board](#) facility or property, for a specific date, time and use.

Community Use of School Facilities Permit: a document granting the Permit Holder use of an [HCDSB Halton Catholic District School Board](#) facility or property, for a specific date, time and use.

Principles

- Use of school grounds and community use of school facilities will be in accordance with the HCDSB's policies and procedures, including [HCDSB Policy II-45 on Equity and Inclusive Education](#). ~~The~~ HCDSB and its staff are committed to the elimination of discrimination ~~as outlined in Ontario's Equity and Inclusive Education Strategy~~ in a manner which is consistent with the ~~exercise of the~~ HCDSB's denominational rights under section 93 of the Constitution Act, 1982 and as recognized ~~in~~ section 19 of the Ontario Human Rights Code.
- Use of school grounds and community use of school facilities will be in accordance with the Education Act, subsection 301(2) of Part XIII and the Provincial Code of Conduct ([PPM 128](#)) [301\(3.1\)](#); whereby the [HCDSB Halton Catholic District School Board](#) entering into agreement with another person or entity, other than the HCDSB, respecting the use of a school operated by the HCDSB, the HCDSB shall include in the agreement a requirement that the person or entity follow standards that are consistent with the code of conduct. [2012, c.5, s.10 \(2\)](#).
- ~~HCDSB~~[The Halton Catholic District School Board](#) recognizes the importance of fostering cooperation with community organizations and endorses the concept of "Community Use of School Facilities" and therefore maintains appropriate procedures, rules and regulations to facilitate the application, approval, and issuance of permits for the use of its property under this policy.
- It is understood that a priority will be accorded to the educational program of the school and to the protection of buildings, facilities, playfields, parking lots, grounds, furniture and equipment.

Requirements

- ~~The~~ HCDSB recognizes that as a publicly funded body and responsible community member, school buildings, facilities, playfields, parking lots, grounds, furniture and equipment should reasonably be made available to eligible Permit Applicants for community use where such use does not impede or compromise the educational programs offered in the HCDSB's schools or interfere with custodial and maintenance work programs, or violate the HCDSB's Governing Values or the core values of the Catholic Church.
- ~~The~~ HCDSB recognizes while making its buildings, facilities, playfields, parking lots, grounds, furniture and equipment available for community use, there is a need to recover certain costs associated with such usage by community groups, organizations, agencies or individuals.
- ~~The~~ HCDSB recognizes that a schedule of fees and cost recoveries should reflect the varying nature and purpose of community use of its school facilities and property.
- Formal agreements based on mutual benefit may be established with organizations, such as the Diocese of Hamilton, municipal parks & recreation departments, local community colleges and universities.
- The issuance of permits under this policy shall not establish a rental contract or otherwise between the ~~HCDSB~~ ~~Alton Catholic District School Board~~ and any individual, group or organization. HCDSB staff may at any time, regardless of whether a fee has been paid, withdraw the use of any school building, facility, playfield, parking lot, grounds, furniture or equipment, if in the opinion of the HCDSB and in its unfettered discretion, the use to which HCDSB property is to be or is being put is incompatible with the HCDSB's mandate or not in the best interests of the HCDSB or the community.
- Community use of school facilities permits are not granted to individuals or groups unless liability insurance coverage acceptable to the HCDSB is provided through a recognized organization, by a third-party insurance carrier or purchased through the HCDSB.
- Community use of school facilities permits are not granted to individuals or groups unless an HCDSB representative, or a responsible person acceptable to the Superintendent of Facility Management Services, is on duty at the school site during the permitted event to protect the interests of the HCDSB by specifically opening the school, providing access to appropriate areas, ensuring the security of the HCDSB's property, respond to any emergency situations and secure the school at the completion of the program. Any, and all, costs associated with additional custodial staff time required to accommodate a Permit Applicant shall be charged to the permit applicant at a rate determined by the ~~community use of school facilities office~~ HCDSB.

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: _____
Chair of the Board

Policy V-04 School Fundraising Activities	Item 6.2
April 8, 2025	

Purpose

To provide for the consideration of the Policy Committee revisions to *Policy V-04 School Fundraising Activities* as recommended by staff.

Commentary

Policy V-04 School Fundraising Activities was reviewed as part of the regular Policy review cycle.

The Associated Policies and Procedures have been updated. Minor housekeeping changes have been made throughout.

At the February 11, 2025 Policy Committee Meeting, one (1) additional amendment was approved by majority vote as follows:

- Under **Requirements:**

“Where funds are being raised for the purpose of donating to a charitable organization, the school shall disclose the name of the charitable organization to parents/guardians, in advance of the fundraising activity.”

At the February 18, 2025 Regular Board Meeting, a motion to refer *Policy V-04 School Fundraising Activities* back to the Policy Committee was passed by majority vote.

The revised *Policy V-04 School Fundraising Activities* is attached for review and consideration by the Policy Committee.

Recommendation

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

Moved by:

Seconded by:

That, the Policy Committee recommends that Policy V-04 School Fundraising Activities, be forwarded to the April 22, 2025 Regular Board Meeting for approval.

Report Prepared by:

A. Lofts
Chief Financial Officer and Treasurer of the Board

Report Submitted by:

J. Klein
Director of Education and Secretary of the Board

School Fundraising Activities

Adopted:

September 27, 1983

Last Reviewed/Revised:

February 15, 2022 April 8, 2025

Next Scheduled Review: 2024-2025 2027-2028

Associated Policies & Procedures:

VI-59 School Fundraising Activities

I-25 Purchasing

VI-11 Purchasing

VI-86 Corporate Purchasing Card Distribution and Usage

I-34 (A) Reimbursement of Expenses for Employees

VI-90 Reimbursement of Expenses for Employees

I-21 Corporate and Community Investment in Education

VI-85 Corporate and Community Investment in Education

II-19 Educational Field Trips

VI-70 Educational Field Trips

II-47 Fees for Learning Materials, Programs, Curricular and Co-Curricular Activities

VI-57 Fees for Learning Materials, Programs and Curricular and Co-Curricular Activities

V-17 Request for Promotion and Distribution of Program/Activity Related Materials Through Board Schools

VI-40 Request for Promotion and Distribution of Program Activity Related Materials Through Board Schools

V-07 Bequests to a School or to the Board

VI-31 Trust Funds

VI-05 Secondary School Cafeteria Commissions

I-02 Records and Information Management

VI-82 Records and Information Management Procedure

Purpose

To provide direction to all Halton Catholic District School Board (HCDSB) employees regarding fundraising practices.

Application and Scope

This policy applies to all members of the school community and to all Trustees and employees of the HCDSB.

References

[Ministry of Education Fundraising Guideline](#)

[Ontario Association of School Business Officials Finance Committee Guidelines for School Generated Funds](#)

Definitions

HCDSB Board Fundraising: ~~Board fundraising~~ is any activity permitted under this policy to raise money or other resources ~~that is~~ approved by the Director, in consultation with and upon the advice of senior staff and trustees, for Halton Catholic Children's Foundation.

School Community: ~~It~~ includes, but is not limited to, students, parents/guardians, school councils, trustees, school administrators, staff, members of the broader community, and partners, as well as others, who support the local school and student achievement.

School Fundraising: ~~School fundraising~~ is any activity permitted under this policy to raise money or other resources that ~~is are~~ approved by the school ~~p~~Principal, in consultation with ~~r~~, and upon the advice of the Catholic School Council, and/or a school fundraising organization operating in the name of the school, and for which the school provides the administrative processes for collection. Such activities may take place on or off school property.

School Generated Funds: ~~School generated funds~~ are funds that are raised and collected in the school or broader community in the name of the school by Catholic School Councils or other school or parent-administered groups. These funds are administered by the school principal and are raised or collected from sources other than the school board's operating and capital budgets.

School generated funds is a broad category that includes not only fundraising for school purposes but also all funds that are collected and paid out through school accounts to support ~~various a variety of~~ programs, such as payments to external charities or other third parties.

Principles

- ~~HCDSB The Halton Catholic District School Board~~ recognizes that our school community exists to foster and exemplify Catholic values centered on the person of Jesus Christ.
- ~~The Halton Catholic District School Board (HCDSB)~~ endorses the teaching of values inherent in raising funds for the needs of those less fortunate while maintaining the privacy and dignity of all involved in fundraising initiatives.
- ~~When enacting this policy, T~~he HCDSB endorses the guiding principles of partnership, cooperation, consultation, transparency and accountability ~~in the enactment of this policy.~~

- Like all activities that support education, fundraising should reflect the values and expectations of the school community, including those of parents/guardians, students, staff, and school board trustees.
- ~~The~~ HCDSB recognizes that fundraising has a designated purpose and that the proceeds be used for the intended purpose.
- ~~The~~ HCDSB recognizes that parents/guardians and communities may voluntarily choose to support their schools through fundraising activities.
- ~~The~~ HCDSB recognizes that fundraising has the potential to enhance parent/guardian engagement and contribute to a student's educational experience.
- All school fundraising activities are conducted under the guidance of the school principal, in accordance with school board policies and with advice and input from the school community.
- Funds raised through fundraising activities should not be used to replace public funding for education; ~~and should not be used or~~ to support items funded through provincial grants.
- The safety of students and staff is a primary consideration in all fundraising activities.

Requirements

~~The~~ HCDSB will maintain consistent fundraising practices by requiring compliance with the practices established in ~~the Fundraising Administrative Procedure VI-59~~ School Fundraising Activities.

The Fundraising ~~Administrative~~ Procedure, approved ~~in by~~ Administrative Council, will be maintained by the Secretary of the Board.

Fundraising activities shall comply with statutory and Ministry of Education requirements and Ministry and HCDSB policies and procedures. The Fundraising ~~Administrative~~ Procedures will comply be compliant with the Fundraising Guideline ~~as~~ published by the Ministry of Education ~~on May 4, 2012~~.

Any reference to legislation or guidelines in this policy includes the legislation or guideline referred to and any amendments, replacement, subsequent enactment, or consolidation of such legislation and guidelines.

Where funds are being raised for the purpose of donating to a charitable organization, the school shall disclose the name of the charitable organization to parents/guardians, in advance of the fundraising activity.

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: _____
Chair of the Board

Policy Committee Meeting

Action Report

Policy V-15 Environmental Stewardship	Item 6.3
April 8, 2025	

Purpose

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

Commentary

Policy V-15 Environmental Stewardship was reviewed as part of the regular policy review cycle.

Principles have been updated; minor housekeeping changes have been made throughout.

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

Recommendation

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

<i>Moved by:</i>
<i>Seconded by:</i>
<i>That, the Policy Committee recommends that Policy V-15 Environmental Stewardship, be forwarded to the April 22, 2025 Regular Board Meeting for approval.</i>

Report Prepared by:

J. Crowell
Superintendent of Education, Curriculum Services

R. Merrick
Superintendent, Facility Management Services

Report Submitted by:

J. Klein

Director of Education and Secretary of the Board

Environmental Stewardship

Adopted:

May 4, 2010

Last Reviewed/Revised:

~~February 1, 2022~~ April 8, 2025

Next Scheduled Review: ~~2024-2025~~ 2027-2028

Associated Policies & Procedures: N/A

Purpose

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

Application and Scope

This policy applies to all staff and students in the ~~HCDSB Halton Catholic District School Board~~.

References

[Acting Today, Shaping Tomorrow](#)

[Laudato Si](#)

[Made in Ontario Environment Plan](#)

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

Principles

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

~~HCDSB is committed to building connections and shared purpose with the community to be informed and engaged.~~

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

- maintaining respect for human life within society, from conception to natural death;

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

Requirements

~~Therefore, the~~ HCD SB will maintain a management team that will facilitate following strategies within available resources:

- in cooperation with the home, parish, Catholic School Councils, local organizations and the educational community, promote environmental values and literacy for all staff and students which acknowledge the environmental principles of:
 - the sacredness of the earth
 - living in harmony with all of God's creation
 - understanding Traditional Ecological Knowledge
 - protecting the biosphere,
 - sustainable use of natural resources,
 - reduction and disposal of waste,
 - responsible use of energy, and reduction of risk to health and safety
- provide appropriate curricular resources and in-services that support the environmental principles for studies both in school and in the outdoors;
- use purchasing practices that evaluate the acquisition and disposal of products according to the following criteria:
 - ~~R~~reduce
 - ~~R~~reuse

- Recycle, and whenever possible, select products and services that meet the above criteria and are environmentally friendly, or
- alternately, refuse products
- model environmentally appropriate practices by staff and students, including teaching students how to minimize their ecological footprint on the Earth;
- promote federal, provincial, regional, civic, school and family initiatives that acknowledge environmental principles;
- provide a work environment for all staff and students that meets government and environmental protection and health and safety regulations and codes;
- base the design and construction of new facilities and renovations on environmental principles, including sustainability and environmental impact.

Requirements

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

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

Strategy:

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

System Responsibility:

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

School Responsibility:

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

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

Strategy:

Build student capacity to take action on environmental issues.

System Responsibility:

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

School Responsibility:

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

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

Strategy:

Continue to increase the extent to which environmental education is integrated into HCDSB policies, procedures, and the Multi-Year Strategic Plan.

System Responsibility:

- ~~maintain~~develop or revise an HCDSB environmental education plan that promotes environmental literacy and environmentally responsible management practices;
- in connection with the HCDSB's policy development and implementation process:
 - maintain a system-wide environmental education and management committee;
 - embed environmental education as a priority in the HCDSB's Multi-Year Strategic Plan;
 - develop and implement a plan/procedure for integrating sustainable environmental practices into each of the HCDSB's operational services;
 - develop an environmental action plan that is annually reviewed, renewed, and communicated to all HCDSB employees and ~~tr~~Trustees;
 - review existing HCDSB recognition programs for opportunities to include acknowledgment of responsible environmental leadership;
 - integrate ~~in-service training~~ opportunities related to environmental education into staff development for all employee groups;
 - focus energy and environmental management practices to better support students and school initiatives;
 - provide resources for schools to engage in environmental practices and initiatives;
 - participate in partnerships with other community, municipal and regional organizations in regard to environmental projects and initiatives; and
 - encourage all HCDSB personnel, CPIC (Catholic Parent Involvement Committee), students, parents/guardians and Catholic School Councils to adopt and promote environmentally appropriate practices.

School Responsibility:

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

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: _____

Chair of the Board

Policy Committee Meeting

Action Report

V-17 Request for Promotion and Distribution of Program/Activity Related Materials Through Board Schools	Item 6.4
April 8, 2025	

Purpose

To provide for the consideration of the Policy Committee revisions to *Policy V-17 Request for Promotion and Distribution of Program/Activity Related Materials Through Board Schools* as recommended by staff.

Commentary

Policy V-17 Request for Promotion and Distribution of Program/Activity Related Materials Through Board Schools was reviewed as part of the regular Policy review cycle.

A change to the policy name has been made to reflect updated processes. The Associated Policies and Procedures have been updated. The Purpose and Application and Scope have been clarified. The Principles and Requirements have been updated to reflect updated processes for distributing material from charitable and not-for-profit organizations. Minor housekeeping changes have been made throughout.

The revised *Policy V-17 Distribution of Materials* 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><i>That, the Policy Committee recommends that Policy V-17 Distribution of Materials be forwarded, to the April 22, 2025 Regular Board Meeting for approval.</i></p>
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**Item 6.4 | V-17 Request for Promotion and Distribution of Program/Activity Related Materials
Through Board Schools**

Report Prepared by:

E. Bakaic
Superintendent of Education, School Services

Report Submitted by:

J. Klein
Director of Education and Secretary of the Board

~~Request for Promotion and Distribution of Program/Activity Related Materials Through Board Schools~~

Adopted:

January 19, 2016

Last Reviewed/Revised:

~~February 1, 2022~~ April 8, 2025

Next Scheduled Review: ~~2024-2025~~ 2027-2028

Associated Policies & Procedures:

[~~VI-40 Request for Promotion and Distribution of Program/Activity Related Materials Through Board Schools~~](#)

[~~V-03 Photography, Advertising and Sales Representatives~~](#)

[~~V-04 School Fundraising Activities~~](#)

[~~VI-59 School Fundraising Activities~~](#)

[~~I-21 Corporate and Community Investment in Education~~](#)

[~~VI-85 Corporate and Community Investment in Education~~](#)

[~~VI-16 Copyright, Visual Identity, and Intellectual Property Protection~~](#)

[~~VI-109 Guest Speakers \(Third Party\) and External Presentations in HCDSB Schools~~](#)

Purpose

To ~~provide staff with a policy to~~ address requests ~~from registered charitable, non-profit and commercial organizations~~ for the ~~promotion and~~ distribution of ~~program-related~~ materials to staff, parents/guardians and students. ~~through the Halton Catholic District School Board's (HCDSB) schools.~~

Application and Scope

This policy applies to all requests submitted to the HCDSB ~~for the promotion/distribution of activities /materials~~ from charitable, ~~and non-profit~~ ~~/not-for-profit (NFP)~~ organizations ~~and all levels of government (municipal, regional, provincial and federal).~~ ~~as well as the distribution of program-related materials.~~ HCDSB will not accept any requests for distribution of materials from commercial organizations.

References

[~~O.ntario Reg.ulation~~ 298 \(Section 24\)](#)

Principles

HCDSB~~The Halton Catholic District School Board:~~

- is committed to building connections and shared purpose with the community to be informed and engaged;
- expects that all materials for distribution shall be consistent with the HCDSB Mission, Vision, and Values, are in alignment with Catholic Social Teachings, and with the principles of affirming human dignity, creating safe and inclusive environments for all students and staff;
- recognizes that no advertisement shall be placed in a school, on school/HCDSB property or announced to ~~the~~ students without the consent of the HCDSB as per ON Regulation 298 (Section 24);
- recognizes its responsibility to ensure that students, staff, and families in our school system are not to be exploited for commercial purposes.
- ~~will not accept any request for the promotion and distribution of program/activity related materials to students/parents/guardians or staff from commercial organizations;~~
- ~~recognizes its responsibility as a publicly funded Catholic educational organization, to assist, to the best of its ability, with the distribution of information of worthwhile registered charitable and non-profit organizations consistent with the HCDSB's Mission Statement, governing values and Gospel values.~~

Requirements

HCDSB allows limited distribution of materials from non-profit/not-for-profit organizations, subject to approval.

In accordance with Policy VI-16 Copyright, Visual Identity, and Intellectual Property Protection, the name Halton Catholic District School Board, HCDSB, the logo of the HCDSB, as well as any derivatives, related names and graphics are trademarks and the property of the HCDSB must not be duplicated or used without prior permission.

The name and logo of the HCDSB or of any HCDSB schools should not be referenced or used on any materials without prior permission from the HCDSB Strategic Communications Services Department. Materials must not suggest or claim the support or endorsement of the HCDSB or its staff.

In order to be considered for approval to distribute material within the ~~HCDSB Halton Catholic District School Board~~, the following criteria must be met:

Criteria for Consideration for Approval

- must concur with the teachings of the Roman Catholic Church;
- an organization's priorities and material must be consistent in agreement with the HCDSB's Mission, Vision and Values ~~of the Halton Catholic District School Board~~;
- material must be in alignment with HCDSB policies and procedures;
- must be a charitable or non-profit/not-for-profit organization. A valid charitable registration number **must** be provided or proof of non-profit status;
- may be material from all levels of government (~~municipal, regional, provincial or federal~~) and approved community-based partners;
- may be information related to ~~educator/teacher~~ or staff resources, curriculum materials, workshops, presentations or third-party guest speakers/presenters.

Requests that do not qualify for Consideration for Approval

- an organization's priorities and material that are contrary to the HCDSB's Mission, Vision and Values;
- material that is contrary to HCDSB policies and procedures;
- material from organizations that do not provide a valid charitable registration number or proof of NFP status;
- material from for-profit organizations or individuals; ~~or that~~
- material ~~for~~ political advertising/campaigning or messages related to political parties, candidates or groups;
- material that contains logos of political or for-profit organizations;
- material from permit holders or service providers unless they meet the criteria for approval outlined above;
- material related to for-profit tutors/~~or any~~ tutoring organizations;
- requests that student(s) distribute materials/products to private homes.

All requests for the distribution of materials by registered charitable organizations, NFPs or government agencies shall be submitted electronically through the Distribution of Materials Request Form and in accordance with Procedure VI-40 Distribution of Materials.



APPROVED: Regular Meeting of the Board

AUTHORIZED BY: _____
Chair of the Board

~~Request for Promotion and Distribution of Program/Activity Related Materials Through Board Schools~~

Adopted:

April 10, 2006

Last Reviewed/Revised:

~~January 3, 2022~~ March 21, 2025

Next Scheduled Review: ~~2024-2025~~2027-2028

Associated Policies & Procedures:

[V-17 Request for Promotion and Distribution of Program Activity Related Materials through Board Schools](#)

[V-03 Photography, Advertising and Sales Representatives](#)

[V-04 School Fundraising Activities](#)

[VI-59 School Fundraising Activities](#)

[I-21 Corporate and Community Investment in Education](#)

[VI-85 Corporate and Community Investment in Education](#)

[VI-16 Copyright, Visual Identity, and Intellectual Property Protection](#)

[VI-109 Guest Speakers \(Third Party\) and External Presentations in HCDSB Schools](#)

Purpose

To ~~provide staff with a procedure to~~ address requests ~~from registered charitable, non-profit and commercial organizations~~ for the ~~promotion and~~ distribution of ~~program-related~~ materials to staff, parents/guardians and students. ~~through the Halton Catholic District School Board's (HCDSB) schools.~~

Application and Scope

This procedure applies to all requests submitted to the HCDSB ~~for the promotion/distribution of activities/materials~~ from charitable, non-profit/~~not-for-profit (NFP)~~and commercial organizations ~~and all levels of government (municipal, regional, provincial or federal).~~, ~~as well as the distribution of program-related materials.~~ HCDSB will not accept any requests for distribution of materials from ~~commercial organizations.~~

References

~~O.ntario~~ Reg.ulation 298 (Section 24)

Principles

~~HCDSB~~The Halton Catholic District School Board:

- is committed to building connections and shared purpose with the community to be informed and engaged;
- expects that all materials for distribution shall be consistent with the HCDSB Mission, Vision, and Values, are in alignment with Catholic Social Teachings, and with the principles of affirming human dignity, and creating safe and inclusive environments for all students and staff;
- ~~R~~recognizes that no advertisement shall be placed in a school, on school/~~HCDSB~~ property or announced to the students without the consent of the HCDSB ~~(as per ON Regulation 298 Section 24);~~
- ~~R~~recognizes its responsibility to ensure that students, staff, and families in our school system are not to be exploited for commercial purposes.;
- ~~Recognizes its responsibility as a publicly funded Catholic educational organization, to assist, to the best of its ability, with the distribution of information of worthwhile registered charitable and non-profit organizations consistent with the HCDSB Mission Statement, governing values and Gospel values~~

Requirements

HCDSB allows limited distribution of materials from non-profit/not-for-profit organizations, subject to approval.

In accordance with Policy VI-16 Copyright, Visual Identity, and Intellectual Property Protection, the name Halton Catholic District School Board, HCDSB, the logo of the HCDSB, as well as any derivatives, related names and graphics are trademarks and the property of the HCDSB must not be duplicated or used without prior permission.

The name and logo of the HCDSB or of any HCDSB schools should not be referenced or used on any materials without prior permission from the HCDSB Strategic Communications Services Department. Materials must not suggest or claim the support or endorsement of the HCDSB or its staff.

All requests for the ~~promotion and~~ distribution of ~~program/activity related materials to students/parents/guardians by a registered charitable organizations, or NFPs or government agencies~~an approved school-based program shall be submitted, ~~in writing or~~ electronically through the Distribution of Materials Request Form to the office of the Superintendent of Education, along with a sample of the material to be distributed. (Refer to Form)

Distribution of Materials to Staff

Procedure No. VI-40 | Request for Promotion and Distribution of Program/Activity Related Materials Through Board Schools

- ~~All Requests for the promotion and distribution of program/activity related materials to staff by registered charitable organizations and/or non-profit organizations shall be submitted electronically, to the office of the Superintendent of Education, along with a sample of the material to be distributed. These requests~~ will be forwarded to the appropriate Superintendent (i.e. Curriculum, Special Education, or other, as appropriate) for review, recommendation and response. This will ensure all materials complies with the HCDSB's policies and procedures as well as Ministry of Education curriculum requirements, programs and services guide. (Refer to Form B).
- If approved, the material will be posted on StaffNet, under Board Services/School Services/Distribution of Materials. Participation will be at the discretion of each Principal.

Distribution of Materials to Students/Parents/Guardians

- Requests for the distribution of materials related to community services, programs or events will be forwarded to the appropriate Superintendent (i.e. Curriculum, Special Education or other, as appropriate) for review, recommendation and response.

- If approved, the material will be posted on the Community Bulletin Board on the HCDSB website.

~~The Superintendent of Education or designate shall respond electronically where appropriate, to requests for the promotion and distribution of program/activity related materials to students, parents/guardians, by either approving or denying the organization permission to contact the appropriate Principal(s). Once approval is granted by the Superintendent of Education, participation is at the discretion of each Principal.~~

- (i) ~~A list of approved organizations for students/parents/guardians or staff is posted on StaffNet, under Board Services/School Services/Permission to Distribute. Particulars such as the name of the organization; the nature of the material to be distributed; contact person and school year of approval will be listed.~~
 - (ii) ~~When schools receive material for distribution to students/parents/guardians, they shall access the list for parents/guardians/students. If the organization has been approved, they may proceed with distribution of the material (at the discretion of the Principal); if the organization does not appear on the list, the organization shall be directed to complete and submit the electronic form found on the HCDSB's public website www.hcdsb.org.~~
- ~~All requests for distribution of material related to fundraising activities/events shall be submitted to the appropriate school Principal(s) for review and approval (as per Policy V-4 School Fundraising).~~
- ~~Commercial sponsorship of a school event, or an advertisement for that event in a school publication, can take place at the discretion of the Principal or administration of the HCDSB in accordance with Policy I-21 (Corporate and Community Investment in Education).~~

Procedure No. VI-40 | Request for Promotion and Distribution of Program/Activity Related Materials Through Board Schools

- ~~i) The Superintendent of Education shall screen all requests by organizations wishing to use the schools for educational contests, and the Superintendent of Education is authorized to schedule such contests so that each organization is given similar consideration in order to minimize disruption of the regular school curriculum.~~

Requests that do not qualify for Consideration for Approval

- an organization's priorities and material that are contrary to the HCDSB's Mission, Vision and Values;
- material that is not consistent with HCDSB policies and procedures;
- material from organizations that do not provide a valid charitable registration number or proof of NFP status;
- material from for-profit organizations or individuals;
- material for political advertising/campaigning or messages related to political parties, candidates or groups;
- material that contains logos of political or for-profit organizations;
- material from permit holders or service providers unless they meet the criteria for approval outlined above;
- material related to for-profit tutors/tutoring organizations;
- requests that students distribute materials/products to private homes;
- ~~The use of the HCDSB's internal courier is not permitted.~~
- ~~The use of the HCDSB's Parent/Guardian Notification System is not permitted.~~
- ~~The request for the distribution of program related material/resources for political advertising is not permitted.~~

Fundraising and Commercial Sponsorship

- Requests for distribution of materials related to fundraising activities/events shall be submitted to the appropriate school Principal(s) for review and consideration in accordance with *Policy V-04 School Fundraising*.
- Commercial sponsorship of a school event, or an advertisement for that event in a school publication, shall be at the discretion of the Principal or administration of the HCDSB in accordance with *Policy I-21 Corporate and Community Investment in Education*.

Procedure No. VI-40 | Request for Promotion and Distribution of Program/Activity Related
Materials Through Board Schools

APPROVED: Regular Meeting of the Administrative Council

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

Request for Promotion and Distribution of Program/Activity Related Materials to Parents/Guardians/Students

Name of Organization: _____

Please check one: Registered Charity ☐ Non Profit ☐ Commercial ☐

Registered Charity number (Required for Charitable Organizations): # _____

Contact Person: _____

Mailing Address: _____

_____ Postal Code: _____

Telephone Number: _____ Fax Number: _____

E-mail Address: _____

Website Address: _____

Purpose for Contact (specific request):

Description of Material:

Location — The program is specific to (please check all appropriate):

Burlington ☐ Halton Hills ☐ Milton ☐ Oakville ☐ Halton Region ☐

Will there be a cost, to families, associated with this program? If so, please provide details:

Please Note: A sample of the material you wish to distribute must accompany this application.

Please complete and return to: Permission To Distribute

By mail: c/o School Services 802 Drury Lane, Burlington, ON L7R 2Y2

By email: academics@hcdsb.org

By fax: 905-333-4661

FOR OFFICE USE ONLY:

APPROVED ☐ DECLINED ☐ SIGNATURE: _____

Request for Promotion and Distribution of Program/Activity Related Materials to Staff

Name of Organization: _____

Please check one: Registered Charity ☐ Non-Profit ☐ Commercial ☐

Registered Charity number (Required for Charitable Organizations): # _____

Contact Person: _____

Mailing Address: _____

_____ Postal Code: _____

Telephone Number: _____ Fax Number: _____

E-mail Address: _____

Website Address: _____

Purpose for Contact (specific request): _____

Description of Material: _____

Location – The program is specific to (please check all appropriate):

☐ Burlington ☐ Halton Hills ☐ Milton ☐ Oakville ☐ Halton Region

Will there be a cost, to families, associated with this program? If so, please provide details:

Please Note: A sample of the material you wish to distribute must accompany this application.

Please complete and return to: Permission To Distribute

By mail: c/o School Services 802 Drury Lane, Burlington, ON L7R 2Y2

By email: academics@hcdsb.org

By fax: 905-333-4661

FOR OFFICE USE ONLY:

APPROVED _____ DECLINED _____ SIGNATURE: _____

Mobile Cellular Device

Adopted:

October 19, 2009

Last Reviewed/Revised:

~~February 1, 2021~~ March 21, 2025

Next Scheduled Review: ~~2023-2024~~ 2027-2028

Associated Policies & Procedures:

[I-25 Purchasing](#)

[VI-11 Purchasing](#)

[I-34 \(A\) Reimbursement of ~~Board Business~~ Expenses for Employees](#)

[VI-90 Reimbursement of ~~Board Business~~ Expenses for Employees](#)

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

[VI-107 Use of HCDSB Purchased Computing Technology](#)

[VI-104 Multi-Factor Authentication for Employees](#)

[VI-103 Electronic Monitoring of Employees](#)

[VI-62 Use of Technology and Digital Citizenship](#)

[I-02 Records and Information Management](#)

[I-07 Protection of Privacy](#)

[VI-82 Records and Information Management Procedure](#)

[VI-90 Reimbursement of Expenses for Employees](#)

Purpose

The Halton Catholic District School Board (HCDSB) regularly issues mobile cellular devices to those staff members who require them to conduct HCDSB Board business while away from their office or place of business. This document explains the process concerning the issuance and the acceptable use governing HCDSB Board issued devices.

Application and Scope

This procedure applies to the purchase of a mobile cellular device (~~herein termed the "device"~~), which for the purpose of this document includes any smartphone Blackberry, iPhone and or other mobile devices requiring a monthly service contract. This includes negotiating and acquiring a monthly service plan and ongoing account and device maintenance for all staff eligible to receive such a device.

Eligibility

The assignment of an HCDSB-issued mobile device including new device requests or upgrades to existing devices is subject to management approval based on the staff member's job requirements. Approval is typically granted when the staff member's role regularly requires maintaining email communication or accessibility via mobile phone, particularly when frequent travel or work outside regular office locations restricts consistent access to a laptop or desktop computer.

~~Senior staff recognizes that many schools and/or departmental staff have one or more [mobile] devices. A device can be an important tool in an overall successful communication plan at many school and Board sites. They are often used when an administrator is off-site or a teacher is off-site with pupils for the purpose of an educational field trip, or to perform business functions while outside of regular working hours or away from the office.~~

~~Further, the use of a device is warranted where the employee is expected to maintain email communications but whose job function regularly prevents them from access to a desktop computer with email access; or where significant amounts of travel prevent regular access throughout the business day.~~

The steps in acquiring a mobile device are:

- ~~1. The employee's immediate supervisor will review the job function of the potential eligible employee. If the situation warrants a device, the supervisor will contact the Board's cellular device administrator within Information Technology Services (herein referred to as the "administrator"). At this point, the latter will work directly with the employee to procure a Board-funded device that is adequate for the required job function.~~
- ~~2. The immediate supervisor for the employee is responsible to regularly monitor the employee's use of the device as outlined in this procedure.~~

Step 1: Manager Review

The staff member's immediate manager reviews the staff member's job requirements to determine if a mobile device is necessary. A device is typically warranted when the staff member's role regularly requires maintaining email communication or accessibility via mobile phone, especially when frequent travel or work outside regular office locations restricts consistent access to a laptop or desktop computer.

Step 2: Submission of Cell Phone Request Form

Upon manager approval, the staff member is instructed to complete and submit the required Cell Phone Request Form to formally initiate the request for the new device or upgrade.

Step 3: Final Approval

The request undergoes a final review by IT Services. Approval or denial is based on the current condition of the device, device functionality, and remaining term of the existing contract. The staff member will be notified of the decision following this review.

Without exception, devices will be purchased per the HCD SB Board's Purchasing Policy governing these items.

Requirements

A. ~~Procurement~~

- ~~1. The procurement of a device is a standardized process based on the Board's current contract with its cellular provider (herein called the "Carrier Agreement") and is under a rate contract shared with the Government of Ontario. This rate contract is regularly reviewed to account for current market conditions and requirements.~~
- ~~2. The Board establishes the standard issued device, which is regularly reviewed and adjusted based on market conditions and dealer pricing options. All employees will be assigned the current standard issue device unless a workplace accommodation plan provides special requirements or the nature of work requires a specific device or functionality. Employees are provided with the option of upgrading their device, with the cost differential paid for directly by the employee. Please note the following:~~
 - ~~• The device model and type chosen will take into consideration initial and ongoing costs, current job function, device functionality, durability and integration with existing systems.~~
 - ~~• The devices available for employees change over time. As such, the introduction of a newer model does not discount existing models circulating in the Board.~~
- ~~3. The purchase of additional equipment for the device, which does not come as part of the base device package, is the cellular user's sole responsibility. The Board will not take any responsibility for the installation, instruction or direct/indirect costs of the device unless approved by the employee's immediate supervisor under the administrator's guidance. Reimbursement of approved additional equipment follows Operating Policy I-34A Reimbursement of Board Business Expenses for Employees and Administrative Procedure VI-90 Reimbursement of Board Business Expenses for Employees.~~
~~These include but are not limited to:~~
 - ~~i. Car chargers, mounting brackets or other car adapters;~~
 - ~~ii. Bluetooth headsets or other devices that enable the phone to operate wirelessly or in a hands-free mode (please see "Usage of Cellular Devices" for more information);~~
 - ~~iii. Cases, holsters or other carrying and/or protection devices;~~
 - ~~iv. Additional or replacement parts for the phone due to loss or breakdown.~~
- ~~4. The device will be assigned to the user with a standardized monthly plan as included in the Board's Carrier Agreement:~~

- ~~i. The Board's Carrier Agreement will provide adequate services and will be consistent with the individual's job requirements and industry standards.~~
 - ~~ii. Modification to the individual service plans are available and will be reviewed on a per-case basis. Any modifications to a plan resulting in a higher month-to-month cost that is not directly required for the employee's day-to-day job requirements will be billed to the employee for remittance.~~
 - ~~iii. An employee may be enrolled in additional long distance or data packages based on the employee's regular monthly usage. If such a package is provisioned, the maximum Board coverages still apply, and the differential will be billed to the employee for remittance.~~
- ~~5. The device will be added to the appropriate account for the site in which the employee primarily works. It is the site administrator's responsibility or cost centre administrator to ensure adequate funding to cover the service's monthly costs and occasional hardware costs associated with supporting the device.~~
 - ~~6. When provisioning devices for new staff, devices will only be issued on or after the employee's official start date of the job in which the employee is eligible for such a device.~~
 - ~~7. Employees who require a mobile device who are temporarily employed on a contract for one (1) year or less may not be eligible for a Board-issued mobile device but may be offered stipend payments in lieu of a Board-issued phone. Once a stipend is issued, HCDSB is not responsible for additional costs or liabilities associated with the mobile device or its service.~~
 - ~~1. In the case of a smartphone device, the device will be provisioned to, and under the control of, a Mobile Device Management System (herein called an MDM). Under this MDM, the functionality and security of the device will be monitored regularly. Changes to the service and/or security models surrounding the device are made under the Senior Manager of Information Technology Services' direction to ensure compliance with local privacy and security laws regarding mobile devices and consistent with industry guidelines. Removal or disabling of the MDM service on the device will result in immediate service suspension.~~

Device Procurement Process:

- ~~• Devices are procured based on HCDSB's Carrier Agreement, which is reviewed periodically.~~
- ~~• HCDSB determines the standard device issued to staff, which may change based on market conditions.~~
- ~~• Staff who wish to upgrade their device beyond the standard model must pay the cost difference.~~

Additional Equipment:

- ~~• Any additional accessories or equipment not included in the base device package are the staff member's responsibility unless explicitly approved by their manager.~~

- Approved expenses follow *Policy I-34 (A) Reimbursement of Expenses for Employees and Procedure VI-90 Reimbursement of Expenses for Employees.*

Monthly Service Plans:

- Devices are assigned a standard plan under the Carrier Agreement, tailored to job requirements.
- Service plan modifications, where available, requiring additional costs must be approved and will be billed to the staff member.

Provisioning and Account Management:

- Devices will only be issued on or after the staff member's official start date.
- Managers or cost centre administrators must ensure adequate funding for device-related expenses.
- Temporary staff (contract term of **one year or less**) are generally ineligible for an HCDSB-issued device and may receive a stipend instead.

Device Management and Security:

- All devices are enrolled in Mobile Device Management (MDM) to ensure security and compliance.
- Unauthorized removal or disabling of MDM will result in immediate suspension of service

Provisioning for New and Temporary Staff:

- Devices for new staff will be issued no earlier than the official job start date.
- Temporary staff employed for one year or less are typically not eligible for an HCDSB-issued device but may receive a stipend payment instead. After issuance of a stipend, HCDSB assumes no further responsibility for associated device costs or liabilities.

Device Management and Security:

- All devices will be provisioned through a Mobile Device Management (MDM) system to regularly monitor device security, usage, and compliance.
- Security configurations and service adjustments are governed by the Senior Manager of IT Services to ensure compliance with local privacy, security regulations, and industry best practices.
- Any removal or disabling of the MDM system on a device will result in immediate suspension of service.

Responsibilities:

Management:

~~A key component of the Board's mobile device program is the oversight and management of those individuals using official board business devices. In addition to approving employee requests to use these devices, the immediate supervisor is also:~~

- ~~1. Responsible for reviewing monthly charges to ensure usage is consistent with the individual's job requirements.~~
- ~~2. Responsible for ensuring the device is not being used for personal use except at the immediate supervisor's discretion, or where said usage imposes no additional costs than what would generally be incurred by using other communication methods. Please see "Responsibilities: User" for more information.~~
- ~~3. Report any discrepancies, usage changes, transfers, terminations or questions to the Board's cellular device administrator for corrective actions as soon as possible.~~
- ~~4. Responsible for ensuring adequate funding exists in the accounts associated with the devices. See "Payment Guidelines."~~
- ~~5. Responsible for ensuring that the employee(s) are fully aware of any current and future legislation regarding operating a device while operating a vehicle and/or in other situations requiring the user's full attention.~~

User:

~~Devices obtained using Board or School funds are the Board's property and provided to conduct Board business. Therefore:~~

- ~~1. Devices are the sole property of the Board at all times and are assigned to individuals. As such, users may not transfer the usage of the device to other users.~~
- ~~2. The employee assumes no ownership of any Board-issued device **in whole or in part**. Upon contract completion or the cellular administrator's request, the device must be returned with all accessories purchased by the Board, without any further liability on the part of the Board. Users are responsible for unlocking the device from the Apple ID before relinquishment. Users will be provided with the option to buy-out their out-of-contract device at a then-current market value. Only devices out of contract and part of a regular renewal are eligible for a buy-out.~~
- ~~3. Devices should not be used for personal use except in special circumstances or with approval from their immediate supervisor. Any personal use of the device is subject to additional monthly charges.~~
- ~~4. Any costs associated with emergency calls placed at any time or for any purpose (personal or business) will be fully covered by the Board without exception, including calls to 911, towing assistance, hospitals/emergency health care and police services.~~
- ~~5. Users are responsible for all charges forwarded to them as they relate to personal usage. These charges must be remitted each month via payroll deduction using the forms provided or optionally via automated payroll deduction for regular monthly payments. These charges may include data overages, long-distance overages, roaming or other premium services.~~

- ~~6. It is prohibited in the Province of Ontario to use any personal electronic device (PED) or any other electronic communication devices while operating a motor vehicle. Board employees who choose to perform these duties contrary to this legislation do so at their own cost and peril. In addition, the HCDSB does not endorse or support the use of "hands-free" devices while operating a motor vehicle in the course of discharging their duties as an employee of the Board.~~
- ~~7. Users should report any mechanical or operating problems with the device to the Board's cellular device administrator as soon as possible for corrective actions.~~
- ~~8. The use of text-messaging, subscription of premium mobile services and other per-use charged services is strictly prohibited. Any charges incurred via these services are considered personal usage and must be remitted by the user.~~
- ~~9. The use of 411 services to look up number information should be avoided as significant charges apply for each use. Apps that perform the same functionality are available for download without incurring additional costs.~~
- ~~10. The use of international or premium text-messaging, subscription of mobile services and other per-use charged services are considered personal usage and must be remitted by the user.~~
- ~~11. Users may not place phone calls while outside of the Canadian calling area unless prior approval is given from the immediate supervisor or except in the case of emergency (please remember 9-1-1 services are not universal and may not be available in all areas – contact the local police service where you are travelling to obtain their emergency number(s)). The Board does not warrant or guarantee **any** level of cellular service while outside of North America.~~
- ~~12. Regardless of whether the device is Board-provided or personal, those users who receive email and/or other data to their device from the board understand that:~~
 - ~~• The Board will maintain a security configuration policy at all times;~~
 - ~~• The Board will require a basic level of password protection and device encryption;~~
 - ~~• The Board is not responsible for backing up or providing recovery of lost, corrupt or stolen information (includes both personal and work content);~~
 - ~~• The Board reserves the right to revoke access and/or connectivity to Board resources without prior notification to or consent from the user;~~
 - ~~• The Board reserves the right to remotely remove any data from the device without prior notification to or consent from the user for issues relating to the security of the Board or individual at any time;~~

~~The Board securely stores usage and logging information for auditing and security purposes consistent with industry best practices. This information may be referred to at any time by the administrator without prior authorization by the employee and may contain personal information such as banking information, passwords, logins or other personally-sensitive data.~~

Management Responsibilities

Managers are responsible for overseeing the appropriate use of HCDSB-issued mobile devices by staff, including:

- Approving device requests to ensure alignment with the staff member's job requirements.
- Regularly reviewing monthly charges to confirm device usage aligns with job responsibilities.
- Limiting personal use of devices, permitting it only at the manager's discretion or when it incurs no additional costs to HCDSB. (See User Responsibilities for details.)
- Promptly reporting discrepancies, changes in usage, transfers, terminations, or other device-related issues to the Information Technology Services service desk.
- Ensuring adequate funding within their accounts to cover monthly service fees and occasional hardware-related expenses.

Staff Responsibilities

Staff assigned an HCDSB-issued mobile device must follow these responsibilities:

Ownership and Device Return

- Devices remain HCDSB property at all times and cannot be transferred between staff.
- Staff must promptly return the device (and any accessories) to Information Technology Services upon contract completion, employment termination, or request from IT Services.
- Staff may purchase their device at current market value only if it's out-of-contract and eligible for renewal.

Personal Use and Expenses

- Personal use should be limited and requires manager approval.
- Staff are responsible for any charges resulting from personal use, including data overages, roaming fees, premium services, and long-distance charges.
- Emergency calls (personal or business-related) to 911, emergency health, towing, or police services are fully covered by HCDSB.

Usage Restrictions

- Subscription services, premium mobile services, text messaging subscriptions, or similar per-use services are prohibited. Charges incurred will be treated as personal usage.
- Avoid using 411 directory assistance due to significant charges; free alternatives should be utilized.

Driving and Safety

- Staff must comply with Ontario laws prohibiting the use of handheld electronic communication devices while driving.
- HCDSB does not endorse or support hands-free device use while operating a vehicle during employment; staff violating these rules do so at their own risk.

International Travel

- Staff must obtain prior manager approval before making calls outside Canada, except during emergencies. Be aware that international 911 services may differ or may not exist outside North America.

Device Security and Maintenance

- Immediately report any mechanical or operational issues to Information Technology Services.
- All devices receiving HCDSB data (issued or personal) must follow HCDSB's security policies:
 - Password protection and encryption are mandatory.
 - HCDSB is not responsible for backing up or recovering lost, corrupted, or stolen personal or business data.
 - HCDSB may remotely revoke device access or remove data without prior notice, especially in security-related situations.
 - Usage logs are securely stored by HCDSB and may include personal or sensitive data accessed by administrators for security or auditing purposes.

Disposition/Turn-in:

It is the user's responsibility to turn in their device directly to the cell phone administrator(s) within 24 hours of termination, transfer, or ineligibility. Failure to return the device and all associated components provided to the employee may result in a cost to the user equal to the device's current market value. The device must be signed-out of all cloud device services.

Device Return Process

It is the staff member's responsibility to:

- Confirm with their manager whether changes in their role, position, or eligibility affect the requirement for their HCDSB-issued mobile device.
- Return the device and all associated accessories directly to Information Technology Services within 24 hours if it's determined the device is no longer required.

- Remove all security PINs, passwords, and sign out of any personal or cloud-based services on the device before returning it.

~~D.~~ Lost / Stolen / Damaged Devices:

~~If a device is lost, stolen or damaged to the point where it is unrepairable, it is the user's responsibility to notify the administrator immediately. If the device is lost or stolen after hours, the user should immediately contact the service provider to have the device disabled and/or utilize the phone's tracking utilities to help locate and lock the device — such as Apple's Find My, included on all iOS devices by default.~~

~~When a device is marked as lost or stolen, the account is temporarily blocked to prevent unauthorized use of the device. All attempts will be made to find the device using the MDM (Mobile Device Management) and/or service provider. If the device is not found promptly, all the device content will be deleted remotely as soon as possible.~~

Staff members are responsible for immediately reporting if their HCDSB-issued device becomes lost, stolen, or damaged. They must:

- Notify Information Technology Services immediately.
- Report the incident **promptly to their manager.**

~~E.~~ Device Upgrades:

~~All devices are considered adequate and fully functional at the time of procurement concerning the employee's daily job functions. As such, upgrades are considered only for those employees who satisfy **all** of the following conditions:~~

- ~~1. The employee's current device is showing significant signs of wear;~~
- ~~2. The Board's current minimum device standard has changed;~~
- ~~3. The device is eligible for a hardware upgrade as dictated by the current agreement;~~
- ~~4. The device is eligible for a hardware upgrade as dictated by the Board's "Minimum Commitment" (currently two years) upon approval of the cellular administrator and direct supervisor.~~

~~The device is then purchased at a government-subsidised price for a term as indicated in the Board's current Carrier Agreement. For users opting for an upgraded device over and above the current basic device, the user is required to pay the difference in cost (including taxes) payable via personal funds. Using School-Generated Funds for this purpose or to reimburse for overage charges is strictly prohibited.~~

~~F.~~ Replacement After Term Completion:

- ~~1. After this two (2) year term, the user is eligible for a new device that may or may not be the same model, and may or may not have additional functionality and will be based on the Board's "currently issued" standard device.~~
- ~~2. It is the user's responsibility to begin the replacement process by contacting their supervisor and completing the appropriate request form.~~

~~G. Replacement Before Term Completion:~~

- ~~1. The replacement of a unit before term completion is not performed as significant costs and fees are associated with breaking a device contract. As such, any user wishing to have their device replaced before the term completion must do so at their own expense under the cellular administrator's direction. The device must meet minimum Board standards and must be currently supported by the Board. The Board will purchase the unit and forward any and all charges to the employee before release. Additional charges on top of those for the device, including contract buy-out charges, will be forwarded to the employee as personal charges.~~
- ~~2. If a device is deemed defective during the term, the device warranty will be used to cover any replacement or repair costs. If the device is defective and the warranty period has expired, depending on the nature of the defect or frequency of occurrence, the user may be required to cover replacement or repair costs incurred as per the direction of the administrator. Otherwise, if an in-term replacement is required outside the warranty period, the cellular administrator will replace the device with the then-current basic model. Upgrades to devices on an early upgrade for a defective device replacement are not considered.~~

HCDSB-issued devices are considered adequate and fully functional at the time of procurement. Device upgrades or replacements will be considered under the following circumstances:

Upgrades after Contracted Term Completion:

- Devices become eligible for upgrade or replacement after completing their contracted term.
- The replacement device will align with HCDSB's current standard-issued model, which may differ in functionality or specifications from the original device.
- Staff members seeking an upgrade after the contracted term completion must obtain approval from their manager and submit the appropriate **Phone Request Form** to initiate the upgrade process.

Early Upgrades (before Contracted Term Completion):

Early upgrades are generally not approved due to significant fees associated with terminating device contracts early. If a staff member chooses to upgrade their device before contracted term completion, they must:

- Obtain approval from their manager and IT Services.

- Personally cover all associated early termination fees and device charges prior to receiving the new device. These fees include any outstanding contract buy-out charges.
- Ensure the selected device meets current HCDSB standards and is supported by IT Services.

If a device is determined defective during the contracted term period:

- The device's warranty coverage will be used for repair or replacement.
- Should the warranty period expire, the staff member may be responsible for replacement or repair costs based on the device's condition, nature of defect, and frequency of issues.
- Replacement devices provided during the contracted term will typically align with HCDSB's current basic device model and will not qualify for early upgrade options.

H. Monthly Billing Procedures:

~~Each month an employee with a Board-issued device will be provided with a detailed report indicating the charges associated with their account. While all attempts are made to ensure the accuracy of each account, it is ultimately the responsibility of the employee to:~~

- ~~1. Ensure the information contained in the report is accurate and up-to-date;~~
- ~~1. There are no charges on the phone account which are not due to actions incurred by the employee and;~~
- ~~2. Ensure that any remittances are made with regard to personal usage.~~

~~The following charges are considered to be non-work related and subject to reimbursement unless authorized by management and/or the administrator:~~

- ~~Roaming charges (either overages, purchased passports or automated roaming plan activation for trips not fully subsidized by the Board or which no previous arrangements have been made);~~
- ~~Monthly long-distance packages;~~
- ~~Text messaging charges (out of country, messages sent while roaming, or premium text messages);~~
- ~~Data overage charges (either domestic or roaming);~~
- ~~Domestic long-distance charges (in excess of the allowed amount each month);~~
- ~~Out-of-country long distance charges (any amount);~~

~~Each employee will be provided with the opportunity to dispute the amount due provided their supervisor agrees with the cost. Once this amount has been finalized and the reimbursement form is returned to the administrator, the cellular administrator will review the charge adjustment. If accepted, the amount owed is deducted from the employees' next pay. All employees are automatically enrolled for automated payroll deductions for amounts owing as they relate to~~

~~personal usage. Employees are reminded of this and are re-enrolled when signing for a new or upgraded phone.~~

Manager Responsibilities:

- ~~• Regularly review the monthly summary report of mobile device charges to verify that usage aligns with each staff member's role and responsibilities.~~
- ~~• Identify and address any discrepancies or unusual charges promptly, consulting with the staff member as necessary.~~
- ~~• Update Information Technology Services promptly regarding any staffing changes, transfers, or terminations affecting device assignment or billing.~~

Staff Responsibilities:

- ~~• Review the monthly summary report provided by HCDSB, ensuring all listed charges accurately reflect their usage.~~
- ~~• Promptly identify and report any discrepancies or inaccuracies to their manager and Information Technology Services.~~
- ~~• Personal usage charges will be reimbursed to HCDSB through automatic payroll deductions, typically occurring 3-4 weeks following receipt of the monthly billing statement unless otherwise exempt based on their role within HCDSB. Personal charges include, but are not limited to:~~
 - ~~○ Roaming charges (unless previously authorized).~~
 - ~~○ Domestic or international long-distance charges beyond allowed limits.~~
 - ~~○ Premium services or text messaging charges.~~
 - ~~○ Data overage charges, whether domestic or international.~~

Remittance Form for HCDSB Business Costs:

- ~~• A Remittance Form will be included with each staff member's monthly statement.~~
- ~~• If additional charges appear on the statement that are related to HCDSB business, the staff member must complete the Remittance Form and obtain a signature from their manager.~~
- ~~• The approved form must be submitted to Information Technology Services for review and processing to prevent the charge from being deducted as a personal expense.~~

APPROVED: Regular Meeting of the Administrative Council

AUTHORIZED BY: _____

Director of Education and Secretary of the Board

Use of School Facilities – Election Day

Adopted:

September 27, 2010

Last Reviewed/Revised:

~~March 1, 2022~~ March 21, 2025

Next Scheduled Review: ~~2024-2025~~ 2027-2028

Associated Policies & Procedures:

V-01 Use of School Grounds and Community Use of School Facilities

VI-64 Community Use of School Facilities

II-35 Access to School Premises

VI-30 Access to School Premises

Purpose

To provide guidelines for all Halton Catholic District School Board (HCDSB) schools designated to accommodate electoral polling stations on Election Days.

Application and Scope

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

References

Canada Elections Act

Education Act

Election Act R.S.O.

Municipal Elections Act

Requirements

- The process of electing officials at the Federal, Provincial and Municipal levels is supported through specific legislation, including the Canada Elections Act, the Election Act and the Municipal Elections Act.
- In the event that appropriate security is not assigned to the school by the election Returning Officer, the Superintendent of Facility Management Services will assign additional custodial or

security staff to assist schools with election polling stations during school hours on Election Days.

- The assigned additional custodial or security personnel will be stationed outside of the polling station room to greet and direct visitors to the polling station and ensure that no voters or visitors go in the out of bounds areas of the school.
- The Election Day plan is to be developed for each school designated to accommodate an election polling station(s) in consultation with the ~~School Administrator~~ Principal/designate, the Superintendent of Facility Management Services or designate, or the Family of School's Superintendent as appropriate and the election Returning Officer or designate.
- An Election Day plan is to be developed to accommodate polling station needs such that the disruption to normal school operations is mitigated as reasonable as possible. In addition, potential student interaction with the general public is to be prevented to the extent possible.
- The Election Day plan is to include a school site plan and school floor plan(s) that identify the following:
 - Convenient designated parking area for election staff and voters;
 - Voter entry/exit door location;
 - Election Day greeter location;
 - Polling station location(s);
 - Designated washroom facilities for election staff and voter use to mitigate visitors walking through the school building;
 - School out of bounds areas and;
 - Other school strategies as determined by the School Administrator.
- The Election Day plan will adhere to any Provincial guidance pertaining to the use of schools for election purposes that may be provided to school boards.
- The ~~Principal/designate School Administrator~~ and the election Returning Officer or designate should meet at least three (3) weeks prior to Election Day to review and confirm safety/security concerns and the Election Day safe school procedures for the school.
- The election Returning Officer or designate is to provide and review the safe school Election Day plan with all on-site election personnel prior to their arrival at the school on Election Day.
- The ~~Principal/designate School Administrator~~ is to inform their school community that their school will be used as an election polling station and is to advise staff, students and parents of the Election Day plan procedures.
- The ~~Principal/designate School Administrator~~ is to review with school staff the emergency plans for lockdowns, evacuations, and related guidelines prior to Election Day and is to modify the school's emergency plan to accommodate the presence of the election polling operations.

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

- The day before the Election Day, the Principal/designate School Administrator is to brief school staff on the security procedures and the need for staff to be extra vigilant and highly visible on Election Day.
- On Election Day, the Principal/designate School Administrator should meet with the custodial/security staff and the onsite election Poll Supervisor to review and confirm the Election Day plan for the school.
- The Principal/designate School Administrator and polling station staff are to ensure that signage is clearly posted to direct voters to the appropriate voting areas at the school, per the ~~safe school~~ Election Day plan. Signage will be provided by the election Returning Officer.
- Volunteers utilized by the Returning Officer will be clearly identified by an identification badge or tag.
- Persons accessing HCDSB schools must comply with HCDSB policies and procedures.
- All doors in elementary schools are to be locked at all times on Election Day except for the doors designated to allow voter access. Any doors which are kept open for student entry or dismissal must be supervised by a school staff member.
- In the event of inquiries from the public regarding poll open hours, etc., the Principal/designate School Administrator is to direct the individual to the election Returning Officer.

APPROVED: Regular Meeting of the Administrative Council

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

After-Hours School Paid Camp Activities

Adopted:

January 24, 2011

Last Reviewed/Revised:

~~March 1, 2022~~ March 21, 2025

Next Scheduled Review: ~~2024-2025~~ 2027-2028

Associated Policies & Procedures:

[II-37 Volunteers in Catholic Schools](#)

[V-01 Use of School Grounds and Community Use of School Facilities](#)

[VI-64 Community Use of School Facilities](#)

[II-42 Medical Conditions](#)

Purpose

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

Application and Scope

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

Definitions

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

Requirements

Application Process

- The host school ~~p~~Principal must complete the Community Use of School Facilities Permit Application for every proposed paid camp.

Costs/Finance/Business Plan

- The ~~p~~Principal of the host school must submit a Business Plan* to the Superintendent of Continuing Education and copies to the Superintendent of Facility Management Services and the Superintendent of Business Services, the Superintendent of Human Resources, the Family of Schools Superintendent and the Payroll Manager to include:
 - Objectives/Purpose of Activity
 - Duration – Dates/Times/Location
 - School Staff/Supervisors/Volunteers
 - Names of students recommended to act as Student Helpers
 - Costs to include, but are not limited to:
 - i. Registration fees**
 - Payments can be made through School Cash Online or by cheque to be made payable to the school
 - ii. Honoraria, including HCDSB-paid statutory benefits – EI, CPP and EHT where appropriate to supervising staff at the Large Group Instructor hourly rate paid by Continuing Education Services
 - iii. Student Helper honoraria based on Continuing Education Student Helper rate
 - iv. Referee fees
 - v. Administrative fees
 - vi. Facility rental, custodial and/or insurance costs
 - vii. Expected revenues
 - viii. Revenue used to make school purchases
 - ix. Provisions for participants who cannot afford the fees
 - x. Contribution(s) to be made for charitable purposes (amount and recipient)

Notes:

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

~~** Payments can be made through School Cash Online or by cheque to be made payable to the school.~~

Remuneration to Employees

- The total amount of revenue described in the Business Plan for “Honoraria” staff and student helpers must be sent by school cheque to HCDSB’s Business Services Department, made payable to the “Halton Catholic District School Board”.

Procedure No. VI-52 | After Hours School Paid Camp Activities

- Subsequently, Business Services will compensate attending staff at the hourly rate of Continuing Education - Large Groups Instructors and to students at the hourly rate paid by Continuing Education Services.
- Upon the completion of the payroll process, Payroll will calculate the additional HCDSB Statutory benefit costs. A detailed statement will be sent to the group requesting payment for the additional HCDSB costs.
- Business Services will issue T4 slips as required.

Staffing

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

Reporting

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

Private Camps/Activities

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

Procedure No. VI-52 | After Hours School Paid Camp Activities

APPROVED: Regular Meeting of the Administrative Council

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

Community Use of School Facilities

Adopted:

April 1, 2019

Last Reviewed/Revised:

~~March 1, 2022~~ March 21, 2025

Next Scheduled Review: ~~2024-2025~~ 2027-2028

Associated Policies & Procedures:

[V-01 Use of School Grounds and Community Use of School Facilities](#)

[VI-49 Use of School Facilities Election Day](#)

[I-14 Smoking/Vaping Ban](#)

[II-15 International Languages Elementary Program](#)

[II-35 Access to School Premises](#)

[VI-30 Access to School Premises](#)

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

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

[VI-60 Student Groups in Catholic Schools](#)

[VI-52 After Hours School Paid Camp Activities](#)

Purpose

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

Application and Scope

This ~~administrative~~ procedure applies to:

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

References

[Constitution Act, 1982](#)

[Education Act](#)

[Ontario Human Rights Code](#)

[PPM128](#)

Definitions

Permit Applicant: an individual submitting the request for the use of an ~~an HCDSB alton Catholic District School Board~~ facility or property, for a specific date, time and use.

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

Community Use of School Facilities Permit: a document granting the Permit Holder use of an ~~an HCDSB alton Catholic District School Board~~ facility or property, for a specific date, time and use.

Principles

- Use of school grounds and community use of school facilities will be in accordance with the HCDSB's policies and procedures, including ~~Board Policy II-45 on Equity and Inclusive Education~~. The HCDSB and its staff are committed to the elimination of discrimination ~~as outlined in Ontario's Equity and Inclusive Education Strategy~~ in a manner which is consistent with the ~~exercise of the~~ HCDSB's denominational rights under section 93 of the Constitution Act, 1982 and as recognized ~~in~~ section 19 of the Ontario Human Rights Code.
- Use of school grounds and community use of school facilities will be in accordance with the Education Act, subsection 301(2) of Part XIII and the Provincial Code of Conduct (~~PPM 128~~ ~~301(3.1)~~); whereby the ~~HCDSB alton Catholic District School Board~~ entering into agreement with another person or entity, other than the ~~HCDSB Board~~, respecting the use of a school operated by the HCDSB, the HCDSB shall include in the agreement a requirement that the person or entity follow standards that are consistent with the code of conduct. ~~2012, c.5, s.10 (2)~~.
- ~~HCDSB The Halton Catholic District School Board~~ recognizes the importance of fostering cooperation with community organizations and endorses the concept of "Community Use of School Facilities" and therefore maintains appropriate procedures, rules and regulations to facilitate the application, approval, and issuance of permits for the use of its property under this policy.

- It is understood that a priority will be accorded to the educational program of the school and to the protection of buildings, facilities, playfields, parking lots, grounds, furniture and equipment.
- ~~The~~ HCDSB recognizes that as a publicly funded body and responsible community member, school buildings, facilities, playfields, parking lots, grounds, furniture and equipment should reasonably be made available to eligible Permit Applicants for community use where such use does not impede or compromise the educational programs offered in the HCDSB's schools or interfere with custodial and maintenance work programs, or violate the HCDSB's Governing Values or the core values of the Catholic Church.
- ~~The~~ HCDSB recognizes while making its buildings, facilities, playfields, parking lots, grounds, furniture and equipment available for community use, there is a need to recover certain costs associated with such usage by community groups, organizations, agencies or individuals.
- ~~The~~ HCDSB recognizes that a schedule of fees and cost recoveries should reflect the varying nature and purpose of community use of its school facilities and property.
- Formal agreements based on mutual benefit may be established with organizations, such as the Diocese of Hamilton, the municipalities of Halton Region, local community colleges and universities.
- The issuance of permits under this policy shall not establish a rental contract or otherwise between the HCDSB and any individual, group or organization. HCDSB staff may at any time, regardless of whether a fee has been paid, withdraw the use of any school building, facility, playfield, parking lot, grounds, furniture or equipment, if in the opinion of the HCDSB, in its unfettered discretion, the use to which ~~HCDSB~~Board property is to be or is being put is incompatible with the HCDSB's mandate or not in the best interests of the HCDSB or the community.
- Community use of school facilities permits are not granted to individuals or groups unless liability insurance coverage acceptable to the HCDSB is provided through a recognized organization, by a third-party insurance carrier or purchased through the HCDSB.
- Community use of school facilities permits are not granted to individuals or groups unless a HCDSB representative, or a responsible person acceptable to the Superintendent of Facility Management Services, is on duty at the school site during the permitted event to protect the interests of the HCDSB by specifically opening the school, providing access to appropriate areas, ensuring the security of the HCDSB's property, respond to any emergency situations and secure the school at the completion of the program. Any and all costs associated with additional custodial staff time required to accommodate a Permit Applicant shall be charged to the Permit Applicant at a rate determined by the community use of school facilities office.

Requirements

~~The~~ HCDSB has many longstanding partnerships and agreements with various community partners and groups. As such, access to school grounds and the community use of school facilities shall be in

accordance with existing agreements in place with the municipal parks and recreation departments and other community groups.

HCDSB Permit Conditions for Community Use of School Facilities Permits will be maintained by Facility Management Services staff and provided to all Permit Holders upon issuance of a Community Use of School Facilities permit.

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

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

All Community Use of School Facilities Permits shall be issued based on the following principles:

- A community use of school facilities permit application is required for all bookings. The Superintendent of Facility Management Services or designate will review all applications and may issue a permit for the use of appropriate areas of HCDSB premises.
- Community use of school facilities permits change from time to time as users and the HCDSB make modifications to bookings. Permit Holders shall have a printed copy of the latest community use of school facilities permit on-site during their use of an HCDSB facility or property to show to HCDSB staff. In the event of a discrepancy between the Permit Holder's community use of school facilities permit and the HCDSB's copy, the HCDSB's copy shall prevail. Up to date community use of school facilities permits can be printed by Permit Holder's through the HCDSB's electronic permitting portal.
- Community use of school facilities permit applications and approval procedures, partnerships and reciprocal agreements are established such that HCDSB programs, HCDSB or school sponsored activities, continuing education, adult learning programs, custodial and maintenance work programs and facility repairs are given first priority.
- HCDSB and school sponsored events such as Catholic School Council meetings, parent/guardian interviews, celebrations, sporting events, concerts, school fundraisers, etc., receive first priority. Therefore, Principals must submit their school use requests by April 30th

for the following school year to assist the community use of school facilities office in scheduling the use of school facilities.

- School staff shall plan their after regular school hours facility needs in advance of the school year, so as not to cause unnecessary cancellation of community use of school facilities permits after they have been issued.
- Parish sponsored events shall receive priority after ~~HCDSB~~~~Board~~ or school sponsored events and before other community groups.
- ~~The~~ HCDSB reserves the right to cancel a community use of school facilities permit at any time without cause or sufficient notice, and in the event of such cancellation, there shall be no claim or right to damage or reimbursement on account of any loss, damage or expense incurred by the Permit Applicant.
- All Permit Holders must provide evidence of the following, where applicable:
 - Sponsorship by a recognized organization and the name, mailing address, telephone number and/or fax number and e-mail address of a contact person;
 - Certificate of appropriate liability insurance coverage or purchased liability insurance through the HCDSB;
 - Any licence or permit required by a government authority.
- All time limits as defined on the permit issued shall be observed.
- The Permit Holder must provide appropriate notice for the postponement and/or cancellation of a permit, in accordance with the HCDSB's permit conditions, which are provided to the Permit Applicant at the time of application.
- The determination of user group classification categories, rental rates, insurance rates, processing fees, custodial rates and other applicable costing shall be as determined by ~~Board~~~~HCDSB~~ staff.

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

- The unauthorized use of school grounds by any type of motorized vehicle is strictly prohibited.
- The issuance of a ~~C~~community ~~u~~Use of ~~s~~School ~~f~~Facilities ~~p~~Permit is subject to the terms and conditions approved by the HCDSB. Any individual or group that cannot agree to the terms and conditions for the use of school facilities shall not be issued a permit.
- If a ~~C~~community ~~u~~Use of ~~s~~School ~~f~~Facilities ~~p~~Permit has been issued and the terms and conditions of the agreement have been breached, the permit will be cancelled immediately.
- Permit Holders will be held responsible to the HCDSB for costs associated with any and all damage to the buildings, facilities, playgrounds, parking lots, grounds, furniture or equipment.

- Permit Holders must comply with all HCDSB ~~Ppolicies and procedures on “Smoking Ban”, “Safe Schools”, “Substance Abuse”, “Harassment/Abuse & Neglect” and other applicable policies.~~
- Permit Holders must comply with all provincial and municipal fire safety standards and regulations.
- The Permit Holder shall be 18 years of age or older, accepts full and personal responsibility for the conduct and supervision of all persons admitted to school buildings and grounds, and is accountable for any and all damages as a result of the use of school property.
- The Permit Holder must be in attendance on the school property during the times and uses to which the permit applies, unless alternate satisfactory arrangements have been made with the Superintendent of Facility Management Services or designate.
- Proof of appropriate insurance coverage as determined by and satisfactory to the HCDSB shall be provided to the HCDSB before a community use of school facilities permit is issued.
- No alcohol use shall be allowed on HCDSB property except for school mass or events that are approved in writing by the Director of Education.
- The Permit Applicant is responsible for decision-making during the event and must be able to assume the lead role in facilitating and controlling all aspects of the event. All event workers must also be available to assist in maintaining control at the event.
- The HCDSB will not be responsible for any costs or losses incurred by the Permit Holder or their patrons or guests if HCDSB staff deems it necessary to close down an event prematurely due to a violation of the HCDSB ~~Pp~~olicy or ~~Pp~~rocedures while on HCDSB premises.

APPROVED: Regular Meeting of the Administrative Council

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

|

Work Year for Principals and Vice-Principals	
Adopted: February 24, 2025	Last Reviewed/Revised: February 24, 2025
Next Scheduled Review: 2027-2028	
Associated Policies & Procedures: N/A	

Purpose

To establish a framework for scheduling work outside the School Year for Principals and Vice-Principals, ensuring that their responsibilities are managed effectively, consistently, and in a timely manner.

Application and Scope

This procedure applies to all Principals and Vice-Principals employed with the Halton Catholic District School Board (HCDSB).

References

Education Act

Principles

HCDSB recognizes the essential role that Principals and Vice-Principals play in the ongoing operation and leadership of schools throughout the year, as required but not limited to their responsibilities as defined in the *Education Act*.

Requirements

- The Standard Work Year shall be the School Year calendar of the school or the HCDSB ("School Year"), as applicable, and up to 15 additional workdays immediately prior to or after the School Year, excluding statutory holidays, at the sole discretion and direction of the HCDSB. HCDSB will provide direction regarding responsibilities, additional workdays, and Standard Work Year expectations by no later than May 31.
- The Work Calendar Year shall be the twelve-month period from July 1 to June 30, encompassing all responsibilities associated with the roles of Principals and Vice-Principals.

- HCDSB requires Principals and Vice-Principals to take on responsibilities reasonably associated with their role during the Work Calendar Year, including but not limited to:
 - a) opening and closing the schools, as defined by the HCDSB;
 - b) attending Director's meetings;
 - c) training and professional development;
 - d) Recruitment, staffing, and hiring; and,
 - e) other matters that arise at the school or system-level during the Work Calendar Year.
- Notwithstanding the above, it is understood that Principals and Vice-Principals may be expected to respond to emergencies, parent/guardian and Central staff inquiries, and to take on responsibilities associated with their management role.
- Principals and Vice-Principals may be eligible for additional compensation should they be appointed to and carry out supplementary assignments for night school, summer school, or continuing education, in accordance with the Local Terms & Conditions, as amended.

APPROVED: Regular Meeting of the Administrative Council

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

Sent: March 25, 2025 9:35 PM

To: Duarte, Marvin; Murphy, Emma; Agnew, Brenda; Karabela, Helena; Kelly, Kirsten; Kennedy, Robert; Czarnota, Janet; Powell, Trish; Saunders, Saunders, Chris

Subject: [<EXTERNAL>] School Fundraising Activities Policy V-04

Dear Trustees,

Please vote to enact the following amendment to the above captioned policy:

In keeping with the teachings of the Catholic faith on the sanctity of life, from conception to natural death, school and/or board fundraising efforts may not be directed to any registered charity or non-profit (including subsidiaries, affiliates and associates) that in any way are involved in or support advocacy, programs, financial or material support for abortion, contraception, euthanasia or embryonic stem cell research.

Please include this email in the meeting agenda package and provide to me by email written details of the vote on the motion to amend and whether the motion passes. Thank you in advance.

Robert Harason

Sent: March 28, 2025 10:13 AM

To: o'hearn-czarnotaj@hcdsb.org

Cc: Powell, Trish; Kelly, Kirsten; Murphy, Emma; Duarte, Marvin; Kennedy, Robert; Agnew, Brenda; Karabela, Helena; Saunders, Chis

Subject: [<EXTERNAL>] Upcoming Amendment to School Fundraising Activities Policy V-04

Good morning

Thank you for all your work to educate our youth, a monumentally important task.

I am writing in regards to the upcoming vote to amend School Fundraising Activities Policy V-04 on April 8. Please, support it. As Christians, we are called to support and promote the sanctity of life at all stages. By extension, this would require us to not support organizations which do not share that fundamental belief and especially those whose efforts intentionally contradict it.

You have been granted the opportunity to directly influence many students so leading by example is critically important. If we do not even support life itself, then which commandments do we actually still support and promote?

Please include this correspondence in the meeting agenda package and thank you for your consideration.

Homer VandenBerg

Sent: March 27, 2025 11:40 AM

To: Duarte, Marvin

Cc: Murphy, Emma; Murphy, Emma; Agnew, Brenda; Karabela, Helena; Kelly, Kirsten; Kennedy, Robert; o'hearn-czarnota@hcdsb.org; Powell, Trish; Saunders, Chris

Subject: [<EXTERNAL>] School Fundraising Activities Policy V-04

We respectfully request that you and your Board members support Helena Karabela's amendment T your upcoming Board meeting on April 8th. We Ruest that our correspondence be included in the meeting agenda package.

Sincerely

Vida and Bob Nairn

From: monika lesniak
Sent: April 1, 2025 5:04 PM
To: Duarte, Marvin
Subject: [<EXTERNAL>]

Dear trustee.

Please support Sanctity of Life amendment to our schools fundraising policy. Please also include my correspondence in the meeting agenda package.

It is shame that we have to ask trustees about this. It should be obvious for catholic schools but unfortunately they are not true catholic anymore.

Sent: April 1, 2025 9:37 PM

To: Duarte, Marvin; Agnew, Brenda; O'Hearn-Czarnota, Janet; Karabela, Helena; Saunders, Chris; Kennedy, Robert; Powell, Trish; Klein, John; Murphy, Emma; Kelly, Kirsten

Subject: [<EXTERNAL>] Fundraising Amendment Correspondence

Good Evening Trustees & Director Klein,

I understand that Trustee Karabela intends—once again—to introduce a 'Sanctity of Life' amendment to the fundraising policy at next week's Policy Meeting.

We've been here before. I delegated in opposition to the original implementation of this policy in 2018, which caused significant reputational damage to the Board, sparking widespread community backlash and intense media scrutiny. That policy was rightfully overturned, yet Trustee Karabela continues to bring it back to the table.

This amendment appears to be more aligned with the Trustee's personal pro-life agenda than with the interests of the community. That is not the role of an elected official. There is no room at the Board table for personal ideologies or the influence of lobby groups (like Campaign Life Coalition). The focus must remain on serving students, families, and the broader school community—not pushing individual beliefs.

I urge you to shut this conversation down once and for all. This is not an education-related matter and does not warrant any further Board discussion.

Please ensure this correspondence is included in the Board package for the policy meeting.

Regards,
Kristy Dickinson
Parent of three children within HCDSB

Sent: April 1, 2025 9:44 PM

To: Duarte, Marvin; Murphy, Emma; Agnew, Brenda; Karabela, Helena; Kelly, Kirsten; Kennedy, Robert; O'Hearn-Czarnota, Janet; Powell, Trish; Saunders, Chris

Cc: Klein, John

Subject: [<EXTERNAL>] Concerns RE: Sanctity of Life Fundraising Policy Amendment

Good evening Trustees,

I am writing to express my concerns regarding Trustee Karabela's intention to bring a Sanctity of Life amendment to the fundraising policy at the April 8th Policy Meeting.

As a parent of three children within HCDSB, I watch all Board of Trustee and Policy meetings on a regular basis. I am well aware that this is not the first time that Trustee Karabela has brought a similar amendment forward.

Back in 2018, I witnessed delegations from parents in opposition to the original implementation of this policy amendment. This previous discussion put our board in a significantly negative and unfavourable media spotlight as a result of the widespread community backlash surrounding this issue. And yet here we are again, allowing Trustee Karabela to waste everyone's time and board resources.

It is no secret that Trustee Karabela has a personal pro-life agenda as she writes openly about it in her weekly newsletter. Personal agendas and ideologies have no business at the Board of Trustees or Policy table. This is not the role of an elected official. Furthermore, I don't believe that we should be allowing third party lobby groups such as Campaign Life Coalition influence decisions around where our fundraising dollars are donated.

I strongly encourage you to not waste anymore time on this. Shut this conversation down once and for all. Our board does not need any more negative publicity. Instead, let's focus on what matters most, our students!

Please ensure this correspondence is included in the Board package for the April 8th Policy Meeting.

Respectfully,
Janelle DelBove
HCDSB Parent, Burlington

Sent: April 1, 2025 10:57 PM

To: Duarte, Marvin

Cc: Agnew, Brenda; Murphy, Emma; Karabela, Helena; Kelly, Kirsten; Kennedy, Robert; O'Hearn-Czarnota, Janet; Powell, Trish; Saunders, Chris

Subject: [<EXTERNAL>] Re: Fundraising policy

Good evening Mr. Duarte,

Further to my email from earlier today, please include my thoughts in the Board package for the Board meeting that will be looking at the fundraising policy. Please see below for what I am requesting to be formally included.

Thank you very much.

Michela Maduri

> Good afternoon Mr. Duarte,

>

> Please leave the fundraising policy as is. The fact that this is back on the table is frustrating, and not something that I believe our Board should be wasting resources on.

>

> Focussing on our students and our staff, and supporting them in every single way, should be at the forefront of the Board's mandate. Pursuing to change policies that have nothing to do with student and staff wellbeing isn't serving as Jesus would want us to, and is surely not in alignment with the Board's Multi-Year Strategic Plan. Preserving the sanctity of life and the dignity of the human person starts with direct and positive impact in the classroom, not trying to interpret which charity Jesus would or would not want us donating to.

>

> Thank you for your time.

>

> Michela Maduri

Sent: April 1, 2025 11:24 PM

To: Duarte, Marvin; Murphy, Emma; Agnew, Brenda; Karabela, Helena; Kelly, Kirsten; Kennedy, Robert; O'Hearn-Czarnota, Janet; Powell, Trish; Saunders, Chris

Subject: [<EXTERNAL>] Policy V-04 Amendment – Personal Submission for April 8 Meeting

Dear Trustees,

I'm writing as a HCDSB parent, a CPIC member, and someone who is heartbroken, and honestly angry, that this amendment is even being brought forward again.

The proposed change to Policy V-04, banning fundraising for any organization linked to abortion, contraception, euthanasia, or embryonic stem cell research, might sound like it's about values, but in reality, it would stop students from supporting charities that save lives. SickKids. Cancer foundations. Research programs. Clinical trials. The kinds of organizations that offer hope when everything else has been taken away.

This is personal for me.

On February 23, my good friend's daughter, Chloe, passed away from DIPG, a rare, aggressive, terminal brain tumor that primarily affects children. Chloe was a carefree, Pokémon loving, sports obsessed 10-year-old who spent the last 13 months of her life going back and forth to SickKids, participating in clinical trials just to buy herself more time. And she did get a bit more time, but not enough. She had 13 months from diagnosis to death. That's it. Thirteen months.

Let that sink in.

Most children with DIPG don't even get that long. The only reason Chloe did is because of medical research. Because of clinical trials. Because of the same kind of work this policy would effectively shut out from school fundraising.

My mom is a breast cancer survivor, and I'm currently waiting on my own BRCA2 genetic testing results, which I'll receive this week. If I carry the gene mutation, it means I have a 70% chance of developing breast cancer in my lifetime. That's not just a statistic, that's my life. The only reason I even have the ability to know this ahead of time is because of science and research.

The truth is, if this amendment passes, we could be cutting off support for organizations that fund genetic testing, stem cell research, and clinical trials, the kind of science that gave Chloe a little more time, and the kind that could one day save my life. That's not faith. That's fear. And it doesn't belong in our schools.

If we start policing where students and schools are allowed to fundraise based on ideology, we lose sight of the very heart of Catholic education, compassion, empathy, and service to others. This isn't pro-life. This is the opposite. It's gatekeeping hope.

Please include this email in the agenda package for the April 8 Policy Committee Meeting. I'm asking each of you, personally, to vote no to this amendment. Let students keep doing good in this world

without restrictions that hurt the very people we claim to care about.

Sincerely,
Emily Runions

Sent: March 25, 2025 6:19 PM

To: Duarte, Marvin; Murphy, Emma

Cc: Agnew, Brenda; Karabela, Helena; Kelly, Kirsten; Kennedy, Robert; o'hearn-czarnotaj@hcdsb.org; Powell, Trish; Saunders, Chris

Subject: [<EXTERNAL>] Vote for Karabela's Amendment

Hello Marvin and Patrick, I'm Diego, a former HCDSB student. I'm just informing you that HCDSB trustee Helena Karabela has proposed an amendment to the board's school fundraising policy to avoid funding to groups that support policies against Catholic values. Here's the specific amendment:

In keeping with the teachings of the Catholic faith on the sanctity of life, from conception to natural death, school and/or board fundraising efforts may not be directed to any registered charity or non-profit (including subsidiaries, affiliates and associates) that in any way are involved in or support advocacy, programs, financial or material support for abortion, contraception, euthanasia or embryonic stem cell research.

I would like to add my voice in support of this amendment and encourage you to vote for it.

I am generally against abortion (unless it's needed to save the woman's life) and euthanasia, and while I am less inclined against contraception and stem cell research, Catholics should not be made to fund things they are against. Many pro-abortion organizations support unconditional abortion and most abortions are not necessary. I hope you will consider voting for the motion. Please use my correspondence in the meeting agenda package.

Sincerely,
Diego De la Parra.

Sent: April 7, 2025 1:58 PM

To: Powell, Trish; Duarte, Marvin; Murphy, Emma; Agnew, Brenda; Karabela, Helena; Kelly, Kirsten; Kennedy, Robert; O'Hearn-Czarnota, Janet; Saunders, Chris

Subject: [<EXTERNAL>] Stakeholder Request for Support of Amendment in Policy V-04

Hello Trustees,

I hope this email finds you all well.

My name is Valentina, I am a St. Gabriel's Elementary School and Notre Dame Secondary School Alumnus (Honours). I am also a residing member of Ward 3 and an active member of the St. Gabriel's Parish community and university student specializing in women's healthcare.

The purpose for which I am writing to you today is to express my profound support for Trustee Helena Karabela's proposed amendment, seen below, to the board's School Fundraising Activities Policy V-04 at the Policy Committee Meeting on April 8th.

"In keeping with the teachings of the Catholic faith on the sanctity of life, from conception to natural death, school and/or board fundraising efforts may not be directed to any registered charity or non-profit (including subsidiaries, affiliates and associates) that in any way are involved in or support advocacy, programs, financial or material support for abortion, contraception, euthanasia or embryonic stem cell research."

I ask that you all support this amendment in accordance with our morals as not only Catholics, but also as people who recognize humankind's inherent dignity, regardless of status, abilities, or lack thereof.

This amendment is significant to me as a community member who is passionate about justice & human rights. I request that our correspondence be included in the April 8th 2025 meeting agenda package.

Thank you very much for your time and I look forward to seeing you all in attendance at the Policy Committee Meeting.

Warmly,

Valentina Reinoso Santamaria

Sent: March 26, 2025 8:55 AM

To: Powell, Trish

Cc: Duarte, Marvin; Murphy, Emma; Agnew, Brenda; Karabela, Helena; Kelly, Kirsten; Kennedy, Robert; o'hearn-czarnotaj@hcdsb.org; Saunders, Chris

Subject: [<EXTERNAL>] My support for April 8 Amendment

Dear Ms. Powell and all Trustees,

I am writing to request that you faithfully and earnestly support Helen Karabela's proposed amendment (below) to the School Fundraising Activities Policy V-04 on April 8, 2025 at the next policy committee meeting.

In keeping with the teachings of the Catholic faith on the sanctity of life, from conception to natural death, school and/or board fundraising efforts may not be directed to any registered charity or non-profit (including subsidiaries, affiliates and associates) that in any way are involved in or support advocacy, programs, financial or material support for abortion, contraception, euthanasia or embryonic stem cell research.

As a school board that is in name Catholic, we shall embrace and align our practices and teachings faithfully to those of Christ. Not doing so places our souls and the souls of our children in compromise. Once again I urge you to adopt the amendment as presented by trustee Helen Karabela to ensure our schools reinforce Catholic teaching and practice.

I also kindly request that my correspondence be included in the meeting agenda package.

Thank you.

Serafino Catallo

Sent: April 7, 2025 12:29 PM

To: Duarte, Marvin; Murphy, Emma; Agnew, Brenda; Karabela, Helena; Kelly, Kirsten; Kennedy, Robert; Powell, Trish; Saunders, Chris; [=?utf-8?Q?o=E2=80=99hearn-czarotaj?=@hcdsb.org](mailto=?utf-8?Q?o=E2=80=99hearn-czarotaj?=@hcdsb.org)

Subject: [<EXTERNAL>] Sanctity of Life amendment - fundraising policy - Please include in Agenda

To All Halton Catholic District School Board Trustees

Through this email, I would like to express my support to the **‘Sanctity-of-Life ‘** amendment that is being proposed for the fundraising policy in the HCDSB. This amendment would align our fundraising initiatives with the teachings of our Catholic Church, which is not only proper, but necessary to protect the Christo-centric values of HCDSB.

As a mother of six children, currently in the HCDSB, and active member of school council, I am thankful for having the HCDSB and this community of ‘People of God’, that through our board, schools, teachers, and extra-curriculum activities, complement the mission of the Church, passing on Catholic values from one generation to the next, and evangelizing the world with our clear message and example.

I would like to kindly request that this correspondence is included in the meeting agenda package for the next board meeting on April 8th 2025

Please let me know if you have any questions and look forward to seeing this amendment move forward.

Regards,
Soledad

Sent: April 2, 2025 12:45 PM

To: Kennedy, Robert

Cc: Duarte, Marvin; Murphy, Emma; Agnew, Brenda; Karabela, Helena; Kelly, Kirsten; ohearn-czarnotaj@hcdsb.org; Powell, Trish; Saunders, Chris

Subject: [<EXTERNAL>] May I ask you to support Ms. Karabela (& my free speech?)

Please feel free to include this e-mail in the April 8th agenda package - I welcome it being read at the policy meeting!

Good afternoon Mr. Kennedy,

Thank you for all the good you do through your vital role representing our community. Please support the Halton Catholic District School Board maintaining a purely pro-life standard with Ms. Karabela's amendment. One might be upset that such a stand might mean certain cherished organizations will not receive our hard-worked-for funds. Be that as it may, it is worth keeping in mind that souls can choose to give money to any charity that undeniably still does great good outside of this context, like SickKids - a hospital that, incidentally, might have saved my life. However, this does mean simply recognizing that a place that does great good nevertheless still has some research elements and procedures that are not in harmony with the Christian faith. Again, Canadians are called to feel free to support such charities privately, according to their conscience.

Though I am near certain you are familiar with its contents, here is the amendment:

In keeping with the teachings of the Catholic faith on the sanctity of life, from conception to natural death, school and/or board fundraising efforts may not be directed to any registered charity or non-profit (including subsidiaries, affiliates and associates) that in any way are involved in or support advocacy, programs, financial or material support for abortion, contraception, euthanasia or embryonic stem cell research.

We are called in Christian and non-Christian contexts to support a culture of life; history underlines how brutal an alternative way of life, or death can be, and why it is a blessing that we have a semblance of a home and native land that respects the boundaries of the freedom of conscience that all Canadians have a right to be respected. Such a love of life will shape society, and in turn the minds of the children - or vice versa - who have been sent to Catholic schools because of such a Christ-centred standard. In this light, please let kids know that life is precious, however little that life may be, and prevent the Halton Catholic District School Board from fundraising for charities or non-profits that support abortion, contraception, euthanasia, or embryonic stem cell research.

Please stand in harmony with truth! Please help parents, children and the community know that we uphold integrity! Please support Ms. Karabela's amendment!

Respectfully,

James Dyche

On Apr 6, 2025, at 4:02 PM, Claudio Diflaviano wrote:

Dear : Trustee Marvin Duarte. I am sending you this message to ask you to support the motion that will be introduced by Helena Karabela at the Policy Committee Meeting taking place this coming Tuesday. The Sanctity of Life Motion is to amend the School Fundraising Activities Policy V-04 to prevent schools in the Halton Catholic District School Board from fundraising for charities or non-profits that support abortion, contraception, euthanasia, or embryonic stem cell research- all of which compromise the sanctity of life. This is a Catholic Common Sense motion that all trustees should support. I would also like my correspondence to be included in the meeting agenda package. I plan to be at the Policy Committee Meeting. I certainly hope not to be disappointed by your vote on Tuesday.

Claudio Diflaviano

Sent: April 7, 2025 11:33 AM

To: Klein, John; DiPietro, Rosie; Duarte, Marvin; Murphy, Emma; Agnew, Brenda; Karabela, Helena; Kelly, Kirsten; Kennedy, Robert; O'Hearn-Czarnota, Janet; Powell, Trish; Saunders, Chris

Subject: [<EXTERNAL>] Vote: Yes! to Sanctity of Life Amendment

Please include this letter in board correspondence regarding the April 8th board meeting.

Dear HCDSB Director and Trustees,

I am a mother of students at Bishop Reding and St. Anthony of Padua schools.

I am writing to encourage you to support Trustee Karabela's amendment to the Board's Fundraising Activity Policy V-04 which honours the sanctity of human life at all stages by preventing school fundraising from going to organizations which support abortion, contraception, euthanasia or embryonic stem cell research.

When she put forward the Sanctity of Life motion back in 2018, I was told that it was not supportable because so many constituents had protested against it, and, as a result, it was dividing the community. I have reflected on that comment over the years. When Mary and Joseph brought Jesus to the Temple, they were amazed as St. Simeon prophesied that Jesus would be a **sign of contradiction**. (Lk 2:22-35) The Truth is divisive. Our culture does not recognize the sanctity of human life. In Canada, abortion is permitted at every stage of pregnancy for any or no reason. With every year, since it was made legal in 2015, MAID has claimed the lives of an ever increasing number of Canadians, causing over 15,000 deaths in 2023 alone.

It is our responsibility as Catholic Christians to combat the culture of death. Our Catholic schools must be environments which foster the culture of life. Bishop Reding High School is embarking on their Relay for Life campaign on behalf of the Canadian Cancer Society. The students are excited and eager to raise money to support victims of cancer - and rightly so. Unfortunately, the CCS funds embryonic stem cell research. As Catholics we should not sponsor an organization that destroys human persons in the early stage of their lives.

At home, I endeavor to teach my children to honour every human life from conception until natural death. I hope that the Catholic schools they attend will do the same.

With respect,

Jocelyn Pollard

Sent: April 7, 2025 8:52 AM

To: Duarte, Marvin; Duarte, Marvin; Murphy, Emma; Agnew, Brenda; Karabela, Helena; Kelly, Kirsten; Kennedy, Robert; O'Hearn-Czarnota, Janet; Powell, Trish; Saunders, Chris

Subject: [<EXTERNAL>]

Dear HCDSB Board members

Please support Helena Karabela's proposed amendment to your fundraising policy ([School Fundraising Activities Policy V-04](#))

to protect the unborn and not support in any way abortion, abortifacient contraception, embryonic stem cell research, or euthanasia.

Specifically,

"In keeping with the teachings of the Catholic faith on the sanctity of life, from conception to natural death, school and/or board fundraising efforts may not be directed to any registered charity or non-profit (including subsidiaries, affiliates and associates) that in any way are involved in or support advocacy, programs, financial or material support for abortion, contraception, euthanasia or embryonic stem cell research. "

I would appreciate your including my request in your meeting package.

Sincerely

Paulette Zulianello

April 6, 2025

Dear HCDSB Trustees,

It's been 7 years since the Sanctity of Life Motion first came to the table, and who can forget how it struck a nerve in the community. I want to acknowledge the sensitivity of the topic, as it is natural to be attached to our fundraising and giving traditions. Sometimes it can feel very personal. I have a very dear family member who was given life-saving help by the good doctors at Sick Kids. Our compassion for those in need and our subsequent desire to donate to charity are very good. But if our giving in support of life in some way, is to a charity that also contributes to the culture of death through abortion, euthanasia, contraception or embryonic stem cell research, we are deeply conflicted as Catholics. The Catholic Church has always upheld the cause of protecting innocent human life at all stages. And so today I write in support of the proposed Sanctity of Life Amendment to the Fundraising Policy put forward by Trustee Karabela, paying particular attention to the topic of human embryonic stem cell research.

There is good news in this area. The scientific community has been increasingly developing ethical stem cell alternatives which do not involve the destruction of human embryos. These ethical alternatives, approved by the Church, are adult stem cells, umbilical cord blood, and induced pluripotent stem cells (iPSCs). Adult stem cells are used in bone marrow transplants and tissue repair and have already seen many successful clinical applications. Umbilical cord blood is being used in research and in treatments to produce new blood cells. Induced pluripotent stem cells are used in disease modeling, drug testing, and therapies. These iPSCs function like embryonic stem cells but are derived from adult cells.

A collaborative team at Sick Kids and the University of Toronto announced in late 2019 that they had created high caliber iPSCs capable of making cell types from the brain, heart, liver, kidney, spine and immune system. The University of Notre Dame has already established a Center for Stem Cells and Regenerative Medicine that exclusively uses ethical options, and there are other institutes doing the same. All this to say that it's not unreasonable for us to apply respectful pressure to Sick Kids or any institute funding human embryonic stem cell research, by letting them know we can donate once they exclusively use ethical practices. In the meantime, we can direct our giving to Canadian options that do qualify, like the Cancer Research Society.

Some will argue that we can donate to charities that support abortion, contraception, euthanasia or embryonic stem cell research, by expressly requesting that funds go towards an ethically sound area within the organization. This is a weak argument. Not only can monies be moved about within the financial framework, but we can cause scandal by appearing to support the charity's entire mandate.

As a Catholic School Board, we have a responsibility to educate our students about choosing to support organizations that uphold our Catholic beliefs on life issues. And in doing so, we may influence charitable organizations to root out unethical practices. Catholics are very generous! Our donations carry weight! True, making this change may not be easy. But our Catholic students are awesome! Given the chance, I'm sure they'll come up with meaningful fundraisers within the parameters. There are so many ethical charitable organizations, and these also tend to be the ones that waste very little on administrative costs or on marketing, such as Canadian Food for Children or Chalice. Imagine the difference our students could make for smaller local ethical charities too, such as the Sisters of Our Lady Immaculate lovingly caring for seniors, or the Sisters Poor of Jesus Christ ministering to the homeless in Hamilton.

Thank you for considering my letter in support of the proposed Sanctity of Life Amendment, and please include it in the meeting agenda package of the April 8th HCDSB Policy Committee Meeting.

Most sincerely, with gratitude,

Laura Bodner

Catholic parent and HCDSB supporter

Sent: April 7, 2025 12:07 PM

To: Powell, Trish

Cc: Duarte, Marvin; Murphy, Emma; Agnew, Brenda; Karabela, Helena; Kelly, Kirsten; Kennedy, Robert; o'hearn-czarntaj@hcdsb.org; Saunders, Chris

Subject: [<EXTERNAL>] Fundraising Policy

Dear Trustee:

I am writing to request that just like ShareLife, the HCDSB fundraising policy prioritize organizations that do not compromise the sanctity of life. As Catholics, we are required to protect the sacredness of life from conception to natural death.

Trustee Helena Karabela plans to introduce an amendment to the current fundraising policy to require that no funds raised be directed towards organizations that in any way support abortion, abortifacient contraception, embryonic stem cell research, or euthanasia. I am requesting your support for that amendment.

Please ensure a copy of my email is included at the April 8th meeting agenda package.

Respectfully,
Cindy Palmer

Sent: April 7, 2025 2:38 PM

To: Duarte, Marvin; Murphy, Emma; Agnew, Brenda; Karabela, Helena; Kelly, Kirsten; Kennedy, Robert; Powell, Trish; Saunders, Chris; O'Hearn-Czarnota, Janet

Subject: [<EXTERNAL>] Sanctity-of-Life Amendment - Please include in meeting agenda package for the next board meeting on April 8th, 2025

Dear Trustees of the HCDSB,

Through this email, I would like to express my **support** to the '**Sanctity-of-Life**' amendment that is being proposed for the fundraising policy in the HCDSB. I have several children in our Catholic school system here in Oakville.

I would like to request that this correspondence is included in the meeting agenda package for the next board meeting on April 8th 2025

Please let me know if you have any questions and look forward to seeing this amendment move forward.

Regards,

Luis

Sent: April 7, 2025 2:51 PM

To: Klein, John; Duarte, Marvin

Cc: Murphy, Emma; Kelly, Kirsten; Agnew, Brenda; Powell, Trish; Karabela, Helena; Kennedy, Robert; Saunders, Chris; O'Hearn-Czarnota, Janet

Subject: [<EXTERNAL>] Upcoming motion by Helena Karabela on April 8th

Dear Director of Education John Klein and Chairman of the Board Marvin Duarte,

Please know that Thou Shall Not Kill is one of the 10 Commandments. It is the responsibility and accountability of the Catholic School Boards to support that Commandment.

I support Helena Karabela's upcoming motion to amend the current fundraising policy to require that no funds raised be directed towards organizations that in any way support abortion, abortifacient contraception, embryonic stem cell research, or euthanasia.

Please add this letter, delivered via email and prior to the deadline, to the agenda as correspondence.

Please, like last time do not claim that this email missed the deadline.

Thank you.

Mary Kelly

April 7, 2025

Dear Chair of the Board and HCDSB trustees,

Please find attached correspondence to be included in the Policy Meeting Agenda for tomorrow's policy meeting.

This is regarding Trustee Karabela's proposed amendment to the Fundraising Activity policy. As it is in upholding Catholic principles and values, doesn't it naturally follow that it should be supported and implemented? Many of the organizations that do not align with these values already receive significant funding from many sources including government grants and large donor capital.

In staying true to the Catholic faith, let's focus on those organizations and groups that are in line with the sanctity of life principles and are in desperate need of assistance. There are plenty to choose from. Let's lead by example and show that we follow our faith not just by our words but how we donate our time and money.

Thank you,

Liz D.