

YORK CATHOLIC DISTRICT SCHOOL BOARD

AGENDA

REGULAR BOARD MEETING

Tuesday, October 26, 2021

VIRTUAL

7:30 P.M.

**Revised Report for 20f
Secondary Student
Activity Fee 2021-2022**

Watch the Board Meeting
STREAM
event on our YCDSB TV Channel:
<http://bit.ly/YCDSB-TV>

LAND ACKNOWLEDGEMENT

*We are gathered on the ancestral lands and waters of all Indigenous Peoples, who have left their footprints on Mother Earth before us.
We respectfully acknowledge, those who have walked on it, those who walk on it now, and future generations who have yet to walk upon it.
We pray to the Creator for strength and wisdom that all may continue to serve as stewards of the earth.*

1. OPENING PRAYER	Religious Education Team
2. LAND ACKNOWLEDGEMENT	D. Mazzotta
3. COMMISSIONING CEREMONY	D. Mazzotta
4. ROLL CALL	D. Scuglia
5. APPROVAL OF NEW MATERIAL	D. Mazzotta
6. APPROVAL OF THE AGENDA	D. Mazzotta
7. DECLARATIONS OF CONFLICT OF INTEREST FOR CURRENT MEETING	D. Mazzotta
8. DECLARATIONS OF CONFLICT OF INTEREST FROM PREVIOUS MEETING	D. Mazzotta
9. APPROVAL OF THE PREVIOUS MINUTES	D. Mazzotta
a) Special Board Meeting of September 27, 2021	
b) Regular Board Meeting of September 28, 2021	
c) Special Board Meeting of October 4, 2021	
10. BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING	
11. CHAIR'S REPORT / UPDATE / INSPIRATIONAL MESSAGES	D. Mazzotta
12. OCSTA BOARD OF DIRECTOR'S UPDATE	J. Wigston
13. DIRECTOR'S REPORT / UPDATE	D. Scuglia
14. STUDENT TRUSTEES' REPORT	A. Casbarro / A. Peta-Dracos
15. RECOGNITIONS / OUTSIDE PRESENTATIONS	
16. DELEGATIONS	
a) Mental Health	Angela Rucci 3
b) St. Anthony CES	Jasmine Lindsay 4
17. JOURNEY TOWARDS OUR VISION – STAFF PRESENTATIONS	
a) Supporting Mental Health at York Catholic District School Board	M. Prinzo
18. ACTION ITEM(S) (including Committee Reports)	
a) Receipt of Report No. 2021:04 York Catholic Parent Involvement Committee (Sept 29)	T. McNicol 6
b) Approval of Report No. 2021:33 Committee of the Whole (October 28) (Verbal)	C. Cotton
c) Receipt of Report No. 2021:01 Transportation Review Committee (Oct 12)	D. Giuliani 7
d) Approval of Report No. 2021:04 Policy Review Committee (Oct 12)	J. Wigston 8
e) Receipt of Report No. 2021:09 Special Education Advisory Committee (Oct 18)	J. Wigston 38
f) Approval of Report No. 2021:04 Corporate Services Committee (Oct 19)	M. lafrate 39
g) Receipt of Report No. 2021:03 Joint Board Consortium (Oct 21)	D. Mazzotta 41
h) YCDSB By-Law 1: Operational By-Law	D. Mazzotta 42

19. DISCUSSION ITEM(S):		
a) TRUSTEE MOTION: Land Acknowledgement	T. McNicol	43
20. INFORMATION ITEM(S)		
a) Land Acknowledgement Print and Tablet	A. Arcadi	44
b) Policy 115 Perquisites – Annual Report	W. Easton	45
c) Policy 203 Student Transportation Services – Semi Annual Report	T. Pechkovsky	46
d) November 2021 Calendar		48
e) TRUSTEE MOTION: An Annual Day of Repentance	F. Alexander	49
f) Secondary Student Activity Fee 2020-2021 (Revised Report)	J. Sarna, J. Chiutsi	50
21. NOTICES OF MOTION		
<i>(Notices of Motion are to be submitted in writing and will return to the subsequent meeting as Information, the following meeting as Discussion, and finally Action at the next Board Meeting.)</i>		
22. FUTURE AGENDA ITEM(S) / REQUEST FOR INFORMATION		
23. ADJOURNMENT		

REGULAR BOARD MEETING

Tuesday, November 30, 2021
7:30 PM

Angela Rucci <ycdsb.forms@ycdsb.ca>

11:44 AM (21
minutes ago)

to [board.delegations](#)

Name	Angela Rucci
Email Address	
Home Address	
Home Telephone	
Name of Home School being represented	
Are you a York Catholic District School Board employee?	No
Is this request related to a Motion and/or decision of the Board?	Yes
Spokesperson 1 Name	Angela Rucci
Spokesperson 1 Email Address	
Spokesperson 1 Address	
Spokesperson 1 Home Telephone	
Spokesperson 2 Address	Canada
3) Presentation/Petition Details	
Date of Board Meeting	Oct 26, 2021
Specific Statement of Issue Mental health issues within children, school boards not listening to the students.	
Summary of key presentation points: Concerned parent of the mental state of students within school	
If Applicable, your key recommendations/suggestions to address the problem/issue: We need to focus on listening to what the children want/need not that of others.	
4) Electronic Presentation Details If your presentation is in an electronic format (Powerpoint, Slides, Audio, Video) the information you provide in this form will help us support you during the presentation. Please submit the request and email a copy of the electronic presentation 48 hours in advance of the Board meeting. Email Presentation to board.delegations@ycdsb.ca	
Is your presentation in an electronic format?	No
Acknowledgement	- I am aware that my delegation presentation will be livestreamed during the Board Meeting.
Form prepared by:	Angela Rucci
Date	Sep 29, 2021



ReplyReply allForward

Public Request to Make a Presentation or Present Petition

Inbox

Jasmine Lindsay <ycdsb.forms@ycdsb.ca>

Tue, Oct 19, 9:25 PM (10 hours ago)

to board.delegations

Name	Jasmine Lindsay
Email Address	
Home Address	
Home Telephone	
Business Telephone	
Name of Group Being Represented (if Applicable)	
Name of Home School being represented	
Are you a York Catholic District School Board employee?	No
Is this request related to a Motion and/or decision of the Board?	Yes
Spokesperson 1 Name	Jasmine Lindsay
Spokesperson 1 Email Address	
Spokesperson 1 Address	
Spokesperson 1 Home Telephone	
Spokesperson 1 Business Telephone	
Spokesperson 2 Address	Canada
3) Presentation/Petition Details	
Date of Board Meeting	Oct 26, 2021
Specific Statement of Issue Metrolinx's Permission to enter request relating to the investigative geo-technical drilling relating to the Yonge North Subway Extension "Option 3" alignment which would take the Yonge North Subway line under the Royal Orchard community and St Anthony school. Safety concerns and negative impacts of drilling affecting school staff and students.	
Summary of key presentation points: The St Anthony Catholic School parents are opposed to any drilling on school property during school hours. We feel it is too dangerous for our students, would limit access to the yard (forcing them to spend recesses and lunches indoors), and force the closure of windows during the day because of diesel fumes and noise.	
If Applicable, your key recommendations/suggestions to address the problem/issue: We are opposed to any drilling on school property during school hours. Metrolinx should complete their geotechnical drilling outside of school hours. Steps should be taken to mitigate any negative impacts to staff and students at St. Anthony CES.	

4) Electronic Presentation Details

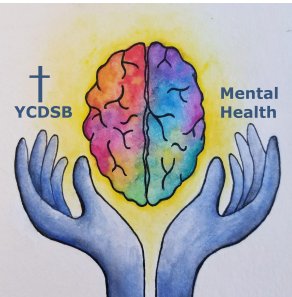
If your presentation is in an electronic format (Powerpoint, Slides, Audio, Video) the information you provide in this form will help us support you during the presentation. Please submit the request and email a copy of the electronic presentation 48 hours in advance of the Board meeting. Email Presentation to board.delegations@ycdsb.ca

Is your presentation in an electronic format?	No
Acknowledgement	- I am aware that my delegation presentation will be livestreamed during the Board Meeting.
Form prepared by:	Jasmine Lindsay
Date	Oct 19, 2021

you ARE NOT
ALONE

YCDSB
Mental Health

Supporting Mental Health @YCDSB



Michelle Prinzo, M.A., C. Psych. Assoc.
Mental Health Lead





School
Mental Health
Ontario

Santé mentale
en milieu scolaire
Ontario



ABOUT US

School Mental Health Ontario

**We work together with Ontario school
districts to support student mental health**

Find us: www.smho-smso.ca

Follow us on Twitter: [@SMHO_SMSO](https://twitter.com/SMHO_SMSO)

Visit our partner COVID-19 Youth Resource Hub:
www.jack.org/covid



Did You Know?

- School Mental Health Ontario provides a strategy and guidance to help all school boards with student mental health
- Every school board in Ontario has a mental health strategy and action plan to support student mental health
- Every school board has a Mental Health Leader and a Superintendent who together lead the board mental health strategy and action plan
- Every school board has a School Mental Health Implementation Coach who helps with the strategy and managing tricky issues as they arise
- There is a comprehensive school mental health action plan for a mentally healthy back to school



Mental Health Leader in every board

My role as Mental Health Lead is to:

- work with the various leadership teams to develop, promote, communicate and support the implementation of the YCDSB'S mental health and wellbeing strategy
- Work with SMH-ON coaches
- Be part of the system leadership team for mental health and engage with community partners
- Support implementation of the YCDSB's Mental Health strategy and school improvement plan which includes professional development and school support



School Mental Health Action Plan



1. Amplify the promotive and protective influence of schools
2. Identify and address emerging and escalating student mental health problems
3. Mobilize focused support for those disproportionately impacted by COVID-19
4. Build and sustain strong safety nets
5. Provide hopeful and aligned communication



YCDSB MENTAL HEALTH AND WELLBEING
STRATEGIC PLAN 2020-2023





The year in review....

- Students and staff worked hard throughout 2020-2021 to adjust to changes in the school model. It wasn't easy. There were highs and lows and many emotions in between. Disruptions to routines and relationships, and a loss of protective factors were part of the experience
- In addition to a sense of collective loss, some were even more impacted by the pandemic and related public health restrictions. Economic, social and racial inequalities have been brought to the forefront.
- At the same time that the pandemic was unfolding, we were witness to unsettling instances of systemic racism, injustice and the impacts of colonial legacies.



The (mental health) year in review...

- Data gathered about child and youth mental health during the pandemic continues to evolve and findings have been contradictory at times. On balance, the data is suggesting that:
 - As would be expected during a global pandemic, many young people had heightened feelings of distress associated with health concerns, pandemic restrictions and a sense of isolation and disruption
 - Some children and youth with greater risks and burdens, fewer protective supports and/or pre-existing mental health problems found their symptoms increasing.
 - Pediatric hospitals saw reported greater number of referrals, particularly for eating and weight-related concerns, substance use problems and suicidal ideation



BOTTOM LINE

- Helping to increase protective supports makes a difference.
Schools are a great place to build on strengths
- All students benefited from extra caring support as they returned to school
- Some students will need even more
- We can build on what we have learned, together



The Mental Health Team @YCDSB

I started in the role of MHL in November 2019 and in February of 2020 our team was created....and then came COVID-19!

The Mental Health team, this year, consists of 6 registered Social Workers.

Together with our colleagues in the Psychology and Behaviour Resource departments, we support student mental health and wellbeing.

We have community partners (COMPASS, Mental Health and Addiction Nurses and Addiction Services of York Region) who help support our students as well.

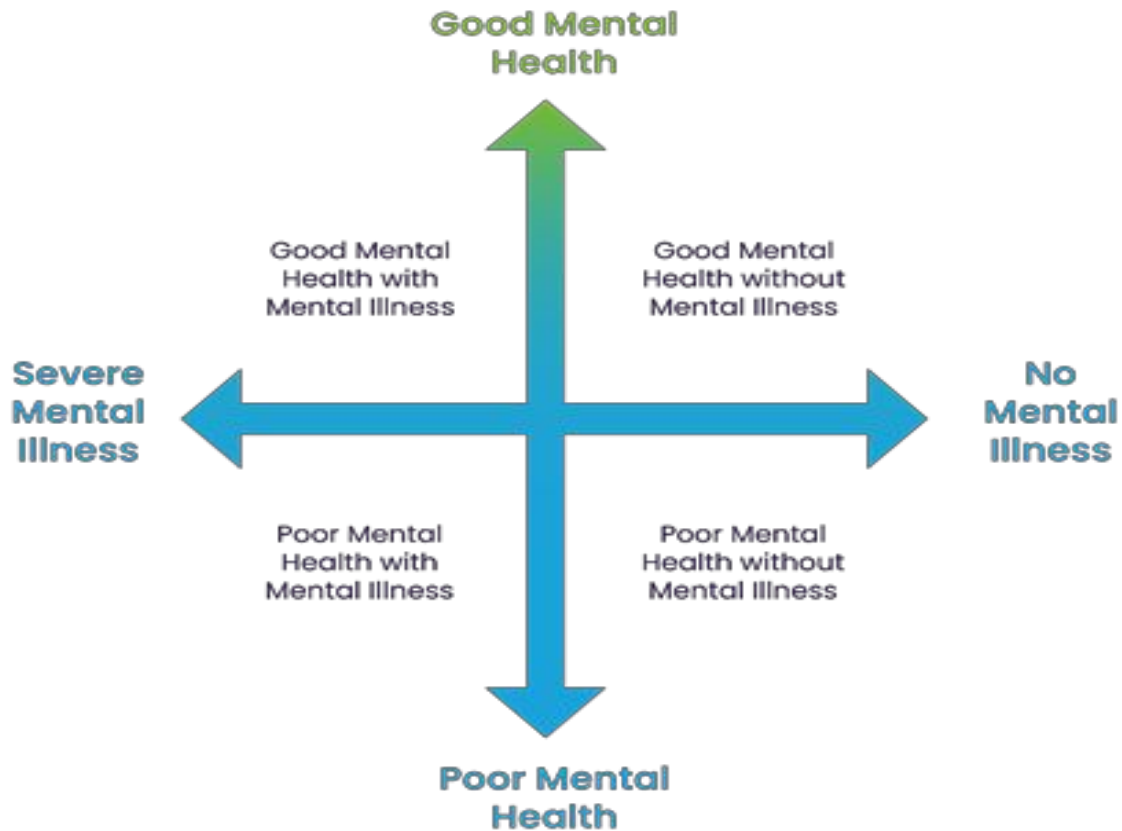


Mental Health is...

Positive mental health is “the capacity of each and all of us to feel, think, act in ways that enhance our ability to enjoy life and deal with the challenges we face. It is a positive sense of emotional and spiritual well-being that respects the importance of culture, equity, social justice, interconnections and personal dignity”

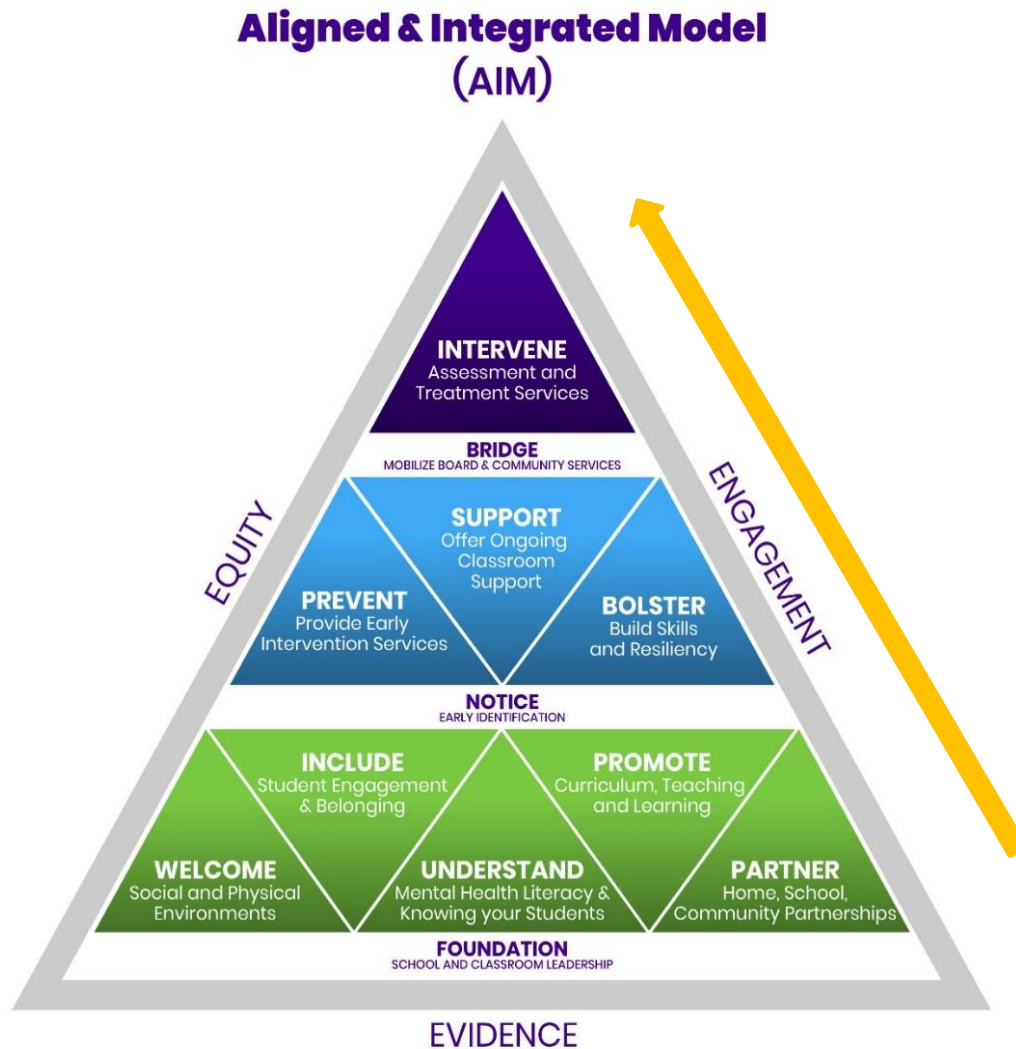
Public Health Agency of Canada

You can have a
severe mental
illness and still
have good mental
health!





Multi-Tiered School-Based Supports and Services





Last year we

- Consulted around 502 mental health concerns and provided individual evidence based mental health support to 330 students
- Partnered with Common Compass, who provided a mental health and wellbeing psychoeducational workshop opportunity specifically for our grade 12 students
- Partnered with Youthspeak, who provided staff wellness sessions to 34 of our schools and presentations to schools on topics of mental health and inclusivity
- Partnered with York Support Services Network to provide Mindfulness workshops for our Functional Life Skills and Autism Spectrum Disorder students in all our high schools
- Created and provided classroom workshops to over 220 classrooms (topics included "Stress, Time Management and Maintaining your Mental Health," "All About Anxiety" and "Kids Have Stress Too.")
- Created and provided 4 six week psycho-educational groups on topics of anxiety and depression to secondary students (Worriers to Warriors and Mood Bump)
- Created classroom resources for teachers to use on Bell Let's Talk day and during Children's Mental Health Week
- Presented to parent communities (elementary and secondary) on supporting youth wellness
- Provided educator and new principal inservicing
- Updated the Mental Health page on the YCDSB website, including a page for students and families and created a YCDSB mental health Twitter and Instagram page to better reach students and families
- Participated in professional development on culturally sensitive assessment and intervention, suicide risk assessment and evidence based psychotherapy
- Partnered with our Religion Consultants and the Employee Wellness group to initiate a weekly Staff Wellness Lounge



Summer 2021

- We supported students individually who self referred themselves or whose parents reached out for support.
- We partnered with the Wellness Counseling Centre for Youth, who provided a 6 week mental health group for Asian students (elementary and secondary)
- Created and delivered a mental health program for the Focus on Youth summer program.
- Supported the pilot of student mental health lessons created by SMHO with students in the Kickstart program
- Provided a 6 session group for students suffering from anxiety (elementary and secondary were offered, however, only secondary students registered)
- Created classroom based workshops for students grades 1-12 on topics such as healthy relationships, anger management, conflict resolution and depression/low mood that are available this year.
- Prepared and delivered workshops for parents (Aug 25 and 26) and students (Sept 2) to address preparing for “back to school”
- Hosted a two day Mental Health Summer Institute for educators
- Created a training module for administrators and educators on “Compassionate Discipline”
- Worked with SHSM COOP students who designed and created Mental Health Coping Kits for all gr 9 students that were distributed in September



So far this year.....

- Consulted with schools around 120 mental health concerns and are currently supporting 74 students
- Ran a condensed anxiety group specifically for students with attendance issues to ease their transition back to school
- Providing individual therapeutic support to students
- Provided 26 classroom based psychoeducational workshops
- Piloting a Lunch n' Learn series at a high school at Our Lady of the Lake
- Piloting a mental health group for Black students at Fr. Michael McGivney
- Partnered with Unity Charity to provide a unique opportunity to explore mental health and the arts to 8 of our high schools
- Educator Mental Health Packages (including resources around mentally healthy classrooms, posters and classroom conversation starters we) have been created for every teacher
- PA DAY for all educators focused on a mentally healthy return to school
- Initiated a Mental Health Ambassador role in all schools to assist with communication and implementation of mental health initiatives
- Professional development opportunities around suicide intervention skills (ASIST) and Understanding and Addressing Non-Suicidal Self Injury in Schools being provided to administration, guidance counsellors, chaplains and student services staff.
- The Mental Health Leadership team, together with our Educational Researcher, are working with an outside consultant to analyse our census and climate survey data to identify disparities that can inform future mental health equity initiatives



Links to Resource Pages:

[YCDSB Mental Health Page](#)

[2021-2022 Mental Health Services - Service Menu](#)

[YCDSB Student & Family Mental Health Site](#)

[SMHO- Parents and Families](#)- School Mental Health Ontario

[YCDSB Mental Health \(@YCDSB_MH\)](#) Twitter page

[Mental Health @ YCDSB \(@mh_ycdsb\)](#) Instagram page

[Mental Health Resources](#)



YORK CATHOLIC DISTRICT SCHOOL BOARD

**REPORT NO. 2021:04
YORK CATHOLIC PARENT INVOLVEMENT COMMITTEE (YCPIC)**

To: Regular Board Meeting

October 26, 2021

A York Catholic Parent Involvement Committee (YCPIC) meeting was held via Google Meet commencing at 7 p.m., on Wednesday, September 29, 2021.

PRESENT:

Committee Member(s): Carmen Bunker, David Cheng, Sonja DaSilva, Jan de Souza, Mary Giardina, Johnson Irimpan, Tony Lorini, Gabriella Marchione, Maurizio Ruberto, Martina Saverino, Andrea Telfer, Sarah Tjin-a-joe, Jaclyn Toma, Florence Wang

Administration(s): Domenic Scuglia, Eugene Pivato, Fabio Nardo, Vito Totino

Trustee(s): Dominic Mazzotta, Theresa McNicol

Guest(s): Michelle Prinzo, YCDSB Mental Health Lead

Recording Secretary: Mary Giardina / Maurizio Ruberto

REGRETS:

Committee Member(s): Kristina Costabile, Juanita Doell, Emanuela Polin-De Luca, Maria Praveen, Singai Rani Wilson, Kaline Rozek, Rosanna Soda, Tony Zafran

Administration(s): Andre Belille, Marylinda Lamarra

Election of 2021-2022 YCPIC Officers:

Martina Saverino, Chair (*Year 2 of a 2 Year Term – No Election Held*)

Mary Giardina, Vice-Chair

Andrea Telfer, Treasurer

Maurizio Ruberto, Secretary

1. ACTION ITEM(S): N/A

2. DISCUSSION/INFORMATION ITEM(S):

- a) Review Constitution
- b) Introducing Mental Health Ontario and Board Highlights
- c) Orientation Meeting for New Catholic School Council Executive Members
- d) Annual YCPIC Conference

3. FUTURE MEETING DATES: November 29, January 31, April, 25, June 6

Martina Saverino, YCPIC Chair

York Catholic District School Board

REPORT NO. 2021:01 of the TRANSPORTATION COMMITTEE

To: Regular Board Meeting

October 26, 2021

A Transportation Committee Meeting was held via Google Meet on Tuesday, October 12, 2021 starting at 3:00 pm.

PRESENT:

Committee Members: D. Giuliani, M. Iafrate, J. Wigston

Administration: A. Falconi, T. Pechkovsky, N. Di Nardo, C. Tupchong, D. Willis

Other Trustees: R. Cantisano, E. Crowe, M. Marchese, D. Mazzotta

Absent with Notice: N/A

Recording: K. Andriano, K. Errett

Presiding: D. Giuliani, Committee Chair

1. ACTION ITEM(S):

a) Letter to the Minister of Education Regarding French Immersion Transportation

THAT the letter to the Minister of Education to request equitable funding for French Immersion Transportation in Appendix A, be approved.

2. BUSINESS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING: Nil

3. PRESENTATION ITEM(S): Nil

4. DISCUSSION/INFORMATION ITEM(S)

The Committee processed the following:

a) Immediate Concerns

- Letter to the Minister of Education Regarding Funding for Pay for Use Transportation
- Ineligible Riders Issue
- Bus Stop Safety Concern
- TCH 19 Process

b) Potential Policy Discussion

- Elementary Transportation Eligibility

5. ADJOURNMENT: 4:06 p.m.

Dino Giuliani, Committee Chair

York Catholic District School Board

**REPORT NO. 2021:04 of the
POLICY REVIEW COMMITTEE**

To: Board of Trustees

October 26, 2021

A regular virtual session of the Policy Review Committee was held through Google Meet on Tuesday, October 12, 2021 starting at 6: 30 p.m.

PRESENT:

Committee Members Present: F. Alexander, C. Cotton, E. Crowe, M. Iafrate, M. Marchese, D. Mazzotta, J. Wigston

Other Trustees: R. Cantisano, D. Giuliani, T. McNicol

Absent with Notice: **Student Trustee:** A. Casbarro, A. Peta-Dragos

Administration: M. Gray, E. Pivato, J. Sarna, D. Scuglia

Recording: J. Di Bratto

Presiding: J. Wigston, Vice-Chair

ACTION ITEMS:

1. **THAT** the Board approve the following DRAFT policy (Upon approval the policy will be distributed to the Joint H&S Committee for consultation):
Policy 425 Workplace Harassment
2. **THAT** the Board approve the following DRAFT policy (Upon approval the policy will be distributed to the Joint H&S Committee for consultation):
Policy 427 Workplace Violence

INFORMATION/DISCUSSION ITEMS:

Policy 202 Safe Schools
Policy 218 Code of Conduct
Policy 412 Progressive Discipline
YCDSB By-Law No.1 Operational By-Law

FUTURE ITEMS:

Policy 219B Student Dress and School Uniform - Secondary
Policy 316 Secondary School Post-Examination Review
Policy 605 Attendance – Secondary
Policy 608 Volunteers in Schools

Future meeting date for Policy Review Committee

November 16, 2021, December 13, 2021, January 18, 2022, March 8, 2022, May 10, 2022, June 7, 2022

Adjournment – 9:33 p.m.

J. Wigston, Committee Vice-Chair



YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i> Human Resources	<i>Policy Number</i> 425
<i>Former Policy #</i> 501/420	<i>Page</i> 1 of 10
<i>Original Approved Date</i> July 4, 2001	<i>Subsequent Approval Dates</i> October 12, 2010 June 19, 2012 November 26, 2013 November 10, 2014 March 29, 2016 March 29, 2017 June 20, 2017 January 30, 2018 April 30, 2019 xx 2021

POLICY TITLE: WORKPLACE HARASSMENT

SECTION A

1. PURPOSE

The York Catholic District School Board is committed to ensuring a respectful work and learning environment free of any form of harassment, discrimination, or abuse. The policy is in accordance with the [Ontario Human Rights Code](#) and the [Occupational Health and Safety Act](#) and all applicable legislation.

2. OBJECTIVE

It is the policy of the York Catholic District School Board that all persons employed by the Board **have the right to work in an environment free from any form of harassment, including workplace sexual harassment.** **Ontario Human Rights Code related harassment, which is a form of discrimination, is covered by this policy and will not be tolerated.** This policy applies to all workers **both paid and unpaid (i.e. volunteers),** and it addresses workplace harassment from all sources. **Persons engaging in harassment are subject to disciplinary measures, up to and including termination of employment, in accordance with Policy 412 Progressive Discipline of Employees.**

3. PARAMETERS

- 3.1 All issues with respect to this policy shall be investigated and addressed in a timely manner and in accordance with the procedures of this policy.
- 3.2 The Director of the Board and the Superintendent of Human Resources are to be informed of all complaints at the time they are received, except in those cases where the complaint is made against either party (see Respondent Rights 4.7).
- 3.3 All complaints are to be conjointly reviewed by the Superintendent of Human Resources and the Human Rights and Equity Advisor.
- 3.4 In the event that the complaint is in regards to the employee's supervisor, the written complaint is to be addressed to the attention of the Board official next in level of authority who shall be considered the immediate supervisor in the steps outlined in the procedures of this policy. In the event that the complaint is against the Director, the complaint will go to the Chair of the Board for the consideration of the Board of Trustees.
- 3.5 Where a supervisor, manager, or leader does not take appropriate action to investigate or stop harassment or discrimination they may will also be found to be in violation of this policy.
- 3.6 All reports regarding workplace harassment will be kept in strict confidence, except as is necessary to investigate the complaint and to respond to any legal or administrative proceedings arising out of or relating to the workplace harassment report.
- 3.7 Records Management
Upon the conclusion of an investigation and a review by the School Superintendent/Superintendent of Human Resources and/or Human Rights and Equity Advisor review, all notes, statements, documents and reports made or collected in connection with the investigation shall be placed in a sealed file. The sealed file shall be retained separately from personnel files under the control and direction of the Superintendent of Human Resources or the Human Rights and Equity Advisor. Such files may only be accessed under the following circumstances:
 - 3.7.1 As required by law;
 - 3.7.2 By any subsequent investigator who considers the information relevant to their investigation;
 - 3.7.3 In the event there is a subsequent allegation of a related or similar nature.
 - 3.7.4 All persons reviewing the sealed file material shall place in the file a notification indicating the name, date and reason for the review. The file shall be resealed after examination. The person accused of harassment may apply to the Superintendent of Human Resources to consider further restricting access to the sealed file material so that the material may be accessed only as required by law.
- 3.8 All documentation in connection with an investigation is to be considered permanent in accordance with the [Municipal Freedom of Information and Protection of Privacy Act and Limitations Act](#).
- 3.9 Reprisals
No person involved as either a party, a witness or an investigator to a complaint filed under this policy shall be subjected to intimidation, reprisals or discrimination as a result

of their involvement. A person who believes that they have been subjected to reprisal is able to file a complaint under the policy. Persons engaging in reprisal are subject to disciplinary measures in accordance with *Policy 412 Progressive Discipline of Employees*, up to and including termination of employment.

3.10 Interference

Interfering in any way with the right of an employee to resolve an alleged incident of harassment or discrimination is also a violation of this policy, including but not limited to intimidating any person involved in the investigation, or influencing a person to give false or misleading information.

3.11 False/Frivolous or vexatious complaints

The Board does not condone false/frivolous or vexatious complaints. If it is determined as a result of an investigation that a complaint was made maliciously with intent to harm or made in **bad faith**, formal disciplinary action will be taken against the complainant, including, but not limited to, a letter of reprimand, suspension or possible dismissal from employment in accordance with the Board's *Policy 412 Progressive Discipline of Employees*. Such disciplinary action will be placed in the employee's personnel file.

3.10.1 The Board reserves the right to pursue legal costs should a complaint be found to be false, frivolous or vexatious.

3.12 The accused person of an allegation will be deemed innocent pending the outcome of the investigation.

3.13 Reasonable Actions

Actions taken by **the YCDSB** ~~an employer~~ relating to the management and direction of workers or the workplace is not workplace harassment.

A situation between two employees that involves a disagreement, a misunderstanding or conflict or a single comment or action or rudeness is not generally considered workplace harassment for the purpose of this policy.

3.14 Additional Support

An employee may seek additional support from their Union, ~~Human Rights Legal Support Centre~~ **the Office of Human Rights, Equity, Diversity and Inclusion** or the Employee and Family Assistance program, as appropriate.

3.15 Organizations have a duty to accommodate the needs of employees based on any human rights protected grounds to enable them to fully participate in the workplace, short of undue hardship. Accommodation applies to all Code-protected grounds. Failure to accommodate short of undue hardship is a violation of this policy.

3.16 Annual Review

The Annual Review ~~shall~~ **will** be informed by the collection and analysis of employee comments, feedback from investigators and managers, and information collected through exit interviews, in accordance with the Occupational Health and Safety Act in consultation with the Joint Health and Safety Committee or when any gaps or deficiencies in the procedures are identified as a result of an investigation.

The initial draft revisions of this policy will go to the Joint Health and Safety Committee and then to legal counsel for review/input. ~~review~~. The draft revisions will then go to

the Board Policy Review Committee for final review, revision and approval. ~~will then proceed with determined revisions.~~

3.17 Training

All workers will be provided with information and instruction on this policy and the procedures, which will include:

- 3.17.1 What conduct is considered workplace harassment, including workplace sexual harassment and how to recognize it;
- 3.17.2 How and to whom to report an incident;
- 3.17.3 How the complaint will be investigated;
- 3.17.4 How the results of an investigation will be reported.

3.18 All workers shall be informed of any substantive changes to the procedure as they occur.

3.19 Supervisors, Managers and the Joint Health & Safety Committee will be provided with information and instruction on how to recognize workplace harassment and how to handle a complaint. They will also be provided with information about their duty to foster a respectful and harassment-free workplace, as well as their duty to inquire through addressing issues that they become aware of regardless of whether an employee makes a complaint, and to keep a record of all discussions with employees who raise concerns under this policy as well as their response to the situation.

3.20 All new Supervisors, Administrators and School Superintendents will be trained by the Superintendent of Human Resources or designate on how to conduct an investigation into a complaint of workplace harassment, including sexual harassment as part of the orientation to the new role. Additional training on how to conduct investigations will be provided every two years to all other members of management.

- 3.19.1 A Supervisor, Manager and School Superintendent shall not be responsible for conducting an investigation under this policy unless they have received training in accordance with article 3.17.3.

4. RESPONSIBILITIES

This policy applies to all York Catholic District School Board employees. All staff are expected to abide by this policy by refraining from any form of harassment and by fully cooperating in any investigation of a harassment complaint. **Fostering a** harassment-free workplace is a shared responsibility.

4.1 Director of Education

- 4.1.1 **To create and foster a respectful work and learning environment free of any form of harassment, discrimination, or abuse.**
- 4.1.2 To oversee compliance of the Workplace Harassment policy and related procedures.
- 4.1.3 **To highlight ensure to superintendents are aware that they are accountable for responding to and resolving complaints of harassment as per established timelines.**
- 4.1.4 **To provide for the monitoring and evaluation of the application of the policy, such as the collection and analysis of employee comments, feedback from investigators and managers, and information collection through exit interviews**

- to inform the monitoring and review of the policy through a monthly report to Trustees.
- 4.1.5 ~~The Director of the Board and the Superintendent of Human Resources are To~~ review all complaints with the Superintendent of Human Resources at the time they are received, except in those cases where the complaint is made against either party (see Respondent Rights 4.7).

4.2 Superintendent of Human Resources and International Education

- 4.2.1 To provide leadership in the implementation of this policy.
- 4.2.2 To create and foster a respectful work and learning environment free of any form of harassment, discrimination, or abuse.
- 4.2.3 To ensure that all employees are aware of the policy and related procedures.
- 4.2.4 To ensure and monitor the provision of training to all employee groups.
- 4.2.5 To receive and review all harassment complaints with the Human Rights and Equity Advisor in order to determine whether the complaint has a human rights component. In such cases, the Superintendent of Human Resources and the Human Rights and Equity Advisor (HREA) will determine how to then process the complaint. Similarly, the office of the Human Rights and Equity Advisor will inform the Superintendent of Human Resources of any reports that the office of the HREA receives unless Human Rights Code restrictions would prevent the HREA from doing so.
- 4.2.6 To facilitate the investigation of complaints by working with the superintendent or senior manager.
- 4.2.7 To ensure that those assigned to investigate a complaint have sufficient training and understanding of the *Ontario Human Rights Code* and the *Occupational Health and Safety Act* to conduct an appropriate investigation.
- 4.2.8 To report to the Human Resources Committee, the number of workplace harassment complaints on a monthly basis, including the number and type of complaints and any trends and systemic issues that need to be addressed proactively.
- 4.2.9 To report to the Director of Education all complaints at the time that they are received.
- 4.2.10 To ensure an annual review of the policy as per 3.16 of this policy.

4.3 Superintendents of Education/Senior Managers

- 4.3.1 To create and foster a respectful work and learning environment free of any form of harassment, discrimination, or abuse.
- 4.3.2 To implement the Workplace Harassment policy and related procedures as required or guided by the Superintendent of Human Resources and International Education.
- 4.3.3 To highlight ensure that school administrators that they are aware that they are accountable for responding to and resolving complaints of harassment, unless the complaint is dealt with by the Human Rights and Equity Advisor or a Superintendent.

4.4 School Administrators/Department Managers/Supervisors

- 4.4.1 To create and foster a respectful work and learning environment free of any form of harassment, discrimination, or abuse.
~~To be a good role model.~~
- 4.4.2 To promote positive and respectful relationships among employees.
- 4.4.3 To recognize and address actions of workplace harassment that offend, embarrass or humiliate others, whether deliberate or unintentional.

- 4.4.4 To treat each situation as a serious matter and conduct an investigation where appropriate needed under the supervision of the Superintendent, Manager, or Human Rights and Equity Advisor.
- 4.4.5 To facilitate the situation towards a resolution between the parties if possible, with a view to correcting behaviour and preserving long term working relationships.
- 4.4.6 To receive a complaint and to notify the Superintendent/Senior Manager. To be aware of what is happening in the workplace.
- 4.4.7 To consult with Human Resources the Superintendent /Senior Manager who will use the Superintendent of Human Resources and the Human Rights and Equity Advisor as resources if the situation cannot be resolved between the parties.
- 4.4.8 To ensure employees are aware of this policy and related procedures.

4.5 Employees

- 4.5.1 To treat others with respect.
- 4.5.2 To become familiar with the Board's Workplace Harassment policy and related procedures.
- 4.5.3 To address workplace harassment by bringing it to the attention of the employee displaying it or to a person in authority, as soon as possible.
- 4.5.4 To not make allegations of harassment that are false, frivolous or malicious. vindictive.
- 4.5.5 To make every effort to resolve in a respectful and civil manner, workplace harassment issues.
- 4.5.6 To participate in investigations of workplace harassment.

4.6 Complainant

- 4.6.1 The Complainant (target of the alleged harassment or discrimination) has the right to:
 - 4.6.1.1 Have a complaint investigated and receive a fair, unbiased investigation of the facts.
 - 4.6.1.2 Have a support person of their choice during meetings regarding the complaint.
 - 4.6.1.3 Confidentiality.
 - 4.6.1.4 Be free from retaliation for filing a complaint.
 - 4.6.1.5 Receive a summary of the investigation report from the official who conducted the investigation.

4.7 Respondent (alleged harasser) has the right to:

- 4.7.1 Know that a complaint has been filed against them as soon as appropriate.
- 4.7.2 Know the full nature of the allegations in order to make a full response to the allegations, including additional allegations that arise in the course of the investigation.
- 4.7.3 Have their response heard and receive a fair, unbiased investigation of the facts.
- 4.7.4 Identify witnesses or documentary evidence to be considered in the investigation.
- 4.7.5 Have a support person of their choice during meetings regarding the complaint.
- 4.7.6 Confidentiality.
- 4.7.7 Fair discipline, should discipline occur, in accordance with *Policy 412 Progressive Discipline of Employees*.

- 4.7.8 Receive a summary of the investigation report.
- 4.7.9 The respondent has the responsibility to:
 - 4.7.9.1 Participate in the investigation and resolution of the complaint.

4. DEFINITIONS

5.1. Condonation

Condonation refers to the practice on the part of those in supervisory, management, or leadership positions of overlooking, downplaying, accepting and/or failing to respond to discriminatory behaviour. ~~Where a supervisor, manager, or leader does not take appropriate action to investigate or stop harassment or discrimination they may will also be found to be in violation of this policy.~~ [moved to parameter 3.5]

5.2 Discrimination

Discrimination refers to adverse differential treatment of a person based on a prohibited ground of discrimination as set out in the *Ontario Human Rights Code*. Discrimination can be direct or indirect and is based upon one's affiliation in one of the groups protected in the areas of employment under the Code: i.e., race, creed/religion, colour, place of origin, ethnic origin, citizenship, ancestry, gender identity, gender expression, sex, sexual orientation, age, marital or family status, disability or record of offences.

~~Failure to Accommodate~~

~~Organizations have a duty to accommodate the needs of employees based on any human rights protected ground to enable them to fully participate in the workplace, short of undue hardship. Accommodation applies to all Code-protected grounds, but is most often related to the needs of:~~

- ~~5.3.1 Employees with disabilities (disability);~~
- ~~5.3.2 Older workers (age);~~
- ~~5.3.3 Employees with religious needs (creed);~~
- ~~5.3.4 Pregnant employees (sex); as well as,~~
- ~~5.3.5 Employees with caregiving responsibilities (family status).~~

~~Failure to accommodate short of undue hardship is a violation of this policy.~~
[moved to parameter 3.15]

5.3 Harassment

- 5.3.1 Harassment is defined in ~~under~~ the *Ontario Human Rights Code* as is engaging in a course of vexatious comment or conduct, (e.g., unwanted, offensive, intimidating, hostile or inappropriate) that is known or ought reasonably to be known to be unwelcome, related to one or more of the protected grounds under the *Ontario Human Rights Code*. These include age; ancestry, colour, race; citizenship; ethnic origin; place of origin; creed; disability; family status; marital status (including single status); gender identity; gender expression; record of offences; sex (including pregnancy and breastfeeding); sexual orientation. Harassment is a form of discrimination and is unlawful. ~~Code related harassment and discrimination matters may be dealt with under the human rights policy and procedure, taking into account the unique circumstances of the case.~~

Forms of harassment include, but are not limited to direct, indirect, subtle and adverse effect discrimination; harassment; sexual harassment; poisoned environment; or systemic discrimination. ~~association or relationship with a~~

~~person identified by one of the prohibited grounds; and/or the perception that one of the prohibited grounds apply.~~

5.3.2 Workplace Harassment

Workplace harassment, as defined by the Ontario Health & Safety Act, is broad enough to include harassment prohibited under the Ontario Human Rights Code, as well as what is often called “psychological harassment” or “personal harassment.”

Examples of personal harassment include, but are not limited to:

- i) Unwanted comments, inferences or suggestions;
- ii) Various forms of intimidation and aggressive behaviour;
- iii) Verbal and emotional abuse;
- iv) Withholding information necessary to perform one’s duties; and
- v) ‘Bullying’ which is an attempt to undermine an individual through cruel and humiliating behaviour, including ‘cyber-bullying;’
- vi) Regular use of profanity and abusive or violent language;
- vii) Violent behaviours, e.g., slamming doors, throwing objects;
- viii) Frequent angry shouting/yelling or blow-ups;
- ix) Targeting individual(s) in humiliating practical jokes.

5.3.3 Workplace Sexual Harassment

Workplace sexual harassment refers to:

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

Examples of sexual harassment include, but are not limited to:

- i) Expressing bias on the basis of sex through derogatory or degrading remarks;
- ii) Unwelcome inquiries or comments about a person’s clothing, body or social activities;
- iii) Remarks, jokes, or innuendoes of a sexual nature;
- iv) Persistent objectionable looks at a person’s body;
- v) Unnecessary and unwanted physical contact;
- vi) Displaying pornographic or other offensive or derogatory pictures or cartoons in the workplace;
- vii) Condescension or paternalism which undermines self-respect;
- viii) Coercive behaviour that asserts control and/or influence over the victim;
- ix) Sexual assault (criminal offence – police to be contacted).

Harassment does not include:

- i) Legitimate performance/probation management;
- ii) Appropriate exercise and delegation of managerial authority;
- iii) Operational directives;
- iv) A disagreement or misunderstanding;
- v) Conflict between co-workers;

- vi) Work-related change of location, co-workers, job assignment;
- vii) Appropriate discipline;
- viii) Less than optimal management;
- ix) A single comment or action unless it is serious and has a lasting harmful effect;
- x) Rudeness unless it is extreme and repetitive.

5.5 Interference

~~Interfering in any way with the right of an employee to resolve an alleged incident of harassment or discrimination is also a violation of this policy. Interference with an investigation is also a violation of this policy, including but not limited to intimidating any person involved in the investigation, or influencing a person to give false or misleading information.~~ [Moved to parameter 3.10]

5.6 Poisoned Work Environment

Poisoned environment refers to a work environment that is oppressive, negative, hostile, unwelcoming, or non-inclusive as a result of vexatious behavior that is based on a prohibited ground and that is known, or ought reasonably to be known, to be unwelcome. The comments or conduct need not be directed at a specific individual, and may be from any individual, regardless of position or status. A poisoned working or learning environment may result from a series of incidents or a single serious incident; condonation of such behavior; and/or the failure to adequately remedy and restore the environment following the incident(s).

5.7 Timely Manner

Any complaint made under this policy must be filed in a timely manner following the occurrence of the incident(s). The Board adopts a ~~twelve (12)~~ **six (6)** month time frame and may, in its discretion, decide not to address the complaint when the facts upon which the complaint is based, occurred more than ~~twelve (12)~~ **six (6)** months prior to the date the complaint was filed.

5.8 Workplace

In respect to this policy, the workplace is any place where employees, contract employees, volunteers, trustees and others, who are officially permitted by the board to perform work or work-related duties or functions. Schools and school-related activities, such as extracurricular activities and excursions, comprise the workplace, as do Board offices and facilities. Conferences and training sessions are included within this definition.

- 5.8.1 Activities within offices, staffrooms, classrooms, cafeterias/lunchrooms, and other Board property;
- 5.8.2 Board/School sponsored events associated with and including co-instructional and extra-curricular activities;
- 5.8.3 Electronic venues such as **virtual meetings**, internet, email, and telephones;
- 5.8.4 Activities outside of Board premises including field trips, external work assignments, work-related conferences, training sessions, travel or social gatherings; as well as,
- 5.8.5 Situations in other locations where workplace harassment may have a subsequent impact on the working relationship, performance or environment.

The provisions of this policy and procedure in no way affect the right of any person to exercise their rights under the *Ontario Human Rights Code*, within the time limits specified by the legislation.

6. CROSS REFERENCES

[Limitations Act](#)

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

[Occupational Health and Safety Act](#)

[Ontario Human Rights Code](#)

YCDSB Policy 109 [Records and Information Management](#)

YCDSB Policy 112 [Privacy and Freedom of Information](#)

YCDSB Policy 408 [Digital Discipleship: Acceptable use of Technology](#)

YCDSB Policy 412 [Progressive Discipline of Employees](#)

YCDSB Policy 427 [Workplace Violence](#)

YCDSB Policy 608 [Volunteers in Schools](#)

YCDSB Policy 613 [Equity and Inclusive Education](#)

YCDSB Policy 614 [Whistleblower](#)

YCDSB [Procedure Addendum to Workplace Harassment Policy](#)

Approval by Board

April 30, 2019

Date

Effective Date

May 1, 2019

Date

Revision Dates

April 30, 2019

Date

Review Date

April 2024

Date



YORK CATHOLIC DISTRICT SCHOOL BOARD

PROCEDURE

Addendum to Policy 425: Workplace Harassment

Effective: **TBD**

Revised Flowchart February 2020

PURPOSE

These procedures are designed in conjunction with Policy 425: Workplace Harassment and outline the process for the reporting and the investigation of harassment.

1. **COMPLAINTS:**

Filing a Complaint

- 1.1.1 The complainant will submit a written complaint, in a timely manner (see definition given in Section 5.7) to ~~his/her~~ **their** immediate supervisor.** Once received, the immediate supervisor will consult with their superordinate (i.e.: Principal to consult with the appropriate Superintendent of Schools; Manager to consult with the appropriate Senior Manager).

**** In the event the complaint is in regards to the employee's supervisor, the written complaint is to be addressed to the attention of the ~~Superintendent of Human Resources and International Education~~ the Board official next in level of authority who shall be considered the immediate supervisor in the steps outlined below. In the event that the complaint is against the Director, the complaint will go to the Chair of the Board for the consideration of the Board of Trustees.**

The written complaint should include the following:

- i) Name and contact information;
- ii) The nature of the allegation;
- iii) The name of the respondent, position and contact information if known;
- iv) The relationship of the respondent to the complainant (for example, colleague, member of the public, supervisor **)
- v) The date(s) and a description of the incident(s) including frequency and location;
- vi) If applicable, the names of the witnesses and contact information, if known;
- vii) Any supporting documents you may have that are relevant to the complaint;
- viii) List any documents that a witness, another person, or the alleged harasser may have that are relevant to the complaint.

The information provided should be as precise and concise as possible.

1.1.2 Screening and Acknowledgment of Complaint

Upon receipt of the complaint, the immediate supervisor shall acknowledge receipt in writing within two (2) work days.

1.1.3 Interim Measures

After a complaint is made, the immediate supervisor, in consultation with the School Superintendent/Superintendent of Human Resources will determine if any immediate action or interim measures are required to protect the health, safety and security of the complainant, the respondent, the Board, its community or any of its members. These measures may include but are not limited to:

- Limiting access to facilities and or areas within a department;
- Change in reporting relationship or worksite; or
- Discontinuing contact between the complainant and the respondent during the period of the proceedings under this policy.

Interim measures, if required, are to be implemented by the appropriate Board personnel. Both parties shall be notified of any interim measures to be implemented. Note that any interim measures are not intended as discipline or a transfer within the meaning of any collective agreement or policy. Where an interim action is taken in the course of the investigation, those named will be presumed innocent until a final determination to the contrary is reached under the terms of this policy.

1.1.4 Investigation

- a) The Superintendent of Human Resources and International Education, in consultation with the Human Rights and Equity Advisor, will determine who is to conduct the investigation based on the circumstances of the case.
- b) The Superintendent of Human Resources has discretion in determining if a third party external adjudicator is required to ensure impartiality at any point in the investigation, from commencement to end.
- c) An investigation will commence within **five (5)** ~~ten (10)~~ work days of receiving the complaint. **In exceptional circumstances additional time may be authorized by the Director of Education.** The investigation will be completed within **sixty (60)** ~~ninety (90)~~ calendar days or less, unless there have been extenuating circumstances which shall be communicated to both parties prior to the expiration of the **sixty (60)** ~~ninety (90)~~ calendar days.
- d) Any complaint of harassment shall be kept confidential except as is necessary to investigate and resolve the issue and subject to *The Municipal Freedom of Information and Protection of Privacy Act*). Investigators will stress the confidentiality of the investigation with any person(s) interviewed.
- e) The investigator shall
 - i) Interview the complainant and respondent separately;
 - ii) Interview all witnesses separately, including any non-employees, if possible;
 - iii) Provide written explanation as to why any named witnesses were not interviewed;
 - iv) Provide a written report **to the School Superintendent or the Superintendent of Human Resources and International Education.**

1.1.5 Once an investigation is complete, the School Superintendent or Superintendent of Human Resources shall review the report to determine whether, on a balance of probabilities, harassment occurred and what remedies, if any, are warranted.

1.1.6 The School Superintendent or Superintendent of Human Resources shall inform the complainant, and the respondent, in writing of the decision within **five (5)** calendar days of the conclusion of the investigation and if any, the corrective and/or disciplinary measures and actions.

1.1.7 **In determining the appropriate consequences, the Superintendent of Human Resources and International Education will take into account the nature of the violation of the policy, its severity, and whether the individual has previously violated the policy.**

- 1.1.8 Where a violation of the policy is found, the Superintendent of Human Resources and International Education will also take any steps necessary to repair the effects of the discrimination or harassment on the complainant, and to prevent any further recurrences of harassment or discrimination within the organization.
- 1.1.9 The Human Resources Superintendent will be responsible for monitoring the outcome of the complaint.

DRAFT

WORKPLACE HARASSMENT PROCESS

Human Resources becomes aware of a possible harassment matter and/or the Complainant submits a written complaint (in a timely manner - six (6) months) to immediate Supervisor. (signed/dated)

Upon receipt Supervisor shall acknowledge receipt in writing within two (2) working days and consult with their superordinate

Immediate Supervisor in consultation with School Superintendent/Superintendent of Human Resources will determine if any immediate action or interim measures are required.

Investigation will commence within **five (5)** work days of receiving the complaint. Investigation will be completed within **sixty (60)** calendar days or less, unless there have been extenuating circumstances which shall be communicated to both parties prior to expiration of the **sixty (60)** calendar days.

Once an investigation is complete, the School Superintendent or Superintendent of Human Resources shall review the report and will determine if any remedies, if any, are warranted.

The School Superintendent or Superintendent of Human Resources shall inform the complainant, and the respondent, in writing of the decision within **five (5)** calendar days of the conclusion of the investigation and if any, the corrective and/or disciplinary measures and actions.



YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i> Human Resources	<i>Policy Number</i> 427
<i>Former Policy #</i> 412/504	<i>Page</i> 1 of 5
<i>Original Approved Date</i> September 25, 1990	<i>Subsequent Approval Dates</i> July 2, 1991 July 6, 2010 June 19, 2012 October 29, 2013 March 29, 2016 March 28, 2017 xxx, 2021

POLICY TITLE: WORKPLACE VIOLENCE

SECTION A

1. PURPOSE

The York Catholic District School Board recognizes its obligation and is committed to establishing policies and procedures to minimize and/or prevent violence in the workplace in order to foster the safety and security of Board employees.

2. OBJECTIVE

The York Catholic District School Board does not tolerate violence or unacceptable behaviour in the workplace perpetrated by or against employees. In the event of a violent incident perpetrated by an employee, the York Catholic District School Board will discipline the employee, up to and including dismissal from employment.

3. PARAMETERS

3.1 **Workplace Violence Prevention Program**

The York Catholic District School Board shall establish a workplace violence prevention program to take every reasonable precaution under the circumstances to reduce the risk of violence in the workplace. All employees are expected to be aware of and participate in such program this policy and procedure, as required.

The workplace violence prevention program shall include:

- 3.1.1 Workplace violence risk assessment and reassessment process.
- 3.1.2 Measures and procedures to control the risks identified in the assessment or

- reassessment of the risk of workplace violence ~~risk assessment~~ identified as likely to expose a worker to physical injury.
- 3.1.3 Measures and procedures for summoning immediate assistance when workplace violence occurs or is likely to occur.
 - 3.1.4 ~~Reporting and investigation process~~ Measures and procedures for workers to report incidents of workplace violence to the school board or supervisor.
 - 3.1.5 Details of how the school board or Supervisor will investigate and deal with incidents or complaints of workplace violence.
 - 3.1.6 Training and education.
 - 3.1.7 Provision of information to workers related to a risk of workplace violence from a person with a history of violence if:
 - 3.1.7.1 The worker can reasonably be expected in the course of their professional duties and responsibilities to encounter that person in the course of their work, and;
 - 3.1.7.2 The risk of workplace violence is likely to expose the worker to physical injury.
 - 3.1.7.3 Personal information about a person with a history of violent behaviour must not be disclosed more than is reasonably necessary to protect workers from physical injury.
 - 3.1.8 Risk of domestic violence that may reasonably enter into the workplace.

3.2 Annual Review

This policy will be reviewed ~~and consulted through the Joint Health & Safety Committee, as often as necessary, but~~ at least annually to ensure its ~~compliance~~ effectiveness in accordance with the [Occupational Health and Safety Act](#).

3.3 Risk Assessment (Section Moved to Workplace Violence Procedure)

~~3.3.1 The risk of workplace violence shall be re-assessed as often as necessary to ensure the policy and related administrative procedures continue to protect workers from workplace violence.~~

~~3.3.2 Once the results have been analyzed by the parties, recommendations as well as actions must be taken to remove as many risks as can be reasonably removed and to instruct employees how to recognize any remaining risk.~~

~~3.3.3 Specific written policies and procedures will be developed to respond to all identified risks.~~

3.4 Training and Education (Section Moved to Workplace Violence Procedure)

~~3.4.1 All employees are required to be trained on the contents of this policy and to receive a copy of the policy.~~

~~3.4.2 Employee training shall include:~~

- ~~i) The means to recognize potentially violent situations;~~
- ~~ii) Procedures, practices, administrative arrangements and controls that have been developed to minimize or eliminate the risk to workers;~~
- ~~iii) The appropriate responses of workers to incidents of violence, including how to obtain assistance;~~
- ~~iv) Procedures for reporting violent incidents.~~

~~3.4.3 Employees will be provided with newly acquired information, including personal information, related to a risk of workplace violence to~~

them in a timely manner.

~~**3.5 Reporting (Section Moved to Workplace Violence Procedure)**~~

~~3.5.1 Each and every incident of violence in the workplace shall be reported immediately to the School Administrator / Department Manager / Supervisor.~~

~~3.5.2 The Employer's Report of Accident/Violent Incident—Admin 10 will be used to record and report any incident of workplace violence to the Superintendent of Human Resources or designate.~~

~~3.5.3 Dependent upon the nature of the violent incident, other forms may require completion and submission.~~

~~**3.6 Investigation (Section Moved to Workplace Violence Procedure)**~~

~~3.6.1 Under the direction of the Superintendent of Human Resources, all violent incidents shall be investigated immediately by the appropriate School Administrator/ Department Manager / Supervisor along with the Health & Safety Officer and Certified Worker Member.~~

~~3.6.2 Incidents involving students shall be investigated in accordance with the procedures established by the Student Services Department and Safe and Caring Schools program.~~

4. RESPONSIBILITIES

4.1 Director of Education

4.1.1 To oversee compliance with the Workplace Violence policy.

4.2 Senior Administrators Team

4.2.1 To support the implementation and compliance with the Workplace Violence policy.

4.2.2 To be responsible for providing leadership in the implementation of the Workplace Violence policy.

4.3 Health and Safety Officer

4.3.1 To be responsible for providing the management of the implementation of the Workplace Violence policy.

4.3.2 To be responsible for ensuring employees are provided with appropriate training on the Workplace Violence policy and procedure.

4.3.3 To ensure that investigations are completed for incidents of workplace violence.

4.4 Principals/Department Managers/Supervisors

4.4.1 To communicate this policy and related procedure to employees and ensure training is complete.

4.4.2 To be responsible for taking every precaution reasonable in the circumstances for the protection of employees, including but not limited to, in situations where a student or students are assailants.

4.4.3 To be responsible for assessing the risk of violence to employees in their jurisdiction, minimizing those risks where necessary or reasonably possible and for informing any affected employee of such risk or potential risk.

4.4.4 To be responsible for reporting risks of violence and incidents of violence, to the

- Health and Safety Officer and Senior Administration according to the timelines set out in the **Workplace Violence** procedure.
- 4.4.5 To be responsible for ensuring proper medical care is provided for anyone involved in an incident and for securing the safety of employees, before investigating the incident.
 - 4.4.6 To be responsible for contacting police or other authorities, regarding incidents of workplace violence as soon as may be reasonably necessary and for cooperating with police, or other authorities, as required during any investigation related to workplace violence.
 - 4.4.7 **To conduct investigations for incidents of workplace violence.**
 - 4.4.8 **To ensure a copy of this policy and related procedure are posted on the Health and Safety bulletin board.**

4.5 Employees

- 4.5.1 To be responsible for informing their School Administrator/ Department Manager/Supervisor of any **workplace** violence, potential risk of **workplace** violence, or unacceptable behaviour they may experience or witness. This includes **potential for domestic violence that may expose them or co-workers to physical injury in the workplace.** ~~issues in the employee's non-work life that may impact on the employee's or his or her co-worker's safety.~~
- 4.5.2 To be responsible for reporting to their School Administrator/Department Manager/Supervisor any incidents of violence or close calls according to the procedures.
- 4.5.3 To be responsible for ~~attending~~ **participating in** any training or information session provided by the employer to reduce violence or risks of violence.
- 4.5.4 To cooperate with the police or other authorities, as required during any investigation related to workplace violence.
- 4.5.5 **To review the policy and procedure annually and be aware of their responsibilities, as well as the overall policy/procedural requirements.**

~~Non-Employees (Parents/CSC Members)~~

~~To be responsible for informing the School Administrator of any **workplace** violence, potential risk of **workplace** violence, or unacceptable behaviour they may experience or witness.~~

~~To cooperate with the police or other authorities, as required during any investigation related to workplace violence.~~

5. DEFINITIONS

5.1 Domestic Violence

Is characterized by abusive, coercive, forceful, or threatening acts or words used by one member of a family, household, or intimate relationship against another. Domestic violence can enter the workplace when an abuser attempts to harass, stalk, threaten or injure a victim at work.

5.2 Refusal to Work

A worker may refuse to work or do particular work where ~~he or she~~ **they** have ~~has~~ reason to believe that workplace violence is likely to endanger **themselves.** ~~himself or herself~~

5.4 Workplace

Under the Occupational Safety and Health Administration the workplace is defined as, any land, premises, location or thing at, upon, in or near which a worker works.

~~In or on the property of the York Catholic District School Board or
Away from York Catholic District School Board property if the employee is engaged in
work-related activities or it may impact work relationships.~~

5.5 Workplace Violence

- i) The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;
- ii) An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker;
- iii) A statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker. OHS R.S.O. 1990, c.0.1 s1(i).

Workplace Violence can consist of physical or psychological unacceptable behaviours including but not limited to:

- i) Hitting, kicking, punching, pushing, shoving, slapping, pinching, grabbing, biting;
- ii) Carrying or brandishing weapons of any sort;
- iii) Throwing objects at an individual with a view to cause physical injury or fear;
- iv) Destruction of workplace, co-worker's or others' property;
- v) Threats of violence;
- vi) Intimidating behaviour or gesture that causes the recipient to have a fear of physical violence; and
- vii) Obscene or threatening communication e.g., telephone, emails, instant messaging.

6. CROSS REFERENCES

[Occupational Health and Safety Act and Regulations](#) (OHS)

YCDSB Policy 202 [Safe Schools - Student Discipline](#)

YCDSB Policy 409 [Occupational Health & Safety](#)

YCDSB Policy 425 [Workplace Harassment](#)

Approval by Board	<u>March 28, 2017</u> Date
Effective Date	<u>March 29, 2017</u> Date
Revision Dates	<u>March 28, 2017</u> Date
Review Date	<u>March 2018</u> Date



York Catholic District School Board

PROCEDURE: WORKPLACE VIOLENCE

DRAFT

Addendum to Policy 427: Workplace Violence

Effective: March 2017

Xxxx 2021

PURPOSE

The York Catholic District School Board is committed to establishing policies and procedures to minimize and/or prevent violence in the workplace in order to foster the safety and security of employees.

~~These~~ This procedure is designed in conjunction with Policy 427: Workplace Violence and outlines the process for workplace violence risk assessment, summoning immediate assistance from available staff, reporting and investigating incidents of workplace violence, risk of domestic violence, training and education, and providing information on persons with a history of violence where reasonable under the circumstances. ~~the reporting and the investigation of a violent incident in the workplace.~~

1. Workplace Violence Procedures Risk Assessment/Reassessment

- 1.1 The risk of workplace violence shall be re-assessed annually and/or as often as necessary to ensure the policy and related administrative procedures continue to protect workers from workplace violence.
- 1.2 Once the results have been analyzed by the Principal/Supervisor/Manager, recommendations, as well as actions, may be taken to control or remove as many risks as can be reasonably removed under the circumstances, and to instruct employees how to recognize any remaining risk.
- 1.3 Specific written measures policies and protocols will be developed to respond to all identified risks.
- 1.4 Under specific circumstances, a school may be required to conduct a workplace violence risk reassessment, for example when there has been:
 - 1.4.1 An increase in the number, frequency or severity of workplace violence incidents for that specific workplace (e.g. school, classroom, etc.).
 - 1.4.2 A significant change in the physical environment of the workplace (e.g. the addition/removal of portables or security controls).
 - 1.4.3 A significant change in the student population of a school (e.g. at the beginning of a school year or when there is a significant change in the numbers or make-up behaviour related or special education needs of the student population mid-year).
 - 1.4.4 A significant change in curriculum or scheduling, or a change in environment (e.g. noisy construction at a school), to determine if such change could provoke violent behaviours.
- 1.5 Principal/Supervisor/Manager shall conduct a workplace violence risk reassessment and revise measures and procedures, including but not limited to, creating/updating safety plans, in an effort to prevent further workplace injury or the occurrence of a domestic violence injury.
- 1.6 The results of a workplace violence risk assessment and reassessment shall will be provided to the Joint Health & Safety Committee. ~~as is reasonable under the circumstances.~~

2. Summoning Immediate Assistance

- 2.1 The School Board shall ensure that each site has a set procedure in determining how employees will summon immediate assistance.
- 2.2 Each site shall have methods of summoning immediate assistance and include this information in their Emergency Response Plan. Types of communication devices can include, but are not limited to: the PA system, walkie talkies, phone/cell phone, etc.
- 2.3 Workers responding must be aware of their roles and responsibilities and must have received information to respond safely.

3. Reporting

- 3.1 ~~Each and every~~ **Employees must report** incidents of **workplace** violence in ~~the workplace shall be reported~~ immediately **through the online incident reporting tool**, to the School Administrator/Department Manager/Supervisor (see Appendix A).
- 3.2 If the situation presents an emergency, the School Administrator / Department Manager / Supervisor will **immediately** contact York Region Emergency Services (911) **and the Superintendent of the School, who will then inform the Health and Safety Officer**. ~~The School Administrator/Department Manager/Supervisor will use the Admin 10 – Employer’s Report of Accident/Violent Incident to report any incident of workplace violence to the Health & Safety Officer.~~
~~Dependent upon the nature of the violent incident, other forms, as stipulated on the Admin 10 may be required.~~
- 3.3 The Health & Safety Officer will notify the Joint Health & Safety Committee Certified Worker Member **and affiliated unions of all workplace violence incidents**.
- 3.4 The Ministry of Labour shall be contacted by the Health & Safety Officer under any of the following circumstances:
- 3.4.1 In the event of a critical injury or death related to workplace violence. Within 48 hours, a written report will be provided to the MOL describing the circumstances of the critical injury or death.
- 3.4.2 In the event of a work refusal related to workplace violence when the refusal continues to be an issue after **a Stage One** investigation by a Certified Worker Member, ~~and the School Administrator/Department Manager/Supervisor~~, **and Health & Safety Officer**.
- 3.5 **The Joint Health & Safety Committee and associated union, if applicable, shall receive reports of all incidents of workplace violence that result in the person being disabled from performing their usual work or requiring medical attention, within four (4) working days of the incident. This timeline may be extended under exceptional circumstances.**

4. Investigation

- 4.1 **The School Administrator/Department Manager/Supervisor shall immediately begin the investigation process for student related incidents of workplace violence.**
~~Incidents involving students as the assailant shall be investigated in accordance with the procedures established by the Student Services Department and Safe and Caring Schools program.~~
- 4.2 The School Administrator/Department Manager/Supervisor, along with the Health & Safety Officer and Certified Worker Member, shall immediately begin the investigation process **for non-student related incidents of workplace violence**. ~~by using the Violent Incident Investigation Report (see Appendix B).~~
- 4.3 The School Administrator/Department Manager/Supervisor shall immediately make the appropriate inquiries of the victim and/or witnesses. ~~to determine if the incident is minor or serious.~~
- 4.4 All investigations will have associated action plans, timelines for completion and assigned responsibilities to specific workplace parties.
- 4.5 Once **the** investigation has been completed, and with consideration to confidentiality and privacy obligations of the Board, feedback will be provided to the affected employee, **as well as the Joint Health & Safety Committee**, on any identified corrective actions.
- 4.6 Investigations of all workplace violence incidents will be kept confidential and the individual's right to privacy will be respected, **as per 4.5 above**.
- 4.7 If an employee of YCDSB is the assailant, the Superintendent of Human Resources shall take appropriate disciplinary measures based on the facts of the incident and the outcome of the investigation.

- 4.7.1 If a student of YCDSB is the assailant, the Board will follow the Progressive Discipline in accordance with the Education Act.
- 4.8 Employees affected by workplace violence will be referred to the Employee and Family Assistance Program to ensure they receive the appropriate medical and psychological treatment as required.

5. Domestic Violence

- 5.1. The Board shall take every reasonable precaution in the circumstances to protect employees if it becomes aware or ought to reasonably be aware that domestic violence may occur in the workplace and that it would likely expose a worker to physical injury.
- 5.2. Employees have a duty to inform their School Administrator/Department Manager/Supervisor if they or their fellow co-workers are subject to domestic violence that may create a risk to themselves or others in the workplace.
- 5.3. When an Administrator/Supervisor is informed of an employee experiencing domestic violence they will take actions to protect employees and students, under the advice of their Superintendent and Human Resources, regardless of whether the threat of domestic violence is from a co-worker or from someone outside of the workplace. Actions may include, but are not limited to communications to appropriate employees, warnings, employee reassignment or transfer, informing Police, and requesting restraining orders.

6. Work Refusals

- 6.1 Under the *Occupational Health & Safety Act*, a worker has the right to refuse work if they have reason to believe they may be endangered by workplace violence. Under *Ontario Regulation 857*, teachers cannot refuse work where the circumstances are such that the life, health or safety of a student is in imminent jeopardy.
- 6.2 An employee shall report the circumstances of the work refusal to their School Administrator/Department Manager/Supervisor.
- 6.3 The School Administrator/Department Manager/Supervisor will direct the worker to wait in a safe location near the work area. The School Administrator/Department Manager/Supervisor may ask another employee to perform the work being investigated, but that worker must be advised of the work refusal and its reasons in the presence of a Certified Worker Member. The School Administrator/Department Manager/Supervisor may assign reasonable alternative work to the worker.
- 6.4 The School Administrator/Department Manager/Supervisor will contact the Health and Safety Officer, who in turn will notify the Certified Worker Member and associated union, if applicable, prior to conducting the investigation. A Certified Worker Member of the Joint Health and Safety Committee must be present during the initial investigation. The employee may contact the Certified Worker Member and/or the employee's union (if applicable).
- 6.5 The School Administrator/Department Manager/Supervisor will commence the investigation when all required persons are present; refuser(s), supervisor, and Certified Worker Member. The principal or supervisor is in charge of the investigation in consultation with the Health and Safety Officer.
- 6.6 At the conclusion of the investigation, the School Administrator/Department Manager/Supervisor will inform the worker(s) of the findings of the investigation and will propose recommendations to the worker(s).
- 6.7 If the worker(s) accepts the recommendations, these recommendations are to be implemented as soon as possible. The investigation is closed, and the Health & Safety Officer issues a report to all participants and the Joint Health & Safety Committee.
- 6.8 If the worker does not accept the recommendations resulting from the investigation, the Health and Safety Officer and the Certified Worker Member will notify the Ministry of Labour. The Work Refusal has moved to Stage 2. If the Ministry of Labour inspector decides not to come to the workplace, the inspector will give a decision over the

- telephone.
- 6.9 If the Ministry of Labour inspector decides to come to the workplace, the School Administrator/Department Manager/Supervisor may ask another employee to perform the work being investigated, but that worker must be advised of the work refusal and its reasons in the presence of a Certified Worker Member.
- 6.10 If the Ministry of Labour inspector decides to come to the workplace, the School Administrator/Department Manager/Supervisor may assign reasonable alternative work to the worker. The alternate work is not to be reprisal for initiating a work refusal.
- 6.11 Upon the arrival of the Ministry of Labour Inspector, the participants of the initial investigation are to be readily available to participate in the Inspector's investigation.
- 6.12 The Inspector makes a decision based upon his investigation and issues a report, which the Health and Safety Officer distributes to all of the participants.
- 6.13 If the Inspector deems the situation to be "not likely to endanger", the Inspector will direct the worker to return to work and issue a report for distribution to all parties.
- 6.14 If the Inspector deems the situation to be "likely to endanger", the Inspector may issue orders and a report for distribution to all parties.
- 6.15 Upon completion of any order(s), the supervisor will notify the Certified Worker Member and the Health and Safety Officer for verification and will send the completed verification notice to the Inspector, along with a communication that the report indicated either a "likely to endanger" or "not likely to endanger" determination.
- 6.16 The worker is notified of the completion of the orders and either returns to work without incident or further refusal or is provided a workplace accommodation to ensure safety.

7. Training and Education

- 7.1 All employees are required to be trained on the contents of the workplace violence policy and procedure.
- 7.2 Employee training shall include:
- 7.2.1 The means to recognize potentially violent situations;
 - 7.2.2 Procedures, practices, administrative arrangements and controls that have been developed to minimize or eliminate the risk to workers;
 - 7.2.3 The appropriate responses of workers to incidents of violence, including how to obtain assistance; and
 - 7.2.4 Procedures for reporting violent incidents.
- 7.3 Where circumstances dictate, additional training may be provided to employees such as:
- 7.3.1 Behaviour Management Systems Training (BMS);
 - 7.3.2 Procedures and safety measures specific to the employee's assignment (e.g., safety plans); and,
 - 7.3.3 Need for and use of personal protective equipment.

8. Information about a Person with a History of Violent Behaviour

- 8.1 The School Administrator/Department Manager/Supervisor, in consultation with the appropriate Superintendent and Human Resources Department, may provide information, including personal information, to employees about a person with a history of violence if:
- 8.1.1 The employee can be expected to encounter that person in the course of his or her work; and
 - 8.1.2 The risk of workplace violence is likely to expose the worker to physical injury.
- 8.1.3 No School Administrator/Department Manager/Supervisor shall disclose more personal information in the circumstances than is reasonably necessary to protect the worker from physical injury.

9. Related Documents

*OESC Online Incident Reporting Tool - <https://ycdsb.oesc-cseo.ca>
Safe and Caring Schools
Workplace Violence Risk Assessment
Workplace Violence Risk Reassessment*

YCDSB Policy 425 [Workplace Harassment](#)

YCDSB Policy 427 [Workplace Violence](#)

~~Admin 10—Employer's Report of Accident/Violent Incident~~

10. Appendices

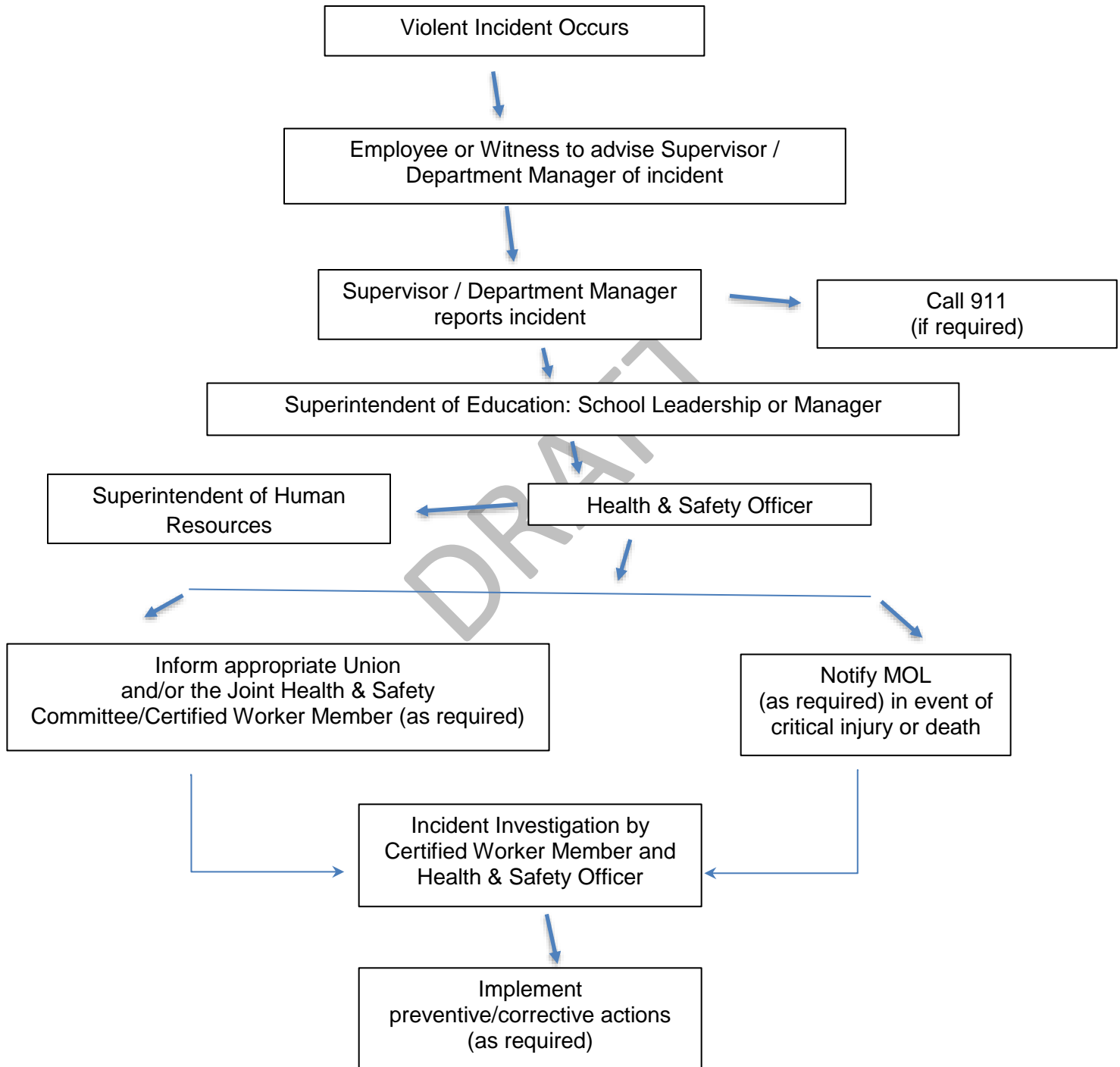
Appendix A – Workplace Violence – Incident Reporting Flow Chart

~~Appendix B—Violent Incident Investigation Report Form~~

DRAFT



Workplace Violence – Incident Reporting Flow Chart





Violent Incident INVESTIGATION REPORT

At the beginning of the interview:

- Make the person being interviewed feel as comfortable as possible
- Ask the person to describe what happened
- Listen carefully
- Ask clarifying questions, interrupting as little as possible
- Repeat the information back to the person being interviewed

Worker Information
Victim's Name:
Position:
School/CEC Department:
Supervisor/Principal's Name:

Incident Location
Date of incident: _____ Date reported to Supervisor: _____
Time of Incident: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM
Incident Location (school name, facility, etc.):
Area (check all that apply):
<input type="checkbox"/> Hallway <input type="checkbox"/> Classroom <input type="checkbox"/> Gym <input type="checkbox"/> Office
<input type="checkbox"/> Stairs <input type="checkbox"/> Library <input type="checkbox"/> Washroom <input type="checkbox"/> Staff Room
<input type="checkbox"/> Work Room <input type="checkbox"/> School Grounds <input type="checkbox"/> Other (please specify):

Incident Details
Alleged Aggressor (check all that apply):
<input type="checkbox"/> Male <input type="checkbox"/> Female
<input type="checkbox"/> Co-worker <input type="checkbox"/> Supervisor <input type="checkbox"/> Parent <input type="checkbox"/> Visitor/Public
<input type="checkbox"/> Contractor <input type="checkbox"/> Student* <input type="checkbox"/> Special Needs Student**
<input type="checkbox"/> Other (please specify):
* If alleged aggressor was a student, please complete Student Conduct Report
** If Special Needs Student, complete SE50 Form and submit to Student Services and document in Student Log
Nature of Incident (check all that apply):
Physical: <input type="checkbox"/> Punch <input type="checkbox"/> Push/Pull <input type="checkbox"/> Kick <input type="checkbox"/> Grab
<input type="checkbox"/> Scratch <input type="checkbox"/> Bite <input type="checkbox"/> Slap <input type="checkbox"/> Pinch
<input type="checkbox"/> Spit <input type="checkbox"/> Struck by _____ object <input type="checkbox"/> Other (please specify):
<input type="checkbox"/> Verbal threat <input type="checkbox"/> Verbal abuse <input type="checkbox"/> Threatening Gesture <input type="checkbox"/> Other:

See Reverse



Violent Incident INVESTIGATION REPORT

Witnesses	
Name of Witnesses:	Contact Information (if available):
1.	
2.	
3.	
Are witness statements attached? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are any photographs related to the incident attached? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Description
Description of Incident: <i>Explain sequence of event, circumstances that may have led to violent behaviour, weapons used, etc.</i>
Agencies involved (check all that apply):
<input type="checkbox"/> Ambulance
<input type="checkbox"/> Police
Officer's Name: _____
Officer's Badge #: _____
<input type="checkbox"/> Ministry of Labour
MOL Inspector's Name: _____

Interview Questions
Where were you during the incident?
What were you doing at the time?
What did you see or hear?
Who was present?
What was the victim doing when the incident occurred?
Do you know what might have provoked this act of violence or was the incident unprovoked?
In your opinion, was the incident preventable?

Preventive and/or Corrective Actions
List any potential preventive and/or corrective actions:

Signatures and Distribution	
Names of Investigators:	
Date of Investigation:	
Signatures:	<div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div>

YORK CATHOLIC DISTRICT SCHOOL BOARD
SPECIAL EDUCATION ADVISORY COMMITTEE
REPORT NO. 2021:09

To: Regular Board Meeting

October 26, 2021

A meeting of the Special Education Advisory Committee was held on **October 18, 2021** virtually over Google Meet at 7:00 p.m.

PRESENT:

Committee Members:	K. Bryden, J. Wigston, M. Iafrate, C. Remo, J. Gamboa, N. Lai, J. Man, L. Paluzzi, S. Gatti
Association Representatives:	E. Di Falco, M. DiFederico
Administration:	D. Candido, A. Cabraja, L. Lausic, E. Miceli-Bush
Regrets:	N. Welch, E. Morgillo, D. Legris, D. Giuliani, , D. Flynn, F. Di Marco
Recording	C. Mong
Guests:	E. Pivato, <i>Associate Director, YCDSB</i> A. Savoranota, <i>LDAYR Ambassador & YCDSB Alumni</i> R. Cantisano, <i>YCDSB Trustee Area 1: Ward 1</i>

1. ACTION ITEM(S): Nil

2. CORRESPONDANCE: Nil

3. PRESENTATIONS/DISCUSSIONS/INFORMATION:

- LDAYR
- ABA Advisory Committee
- F2F meeting
- SEAC Handbook
- Status of Exceptional Student learning during Covid 19

4. ASSOCIATION REPORTS:

- Early Intervention Services of York Region:
Our "Getting ready for school parent guide" has been updated and can be accessed by the general public from the york.ca website.
The content of the guide is: School readiness ideas and tips, timetable for transition to school/what to expect, elementary school programs options and resources.
https://www.york.ca/wps/wcm/connect/yorkpublic/3fb5318b-c8e4-4272-af6e-b46863354d02/GettingReadyForSchool_Guide_ISS.pdf?MOD=AJPERES&CVID=nLbWNUO
https://www.york.ca/wps/wcm/connect/yorkpublic/ef0019ad-1017-49f0-a67c-0a59a3be54d9/GettingReadyForSchool_Guide_ICDS.pdf?MOD=AJPERES&CVID=nNhCw31
- DSAYR Buddy walk: <http://dsayr.ca/buddy-walk/>
- Centre for ADHD Awareness, Canada: <https://caddac.ca/educational-events/all-events/>
- Community Living York South: <https://communitylivingontario.ca/en/staying-connected/>
- Easter Seals: 100th Anniversary

5. ITEMS FOR FUTURE AGENDA:

- SEAC Banner
- Kindergarten Pilot Project
- Student Survey Data

6. NEXT MEETING: November 15, 2021

K. BRYDEN, CHAIR, SEAC

**REPORT NO. 2021:04 of the
CORPORATE SERVICES COMMITTEE
PUBLIC SESSION**

To: Board of Trustees

October 26, 2021

A public session of the Corporate Services Committee was held via Google Meet on Tuesday, October 19, 2021, commencing at 7:35 p.m.

PRESENT:

Committee Members: F. Alexander, R. Cantisano, C. Cotton, E. Crowe, D. Giuliani *[joined at 8:36 p.m.]*,
M. Iafrate, T. McNicol, M. Marchese, D. Mazzotta, J. Wigston

Administration: D. Scuglia, W. Easton, E. Pivato, T. Pechkovsky, A. McDonald, K. Elgharbawy, M. Gray,
D. Clapham, L. Sawicky, R. Antunes, T. Laliberte, S. Wright

Guests: S. Collins, Program Sponsor for the Yonge North Project, Metrolinx
R. Khetarpal, Vice President of Community Engagement, Metrolinx
M. Ciavarro, Vice President and Project Director, Metrolinx
M. O'Shaughnessy, CS&P Architects
P. Bloye, Director, Capital Program Branch, Ministry of Education

Absent with Notice: Student Trustees A. Casbarro and A. Peta-Dragos

Recording: K. Errett

Presiding: M. Iafrate, Committee Chair

- 1) **ACTION ITEM(S):**
 - a) **Long-Term Accommodation Plan (LTAP) Update**
THAT Appendix I be approved as the 'Amended Summary of Initiatives' to the Long-Term Accommodation Plan.
- 2) **SUB-COMMITTEE REPORT:** Nil
- 3) **BUSINESS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING:** Nil
- 4) **OUTSIDE PRESENTATION:** Nil
- 5) **STAFF PRESENTATION:**
 - a) Cashless Schools Program
- 6) **DISCUSSION ITEMS:** Nil
- 7) **INFORMATION ITEMS:**

The Committee processed the following:

 - a) Minutes of the June 8, 2021 meeting were approved
 - b) Procurement Activity Report
 - c) Insurance Reports: Property Claims/Theft and Damage
 - d) Student Uniform Update
 - e) Holy Cross CHS Indoor Artificial Turf Facility – Update
 - f) COVID-19 Resilience Infrastructure Stream (CVRIS) Update
- 8) **NOTICE(S) OF MOTION:** Nil
- 9) **FUTURE ITEMS:** Nil

ADJOURNMENT: 9:48 p.m.

On Motion: Marchese/Wigston and CARRIED

M. Iafrate, Committee Chair

October 19, 2021

Initiative Type	2021/22	2022/23	2023/24	2024/25
New Schools and Additions (Identified by Intended Year of Occupancy)		St. Theresa Cafeteria Addition <i>(Pending Approval to Proceed)</i>	Blessed Chiara Badano CES/St. Katharine Drexel CHS Mount Albert Primary CES <i>(Pending Funding Approval)</i>	St. Robert Replacement <i>(Pending Funding Approval)</i> Queensville CES <i>(Pending Funding Approval)</i>
Temporary Accommodation (Port-a-Paks) (Identified by Intended Year PAK to be removed)	Demolition of 6 Pak at Our Lady of the Lake Condition Assessments at Holy Jubilee, St. Agnes of Assisi and Our Lady of Hope			
Boundary Changes (Identified by Intended Year of Boundary Review Process)	Pope Francis	Holy Spirit (North of St. John's Sideroad) St. Joseph Markham/ St. Julia Billiard/ St. Kateri Tekakwitha / St. Patrick, Markham Secondary Dual/Triple Feeder Areas <i>Board direction to defer review of Secondary dual feeder areas until after next municipal/trustee election (Oct 2022)</i>	Our Lady of the Rosary (Vaughan Metropolitan Centre) Secondary Dual/Triple Feeder Areas	
Program Consolidations (Identified by Intended Year of Consolidation)			Stouffville FI	
Facility Partnerships (Identified by Intended Year of Occupancy)	Holy Cross Indoor Artificial Turf Facility	St. Rene Goupil-St. Luke Child Care Centre <i>(Tender Stage)</i>	Blessed Chiara Badano CES/St. Katharine Drexel CHS Mount Albert Primary CES St. Francis Xavier Child Care Centre	St. Robert Replacement Queensville CES
Pupil Accommodation Reviews (Identified by Year of PAR Process)				
	TBD - Pending Ministry of Education Templates Required for Pupil Accommodation Review Guidelines			

York Catholic District School Board

**REPORT NO. 2021:03 of the
JOINT BOARD CONSORTIUM
PUBLIC SESSION**

To: Regular Board Meeting

October 26, 2021

A regular session of the Joint Board Consortium was held electronically on Thursday, October 21, 2021 commencing at 4:11 p.m.

PRESENT:

YRDSB Trustees: L. Gilbert, J. Nathan, E. Terrell-Tracey and Student Trustee B. Yu
YRDSB Staff: J. Fair and Vidyia Maharaj and S. Infanti
YCDSB Trustees: D. Mazzotta, T. McNicol, R. Cantisano, F. Alexander and M. Iafrate
YCDSB Staff: D. Scuglia, T. Pechkovsky and W. Easton
STSYR Staff: C. Tupchong and N. Smith
Presiding: YCDSB Chair, D. Mazzotta
Recording Officer: L. Toniutti
Regrets: YRDSB Director of Education, Louise Sirisko

1. ACTION ITEM(S): Nil

2. BUSINESS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING:
There was no business arising from the minutes of the May 12, 2021 meeting.

3. PRESENTATION(S): Nil

4. DECISION ITEM(S): Nil

5. DISCUSSION/INFORMATION ITEM(S):
The Committee received information for the following:
a) September 2021 Start-Up Report
b) Transportation Cancellations – Inclement Weather Procedures

6. FUTURE ITEM(S): Nil

ADJOURNMENT: 4:27 p.m.
Adjourned by common consent

York Catholic District School Board

REPORT

Report To: Board of Trustees
From: Administration
Date: October 26, 2021
Report: YCDSB By-Law 1: Operational By-Law

Executive Summary

Further to the Regular Board Meeting held on June 15, 2021 and the Policy Review Committee meeting held on October 12, 2021, section Special Board Meetings, 3.2.3 Notice Waived was further discussed and is presented for approval.

3.2 Special Board Meetings

3.2.1 How Called

A special meeting of the Board shall be called forthwith by the Secretary as instructed by Board resolution, or on the instructions of the Chair, or on the written instructions of one-half of the trustees of the Board, such instructions to contain a concise statement of the matters to be dealt with at such meeting.

3.2.2 Notice

Notice to the trustees of such meeting and notice of the matters to be dealt with shall be effected by verbal notification to the trustees, or by electronic 48 hours in advance. Given the short timeline, an agenda and all related materials are to be emailed as soon as possible.

3.2.3 Notice Waived

Provided however that the restrictions as to 48 hours' notice shall not apply to any special meeting of the Board for which the Secretary obtains **approval of at least two thirds** ~~unanimous approval of the all~~ trustees to the holding of such meeting, and to the subject matter to be dealt with thereat.

3.2.4 Agenda

Special meetings shall be restricted to the items set out in the notice. No other business shall be considered unless all trustees are present at the meeting and unanimously agree thereto.

3.2.5 Cancellation

The Chair of the Board may cancel a special meeting by notice of cancellation given verbally in writing or by electronic means:

- (a) in the case of a meeting called by the Chair, if the Chair in his/her sole and absolute discretion deems that the need for such special meeting no longer exists; and
- (b) in the case of a meeting called by a majority of the trustees if one half or more of the trustees at whose request the special meeting was called give a further request that such special meeting be cancelled.

3.2.6 By-laws 3.1.1, 3.1.2, 3.1.5, 3.1.6, 3.1.7, 3.1.8, 3.1.9, 3.1.15, 3.1.17 apply to all Special Board Meetings.



York Catholic District School Board

Catholic Education Centre, 320 Bloomington Road West, Aurora, Ontario L4G 0M1
Tel: 905-713-1211, 416-221-5051, 1-800-363-2711, Voice Mail Box: 17123
Fax: 905-713-1272 • www.ycdsb.ca

August 31, 2021

LAND ACKNOWLEDGEMENT

- Whereas** the YCDSB Office and schools are situated upon the traditional lands of the Anishinaabe, Haudenosaunee and the Huron-Wendat people;
- Whereas** this Board believes in the importance of recognizing Indigenous people and their traditional territories;
- Whereas** the Board believes that prayer is the ultimate expression of worship towards God;
- Whereas** at Mass it is common practice to offer words of welcome and make announcements prior to the start of the celebration of the Eucharist so that nothing should interfere with prayer;
- Whereas** Fr. Roy Roberts, Master of Liturgy, University of Notre Dame has stated that the proper placement of the Land Acknowledgement is in advance of prayer;
- Whereas** the YCDSB Indigenous Pillar Committee and their community partners have requested that the Land Acknowledgement be offered at the *start* of every YCDSB gathering as part of our response to the Calls to Action of the Truth and Reconciliation Commission;
- Whereas** we believe that as Catholic Institutions we have a role to play in responding to the 94 Calls to Action of the Truth and Reconciliation Commission.

LET IT BE RESOLVED:

THAT the Land Acknowledgment recited at all Board meetings and events, be offered prior to the start of Catholic prayer or reflection.

Theresa McNicol
Trustee
East Gwillimbury/Georgina/Newmarket

Reference No. 2021:10:0831:TM

YORK CATHOLIC DISTRICT SCHOOL BOARD

REPORT

Report To: Board of Trustees
From: Anthony Arcadi, Superintendent of Curriculum and Assessment
Date: October, 26th, 2021
Report: Land Acknowledgment Print and Tablet

EXECUTIVE SUMMARY

At the Board Meeting held on March 23, 2021, Chair Mazzotta put forward a motion that a Land Acknowledgement Plaque be placed in all foyers of York Catholic District School Board schools and at the Catholic Education Centre in order to recognize the importance of reconciliation with our Indigenous people. These are to be displayed at the board office as well as in all schools across the YCDSB. Meetings with Community Partners were held on May 28th, June 11th, and July 16th to discuss and fulfill the board's request. Todd Jamieson, one of the Community Partners, was commissioned to create an original painting from which prints were copied. The print is meant to be a visual representation of the Land Acknowledgment.

It is anticipated that all schools will receive the framed print in the coming weeks. Schools will also receive a tablet of the YCDSB Land Acknowledgement. The print and the tablet will be displayed together in the foyer of all YCDSB schools. The original painting will be displayed at the CEC.

BACKGROUND INFORMATION:

Mr. Jamieson's original design with the YCDSB Land Acknowledgement was painted on birch bark and framed in a shadow box. Mr. Jamieson will be writing an explanation of the painting; the explanation will be mounted on a plaque and placed below the painting to be displayed at the CEC. The painting was delivered to the office of the Director of Education on September 30th, 2021.

Much time has been spent sourcing appropriate frames to be used with the prints for our schools. The Indigenous Community Partners preferred the use of glass frames without any borders, which is symbolic of the fact that the land itself does not have boundaries, and that the path to reconciliation is not bounded by borders. The prints themselves could not be ordered until the appropriate frames were sourced since the size of the print was dependent on the size of the frames.

The frames and prints have both been ordered with delivery anticipated the week of October 25th. Once the prints and frames are received, staff will assemble them. The edges of each print will be torn by hand to mimic the edge of the original birch bark painting, and then framed, in accordance with the wishes expressed by the Indigenous Community Partners.

NEXT STEPS:

Once the print is framed, the Indigenous Community Partners would like to commission the prints and tablet during a smudging ceremony at a Director's Council and/or at a Board Meeting, where they intend to speak to the symbolism and meaning of the artwork. Schools will then display the print and tablet in a prominent place in the foyer of their building.

Prepared and Submitted by: Anthony Arcadi, Superintendent of Curriculum & Assessment
Reviewed by: Eugene Pivato, Associate Director
Endorsed by: Domenic Scuglia, Director of Education

York Catholic District School Board

REPORT

Report To: Board of Trustees
From: Administration
Date: October 26, 2021
Report: Policy 115 – Perquisites

EXECUTIVE SUMMARY

This report provides an annual report to the Board of Trustees on perquisites (perks) in accordance with York Catholic DSB Policy 115.

BACKGROUND INFORMATION

In February of 2011, the Ministry of Finance (BPS Supply Chain Secretariat Division) announced a BPS Directive to replace the 2009 Supply Chain Guideline which included a directive regarding perquisites.

Policy 115, Perquisites provides guidelines to follow in order to remain transparent when spending public funds. Policy 115 Guidelines Section B, Item 4, directs that an annual summary report be made publicly available on the Boards website, reflective of any allowable perquisites (if any) which have been granted.

CONCLUSION

No perquisites were requested or granted during 2020-2021 school year.

Prepared & Submitted by: W. Easton, Chief Financial Officer (Interim)
Endorsed by: D. Scuglia, Director of Education

YORK CATHOLIC DISTRICT SCHOOL BOARD

REPORT TO: Board of Trustees

FROM: Administration

DATE: October 26, 2021

RE: **Policy 203 Transportation Services – Semi-Annual Report
2021/22 Transportation Exemptions- Director’s Report 1**

Executive Summary:

The purpose of this report is to provide Trustees a summary of Transportation Exemptions approved by the Director for the 2021/22 school year. This is the first semi-annual report for the year as required by *Policy 203 Student Transportation Services*.

Background Information:

Eligibility requirements for transportation are identified within Student Transportation Services Policy 203. These eligibility requirements include distance criteria, program exceptions, medical exceptions etc. In addition, the policy recognizes that from time to time there may be extenuating circumstances where transportation may be approved by the Director of Education on compassionate grounds. These exceptions are to be reported to the Board on a semi-annual basis.

The following table is a summary of Transportation Exceptions for the 2021/22 school year, as of October 21, 2021.

Table 1: Director of Education Exceptions for 2021-2022 school year as of October 21, 2021:

Item #	School	Date Approved	Start Date	End Date	Comments	Annual Expenditure	Number of Riders
1	St. Clare CES	29-Apr-21	8-Sep-21	29-Jun-22	Stop Location Request	\$425.00	4
2	St. Joseph the Worker CES	7-May-21	8-Sep-21	29-Jun-22	Compassionate	\$703.00	1
3	St. Jerome CES	23-Jun-21	8-Sep-21	29-Jun-22	Compassionate	\$1,471.00	1
4	St. Marguerite d'Youville CES	6-Jul-21	8-Sep-21	29-Jun-22	Stop Location Request	\$0.00	2
5	St. Mark CES	13-Sep-21	14-Sep-21	29-Jun-22	Compassionate	\$399.00	1
6	St. John Bosco CES	9-Sep-21	9-Sep-21	29-Jun-22	Extenuating Circumstances	\$1,968.00	1
7	St. Joseph CES RH	22-Sep-21	22-Sept-21	29-Jun-22	Compassionate	\$490.00	1
8	St. Matthew CES	7-Oct-21	7-Oct-21	29-Jun-22	Compassionate	\$5,222.00	1
9	St. Mark CES	1-Sep-21	9-Sep-21	29-Jun-22	Compassionate	\$412.00	1
10	St. Charles Garnier CES	9-Sep-21	9-Sep-21	29-Jun-22	Compassionate	\$1,847.00	1
					Total	\$12,937.00	14

The Director has a budget allocation of \$41,986 for the 2021-22 school year. Current exceptions are just under \$13,000.00.

Summary:

The semi-annual report for transportation exceptions provides Trustees with an overview of transportation exceptions approved by the Director of Education in compliance with Policy 203.

Prepared By: Tom Pechkovsky, Coordinating Manager Planning and Operations
Submitted By: Domenic Scuglia, Director of Education

NOVEMBER 2021 TRUSTEE SERVICES



NOVEMBER
THE MONTH OF ALL SOULS




Monthly Virtue: Justice

December 2021

Dec 1—Inaugural Board 6:30 pm
Dec 6—Student Success/Pathways 6:30 pm
Dec 7—Corporate Services Private 6:30 pm
Dec 7—Corporate Services Public 7:30 pm
Dec 8—Director's Council
Dec 8—Executive 3:00 pm
Dec 8—HRC 5:00 pm
Dec 13—Policy Review Cmte 6:30 pm
Dec 14—Committee of the Whole 6:30 pm
Dec 14—Regular Board 7:30 pm
Dec 15—SEAC 7:00 pm
Dec 20 to Dec 31—Christmas Holidays

January 2022

Jan 12—Director's Council
Jan 14—PA Day Elementary Only
Jan 17—SEAC 7:00 pm
Jan 18—Policy Review Committee 6:30 pm
Jan 19—Executive 3:00 pm
Jan 19—HRC 5:00 pm
Jan 25—Committee of the Whole 6:30 pm
Jan 25—Regular Board 7:30 pm
Jan 28—SAL 8:45 am
Jan 31—YCPIC 7:00 pm

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
	1  6:30 pm Student Success & Pathways	2 	3 Take Our Kids To Work 2021	4	5	6
7	8	9 5:00 pm Audit Committee 6:30 pm Special Board	10 Directors Council 3pm Transportation Review	11  REMEMBRANCE DAY Let us not forget	12	13
14	15 7:00 pm SEAC	16 6:30 pm Policy Review	17	18	19 PA Day: E/S	20
21	22	23	24 3:00 pm Executive 5:00 pm HRC	25	26	27
28	29 7:00 pm YCPIC	30 6:30 pm CTW 7:30 pm Regular Board				

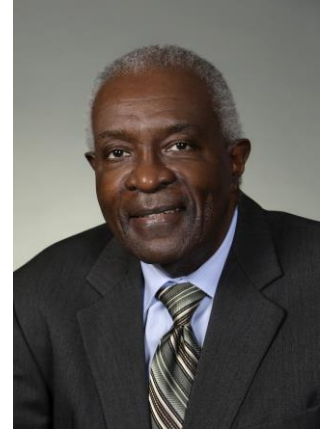


York Catholic District School Board

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October 20, 2021

An Annual Day of Repentance York Catholic District School Board



- Whereas** God is calling us to a deeper relationship with Him;
- Whereas** COVID-19 has heightened our need for that relationship;
- Whereas** sin is an impediment to that relationship.

LET IT BE RESOLVED

THAT the York Catholic District School Board establish an annual Board-wide Day of Repentance to be held each Lenten season;

THAT the day be one of individual and collective repentance, where all wrongs are acknowledged;

THAT the day end with a Mass of Celebration of our Faith with a promise to never again commit the wrongs of the past.

Respectfully submitted,

Frank Alexander
Trustee
Markham: Area 2: Wards 4, 5, 7, 8

Reference No. 2021:12:1020:FA

YORK CATHOLIC DISTRICT SCHOOL BOARD

Report To: Board of Trustees

From: Administration

Date: October 26, 2021

Report: **UPDATED** Secondary Student Activity Fee 2021-2022

EXECUTIVE SUMMARY

This report is written to provide an update to the Board of Trustees with regard to the collection of the Student Activity Fee for the 2021-2022 school year.

BACKGROUND INFORMATION

The practice of collecting the Student Activity Fee (SAF) during the course selection process was deferred last year as we waited to see how the 2021-2022 school year would be structured. School closures during the 2020-2021 school year resulted in a reduction of the student activities available at our secondary schools, which led to the return of a portion of these fees to parents last spring.

The return to school this September has created a vibrancy at all of our secondary schools that is approaching the level which was common pre-Covid. Most of our students have selected in person learning and they are now able to take advantage of the many co-curricular opportunities available: sports, yearbooks, councils, clubs, intramurals... all of which are being led by staff volunteers and advisors. We are grateful for the support of our teachers in reintroducing the “typical” high school experience to our students. This will greatly help to improve the mental health and well-being of all students in our schools.

This year, Principals have been instructed to limit their monetary request to a maximum of \$100, inclusive of the SAF, the Retreat Fee and the Catholic School Council Donation. The template form in Appendix B was prepared and approved for use at all of our secondary schools in order to request the fees in a fair and transparent format.

The parents/guardians were provided with the distinction between the SAF, the Retreat fee and the Catholic School Council donation request. See Appendix A for the communication that has been provided to parents.

It is to be noted that there is a moratorium this year on all field trips as was the case last year. Therefore, retreats are running virtually; the cost of these retreats are reflected in each school's Retreat fee, as per the cost of the service provided.

In order to provide a clear summary, the amount of each component of the fee is delineated on the form as well as a total, in the event that some parents choose to provide one payment only. The school Bursar apportions each subsection of the fees received into separate and distinct sub ledger accounts.

Parents and guardians are only eligible for a tax receipt when their payment is provided to the YCDSB. It is only our school board that is denoted as a charitable organization. Therefore, any donations provided to the Catholic School Council (CSC) are not immediately eligible for a tax receipt but there is a process to have a tax receipt provided if the families make such a request. Some of our schools have set up an account with *Canada Helps* for CSC donations, however there is a service fee associated with this option.

For further information, please refer to the relevant excerpts from related policies and procedures listed in Appendix C.

SUMMARY

In order to facilitate and provide resources to allow the events that are a key component of student life in our secondary schools, the Student Activity fee (SAF) is required. The SAF is currently being collected for the 2021-2021 school year.

Prepared by: Joel Chiutsi, Jennifer Sarna, Superintendents of Education
Reviewed by: Eugene Pivato, Associate Director
Endorsed by: Domenic Scuglia, Director of Education

Appendix A: Communication to Parents

The following message went out to all school communities the week of October 18-22, 2021 to prepare families for the collection of the Student Activity Fee during the week of October 25 - 29, 2021:

“Dear Parents/Guardians,

The practice of collecting Student Activity Fees during the course selection process was deferred last year as we waited to see how the 2021-2022 school year would be structured. School closures during the 2020-2021 school year resulted in a reduction of the student activities available at our secondary schools, which led to the return of a portion of these fees to parents last spring.

The return to school this September has created a vibrancy at all of our secondary schools that is approaching the level which was common pre-Covid. Most of our students have selected in person learning and they are now able to take advantage of the many co-curricular opportunities available: sports, yearbooks, councils, clubs, intramurals... all of which are being led by staff volunteers and advisors. We are grateful for the support of our teachers in reintroducing the “typical” high school experience to our students. This will greatly help to improve the mental health and well-being of all students in our schools.

In order to support the co-curricular events at SCHOOL NAME the Student Activity Fee is requested to help offset costs associated with these activities.”

Appendix B: Template for the Breakdown of the SAF

Student Activity Fee Breakdown 2021-2022 School Year Grade 10-12

Item / Category	Amount per student
i.e. Yearbook	i.e. \$32.25
Student Recognition	4.00
Total:	

Note: This fee is voluntary. The items listed will be provided if payment is made.

Retreat Fee:	[\$[enter amount]]
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Students will not be charged at the time of the retreat; this fee allows for prearrangement of the retreat for all students.

Contribution to Catholic School Council Fundraising Please note that this is a voluntary contribution to support our Catholic School Council to continue to support Student Achievement and Wellbeing Initiatives in our school.	[\$[enter amount]]
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Combined Total Requested	[\$[enter amount]]
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Appendix C: Related Policy and Procedure Excerpts

The Student Activity Fee process has been developed to align with the relevant subsections of the following policies and procedures:

Policy 314- Retreats

3.3 It is the expectation that all students participate in a school retreat as an integral part of the educational vision of the York Catholic District School Board.

3.7 Retreat costs shall be kept to a minimum. An appropriate fee may be charged to offset the cost of the retreat and transportation and shall not pose any undue financial hardship to any families.

Policy Procedures 803A - School Generated Funds

6.7 Fees to cover sports teams, extra-curricular clubs, excursions, retreats, field trips are permitted. It is up to the individual Principal how approval is obtained to initiate a fee collection for extra-curricular activities.

6.8 Student Activity Fees are voluntary amounts collected from the student to supplement the school experience and can include costs for yearbooks, student agendas, student recognition programs, extracurricular activities, school spirit events, student clubs and teams.

6.9 Maximum Student Activity Fee: \$100 per school year per student.

6.10 Fees for Student Retreats must not be included directly in the Student Activity Fee, but may be collected at the same time. Requesting a separate cheque from parents is encouraged so that the deposit can be posted directly into the proper retreat sub-ledger account.

Policy 603A - School Fundraising

3.11.1 The collection of approved donations to the school can be made at the same time as the collection of the voluntary secondary Student Activity Fee. It must be clearly delineated from the Student Activity Fee on the form and clearly marked Voluntary Contribution to Catholic School Council Fundraising.

3.11.2 In order to be eligible for an income tax receipt, the donation must be voluntary without any legal obligation or expectation of benefit to the donor. Advertising is considered a benefit to the donor. As per Canada Revenue Agency advertising includes the display of business logos and/or business cards; therefore, no income tax receipt will be issued if a business logo or business card is displayed on the donor's behalf (i.e. yearbook, website, newsletters, uniforms, etc.).

3.11.3 Donation amounts or amount categories with personal names shall not be displayed or communicated. However, acknowledging the donor name without specifying the amount is appropriate.

7.3.4 Extra-curricular Funds: (Sports Teams, Clubs, Student Council, etc.). There shall be no collections in excess of projected expenditures. Refunds should be considered where large surpluses remain. Deficits for any category must be subsidized by student or school reserve funds by processing transfers before year-end.

7.3.5 Catholic School Council and other contributions: These funds are allocated to the school for specific purposes and shall only be spent as intended. Council funds maintained in the school bank account must adhere to the Board standards, procedures and forms recommended for this process. If a Catholic School Council wishes to solicit a set amount per student in lieu of other fundraising, they can choose to have that amount included in the Student Activity Fee. It must be clearly delineated from the Student Activity Fee and clearly indicated as "Voluntary Contribution to Catholic School Council Fundraising".

7.3.1 Student Activity Fees (SAF): The current amount and intended allocation of the school's student activity fee shall be communicated to the school community.