



Integrated Accessibility

#200.33

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Responsibility:	Superintendent of Education (Accessibility)
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POLICY STATEMENT:

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.

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 BHNCD SB 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](#)
- [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 - BHNCD SB 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

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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 services 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

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

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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 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 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 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.