



**Policy Committee Meeting
Tuesday February 20, 2024 ♦ 4:30 p.m.
Boardroom**

Trustees:

Dan Dignard (Chair), Dennis Blake, Bill Chopp, Carol Luciani, Rick Petrella, Mark Watson

Senior Administration:

Mike McDonald (Director of Education & Secretary), Scott Keys (Superintendent of Business & Treasurer), John Della Fortuna, Kevin Greco, Lorrie Temple, Phil Wilson (Superintendents of Education)

1. Opening Business

- 1.1 Opening Prayer
- 1.2 Attendance
- 1.3 Approval of the Agenda

2. Committee and Staff Reports

- 2.1 Practicum Responsibilities #300.38 Pages 3-14
Presenter: Kevin Greco, Superintendent of Education
- 2.2 Pre-Employment Screening #300.18 Pages 15-19
Presenter: Kevin Greco, Superintendent of Education
- 2.3 Employee Expenses #700.04 Pages 20-27
Presenter: Scott Keys, Superintendent of Business & Treasurer
- 2.4 Trustee Expenses #100.10 Pages 28-34
Presenter: Scott Keys, Superintendent of Business & Treasurer
- 2.5 Smoke and Vape Free Environment #400.25 Pages 35-38
Presenter: Scott Keys, Superintendent of Business & Treasurer
- 2.6 Purchasing Cards #700.07 Pages 39-42
Presenter: Scott Keys, Superintendent of Business & Treasurer
- 2.7 Integrated Accessibility #200.33 Pages 43-65
Presenter: Scott Keys, Superintendent of Business & Treasurer
- 2.8 Educational Field Trips and Excursion Policy #500.01 Pages 66-77
Presenter: Phil Wilson, Superintendent of Education
- 2.9 Supervised Alternative Learning #200.06 Pages 78-99
Presenter: John Della Fortuna, Superintendent of Education
- 2.10 By-Law Changes Pages 99-127
Presenter: Mike McDonald, Director of Education & Secretary



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Agenda

Catholic Education Centre
322 Fairview Drive
Brantford, ON N3T 5M8

3. Adjournment

Next meeting: TBD

**REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC
DISTRICT SCHOOL BOARD POLICY COMMITTEE**

Prepared by: Kevin Greco, Superintendent of Education
Presented to: Executive Council
Submitted on: February 20, 2024
Submitted by: Mike McDonald, Director of Education & Secretary

PRACTICUM RESPONSIBILITIES POLICY/AP #300.38

Public Session

BACKGROUND INFORMATION:

The Brant Haldimand Norfolk Catholic District School Board is committed to providing direction to Administrators and any supporting staff regarding the practicum placements of candidates from various faculties and institutions of post-secondary learning.

DEVELOPMENTS:

This policy establishes the appropriate guidelines for engaging in practicum placements for candidates from various faculties of learning for a variety of roles such as Teachers, Social Workers, Education Assistants, Child and Youth Workers, and Early Childhood Educators.

The Revisions include updated language. It also indicates that the Human Resource Services Department coordinates all student placements. School Administrators and other staff will not arrange practicum placements in isolation. Principals will solicit interest from staff and submit a list of prospective Associate Teachers/Practicum Supervisors to the Superintendent of Education.

The revised policy reflects the current practice where in some situations, with certain faculties, there may be extenuating circumstances where the Candidate is unable to provide a Vulnerable Sector Screening that was completed within 6 months of the placement start date. In these cases, the faculty does provide proof of a Vulnerable Sector Screening that was completed within 12 months of the placement start date and in consultation with the Superintendent, the Candidate will provide the Principal/Supervisor with the Board's Offence Declaration.

RECOMMENDATION:

THAT the Policy Committee recommends that the Committee of the Whole refers the Practicum Responsibilities Policy and Administrative Procedure #300.38 to the Brant Haldimand Norfolk Catholic District School Board for approval.



Practicum Responsibilities

300.38

Adopted:	January 26, 2021
Last Reviewed/Revised:	February 27, 2024
Responsibility:	Superintendent of Education (Academic Staffing)
Next Scheduled Review:	February 2028

POLICY STATEMENT:

The Brant Haldimand Norfolk Catholic District School Board is committed to providing direction to Administrators and any supporting staff regarding the practicum placements of candidates from various faculties and institutions of post-secondary learning.

APPLICATION AND SCOPE:

This policy establishes the appropriate guidelines for engaging in practicum placements for candidates from various faculties of learning for a variety of roles such as Teachers, Social Workers, Education Assistants, Child and Youth Workers, and Early Childhood Educators.

REFERENCES:

- [Education Act and Regulations](#)
- [WSIB Website Information](#)
- [Board District Code of Conduct \(bhncdsb.ca\)](#)
- [HRS 300.15.P - Police Records Checks](#)
- [HRS 300.16.P - Health & Safety.pdf](#)

FORMS:

- FORM A – Workplace Insurance for Practicum Placements
- FORM B - Practicum Placement Checklist (Tentative)
- **FORM C – Offence Declaration**
- ~~Board District Code of Conduct~~

DEFINITIONS:

Associate Teachers: are qualified teachers with a minimum of three years contract experience who host, guide, and evaluate the Teacher candidate(s) assigned to the practicum placement.

Practicums: are the teacher/early childhood educator/social worker/educational assistants, etc. candidate placements or any candidate seeking a placement in the Board.

Practicum Supervisors: are qualified personnel who host, guide, mentor, and evaluate the candidate placed within the Board.

Teacher Candidates: are students pursuing the Bachelor of Education degree.



ADMINISTRATIVE PROCEDURES:

- 1.0 The Human Resource Services Department coordinates all student placements. School Administrators and other staff will not arrange practicum placements.
- 2.0 Administrators and teachers shall refer all inquiries from Faculties of Education regarding practicum placements to the Superintendent of Education (Academic Staffing). The Superintendent (Academic Staffing) shall be responsible for approving or denying requests from Faculties of Education for practicum placements. If a Faculty of Education is approved for prospective practicum placements, the Superintendent shall establish a protocol for practicum placements that is consistent with this Administrative Procedure. This same procedure applies to any candidate from any post-secondary institution of learning seeking a placement at the Board.
- 3.0 Administrators are encouraged to submit a list of prospective Associate Teachers/Practicum Supervisors to the Superintendent by the second week of September of each school year. Principals will solicit interest from staff and submit a list of prospective Associate Teachers/Practicum Supervisors to the Superintendent of Education. All Teacher Candidate placements are assigned by Family of Schools Superintendents (or designate) in consultation with the Practicum Offices at the Faculty of Education.
- 4.0 Where applicable, the faculty will ensure the completion of a vulnerable sector screening (completed within 6 months of the placement start date) and/or medical health forms for students (and personnel as applicable) which meet the indicated requirements of any provincial regulations, and such other statutes, regulations and rules which may be enacted from time to time relating to preventive health programs and measures. These forms will be completed or updated prior to the practical and/or clinical experience and the Candidate will provide a copy to the Principal or Supervisor prior to the placement.
- 5.0 In some situations, with certain faculties, there may be extenuating circumstances where the Candidate is unable to provide a Vulnerable Sector Screening that was completed within 6 months of the placement start date. In these cases, in consultation with Superintendent, the Candidate will provide the Principal/Supervisor with the Board's Offence Declaration.
- 6.0 Associate Teachers and Faculty Advisors are partners with Teacher Candidates in the practicum experience.
- 7.0 Mentors, Practicum Supervisors, and advisors for any post-secondary institutions seeking placement or practicum experiences for their Candidates are partners in the practicum experience.
- 8.0 When a practicum assignment is requested, affiliation agreements contracts need to be reviewed by the Disability Manager, Human Resources Services, Superintendent of Business and the Superintendent for signature.
- 9.0 All affiliation agreements and contracts will be returned to the post-secondary institution via the Executive Assistant Secretary responsible for the Superintendent of Education (Academic Staffing).
- 10.0 Communication to Administrator, Managers, Supervisors and/or Curriculum leads of the practicum placement will be completed by the Executive Assistant Secretary responsible for the Superintendent of Education. (Academic Staffing).



It is the responsibility of the Candidate to:

- Complete all necessary forms and training for placement within the Board as outlined in the Practicum Placement Checklist (**Form B**).
- Remain professional and respectful, following the Board District Code of Conduct for all personnel.
- Attend regularly and punctually (at least 30 minutes prior to the start of the school day and 30 minutes after the completion of the school day).
- Attend all the assigned practicum days.
- Report any absences to the appropriate Faculty Advisor as well as to the Associate Teacher/ Practicum Supervisor at the Board.
- Reschedule absent days in consultation with the Associate Teacher/ Practicum Supervisor.
- Observe the Associate Teacher's or Practicum Supervisor's management/organizational routines and record observations.
- Plan detailed lessons in template format as per the faculty outline if working as a teacher candidate.
- Co-plan and co-teach with Associate Teacher or Practicum Supervisor.
- Recognize that certain placement practicums will require travel and they are responsible for **their** own transportation and mileage.
- Will participate in an interview for clinical placements as required by the post-secondary institution and the Board.

It is the responsibility of the Associate Teachers/ Practicum Supervisor to:

- Provide Candidates with a model of excellence in teaching and professionalism.
- Record Teacher Candidate attendance on the practicum term reports or reports required for the candidate placed at the Board.
- Report any attendance concerns to the Faculty Advisor/Practicum Office.
- Ensure that the Candidate is properly organized for the placement.
- Assist in planning lessons and in providing appropriate resources if necessary.
- Ensure that detailed lesson plans have been written as required on all lessons taught if necessary.
- Review lessons/plans at the beginning of each day, observe, and provide feedback on lessons taught.
- Provide management ideas/assistance for Teacher Candidates and offer suggestions as required.
- Guide the Teacher Candidate in co-planning and co-teaching.
- Provide ongoing assessment of Candidate's practices.
- Complete the Final Evaluation and submit to the Practicum Office of the appropriate faculty.
- Ensure that the Associate Teacher/ Candidate is not left on their own in classrooms/placement environment for a significant amount of time in the absence of the Associate Teacher or Practicum Supervisor.
- Communicate with the Faculty Advisor where applicable.

It is the responsibility of the Brant Haldimand Norfolk Catholic District School Board to:

- Make available all forms and training (online/in person) to all candidates in a placement at the Board.
- Ensure the safety of all candidates using the attached checklist as a guideline. (**Form B**)
- Communicate with the candidate as necessary (Human Resources, Superintendent –Academic Staffing) regarding placement, training, evaluation, completion of contracts/ reports.
- Communicate with the post-secondary institution as required or where applicable.



WORKPLACE INSURANCE FOR PRACTICUM PLACEMENTS

Thank you for participating in the unpaid education placement experiences within the Brant Haldimand Norfolk Catholic District School Board (Board). By providing students with unpaid education placements, you are providing them invaluable real-life experiences that assist them in becoming preferred graduates within the community.

Please list and complete what safety training (ex. Safe Schools, Concussion awareness, etc.) has been provided to your student in the below space/box provided, which is to be completed prior to commencement of the unpaid education placement:

**Can also be included in a separate file.*

The Board would like to take this opportunity to ensure that the candidate is made aware of the Workplace Insurance coverage that is provided to your students while they attend their placements.

Ministry Coverage (WSIA and Chubb Insurance)¹

The Government of Ontario, through the Ministry, pays WSIB for the cost of benefits it pays to Student Trainees enrolled in an Approved Program at a Training Agency during Unpaid Work Placements with employers who are either compulsorily covered (Schedule 1 or Schedule 2 employers) or have voluntarily applied to have WSIB coverage.

The Ministry also covers the cost of private insurance with Chubb Insurance for Student Trainees enrolled in an Approved Program at a Training Agency during Unpaid Work Placements with employers that are not required to have compulsory coverage under the WSIA.

The Government of Ontario provides such coverage to encourage the participation of employers in providing Unpaid Work Placements for Student Trainees as part of Ontario publicly assisted post-secondary education and training programs.

The [WSIB Operational Policy Manual](#) states it is the Placement Employer's responsibility to contact the Training Agency to determine whether the WSIB insurance costs are funded by the government. Training Agencies are required to ensure that Ontario Placement Employers with which they are placing Student Trainees are aware of whether there is coverage of the WSIB insurance costs for such students and are aware of relevant WSIB reporting procedures in the event of an accident.

Please note that under either condition above, no claims will be put through a Placement Employer's Workplace Insurance.

<http://www.tcu.gov.on.ca/pepg/publications/guidelines.html#22>

Pre-Placement Process for _____(College/University):

1. The Board will issue this letter to the College/University: **Workplace Insurance for Practicum Placements**, to explain the terms of the Workplace Insurance coverage for students.
2. The _____(College/University) must sign the **Placement Declaration of Understanding** and return a copy to the designated Board contact person. This is a one-time sign off of understanding of student workplace insurance coverage. Without this signed document, no student(s) will be permitted to participate in the Board placements.
3. The _____(College/University) is expected to provide the necessary health and safety training and advise the student(s) of any workplace hazards. The Board expects the _____(College/University) to provide pertinent Health & Safety training. The Board would be willing to complement the training provided by the _____(College/University) by providing "site-specific" Health & Safety information and "Site-specific workplace hazards".
4. The _____(College/University) is responsible for notifying the Board whenever there are any changes to the unpaid work placement.

Reporting Requirements in the Event of an Injury:

Board WSIB conditions:

1. The student candidate must immediately report any workplace related injury or disease that occurs during the unpaid education placement **using the Board's Accident/Incident Reporting Form [BHNCD SB Incident Reporting Tool \(onlineincidentreporting.ca\)](#). The Candidate will also report the injury/disease to their Program Coordinator.**
2. The Board is responsible for providing initial First Aid treatment and transportation to emergency medical services if required. ~~and an OSBIE report must be completed.~~
3. **Reporting to WSIB** is required when a Student Trainee experiences an accident while on an Unpaid Work Placement that:
 - Requires medical attention by a health care professional for which there is a fee for service (this could include a physician, dentist, chiropractor, hospital, etc.)
 - Results in lost time from work beyond the date of the work-related accident
 - Requires modified work for more than seven calendar days, and/or
 - Results in exposure to communicable disease
4. Placement Employers are required to report any accident in compliance with the [WSIB Operational Policy Manual, 15-01-02, "Employer's Initial Accident Reporting Obligations."](#)
5. **The Board, the CU student and the CU must complete, and sign the MAESD Post-Secondary Student Unpaid Work Placement Workplace Claim Form (#13-1352E). [Ontario Central Forms Repository - Form Identification \(gov.on.ca\)](#).**
6. **Within three days** of learning of a work-related accident the Placement Employer must complete WSIB Form 7 *Employer's Report of Injury/Disease* and send it to the Training Agency. Find the form on the [WSIB website](#).
7. The Form must be then submitted by the Training Agency to WSIB within seven business days of learning of a work-related accident.
8. Detailed instructions and guidelines for completing Form 7 *Employer's Report of Injury/Disease* are included with the Form on the [WSIB website](#).
9. All Training Agencies have been assigned a unique firm number to be used in all correspondence with the WSIB.

10. Attention to detail at the time of reporting helps eliminate later difficulties and unnecessary delays resulting from the WSIB's need to request routine information.

If you have any additional questions regarding workplace insurance for post-secondary students on unpaid education placements, please contact: **the Health and Safety Coordinator**.

Placement Declaration of Understanding

By signature of the authorized representative here under, with the authority to bind the organization, we confirm our understanding of the following:

1. The types of accident coverage available for unpaid trainees;
2. The reporting process in the event of an injury or disease;
3. To provide all the necessary health and safety training and to inform the unpaid trainee of any hazards in the workplace;
4. Our responsibilities under the Occupational Health and Safety Act and its Regulations; and
5. The reporting responsibilities under WSIB (if applicable to Placement Employer).

Type of placement Employer Workplace Insurance Coverage:

The _____(College/University) has WSIB coverage (please circle) Y OR N

If YES, please provide WSIB Firm #: _____
(The WSIB Firm # is required for injury reporting purposes only and to verify that the college/university is covered by WSIB.)

If NO, if applicable, please provide the Name of your Private Workplace Insurance Provider: _____

In addition to WSIB coverage, the _____(College/University) must have a current Affiliation Agreement and proof of current liability insurance on file prior to any student placement activity occurring.

Name (printed): _____

Signature: _____ Title: _____

Organization: _____ Date: _____

Contact Info (Email and/or phone): _____

Distribution

A copy with signature is to be returned to the Board (preferably via scan/email) to the attention of the contact listed.

The Superintendent of Education ~~and principal~~ to retain copies on file.

Information Collection Authorization

Notice of Collection: The personal information you have provided on this form and any other correspondence relating to your involvement in our programs is collected by the Brant Haldimand Norfolk Catholic District School Board under the authority of the Education Act (R.S.O. 1990 c.E.2) ss. 58.5, 265 and 266 as amended and in accordance with Section 29(2) of the Municipal Freedom of Information and Protection of Privacy Act, (R.S.O. 1990 c.M.56) The information will be used to register and place the student in a school, or for a consistent purpose such as the allocation of staff and resources and to give information to employees to carry out their job duties. In addition, the information may be used to deal with matters of health and safety or discipline and is required to be disclosed in compelling circumstances or for law enforcement matters or in accordance with any other Act. The information will be used in accordance with the Education Act, the regulations, and guidelines issued by the Minister of Education governing the establishment, maintenance, use, retention, transfer, and disposal of pupil records. If you have any questions, please contact the school principal and/or the Freedom of Information Officer, Brant Haldimand Norfolk Catholic District School Board, 322 Fairview Drive, Brantford, ON, N3T 5M8 (Telephone 519-756-6505, Ext. 234)



PRACTICUM PLACEMENT CHECKLIST

This checklist may be used to identify unsafe exposures in facilities/locations where student candidates are engaging in practicum placements to document safety measures in place to protect student candidates from exposure.

Organization Name: Brant Haldimand Norfolk Catholic District School Board			
Equipment		Y/N or N/A	If yes, please identify what safety measures are in place.
Hand Tools and Equipment	Will the student candidate be working with hand tools or equipment? (For example, Hammer, Screwdriver, Blades)	N	
Portable Power Tools and Equipment	Will the student candidate be working with portable power tools or equipment? If yes, has hearing protection been provided? (For example, Drill, Jig Saw, Rotary Tools)	N	
Mobile Equipment	Will the student candidate be working with or near mobile equipment? If the student candidate will be utilizing mobile equipment will training be required and/or provided? (e.g., forklift, pallet truck)	N	
Stationary Power Machines	Will the student candidate be operating stationary power machines? (e.g., drill press, band saw, table saw)	N	
Electrical	Will the student candidate be exposed to any electrical hazards in the workplace? (e.g., electrical panels, lighting, electrical wiring)	N	
Compression	Will the student candidate be working with anything under compression, such as compressed gases or gas cylinders?	N	
Pressure Systems	Will the student candidate be working in proximity to pressure pipes or steam boilers?	N	

Human Factors		Y/N or N/A	If yes, please identify what safety measures are in place.
Harassment	Is there a policy on harassment that will be provided to the student candidate?	Y	HRS 300.01.P Workplace Harassment.pdf
Violence	Is there a policy on workplace violence that will be provided to the student candidate? Has the risk of workplace violence been assessed as required by the Occupational Health and Safety Act (OHSA) (s.32.0.3)? Are there situations where the student candidate could be exposed to violence? Could the student candidate become a subject of violence?	Y	HRS 300.20.P - Workplace Violence Prevention.pdf
Working Alone	Will the student candidate be working alone? (e.g., working alone in an office or building)	N	
Shift Work	Will the student candidate be working shifts? (e.g., working an irregular work schedule)	N	
Computer Use	Will the student candidate be working at a computer for most of a typical day?	N	
Work Stress	Will there be a high level of stress in the student candidate's work?	N	
Musculoskeletal Disorders (e.g., lifting, repetitive actions)	Will the student candidate be using the same muscles repeatedly for a long time without taking time to rest, exerting high amounts of force, and/or required to work in an awkward posture?	N	
General Housekeeping	Will the student candidate work in an uncluttered workspace with minimal distractions? (e.g., tidy work area)	Y	HRS 300.16.P - Health & Safety.pdf
Entrances, Exits and Stairways	Will the student candidate encounter passageways, entrances, exits (especially fire), or stairways that are not clearly marked or free of obstructions?	N	
Working at Heights	Will the student candidate be working at elevation where they might be susceptible to falling from? If so, is adequate fall protective equipment provided/required?	N	

Chemical Substances	Will the student candidate use or be exposed to flammable, corrosive, toxic, or reactive chemicals? (e.g., acetone, nitric acid, toluene, mineral spirits)		HRS 300.36.AP - Workplace Hazardous Materials Information System (WHMIS).pdf
Biological Substances	Will the student candidate have contact with any harmful microorganisms?	N	
Restricted Spaces	Will the student candidate be in proximity to or working in restricted space, trenches, or confined spaces? (e.g., manhole, silo)	N	
Hot Materials or Surfaces	Will the student candidate have contact with hot materials or surfaces? (e.g., stove, soldering iron, torch, forging materials, welding materials)		
Ultraviolet Light (Sunlight)	Will the student candidate spend any time working in the sun? If so, for what duration?		
Temperature	Will the student candidate be working in very hot or very cold conditions? (e.g., outdoors, kilns, refrigerated areas)		
Noise	Will the student candidate be exposed to excessive noise in the work environment of 85 decibels or greater?		
Air Quality	Will the student candidate be exposed to excessive dust, fumes, or gases? (e.g., welding fumes, carbon monoxide)	N	
Emergency Procedures	Student candidate will review the school emergency procedures which include (but are not limited to): Fire Emergency, Shelter in Place, Hold and Secure, Lockdown, etc.	Y	
Board Protocols	Student candidate will review the Board Protocols which include (but are not limited to): Child Protection Protocol, Protocol between Police, etc.	Y	<ul style="list-style-type: none"> • School Health Guideline, 2018 (gov.on.ca) • Child Protection Protocol.pdf • Joint Protocol for Student Achievement.pdf • Partnering Together for Health Schools Protocol.pdf • Protocol between Police and BHNCD SB.pdf • A School and Community Protocol for Violence Threat Risk Assessment and Intervention.pdf

Other			
-------	--	--	--

ACKNOWLEDGEMENT

We have read and reviewed the information and policies associated within this checklist and understand the safety measures involved in the field placement practicum.

Date: _____

Student Candidate Name: _____

Student Candidate Signature: _____

Practicum Supervisor Name: _____

Practicum Supervisor Signature: _____

Principal Name: _____

Principal Signature: _____

The teacher and principal to retain copies on file.

Information Collection Authorization

Notice of Collection: The personal information you have provided on this form and any other correspondence relating to your involvement in our programs is collected by the Brant Haldimand Norfolk Catholic District School Board under the authority of the Education Act (R.S.O. 1990 c.E.2) ss. 58.5, 265 and 266 as amended and in accordance with Section 29(2) of the Municipal Freedom of Information and Protection of Privacy Act, (R.S.O. 1990 c.M.56) The information will be used to register and place the student in a school, or for a consistent purpose such as the allocation of staff and resources and to give information to employees to carry out their job duties. In addition, the information may be used to deal with matters of health and safety or discipline and is required to be disclosed in compelling circumstances or for law enforcement matters or in accordance with any other Act. The information will be used in accordance with the Education Act, the regulations, and guidelines issued by the Minister of Education governing the establishment, maintenance, use, retention, transfer, and disposal of pupil records. If you have any questions, please contact the school principal and/or the Freedom of Information Officer, Brant Haldimand Norfolk Catholic District School Board, 322 Fairview Drive, Brantford, ON, N3T 5M8 (Telephone 519-756-6505, Ext. 234)



OFFENCE DECLARATION – STUDENT PLACEMENT

Print name:	College/University:
College/University Placement Supervisor:	

Preamble: As a condition of student placements with the BHCNDSB, all student candidates are required to submit a satisfactory Criminal Background Check prior to the commencement of their placement. On occasion, emergencies arise, and the Board must allow student candidates to commence work without receiving the Background Check.

Instruction: There are two sections which are required to be completed by you in order to start your placement. Section 1- Criminal Offence Declaration and Section 2 - Acknowledging the agreement between yourself and the Board.

Section 1 - Criminal Offence Declaration

I, _____, hereby declare that:
(print name)

I have **no** convictions for offences under the Criminal Code of Canada up to and including the date of this declaration for which a pardon has not been issued or granted under the Criminal Records Act (Canada).

OR

I have the following convictions for offences under the Criminal Code of Canada for which a pardon under the Criminal Records Act (Canada) has not been used or granted:

Conviction/Offence: _____

Signature of Candidate:	Date:
-------------------------	-------

Section 2 - Acknowledgment

By signing below I acknowledge that the Board reserves their right to revoke any offer of student placement should the Offence Declaration prove to be false or misleading in any respect.

I further agree that I will submit the required Criminal Background Check to the Brant Haldimand Norfolk Catholic District School Board without delay and in a timely manner.

Signature of Candidate:	Date:
-------------------------	-------

**REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC
DISTRICT SCHOOL BOARD POLICY COMMITTEE**

Prepared by: Kevin Greco, Superintendent of Education
Presented to: Executive Council
Submitted on: February 20, 2024
Submitted by: Mike McDonald, Director of Education & Secretary

PRE-EMPLOYMENT SCREENING POLICY/AP #300.18
Public Session

BACKGROUND INFORMATION:

The Brant Haldimand Norfolk Catholic District School Board (the “School Board”) believes that to fulfill its Catholic mission statement, it must recruit, hire, and promote qualified and competent staff that are committed to supporting an extraordinary Catholic education. The Board will ensure that a fair, consistent, and transparent selection process is conducted to fill vacancies in all positions and is based on qualifications, experience, and merit. This hiring policy supports the School Board’s efforts to promote diversity, equity, and inclusion in its hiring practices.

DEVELOPMENTS:

This policy applies to all persons who have received a conditional offer of employment, including former employees seeking re-employment by the Board. All pre-employment requirements must be met prior to the commencement of work. The policy is applied consistently to all persons who have received a conditional offer of employment.

Revisions include updated language and defines re-employment as a return to employee status following 6 months or more of leaving the employ of the Board. Further that a re-employment Exemption applies to a specific process for former employees returning to employee status within six months of leaving the employ of the Board.

RECOMMENDATION:

THAT the Policy Committee recommends that the Committee of the Whole refers the Pre-Employment Screening Policy and Administrative Procedure #300.18 to the Brant Haldimand Norfolk Catholic District School Board for approval.



**Pre-Employment Screening
#300.18**

Adopted:	April 22, 2008
Last Reviewed/Revised:	February 27, 2024
Responsibility:	Superintendent of Education
Next Scheduled Review:	February 2028

POLICY STATEMENT:

The Brant Haldimand Norfolk Catholic District School Board (“the board”) believes that it is in a position of trust with regard to its students, employees and volunteers. Accordingly, the Board shall take reasonable steps to provide and maintain a safe and secure learning and working environment through appropriate hiring policies. It is the policy of the Board to ensure that all prospective employees are screened prior to being hired and commencing work. The Board shall not employ persons who have a criminal record wherein the record demonstrates an unacceptable level of risk to students, employees, volunteers or Board property.

APPLICATION AND SCOPE:

This policy applies to all persons who have received a conditional offer of employment, including former employees individuals seeking re-employment by the Board. All pre-employment requirements must be met prior to the commencement of work. The policy is applied consistently to all persons who have received a conditional offer of employment.

REFERENCES:

- [The Canadian Charter of Rights and Freedoms \(justice.gc.ca\)](http://justice.gc.ca)
- [The Criminal Code of Canada \(justice.gc.ca\)](http://justice.gc.ca)
- [Criminal Records Act \(justice.gc.ca\)](http://justice.gc.ca)
- [Bill 81, Safe Schools Act, 2000 - Legislative Assembly of Ontario \(ola.org\)](http://ola.org)
- [Bill 101, Student Protection Act, 2002 - Legislative Assembly of Ontario \(ola.org\)](http://ola.org)
- [Youth Criminal Justice Act](#)
- [The Ontario Human Rights Code | Ontario Human Rights Commission \(ohrc.on.ca\)](http://ohrc.on.ca)
- [EducationAct](#)
- [RSO 1990, c M.56 | Municipal Freedom of Information and Protection of Privacy Act | CanLII](#)
- [O Reg 521/01 | Collection of Personal Information | CanLII](#)
- [HRS 300.11.P - Hiring Non-Academic Staff.pdf](#)
- [HRS 300.10.P - Hiring - Academic Staff.pdf](#)
- [HRS 300.15.P - Police Records Checks.pdf](#)
- [OPS 400.06.P - Security of Schools, Buildings and Grounds.pdf](#)
- [HRS 300.09.P - Religious Education Qualifications for Academic Staff.pdf](#)

FORMS:

N/A

APPENDICES:

N/A



DEFINITIONS:

Employee

An employee is an individual who agrees to work under an employment contract, including probationary and casual employees, for the Brant Haldimand Norfolk Catholic District School Board for a specified or indeterminate period of time. Salary or wages are paid to this individual and, from this payment, statutory deductions are made.

Screening

An **employment process that includes** whereby a prospective employee is interviewed, reference checked, a **Criminal Background Police Records Check (with Vulnerable Section Screening where appropriate)** obtained and reviewed and any/all relevant documents submitted and reviewed. All **Criminal Background Police Records Checks** are to be current, meaning the search is conducted **within 6 months of the offer of employment**, subsequent to the conditional offer of employment.

Re-employment: Return to employee status following 6 months or more of leaving the employ of the Board.

Re-employment Exemption: applies to a specific process for former employees returning to employee status within six months of leaving the employ of the Board.

ADMINISTRATIVE PROCEDURES:

1.0 Responsibilities

- 1.1 Superintendent of Education (**responsible for Human Resource Services**) will coordinate the implementation of the pre-employment screening policy.
- 1.2 The Human Resource **Services** Co-ordinator/**Generalist** will verify the completion of the required pre-employment screening documentation.
- 1.3 Principals and Managers will ensure that the pre-employment screening forms are completed during the interview process and are submitted with **the items identified in the** interview package **provided by Human Resource Services**.

2.0 Pre-Employment Screening Form

- 2.1 All prospective employees will participate in the pre-employment screening process. If an individual chooses not to participate, the application for employment will not be given further consideration.
- 2.2 During the interview **process**, the hiring supervisor will ensure that the candidate has completed Section A of the Pre-Employment Screening Form.
- 2.3 The hiring supervisor completes Section B of the Pre-Employment Screening Form.
- 2.4 Upon completion of Sections A and B, the Pre-Employment Screening Form is to be forwarded immediately to the Human Resource Services Department.

3.0 Required Documentation

- 3.1 The recommended candidate is required to submit the following documentation to Human Resource Services:
 - 3.1.1 Certification - Certification related to the position for which the prospective employee is being recommended for employment is required.
 - 3.1.2 Certificate of Fitness to Work - Prospective employees must be capable of fulfilling the essential duties of the job. The prospective employee must submit a Certificate of Fitness indicating that they are fit to perform the essential duties of the job for which they have received a conditional offer.



- 3.1.3 Tuberculosis Test - All prospective employees who work directly or indirectly with students shall submit a certificate confirming that they have completed a Tuberculosis test (Phase 1) within the last 12 months. All persons who react positively to such tests prior to their employment shall have an x-ray.
- 3.1.4 ~~Criminal Background~~ **Police Records** Check - Prospective employees are required to submit an original copy of a **Police Records** ~~Criminal Background~~ Check that is satisfactory to the Board **and specific to the position they are applying to.**

The Police **Records** Check

The Police Records Check must include a search of the following records: Criminal Record (Adult); Criminal Record (Young Person); Records of “Not guilty; not criminally responsible on account of mental disorder”; Pending charges and ongoing investigations under Federal statutes (and Provincial, if available); Relevant Occurrence reports; Probation, Prohibition and other Judicial Orders that are in effect. Where the position is one of authority or trust relative to students, prospective employees will be asked to provide a Vulnerable Sector Screening, which includes disclosure of a criminal record for a sexual offence for which a pardon has been granted or issued **Vulnerable Sector Check (VSC). This check is restricted to applicants seeking employment and/or volunteering with vulnerable individuals, children, elderly persons, the disabled, etc. It is a collection of offence information, including convictions, non-convictions and other relevant police contact information available from a local police agency's records management system and other systems/records where authorized. This check will include sexual offence convictions for which the individual has received a record suspension (pardon) where authorized by the Minister of Public Safety and Emergency Preparedness.**

There may be certain exceptions adjudicated by the board, where a VSC is not required for employment where it is deemed the employee is in a position that does not come into direct and regular contact with students or vulnerable persons.

Normally, a candidate shall not commence employment with the Board until the current verification of their Police Records Check has been submitted and accepted. Only in an exceptional case will a person be permitted to commence employment with the Board before the Board has received the Police Records Check. In such a case, the candidate will be required to provide an Emergency Offence Declaration which may, at the Board's sole discretion, permit the candidate to commence employment prior to the submission of the Police Records Check. Before any such exception is made, a binding agreement shall be entered into between the employee, ensuring that the Police Records Check be provided without delay and in a timely manner. This agreement will preserve the Board's power to revoke the offer of employment, and dismiss the employee, should the Offence Declaration provided by the employee prove to be false or misleading in any respect.

The Board, subject to 2.4.5 below, will not knowingly offer employment to any person with a record of criminal conviction for which a pardon has not been granted for the following type of offences:

- any sexual offence under the Criminal Code;
- any violations under the Controlled Drug and Substances Act;
- any criminal offence involving minors;
- crimes of violence which include, but are not limited to, threats, assaults, and the use, possession or concealment of a weapon or imitation of a weapon;
- propagation of hate literature or incitement to hatred;
- possession, distribution or sale of any pornographic or violent material; and
- other offences specifically related to the job or to children.



- 4.1 While the conviction of any of the above-noted offences would, in the normal course, present a bar to employment, the Board does recognize the principle of rehabilitation and may, therefore, consider the hiring of a person, after a full assessment, based upon consideration of the following factors:
- the specific duties and responsibilities of the position in question and the relevance of the police records, criminal charge(s), and/or conviction(s) to that position;
 - the length of time since the police record was established;
 - rehabilitative efforts undertaken;
 - the risk to the safety and security of students, staff, volunteers and/or Board property.

The Human Resource Services Department will examine the ~~Criminal Background~~ Police Records Check. If there is a concern, the information will be assessed by the designated Board contact. A meeting will be held with the candidate and the designated Board contact before a final recommendation to hire is made. The Board reserves the right to request the applicant provide additional information in order to further assess his/her application for employment.

The **Police Records** Check shall be received, reviewed and retained in a secure file by the Human Resource Services Department.

5.0 Costs

5.1 All pre-employment screening costs are to be paid by the prospective employee.

**REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC
DISTRICT SCHOOL BOARD POLICY COMMITTEE**

Prepared by: Scott Keys, Superintendent of Business & Treasurer
Presented to: Policy Committee
Submitted on: February 20, 2024
Submitted by: Mike McDonald, Director of Education & Secretary

FIN #700.04.P - EMPLOYEE EXPENSES

Public Session

BACKGROUND INFORMATION:

The Brant Haldimand Norfolk Catholic District School Board (“the Board”) is committed to protecting the interests of taxpayers and be effective stewards of resources allocated to the Board. Reasonable expenses incurred by employees in the course of fulfilling their responsibilities should be reimbursed while on Board business.

This Policy and Administrative Procedure established and provides direction regarding the appropriate reimbursement of expenses incurred by employee while on Board business and applied to all staff making an expense claim, regardless of funding source. For clarity, this Policy and Administrative Procedure does apply to school generated funds or Catholic parent council funds.

DEVELOPMENTS:

Throughout the creation of this Policy and Administrative Procedure, content was reviewed in consultation with procurement services, financial services, senior administration, administrators, other internal stakeholders, and other school board policies and procedures.

This Policy and Administrative procedure was circulated for stakeholder feedback from October 16, 2023 to December 18, 2023, as per the Board’s policy renewal process. There was no additional feedback received and no further changes were made to the Policy or Administrative Procedure.

RECOMMENDATION:

THAT the Policy Committee recommends that the Brant Haldimand Norfolk Catholic District School Board approves the policy FIN #700.04 – Employee Expenses.



**Employee Expenses
#700.04**

Adopted:	March 29, 2005
Last Reviewed/Revised:	March 1, 2024
Responsibility:	Superintendent of Business
Next Scheduled Review:	2027-28

POLICY STATEMENT:

The Brant Haldimand Norfolk Catholic District School Board (“the Board”) is committed to protecting the interests of taxpayers and be effective stewards of resources allocated to the Board. Reasonable expenses incurred by employees in the course of fulfilling their responsibilities should be reimbursed while on Board business.

APPLICATION AND SCOPE:

This Policy and Administrative Procedure established and provides direction regarding the appropriate reimbursement of expenses incurred by employee while on Board business and applied to all staff making an expense claim, **regardless of funding source. For clarity, this Policy and Administrative Procedure does apply to school generated funds or Catholic parent council funds.**

REFERENCES:

- [The Education Act](#)
- [The Income Tax Act](#)
- [Broader public Sector Expenses Directive](#)
- [Broader Public Sector Travel, Meal and Hospitality Expenses Directive](#)
- [Broader Public Sector Perquisites Directive](#)
- [FIN 700.01.P - Procurement](#)
- [FIN 700.05.P – Fundraising and School Generated Funds](#)
- [FIN 700.07.P – Corporate Credit Cards and Purchase Cards](#)
- [FIN 700.10.P – School Operating Budgets](#)
- [Vehicle Rented for School Board Purposes - August 22, 2023 \(Staff Only\)](#)

FORMS:

- **FIN 700.04.F01 – Pre-Approval of and/or Exception to Employee Expenses**
- **FIN 700.04.F02 – Out of Province and International Travel Requests**

APPENDICES:

- N/A

DEFINITIONS:

Hospitality: is the provision of food, beverage, accommodation, transportation, and other amenities to individuals who are not engaged to work for the Board or other broader public sector organizations (i.e., other school boards, Ontario government, agencies, and public entities).

Perquisites (or perks): refers to a privilege that is afforded to an individual or to a group of individuals, provides a benefit, and is not generally available to others.



ADMINISTRATIVE PROCEDURES:

Responsibilities

In general, expenses must be approved by the employee's immediate supervisor in accordance with the Brant Haldimand Norfolk Catholic District School Board (the "Board") this Policy and this Administrative Procedure. In some cases, within this Policy and Administrative Procedure, the level of approval required may be different and is specifically identified.

It is recommended that staff and/or supervisors should seek pre-approval of uncertain purchase types to ensure reimbursement will be approved by their supervisor and/or Financial Services.

Those individuals responsible for approving claims are prohibited from approving their own expenses. Expenses cannot be claimed by an individual that are incurred by his/her approver (i.e., an employee cannot submit a claim that includes the cost of their immediate supervisors' lunch even if they were at the same event, this results in the immediate supervisor approving their own expense).

Expense claims without appropriate approvals and/or supporting documentation will be flagged for further follow up and subject to processing delays.

On an annual basis, the Manager of Financial Services (or designate) will review and make available a summary report on a sample of expenses and their compliance with this administrative procedure to the Superintendent of Business & Treasurer.

Information

This Policy and Administrative Procedure ~~The Employee Expenses Administrative Procedure~~ aligns with the standards expected by the Province of Ontario and its Ministries, including the Broader Public Sector Expenses Directive.

The rules set out in this administrative procedure are applicable to all staff expenses whether reimbursed through an expense claim or paid by Purchasing Card (P-Card), cheque requisition, or school generated funds.

The Board assumes no obligation to reimburse expenses that are not in compliance with this administrative procedure.

Reporting Requirements

Staff are expected to submit ~~expenses an approved Expense Reimbursement Form~~ on a regular basis (i.e., monthly) at least on a quarterly basis to Financial Services, using the current electronic method of submission. All costs must be supported by original invoices and/or receipts including credit/debit card slips and itemized receipts providing details of the expense(s) to be submitted. Business rationale and other details are required depending on the type of expense and may include purpose, date(s), point of origin and destination, other participants, and appropriate approvals.

The approval process for electronic expense claim reimbursement is as follows:

- The supervisor will receive an email that they have an electronic expense claim to review and approve. The supervisor can access the claim and attachments for review by clicking on the provided link, and logging into the Board's workflow management system.
- Once reviewed, the supervisor will click approve. By clicking approve, the supervisor agrees that they are the person knowledgeable about the activity and acknowledging that the expenditure complies with this Policy and Administrative Procedure.
- An email will then be sent to the budget approver for further review and approval where required. By clicking approve, the budget approver acknowledges their approval of the expense being charged against a budget for which they are responsible. Budget approval thresholds in the Board's electronic expense claim system have been developed in accordance with FIN 700.01.P – Procurement.
- Financial Services staff will audit the claim to ensure the reimbursement request complies with this Policy and Administration Procedure. Once this verification is complete, Financial Services will sign off on the claim.
- Follow-up by Financial Services regarding errors, corrections or clarification will be handled through the denial function in the electronic expense claim system. The employee will receive an email with the denial comments.



The claim will require resubmission after corrections have been made and the supervisor and budget approver will need to re-approve.

- Employees must attach a pdf or jpg copy of all receipts. Employees must retain the original receipts for 24 months in case of audit.

All approved expense claims (including mileage) must be received by Financial Services by September 10th of each year, or the following business day should the 10th fall on a weekend. Reimbursement requests for prior year expenses received after that date will be refused and will not be paid, without exception.

The Board understands that from time-to-time receipts may become lost. It is the employees' responsibility to make every possible effort to obtain a duplicate receipt. Employees will be allowed one reasonably valued missed receipt per school year, at the discretion of Financial Services.

Any other extraordinary or unusual expense(s), that have been denied by Financial Services, that an employee or supervisor believes should be paid by the Board, must submit, in writing, to the Superintendent of Business & Treasurer the rationale for such claim. A decision will be given to the employee after the claim and the circumstances are reviewed. Pre-approval is recommended to ensure reimbursement will occur.

Travel Costs

The Board recognizes that certain employees will be required to travel as part of their regular duties. Any travel required should be pre-approved as follows:

- Travel within the district and Province of Ontario should be approved by the employee's supervisor.
- Travel outside the Province of Ontario must be approved by the Director of Education & Secretary.

Travel arrangements must be made using the most practical and economical method of transportation (air, train, taxi, vehicle). A comparison of costs and travel time for different modes of transportation may be requested from Financial Services to ensure the most reasonable, economical option. Air travel will be reimbursed at standard fare, up to economy/coach class or equivalent. Travel in business class (or higher) or optional upgrades will be considered personal and not reimbursed.

Travelers may use personal frequent-flyer program miles to upgrade tickets, provided there is no cost to the Board. The Board does not reimburse individuals who choose to use personal frequent-flyer miles.

The cost of flight changes or missed flights will be deemed a personal expense, except in the event of an emergency or extraordinary circumstance and accompanied by a written explanation and approval by the Superintendent of Business & Treasurer. Extenuating circumstances may be reimbursed as approved by the Superintendent of Business & Treasurer.

Passports are considered a personal expense and will not be reimbursed under any circumstance.

Vehicles should only be rented when it is economically justifiable. Unreasonable charges (i.e., penalties and surcharges levied for not filling up a gas tank or extra mileage charges) will not be reimbursed. Documented justification may be requested to support any vehicle rental. Please contact Procurement Services for suggested vendors or agencies.

The cost of taxi fares and other public transit (i.e., subway, trains, etc.) are reimbursable by the Board. The employee is responsible for ensuring a receipt is obtained. In the event that a receipt is difficult to obtain, the Board will allow a reasonable amount provided details are provided.

Reimbursement for travel is not eligible for attendance at the following activities:

- School sponsored activities: field trips, athletic events, concerts/plays, graduation, etc.
- School department head meetings.
- Professional development activities as identified in the school year calendar.
- Participation in School and Department meetings and activities.
- Unauthorized travel.



However, due to the unique nature of their role; including after hour/weekend requirements and responsibilities, Principals/Vice-Principals are eligible to claim an equivalent of one trip to/from their primary place of residence each month. This amount is claimed on the last day of each month, during the school year (September to June).

Reimbursement is provided for necessary and reasonable expenditures on standard parking, public transportation (i.e., subway), highway tolls when driving on Board business. Valet parking is not reimbursable unless there is no self-serve option (or self-serve is unavailable). Annual 407 ETR or other transponder charges are considered personal and not reimbursable.

Parking or traffic violations will not be reimbursed under any circumstance, including those using Board owned vehicles.

Use of a Personal Automobile

Subject to collective agreements and employee contracts, the Board will reimburse employees for use of their personal vehicle while on Board business for actual distances travelled at the pre-determined per kilometer rate. Mileage rates will be reviewed annually and communicated by the Superintendent of Business & Treasurer when a change is required. **Reimbursement for kilometers traveled will be calculated based on the rate in place on the date the travel took place.**

It is highly encouraged that employees carpool when attending the same event to minimize costs.

The Board reimburses individuals for incremental kilometers travelled. Incremental kilometers travelled is defined as the additional kilometers driven beyond the normal daily kilometers driven from the individual's home address to their primary place of work. Employees are assigned a ~~base work site or~~ primary work location from which mileage will be calculated. This will reflect their normal assignment. For those with one regular work site, this will be their normal assignment.

- **For example: Madison Employee lives in Paris and works at the Catholic Education Centre in Brantford, although she does travel throughout the district, and sometimes, outside of the district. Madison's primary work location is designated as the Catholic Education Centre. Madison's normal one-way home-to-work kilometers driven is 20 kilometers, the distance between her home in Paris and the Catholic Education Centre.**

When an individual travels from their home to their defined place of work and then drives to another worksite, the kilometers claimed will be from their primary work location to the alternative worksite.

- **For example: Madison Employee starts her day at the Catholic Education Centre in Brantford but is then required to visit Blessed Sacrament in Burford for a few hours before returning to the Catholic Education Centre. Madison will submit an expense claim for the round-trip kilometers driven between the Catholic Education Centre and Blessed Sacrament in Burford.**

When an individual does not travel to their primary work location but drives directly to an alternate worksite, then the normal home-to-work kilometers driven, as calculated above, will be deducted from the kilometers driven for the workday.

- **For example: Madison Employee is required to drive to Holy Trinity for a meeting. Madison drives directly to Holy Trinity from Paris, a trip that is 42 kilometers each way. Since Madison's normal home-to-work kilometers driven is 20 kilometers, she will submit a mileage claim for the incremental kilometers driven for the trip or 22 kilometers each way (42km – 20km = 22km). The mileage claim should be entered as multiple lines, with the home to Holy Trinity mileage in line one, and the corresponding deduction of incremental kilometers on a separate line below. In the above example, the claim would appear as:**

**Home to Holy Trinity (round trip) 84 kms
Less: Home to Work (round trip) -40 kms**



When an individual does not travel to their primary work location but drives directly to an alternate worksite that is less than their daily commute to work, no mileage claim is submitted as there are no incremental kilometers driven.

- For example: Madison Employee is required to drive to Sacred Heart (Paris) for a meeting. Madison drives directly to Sacred Heart (Paris) from her home in Paris, a trip that is 4 kilometers each way. Since Madison's normal home-to-work kilometers driven is 20 kilometers, she will not submit a mileage claim as there are no incremental kilometers driven beyond her normal commute to work (4km – 20km = -16km).

The kilometers claimed to alternative worksites or non-board locations is reimbursed based on the most direct route as determined by an online map program such as Google Maps.

The Board assumes no financial responsibility for privately owned vehicles other than paying the per-kilometer rate when used for Board business. The Board is not responsible for reimbursing deductible amounts related to insurance coverage. Individuals driving a personal vehicle on Board business cannot make claims to the Board for damages as a result of a collision or breakdown.

~~During workdays, eligible employees will be reimbursed for the distance actually travelled each day from their first work location, between various destinations and ending at the last work location of the day using the prescribed BHNCDSB Mileage Grid found on the staff portal.~~

~~Mileage claims for non-board sites and out of district travel (i.e., conferences) is based on the distance between the non-board site and the lesser of your primary work site or home.~~

~~Travel to/from an employee's home to their primary/first work location is considered personal and is not reimbursed by the Board.~~

Accommodations

Reimbursement for overnight accommodation will be provided for a standard room or equivalent. In the case of a conference or seminar, staff should stay at the host hotel if a group rate is offered to participants. Charges above the standard room rate will be considered personal and will not be reimbursed; this includes suites, executive floors or concierge. **Employees will be required to submit a conference itinerary showing the host hotels and approved rates.**

Reasonable expenses eligible for reimbursement include internet access, laundry/dry-cleaning (when stays are longer than five (5) days), and standard parking charges. Expenses of a personal nature (i.e., hotel movies, mini bars, concierge, fitness facility charges, etc.) are not eligible for reimbursement.

Penalties or charges incurred for non-cancellation of guaranteed hotel reservations are the responsibility of the employee and will not be reimbursed. Exceptional circumstances may allow for reimbursement and must be submitted, in writing, to the Superintendent of Business & Treasurer for a decision.

Meals

Reasonable and appropriate meals will be reimbursed while away on business at actual cost to a maximum of **\$100.00** ~~\$75.00~~ (Canadian dollars) per person, per day including taxes, gratuities and other sundry expenses. This is not a per diem rate. The lesser of the actual cost or the maximum will be reimbursed.

For greater clarity, reimbursement for meals is subject to the following limits:

- Breakfast ~~\$10.00~~ **\$20.00**
- Lunch ~~\$20.00~~ **\$30.00**
- Dinner ~~\$45.00~~ **\$50.00**

Meal reimbursement limits will be reviewed annually and communicated by the Superintendent of Business & Treasurer when a change is required. Reimbursement for meals incurred will be subject to the maximum amounts based on the rate in place on the date the meal took place.



Meals charged to hotel rooms or room service require detailed receipts. Most hotels do not include the itemized receipts and employees are responsible for obtaining the required documentation in order to ensure reimbursement.

Where a meal is included as part of a professional event (i.e., conference, workshop, etc.), the meal entitlement will not apply and not be reimbursed for meal costs the employee chose to incur. **Employees will be required to submit a conference/event itinerary showing the meals provided by the conference.**

Alcohol

Alcohol cannot be claimed and will not be reimbursed.

Approval from the Director of Education & Secretary is required where alcohol is being expensed to facilitate Board business or to respect cultural expectations.

Conferences, Seminars, Workshops

Registration fees for approved conferences, seminars and workshops related to Board business will be paid directly by the Board or reimbursed by the Board. Fees and expenses for a guest accompanying staff are not eligible or reimbursable. Attendance at conferences outside of Ontario must be approved by the Director of Education & Secretary.

Pre- or post-conference activities such as sightseeing tours are considered personal and are not eligible for reimbursement.

The Board does not issue cash advances to employees.

Hospitality

Hospitality may be extended on behalf of the Board in an economical and consistent manner when it can facilitate Board business and it is considered desirable as a matter of courtesy or protocol. Hospitality may never be offered solely for the benefit of trustees, employees or contractors of the Board or other designated agency of the Broader Public Sector.

Board employees should be aware that the acceptance of hospitality from vendors or agents (current or prospective) may constitute a conflict of interest and, therefore, is prohibited.

All hospitality expenses must be documented and include original itemized invoices or receipts. The claim must include event details regarding purpose, date(s), location, type of hospitality (meals, refreshments, etc.) and a list of attendees (those within and outside the Board).

Perquisites

A perquisite (or “perk”) is allowable only in limited and exceptional circumstances, where it is demonstrated to be a business-related requirement for the effective performance of an individual’s job. Any requests are to be submitted, in writing, to the Superintendent of Business & Treasurer.

The following perks are not allowed under any circumstance:

- Club membership for personal recreation or socializing purposes (i.e., fitness clubs, golf courses, or social clubs).
- Tickets to cultural, sporting, or community events.
- Clothing allowances not related to health and safety or special job requirements.
- Access to private health clinics – medical services outside those provided by the provincial health care system or by the employee’s group insured benefit plans.
- Professional advisory services for personal matters, other than those outlined in the Board Employee Assistance Program (EAP) (i.e., tax or estate planning)



These privileges cannot be provided by any means including:

- An offer of employment letter, as a promise of a benefit.
- An employment contract.
- A reimbursement of an expense.

Staff must also be aware of receiving perks from outside stakeholders (i.e., vendors). The receipt of any perks from outside stakeholders, regardless of value, is prohibited and should be reported to the Supervisor of Procurement Services.

Community Events, Consultants and Other Expenses

Staff will not be reimbursed for tickets to community events; unless a staff member is requested to represent the Board at such community events by the Director of Education & Secretary. Further, if any staff member wishes to be accompanied by a guest (i.e., spouse, friend etc.), the staff member/guest is responsible for the additional ticket expense.

Staff who wish to participate in fundraising events such as golf tournaments or walks are responsible for any payment of golf fees or donations, etc. Appropriate approvals must be received by the employee's immediate supervisor for any time off.

External consultants and other contractors will not be given or reimbursed for any hospitality, incidental or food expenses, including, but not limited to:

- Meals, snacks, and beverages
- Gratuities
- Laundry or dry cleaning
- Transportation
- Dependent care
- Home office
- Personal telephone calls

Reimbursements for allowable expenses under this **Policy and** Administrative Procedure can be claimed only when the consultant or contractor's agreement with the Board specifically allows for it.

Appropriate token gifts of appreciation (i.e., Tim Horton's gift card or flowers) for volunteers, valued up to \$50 per person, may be offered in exchange for gratuitous offerings of service or expertise, including community partners engaging Board co-op students. These gifts can only be offered to people who are not engaged in work for the Board (i.e., employees, contractors). Justification may be requested to support a token gift of appreciation. A meal may be extended for a group of volunteers; where it would be more cost effective than providing each volunteer with a token gift of appreciation. Gift cards should be purchased as required, the Board discourages staff from purchasing gift certificates in bulk and keeping on hand.

Donations to external charities may be made on behalf of schools (through school generated funds), if approved by the school Principal and disclosed in the annual school generated funds plan in advance. Supporting a fundraiser or event for a specific political party or candidate is not an eligible expense.

The purchase of mobile device accessories (i.e., wireless accessories, car chargers, or holsters) are considered personal use items and will not be reimbursed. Eligible mobile device accessories for Board issued cell phones or smartphones may be requested through the Supervisor of Procurement Services. Any charges above the Board's corporate plan (i.e., ring tones, roaming/travel add-on for non-Board use) are also considered personal and are to be reimbursed by the employee.

**REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC
DISTRICT SCHOOL BOARD POLICY COMMITTEE**

Prepared by: Scott Keys, Superintendent of Business & Treasurer
Presented to: Policy Committee
Submitted on: February 20, 2024
Submitted by: Mike McDonald, Director of Education & Secretary

GOV #100.10.P – TRUSTEE EXPENSES

Public Session

BACKGROUND INFORMATION:

The Brant Haldimand Norfolk Catholic District School Board (the “Board”) believes that trustees, in their role of stewards and guardians of Catholic Education, should be provided with resources, supports and reimbursements to fulfill their obligations, as allowed through the Education Act.

The Board will reimburse trustees for expenses incurred while conducting business on behalf of the Board, which are in compliance with the Broader Public Services Expenses Directive. The Board also recognizes that, during their term of elected office, trustees require support services to effectively service their constituents.

This Policy and Administrative Procedure was established and provides direction regarding the appropriate reimbursement of expenses incurred by trustees while on Board business and applied to all trustees making an expense claim, regardless of funding source.

DEVELOPMENTS:

Throughout the creation of this Policy and Administrative Procedure, content was reviewed in consultation with procurement services, financial services, senior administration, administrators, other internal stakeholders, and other school board policies and procedures. This Policy and Administrative Procedure is aligned with the Education Act and respective Broader Public Sector Directives.

This Policy and Administrative procedure was circulated for stakeholder feedback from October 16, 2023 to December 18, 2023, as per the Board’s policy renewal process. There was no additional feedback received and no further changes were made to the Policy or Administrative Procedure.

RECOMMENDATION:

THAT the Policy Committee recommends that the Brant Haldimand Norfolk Catholic District School Board approves the policy GOV #100.10 – Trustee Expenses.



Trustee Expenses

#100.10

Adopted:	March 29, 2005
Last Reviewed/Revised:	March 1, 2024
Responsibility:	Superintendent of Business
Next Scheduled Review:	2027-28

POLICY STATEMENT:

The Brant Haldimand Norfolk Catholic District School Board (the “Board”) believes that trustees, in their role of stewards and guardians of Catholic Education, should be provided with resources, supports and reimbursements to fulfill their obligations, as allowed through the Education Act and the parameters and guidelines of this Policy. The Board will reimburse trustees for expenses incurred while conducting business on behalf of the Board, including hospitality expenses, which are in compliance with the Broader Public Services Expenses Directive. The Board also recognizes that, during their term of elected office, trustees require support services to effectively service their constituents.

APPLICATION AND SCOPE:

This Policy and Administrative Procedure was established and provides direction regarding the appropriate reimbursement of expenses incurred by trustees while on Board business and applied to all trustees making an expense claim, **regardless of funding source.**

REFERENCES:

- [The Education Act](#)
- [The Income Tax Act](#)
- [Broader Public Sector Expenses Directive](#)
- [Broader Public Sector Travel, Meal and Hospitality Expenses Directive](#)
- [Broader Public Sector Perquisites Directive](#)
- [FIN 700.01.P - Procurement](#)
- [Vehicle Rented for School Board Purposes - August 22, 2023 \(Staff Only\)](#)

FORMS:

- ~~FIN 700.04.F01 – Pre-Approval of and/or Exception to Employee Expenses~~
- ~~FIN 700.04.F02 – Out of Province and International Travel Requests~~

APPENDICES:

- N/A

DEFINITIONS:

Hospitality: is the provision of food, beverage, accommodation, transportation, and other amenities to individuals who are not engaged to work for the Board or other broader public sector organizations (i.e., other school boards, Ontario government, agencies, and public entities).

Perquisites (or perks): refers to a privilege that is afforded to an individual or to a group of individuals, provides a benefit, and is not generally available to others.



ADMINISTRATIVE PROCEDURES:

Responsibilities

In general, trustee expenses must be approved by the Chair of the Board in accordance with this Policy and Administrative Procedure, or as otherwise approved by the Board. The Treasurer of the Board shall approve the expenses incurred by the Chair of the Board.

It is recommended that trustees seek pre-approval of uncertain purchase types to ensure reimbursement will be approved by the Chair of the Board or Treasurer of the Board.

Those individuals responsible for approving claims are prohibited from approving their own expenses. Expenses cannot be claimed by a trustee that are incurred by his/her approver (i.e., a trustee cannot submit a claim that includes the cost of the Chair of the Board's lunch even if they were at the same event, this results in the Chair of the Board approving their own expense).

Expense claims without appropriate approvals and/or supporting documentation will be flagged for further follow up and subject to processing delays.

Trustee expenses will be posted on the Board's website annually following the close of the previous school year's financial records.

Information

This Policy and Administrative Procedure was developed using the guidelines outlined by the Province of Ontario and its Ministries, including the Broader Public Sector Expenses Directive.

The Board assumes no obligation to reimburse expenses that are not in compliance with this Policy and Administrative Procedure.

Reporting Requirements

Trustees are expected to submit expenses on a regular basis (i.e., quarterly) to Financial Services, using the current electronic method of submission. All costs must be supported by original invoices and/or receipts including credit/debit card slips and itemized receipts providing details of the expense(s) to be submitted. Business rationale and other details are required depending on the type of expense and may include purpose, date(s), point of origin and destination, other participants, and appropriate approvals.

All approved expense claims (including mileage) must be received by Financial Services by September 10th of each year, or the following business day should the 10th fall on a weekend. Reimbursement requests for prior year expenses received after that date will be refused and will not be paid, without exception.

The Board understands that from time-to-time receipts may become lost. It is the trustees' responsibility to make every possible effort to obtain a duplicate receipt. Trustees will be allowed one reasonably valued missed receipt per school year, at the discretion of the Treasurer of the Board.

Any other extraordinary or unusual expense(s), that have been denied by the Chair of the Board or Treasurer of the Board, that a trustee believes should be paid by the Board, must submit, in writing, to the Treasurer of the Board the rationale for such claim. The trustee may then contest the eligibility of a claim during a public session of the Board. Pre-approval is recommended to ensure reimbursement will occur.

Travel Costs

The Board recognizes that certain trustees will be required to travel as part of their regular duties. Any travel required should be pre-approved by the Chair of the Board.



Travel arrangements must be made using the most practical and economical method of transportation (air, train, taxi, vehicle). A comparison of costs and travel time for different modes of transportation may be requested from the Treasurer of the Board to ensure the most reasonable, economical option. Air travel will be reimbursed at standard fare, up to economy/coach class or equivalent. Travel in business class (or higher) or optional upgrades will be considered personal and not reimbursed.

Trustees may use personal frequent-flyer program miles to upgrade tickets, provided there is no cost to the Board. The Board does not reimburse individuals who choose to use personal frequent-flyer miles.

The cost of flight changes or missed flights will be deemed a personal expense, except in the event of an emergency or extraordinary circumstance and accompanied by a written explanation and approval by the Treasurer of the Board.

Passports are considered a personal expense and will not be reimbursed under any circumstance.

Vehicles should only be rented when it is economically justifiable. Unreasonable charges (i.e., penalties and surcharges levied for not filling up a gas tank or extra mileage charges) will not be reimbursed. Documented justification may be requested to support any vehicle rental. Please contact the Director's Office for suggested vendors or agencies.

The cost of taxi fares and other public transit (i.e., subway, trains, etc.) are reimbursable by the Board. The trustee is responsible for ensuring a receipt is obtained. In the event that a receipt is difficult to obtain, the Board will allow a reasonable amount provided details are provided.

Reimbursement is provided for necessary and reasonable expenditures on standard parking, public transportation (i.e., subway), highway tolls when driving on Board business. Valet parking is not reimbursable unless there is no self-serve option (or self-serve is unavailable). Annual 407 ETR or other transponder charges are considered personal and not reimbursable.

Parking or traffic violations will not be reimbursed under any circumstance, including those using Board owned vehicles.

Use of a Personal Automobile

The Board will reimburse trustees for use of their personal vehicle while on Board business for actual distances travelled from a trustee's home to the meeting locations, Board event, or conference and back to their home. Mileage rates will be reviewed annually and communicated by the Superintendent of Business & Treasurer when a change is required. Reimbursement for kilometers traveled will be calculated based on the rate in place on the date the travel took place.

It is highly encouraged that trustees carpool when attending the same event to minimize costs.

Accommodations

Reimbursement for overnight accommodation will be provided for a standard room or equivalent. In the case of a conference or seminar, trustees should stay at the host hotel if a group rate is offered to participants. Charges above the standard room rate will be considered personal and will not be reimbursed. Trustees will be required to submit a conference itinerary showing the host hotels and approved rates.

Reasonable expenses eligible for reimbursement include internet access, laundry/dry-cleaning (when stays are longer than five (5) days), and standard parking charges. Expenses of a personal nature (i.e., hotel movies, mini bars, concierge, fitness facility charges, etc.) are not eligible for reimbursement.

Penalties or charges incurred for non-cancellation of guaranteed hotel reservations are the responsibility of the trustee and will not be reimbursed. Exceptional circumstances may allow for reimbursement and must be submitted, in writing, to the Treasurer of the Board for a decision.



Meals

Reasonable and appropriate meals will be reimbursed while away on business at actual cost to a maximum of **\$100.00** (Canadian dollars) per person, per day including taxes, gratuities and other sundry expenses. This is not a per diem rate. The lesser of the actual cost or the maximum will be reimbursed.

For greater clarity, reimbursement for meals is subject to the following limits:

- Breakfast **\$20.00**
- Lunch **\$30.00**
- Dinner **\$50.00**

Meals charged to hotel rooms or room service require detailed receipts. Most hotels do not include the itemized receipts and trustees are responsible to obtain the required documentation in order to ensure reimbursement.

Where a meal is included as part of a professional event (i.e., conference, workshop, etc.), the meal entitlement will not apply and not be reimbursed for meal costs the trustee chose to incur. Trustees **will be required to submit a conference/event itinerary showing the meals provided by the conference.**

Alcohol

Alcohol cannot be claimed and will not be reimbursed.

Approval from the Chair of the Board is required where alcohol is being expensed to facilitate Board business or to respect cultural expectations.

Conferences, Seminars, Workshops

Registration fees for approved conferences, seminars and workshops related to Board business will be paid directly by the Board or reimbursed by the Board. Fees and expenses for a guest accompanying trustees are not eligible or reimbursable.

Trustees will be reimbursed for travel to conferences, workshops and other events as approved by the Board. Attendance at the Annual General Meeting and Regional Meetings and other events sponsored by the Ontario Catholic School Trustees' Association (OCSTA), the Annual General Meeting of the Canadian Catholic School Trustees' Association (CCSTA) and When Faith Meets Pedagogy Conference are deemed approved for all trustees when these events are held in Canada. Attendance at the Annual Chair and Vice-Chair Conference is deemed approved for the Chair and Vice-Chair of the Board when held in Canada.

Attendance at conferences outside of Ontario must be approved by the Chair of the Board.

Pre- or post-conference activities such as sightseeing tours are considered personal and are not eligible for reimbursement.

Cash advances will not normally be provided, however, a trustee who is unable to use a personal credit card may make a written request to the Superintendent of Business & Treasurer at least ten business days prior to when the funds are required.

Hospitality

Hospitality may be extended on behalf of the Board in an economical and consistent manner when it can facilitate Board business and it is considered desirable as a matter of courtesy or protocol. Hospitality may be extended when:

- engaging in discussions or hosting receptions regarding Board matters with representatives from other governments; the broader public sector; business and industry; public interest groups or labour groups;
- providing individuals from national, international, or charitable organizations with an understanding or appreciation of Ontario and the workings of its government;
- honouring distinguished individuals for exceptional public service in Ontario;



- conducting prestigious ceremonies for heads of state, government or distinguished guests from the private sector;
- the business of the Board includes hospitality functions.

Hospitality may never be offered solely for the benefit of trustees, employees or contractors of the Board or other designated agency of the Broader Public Sector.

Trustees should be aware that the acceptance of hospitality from vendors or agents (current or prospective) may constitute a conflict of interest and, therefore, is prohibited.

All hospitality expenses must be documented and include original itemized invoices or receipts. The claim must include event details regarding purpose, date(s), location, type of hospitality (meals, refreshments, etc.) and a list of attendees (those within and outside the Board).

Perquisites

A perquisite (or “perk”) is allowable only in limited and exceptional circumstances, where it is demonstrated to be a business-related requirement for the effective performance of an individual’s job. Any requests are to be submitted, in writing, to the Superintendent of Business & Treasurer.

The following perks are not allowed under any circumstance:

- Club membership for personal recreation or socializing purposes (i.e., fitness clubs, golf courses, or social clubs).
- Tickets to cultural, sporting, or community events.
- Clothing allowances not related to health and safety or special job requirements.
- Access to private health clinics – medical services outside those provided by the provincial health care system or by the employee’s group insured benefit plans.
- Professional advisory services for personal matters, other than those outlined in the Board Employee Assistance Program (EAP) (i.e., tax or estate planning).

These privileges cannot be provided by any means including:

- An offer of employment letter, as a promise of a benefit.
- An employment contract.
- A reimbursement of an expense.

Trustees must also be aware of receiving perks from outside stakeholders (i.e., vendors). The receipt of any perks from outside stakeholders, regardless of value, is prohibited and should be reported to the Superintendent of Business and Treasurer.

Community Events, Consultants and Other Expenses

Trustees will not be reimbursed for tickets to community events unless a trustee is requested to represent the Board at such community events by the Chair of the Board. Further, if any trustee wishes to be accompanied by a guest (i.e., spouse, friend etc.), the trustee member/guest is responsible for the additional ticket expense.

Trustees who wish to participate in fundraising events such as golf tournaments or walks are responsible for any payment of golf fees or donations, etc.

External consultants and other contractors will not be given or reimbursed for any hospitality, incidental or food expenses, including, but not limited to:

- Meals, snacks, and beverages
- Gratuities
- Laundry or dry cleaning
- Transportation



- Dependent care
- Home office
- Personal telephone calls

Reimbursements for allowable expenses under this **Policy and** Administrative Procedure can be claimed only when the consultant or contractor's agreement with the Board specifically allows for it.

Appropriate token gifts of appreciation (i.e., Tim Horton's gift card or flowers) for volunteers, valued up to \$50 per person, may be offered in exchange for gratuitous offerings of service or expertise, including community partners engaging Board co-op students. These gifts can only be offered to people who are not engaged in work for the Board (i.e., trustees, employees, contractors). Justification may be requested to support a token gift of appreciation. A meal may be extended for a group of volunteers where it would be more cost effective than providing each volunteer with a token gift of appreciation. Gift cards should be purchased as required, the Board discourages staff from purchasing gift certificates in bulk and keeping them in hand.

Donations or gifts to external charities, community groups, political parties, and schools will not be reimbursed. Supporting a fundraiser or event for a specific political party or candidate is not an eligible expense.

Service Equipment

During a trustee's term of office (i.e., every four years), the following equipment will be provided to the trustee:

- **Cell phone or smart phone** ~~Cellular telephone~~, including hands-free device, connection fees, airtime and long-distance charges. Any outside-Canada charges, such as U.S. or international long distance, texting or roaming charges, will not be reimbursed by the Board.
- A mobile device (i.e., **laptop**) ~~plus a modem~~ and printer/scanner/copier to a value up to \$2,000 maximum per trustee, once every four years.
- Connection and monthly charges for internet provision.
- ~~Calendaring devices.~~

At the end of the trustee's term of office, user fees for **cellphone/smart phone** ~~telephone~~ and internet access will be terminated.

The purchase of mobile device accessories (i.e., wireless accessories, car chargers, or holsters) are considered personal use items and will not be reimbursed. Eligible mobile device accessories for Board issued cell phones or smartphones may be requested through the Supervisor of Procurement Services. Any charges above the Board's corporate plan (i.e., ring tones, roaming/travel add-on for non-Board use) are also considered personal and are to be reimbursed by the trustee.

**REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC
DISTRICT SCHOOL BOARD POLICY COMMITTEE**

Prepared by: Scott Keys, Superintendent of Business & Treasurer
Presented to: Policy Committee
Submitted on: February 20, 2024
Submitted by: Mike McDonald, Director of Education & Secretary

OPS #400.25 – SMOKE AND VAPE-FREE ENVIRONMENT
Public Session

BACKGROUND INFORMATION:

The Brant Haldimand Norfolk Catholic District School Board (“the Board”) is committed to providing a healthy and safe working and learning environment for its students, staff, community users and visitors to our schools and administrative sites.

This Policy and Administrative Procedure is primarily governed by the Smoke-Free Ontario Act (2017), which prohibits smoking or the holding of lit tobacco products and smoking or the holding of lit cannabis products on all school premises and places of work and applies to all members of the Board community including but not limited to students, employees, Trustees, guests, visitors, volunteers, contractors, invited officials, and designates representing the Board.

In accordance with the Smoke-Free Ontario Act, this Policy and Administrative Procedure is not intended to limit the use of tobacco products for traditional or spiritual ceremonies.

DEVELOPMENTS:

Throughout the creation of this new Policy and Administrative Procedure, content was reviewed in consultation with senior administration, facility services, administrators, other internal stakeholders, our health unit partners (Brant County Health Unit and Haldimand-Norfolk Health Unit), and other school board policies and procedures. This Policy and Administrative Procedure is in line with the Smoke-Free Ontario Act.

This Policy and Administrative procedure was circulated for stakeholder feedback from October 16, 2023 to December 18, 2023, as per the Board’s policy renewal process. There was no additional feedback received and no further changes were made to the Policy or Administrative Procedure.

RECOMMENDATION:

THAT the Policy Committee recommends that the Brant Haldimand Norfolk Catholic District School Board approves the policy OPS #400.25 – Smoke and Vape Free Environment.



**Smoke and Vape-Free Environment
#400.25**

Adopted:	March 1, 2024
Last Reviewed/Revised:	N/A
Responsibility:	Superintendent of Business
Next Scheduled Review:	2027-28

POLICY STATEMENT:

The Brant Haldimand Norfolk Catholic District School Board (“the Board”) is committed to providing a healthy and safe working and learning environment for its students, staff, community users and visitors to our schools and administrative sites. Smoking and the use of tobacco products, emerging tobacco industry products, tobacco-related products including e-cigarettes and vapourizers, cannabis and cannabis-related products and any smoking paraphernalia on school board property (including in personal vehicles) and when at off property locations during school board and school related events (e.g., field trips) is strictly prohibited.

APPLICATION AND SCOPE:

This Policy and Administrative Procedure is primarily governed by the Smoke Free Ontario Act (SFOA), which prohibits smoking or the holding of lit tobacco products and smoking or the holding of lit cannabis products on all school premises and places of work and applies to all members of the Board community including but not limited to students, employees, Trustees, guests, visitors, volunteers, contractors, invited officials, and designates representing the Board.

In accordance with the SFOA, this Policy and Administrative Procedure is not intended to limit the use of tobacco products for traditional or spiritual ceremonies.

REFERENCES:

- [Smoke-Free Ontario Act \(2017\)](#)
- [Electronic Cigarettes Act \(2015\)](#)
- [Making Healthier Choices Act \(2015\)](#)
- [OPS 400.05.P – Community Use of Schools](#)
- [STU 200.09.P – Student Behaviour, Discipline, and Safety](#)
- Smoke-Free Schools Guidelines (staff only)

FORMS:

- N/A

APPENDICES:

- N/A

DEFINITIONS:

Cannabis Product: is defined as any product containing, made or derived from cannabis that is intended for human consumption whether smoked, heated, inhaled, dissolved, or ingested by any other means, or any component part, or accessory of the cannabis product. Common types of cannabis products include dried cannabis (e.g., joints, spliffs, blunts), concentrated cannabis products (e.g., hash, hash oil, shatter, wax), and edible cannabis concentrates (food or drink products containing cannabis).



Imitation Smoking and Vapour Products: include any product that resembles any tobacco or electronic smoking or vaped product, and/ or is marketed or intended to be used as an alternative to tobacco use, that is not an approved smoking cessation device. Prohibited imitation smoking and vapour products can include electronic cigarettes, cigars, and pipes as well as the cartridges, and solutions, whether they contain nicotine or not. They produce a vapour that resembles smoke. They consist of a battery-powered delivery system that vaporizes and delivers a liquid chemical mixture that may be composed of various amounts of nicotine, propylene glycol, and/or other chemicals. This does not include any product that is approved by Health Canada as a quit smoking aid (e.g., nicotine patches, mist, inhalers, gum, and lozenges), or is prescribed as a medicine for lung ailments (e.g. Ventolin or steroid inhaler).

School or Board Property: any property owned or occupied by the Board, including administrative and non-administrative buildings, schools (and their surrounding property), and board owned or leased vehicles and machinery. Temporary structures erected on board property are also considered Board property. Property that is used for school purposes that falls under a shared land use agreement also meets the definition of Board Property.

Smoking: inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs (waterpipe) and cannabis (medical and/or recreation), whether natural or synthetic, in any manner or in any form. Smoking also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device.

Tobacco Products: is defined as any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, heated, absorbed, dissolved, inhaled, sniffed, or ingested by any other means, or any component part, or accessory of the tobacco product. Common types of tobacco products include but are not limited to cigarettes, cigarillos, cigars, chewing tobacco, plug, snus, snuff, blunt wraps, beedies, and shisha (tobacco or herbal).

ADMINISTRATIVE PROCEDURES:

All School and Board properties (and within 20 metres from the property perimeter) and Board vehicles are always designated as smoke-free. This includes all Board-sponsored and school-sponsored events, board business, school buses, on leased or rented property, or during any part of a school field trip, including team trips and school excursions.

Those smoking or using tobacco products in areas surrounding any School and Board property are expected to avoid littering, and to respect municipal by-laws and provincial legislation. They are asked to be considerate of neighbouring residents, businesses, and institutions.

The Board prohibits the promotion, advertising, or sale of any tobacco products or related paraphernalia on Board-owned, rented, or leased property. In addition, and in accordance with the federal Tobacco Act, corporate tobacco sponsorship of Board events or groups is prohibited.

Traditional or Spiritual Ceremonies

Burning traditional and sacred products such as tobacco, sweet grass, or incense, for traditional or spiritual ceremonies are exempt from this Policy and Administrative Procedure. Requests to hold traditional or spiritual ceremonies where burning such products is involved, can be made in writing to the Director of Education, or designate. Approval for these requests will be granted in writing no later than five (5) days after the request is received.



Medicinal Cannabis

Under the following controlled conditions, medicinal cannabis may be smoked on Board property:

- There must be a personal prescription (signed by a physician or nurse practitioner) specifically for medical cannabis. A copy of the prescription will be kept on file in Human Resource Services.
- There must be a specific dosage prescribed.
- The physician must indicate that the medical cannabis must be administered during the school/workday.
- The physician must indicate the form in which the medical cannabis will be used. Smoke free options are preferred; however, if smoking is the only option, then it must occur off-site and commercial devices that restrict the amount of second-hand smoke should be used.
- Proof of a personal license to use cannabis must be presented to the Administrator/Supervisor. A copy of the license will be kept on file.
- Proof of an authorized cannabis supplier must be provided. A copy of this documentation will be kept on file.

Responsibilities of School Administrators/Supervisors

School Administrators and Supervisors will:

- inform students, parents, employees, volunteers, visitors and community users of this Policy and Administrative Procedure.
- support the maintenance of a smoke-free and vape-free environment to students through provision of information based on the Ontario Curriculum documents (Health and Physical Education) and other useful resources, e.g., OPHEA, Brant Country Health Unit (BCHU), Haldimand-Norfolk Health Unit (HNHU).
- provide information about smoking cessation programs to students and employees, through the board's Wellness Program and resources of BCHU or HNHU and other local programs.
- ensure that staff and volunteers are informed that they are not to smoke or vape in the presence of students while on field trips or at school or board-sponsored events.
- ensure "No Smoking or Vaping" signs are posted.
- exercise due diligence in ensuring staff cooperate with BCHU or HNHU's Tobacco Enforcement Program under the Smoke-Free Ontario Act.

Violations

Students

For all incidents where a student is found to be in possession of tobacco, e-cigarettes or recreational cannabis, smoking tobacco or recreational cannabis on school property, or selling or supplying tobacco, e-cigarettes or recreational cannabis to a person under 19 years of age, the School Administrator shall:

- inform the student of the laws pertaining to tobacco, e-cigarette and recreational cannabis possession and use on school property and the sale or supply of tobacco, e-cigarettes and recreational cannabis.
- inform the student of the smoke-free and vape-free environment policy and procedures of the Board.
- warn the student of the consequences of repeated behaviour.
- document the incident or infraction.

Parents or guardians of elementary students must be notified of the incident or infraction.

Parents or guardians of secondary students under the age of 18 may be notified of the incident or infraction.

Tobacco, e-cigarette or recreational cannabis confiscated from elementary students must be turned over to a parent or guardian or disposed of with a witness.

Students in grades 4-12 found to be in possession of tobacco, e-cigarettes or recreational cannabis may result in a suspension.

**REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC
DISTRICT SCHOOL BOARD POLICY COMMITTEE**

Prepared by: Scott Keys, Superintendent of Business & Treasurer
Presented to: Policy Committee
Submitted on: February 20, 2024
Submitted by: Mike McDonald, Director of Education & Secretary

FIN #700.07.P – PURCHASING CARDS

Public Session

BACKGROUND INFORMATION:

The Brant Haldimand Norfolk Catholic District School Board (the “Board”) is committed to a high level of stewardship and accountability with respect to all decisions and practices. The Board recognizes the need for staff to purchase certain low-dollar goods and services in an efficient and timely manner.

A Purchasing Card (or “P-Card”) is intended to facilitate the purchase and payment of a large volume of low value purchases. To minimize risk and financial expense to the Board, P-Cards will only be issued to authorized individuals who have a legitimate business reason for having a P-card and who need to use the P-Card on a regular basis in carrying out their assigned duties.

The purpose of this Policy and Administrative Procedure outlines the expectations pertaining to the use of P-Cards and includes information on the acceptable use and limitations of Board P-Cards.

DEVELOPMENTS:

Throughout the creation of this Policy and Administrative Procedure, content was reviewed in consultation with procurement services, financial services, senior administration, managers, other internal stakeholders, and other school board policies and procedures. This Policy and Administrative Procedure is aligned with the respective Broader Public Sector Directives.

This Policy and Administrative procedure was circulated for stakeholder feedback from May 15, 2023 to July 17, 2023, as per the Board’s policy renewal process. There was no additional feedback received and no further changes were made to the Policy or Administrative Procedure.

RECOMMENDATION:

THAT the Policy Committee recommends that the Brant Haldimand Norfolk Catholic District School Board approves the policy FIN #700.07 – Purchasing Cards.



**Purchasing Cards
#700.07**

Adopted:	June 26, 2007
Last Reviewed/Revised:	September 1, 2023
Responsibility:	Superintendent of Business Services & Treasurer
Next Scheduled Review:	2026-2027

POLICY STATEMENT:

The Brant Haldimand Norfolk Catholic District School Board (the “Board”) is committed to a high level of stewardship and accountability with respect to all decisions and practices. The Board recognizes the need for staff to purchase certain low dollar **goods and services** items in an efficient and timely manner.

APPLICATION AND SCOPE:

A Purchasing Card (or “P-Card”) is intended to facilitate the purchase and payment of a large volume of low value purchases. To minimize risk and financial expense to the Board, P-Cards will only be issued to authorized individuals who have a legitimate business reason for having a P-card and who need to use the P-Card on a regular basis in carrying out their assigned duties.

The purpose of this Policy and Administrative Procedure outlines the expectations pertaining to the use of P-Cards and includes information on the acceptable use and limitations of Board P-Cards.

REFERENCES:

- [Broader Public Sector Accountability Act](#)
- [Broader Public Sector Procurement Directive and Implementation Guidebook](#)
- [Broader Public Sector Perquisites Directive](#)
- [Broader Public Sector Expenses Directive](#)
- [GOV 100.10.P - Trustee Expenses](#)
- [FIN 700.01.P - Procurement](#)
- [FIN 700.04.P - Employee Expenses](#)
- Purchasing Card Handbook (Staff Only)

FORMS: N/A

DEFINITIONS:

Budget Holder: a person who is accountable for the spending decisions in their area of responsibility.

Cardholder: **authorized** Board staff and **Trustees** who hold a Board-issued Purchasing Card in their name.

Merchant Category Classification (MCC): classification of business by the type of goods or services provided. Classification can be assigned or blocked to restrict P-Card usage. They also are used for reporting purposes.

Monthly Spend Limit: the maximum dollar threshold, including taxes, allowed on a Purchasing Card for a one-month statement period.

Purchasing Card (P-Card): a commercial card that allows organizations to purchase goods and services in lieu of a traditional purchasing process and up to specified amounts for approved business purposes.



Purchasing Card Administrator: administers the P-Card program (system administration, card management, process and procedure development, education, user support, compliance review, reporting, etc.). **Typically, the Purchasing Card Administrator is the Manager of Procurement and Risk Management Services (or delegate).**

Transaction Limit: A maximum per transaction dollar limitation placed on each card charge.

ADMINISTRATIVE PROCEDURES:

Any new P-Cards issued to staff must have the approval of their Principal/Manager or Superintendent, as well as final approval from the Superintendent of Business & Treasurer before the card is ordered. Any changes to P-Card limits must also receive formal approval from the Manager of Procurement and Risk Management Services.

RESPONSIBILITIES

Cardholder

- i) **Review, agree and** sign a Purchase Card Agreement outlining cardholder responsibilities.
- ii) Ensure each purchase remains within the individual's transaction limit and monthly credit limit.
- iii) Ensure compliance with Board policies and procedures.
- iv) Verify accuracy of monthly statements and take appropriate, **immediate** action to correct any errors.
- v) Retain original transaction receipts for reconciliation and audit purposes (photocopies not acceptable).
- vi) Reconcile the monthly statement using the prescribed transaction log, obtain approval from applicable supervisor and submit to Financial Services within ten (10) business days of receipt of the statement.
- vii) Immediate notification to Purchasing Card Administrator in the event of a lost or stolen card.
- viii) Notify supervisor and Purchasing Card Administrator of any changes in circumstance (name, address, role, department, etc.).
- ix) Ensure sufficient budget is available to support the purchases on the P-Card.

Cardholder's Supervisor

- i) Ensure each Cardholder **has read and understood their responsibilities** as outlined in this Policy and Administrative Procedure and Purchasing Card Handbook regarding the use of the P-Card.
- ii) Review and approve (where applicable) the monthly statement and transaction log within the timelines established by Financial Services.
- iii) Ensure the Cardholder is compliant with policies and procedures in the use of the P-Card.

P-Card Administrator

- i) **Under the authority of the Superintendent of Business & Treasurer**, issue, cancel or revoke the P-Card in accordance with policies and procedures.
- ii) **Provide Cardholder(s) with training and support in the appropriate use of the P-Card.**
- iii) **Authorize changes to Cardholder information, card limits and MCC codes.**
- iv) Maintain list of P-cards issued.
- v) Review, audit, monitor and report **to the Superintendent of Business & Treasurer** on usage of all P-Cards.

USE AND RESTRICTIONS

The Purchasing Card is intended to facilitate the purchase and payment of low value goods and services required for Board business. **It is expected that eligible and authorized staff will use a Board issued P-Card, as opposed to a personal credit card. The use of a personal credit card may result in a denial or delay in reimbursement. Each P-Card is established with an individual transaction limit and a monthly credit limit, which can be found on the P-Card agreement.**



P-Cards **may not** be used to:

- i) Bypass an existing Board contract, policy, or procedure.
- ii) Purchase furniture, equipment (including any technology items), software or other tangible capital assets unless prior approval from Procurement Services has been obtained.
- iii) Transact any personal expenses; such use may be deemed fraudulent and could result in disciplinary action up to and including dismissal.
- iv) Purchase gift cards unless prior approval from Procurement and/or Financial Services has been obtained.
- v) Split purchases into multiple transactions to circumvent approved Cardholder limits.
- vi) Obtain cash advances.
- vii) Honoraria (payments of fees for services performed by individuals not employed by the Board).
- viii) Payments to other schools or other Board departments.
- ix) Alcohol.
- x) Employee gifts (e.g., flowers for assistant's day, retirement gifts, etc.).
- xi) Gift for trustees, government employees or other Broader Public Sector organizations.

Certain types of merchants, including (but not necessarily limited to) liquor stores and cannabis outlets have been blocked on Board issued P-Cards. Attempts to purchase items from these vendors will be declined when the P-Card is presented at these restricted vendors. This blocking is applied on a vendor-by-vendor basis based on the assigned `MCC`. As a result, some otherwise legitimate purchases from blocked vendors will not be able to be made by using the P-Card.

Board P-Cards must not be tied to a "PayPal" or like payment service account. If no other payment option exists, contact Procurement and Risk Management Services.

Exceptions are subject to the approval of the Superintendent of Business & Treasurer.

Circumstances not specifically noted in this Policy and Administrative Procedure must be brought to the attention of the P-Card Administrator for review and recommendation of the most cost effective and compliant method for the purchase of the material or service in question.

ISSUANCE OF P-CARDS

Purchasing cards are issued to individuals upon full approval of a P-card application. Any new P-Cards issued to staff must have the approval of their Principal/Manager or Superintendent, as well as final approval from the Superintendent of Business & Treasurer before the card is ordered.

CHANGES AND CANCELATION

Any changes to P-Card limits and/or MCC permissions must also receive formal approval from the Manager of Procurement and Risk Management Services.

Cards will be cancelled in the following circumstances:

- i) Upon termination of employment with the Board
- ii) When specifically requested to do so by the supervisor
- iii) When a change in job responsibility dictates that a card is no longer required
- iv) When repeated misuse has occurred and at the discretion of the Superintendent of Business & Treasurer

**REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC
DISTRICT SCHOOL BOARD POLICY COMMITTEE**

Prepared by: Scott Keys, Superintendent of Business & Treasurer
Presented to: Policy Committee
Submitted on: February 20, 2024
Submitted by: Mike McDonald, Director of Education & Secretary

STU #200.33.P – INTEGRATED ACCESSIBILITY

Public Session

BACKGROUND INFORMATION:

The Brant Haldimand Norfolk Catholic District School Board (the “Board”) is committed to providing services to our students, parents/guardians, the community and staff that are free of barriers and biases. The Board strives to ensure that key principles of independence, dignity, integration, and equality of opportunity are reflected and valued in our Catholic learning and working environments. Our conduct will demonstrate our Catholic belief in the strength that diversity brings to our communities and commitment to the requirements under the Accessibility for Ontarians with Disabilities Act and Ontario’s accessibility laws.

This Policy and Administrative Procedure established and outlines the Board’s actions in response to the requirements of the Integrated Accessibility Standards Regulation (IASR) of the Accessibility for Ontarians with Disabilities Act (AODA), which includes mandatory accessibility standards that identify, remove, and prevent barriers for people with disabilities in five areas: Customer Service, Information and Communications, Employment, Transportation, and Design of Public Spaces. This policy applies to relevant Board policies and procedures.

DEVELOPMENTS:

Throughout the creation of this Policy and Administrative Procedure, targeted feedback was obtained as part of the Board’s policy renewal process. Content was reviewed in consultation with the Accessibly Steering Committee, Special Education Advisory Committee, senior administration, other internal stakeholders, and other school board policies and procedures.

This Policy and Administrative Procedures now encompasses STU #200.32 – Integrated Accessibility Plan and incorporates administrative procedures STU #200.34 to STU #200.38 (inclusive).

RECOMMENDATION:

THAT the Policy Committee recommends that the Brant Haldimand Norfolk Catholic District School Board approves policy STU #200.33 – Integrated Accessibility.

THAT the Policy Committee recommends that the Brant Haldimand Norfolk Catholic District School Board rescind policy STU #200.32 – Integrated Accessibly Plan.



Integrated Accessibility Standards
#200.33

Adopted:	January 29, 2013
Last Reviewed/Revised:	December 1, 2023
Responsibility:	Superintendent of Education (Accessibility)
Next Scheduled Review:	2027-28

POLICY STATEMENT:

The Brant Haldimand Norfolk Catholic District School Board (the “Board”) is committed to providing services to our students, parents/guardians, the **community public** and our staff that are free of barriers and biases. The ~~Brant Haldimand Norfolk Catholic District School Board~~ strives to ensure that key principles of independence, dignity, integration, and equality of opportunity are reflected and valued in our Catholic learning and working environments. Our conduct will demonstrate our Catholic belief in the strength that diversity brings to our communities **and commitment to the requirements under the Accessibility for Ontarians with Disabilities Act and Ontario’s accessibility laws.**

APPLICATION AND SCOPE:

This Policy and Administrative Procedure established and outlines the Board’s **actions in response to the requirements of the Integrated Accessibility Standards Regulation (IASR) of the Accessibility for Ontarians with Disabilities Act (AODA), which includes mandatory accessibility standards that identify, remove, and prevent barriers for people with disabilities in five areas: Customer Service, Information and Communications, Employment, Transportation, and Design of Public Spaces. This policy applies to relevant Board policies and procedures.**

REFERENCES:

- [Accessibility for Ontarians with Disabilities Act 2005 \(AODA\)](#)
- [Accessibility Standard for Customer Service, Ontario Regulation 429/07](#)
- **2024-29** BHNCDSB Multi-Year Integrated Accessibility Plan
- [Integrated Accessibility Standard, Ontario Regulation 191/11](#)
- [Ontario Human Rights Commission - Policy and Guidelines on Disability and the Duty to Accommodate](#)
- ~~Integrated Accessibility Standards Regulation – Customer Service Administrative Procedure 200.34~~
- ~~Integrated Accessibility Standards Regulation – Employment Administrative Procedure 200.35~~
- ~~Integrated Accessibility Standards Regulation – Information & Communications Administrative Procedure 200.36~~
- ~~Integrated Accessibility Standards Regulation – Transportation Administrative Procedure 200.37~~
- ~~Integrated Accessibility Standards Regulation – Design of Public Spaces 200.28~~
- ~~Integrated Accessibility Plan 2018-2023 Policy 200.32~~
- [STU 200.23.P - Equity and Inclusive Education](#)
- [STU 200.40.AP - Service Animals in School Facilities](#)

FORMS:

- N/A

APPENDICES:

- **STU 200.33.XA - BHNCDSB Integrated Accessibility Awareness Guide**



DEFINITIONS:

Accessibility: the enabling of people to achieve their full potential.

Accommodation: is a means, through reasonable efforts, of preventing and removing – in a timely manner - barriers that impede individuals with disabilities from participating fully.

Barrier: anything that prevents a person with a disability from fully participating in all aspects of society because of their disability, including a physical barrier, an architectural barrier, an information or communications barrier, an attitudinal barrier, a technological barrier, policy or a practice; (“obstacle”).

Disability: covers a broad range and degree of conditions, some visible and some not visible. A disability may have been present from birth, caused by an accident, or developed over time.

ADMINISTRATIVE PROCEDURES:

Training

The Board is committed to training staff and regular volunteers in Ontario’s accessibility laws and aspects of the Ontario Human Rights Code that relate to persons with disabilities on accessibility as it relates to their specific roles. This training is provided as required.

Customer Service

Staff providing customer service to member of the public will be trained on and adhere to the requirements under the Customer Service Standards.

Employment

The Board is committed to ensuring that people with disabilities have the same opportunity of access to employment opportunities and services as do all employees and prospective employees. The Board is committed to meeting the accessibility needs of people with disabilities, in a timely manner, in the provision of services related to employment.

The Board will notify employees, potential hires and the public that accommodations can be requested during recruitment and hiring. The Board will notify staff that supports are available for those with disabilities and put in place a process to develop individual accommodation plans for employees. Where needed, the Board will also provide customized emergency information to help an employee with a disability during an emergency. Performance management, career development and redeployment processes will consider the accessibility needs for all employees.

Information and Communication

The Board will communicate with people with disabilities in ways that consider their disability. The Board will provide information about our organization and its services, in accessible formats or with communication supports upon request. The Board will meet internationally recognized Web Content Accessibility Guidelines (WCAG) 2.0 Level AA website requirements in accordance with Ontario’s accessibility laws.

Transportation

The Superintendent of Education responsible for Special Education and the Manager of Transportation Services will ensure that the provisions of Transportation Standards are adhered to.

Design of Public Spaces

When constructing new or redeveloping existing public spaces, the Board will adhere to the applicable requirements under the Design of Public Spaces Standards.

Accessibility Steering Committee

A committee will be struck to prepare a multi-year accessibility plan in relevant years and progress towards achieving the goals of the plan. The Integrated Accessibility Awareness Resource Package shall be used for training and daily operation.



BRANT HALDIMAND NORFOLK
Catholic District School Board

Integrated Accessibility Awareness Guide

December 2023

Table of Contents

Customer Service Standards.....	4
Responsibilities	4
Monitoring and Feedback on Accessible Customer Service	4
Use of a Service Animal by the General Public	4
Use of Support Persons by the General Public	6
Use of Assistive Devices by the General Public	7
Notice of Disruption of Service	7
Employment	8
Definitions	8
Responsibilities	8
Recruitment	8
Supports for Employees	9
Accessible Formats and Communication Supports	9
Workplace Emergency Response Information	9
Supports for Employees	9
Return to Work Process	10
Performance Management.....	10
Career Development.....	10
Redeployment.....	10
Information and Communication	11
Procurement	11
Provision of Information and Communications in Accessible Formats	11
Accessible Websites	11
Educational and Training Resources and Materials	11
Training for Program/Classroom Staff	12
School Libraries	12
Feedback.....	12
Transportation	13
Definitions	13
Individual School Transportation Plans	13
Content of Individual School Transportation Plans	13
Communication of Responsibilities re Individual School Transportation Plans	13
Design of Public Spaces	14
Definitions.....	14
Procurement or Acquiring Goods and Services, or Facilities	14
Outdoor Play Spaces	14
Exterior Paths of Travel	14
Off-Street Accessible Parking	14

Service Counters	15
Waiting Area	15
Maintenance	15
Appendix A.....	16
Sample Notice for Feedback.....	16
Appendix B.....	17
Sample Consent Form for Support Persons	17
Appendix C	18
Information on Interacting with People Using Assistive Devices	18
Appendix D	20
Sample Notices of Disruption of Service	20

Customer Service Standards

Responsibilities

Supervisory Officers, Principals and Managers will ensure that all staff, volunteers, and others providing customer service on behalf of the Board are trained in and adhere to the requirements of STU 200.33.P – Accessibility, including this Guideline are implemented.

Monitoring and Feedback on Accessible Customer Service

The Director of Education and/or designate will implement a process for feedback on Accessible Customer Service that has the following components:

- Information on the Board and school websites inviting users of Board services to provide feedback on their experience with or concerns about access to services for people with disabilities.
- Printed information available through school offices and public offices of the Board to invite people with disabilities to provide feedback on their experience with or concerns about accessibility of services. Consideration should be given to providing information in alternate formats.
- Information on how the Board will respond to feedback.

The Director of Education and/or designate will create a process for reviewing the implementation of the policy on Accessibility Standards for Customer Service that includes consultation with various constituency groups including Special Education Advisory Committee (SEAC), Federations, unions, and citizens' groups.

Methods of feedback:

- A range of methods for soliciting feedback will be employed to ensure optimum access to the feedback process by people with disabilities. Feedback methods could include e-mail, verbal input, suggestion box or feedback card.
- The feedback process should include the title(s) of the person(s) responsible for receiving feedback and indicate how the Board's response to the feedback will be made known. (Appendix A)

Proactive measures for accessible customer service:

- To ensure ongoing efficient and effective adherence to the Board's policy on Accessibility Standards for Customer Service, its school-based administrators and its managers including those representing the Board in multi-board consortia, will take into account the impact on people with disabilities when purchasing new equipment, designing new systems or planning a new initiative.

Use of a Service Animal by the General Public

Recognizing service animals:

- A service animal is an animal that is being used because of a person's disability and this is either readily apparent or is supported by a letter from a designated health professional. Examples of service animals include dogs used by people who have vision loss, hearing alert animals for people who are deaf, deafened or hard of hearing, and animals trained to alert an individual to an oncoming seizure and lead them to safety. The customer service standard's provisions also apply to animals providing other services to people with disabilities. It is "readily apparent" that an animal is a service animal when it is obvious by its appearance or by what it is doing. For example, it may be readily apparent that an animal is a service animal if it is wearing a harness, saddle bags, a sign that identifies it as a service animal or has a certificate or identification card from a service animal training school or and identification card from the Attorney General of Ontario. It may also be readily apparent if a person is using the animal to assist him or her in doing things, such as opening doors or retrieving items.

Responsibilities:

- Supervisory Officers, Principals and Departmental Managers will ensure that all staff, volunteers and others dealing with the public are properly trained in how to interact with people with disabilities who are accompanied by a service animal.
- Any person with a disability who is accompanied by a service animal will be welcomed on Board and/or school premises with his or her service animal and will be accompanied by the service animal while on the premises unless otherwise restricted (see below). Access will be in accordance with normal security procedures.
- This requirement applies only to those areas of the premises where the public or third parties customarily have access and does not include places or areas of the school or Board offices where the public does not have access.
- This guide deals solely with the individual's right to be accompanied by a service animal. Access to classrooms for service animals used by students and staff is covered under separate procedures.

Exclusion of service animal:

- A service animal can only be excluded from access to the premises where this is required by another law. Examples include the Health Protection and Promotion Act and the Food Safety and Quality Act. The former Act prohibits service animals in places where food is prepared, processed, or handled (e.g., kitchen of school cafeteria or culinary arts classroom) although service dogs are permitted where food is served and sold (e.g., school cafeteria or lunchroom).
- Where there is a risk to the health and safety of another person as a result of the presence of a service animal, consideration must be given to options available prior to exclusion of a service animal. An example would be a situation where an individual has a severe allergy to the service animal. It is the Board's expectation that the situation be fully analyzed and all measures to eliminate the risk be considered, e.g. creating distance between the two individuals concerned, making reasonable alterations to schedules, etc.
- A service animal can be excluded if it is of a breed that is prohibited by law. An example would be the Ontario Dog Owners' Liability Act which places restrictions on pit bull terriers.
- In the rare instance where a service animal must be excluded, the Board must make every effort to put alternative arrangements in place to provide the services required by the person with a disability. This could involve leaving the animal in a secure area where it is permitted by law and discussing with the person how best to serve them, e.g., a person with a vision disability might need someone (a member of staff or volunteer) to guide them.

Confirming the status of a service animal:

- At times it may be necessary to confirm that an animal is a service animal. Where an animal is not a trained guide dog and it is not readily apparent that the animal is a service animal, the school or Board staff member may ask the person using the animal for a letter from a designated health professional confirming that the animal is needed because of the disability. The letter does not need to identify the disability, why the animal is needed or how it is used.
- Where the person using the service animal regularly attends at the school or Board facility, the principal or departmental manager may request to keep a copy of the letter on file but only as long as required by the circumstances. Alternatively, the person using the service animal may be asked to bring a letter with them on occasions when they visit the premises. The principal or departmental manager shall preserve the confidentiality of the letter and information contained in the letter and shall not use or disclose the letter or information except as provided for in the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, cM56, or as otherwise required by law.

Use of Support Persons by the General Public

A support person is a person who assists or interprets for a person with a disability who accesses the services of the Board. A support person is distinct from an employee who provides support services to a student or staff person in the system – separate and specific procedures apply. A support person is an individual chosen by a person with a disability to provide services or assistance with communication, mobility, personal care, medical needs or with access to goods or services. Personal care needs may include, but are not limited to, physically transferring an individual from one location to another or assisting an individual with eating or using the washroom. Medical needs may include, but are not limited to, monitoring an individual's health or providing medical support by being available in the event of a seizure. The support person could be a paid professional, a volunteer, a friend, or a family member. He or she does not necessarily need to have special training or qualifications.

Supervisory Officers, Principals and Departmental Managers will ensure that staff members receive training in interacting with people with disabilities who are accessing Board services accompanied by a support person.

Access to Board premises and school events:

- Any person with a disability who is accompanied by a support person will be welcomed on Board and/or school premises with his or her support person. Access will be in accordance with normal security procedures.
- This requirement applies only to those areas of the premises where the public or third parties customarily have access and does not include places or areas of the school or Board offices where the public does not have access.
- Where an individual with a disability who is accompanied by a support person wishes to attend a school, family of schools or Board-organized event for which a fee is charged, the admission or participation fee will be waived for the identified support person.
- The Board may require a person with a disability to be accompanied by a support person when on the premises, but only if a support person is necessary to protect the health or safety of the person with a disability or the health or safety of others on the premises.

NOTE: This would be a highly rare situation and would only occur where, after consultation with the person with the disability, requiring a support person is the only means available to allow the person to be on the premises and, at the same time, fulfill the board's obligations to protect the health or safety of the person with a disability or of others on the premises. It is further noted that people with disabilities are free to accept a reasonable risk of injury to themselves just as other people do. Different individuals will have a different tolerance for risk. Risk should be weighed against any benefit for the person with a disability, It is not enough that the support person might help to protect health and safety; a support person must be necessary or essential to protect health and safety before you can require one – the risk cannot be eliminated or reduced by other means. Any considerations on protecting health or safety should be based on specific factors and not on assumptions. Just because someone has a disability doesn't mean they're not capable of meeting health or safety requirements.

Confidentiality

- Where a support person is accompanying a person with a disability, who is not the parent/guardian of a student, for the purpose of assisting in a discussion that may involve confidential information concerning the student, the superintendent, principal or other staff member must first secure the consent of the parent/guardian regarding such disclosure.
- Consent to the disclosure of confidential information in the presence of the support person must be given in writing. (See Appendix B)
- The support person must also provide assurance in writing to safeguard the confidentiality of information disclosed in the discussion.
- A copy of the signed consent document will be retained in the school/Board office.

- If the parent/guardian uses a different support person for subsequent meetings, a new signed consent will be required.

Use of Assistive Devices by the General Public

Supervisory Officers, Principals and Departmental Managers will ensure that staff are trained to support parents and the general public who may use assistive devices while accessing Board services.

Staff training is focused on how to interact with people using assistive devices rather than on the technical use of the assistive devices. (See Appendix C.)

Special Note: Special needs students and staff have separate and specific procedures related to their personal use of assistive devices.

Communication re: use of assistive devices:

- The Board website and each school website will indicate that all Board facilities provide services that respect the independence and dignity of people with disabilities and offer services that include the use of assistive devices.
- Each Board facility that is open to the public will post information in the front office/reception area that welcomes the use of assistive devices and encourages users to seek support from staff and volunteers as they require it.
- The Board website and school websites, as applicable, will indicate the availability of assistive devices provided by the Board* or school to assist in provision of services to people with disabilities.
- Each Board facility that is open to the public will, as applicable, post information in the front office/reception area that indicates the availability of assistive devices and encourage potential users to seek support from staff and volunteers as they require it.

*Note – these could include but are not exclusive to:

- Assistive devices: TTY service, telephones with large numbers, amplifiers, lifts.
- Services: Sign language interpretation, oral interpretation, real-time captioning.
- Alternate service methods: Assistance of a staff person to complete a transaction, e.g., school registration.

Notice of Disruption of Service

As members of the public, people with disabilities may rely on certain facilities, services or systems in order to access the services of the school or Board offices. Escalators and elevators, for example, are important to people with mobility disabilities because that may be the only way they can access the premises. Other systems and services designed to meet the needs of people with disabilities can include accessible washrooms, amplification systems, and note-taking or TTY services. When those facilities or services are temporarily unavailable or if they are expected to be temporarily unavailable in the near future, a notice of disruption of service is required. Generally, disruptions to any of the Board's services, such as a major storm or power outage, do not require this special notice. However, if the disruption has a significant impact on people with disabilities, a notice of the disruption should be provided.

Supervisory Officers, Principals, Departmental Managers, Co-ordinator of Communications and Community Relations will ensure that the users of Board and school services are notified when there is a disruption in services that may have an impact on access to services by people with disabilities.

Notice may be given by posting the information at a conspicuous place at or in the school or at or in Board facilities. Other options that may be used include posting on the Board and/or school website, through direct communication with users of the services in accordance with school practices. (See Appendix D).

Consideration should be given to providing notice in multiple formats.

If the disruption is planned, notice should be provided in advance of the disruption. If the notice is unplanned, notice should be provided as soon as possible after the disruption has been identified.

The notice of disruption of service must include information about the reason for the disruption, its anticipated duration and a description of alternative facilities or services, if any, that are available.

Employment

Definitions

Performance Management: activities related to assessing and improving employee performance, productivity, and effectiveness with the goal of facilitating employee success.

Career Development and Advancement: includes providing additional responsibilities within an employee's current position and the movement of an employee from one job to another that may be higher in pay, provide greater responsibility or be at a higher level, or a combination of these. For both additional responsibilities and employee movement, this is usually based on merit or seniority or a combination of these.

Redeployment: the reassignment of employees to other departments or jobs as an alternative to lay-off, when a particular job or department has been eliminated.

Information: includes data, facts and knowledge that exist in any format, including text, audio, digital or images, and that conveys meaning.

Communication: the interaction between two or more persons or entities, or any combination of them, where information is provided, sent or received.

Accessible Formats: Accessible formats include, but are not limited to, options such as large print, screen readers, braille, audio format, or captioning.

Conversion-Ready: is an electronic or digital format that facilitates conversion into an accessible format.

WCAG: refers to the World Wide Web Consortium Web Content Accessibility Guidelines.

Responsibilities

Supervisory Officers, Principals, Departmental Managers, and all other staff who have responsibility for hiring and employee selection and/or supervise the work of employees of the Board will ensure that the provisions in STU 200.33.P – Accessibility, including this Guideline are implemented.

The Board's Human Resource Services department will ensure that the provisions of this procedure are incorporated in their practices.

Recruitment

The Board will ensure that in its recruitment outreach practices the public is made aware that the Board will provide accommodation for applicants with disabilities in its recruitment processes.

Employees of the Board will be made aware that the Board provides accommodation for applicants with disabilities in its recruitment processes.

When the Board selects job applicants for a job selection process, the Board will make applicants aware that, upon request, they have access to accommodations in relation to materials and processes that will be used for applicant

selection and that they will be consulted about suitable accommodations that take into account their accessibility needs due to disability.

When the Board makes an offer of employment, the Board will notify the successful applicant of its policy of accommodating employees with disabilities.

Supports for Employees

The Board will inform employees of the Board's policies used to support employees with disabilities including procedures that provide for job modifications (temporary) or accommodations (permanent) that take into account an employee's accessibility needs due to disability. See Board Policy [HRS 300.05.P - Modified Work](#) and the Return to Work section below.

The Board will make this information available as soon as practicable to new employees and will provide updated information as policies and procedures on the provision of job modification or accommodation are revised.

Accessible Formats and Communication Supports

Where an employee with a disability so requests, the Board will consult with the employee to provide or arrange for accessible formats and communication supports in relation to information that is generally available to employees in the workplace and that the employee needs to perform the employee's job.

The Board, in determining the suitability of an accessible format or communication as required above, will consult with the employee.

Workplace Emergency Response Information

The Board will ensure that individualized workplace emergency response information is provided to employees who have a disability, provided the disability is such that individualized information is necessary and the Board has been made aware of the need for accommodation due to the disability. The Board will provide the necessary information as soon as practicable after becoming aware of the need for accommodation.

If an employee who receives individualized workplace emergency response information requires assistance, the Board will, with the consent of the employee, provide such information to the person(s) designated to provide assistance to the employee.

The Board will review individualized workplace emergency response information:

- a) when the employee moves to a different location in the Board;
- b) when the employee's overall accommodation needs or plans are reviewed; and
- c) when the Board reviews its general emergency response procedures.

Supports for Employees

The Board will have in place a written process for the development of documented individual accommodation plans for employees with disabilities.

The Board's written process will address:

- a) how the employee requesting accommodation can participate in the development of the individual accommodation plan.
- b) The means by which the employee is assessed on an individual basis.
- c) How the Board can request an evaluation by an outside medical or other expert, at the Board's expense, to assist the employer in determining if modification or accommodation can be achieved and, if so, how it can be achieved.

- d) How the employee can request to have a representative of his/her bargaining agent, or another workplace representative if the employee is not a member of a bargaining agent, participate in the development of the individual accommodation plan.
- e) The steps taken to protect the privacy of the employee's personal information.
- f) The frequency with which the individual accommodation plan will be reviewed and updated and how this will be done.
- g) How the reasons for denying an individual accommodation plan will be provided to an employee, if accommodation is denied.
- h) How the Board will ensure that the individual accommodation plan is provided in a format that takes into account the employee's accessibility needs due to disability.

The Board will provide individual accommodation plans that:

- a) Include, if requested, any information regarding accessible formats and accommodation supports provided;
- b) Include, if required, individualized workplace emergency response information; and
- c) Identify any other accommodation to be provided.

Return to Work Process

This return-to-work process does not replace or override any other return-to-work process created as a result of any other statutes, e.g., under the Workplace Safety and Insurance Act.

The Board will develop, put in place and document a return-to-work process for its employees who have been absent from work due to disability and require disability-related modifications or accommodations in order to return to work. See Modified Work & Return to Work Policy and Administrative Procedure 300.05.

The return-to-work process will:

- a) Outline the steps the Board will take to facilitate the return to work of employees who were absent because their disability required them to be away from work;
- b) Use documented individual accommodation plans (as in above) as part of the process; and
- c) Ensure that all staff involved in program or course design, delivery and instruction will be provided with accessibility awareness training related to these responsibilities.

Performance Management

In administering performance appraisal processes in respect of employees with disabilities, the Board will take into account the accessibility needs of employees with disabilities as well as individual accommodation plans.

Career Development

Where the Board provides career development and advancement to its employees, the Board will take into account the accessibility needs of employees with disabilities as well as individual accommodation plans.

Redeployment

Where the Board has in place a redeployment process, the Board will take into account the accessibility needs of employees with disabilities as well as any individual accommodation plans during the redeployment process.

Information and Communication

Responsibilities

Supervisory Officers, Principals, and Department Managers will ensure that all staff, volunteers and others providing services and programs on behalf of the Board have received training in the requirements of the Integrated Accessibility Standards, including the Standards related to Information and Communications.

Procurement

The Board and all its managers and school-based administrators will, wherever practicable, incorporate accessibility criteria and features when procuring or acquiring goods and services, designing new systems or planning new initiatives that are related to provision of information and communication services.

Provision of Information and Communications in Accessible Formats

Upon request, the Board will provide, or arrange for the provision of, accessible formats and communications supports for persons with disabilities to facilitate their access to the services of the Board.

Accessible formats and communications support will be provided in a timely manner that takes into account the person's accessibility needs at a cost no greater than the regular cost charged to other persons.

The Board will determine the suitability of an accessible format or communications support and, in so doing, will consult with the person making the request.

The Board will notify the public, through websites, general publications and other relevant means, about the availability of accessible formats and communications supports.

Provisions of 2.0 have been in place as of January 1, 2014.

Accessible Websites

Beginning January 1, 2014, all new websites and web content conform with the Web Content Accessibility Guidelines (WCAG) 2.0 at Level A.

The Board will ensure that, as of January 1, 2021, all its internet websites and web content will conform with WCAG 2.0 at Level AA.

These requirements do not include live captions or pre-recorded audio descriptions.

These requirements apply to:

- a) websites and web content, including web-based applications, that the Board controls directly or controls through a contractual relationship that allows for modifications of the product; and
- b) web content published on a website after January 1, 2012.

Where the Board determines that meeting these requirements is not practicable, such determination will include consideration of:

- a) the availability of commercial software or tools or both; and
- b) significant impact on an implementation timeline that was planned or initiated before January 1, 2012.

Educational and Training Resources and Materials

The Board will, upon notification of need, provide educational or training resources or materials in an accessible format that takes into account the accessibility needs due to a disability of the person to whom the material is to be provided.

To do so, the Board will procure through purchase, or obtain by other means, an accessible or conversion-ready electronic format, where available.

If the resources cannot be procured or converted into an accessible format, the Board will arrange for the provision of comparable resources.

The Board will, upon notification of need, provide information on the requirements, availability and descriptions of programs in an accessible format to persons with disabilities.

The Board will, upon notification of need, provide student records in an accessible format to persons with disabilities.

These services have been in place as of January 1, 2013.

Training for Program/Classroom Staff

The Board will ensure that all staff involved in program or course design, delivery and instruction will be provided with accessibility awareness training related to these responsibilities.

The Board will keep a record of the training provided, including the dates on which training was provided and the number of individuals to whom training was provided.

School Libraries

The Board will ensure that school libraries are able to provide, procure or acquire an accessible or conversion-ready format of print resources upon request by a person with a disability. This provision commenced January 1, 2015.

The Board will ensure that school libraries are able to provide, procure or acquire an accessible or conversion-ready format of digital or multi-media resource materials upon request by a person with a disability. This provision commenced January 1, 2020.

Feedback

The Board will ensure that its processes for receiving and responding to feedback are accessible to persons with disabilities.

Upon request, the Board will provide or arrange for the provision of accessible formats and/or communications supports to facilitate feedback.

The Board will notify the public about the availability of accessible formats and communications supports with regard to its feedback processes.

Provisions for feedback have been in place by January 1, 2014.

Transportation

Definitions

Individual School Transportation Plan: is a plan that provides details of the arrangements that meet the transportation needs of an individual student who has a disability.

Operator: means the driver of the school transportation vehicle.

Transportation Provider: is an entity or person who has entered into an agreement with the Board for the transportation of students in accordance with the Education Act.

Transportation Services: means transportation that a Board provides for students in accordance with the Education Act.

Responsibilities

Superintendent of Education responsible for Special Education and the Manager of Transportation Services will ensure that the provisions of the provisions in STU 200.33.P – Accessibility, including this Guideline are implemented.

Individual School Transportation Plans

The Student Achievement Lead for Special Education will, in consultation with school staff, parents or guardians, annually identify students with disabilities who require specific transportation services; such identification will, wherever possible, be made prior to the commencement of the school year.

Following consultation with school principal or designate, the Student Achievement Lead for Special Education will provide to the Manager of Transportation Services, or his/her designate, an individual student transportation plan for each student with a disability who requires specific transportation services.

Content of Individual School Transportation Plans

An individual transportation plan shall, in respect of each student with a disability requiring specific transportation services, include the following: a. details of the student's assistance needs with respect to transportation to and from school b. provisions for the boarding, securement and debording of the student, as applicable.

Communication of Responsibilities re Individual School Transportation Plans

The Student Achievement Lead for Special Education and, where appropriate, the Manager of Transportation Services, will identify and communicate roles and responsibilities with regard to the implementation of the individual school transportation plan to the following:

- a) the transportation provider
- b) the parents or guardians of the student with the disability
- c) the operator (driver) of the student transportation vehicle
- d) the appropriate members of the school staff (e.g., principal, teacher, educational assistant)
- e) the student with the disability, when applicable.

Design of Public Spaces

Definitions

Accessible Seating: Accessible seating is considered a space in a seating area where an individual using a mobility aid can wait.

Exterior Paths of Travel: Refers to sidewalks and walkways designed and constructed for pedestrian travel and intended to provide a functional route from Point A to Point B, rather than a recreational experience.

Maintenance: This refers to activities that are intended to keep existing public spaces and elements in existing public spaces in good working order or to restore the spaces or elements to their original condition. Examples include painting and minor repairs.

Off-Street Parking Facilities: This includes open area parking lots and structures intended for the temporary parking of vehicles by the public, whether or not the payment of a fee is charged. This includes visitor parking spaces in parking facilities.

Outdoor Play Spaces: This space consists of an area that includes play equipment, such as swings, or features such as logs, rocks, sand or water, where the equipment or features are designed and placed to provide play opportunities and experiences for children and caregivers.

Redeveloped: This means planned significant alterations to public spaces but does not include maintenance activities.

Responsibilities

Supervisory Officers, Principals and Managers will ensure that the provisions of STU 200.33.P – Accessibility, including this Guideline are implemented.

Procurement or Acquiring Goods and Services, or Facilities

The Board will incorporate accessibility criteria and features when procuring or acquiring goods, services or facilities. The only exception is in cases where it is impractical to do so.

Outdoor Play Spaces

When constructing new or developing existing play spaces, the Board intends to maintain and ensure that these outdoor play spaces comply with sections 80.18, 80.19 and 80.20 of the IASR.

Exterior Paths of Travel

Under sections 80.21 to 80.31 of the IASR, exterior paths of travel applies to newly constructed and redeveloped exterior paths of travel that are outdoor sidewalks or walkways designed and constructed for pedestrian travel and are intended to serve a functional purpose and not to provide a recreational experience.

The Board shall ensure that all new or redeveloped exterior paths of travel meet all appropriate AODA requirements.

Off-Street Accessible Parking

The Board will ensure that all new or redeveloped off-street parking facilities and access aisles meet all appropriate AODA requirements.

Off-street parking facilities must provide two types of parking spaces for the use of persons with disabilities as per the IASR, section 80.34.

Access aisles is the space between parking spaces that allows persons with disabilities to get in and out of their vehicles and must comply with section 80.35 of the IASR.

Off-street parking facilities must have a minimum number of parking spaces for the use of persons with disabilities in accordance with IASR, section 80.36.

Signage for off street accessible parking will be in compliance with section 80.37 to 80.38 and section 11 of Regulation 581 of the Revised Regulation of Ontario, 1990 (Accessible Parking for Persons with Disabilities) made under the Highway Traffic Act. O. Reg. 413/12 s. 6.

Service Counters

When constructing new service counters, which includes replacing existing service counters, the Board will ensure there is at a minimum one service counter that accommodates a mobility aid for each type of service provided and the accessible counter must be clearly identified with signage, where there are multiple queuing and service counters. The service counter that accommodates mobility aids must meet the requirements in section 80.41 of the IASR.

Waiting Area

In accordance with section 80.43 of the IASR, when constructing a new waiting area or redeveloping an existing waiting area, where the seating is fixed to the floor, a minimum of three per cent of the new seating must be accessible, but in no case shall there be fewer than one accessible seat.

Maintenance

The Board will ensure that mechanisms are in place to provide for preventative and emergency maintenance of the accessible elements of public spaces, including provisions to address temporary disruptions when accessible elements are not in working order.

Appendix A

Sample Notice for Feedback

The Brant Haldimand Norfolk Catholic District School Board is committed to ensuring that its services meet optimum standards of accessibility for people with disabilities using the facilities and services of the Board. Comments on our services regarding how well those expectations are being met are welcome and appreciated.

Feedback regarding the way the Brant Haldimand Norfolk Catholic District School Board provides services to people with disabilities can be made by emailing **TBD** or by calling your local school or the Brant Haldimand Norfolk Catholic District School Board head office (519-756-) or by writing to the Brant Haldimand Norfolk Catholic District School Board (Box 217, 322 Fairview Drive, Brantford, Ontario, N3T 5M8) or by completing the survey posted online at **[REDACTED]**.

All feedback will be directed to **TBD**

Responses to signed feedback will be provided in writing if a return postal or email address is given. Unsigned correspondence will not be answered.

Appendix B

Sample Consent Form for Support Persons

I, (parent/guardian) consent to the sharing of confidential information by (name of principal/teacher/other staff member) related to my child/ward (name) in the presence of my support person (name).

My support person (name) consents to safeguarding the confidentiality of the information shared.

Affirmation of consent:

Parent/Guardian

Signature _____ Date _____

Printed Name of Parent/Guardian _____

I undertake to safeguard the confidentiality of information shared between (school staff) and (parent/guardian) for whom I am a support person:

Support Person

Signature _____ Date _____

Printed Name of Support Person _____

Signature of Witness (Principal/Staff Member)

Signature _____ Date _____

Printed Name of Staff Person _____

Notice of Collection: In accordance with Section 29(2) of the Municipal Freedom and Protection of Privacy Act, 1989. This information is collected under the legal authority of Section 265(1)(d) of the Education Act, R.S.O. 1990 c. E.2 as amended, and may be used as necessary for some or all of the following principle administrative purposes related to: the Board's operation, school programs and educational services, student records, and Ministries of the Government of Ontario. If you have any questions, please contact the school principal and/or the Freedom of Information Officer, Brant Haldimand Norfolk Catholic District School Board, 322 Fairview Drive, Brantford, ON, N3T 5M8 (519-756-6505, Ext. 234).

Appendix C

Information on Interacting with People Using Assistive Devices

Many users of Board services and facilities who have disabilities will have their own personal assistive device. Examples of personal assistive devices include:

- Wheelchairs
- Scooter
- Walker
- Amplification device to boost sound for listeners who are hard-of-hearing without reducing background noise
- Hearing aid
- Oxygen tank
- Electronic notebooks or laptop computer
- Personal data manager
- Communication board used to communicate using symbols, words or pictures
- Speech-generating device that “speak” when a symbol, word or picture pressed
- Assistive technology devices – software for use with a computer

Key Point to Remember: One should not touch or handle an assistive device without permission.

Moving personal assistive devices

If you have permission to move a person in a wheelchair remember to:

- Wait for and follow the person’s instructions
- Confirm that the person is ready to move
- Describe what you are going to do before you do it
- Avoid uneven ground and objects that create bumpy and unsafe ride
- Practice consideration and safety – do not leave the person in an awkward, dangerous or undignified position such as facing a wall or in the path of opening doors
- Do not move items or equipment, such as canes and walkers, out of the user’s reach
- Respect for personal space. Do not lean over a person with a disability or lean on their assistive device
- Let the person know about accessible features in the immediate environment (automatic doors, accessible washrooms, etc.)

(Copyright for the above resource is Queen’s Printer. The resource is excerpted from the e-learning course developed by the Accessibility Directorate of Ontario and modified for this use.)

How to use TTY and Canada Relay Services

How to make a call with TTY:

- Push the ON switch
- Push the DISPLAY switch if you wish to use the screen alone or the PRINT switch if you want what is typed both on screen and in print
- Place the telephone receiver on the TTY’s rubber receptacles. Make sure that the receiver is firmly in place and that the telephone’s receiver cord is on the LEFT side of the TTY
- Check the telephone indicator light; if it is lit, you have the line

- Dial the number and watch the telephone light; if it is flashing slowly, this indicates that the device on the other end is ringing
- When the person you are calling answers, you will see a phrase appear on the screen such as: “Hello, Richard Smith here, GA.” The “GA” stands for “Go Ahead”. Don’t forget to use it whenever you have finished speaking, so the other person will know it’s his or her turn to speak. The person who receives the call is always the one who starts typing first
- When the call is over and you want to advise the other person that you are ready to get off the phone, type “SK”. It means Stop Keying. The other person will respond by typing “SK” if he or she agrees that the call is completed. To be courteous, each person waits until the other one has indicated “SK” before hanging up the phone. Always switch the TTY “OFF” as soon as you have finished the call.

How to make a call using the Relay System

- Phone the number (1-800-855-0511) and tell the operator your name, the name of the person you are calling and the number you wish to reach.
- The operator will make the call for you and you speak to the operator as if you were talking directly to the person you are calling. For example, say “Hi, how are you doing?” Do not say: “Tell him I said hello.” Remember to say “Go Ahead” when you finish speaking, so the person on the other end will know it is his or her turn to speak.
- If you normally speak very quickly, the operator may ask you to speak slower so your message can be typed. There will be brief silences as the operator types to the TTY user and the user replies.
- Operators will not betray confidences.

Appendix D

Sample Notices of Disruption of Service

Sample 1 – Access to School Building

To: Parents, Guardians and Community Users of our School

Maintenance work will make the main door of the school and the access ramp inaccessible from **May 1 to May 8**. A temporary ramp has been set up that gives access to the door at the east of the school building. We regret this inconvenience. If you have questions or concerns, please contact **_____** at **(phone number)**.

Thank you.

Principal Name

Sample 2 – Accessible Washroom

To: Visitors to the Education Centre

Our accessible washroom is out of service due to a broken pipe. Repairs are underway and the washroom is expected to be usable again by tomorrow. In the interim, we have made arrangements for our visitors to use the accessible washroom at **123 Main Street**, which is located next door to our premises. We apologize for this inconvenience.

Thank you.

Manager of Facility **and Construction** Services

**REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC
DISTRICT SCHOOL BOARD POLICY COMMITTEE**

Prepared by: Phil Wilson, Superintendent of Education
Presented to: Policy Committee
Submitted on: February 20, 2024
Submitted by: Michael McDonald, Director of Education & Secretary

Educational Field Trips and Excursions #500.01
Public Session

BACKGROUND INFORMATION:

The Brant Haldimand Norfolk Catholic District School Board (the “Board”) believes that well organized field trips are of significant value to participants. Educational field trips are to be consistent with the school board’s mission, Catholic graduate, and curriculum expectations as outlined in the Ontario Curriculum.

DEVELOPMENTS:

This policy and administrative procedure have had a minor amendment to allow for longer term planning for international excursions.

The policy has been amended to allow Board approval of international excursions two years advance rather than one year.

RECOMMENDATION:

THAT the Policy Committee recommends that the Committee of the Whole refers the Educational Field Trips and Excursions Policy #500.01 to the Brant Haldimand Norfolk Catholic District School Board for approval.



Educational Field Trips and Excursions

AP #500.01

Adopted:	March 30, 2004
Last Reviewed/Revised:	June 27, 2023
Responsibility:	Superintendent of Education
Next Scheduled Review:	June, 2027

POLICY STATEMENT:

All Board staff shall follow this administrative procedure. Specific direction is provided for principals, volunteers, teachers, the Director of Education and superintendents of education.

APPLICATION AND SCOPE:

The purpose of this Administrative Procedure is to provide direction to Board Staff and Schools regarding educational field trips and excursions and to ensure that schools plan experiences which support the development and well-being of the whole child and reinforce the moral teachings of the Catholic Church and the Ontario Catholic School Graduate Expectations.

REFERENCES:

- <http://www.tico.ca/>
- <http://www.osbie.on.ca>
- <http://ophea.net/>
- <http://www.bhncdsb.ca/>
- [Global Affairs Canada](#)
- [TICO Guidelines for School Trips](#)

FORMS: N/A

APPENDICES:

- Appendix A – Application
- Appendix B – Educational Field Trip and Educational Excursion Approval Matrix
- Appendix C – Parent Consent Form for Educational Field Trips/Excursions
- Appendix D – Release and Indemnification Form for Educational Field Trips/Excursions

DEFINITIONS: N/A

ADMINISTRATIVE PROCEDURES:

1.0 General Terms

All educational field trips/excursions shall be organized by a teacher or a principal-designated employee. All educational field trips/excursions shall be a valid extension of the existing school program and linked to the school and BHNCDSB goals. The trip organizer shall submit the *Application for Approval to Take Students on an Educational Field Trip* to the school principal for consideration of approval in advance of the trip (Appendix A). Each application shall be completed in full (including all necessary attachments) and shall be subject to terms listed in the *Educational Field Trip and Educational Excursion Approval Matrix* (Appendix B). Schools or organizers are prohibited from raising funds, promoting trips, or informing stakeholders about the trip before necessary approvals are in place. Any revisions subsequent to an approved field trip or excursion requires a re-application subject to the terms below, as well as Appendix B. In providing educational field trips and excursions for students, staff should consider the needs of all students. Being mindful of provincial health and safety legislation and BHNCDSB policy and administrative procedures, some additional considerations may be required to support



students with diverse learning needs, ensuring safe access to educational field trips and excursions. The Superintendent of Education and Special Education Student Achievement Leader is to be informed of situations that may require these additional supports or considerations.

The cost of the educational excursions shall be reasonable and must be approved by the Superintendent of Education prior to staff committing to and advertising the excursion.

2.0 Educational Field Trips

Educational field trips shall be directly connected to the curriculum expectations of the subject or course. The maximum amount of instructional time permitted to be used per field trip is two days. Educational field trips shall include pre-trip and post-trip activities. A copy of these activities (including assessment/evaluation) shall be submitted to the principal with the application. For an educational field trip to be of substantial value all students in the related class or course should have the opportunity to attend the event. The Board encourages travel within Canada for all educational field trips. For approval of an artistic performance (e.g., band festival, cheerleading competition) or a curriculum activity (e.g., physics class) at an amusement park, after which students will remain on site, participation in the park's activities/rides can take place as long as such activities/rides are aligned with OPHEA and OSBIE guidelines.

3.0 Educational Excursions (e.g. Athletics, Campus Ministry, and Clubs)

Educational excursions shall be a valid extension of the existing school co-curricular program. The maximum amount of instructional time permitted to be used per excursion is two days. The Board encourages travel within Canada for all educational excursions.

4.0 Extended International Excursions (Secondary Schools)

Tourism-Based Excursions	Catholic Social Teaching Trips
<p>Tourism-Based Excursions shall be a valid extension of existing secondary school programs. No instructional time is permitted to be lost as a result of an approved tourism-based excursion. Board staff shall not act as agents or advertise for trips at school or during the school day that are not approved. The Board encourages travel within Canada for all educational excursions.</p>	<p>Mission trips that exemplify the tenets of Catholic Social Teaching must be conducted in Canada. Whenever possible, the organization of the mission work should be coordinated with Canadian Catholic agencies. The maximum number of instructional days to be lost for a mission trip is two. Application may be made to the Director of Education or designate to increase the maximum number of instructional days lost due to exceptional circumstances.</p>
<p>Application may be made for a special exemption to the international travel restrictions notes in these procedures. Application for the exemption shall include a detailed explanation as to why a similar trip could not be conducted in Canada and shall be made to the Director of Education or designate. For out-of-country destinations, the trip organizer shall research whether there are any travel warnings posted on the Government of Canada's Global Affairs website. Destinations with risk levels of avoid all travel and avoid all non-essential travel shall not be approved. Trip organizers shall ensure that all participants have adequate health/accident/cancellation insurance for international travel. Requests for international travel shall be submitted at least four months prior to the event but not longer than one year two years in advance. All applications for international trips shall be subject to the approval of the Board of Trustees. The Board of Trustees reserves the right to require trip organizers to make a presentation to the Board that showcases the educational value and highlights from the excursion.</p>	

Travel Industry Act Compliance - The Travel Industry Act provides limits on who may act as a travel agent. Trip organizers shall use Travel Industry Council of Ontario (TICO) certified travel agencies for all trips that are multi-day, require coach transportation and involve overnight accommodations.

Risk Management - Educational field trips/excursions that are considered to be a high risk will not be approved. A comprehensive list of high-risk activities are listed on the Ontario School Board Insurance Exchange (OSBIE) website. Excursions to water parks and to programs involving water-based activities for elementary school students are prohibited as they pose an elevated level of risk and often have questionable educational value.



Supervision – The safety of students and staff on an educational field trip/excursion/excursion is of the utmost importance. The OPHEA Physical Education Ontario Safety Guidelines provide basic guidance for supervision and may set ratios for many common school activities. However, caution should be exercised when relying solely on a numeric ratio to guarantee a safe level of supervision. Meeting the standard of providing “adequate supervision” for an activity will be based on a combination of the following factors:

Nature of the Activity - Foreseeable risk(s) of injury associated with participating in an activity.

Ability of the Participants – Degree of difficulty, physical strength, endurance, coordination, mobility, physical/mental limitations.

Experience of the Participants - First time experience versus various degrees of experience/skill in participating in the activity.

Age of the Participants - Factors such as physical size (height/weight), maturity level, risk perception, comprehension of rules/instructions, etc. are dependent on age.

Environmental Factors - Site lay-out (clear sight lines versus obstructions); dispersed groups (e.g. ski hills, amusement parks); tour groups versus self-guided, presence of dangerous features (e.g. cliffs, allurements, unusual weather, or environmental phenomenon, etc.)

Number of Students - The ratio of supervisors to participants after considering all the preceding factors.

Supervision guidelines for principals and teachers are available at the Ontario Physical and Health Education Association (OPHEA) website as they relate to athletics and recreational activities.³

The level of supervision must be commensurate with the inherent risk of the activity. The following supervision ratios are the minimum for educational field trip/excursions:

Grade	Local site (walking distance)	Day Educational Field Trip or Extended Day Field Trip	Overnight Educational Excursions	Extended Overnight Educational Field Trips/International Excursions
K	2 adults/class	1:6	Not Applicable	Not Applicable
1/2/3	2 adults/class	1:6	Not Applicable	Not Applicable
4/5/6	1 adult/class	1:10	1:10 Students in specific classes – Grade 6 and higher (Grade 5/6 is also included).	Not Applicable
7/8	1 adult/class	1:15	1:10	Not Applicable
9-12	1 adult/class	1:25	1:10	1:10

Principals shall give careful consideration to any special needs students when trips are planned. Additional supervisors may be warranted depending on the nature of the trip, the composition of the class and the distance/duration of the trip. For all overnight trips in which both genders are involved, adult supervisors of both genders shall be present. At least one of those supervisors shall be a teacher from the school. Trip chaperones are responsible for the supervision of students for the entire duration of the educational field trip/excursion (including overnight).

Two lists of all students and supervisors participating in an educational field trip/excursion shall be compiled prior to the event. One list shall be available in the school office and the other shall be in the possession of the trip organizer (supervisor). The list shall include appropriate student identification such as: the student’s name, address, phone number, emergency contact person (phone number) and their Health or Card number. The trip organizer shall follow the Board’s policies related to the administration of medication to students and the protection of anaphylactic pupils. When more than one bus is used, each person in charge of a bus shall have an attendance list as well as a copy of the appropriate medical/health and emergency information for all students.



Extended International Excursions – All extended international excursion travel requires completion and submission of Appendix A and travel itineraries from the tour company to the Superintendent of Education. All appropriate documentation must be approved by the principal and then submitted to the Superintendent of Education who will review and inform the Director of Education. Extended international excursions shall require the approval of the Board of Trustees.

After final approval of the Board of Trustees, parents/guardians should be informed that all appropriate travel documents are the responsibility of the parent/guardian. The excursion leader and school Principal must check with Global Affairs Canada in advance of the excursion, to determine whether the intended destination has been deemed dangerous for travelers. To access the travel advice and advisories on the Government of Canada Global Affairs site click here: [Global Affairs Canada](#)

The excursion leader and school Principal must continue to monitor, and comply with, the reports issued by the Government of Canada with regard to the status of travel advisories. The excursion leader and school Principal must also communicate to trip participants any local travel warnings which may apply. The excursion leader must ensure that full entry/exit requirements for each student are met. Note that visa requirements may differ according to a student's nationality and passport.

All students shall purchase sufficient medical, trip cancellation, and luggage insurance prior to departure, as well as other applicable insurance policies deemed necessary to ensure sufficient coverage. For extended international excursions, insurance purchases shall be arranged, where possible, through the tour operator. All trip cancellation fees must be included in the costs.

All arrangements for travel outside Ontario must be made with a travel agency that has been approved by BHNCD SB Business Services. Under the Travel Industry Act, all BHNCD SB employees are in breach of the law when acting as a sales agent for such travel without being licensed to do so. Refer to the following link to the TICO guidelines for school trips: [TICO Guidelines](#)

With the tour operator, the excursion leader or Principal shall contact the International Association for Medical Assistance to Travelers (IAMAT) for an updated listing of world-wide "English-speaking medical services": [International Association for Medical Assistance to Travelers \(IAMAT\)](#)

During the trip, the Excursion Leader should carry the address and telephone number of appropriate Canadian High Commissions, Embassies, and Consulates, as they are available, within the framework of the tour.

A master list of passport numbers and ticket numbers shall be prepared, including photocopies of all documents, with one set carried by the Excursion Leader and one set left with the school Principal. The Excursion Leader should consider having the original documents, and the photocopies, carried by 2 separate supervisors.

Parents/guardians shall be advised to visit a travel clinic and/or family doctor with their child to ensure appropriate medical needs are attended to prior to departure, as appropriate.

Where there is unstructured time for students to explore and/or reflect, staff shall always ensure provision of active supervision, appropriate to the location and needs of the students, established in consultation with the Superintendent of Education. Unstructured time and supervision arrangements must be included in the itinerary and articulated to parents/guardians at the information meeting.

Informed Parent/Guardian Consent – No student shall participate in an educational field trip/excursion unless their parent/guardian has signed a permission/consent form (Appendix C). If the student is 18 years of age or older, the student shall be required to a release and indemnification form (Appendix D).



Student Behaviour - The wearing of school uniforms and the strict enforcement of school-based codes of conduct (including dress codes) help to ensure that our schools are viewed in a favourable fashion by the broader community. The same expectations for student behaviour apply to educational field trips/excursions as do a regular school day. The trip organizer and the principal shall ensure that a procedure is in place in the case a student needs to be sent home during an educational field trip/excursion.

Transportation – The safest means of transporting students is by school bus. Trip organizers are encouraged to use school buses to transport students. Trip organizers and students shall follow the Board policy on student transportation when using buses. Trip organizers shall consult with the approved vendor list when procuring bus services. The vendor list is maintained by the transportation consortium (<http://www.stsbhn.ca/>). From time to time it may be necessary to use alternative transportation such as private vehicles to transport students. Board employees and trip supervisors shall follow the Board policy on the use of volunteer drivers. Students are not to travel individually to or from an educational field trip/excursion unless it is approved by the school principal and the parent/guardian. Should a trip organizer choose to rent a vehicle to transport students and staff they shall rent the vehicle in the name of the school board and the optional insurance coverage shall be purchased. Depending on the vehicle capacity, special driver licenses and specific aspects of the Highway Traffic Act will apply.

Volunteers and Volunteer/Trip Drivers - All use of volunteers and volunteer drivers shall be consistent with Board policy.

Emergencies – For all locations that are visited by students and staff – the trip supervisor shall review evacuation and emergency procedures. This may be done at a pre-trip meeting. All injuries and/or accidents that occur on an educational field trip/excursion shall be reported to the school principal. In the event of a serious injury (an injury requiring medical treatment) or fatality, the incident shall be reported to the school superintendent by the school principal. If a student is ill and/or injured, he or she should not be sent home unaccompanied. Arrangements shall be made with the parents/guardians to secure support for the student. The trip organizer shall follow the reporting requirements of OSBIE and the Workplace Safety Insurance Board (WSIB) in the case of an accident or injury.

Students that Remain at School - The trip organizer and the school principal shall make adequate provision for appropriate schoolwork and supervision for those students that remain at school while their classmates attend an educational field trip/excursion.

Sunday Eucharist - Where an educational field trip/excursion includes a Sunday, the *Application for Approval to Take Students on an Educational Field* shall include provisions for all participants to attend Mass.

Funding - Every reasonable attempt shall be made to ensure that no student is prevented from participating in any educational field trip/excursion through an inability to pay. Any fund-raising for educational field trips/excursions/excursions shall be consistent with Board policy.

Cancellations – Any educational field trip/excursion/excursion may be cancelled at any time at the discretion of the Principal, Superintendent, or the Director of Education. The Board will not provide compensation for any financial losses assumed by students, parents/guardians, or staff.



APPLICATION SECTION

School:		Date of Application:	
Teacher Organizer:			
Grade(s) or Course(s):		Total Number of Students in the Course or Class:	
Total Number of Students Attending the Field Trip/Excursion:		Males:	Females:
Field Trip/Excursion Destination(s):			
Date of Field Trip/Excursion:			
Departure Time:		Return Time:	
Means of Transportation:			
Curriculum Expectations: <small>(Attach all related assessment and evaluation activities as well as details of pre-trip and post-trip activities)</small>			
Considerations for Students with Special Needs <small>(program modifications, additional supervision, accessibility issues and transportation issues)</small>			
Rationale for the Field Trip/Excursion:			
Name(s) of Teacher Supervisors:			
Name(s) of Volunteer Supervisors:			
Name(s) of Staff Supervisors:			
Total Cost <small>(indicate transportation, accommodation, food, admission, and supervision costs by attaching a detailed summary):</small>			
Total Revenue <small>(indicate the revenue sources and the amounts e.g. school funds, fund raising, parents, students, donations etc. by attaching a detailed summary):</small>			
Attachments:			
<ul style="list-style-type: none"> ○ Proposed Itinerary ○ Letters to Parents/Guardians ○ Dates of Parent Information Sessions 		<ul style="list-style-type: none"> ○ Detailed Budget ○ Safety Certificates of Supervisors (where applicable) 	
<input type="checkbox"/>	I have read and understand the Educational Field Trip Policy and the corresponding Administrative Procedures.		

Signature of Teacher Organizer: _____

Date: _____



APPROVAL SECTION

<input type="checkbox"/>	Application approved by Principal.	<input type="checkbox"/>	Application denied by Principal
Principal Comments:			
Signature of Principal:			Date:
<input type="checkbox"/>	Application approved by Superintendent of Education.	<input type="checkbox"/>	Application denied by Superintendent of Education.
Signature of Superintendent of Education:			Date:
<input type="checkbox"/>	Application approved by the Director of Education.	<input type="checkbox"/>	Application denied by the Director of Education.
Signature of Director of Education:			Date:
<input type="checkbox"/>	Application approved by the Board of Trustees.	<input type="checkbox"/>	Application denied by the Board of Trustees.
Signature of Chair of the Board:			Date:



Educational Field Trip and Educational Excursion Approval Matrix

Category	Time Restrictions	Participants	Parent/ Guardian Communication Requirements	Approval Process
Day Educational Field Trip	During the instructional day.	Students in a specific class.	Details about the trip and appropriate forms shall be given to parents/ guardians at least <u>two weeks</u> prior to the event.	The application shall be submitted at least <u>three weeks</u> prior to the event. The application is subject to the approval of the Principal.
Extended Day Educational Field Trip	Beyond the instructional day but not overnight.	Students in specific classes in Grade 4 or higher (Grade 3/4 is the exception).	Details about the trip and appropriate forms shall be given to parents/ guardians at least <u>two weeks</u> prior to the event.	The application shall be submitted to the school Principal at least <u>three weeks</u> prior to the event. The application is subject to the approval of the Principal. The approved field trip shall be forwarded to the local school council and to the school Superintendent for information only.
Overnight Educational Field Trip	Up to three nights using up to two instructional days. Limited to one per class per school/year/ semester.	Students in specific classes - Grade 6 or higher (Grade 5/6 is also included).	Details about the trip and appropriate forms shall be given to parents/ guardians at least <u>one month</u> prior to the event.	The application shall be submitted at least <u>six weeks</u> prior to the event. The application is subject to approval from the Principal and the school Superintendent. The cost of the educational excursions shall be reasonable and must be approved by the Superintendent of Education prior to staff committing to and advertising the excursion. The approved field trip shall be forwarded to the local school council and to the Board for information only.
Overnight Educational Excursions	Up to three nights using up to two instructional days.	Secondary school teams and clubs (e.g. Campus Ministry).	Parent meeting to be held at least <u>two weeks</u> prior to the event.	Application shall be submitted at least <u>three months</u> prior to the event. The application is subject to the approval of the Principal, the school Superintendent. The cost of the educational excursions shall be reasonable and must be approved by the Superintendent of Education prior to staff committing to and advertising the excursion. The approved field trip shall be forwarded to the local school council and to the Board for information only.*
Extended Overnight Educational Field Trip	Four or more nights – using up to two instructional days.	Students in specific classes – Grade 9 or higher.	Details about the trip and appropriate forms shall be given to parents/ guardians at least <u>two months</u> prior to the event.	Application to be submitted at least <u>four months</u> prior to the event. The application is subject to the approval of the Principal, the school Superintendent and the Director of Education. The approved field trips shall be forwarded to the local school council and to the Board for information only.*
Educational Excursions		Secondary school teams and clubs (e.g. Campus Ministry).	Parent meeting to be held at least one month prior to the event.	
Extended International Excursions	More than one night – no instructional days.	Secondary school students on Tourism-Based Excursions or Trips Dedicated to Catholic Social Teaching.	Details about the trip and appropriate forms shall be given to parents/ guardians at least <u>three months</u> prior to the event. Parent meeting to be held at least one month prior to the event.	Application to be submitted at least <u>four months</u> prior to the event but no more than one year <u>two years</u> prior. The application is subject to the approval of the Principal, the school Superintendent, the Director of Education and the Board of Trustees. The approved field trips shall be forwarded to the local school council for information only.

* Any international field trip or excursion shall require the approval of the Board of Trustees.



Parent Consent Form for Educational Field Trips/Excursions
(Student Under 18 years)

_____ of the Brant Haldimand Norfolk Catholic District School Board is arranging
(Name of School Program)

(description of activity, location, dates and mode of transportation)

(description of activity, location, dates and mode of transportation - continued)

ELEMENTS OF RISK

Educational activity programs, such as _____, which is being offered, involve certain elements of risk. Accidents may occur while participating in these activities. These accidents may cause injury. By choosing to participate in the activity, you are assuming the risk of an accident occurring.

The chance of an accident occurring can be reduced by carefully following instructions at all times while engaged in the activity.

If you choose to participate in _____ on _____, you must understand that you will bear responsibility for any accident that might occur.

The Brant Haldimand Norfolk Catholic District School Board does not provide any accidental death, disability, dismemberment, dental or medical expenses insurance on behalf of the students participating in this activity.

The Brant Haldimand Norfolk Catholic District School Board strongly advises that all students participate in the STUDENT ACCIDENT INSURANCE PLAN offered by the Reliable Life Insurance Company which covers participants for all accidents, 24 hours per day, every day during the full policy term.

ACKNOWLEDGMENT

We have read the above. We understand that in participating in the _____ activity, we are assuming the risks associated with doing so.

Signature of Student: _____ Date: _____
(Optional depending upon age)

Signature of Parent/Guardian: _____ Date: _____

PERMISSION

I give _____ permission to participate in the _____ to be held on or
(please print full name of student)

about _____.

Signature of Parent/Guardian: _____ Date: _____

**NOTE TO PARENT(S): PLEASE RETURN THIS FORM IN ITS ENTIRETY
THIS FORM MUST BE READ AND SIGNED BY EVERY STUDENT WHO WISHES TO PARTICIPATE AND BY A PARENT OR
GUARDIAN OF A PARTICIPATING STUDENT.**



Release and Indemnification Form for Educational Field Trips/Excursions
(Students 18 years and over)

_____, of the Brant Haldimand Norfolk Catholic District School Board is arranging
(Name of School Program)

(description of activity, location, dates and mode of transportation)

(description of activity, location, dates and mode of transportation - continued)

ELEMENTS OF RISK

Educational activity programs, such as _____, which is being offered, involve certain elements of risk. Accidents may occur while participating in these activities. These accidents may cause injury. By choosing to participate in the activity, you are assuming the risk of an accident occurring.

The chance of an accident occurring can be reduced by carefully following instructions at all times while engaged in the activity.

If you choose to participate in _____ on _____, you must understand that you will bear responsibility for any accident that might occur.

The Brant Haldimand Norfolk Catholic District School Board does not provide any accidental death, disability, dismemberment, dental or medical expenses insurance on behalf of the students participating in this activity.

The Brant Haldimand Norfolk Catholic District School Board strongly advises that all students participate in the STUDENT ACCIDENT INSURANCE PLAN offered by the Reliable Life Insurance Company which covers participants for all accidents, 24 hours per day, every day during the full policy term.

ACKNOWLEDGMENT

I, _____ understand and accept the above and provide the Brant Haldimand Norfolk Catholic District School Board with the following waiver of liability and indemnification agreement.

RELEASE AND INDEMNIFICATION AGREEMENT

I, _____, hereby release the Brant Haldimand Norfolk Catholic District School Board and its staff and agents from any and all liability for any injury sustained by me, regardless of how caused, resulting from my participation in the _____ arranged through the Brant Haldimand Norfolk Catholic District School Board on or about _____.

I further agree to indemnify and save harmless the Brant Haldimand Norfolk Catholic District School Board and its staff and agents from and against any and all suits, demands, torts, and actions of any kind which may be brought against its staff or agents for which it/they may become liable by reason of any injury, loss, damage, or death resulting from, or occasioned to, or suffered by any person or any property, by reason of any act, neglect or default of mine.

Signature of Student: _____ Date: _____

RETURN THIS FORM IN ITS ENTIRETY



THIS FORM MUST BE READ AND SIGNED BY EVERY STUDENT WHO WISHES TO PARTICIPATE.

REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD POLICY COMMITTEE

Prepared by: John Della Fortuna, Superintendent of Education
Presented to: Policy Committee
Submitted on: February 20, 2024
Submitted by: Michael McDonald, Director of Education & Secretary

Supervised Alternative Learning #200.06 Public Session

BACKGROUND INFORMATION:

The Brant Haldimand Norfolk Catholic District School Board (the “Board”) underscores its commitment to providing an inclusive and supportive educational environment through the establishment of a Supervised Alternative Learning Committee. This committee plays a crucial role in evaluating the suitability of pupils for Supervised Alternative Learning (SAL), aligning its procedures with the Education Act (O. Reg. 374/10). Emphasizing transparency and communication, the Committee is tasked with ensuring a timely and thorough exchange of information with parents and pupils referred to the Committee. This communication encompasses notifications of referrals, decisions made by the Committee, formulated plans for pupils, potential renewals of SAL plans, and terminations of SAL plans. Importantly, the Board emphasizes that the decisions made by the Committee are driven by a commitment to the best interests of the pupil, reinforcing the Board's dedication to fostering an educational environment that prioritizes the individual needs and growth of each student.

DEVELOPMENTS:

This policy and administrative procedure along with the contained appendices have been reviewed out of cycle. The Board remains committed to supporting students in learning. Including Supervised Alternative Learning, as a method to help students obtain a secondary school diploma or reach other educational/life goals, while remaining consistent with Catholic social teaching.

Policy revisions include the creation of a new appendix: Appendix B-Supervised Alternative Learning (SAL) Agreement Form. Purpose of SAL Agreement Form:

- Formalized agreement among the board, parents/legal guardians, and SAL-involved students.
- Outlines specific conditions and expectations for SAL participation.
- Ensures clarity and adherence to the approved program.
- Conditions address student commitment, attendance, progress reporting, and alteration requests.
- Signatures from principal, student, and parent(s)/legal guardian(s) establish mutual understanding and commitment.
- Information Collection Authorization section emphasizes legal basis for collecting personal information.
- Informs participants about purposes of collecting personal information.
- Highlights board's commitment to handle personal information in compliance with relevant laws and regulations.
- Aims to create a comprehensive and accountable process for supervising alternative learning, ensuring student well-being and educational progress.

RECOMMENDATION:

THAT the Policy Committee recommends that the Committee of the Whole refers Supervised Alternative Learning #200.06 to the Brant Haldimand Norfolk Catholic District School Board for approval.



Policy: Supervised Alternative Learning (SAL) #200.06

Adopted:	October 23, 2012
Last Reviewed/Revised:	February 27, 2024
Responsibility:	Superintendent of Education
Next Scheduled Review:	2025-26

Purpose

The Brant Haldimand Norfolk Catholic District School Board is committed to providing individualized programming for students who are experiencing significant difficulties with regular attendance at school. The Board believes that each pupil is created in the image and likeness of God and therefore believes in the dignity of the human person, the preferential option of the poor, and the principle that everyone has the right to education necessary for human fulfillment. Supervised Alternative Learning, as a method to help students obtain a secondary school diploma or reach other educational/life goals, is consistent with Catholic social teaching.

Application and Scope

It is the policy of the Brant Haldimand Norfolk Catholic District School Board that:

- a Supervised Alternative Learning Committee will be created to determine the suitability of pupils for Supervised Alternative Learning;
- the process used by the Committee will be consistent with the Education Act (O. Reg. 374/10);
- the Committee shall ensure prompt and thorough communication with parents and pupils that are being referred to the Committee, especially as it relates to notifications of referrals, decisions of the Committee, plans for pupils, potential renewals of Supervised Alternative Learning (SAL) plans, and termination of SAL plans; and
- the decisions of the Committee be in the best interests of the pupil.

References

O. Reg. 374/10, s. 7

<http://www.edu.gov.on.ca/eng/policyfunding/alternative.html>

Appendices

- Appendix A – Supervised Alternative Learning Plan
- **Appendix B – Supervised Alternative Learning Agreement Form**
- **Appendix C – Employer Agreement Form**
- **Appendix D – Decision Letter Template**
- **Appendix E – Return to School Letter Template**
- **Appendix F – Transition Form**

Responsibilities

Specific direction is given to trustees, the Director of Education, superintendents, school administrators, teachers, and social workers.

Superintendents: responsible for monitoring the implementation of this procedure, including the coordination of the SAL Committee.



School Administrator(s): are responsible for participating in the SAL plans for students and for monitoring the plans.

Teachers and Social Workers: have responsibilities in participating in the development and implementation of SAL plans.

Information

Supervised Alternative Learning is useful for encouraging young people who are at risk of not graduating to continue their learning if they are not attending school regularly and if other retention strategies have not been successful.

Activities that may constitute all or part of a Supervised Alternative Learning Plan (SALP) are:

- enrolment in one or more courses in which the student may earn a credit.
- enrolment in a life skill or other non-credit course.
- job-related training (i.e., learning workplace certifications, developing general employment skills);
- full- or part-time employment at a work placement that has been visited and found appropriate.
- volunteering (meets the community service requirement).
- counseling (to address barriers to learning); and/or
- any other activity that will help the student reach their education and/or personal goals.

Considerations and components of a Supervised Alternative Learning Plan:

- incorporates student's educational and personal goals.
- includes credit-bearing activities, wherever possible.
- outlines methods of assessing the student's progress towards his or her educational and personal goals.
- identifies a primary contact at the school or board and makes provision for monitoring, which must occur *at a minimum* once per month.
- includes a transition plan for returning to school or for proceeding to a post-secondary option when the student reaches the age of eighteen.
- Board has the responsibility to ensure appropriateness of placements off school/board property; for activities taking place off-site (working, volunteering, etc.), a site visit is to take place before the student begins the activity to ensure the site complies with health, safety, and accessibility requirements.
- all SALPs expire no later than June 30.
- a SALP may be renewed for a maximum of one school year on the recommendation of the school administrators to the SAL Committee without requiring the student to appear before the committee.

Administrative Procedures

1.0 Supervised Alternative Learning Committee

The Brant Haldimand Norfolk Catholic District School Board shall establish a Supervised Alternative Learning Committee comprised of at least one member of the Board, at least one Supervisory Officer qualified as such as a teacher and employed by the Board, and at least one individual who is not a member or employee of the Board.

A Supervisory Officer appointed under subsection (1.0) may designate an individual that the Supervisory Officer considers appropriate to act in his or her place as a member of the Committee without the approval of the Board.

The function of the Committee is to make decisions at meetings regarding Supervised Alternative Learning by pupils of the Board.

2.0 Excusal from Attendance at School

A pupil who is approved by the Committee to participate in Supervised Alternative Learning is excused from attendance at school as long as the pupil's plan has not expired or been terminated.



Where a pupil is participating in a SAL program and has a SALP in accordance with Ontario Regulation 374/10, the pupil may go on the register the day after the committee approval meeting. A pupil is not considered a SAL pupil until there is a committee approval. The pupil's full-time or part-time status is based on the approved SALP, or modifications to the SALP made at a later date and approved by a supervisory officer. Record the pupil as follows in the day school register:

- Full-time, with an FTE of 1.0, if the pupil's SALP includes an average of at least 70 minutes of instruction per school day in which the pupil may earn a credit.
- Part-time, with an FTE of 0.50, if the pupil's SALP includes an average of less than 70 minutes of instruction per school day in which the pupil may earn a credit.

3.0 Referral of Pupil to Committee

The school administrators of a school at which a pupil is enrolled shall refer the pupil to the Committee if, in the school administrators' opinion, it would be in the pupil's best interests to participate in Supervised Alternative Learning; or a parent/guardian of the pupil submits a request.

A parent/guardian of a pupil may submit, in writing, to the school administrators of the school at which the pupil is enrolled, a request that the pupil participate in Supervised Alternative Learning; and the basis for the parent/guardian's opinion that it would be in the pupil's best interests to participate in Supervised Alternative Learning.

If a parent/guardian submits a request, the school administrators shall refer the pupil to the Committee within 15 school days after the day the school administrator(s) receives the request.

A parent/guardian of a pupil is entitled to make a request in accordance with the following: no more than two requests shall be made in respect of a pupil in a school year and a second request in respect of a pupil in a school year shall not be made until at least 60 school days have passed since the day the previous request was made.

4.0 Supervised Alternative Learning Plan

Should the Committee approve a student for Supervised Alternative Learning, the school administrator(s) shall cause a learning plan to be developed in accordance with O. Reg. 374/10.

The expiry date of a plan shall not be later than June 30 in the school year to which the plan applies.

5.0 Notice of referral

Before referring a pupil to the Committee under clause, a school administrator(s) shall provide the parent/guardian of the pupil with the following written information: notice of his or her intention to refer the pupil to the Committee, the basis for his or her opinion that it would be in the pupil's best interests to participate in Supervised Alternative Learning and a request that the parent/guardian provide the school administrator(s), by a date specified by the school administrator(s), with his or her opinion regarding whether it would be in the pupil's best interests to participate in Supervised Alternative Learning and the basis for that opinion, and any other information that in his or her opinion would assist the Committee in its consideration of the referral.

A school administrator(s) shall not make a referral until the parent/guardian provides a response to a request by the date specified by the school administrator(s).

6.0 Contents of Referral

A referral under section 3.0 shall include the following written material: the basis for the school administrator(s)'s opinion that it would or would not be in the pupil's best interests to participate in Supervised Alternative Learning; the basis for the parent/guardian's opinion that it would or would not be in the pupil's best interests to participate in Supervised Alternative Learning (if those reasons are provided to the school administrator(s)); the plan developed (if any); a list of one or more members of the staff of the school or the Board who know the pupil and can speak knowledgeably about the pupil's academic performance and progress and the appropriateness of the plan; a list of any other individuals who have information that is relevant to the referral; and any other information that in the



school administrator(s)'s or the parent/guardian's opinion would assist the Committee in its consideration of the referral.

When a school administrator(s) refers a pupil to the Committee, the school administrator(s) shall provide the pupil and the parent/guardian of the pupil with a copy of the referral together with a written statement explaining that they will receive notice from the Committee of the time and place of the meeting to consider the referral; and setting out their rights under O. Reg. 374/10.

7.0 Committee Meeting

Within 20 school days of receiving a referral, the Committee shall hold a meeting to consider the referral. The Committee may hold a meeting on a date that is later than 20 school days after receipt of a referral if the parent/guardian of the pupil makes a written request for a later date or the parent/guardian of the pupil consents.

The Committee shall give notice of the meeting to the following: the pupil, the parent/guardian of the pupil, the school administrator(s) of the pupil's school, any member of the staff of the school or the Board who was listed by the school administrator(s) in the referral and in the opinion of the Committee may have information that is relevant to the referral, any other individual who in the opinion of the Committee has information that is relevant to the referral, and an individual who receives notice has a right to attend and be heard at the meeting.

8.0 Committee Decision

After the Committee considers a referral, the Committee shall make a decision as follows:

8.1 If a plan was submitted to the Committee, the Committee shall approve participation by the

pupil in Supervised Alternative Learning as described in the plan; modify the plan and approve participation by the pupil in Supervised Alternative Learning as described in the plan as modified; or not approve participation by the pupil in Supervised Alternative Learning.

8.2 If a plan was not submitted to the Committee, the Committee shall require the school administrator(s) of the pupil's school to cause a plan to be developed for the pupil in accordance with the directions of the Committee, if any; or not approve participation by the pupil in Supervised Alternative Learning.

8.3 The SALP is usually prepared by the Student Success team, including the school administrator(s), primary contact, and other appropriate school and board personnel, in consultation with the student and parent. The SALP outlines and describes the student's learning activities for a maximum of one school year and includes the following: □

- the student's educational and personal goals for the short and long term
- the methods by which the student will attempt to achieve these goals □
- a description of the student's program, including one or more of the following: o
 - working on credit or non-credit course(s)
 - acquiring skills through, for example:
 - volunteering –
 - earning a certification or taking training for a specific job
 - developing job-search skills –
 - developing Essential Skills and work habits, using the Ontario Skills Passport to track achievement
 - working full- or part-time
 - training to develop life skills addressing barriers to learning (e.g., taking life skills training, participating in counselling)
 - participating in other activities that would help the student achieve his or her educational and personal goals



8.4 TYPES OF DELIVERY MODELS

There are many types of models for delivering a SAL program, three of which are described briefly below. Such models can be adapted or combined to meet a variety of student needs while taking into consideration the resources and realities of specific communities, boards, and schools.

SAL Centre

In a “SAL centre”, students are grouped together for a common program. In this model, teachers can draw on techniques of differentiated instruction and a variety of assessment methods, as necessary, to provide the flexibility and support that will enable students to experience success. It is particularly important that differentiated instruction be used when delivering credit courses to a group of students, since it is key to the success of individual students in the group. The SAL centre model can also work well for culturally based approaches, such as programs for Indigenous students.

In a SAL centre model, the daily schedule could include the following:

- time to build group cohesiveness and to encourage discussion on issues and topics that are relevant to the individual students
- delivery of credit courses that are selected to meet the needs of the group as well as the goals of individual students
- hands-on learning activities in which students can practise and increase their skills (For example, students can participate in the planning, preparation, and sharing of a meal.)
- participation in experiential learning (For example, once a student demonstrates the necessary employability skills and has completed any other preparatory activities, experiential learning could be scheduled for one day a week.)
- volunteering in the local community

Partly Structured Program

In a partly structured program, a component can be included that requires attendance for one or two periods a day at a school or at a board site, such as a storefront classroom. This model keeps the student connected to a specific site so that he or she can benefit from the supervision by and contact with school and board staff. The student may be able to make the transition gradually back to a regular secondary school program by adding an additional period or two when appropriate.

Independent Program

Where there is an insufficient number of students in a community to support either a SAL centre or a partly structured model, it may be necessary to establish an independent program of work/study for a student in SAL. This model may also be used at other times when it is the best model for the student. However, in cases where a student is not attending any kind of central site regularly, the role of the primary contact becomes even more crucial. The primary contact may meet with the student at the student’s home school or at another location in the community (e.g., a coffee shop, a community agency). The Student Success



programs and alternative education sites of a board may provide additional academic support.

8.5 Special Education and Mental Wellness

SAL program will be inclusive to students with special education and mental needs

- IEP will be maintained in the SALP
- Accommodations/modifications to reflect programming

9.0 Communication of Decision

Within five school days after a meeting, the Committee shall provide the pupil, the parent/guardian of the pupil and the school administrator(s) of the pupil's school with its written decision together with the following:

9.1 If the Committee approved participation by the pupil in Supervised Alternative Learning, a copy of the plan including any modifications made by the Committee, contact information for the pupil's primary contact person, and if the plan includes employment, contact information for the employer if available.

9.2 If the Committee required the school administrator(s) to cause a plan to be developed, the date by which the plan is required to be submitted to the Committee.

The Committee shall also provide the parent/guardian of the pupil with the following:

9.2.1 If the Committee approved participation by the pupil in Supervised Alternative Learning, information about the right to reconsideration and the reconsideration process as outlined in O. Reg. 374/10;

9.2.2 If the Committee did not approve participation by the pupil in Supervised Alternative Learning, information about the right to reconsideration and the reconsideration process, and information about the right to make a request.

9.2.3 If the Committee required the school administrator(s) to cause a plan to be developed, information about the parent/guardian's right to provide input in the course of developing the plan, a statement that the parent/guardian will receive a copy of the plan when it is submitted to the committee, a statement that the parent/guardian may provide materials to the committee for the committee's use in considering the plan and how those materials should be provided, a statement that the parent/guardian will receive notice from the committee of the time and place of the meeting to consider the plan, and information setting out the parent/guardian's rights.

10.0 Plan Ordered by Committee

If a school administrator(s) is required to cause a plan to be developed, the school administrator(s) shall cause the plan to be developed in accordance with the directions of the Committee and submitted to the Committee by the date specified by the Committee.

When the school administrator(s) submits a plan to the Committee, the school administrator(s) shall also submit any other information that in the school administrator(s)'s opinion would assist the Committee in its consideration of the plan and provide the pupil and the parent/guardian of the pupil with a copy of the plan.

11.0 Committee Meeting and Decision

Within 20 school days of receiving a plan, the Committee shall hold a meeting to consider the plan.

After the Committee considers a plan, the Committee shall make a decision to approve participation by the pupil in Supervised Alternative Learning as set out in the plan; modify the plan and approve participation by the pupil in Supervised Alternative Learning as described in the plan as modified; or not approve participation by the pupil in



Supervised Alternative Learning.

The Committee shall communicate its decision within five school days after a meeting. The Committee shall provide the pupil, the parent/guardian of the pupil and the school administrator(s) of the pupil's school with its written decision together with a copy of the plan, including any modifications made by the Committee, contact information for the pupil's primary contact person, and if the plan includes employment, contact information for the employer, if available.

12.0 Administration of the Supervised Alternative Learning Plan (SALP)

The administrative procedure for Supervised Alternative Learning outlines the administration, modifications, and review of the SALP.

13.0 Renewal of Plan

Before the expiry of the plan, if in the opinion of the school administrator(s) of the pupil's school it would be in the pupil's best interests to continue to participate in Supervised Alternative Learning, the school administrator(s) shall submit a recommendation to the Committee to renew the plan (with the written consent of the parent/guardian of the pupil), or refer the pupil to the Committee.

Within 20 school days after the day the Committee receives a recommendation, the Committee shall renew the pupil's plan or renew the pupil's plan with specified modifications or require the school administrator(s) to refer the pupil to the Committee.

The Committee may only renew the pupil's plan under this section in accordance with the following: for non-semestered schools, the plan may be renewed for a maximum of one school year in total; for semestered schools, the plan may be renewed for a maximum of one school year or two consecutive semesters in total.

14.0 Return to School Letter

A plan is terminated if any of the following circumstances exist: the pupil provides the school administrator(s) with a written statement that he or she wants to return to school and the pupil's primary contact person provides the school administrator(s) with a written statement that the pupil is not complying with the plan and the school administrator(s) determines, with the agreement of a Supervisory Officer qualified as such as a teacher, that termination is in the pupil's best interests.

A school administrator(s) shall send written notice of the return to school plan to the following: the pupil, the parent/guardian of the pupil, the Committee that approved the pupil's participation in Supervised Alternative Learning and any individual who is involved in the implementation of the pupil's plan.

15.0 Transition Plan for Pupil

A school administrator(s) shall ensure that a transition plan has been developed for helping a pupil whose Supervised Alternative Learning plan has expired or been terminated with the pupil's transition from Supervised Alternative Learning.



Procedures for Developing a Supervised Alternative Learning Plan

Procedures preceding a Supervised Alternative Learning Plan (Planning Form – Appendix A):

Step	Key Actions	Details and Documentation
Procedures Preceding a SAL Application	<p>The Student Success team reviews the student's situation.</p> <p>All appropriate actions are considered.</p> <p>Information about options, including SAL, is shared with the student and parent/guardian.</p> <p>The level of the student's motivation and commitment to the program is assessed.</p>	<p>Strategies used prior to recommending SAL are documented.</p> <p>Attendance counselor reports on the student's attendance history.</p> <p>Information on SAL is given to parent/guardian.</p>



Step	Key Actions	Details and Documentation
<p>Step 1: Application for SAL</p>	<p>The parent/guardian, student, or school administrator(s) requests SAL for the student.</p> <p>The school administrator(s) has 15 school days from receipt of request from parent/guardian or student to submit the application to the SAL Committee.</p> <p><i>Note:</i> The school administrator(s) develops a SALP only if he or she agrees with the request for SAL.</p> <p>The school administrator(s) files the SAL application with the SAL Committee.</p> <p>If the activity site is not at a board site, the site is visited to confirm that it is appropriate (i.e., it is checked for compliance with health and safety legislation and accessibility legislation). If the school administrator(s) already knows the site is appropriate, a site visit is not required at this time.</p>	<p>Request for SAL should be in writing.</p> <p>Request includes a “Consent to Obtain/Release Information” form.</p> <p>School administrator(s) notes date of receipt on the request.</p> <p>Possible components of an application are the following:</p> <ul style="list-style-type: none"> • the SALP, including a suggested primary contact • attendance report • OSR review • credit summary • employer agreement, if applicable • IEP, if applicable <p>School administrator(s) advises parent/guardian in writing that an application for SAL has been submitted.</p>
<p>Step 2: Consideration of the Application</p>	<p>SAL Committee schedules a meeting within 20 school days to review the application and invites:</p> <ul style="list-style-type: none"> • the parent/guardian • the student • relevant school and board staff • other relevant community members, with the agreement of the parent/guardian <p>The Committee confirms the student's primary contact.</p> <p>Parent/guardian may request a reconsideration of the SAL Committee's decision within 10 days.</p>	<p>Parent/guardian is notified of date and time of the SAL meeting.</p> <p>Parent/guardian is notified of the decision of the SAL Committee.</p>



Step	Key Actions	Details and Documentation
<p>Step 3: Implementation and Monitoring</p>	<p>Before the student begins participating in an activity at a location that is not a board or school site (i.e., the proposed workplace, volunteer organization), the site is visited and is checked in terms of health, safety, accessibility, and other factors to ensure that it is appropriate.</p> <p>Monitoring is carried out by the student's primary contact at least once a month.</p> <p>Communication between student and primary contact is best achieved in person; however, other formats for monitoring could include telephone conversations, e-mail, teleconferencing, video conferencing, and meeting with the student's primary contact.</p> <p>The primary contact may make minor changes to the SALP over the course of the program.</p>	<p>The SALP is filed in the OSR along with progress reports. Student and parent/guardian receive copies of the approved SALP.</p> <p>Contacts between the student and the primary contact are documented.</p> <p>Reports on progress are issued to each SAL student following the same timelines as reporting for regular students.</p>
<p>Step 4: Review and Transition Planning</p>	<p>The primary contact reviews the SALP 15 school days before the plan expires; however, it is recommended that it be reviewed once per semester. The review is submitted to the school administrator(s) and the chair of the SAL Committee.</p> <p>Substantial modifications to the SALP require the approval of the school administrator(s), a supervisory officer (or designate), the student, and the parent/guardian.</p> <p>The SAL Committee may renew the SAL for a maximum of one additional academic year.</p> <p>The transition plan in the SALP is further developed to support the student's transition from SAL to his or her next step.</p>	<p>Reviews processes, decisions are tracked and documentation of reviews is filed in the OSR.</p> <p>If a plan is modified, the school administrator(s) will provide a copy of the modified plan to the student and the student's parent/guardian.</p> <p>Employer is notified of any changes made to the SALP.</p> <p>The parent/guardian has input into the SALP and receives a copy of changes to the SALP and the renewal of SAL.</p> <p>The transition plan is filed in the OSR.</p>

References

Regulation 374/10 Education Act:
http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_100374_e.htm

Supervised Alternative Learning: Policy and Implementation 2010
<http://www.edu.gov.on.ca/eng/policyfunding/alternative.html>

Instructions for the Use of Computerized Enrolment Registers for Elementary and Secondary Schools
<http://www.edu.gov.on.ca/eng/policyfunding/forms.html>



SUPERVISED ALTERNATIVE LEARNING (SAL)
PARENT(S)/LEGAL GUARDIAN(S) AGREEMENT FORM

I, _____ have read and understand the following conditions of a SAL application and program. My signature acknowledges the submission of the SAL application to the SAL Committee.

CONDITIONS OF AGREEMENT

1. The pupil shall conform to the approved program. If the pupil fails to conform to the approved program, a review by the Committee may be required.
2. The pupil excused from attendance at school, as determined by the Committee, shall be included as a full-time or part-time pupil in the enrollment of the school that he/she attends until he/she is no longer of compulsory school age or until he/she returns to school, whichever occurs first.
3. The school shall report to the Committee as required regarding the progress of the pupil. The school is entitled to require and obtain from the parent and from any person associated with the conduct of the program outlined for the pupil such information as is required for the report.
4. When a parent/guardian or student wishes to alter the program, the parent must apply in writing to the Chairperson of the Committee for approval of such alternations by the Committee.
5. Permission is given to the Committee to transfer records to the appropriate Board of Education if the student moves to another jurisdiction. Permission is given to the Committee to transfer SAL records to the appropriate Board of Education if the student moves to another jurisdiction.
6. When requested, a written communication on the progress of a pupil shall be forwarded from the principal to the parent(s)/legal guardian(s). Such reports will be in accordance with the Conditions of Agreement.
7. Information is collected and shared with all members of the SAL Committee, including staff, trustees of the Board, and representatives from the community who advocate for student wellbeing.
8. Other: _____

SIGNATURES

Principal: _____ Date: _____

Student
I have been consulted in the creation of the Supervised Alternative Learning Plan

Student: _____ Date: _____

Parent/Guardian
I have been consulted in the creation of the Supervised Alternative Learning Plan

Parent(s)/Legal Guardian(s): _____ Date: _____

Parent(s)/Legal Guardian(s): _____ Date: _____

SAL Agreement Form Continued.



Information Collection Authorization

Notice of Collection: The personal information you have provided on this form and any other correspondence relating to your involvement in our programs is collected by the Brant Haldimand Norfolk Catholic District School Board under the authority of the Education Act (R.S.O. 1990 c.E.2) ss. 58.5, 265 and 266 as amended and in accordance with Section 29(2) of the Municipal Freedom of Information and Protection of Privacy Act, (R.S.O. 1990 c.M.56) The information will be used to register and place the student in a school, or for a consistent purpose such as the allocation of staff and resources and to give information to employees to carry out their job duties. In addition, the information may be used to deal with matters of health and safety or discipline and is required to be disclosed in compelling circumstances or for law enforcement matters or in accordance with any other Act. The information will be used in accordance with the Education Act, the regulations, and guidelines issued by the Minister of Education governing the establishment, maintenance, use, retention, transfer and disposal of pupil records. If you have any questions, please contact the school principal and/or the Freedom of Information Officer, Brant Haldimand Norfolk Catholic District School Board, 322 Fairview Drive, Brantford, ON, N3T 5M8 (Telephone 519-756-6505, Ext. 234)



STUDENT/SCHOOL INFORMATION		OEN # (9 digits)		
Student name		Start date	Expiry date	
Student cell		D.O.B./Age	Grade	
School		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	
School Administrator 1		School Administrator 2		
Parent/guardian		Home phone		
Home address		City/postal code		
SALP DETAILS				
Status	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	SAL Status	<input type="checkbox"/> New <input type="checkbox"/> Renewal	
Monitoring plan	meet monthly	Decision	<input type="checkbox"/> Approved <input type="checkbox"/> Not approved	
Primary contact		Phone		
School Administrator of SAL		Phone		
Plan if not approved		Date of Initial SAL approval		
People consulted				
Assigned teacher				
ACADEMIC PLAN				
# of credits to date:	Volunteer hours:	Literacy test:		
Educational goals	Courses	Method of achieving		
<input type="checkbox"/> Earn credit(s) <input type="checkbox"/> Enter SWAC <input type="checkbox"/> Earn OSSC <input type="checkbox"/> Earn OSSD <input type="checkbox"/> Enter college/university <input type="checkbox"/> Enter apprenticeship/trades <input type="checkbox"/> Co-op <input type="checkbox"/> Volunteer hours				
SPECIAL EDUCATION CONSIDERATIONS				
IEP in place	<input type="checkbox"/> Yes <input type="checkbox"/> No	Identification	(dropdown with all identifications)	



WHAT ACCOMMODATIONS WILL BE HELPFUL			
<input type="checkbox"/>	I need instructions explained to me	<input type="checkbox"/>	I need extra time to get work done
<input type="checkbox"/>	I need to use a computer for typing	<input type="checkbox"/>	I need step by step instructions
<input type="checkbox"/>	I need deadlines to stay on track	<input type="checkbox"/>	I need help getting my ideas down on paper
WHAT ACCOMMODATIONS WILL BE HELPFUL			
<input type="checkbox"/>	Do you have an SEA computer to help with learning?	<input type="checkbox"/>	Do you have any other technology to help with learning ?
<input type="checkbox"/>	Have you ever used or received training for text to speech software?	<input type="checkbox"/>	Would you like to be shown how to use text to speech software?
<input type="checkbox"/>	Have you ever used or received training for speech to text software?	<input type="checkbox"/>	Would you like to be shown how to use speech to text software?
LEARNING STYLES: How to learn best?			
<input type="checkbox"/>	Deadlines really help	<input type="checkbox"/>	I like to check my work over as I go to make sure I'm on track
<input type="checkbox"/>	I like to be left alone and will ask for help if I need it	<input type="checkbox"/>	I will never ask for help fo it's good if you check on me regularly
<input type="checkbox"/>	I like to go one step at a time because too many instructions at once are confusing	<input type="checkbox"/>	
NON-ACADEMIC PLAN			
Student strengths			
Personal Goals	Method		
Skill acquisition	Details		
<input type="checkbox"/> volunteering <input type="checkbox"/> earning a certification or taking training for a specific job <input type="checkbox"/> developing job-search skills <input type="checkbox"/> working part-time <input type="checkbox"/> working full-time <input type="checkbox"/> Other			



- The venues have been visited and found to be appropriate.
 No visit was necessary at this time.

Counselling

Other supportive activities

I have been consulted in the creation of this plan. Renewal Yes No

Parent

Date

Student

Date

School Administrator

Date

Copies to:

Letter Generated

PowerSchool
input

4 Copies

Original to parent

OSR

Social Worker

Teacher

SAL Binder

Transition Plan Overview (a more detailed plan will be completed when student leaves SAL)

For ON SIS use only

New

Continuing

For office use only

Updated on:



Disclaimer

Information on this form is collected pursuant to the board's responsibilities set out in the Education Act and protected in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Information on this form will be used to administer the SALP Program. Questions regarding the collection of this information should be directed to the Communications Manager 519-756-6369.



STUDENT INFORMATION

Name		D.O.B.	
Address		School	Grade
Grade		Primary Contact	

EMPLOYER INFORMATION

Name of business		Type of business	
Address		Phone/Email	
Description of job			

EMPLOYMENT CONDITIONS

Hour per day		Days per week	
Rate of pay		Starting date	
Duration of employment		Work Agreement	<input type="checkbox"/> Yes <input type="checkbox"/> No

AGREEMENT

If the SAL Committee approves the student’s application for SAL, the employer will be notified that the students is permitted to be employed. If the student’s work placement in SAL is approved, the employer agrees to the following:

1. A visit by board staff will be made to confirm the safety of the proposed work or workplace.
2. Contact will be allowed between the primary contact and the above-named student during work hours. The primary contact will arrange the contact time with the employer.
3. The employer will inform the primary contact by telephone with five school days of the end of the employment of the above-named student.

The employer of the student will be given final confirmation by the school board. The employer will receive a letter from the school board specifying the conditions of the student’s placement, and that letter will provide documentation allowing the student to be legally employed during school hours.

SIGNATURES

Signature of student	Name of Employer
Signature of Primary Contact	Signature of Supervisor
Name of Primary Contact:	Name of Supervisor:
Date:	Date:



Disclaimer

Information on this form is collected pursuant to the board's responsibilities set out in the Education Act and protected in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Information on this form will be used to administer the SALP Program. Questions regarding the collection of this information should be directed to the Communications Manager 519-756-6369.



Today's Date

Parent/Guardian of: Mr./Mrs./Ms. Last Name

Re: Student First/Last Name Date of Birth: MM/DD/YYYY OEN: XXXXXXXXX

Dear Student First Name,

On Date, the Supervised Alternative Learning (SAL) Committee of the Brant Haldimand Norfolk Catholic District School Board granted approval for you to participate in Supervised Alternative Learning in accordance with Ontario Regulation 374/10, "Supervised Alternative Learning and Other Excusals from Attendance at School", made under the Education Act.

The approved Supervised Alternative Learning Plan, which outlines the program, has been discussed with you, and you indicated agreement with it. The primary contact is **Social Worker First/Last Name**, and you may contact her at **Social Worker Contact Number**.

You were also advised of the following conditions of the approval:

1. The student shall comply with the Supervised Alternative Learning Plan, as prescribed by the SAL Committee in order to maintain his/her status in Supervised Alternative Learning.
2. The primary contact must be notified of any proposed changes to the student's circumstances.
3. The primary contact will maintain regular communication with those associated with Supervised Alternative Learning and will also keep you updated on a regular basis.
4. Significant breaches of the Supervised Alternative Learning Plan may result in termination of Supervised Alternative Learning. Termination means that the student would no longer be excused from regular attendance at school.
5. The Supervised Alternative Learning Plan will be reviewed periodically. The plan will be reviewed near the end of its term so that decisions can be made regarding the student's participation in Supervised Alternative Learning. You will be invited to provide input into the review.

Should you have any questions regarding these conditions or other issues as they relate to the Supervised Alternative Learning Plan, please contact the primary contact or the principal of the program, **School Administrator First/Last Name** at St. Mary Catholic Learning Centre, 519-753-0552.

If you wish the committee to reconsider its decision, including the decision on the student's Supervised Alternative Learning Plan, please submit your written request to **School Administrator First/Last Name** at St. Mary Catholic Learning Centre within ten school days of receiving this letter.

Yours truly,

School Administrator First/Last Name
Principal of Continuing Education
cc: OSR, Social Worker First/Last Name



Return to School Notification

Today's Date

Parent/Guardian of: Mr./Mrs./Ms. Last Name

Re: Student First/Last Name Date of Birth: MM/DD/YYYY OEN: XXXXXXXXX

Dear Parent/Guardian,

It has come to the attention of the Supervised Alternative Learning (SAL) Committee that (student name) has not progressed satisfactorily in the program prescribed by the Committee.

The Committee withdraws its approval for (student name) because he/she did not comply with the conditions of the program as outline by the SAL Committee and is hereby required to return to full time attendance at school.

If you require further information or assistance, please contact the school principal.

Sincerely,

Superintendent First/Last Name
Superintendent of Education
cc. OSR, School Administrator First/Last Name

**REPORT TO THE BRANT HALDIMAND NORFOLK
CATHOLIC DISTRICT SCHOOL BOARD**

Prepared by: Mike McDonald, Director of Education & Secretary
Presented to: Board of Trustees
Submitted on: February 20, 2024
Submitted by: Mike McDonald, Director of Education & Secretary

BHNCDSB BY-LAW AMENDMENTS

Open session

BACKGROUND INFORMATION:

The Brant Haldimand Norfolk Catholic District School Board By-laws outline the procedures and dispatch of business for the Board of Trustees, and for the business at the meetings of the Board and its committees.

DEVELOPMENTS:

As a result of some changes initiated by the Ministry of Education, *The Municipal Elections Act* and after conducting a review of the current bylaws with Executive Council; the following bylaw changes are being recommended:

4.1 Board of Trustees – change the number of non-voting student trustees from “one” to “two”.

6.2.2 Committee of the Whole Meeting – remove “except for the month of December “and add “except for the month of November in years with an Inaugural meeting and the month of December in years with an Annual meeting.”

6.6.3 Notice of Meetings – change the number of student trustees from “one” to “two”.

16.5 Policy renewal Process – Change “60 days” to “30 days”

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board approves the recommended changes to 4.1, 6.2.2, 6.6.3, and 16.5 in the Brant Haldimand Norfolk Catholic District School Board By-laws.

Brant Haldimand Norfolk Catholic District School Board

BOARD BY-LAWS

Relating generally to the conduct of the
operational and procedural affairs
of the Board

Enacted:	June 8, 1998
Amended:	June 10, 2003
	January 25, 2005
	October 23, 2007
	February 26, 2008
	April 29, 2009
	May 25, 2010
	October 22, 2013
	June 24, 2014
	January 27, 2015
	April 28, 2015
	January 26, 2016
	June 28, 2016
	April 25, 2017
	March 6, 2019
	April 23, 2019
	October 22, 2019
	June 27, 2022

Chair of the Board:	Rick Petrella
Secretary of the Board:	Mike McDonald

TABLE OF CONTENTS

1. Preamble	1
2. Interpretation.....	1
2.1 Definitions and Meaning of Terms	1
2.2 Calculation of Majorities.....	2
3. Name and Jurisdiction of the Board	2
4. Structure of the Board.....	2
4.1 Board of Trustees	2
4.2 Executive Council	2
4.3 Committee of the Whole	2
5. Officers of the Board.....	2
5.1 Officers of the Board.....	2
5.2 Election of Chair	3
5.3 Election of Vice Chair	3
5.4 Officers' Duties and Rights.....	3
6. Meetings of the Board.....	5
6.1 Inaugural and Annual Meetings.....	5
6.2 Regular Meetings of the Board.....	6
6.3 Special Meetings of the Board	6
6.4 Electronic Meetings.....	7
6.5 Quorum for Meetings	8
6.6 Notice of Meetings	8
6.7 Maximum Length of Meetings	9
6.8 Seating Arrangements	9
6.9 Access to Meetings.....	9
6.10 Delegations.....	10
7. Conduct of Business for Regular Board and Committee of the Whole Meetings.....	10
7.1 Order of Business	10
7.2 Rules of Order	11
7.3 Motions and Debate.....	12
7.4 Amendment(s) to Motion.....	13
7.5 Notices of Motion	13
7.6 Protocol for Debate	14
7.7 Voting Procedures	15
8.1 Governance Committees of the Board.....	17

8.1.1 Accommodations Committee.....	17
8.1.2 Audit Committee.....	17
8.1.3 Budget Committee	17
8.1.4 Policy Committee	17
8.1.5 School Year Calendar Committee	17
8.1.6 Student Discipline Committee.....	17
8.1.7 Student Transportation Services Brant Haldimand Norfolk Board of Trustees.....	18
8.1.8 Supervised Alternative Learning (SAL) Committee.....	18
8.2 Advisory Committees of the Board	18
8.2.1 Faith Advisory Committee	18
8.2.2 Communications and Information Technology Advisory Committee.....	18
8.2.3 Legal Expenses Review Committee	18
8.2.4 Special Education Advisory Committee	18
8.2.5 Teacher-Trustee Committee.....	19
8.2.6 Capital Project Review Committee	19
8.3 Ad-Hoc Committees of the Board	19
9. District and Interjurisdictional Committees with Trustee Representation	19
9.1 Accessibility Steering Committee	19
9.2 Educational Archives Committee.....	19
9.3 Joint Use Committee.....	19
9.4 Mental Health Steering Committee.....	19
9.5 Regional Catholic Parent Involvement Committee.....	20
10. Access to Records.....	20
11. Execution of Documents	20
11.1 Signing Authorities	20
11.2 Bank Signing Officers	20
11.3 Board Seal.....	21
11.4 Board Minutes	21
12. Other Professional Services.....	21
13. Conflict of Interest Guidelines	21
14. By-law Amendments	21
15. Director of Education Performance Appraisal.....	21
15.1 Goals Setting	22
15.2 Optional Revision of the Director of Education Performance Appraisal System	22
15.3 Director of Education Performance Plan to Meet Goals and Optional Mid-Year Progress Report	22
15.4 Director of Education Performance Appraisal Score Card	22
15.5 Chair’s Report to the Director and to the Board of Trustees.....	22

15.6 Suspension or Dismissal..... 23
16. Policy Renewal Process..... 23

1.0 PREAMBLE

- 1.1 Pursuant to the provisions of the Education Act and regulations thereunder, the By-laws of the Brant Haldimand Norfolk Catholic District School Board shall regulate the powers and responsibilities of the Board, its officers and committees, and shall be observed for the procedure and dispatch of business at the meetings of the Board and its committees.
- 1.2 Procedural By-Laws of the Brant Haldimand Norfolk Catholic District School Board shall be approved by the Board and reviewed from time to time as directed by the Board or recommended by the Director of Education and Secretary.

2.0 INTERPRETATION

2.1 Definitions and Meaning of Terms

For this By-Law and all other By-Laws of the Board, unless the context otherwise requires:

- 2.1.1 the singular includes the plural;
- 2.1.2 "ACT" means the *Education Act* as amended from time to time;
- 2.1.3 "ANNUAL MEETING" means the first meeting held in December of each year, which is not a municipal election year;
- 2.1.4 "BOARD" means the Brant Haldimand Norfolk Catholic District School Board which, in accordance with the Education Act, is a Roman Catholic School Board in union with the See of Rome;
- 2.1.5 "CHAIR" means the Chair of the Board, any Committee or Sub-committee established by the Board;
- 2.1.6 "COMMITTEE" means Committee of the Whole, any special or ad hoc Committee established by the Board;
- 2.1.7 "DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD" means the Chief Executive Officer of the school Board;
- 2.1.8 "EX-OFFICIO" means by "virtue of office". The Chair of the Board, when acting as "Ex-Officio" to a committee, is counted in the quorum of any committees and has the right to make motions, discuss motions and vote on all questions;
- 2.1.9 "INAUGURAL MEETING" means the first meeting of a newly elected board to be held following a municipal election and the commencement of the term of office;
- 2.1.10 "IN-CAMERA MEETING" means a private meeting of the whole board or a committee from which the public is excluded, as per the Education Act, Section 207 (2);
- 2.1.11 "MEETING" includes a meeting of the Board and of Committees;
- 2.1.12 "OFFICERS" means the Chair of the Board, the Vice Chair of the Board, the Secretary of the Board, and the Treasurer of the Board.
- 2.1.13 "STATUTORY COMMITTEE" means any committee that, by statute, the Board is required to appoint;
- 2.1.14 "STUDENT TRUSTEE" means the person designated as a non-voting trustee of the Board, representing the interests of pupils within the Board on any matters before the Board of Trustees, including but not limited to government legislation and policies or operational practices.

- 2.1.15 “TREASURER” means the person appointed within the Act to fulfill the responsibility of the Treasurer to the Board;
- 2.1.16 “TRUSTEE” means a person elected, acclaimed or appointed to the office of Trustee of the Board pursuant to the provisions of the Municipal Elections Act;
- 2.1.17 “VICE CHAIR” means the Vice Chair of the Board; any Committee or Sub-committee established by the Board;
- 2.1.18 “YEAR” means, unless qualified by word “calendar” or “school year”, the period commencing on the first day of December, and ending on the last day of November next following.

2.1 Calculation of Majorities

Whenever in the By-laws of the Board there is provision for a majority of Trustees present or a majority of all Trustees, such majorities shall be calculated as the simple majority, unless otherwise specified.

3.0 NAME AND JURISDICTION OF THE BOARD

The name of the Board shall be the “Brant Haldimand Norfolk Catholic District School Board” and it shall have jurisdiction as is provided by the *Education Act* and Regulations.

4.0 STRUCTURE OF THE BOARD

The structure of the Board and its committees will be structured according to the descriptions that follow:

4.1 Board of Trustees

- 4.1.1 Composed of six (6) voting Trustees and ~~one~~ two non-voting Student Trustee. Performs duties according to the Education Act and Regulations.

4.2 Executive Council

- 4.2.1 Composed of the Chair of the Board, the Vice Chair of the Board, the Director of Education and Secretary of the Board, and the Superintendent of Business and Treasurer. Functions include reviewing and assisting with the preparation of agendas for Board and Committee of the Whole meetings and system planning, coordination and communication.

4.3 Committee of the Whole

- 4.3.1 Composed of all Trustees of the Board, the Director of Education and Superintendents, as required. The Chair of this Committee will be the Chair of the Board. Functions include reviewing educational, operational, policy and financial issues and making recommendations, as necessary, to the Board for approval, unless there are strict timelines that will inherently cost the Board money by delaying passage, or said motion needs to meet Provincial timelines.

5.0 OFFICERS OF THE BOARD

5.1 The Officers of the Board shall consist of:

- the Chair;
- the Vice Chair;
- the Director of Education and Secretary of the Board; and
- the Superintendent of Business and Treasurer.

5.2 Election of Chair

5.2.1 Appointment of Scrutineers

The presiding officer shall name two (2) scrutineers for the election of officers.

5.2.2 Nomination and Election of Chair

The Presiding Officer shall conduct the election for the office of the Chair of the Board, which shall be as follows:

5.2.3 Nomination shall be by secret ballot.

5.2.4 The Presiding Officer shall announce the result of the nominations by declaring the names of those nominated. The nominees will declare their intention. The count shall not be declared.

5.2.5 Voting shall be conducted by secret ballot.

5.2.6 The Trustee receiving a clear majority of the votes cast by all Trustees present shall be declared elected.

5.2.7 Should no candidate receive a clear majority of the votes cast, the name of the candidate receiving the smallest number of votes shall be dropped and the Board shall proceed to vote anew and so continue until the Chair is elected.

5.2.8 In case of equality of votes (with only two candidates remaining), one more vote shall be taken. If after this vote there is still a tie, the candidates shall draw lots to fill the position as per Section 208(8) of the Education Act.

5.2.9 The Presiding Officer shall announce the result of the ballot by declaring the name of the Trustee who has received a clear majority of the votes cast and shall not declare the count.

5.3 Election of Vice Chair

5.3.1 The Chair shall then take the Chair and shall conduct the election for the office of Vice Chair using the same procedures as set out for the election of the office of the Chair.

5.3.2 At the first meeting after a vacancy occurs in the office of Vice Chair, the vacancy shall be filled by the same method used for the election at the inaugural meeting.

5.4 Officers' Duties and Rights

5.4.1 Duties of the Chair (as per Education Act 218.4, 2009, c. 25, s. 25)

- (a) preside over meetings of the board;
- (b) conduct the meetings in accordance with the board's procedures and practices for the conduct of board meetings;
- (c) establish agendas for board meetings, in consultation with the board's director of education or the supervisory officer acting as the board's director of education;
- (d) ensure that members of the board have the information needed for informed discussion of the agenda items;
- (e) act as spokesperson to the public on behalf of the board, unless otherwise determined by the board;
- (f) convey the decisions of the board to the board's director of education or the supervisory officer acting as the board's director of education;
- (g) provide leadership to the board in maintaining the board's focus on

- the multi-year plan;
- (h) provide leadership to the board in maintaining the board's focus on the board's mission and vision; and
- (i) assume such other responsibilities as may be specified by the board.

In addition to the duties assigned under provincial legislation, and these By-Laws, the Chair shall:

- (j) be a signing officer of the Board as prescribed in the By-Laws; and
- (k) call special meetings of the Board.
- (l) co-ordinate the biennial performance appraisal of the Director of Education.

a) If eligible by law to vote on a matter, the Chair of the Board, when present, shall:

- be an ex-officio member of all Committees;
- be counted in determining the quorum; and
- have the right to vote at all Committee Meetings; however, the intention to vote must be declared when the item is first on the floor.

b) The Chair in all matters related to the Brant Haldimand Norfolk Catholic District School Board shall have the right to retain independent legal counsel when required to conduct his/her duties as Chair.

5.4.3 Duties of the Vice Chair

The Vice Chair, in addition to those duties assigned under provincial legislation and the By-laws, shall:

- in the absence of the Chair, or in the event of the inability of the Chair to act, assume any or all of the duties of the Chair, except those that are precluded by law, By-law, or regulation;
- be a signing officer of the Board as prescribed by the By-laws; and
- perform duties as outlined from time to time by the Chairperson.

5.4.4 Rights of the Vice Chair

The Vice Chair, when delegated by or in the absence of the Chair, shall have all powers of the Chair, including the right to vote, if eligible by law to vote on a matter, provided that whenever the Vice Chair exercises any of the powers of the Chair, the absence of, or the delegation by, the Chair shall be presumed.

5.4.5 Duties of the Secretary of the Board

The Secretary of the Board, in person or by designate, in addition to those duties assigned under the provincial legislation and the By-laws, shall:

- attend all meetings of the Board and meetings of Committees;
- prepare minutes of all meetings;
- keep records as required by law and subject to the directions of the Board;
- conduct the official correspondence of the Board;
- receive and pass on to the Board, Committee of the Whole, or the relevant Committee, all correspondence, petition and reports of other officials;
- prepare, in consultation with Executive Council, the draft agenda of all Board, Committee of the Whole, and Committee meetings;

- maintain an up-to-date policy register;
- maintain charge of all correspondence, reports, and other documents;
- promulgate all orders, policies and other directions of the Board and other matters in accordance with requirements of the law;
- bring to the attention of the Board any matter in respect of which, in the opinion of the Secretary, it may be necessary or useful for the Board to be aware; and
- issue verbal or written statements on administrative matters coming under his/her duties and responsibilities; press releases may be issued.

5.4.6 Duties of the Treasurer of the Board

The Treasurer of the Board, in addition to those duties assigned under provincial legislation and the By-laws, shall:

- submit to the Board annually a statement of estimated revenue and expenditures;
- have prepared for submission to the Board the annual financial statements and the auditor's report;
- report annually to the Board particulars of existing insurance bonds expiring during such year with recommendations for renewal; and
- report to the Board from time to time and as required by the Board on all financial matters.

6.0 MEETINGS OF THE BOARD

6.1 Inaugural and Annual Meetings

6.1.1 Presiding Officer

The Presiding Officer at the Inaugural Meeting and Annual Meeting shall be the Director of Education and Secretary of the Board or designate until the Chair is elected.

6.1.2 Meeting Proceedings

6.1.2.1 Inaugural Meeting

- The Inaugural Meeting to be held in the calendar year in which all Trustees are elected or acclaimed at the regular Municipal Election under the Municipal Elections Act shall be held in accordance with the Act.
- The Inaugural Meeting shall include an Inaugural Liturgy
- At the Inaugural Meeting of the Board, the Chief Executive Officer shall read the returns of the election as certified by the Municipal Clerks.
- At the Inaugural Meeting of the Board, every Trustee elected to the Board shall make and sign the Declaration of Office and Oath of Allegiance before the Secretary of the Board or before such person authorized to administer an oath.

6.1.2.2 Annual Meeting

- The Annual Meeting of the Board, to be convened in the years between Municipal Elections, shall be held in accordance with the Act.
- The Annual Meeting shall include a Liturgy.

6.1.3 Additional Business

The Inaugural and Annual meetings shall include further business as follows:

6.1.3.1 the appointment of the Auditors for the Board;

6.1.3.2 any urgent business of the Board.

6.2 **Regular Meetings of the Board**

6.2.1 Board Meeting

6.2.1.1 Schedule and Location of Meetings

Unless otherwise ordered by special motion, the Brant Haldimand Norfolk Catholic District School Board will conduct regular meetings of the Board at 7:00 p.m. on the fourth Tuesday of each month at 322 Fairview Drive, in the City of Brantford.

6.2.1.2 School Holidays

During the months of March and December, school holidays impact on the regularly scheduled meeting dates. In December, there will be two meetings: The last and second last Tuesday prior to Christmas break. In March, both the Committee of the Whole Meeting and the Board Meeting will be scheduled after the planned March Break.

6.2.1.3 Summer Meetings

The Board will recess from its regular meeting schedule from July 1st to August 31st of each year. The Chair of the Board is authorized to schedule any meetings during July and August as required.

6.2.2 Committee of the Whole Meeting

6.2.2.1 The Committee of the Whole shall be composed of all six trustees and will meet at 7:00 p.m. on the third Tuesday of each month at 322 Fairview Drive, in the City of Brantford, other than the exceptions noted in section 6.2.1.2.

6.2.2.2 The Committee of the Whole will report directly to the Board on a monthly basis during the school year, ~~except for the month of December~~ except for the month of November in years with an Inaugural meeting and the month of December in years with an Annual meeting.

6.2.3 Board meetings between a municipal election resulting in the acclamation/election of new Trustees constituting one-third or more of the total number of Trustees, and the Inaugural Meeting of the Board.

6.2.3.1 In the instance that one-third or more of the total number of trustees is new to the Board as a result of the acclamation/election from a municipal election, the Board shall cancel all regular meetings of the Board of Trustees between the election and the Inaugural Meeting of the Board. This does not preclude the Board from calling a Special Meeting of the Board as per Section 6.3.

6.3 **Special Meetings of the Board**

6.3.1 Special meetings of the Board shall be held by order of the Board, on the written request of three (3) Trustees to the Chair or the Director; on the call of the Chair; or at the request of the Director of Education.

- 6.3.2 The Trustees shall be given a 24-hour notice for special meetings, except in emergency situations.
- 6.3.3 Such meetings shall be called for specific reasons. Such subjects shall be stated in the notice calling the meeting. Notwithstanding any other provisions to the Board's By-laws, no other business shall be considered.

6.4 Electronic Meetings

(as per Education Act s.208.1, O. Reg. 463/97, O. Reg. 268/06, O. Reg. 234/04)

- 6.4.1 The Board may hold a meeting of the board or committee meetings (including Committee of the Whole) using electronic means.
- 6.4.2 The public will be notified about electronic meetings at Board designated sites through postings on the Board's website.
- 6.4.3 The electronic means by which the meeting will be held may be one of teleconference, videoconference or webconference. The electronic means must provide for a manner to verify that a trustee has left the meeting in the case that the trustee declares a conflict of interest.
- 6.4.4 At the request of any board member or student trustee, the board shall provide the member or student trustee with electronic means for participating in meetings of the board or of a committee of the board. The electronic means shall permit the member or student trustee to hear and be heard by all other participants in the meeting.
- 6.4.5 Subject to any conditions or limitations provided for under the Education Act or under Regulations, a member of a board who participates in a meeting through electronic means shall be deemed to be present at the meeting.
- 6.4.6 Roll call for all electronic meetings will be taken verbally and duly recorded to ensure Board members and the student trustee are recognized as in attendance.
- 6.4.7 Board members or the student trustee participating in an electronic meeting will notify the Chair of their departure (either temporary or permanent) from the meeting before absenting themselves in order to ensure a quorum is maintained.
- 6.4.8 Whatever the electronic means, where a trustee declares a conflict of interest, the trustee shall excuse himself from the meeting and follow the procedures noted in the Trustees' Code of Conduct policy 100.04 by leaving the electronic conference.
- 6.4.9 At every meeting of the board or of a committee of the whole board (including electronic meetings), the following persons be physically present in the meeting room of the board:
 - a) The chair of the board or his or her designate.
 - b) At least one additional member of the board.
 - c) The director of education of the board or his or her designate.
- 6.4.10 At every meeting of a committee of the board, except a committee of the whole board, the following persons are to be physically present in the meeting room of the committee:
 - a) The chair of the committee or his or her designate.
 - b) The director of education of the board or his or her designate.
- 6.4.11 The meeting room of the board or of a committee of the board, as the case may be, shall be open to permit physical attendance by

members of the public at every meeting of the board or of the committee of the board.

- 6.4.12 The chair of the board, in consultation with the director of education, shall determine whether electronic means should be provided at one or more locations within the area of jurisdiction of the board, to permit participation by members of the public in meetings.
- 6.4.13 Where the board determines that electronic means should be provided under this section, the board shall:
- a) provide for the extent and manner of participation by members of the public through electronic means; and
 - b) ensure that members of the public who are participating through electronic means do not participate in any proceedings that are closed to the public in accordance with the Act.
- 6.4.14 Should the board refuse to provide a member with electronic means of participation in a meeting of the board, a meeting of a committee of the whole board or a meeting of any other committee of the board, where to do so is necessary to ensure compliance with this section, the member will be notified in writing by the chair of the board at least 24 hours prior to the start of the meeting along with a rationale for not being able to provide the member with the electronic means to participate.
- 6.4.15 Should there be technical difficulties and the electronic portion of the meeting is interrupted, the meeting shall be recessed for a period not exceeding thirty (30) minutes as determined by the chair of the meeting.
- 6.4.16 Should there be technical difficulties and the electronic portion of the meeting cannot be reconvened before the end of the recess provided in subsection 6.4.15:
- 6.4.16.1 Subsection 6.5.3 shall apply if there is no quorum;
 - 6.4.16.2 The minutes of the meeting shall indicate the time of any electronic disruption and the recess determined by the chair of the meeting, and the name of any trustee who thereby ceases to be present.

6.5 Quorum for Meetings

- 6.5.1 Subject to the Municipal Conflict of Interest Act, a majority of the Trustees of the Board shall constitute a quorum for meetings of the Board and of the Committee of the Whole Board.
- 6.5.2 A majority of Trustees eligible to vote who are members of the Committee shall constitute a quorum for Meetings of the Committee when a committee is composed of only Trustees.
- 6.5.3 If a quorum is not present within fifteen (15) minutes after the time appointed for any Meeting (or such longer time as may be agreed upon by the Trustees eligible to vote then present), the person assigned as Recording Secretary shall record the names of the persons present and the meeting shall stand adjourned, to be reconvened within seven (7) days at the call of the Chair.

6.6 Notice of Meetings

- 6.6.1 Written notices of all meetings of the Board shall be transmitted, along with the Agenda of the Meeting, at least forty-eight hours before the time of meeting. The agenda may be amended at the opening of a meeting with the consent of the majority of Trustees present at the meeting.

- 6.6.2 Agendas for the regular meetings shall be made available on the board website and also provided to the following:
- Supervisory Officers of the Board;
 - Principals;
 - President or Chairs of the local employee groups who have requested the public agenda;
 - members of the local news media; and
 - public in attendance (if requested).
- 6.6.3 Portions of the agenda dealing with in-camera shall be distributed only to Trustees and, if applicable, to senior staff and to the two student trustees.
- 6.6.4 A Trustee who cannot attend a Board meeting shall inform the Director of Education before the meeting.
- 6.6.5 The *Education Act* states – “If a member of a Board absents himself/herself without being authorized by resolution entered in the minutes from three consecutive regular meetings of the Board, he/she thereby vacates his/her seat and the provisions of the Act with respect to the filling of vacancies apply.”

6.7 Maximum Length of Meetings

No meeting shall continue in session for more than three and one-half (3½) hours. A meeting may be extended beyond the limits established with consent of two-thirds of Trustees present.

6.8 Seating Arrangements

As far as practical, at all Board and Committee of the Whole Meetings, the following seating arrangement will be assigned. Trustees will sit in a semi-circle configuration with the Chair at the center and the Vice Chair to the immediate right of the Chair. The Student Trustee will sit at the last seat to the left of the Chair. Trustees will draw annually for their seat positions and their placement in the remaining four seats. The Director of Education will sit directly across from the Chair with the Superintendent of Business to the immediate left followed by the Recording Secretary and Manager of Communications. The podium will be to the immediate right of the Director of Education. The Superintendents of Education will sit to the right of the podium.

6.9 Access to Meetings

- 6.9.1 In accordance with the Education Act, Section 207(2), a meeting of the Board may be closed to the public (in camera) when the subject matter under consideration involves:
- the security of the property of the Board;
 - the disclosure of intimate, personal or financial information in respect of:
 - a member of the Board,
 - an employee or prospective employee of the Board,
 - a pupil or his or her parent or guardian;
 - the acquisition or disposal of a school site;
 - decisions in respect of negotiations with employees of the Board; or
 - litigation affecting the Board.

- 6.9.2 The Presiding Officer may expel or exclude from any meeting any person who, at the determination of the Presiding Officer, has exhibited improper

conduct at the meeting; for example, use of profanity, threatening language

and/or action(s), etc.

6.10 Delegations

- 6.10.1 Any Catholic School elector or group may request to address the Board as a delegation.
- 6.10.2 The delegation must provide the request in writing to the Director of Education of the Chair of the Board 15 days prior to the meeting which the Delegation wishes to be heard.
 - 6.10.2.1 The request shall contain the topic to be discussed and the identity of the Spokesperson(s).
 - 6.10.2.2 The person(s) wishing to address the Board or Committee shall be notified of the date, time and location of the meeting at which the presentation will be made.
 - 6.10.2.3 Delegations will, upon notification, have these regulations shared with them prior to their presentation.
 - 6.10.2.4 Copies of the presentation shall be shared with the Board or Committee 15 days in advance of the proposed date of presentation, failure to do so will result in the cancellation of the scheduled presentation. The board may also cancel said meeting request should the proposed content of the presentation should it be deemed inappropriate or contrary to the Catholic values of the Board.
 - 6.10.2.5 In any case, the subject matter of the Delegation will not be discussed, or debated, nor will a decision be made at the meeting at which the presentation is made unless the matter is on the agenda as pre-determined.
 - 6.10.2.6 Delegations will be advised that the Chair will not allow content or language which is not consistent with the values of the Board, and any violations or inappropriate conduct will result in the immediate cessation of the presentation at the discretion of the Chair.
 - 6.10.2.7 Following the presentation by the Delegation, questions of clarification only will be allowed through the Chair.
- 6.10.3 A delegation's presentation will be limited to 10 minutes. Amendments as to the length of time are at the discretion of the Chair.
- 6.10.4 In-Camera rules shall apply to Delegations of an In-Camera nature.
- 6.10.5 Notwithstanding the above, the Board retains discretion to decide all matters concerning delegations.

7.0 CONDUCT OF BUSINESS FOR REGULAR BOARD AND COMMITTEE OF THE WHOLE MEETINGS

7.1 Order of Business

The order of business for meetings of the Board that are open to the public shall appear as follows:

- 1. Opening Business
 - 1.1 Opening Prayer

- 1.2 Attendance *
- 1.3 Approval of the Agenda
- 1.4 Declaration of Conflict of Interest
- 1.5 Approval of Minutes from Previous Meetings(s)
- 1.6 Business Arising
- 2. Presentations
- 3. Delegations
- 4. Consent Agenda
 - 4.1 Any Reports/Minutes that are information only.
- 5. Committee and Staff Reports
- 6. Information and Correspondence
- 7. Notices of Motion for Consideration at Next Board Meeting (Board meetings only)
- 8. Notices of Motion Being Considered for Adoption (Board meetings only)
- 9. Trustee Inquiries
- 10. Business In-Camera
- 11. Report on the In-Camera Session
- 12. Future Meetings and Events
- 13. Closing Prayer
- 14. Adjournment

* Late arrivals or early departure times of Trustees will be noted by the recording secretary

7.2 Rules of Order

- 7.2.1 The rules of order to be observed at meetings shall be in accordance with the provision of these By-laws.
- 7.2.2 In all cases for which no specific provision is made in these By-laws, the rules and practice of Robert's Rules of Order, Newly Revised 11th Edition, (Henry M. Robert III, William J. Evans, Daniel H. Honeymann, Thomas J. Blach, Perseus Publishing 2000) shall govern so far as applicable.
- 7.2.3 The Chair or other Presiding Officer shall preserve order and decorum and decide upon all question of order.
- 7.2.4 In the absence of the Chair and Vice Chair for any case, the Board may, from the members present thereof, appoint a Presiding Office who, during such absence, shall have the powers of the Chair of the Board.
- 7.2.5 The Chair or person presiding may vote on all questions and shall declare this intention after the motion is put to the floor.
- 7.2.6 A tie vote is a lost motion.
- 7.2.7 Should the Chair elect to vacate the chair to take part in any debate or discussion or for any other reason, he/she shall call upon the Vice Chair or in his/her absence, one of the members to fill his/her place until he/she resumes it.
- 7.2.8 Where a question is before the Board, the mover may speak first and the seconder may speak next, and the Chair will make every attempt to allow each person wishing to speak, the opportunity to speak once before any member may speak for a second time. The mover also has the prerogative to be the last speaker before the question is decided and the seconder shall be the second to last speaker.
- 7.2.9 No member shall speak for more than five minutes or more than three times on the same question without the permission of the Chair.
- 7.2.10 Whenever an adjournment takes place in consequence of there not being

a quorum present, the time of adjournment and the names of the members present shall be entered in the records of the Board.

7.3 Motions and Debate

- 7.3.1 All motions shall be recorded in the minutes of the meeting and shall be seconded before being stated by the Chair, whereupon the Chair shall ask if there is any further discussion on the motion before the vote.
- 7.3.2 When a motion has been stated by the Chair, it shall be open to debate and shall be disposed of only by a vote, unless the mover, by permission of the seconder, withdraws it, in which case such motion shall not appear in the minutes of the meeting.
- 7.3.3 Any Trustee of the Board may require the question under discussion to be read at any part of the debate, but not so as to interrupt a speaker.
- 7.3.4 A Trustee, prior to speaking to any question or motion, shall address the Chair. The Trustee shall confine remarks to the question at hand.
- 7.3.5 When two or more Trustees wish to speak at the same time, the Chair shall name the Trustee who is to speak.
- 7.3.6 No Trustee shall be interrupted while speaking, except in a case where the Trustee is called to order by another Trustee for a transgression of rules of the Board, in which case the Trustee shall remain silent until the point of order has been decided by the Chair.
- 7.3.7 Where a Trustee wishes to make a point of order or to seek clarification, he or she should so indicate in addressing the Chair and the Chair will rule on such matters before the next speaker is allowed to speak.
- 7.3.8 When the question under consideration contains two or more distinct propositions, any particular proposition, upon the request of any member, shall be considered and voted upon separately.
- 7.3.9 No question, once decided by the Board at a regular meeting, shall be reconsidered during that meeting unless someone on the affirmative side requests by motion that Trustees reconsider the pass motion, which is seconded and will take a two-thirds majority to reconsider.
- 7.3.10 If it is desired to defer action on a question until a particular time, the proper motion to make is "to postpone it to that time". This motion allows limited debate, which must be confined to the propriety of the postponement to that time; it can be amended by altering the time, and this amendment allows the same debate.
- 7.3.11 Whenever a motion has been made and seconded, it is the duty of the Chair, if the motion is in order, to state the question, so that the members may know what question is before them.
- 7.3.12 In stating the question on an amendment, the Chair should read the passage to be amended; the words to be struck out, if any, the words to be inserted, if any; and the whole passage as it will stand if the amendment is adopted.
- 7.3.13 The motion to adjourn is not debatable, it cannot be amended, or have any other subsidiary motion applied to it, nor can a vote on it be reconsidered.
- 7.3.14 If a Trustee does not put new motions or amendments in writing for the Chair, the motion as stated by the Chair and recorded by the secretary

shall be the motion.

7.3.15 When a motion is under debate, the only motion in order shall be:

- to adjourn,
- to lay on the table,
- to put the previous question,
- to postpone,
- to refer,
- to amend, and
- to vote on the present motion.

Such motion shall have precedence in the order above named; and the first, second and third shall be decided without debate.

A question having been postponed indefinitely shall not be taken up again at the same meeting without a two-thirds (2/3) vote in favour.

7.4 Amendment(s) to Motion:

7.4.1 An amendment may be in any of the follow forms:

- a) to “add” or “insert” certain words or paragraphs;
- b) to “strike out” certain words or paragraphs, and if this fails it does not preclude any other amendment than the identical one that has been rejected;
- c) to “strike out certain words and insert others”, which motion is indivisible, and if lost does not preclude another motion to strike out the same words and insert different ones;
- d) to “substitute” another resolution or paragraph on the same subject for the one pending; or
- e) to “divide the question” into two or more questions as the mover specifies, so as to get a separate vote on any particular point or points;

If an amendment is defeated, vote on the motion. If an amendment is carried, vote on the amended motion.

7.4.2 No more than three (3) amendments can be made to a motion.

7.5 Notices of Motion

7.5.1 Notices of motion on new matters are required from trustees to give trustees the benefit of advance consideration by themselves and administration before any decision is to be made. No new decisions will be entertained unless a written notice of motion has been provided on new matters at a previous meeting or by way of inclusion in the agenda, at least seven days in advance of the Board meeting. Notices of Motion will be given to the Secretary and Chairperson of the Board to include as an item in the agenda of the next regular Board meeting.

7.5.2 A Notice of Motion may be brought directly to the next regularly scheduled Board meeting, verbally or in writing, and may be passed by unanimous decision. If the decision is not unanimous, the motion may be brought forward to the next regularly scheduled Board meeting for further discussion.

7.5.3 A member of the Board must give notice of motion if he/she wishes to:

- a) repeal or make permanent amendment to any of the Board’s By-laws;

- b) recommend an action, which has not been considered and recommended to the Board by a Committee of the Board;
- c) consider a matter by the Board without reference to a Committee.

7.5.4 Regulations regarding Notice of Motion

- 7.5.4.1 A Notice of Motion shall not be seconded at the meeting at which it is initially presented.
- 7.5.4.2 A Notice of Motion is not debatable.
- 7.5.4.3 Before any discussion shall take place at the meeting at which a Notice of Motion is presented as a Proposed Resolution, a Trustee must second it. The number of Notices of Motion, which are presented as Proposed Resolutions at any single meeting, shall be limited in number at the discretion of the Chair.
- 7.5.4.4 Notices of Motion, which are not presented for discussion as Proposed Resolutions at the meeting, shall be presented at the next regular meeting.
- 7.5.4.5 Notices of Motion, which require reports or information, shall be presented to the Board without any written reports by any of the senior officials. However, such persons may be permitted to make oral statements relating to these Notices of Motion at the time of presentation.
- 7.5.4.6 The officials may make written reports and/or recommendations supporting or opposing Notices of Motion, when they are presented as Motions, and which if carried will require direct action by the Board or its officials.

7.6 **Protocol for Debate**

- 7.6.1 When, at a meeting, any member wishes to speak in debate, the member shall raise a hand and await recognition by the Chair.
- 7.6.2 Trustees may speak when recognized by the Chair and may not speak to the issue again:
 - unless the Chair of the meeting allows further debate; and
 - only after all other Trustees who wish to speak have been recognized by the Chair.
- 7.6.3 After recognition by the Chair, a member shall at all times during debate:
 - maintain a courteous tone;
 - avoid personalities;
 - avoid allusion to motives of other members;
 - address all debate, remarks, questions and the like to the Chair;
 - confine all remarks, questions and the like to the motion, which is the subject of debate.
- 7.6.4 No Trustee who does not have the floor shall interrupt a Trustee who does have the floor except:
 - on a point of order;
 - on a question of privilege;
 - to request permission to withdraw a motion;
 - to appeal a ruling of the Chair;
 - on a motion to extend the time limit; and
 - in the event that a Trustee interrupts a speaker pursuant to the

authority given in this section, the Trustee shall confine all remarks to the particular point.

- 7.6.5 A Trustee may rise on a point of information, that is, a request for information relevant to the matter on the floor but not related to preliminary procedure, only if the member then speaking consents to the interruption, in which case the time consumed in responding to the point of information will be included as part of the speaker's allotted time.
- 7.6.6 Any member of the Board may require the question/motion under discussion to be read at any time in the debate, but not so as to interrupt any member while speaking.

7.7 Voting Procedures

- 7.7.1 Every matter considered by the Board shall be disposed of by a vote of all those present and eligible to vote on the matter in one of the following ways, with preference being given in the following sequence:
 - a) By general or unanimous consent, in which the Chair, exercising discretion, states that the motion will be adopted in the absence of objection.
 - b) By show of hands, in which each Trustee present and eligible to vote raises a hand in response to the request of the Chair for the votes, in the affirmative and in the negative, as the case may be, until the votes are counted.
 - c) By rising, in which each Trustee present and eligible to vote stands in response to the requests of the Chair for the votes, in the affirmative and in the negative, as the case may be, until the votes are counted.
 - d) By individual recorded vote, in which each Trustee present and eligible to vote raises a hand or stands in place in response to the request of the Chair for the votes in the affirmative and in the negative, as the case may be, until the Chair has called the name of each Trustee as voting, respectively.
 - e) By ballot, in which each Trustee eligible to vote shall mark on a ballot provided by the Secretary of the Board, the Trustee's choice from among the available alternatives, the ballots being collected and counted immediately thereafter.
- 7.7.2 Although the method requested by any Trustee eligible to vote should be used to the extent practicable, the particular method of voting to be used to dispose of any matter shall be governed by the following rules:
 - a) Determination by general or unanimous consent will be used only when no trustee eligible to vote objects or requests another method.
 - b) Notwithstanding that a show of hands vote has been called for and has been taken, on the request of any Trustee eligible to vote, including the Chair, a rising vote will be taken whenever there is any doubt as the accuracy of the count on the show of hands; and
 - c) Voting by ballot shall be used only when ordered by majority vote or general consent.
- 7.7.3 **Votes Lost on Equality**

Any motion on which there is an equality of votes, is lost.
- 7.7.4 **Declaration of Votes**

The Chair shall declare the result of all votes.

7.7.5 Recording of Votes

The vote on any question shall be recorded in the minutes as “carried” or “defeated”.

8.0 GOVERNANCE, AD-HOC AND ADVISORY COMMITTEES OF THE BOARD

- a) All Governance, Ad-Hoc and Advisory Committees shall be established by the Board or by statute or regulation. Trustee representation for each Governance, Ad-Hoc and Advisory Committee shall be determined by the Chair of the Board. The Chair of the Board, after the annual or inaugural meeting of the Board, will request and receive within a reasonable amount of time requests from each Trustee on which committees they wish to be members of and/or Chair. The Chair of the Board will assign the trustees membership and/or the position of Chair of the committee, as decided by the Chair each year after the annual or inaugural meeting of the Board. Each Governance, Ad-Hoc and Advisory Committee of the Board shall have a staff resource assigned by the Director of Education.
- b) Governance, Ad-Hoc and Advisory Committees of the Board shall be composed of not less than one (1) nor more than three (3) Trustees, unless otherwise provided by resolution of the Board. Committees that are composed of more than (3) Trustees are the Policy Committee, Accommodations Committee, and Communications & Information Technology Committee. In the instance where there is an option for more than three (3) Trustees on a committee, it will be the sole discretion of the Chair to determine the number of trustees to serve on that committee.
- c) Sub-Committees may be established by any Committee to consider any matter within the Terms of Reference of the Committee.
- d) Only members of a Governance, Ad-Hoc and Advisory committee are required to attend that committee’s meeting. However, all members of the Board shall receive notice of all Governance, Ad-Hoc and Advisory committee meetings, if requested. All Board members shall be permitted to attend Governance, Ad-Hoc and Advisory committee meetings except for:
 - Teacher-Trustee Committee
 - Audit Committee
 - Student Discipline Committee
 - Supervised Alternative Learning Committee
 - Legal Expenses Review Committee

For all other Governance, Ad-Hoc, and Advisory Committees of the Board, all trustees may attend and may take part in discussion, but only members of the Committee and the Chair of the Board or ex-officio designate, if present, shall have voting power.

- e) Governance, Ad-Hoc and Advisory Committee reports shall be considered public documents, except reports presented to the In-Camera session.
- f) In dealing with Governance, Ad-Hoc and Advisory Committee reports at the Board meeting, it shall be the prerogative of the Chair to rule on a request by a Trustee to have the recommendations dealt with item by item or as a whole.
- g) Governance, Ad-Hoc and Advisory Committee minutes shall be considered public documents except when the subject matter under consideration involves:
 - the security of the property of the Board;
 - the disclosure of intimate, personal or financial information in respect of a member of the Board, an employee or prospective employee of the Board, a

- pupil or his/her parent or guardian;
 - the acquisition or disposal of a school site;
 - decisions in respect of negotiations with employees of the Board; and
 - litigation affecting the Board.
- h) With the exception of meetings of the Student Discipline Committee and Supervised Alternative Learning Committee, which are called by the Director of Education or designate, meetings of a Governance, Ad-Hoc and Advisory Committee shall be called by the Chair of the Committee. If the Chair of a Committee neglects to call meetings, it is the duty of the Committee to meet on the call of any two of its members. All meetings shall be called or cancelled through the Office of the Secretary of the Board. In the absence of the Chair, providing there is a quorum, the members present will elect an interim Chair for that meeting.
- i) The Chair of the Board shall be an ex-officio member of all Governance, Ad-Hoc and Advisory Committees of the Board. The Chair may delegate some of the ex-officio duties to the Vice Chair of the Board.

8.1 Governance Committees of the Board

All Governance Committees of the Board report to the Committee of the Whole with a report of their minutes and motions for approval for the Board of Trustees except:

- Student Discipline Committee, and
- Supervised Alternative Learning Committee

8.1.1 Accommodations Committee

Composed of three (3) or more Trustees, the Superintendent of Business and the Director of Education or designate. Functions include providing recommendations to the Board regarding the use of pupil places for schools in the Board.

8.1.2 Audit Committee

Composed of two (2) trustees, the Superintendent of Business & Treasurer, and two external members (3-year term). Established as per Section 253.1(1) of the Education Act and Regulation 361/10. Meets three times annually, at a minimum. Functions include assisting the Board of Trustees in fulfilling its duties related to governance and oversight. Duties fall under the following key areas: financial reporting process, internal control framework, risk management practices, performance and function of the Board's internal and external auditors, and the Board's compliance with its obligations under legislation.

8.1.3 Budget Committee

Composed of three (3) Trustees, the Superintendent of Business, and the Manager of Finance. Functions include to review the budget and refer the budget to the Board for approval.

8.1.4 Policy Committee

Composed of three (3) or more Trustees and the Director of Education or designate. Functions include reviewing and referring Board policies to the Board for approval.

8.1.5 School Year Calendar Committee

One (1) Trustee, the Director of Education or designate, union representation, the Chair of the RCPIC, and other staff representation as determined by the Director of Education. Function includes making

recommendations to the Board for approval of the school year calendar as per the Education Act.

8.1.6 Student Discipline Committee

Composed of three (3) trustees and the Director of Education or designate that acts as a resource for the committee. Established annually and meets as necessary. Functions include hearing suspension appeals and expulsion requests as per the Board Policy.

8.1.7 Student Transportation Services Brant Haldimand Norfolk Board of Directors

Terms of reference and membership are determined by the Student Transportation Services Brant Haldimand Norfolk (Consortium) By-Laws and Board policy. One (1) Trustee and the Superintendent of Business represent the interests of the Board at the Transportation Consortium. The Consortium makes recommendations to the Board regarding Policy and Procedures related to student transportation.

8.1.8 Supervised Alternative Learning (S.A.L.) Committee

Composed of at least one (1) Trustee of the Board, one (1) Supervisory Officer or designate, and one (1) Community Representative (non-employee) appointed by the Supervisory Officer. In accordance with Ontario Regulation 374/10, the function of the S.A.L. Committee is to make decisions at meetings regarding Supervised Alternative Learning by pupils of the Board.

8.2 Advisory Committees of the Board

All Advisory Committees of the Board report to the Committee of the Whole with a report of their minutes for the Board of Trustees except the Teacher-Trustee Committee, which reports to Executive Council.

8.2.1 Faith Advisory Committee

Composed of at least one (1) or more Trustees, the Director of Education or designate and community members as determined by the Director of Education or designate as per the terms of reference for the committee. Functions include advising the Board on matters of Catholic faith formation and catechesis.

8.2.2 Communications and Information Technology Advisory Committee

Composed of three (3) or more Trustees, the Superintendent of Business, the Manager of Information Technology, the Manager of Communications and Community Relations, and the Director of Education or designate. Functions include advising the Board on the implementation of information, communication and computer technology initiatives.

8.2.3 Legal Expenses Review Committee

Composed of three (3) Trustees, the Superintendent of Business and the Director of Education or designate. Function is to review legal expenses of the Board and to provide advice to the Director of Education on the designation of finances to cover legal costs.

8.2.4 Special Education Advisory Committee

Composed of one Trustee of the Board, Superintendent of Education (responsible for Special Education), and community representatives. (The composition of Special Education Advisory Committee is outlined in Reg. 464/97, Section 2). Functions include examining, reviewing and making recommendations, as appropriate, relative to the provision of special

education programs and services.

8.2.5 Teacher-Trustee Committee

Composed of the Chair and one (1) Trustee. Functions include listening to the concerns of the Ontario English Catholic Teachers' Association (OECTA). This committee has no staff assigned to it. The committee reports to Executive Council.

8.2.6 Capital Project Review Committee

Composed of one (1) Trustee from City of Brantford or County of Brant, one (1) Trustee from Norfolk County, one (1) Trustee from Haldimand County, Superintendent of Business & Treasurer and Manager of Facilities. Function is to review capital projects.

8.3 Ad-Hoc Committees of the Board

The Board may establish ad-hoc committees as deemed appropriate. The establishing motion shall indicate the mandate of the committee, the membership of the committee, and the due date of the final report.

- 8.3.1 All Trustees shall be entitled to notice of, to attend and to speak at all meetings of all Committees composed only of Trustees, except those Ad-Hoc committees that deal specifically with salary negotiations and collective bargaining.

9.0 **DISTRICT AND INTERJURISDICTIONAL COMMITTEES WITH TRUSTEE REPRESENTATION**

- a) District and Interjurisdictional Committees with Trustee Representation are staff or community committees that require trustee representation at the request of the Chair of the committee according to statute, regulation, policy or committee bylaws. These committees are advisory in nature and report to the Committee of the Whole, Board, or to Executive Council (as indicated), for information.
- b) Trustee representation for each District and Interjurisdictional Committee shall be determined by the Chair of the Board. The Chair of the Board, after the annual or inaugural meeting of the Board, will request and receive within a reasonable amount of time requests from each Trustee on which committees they wish to be representatives of and/or Chair. The Chair of the Board will assign the trustees as decided by the Chair each year after the annual or inaugural meeting of the Board.
- c) Only Trustee representatives of a District and Interjurisdictional Committees are required to attend that committee's meeting.

9.1 Accessibility Steering Committee

One (1) Trustee representative and staff as determined by the Director of Education or designate. This committee is chaired by the Director of Education or designate. Its functions include overseeing compliance with the Accessibility for Ontarians with Disabilities Act in accordance with the AODA and Board Policy. This committee reports to the Committee of the Whole with minutes and reports for information.

9.2 Educational Archives Committee

One (1) Trustee representative and the Director of Education or designate who represent the interests of the Board in the Friends of the Educational Archive Committee (FEAC). The terms of reference for the FEAC are articulated in the agreement between the partners. This committee reports to the Committee of the Whole with minutes of each meeting, for information.

9.3 Joint Use Committee

The Superintendent of Business, the Director of Education or designate, and the two City of Brantford Trustees are asked, from time to time, to meet with City officials and the Grand Erie District School Board related to the joint use protocols for which the Boards and the City are parties. This committee reports to Executive Council, for information.

9.4 Mental Health Steering Committee

One (1) Trustee representative and the Director of Education or designate, staff and community members as determined by the Director of Education or designate. Functions as an advisory group related to initiatives of the Board's mental health strategy. This committee reports to the Committee of the Whole with minutes and reports for information.

9.5 Regional Catholic Parent Involvement Committee

One (1) or more Trustees and the Director of Education or designate, parent council representatives and other members as determined by the Director of Education or designate. Functions include disseminating information, program information for parents, and seeking advice for education initiatives (see Board Policy). This committee reports to the Committee of the Whole with minutes and reports for information.

10.0 ACCESS TO RECORDS

10.1 Any person may, at all reasonable hours, at the Catholic Education Centre, inspect the minute book, the audited annual financial report and the current accounts of the Board and, upon written request by any individual or group, a copy of a requested section of minute books, audited financial reports, and the current accounts of the Board will be furnished at a cost as determined under the Freedom of Information and Protection of Privacy Act, 1990.

10.2 All other materials made available to the public under the Freedom of Information and Protection of Privacy Act will be made available at a similar fee.

11.0 EXECUTION OF DOCUMENTS

11.1 Signing Authorities

11.1.1 All deeds, conveyances, mortgages, bonds, debentures, agreements, documents, and contracts approved by the Board shall be sealed with the seal of the Board and signed by:

- the Director of Education/Secretary of the Board

together with one of:

- the Chair of the Board; or
- the Vice Chair of the Board; or
- the Superintendent of Business and Treasurer of the Board.

11.1.2 In the event of a prolonged absence by the Director of Education / Secretary of the Board, a delegate can be appointed by the Director in charge.

11.2 Bank Signing Officers

11.2.1 The signatures of the Superintendent of Business and Treasurer, together with one of:

- the Chair of the Board;
- the Vice Chair of the Board; or

- the Director of Education and Secretary

are required when:

- making, drawing, accepting, endorsing, negotiating, lodging, depositing or transferring all or any cheques, promissory notes, drafts, acceptances, bills of exchange, order for payment of money, contracts for letters of credit and foreign exchange;
- issuing cheques, drafts or orders for payment drawn on the bank accounts of the Board.

11.2.2 The Treasurer of the Board, by signature or by rubber stamp endorsement, may negotiate or deposit with or transfer to the bankers for the Board, but for the credit only of the account of the Board, all or any cheques, promissory notes, drafts, acceptances, bills of exchange and orders for the payment of money.

11.2.3 Signatures of persons authorized to sign may be printed, lithographed or otherwise mechanically reproduced as provided by the regulations.

11.3 Board Seal

11.3.1 The Seal of the Board shall be in custody of the Secretary who shall be responsible for affixing it to such documents as may be required.

11.3.2 The Secretary shall keep a record in a special book of the date and the particulars of each use of the seal.

11.4 Board Minutes

The Chair or other presiding member and the Secretary shall sign the minutes of all Board meetings.

12.0 OTHER PROFESSIONAL SERVICES

The Board will periodically issue calls for proposals for various professional services. The call for proposals will specify the term and specifications of the proposal, which will be presented for approval to the Board.

13.0 CONFLICT OF INTEREST GUIDELINES

According to current Provincial Legislation regarding the Municipal Conflict of Interest Act.

14.0 BY-LAW AMENDMENTS

14.1 By-laws of the Board may be amended from time to time at a meeting of the Board (such meeting, hereinafter referred to as the “later meeting”) upon the affirmative vote of a two-thirds (2/3) majority of all members of the Board, provided:

- a) written notice of motion proposing the amendment shall have been given at a meeting held prior to the later meeting; and
- b) the text and a brief statement of intended purpose of the amendment shall have been included in the notice of motion.

14.2 At any time the By-laws may be amended without notice upon the unanimous vote of all the members of the Board entitled to vote thereon.

14.3 In the absence of a By-Laws Committee, the Policy Committee may serve as a mechanism for by-law amendments to be proposed prior to being recommended to the Committee of the Whole and subsequently to the Board for consideration.

15.0 DIRECTOR OF EDUCATION PERFORMANCE APPRAISAL

The Board believes that a biennial performance review of the Director of Education is consistent with the mutual understanding of the performance outcomes expected of the Director, are grounded in the job descriptions of the Director, and in his/her role in implementing the Board's multi-year strategic plan. An at-a-glance Director of Education Performance Appraisal Process summary is provided in Appendix A.

The purpose of the performance appraisal process is to provide constructive feedback for the professional growth of its sole employee. It is intended to promote respectful and constructive dialogue between the Board of Trustees and the Director.

15.1 Goals Setting (DOEPA-GS)

The Director will set goals on an annual basis that will relate to the final evaluation of the Director's performance by the Board of Trustees. The Director will consider input from the Board of Trustees, prior performance reviews, and the Board's multi-year strategic plan for setting goals. The Director will also consider input from a survey of principals and managers regarding performance and district climate on a biennial basis. The structure and content of the survey shall be agreed upon by the Board and the Director. Dialogue regarding goal setting (DOEPA-GS; Appendix B) will begin in July.

15.2 Optional Revision of the Director of Education Performance Appraisal System (DOEPA-AS)

The Board of Trustees, in consultation with the Director, may adjust the domains, competencies and look-fors based on changes to the multi-year strategic plan and the results of the district climate survey. This step is optional to either the Board or the Director. Changes to the content and focus of the DOEPA-AS (Appendix C) shall be confirmed by the Board of Trustees annually before the end of August.

15.3 Director of Education Performance Plan to Meet Goals and Optional Mid-Year Progress Report

Each October, the Director will present a report to Board at an in-camera session using the DOEPA-GS (Appendix B) form that outlines the goals that will be addressed in relation to the DOEPA-AS (Appendix C). The plan will include timeline and will be a focus for a progress report to the Board of Trustees (optional to the Board) in January of each year.

15.4 Director of Education Performance Appraisal Score Card (DOEPA-SC)

The Board of Trustees shall conduct a performance review of the Director in May of an appraisal year. The Director will make a portfolio presentation, the Board of Trustees will use the DOEPA-AS (Appendix C) evaluation tool to evaluate the performance of the Director. The Chair shall collect the evaluations and complete the DOEPA Score Card – DOEPA-SC (Appendix D) that will inform the final performance review report. The Chair shall present the summary Score Card to the Board of Trustees when he/she makes the final report to the Board of Trustees.

15.5 Chair's Report to the Director and to the Board of Trustees

The Chair will present a formal written report to the Board of Trustees at an in-camera session that summarizes the findings from the DOEPA-SC in June of an appraisal year. The report will serve as the biennial performance appraisal for the Director of Education. The Director will be given an opportunity to respond to the report to the Board by way of formal written in-camera report to the Board at a subsequent Board meeting. Both the Chair's Report and the Director's response will be filed in the Director's Human Resources file.

15.6 Suspension or Dismissal

In circumstances where the Board of Trustees suspends or dismisses the Director, the Board of Trustees will forthwith notify in writing the Director and the Minister of Education of the suspension or dismissal and the reason thereof.

The Board of Trustees will not suspend or dismiss the Director without first giving him/her reasonable information about the reasons for the suspension or dismissal and an opportunity to make submissions to the Board of Trustees. In the event that the Director wishes to make submissions to the Board of Trustees, he/she may make them orally or in writing.

16.0 POLICY RENEWAL PROCESS

- 16.1 Policies and Procedures are to be reviewed on a four-year schedule.
- 16.2 When a by-law, policy or procedure is scheduled to be reviewed it will come to the Policy Committee with any appropriate revision prior to being circulated to stakeholders.
- 16.3 Revised By-laws are brought to the Policy Committee then the appropriate board meeting for review and approval.
- 16.4 Policies and Procedures shall be brought to the board for review. The Policy Committee will approve the circulation to stakeholders.
- 16.5 Policies and Procedures shall be circulated to all stakeholders for a minimum of ~~60~~ 30 days, for input with respect to revision.
- 16.6 At the end of the circulation period the superintendent responsible for the policy or procedure will make the revisions, then bring a report to the first available Committee of the Whole for discussion, then approval at the Board meeting.
- 16.7 If the policy or procedure has been modified to a large degree as a result of the consultation process, the policy or procedure will be brought back to the Policy Committee before going to the Committee of the Whole.
- 16.8 If, after the stakeholder input period, there are only a few revisions to the policy or procedure, it will be brought directly to the Committee of the Whole.
- 16.9 All revised By-laws, Policies and Procedures will be posted on the Board's website.