

## YORK CATHOLIC DISTRICT SCHOOL BOARD POLICY REVIEW COMMITTEE AGENDA

**Catholic Education Centre, Board Room**  
**Monday, October 2, 2023 6:30 P.M.**

### **Prayer**

*Make us worthy, Lord, to serve our fellow brothers and sisters throughout the world who live and die in poverty and hunger. Give them through your hands this day, their daily bread, and by our understanding of love, give peace and joy. Amen.*

### **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.*

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## YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i>	<b>Governance</b>
<i>Policy Number</i>	<b>115</b>
<i>Former Policy Number</i>	
<i>Total Pages</i>	<b>4</b>
<i>Original Approved Date</i>	<b>December 6, 2011</b>
<i>Subsequent Approval Dates</i>	<b>October 26, 2016</b>

### PERQUISITES

#### SECTION A

##### 1. PURPOSE

~~The York Catholic District School Board is clarifying the rules and principles to be followed, for perquisites granted when public funds are used, and establishing guidelines to be followed with respect to perquisites. Organizations are accountable for their use of public funds, must be transparent to all stakeholders and funds must be used prudently and responsibly to demonstrate value for money.~~

As a Broader Public Sector (BPS) organization, the York Catholic District School Board is guided by the BPS Perquisite Directive which sets out provisions for perks under the *Broader Public Sector Accountability Act*. The purpose of this policy is to establish the guiding rules and principles for perquisites and to ensure the prudent, responsible, transparent and accountable use of public funds.

##### 2. POLICY STATEMENT **OBJECTIVE**

It is the policy of the York Catholic District School Board to establish standards, for perquisites that are consistent and fair to all groups and compliant with Provincial directives **and all other applicable legislation** relating to perquisites.

##### 3. PARAMETERS

~~3.1 The term perquisites, or perks, refers to a privilege that is provided to an individual or to a group of individuals which provides a personal benefit, and is not generally available to others.~~

**3.1** Perquisites shall only be allowable on a limited and exceptional circumstance where it is demonstrated to be a business-related requirement for the effective performance of an individual's job.

**3.2** The following perquisites are not allowed under any circumstance:

**3.2.1** Club memberships for personal recreation or socializing purposes, such as

- fitness clubs, golf clubs or social clubs.
- 3.2.2 Season tickets to cultural or sporting events.
- 3.2.3 Clothing allowances or personal grooming not related to health and safety or special job requirements.
- 3.2.4 Access to private health clinics – medical services outside those provided by the Provincial health care system or by the employer's group insured benefits plans.
- 3.2.5 Professional advisory services for personal matters, such as tax or estate planning.
- 3.2.6 An offer of employment letter as promise of a benefit;
- 3.2.7 An employment contract;
- 3.2.8 A reimbursement of an expense.

~~3.2~~ 3.3 This Policy 115 shall not prevail over:

- 3.3.1 Legislation or collective agreements;
- 3.3.2 Insured benefits;
- 3.3.3 Items generally available on a non-discriminatory basis for all or most employees (e.g.; EFAP programs, pension plans, etc);
- 3.3.4 Health and Safety requirements;
- 3.3.5 Employment accommodations made for human rights and/or accessibility considerations (e.g.; special workstations, work hours, religious holidays);
- 3.3.6 Expenses covered under the Board's Policy 808, Travel, Meals & Expense Reimbursement and Policy 105, Trustee Professional Development (established in accordance with the BPS Expenses Directive).  
~~Expenses covered under an organization's rules on travel, meals and hospitality (established in accordance with Broader Public Sector (BPS) Expenses Directive).~~

~~3.3~~ 3.4 This Policy 115 shall apply to all York Catholic District School Board appointees, Board members and employees.

~~3.5~~ On an annual basis a summary of information about Allowable perquisites (if any) will be made publicly available on the ~~Policy Section of the Board's Website.~~

~~3.4~~ The guidelines (rules) for perquisites shall be posted on the Board's website for reference.

3.6 Approved allowable perquisites shall be filed in the employee's human resource file.

~~3.5~~ Perquisites shall only be allowable on a limited and exceptional circumstance—where it is demonstrated to be a business-related requirement for the effective performance of an individual's job.

## 4. RESPONSIBILITIES

### 4.1 Director of Education

4.1.1 To monitor the implementation of the Policy and approve allowable perquisites.

### 4.2 Chief Financial Officer and Treasurer of the Board

4.2.1 To review and recommend allowable perquisites.

4.2.2 To ensure that the policy and guidelines adhere to the BPS Perquisite Directive and ensure that applicable staff are accurately informed with respect to this policy.

#### **4.3 Superintendent of Human Resources**

**4.3.1** To monitor for compliance with the policy requirements and provide recommendations for allowable perquisites.

### **5. DEFINITION**

#### **5.1 Perquisite**

A privilege that is provided to an individual or to a group of individuals, provides a personal benefit and is not generally available to others.

### **6. CROSS REFERENCES**

#### **Legislation**

Ministry of Education BPS (Broader Public Sector) Perquisite Directive

#### **YCDSB Policies**

YCDSB Policy 105 [Trustee Professional Development](#)

YCDSB Policy 111 [Trustee Services and Expenditures](#)

YCDSB Policy 107 [Student Trustees](#)

YCDSB Policy 423 [Conflict of Interest for Employees](#)

YCDSB Policy 801 [Use of Board/School Funds for Recognition/Acknowledgement Purposes](#)

YCDSB Policy 802 [Purchase, Lease and Rental of Products and Services](#)

YCDSB Policy 808 [Travel, Meals & Expense Reimbursement](#)

#### **YCDSB Guidelines and Procedures**

[YCDSB Hospitality & Gifts Guidelines for Superintendents, Managers, Board and School Administrators](#)

[YCDSB Purchasing Card Procedure](#)

[YCDSB Purchasing Reference Guide](#)

**POLICY TITLE: ~~PERQUISITES~~**

**SECTION B: GUIDELINES**

- ~~1. Perquisites will only be allowable on a limited and exceptional circumstance where it is demonstrated to be a business-related requirement for the effective performance of an individual's job.~~
- ~~2. The following perquisites are not allowed under any circumstance:~~
  - ~~2.1 Club memberships for personal recreation or socializing purposes, such as fitness clubs, golf clubs or social clubs.~~
  - ~~2.2 Season tickets to cultural or sporting events.~~
  - ~~2.3 Clothing allowances or personal grooming not related to health and safety or special job requirements.~~
  - ~~2.4 Access to private health clinics — medical services outside those provided by the Provincial health care system or by the employer's group insured benefits plans.~~
  - ~~2.5 Professional advisory services for personal matters, such as tax or estate planning.~~
  - ~~2.6 An offer of employment letter as promise of a benefit;~~
  - ~~2.7 An employment contract;~~
  - ~~2.8 A reimbursement of an expense.~~
- ~~3. On an annual basis a summary of information about allowable perquisites (if any) will be made publicly available on the Policy Section of the Board's Website.~~
- ~~4. Approved allowable perquisites will be filed in the employees human resource file.~~



## YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i>	<b>Program/Curriculum-Governance</b>
<i>Policy Number</i>	<b>347-119</b>
<i>Former Policy Number</i>	<b>508-507</b>
<i>Total Pages</i>	<b>9</b>
<i>Original Approved Date</i>	<b>January 29, 2013</b>
<i>Subsequent Approval Dates</i>	<b>November 26, 2013</b>

### ELECTRONIC COMMUNICATIONS & SOCIAL MEDIA

#### 1. PURPOSE

The York Catholic District School Board (the "Board") recognizes the use of Electronic Communication and Social Media by trustees, staff, students and school representatives' in support of student learning and in keeping with the Board's vision for Catholic education:

The York Catholic District School Board recognizes the importance of electronic communications and the use of social media as an effective tool for reaching out to the community, and for the reciprocal flow of information. The purpose of this policy is to ensure adherence to all applicable laws and regulations and establish requirements for the safe and acceptable use of electronic communications and social media platforms.

#### 2. POLICY STATEMENT OBJECTIVE

It is the policy of the York Catholic District School Board to allow the use of Electronic Communications and Social Media to foster a learning environment for all students that is conducive to student learning in a safe, respectful and positive manner. In an effort to promote and teach behaviour within our schools that demonstrates good digital citizenship and respectful use of Electronic Communications and Social Media, the Board shall authorize Administration to implement related Guidelines that regulate the use of electronic communications and social media at their school.

The objective of this policy is to ensure a safe, positive and respectful online learning and working environment through the professional use of electronic communications and social media that is reflective of the Mission, Vision and Values of the York Catholic District School Board.

#### 3. PARAMETERS

3.1 It is the expectation of the York Catholic District School Board that all Board employees using electronic communications and social media shall become familiar with and abide by this policy. It is also the expectation of the Board that all members of the Ontario College of Teachers are familiar with the *Professional Advisory* on the Use of Electronic Communication and Social Media.

3.2 All Staff shall adhere to the ethical and professional principles outlined in YCDSB policies and procedures as well as any professional designation ethical standards and/or code of conduct when writing and/or posting information online, on both professional and personal electronic communications and social media platforms.

- 3.3 Students of the York Catholic District School Board shall adhere to the appropriate and respectful use of electronic communications and social media as reflected in the Ontario Catholic Graduate Expectation; “an effective communicator who speaks, writes, and listens honestly and sensitively, responding critically in light of Gospel values”.
- 3.4 All York Catholic District School Board staff and students shall ensure that the content published on approved social media sites is consistent with the Mission, Vision and Values of the York Catholic District School Board.
- 3.5 All schools must maintain and utilize the Board-approved third-party tools/apps/services to provide consistency in communication throughout our school communities.
- 3.6 The York Catholic District School Board only endorses the following Social Media sites to be used by schools and/or departments:
- X
  - Instagram
  - LinkedIn
  - Youtube
  - Facebook
- 3.7 All York Catholic District School Board staff and students shall use Board provided electronic communication platforms (YCDSB.ca email, Google Classroom, etc.) to correspond online on topics relating to school coursework, or school sanctioned clubs or activities.
- ~~3.4 Personal sites and comments not related to the York Catholic District School Board, will clearly state that staff are not representing the views of the school, department, or Board.~~
- 3.58 Inappropriate or unauthorized use of electronic communication or social media **by staff of the York Catholic District School Board** ~~shall~~ **may** result in disciplinary action in accordance with Policy 412: *Progressive Discipline of Employees*.
- 3.9 Inappropriate use of electronic communication or social media by students of the York Catholic District School Board shall result in disciplinary action in accordance with Policy 117 *Code of Conduct* and/or Policy 202 *Safe Schools - Student Discipline*.
- 3.610 All updates and/or revisions to school websites must be approved by the Principal or ~~School~~ **appropriate** Superintendent of Education and maintained by an **authorized** Board employee under the direction of the Principal.
- 3.11 The York Catholic District School Board Staff shall not disclose personal, private or confidential information online that is protected under applicable legislation, including but not limited to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and the Personal Health Information Protection Act (PHIPA).
- 3.12 The York Catholic District School Board staff and students shall adhere to copyright legislation on social media, which includes but is not limited to:
- 3.12.1 Ensuring that all works published are original or cleared for copyright;
  - 3.12.2 Ensuring the ownership of the copyright is clearly indicated;
  - 3.12.3 Ensuring that the work of others is clearly referenced.



- 3.13 Photos, videos, audio recordings and/or personal information about an identifiable or potentially identifiable individual should not be posted without written consent of the student (if over 18 years old) or parent(s)/guardian(s).
- 3.14 All York Catholic District School Board staff have a duty to make child protection and safety a priority. Staff must report any infringement of provisions online or on social media platforms under section 125 of the *Child, Youth and Family Services Act* and as amended.

### **Authorization for Electronic Communications and Social Media Accounts**

- 3.15 Electronic communication and social media sites shall not be used to speak on behalf of the school, department or Board, unless ~~written permission~~ **the social media request form (see Appendix B of the procedure)** has been ~~given from~~ **approved by the** Principal or Manager, in consultation with the ~~appropriate~~ Superintendent and Communications Department.
- 3.16 The York Catholic District School Board and any school name, logo, school crest and emblem shall not be used in any electronic communication **or social media platform**, unless ~~permission~~ **the social media request form (see Appendix B of the procedure)** has been ~~granted from~~ **approved by the** Principal or Manager, in consultation with the ~~appropriate~~ Superintendent and Communications Department.
- 3.17 The Principal of the school may grant permission to staff who are interested in establishing a social media account for instructional purposes, to represent a classroom, school or YCDSB related activity.
- 3.18 Social media initiatives representing the Board as a whole must be approved by the Director of Education and/or Manager of Communications (see Appendix B).

### **Catholic School Council**

- 3.19 Only York Catholic District School Board staff, using a Board email address, can create, update and moderate information that is shared on Board endorsed social media platforms.
- 3.20 All Catholic School Council communication must be hosted on the school website
- 3.21 All Catholic School Council content must be approved by all members of the School Council and the school's Principal before being published on the school website.

## **4. RESPONSIBILITIES**

### **4.1 Director of Education**

- 4.1.1 To ensure the implementation of the Electronic Communications & Social Media policy throughout the Board

### **4.2 ~~Superintendent Officers~~ Superintendents: School Leadership**

- 4.2.1 To work with and support school administrators to ensure that there is compliance with all sections of the Electronic Communications & Social Media policy.

### **4.3 Principal, Manager or Designate**

- 4.3.1 To support and assist the Director of Education in reviewing and ensuring that

employees are familiar with and adhering to the Electronic Communications & Social Media policy.

- 4.3.2 To inform staff, ~~students~~, parents/volunteers and/or community members using online social media activities and groups to adhere to ethical standards that align with the *Professional advisory of the Ontario College of Teachers, and any other applicable professional advisory from a regulatory body, and the Mission*, Vision Statement, policies and protocols of the York Catholic District School Board.
- 4.3.3 To authorize and regulate all social media accounts, websites and communication platforms that pertain to their school.
- 4.3.4 To consult with the *appropriate* Superintendent and Communications Department when considering the use of social media for a school or department.
- 4.3.5 To ensure and promote increased awareness of digital citizenship to encourage appropriate, respectful, and ethical use of social media. ~~guided by York Catholic District School Board's 6 C's: Catholic Character, Critical Thinking, Communication, Collaboration, Creativity and Citizenship.~~
- 4.3.6 To ensure that school websites are maintained and updated by Board Employees.
- 4.3.7 To ensure inappropriate use of electronic communication or social media ~~such as, derogatory or vexatious comments towards students or staff~~ will be addressed, *immediately*.
- 4.3.8 To ~~consult with~~ *report to* the *appropriate* Superintendent of Employee Relations Human Resources and International Relations ~~Education~~ and Director of Education on the appropriate actions to take when a Board employee engages *any staff engaging* in inappropriate and/or illegal use of the internet. ~~electronic communication and social media.~~

#### 4.4 Employees

- 4.4.1 To recognize and practice *adhere to* their professional obligations with the use of electronic communications and social media.
- 4.4.2 To obtain authorization from the Principal for the establishment of a department, program, club, etc, social media account.
  - 4.4.2.1 To provide their Principal with the account credentials and password for all authorized social media accounts.
  - 4.4.2.2 To monitor content and regulate members of the social media account(s).
  - 4.4.2.3 To ensure account credentials and passwords are not shared with unauthorized members (i.e.: students, parents, members of the community, staff members who are not account administrators).
- 4.4.3 To ensure that student information is not shared unless authorized by applicable legislation.
- 4.4.4 To ensure social media or electronic communications is not used to misrepresent the views or opinions of the school, department, or Board, and shall provide a clear disclaimer stating such.
- 4.4.25 To use electronic communications and social media with common courtesy and respectful behaviour consistent with the Board's Vision Statement and with the policies and procedures/guidelines of the York Catholic District School Board.
- 4.4.36 To be aware that they may be subject to disciplinary action, up to and including loss of access to Board systems, suspension from work, or discharge from employment, and/or including police involvement for unlawful or unacceptable use of Board Information Technology.

#### 4.5 Communications Department

- 4.5.1 To support and advise School Principal, Manager and/or designate on any request for the use of social media.

#### **4.6. Students**

- 4.6.1 To adhere to the expectations of the Electronic Communications & Social Media policy.
- 4.6.2 To be aware that inappropriate use of electronic communication or social media such as, derogatory or vexatious comments towards students or staff will be subject to progressive disciplinary action.

#### **4.7 Parents, Volunteers and Community Representatives**

- 4.7.1 To comply with policies and procedures/guidelines in all interactions with the Board.
- 4.7.2 To be aware that inappropriate or unauthorized use of electronic communication or social media may result in loss of privileges.

### **5. DEFINITIONS**

#### **5.1 Designate**

A York Catholic District School Board employee.

#### **5.2 Electronic Communication and Social Media**

Encompasses software, applications, e-mail, and web sites, which enable users to interact, create and exchange information online.

#### **5.3 Personal site/Social Media**

Personal sites and social media are any site or social media that have not been approved by the Board or are on any social media or platforms that are not approved or consistent with our Mission, Vision and Values.

#### **5.4 Professional site/Social Media**

Professional sites and social media are any site or social media account that are for instructional purposes, to represent a classroom, school or YCDSB related activity and has been approved by the Principal, Manager or Director of Education.

#### **5.5 Unacceptable/Unlawful**

Any unacceptable/unlawful use of York Catholic District School Board information technology is prohibited. Examples are listed in, but not limited to, Appendix A.

### **6. CROSS REFERENCES**

#### **Legislation**

*Child, Youth and Family Services Act*

*Copyright Act, Canada*

*Criminal Code*

*Education Act of Ontario*

*Human Rights Code*

*Municipal Freedom of Information and Protection of Privacy Act*

*OCT Ethical Standards for the Teaching Profession OCT*

*Standards of Practice for the Teaching Profession*

*OCT Professional Advisory*

#### **YCDSB Policies**

*Policy 112 Privacy and Freedom of Information*

*Policy 202 Safe Schools*

*Policy 218 Code of Conduct*

DRAFT

## **~~POLICY TITLE: ELECTRONIC COMMUNICATIONS & SOCIAL MEDIA~~**

### **~~GUIDELINES~~**

~~The purpose of these guidelines is to provide staff, administrators, students, parents and the York Catholic District School Board community information and direction when using social media applications both inside and outside of the classroom or school environment.~~

~~York Catholic District School Board realizes that part of 21st Century Learning is adapting to the changing methods of communication. The importance of teachers, students and parents engaging, collaborating, learning, and sharing in these digital environments is a part of 21st century learning. Fundamental to student success is the ability to use technology responsibly to gather, evaluate, construct and share knowledge in a 21<sup>st</sup> Century world.~~

~~To this aim, the York Catholic District School Board has developed the following guidelines to provide direction for staff, students and the school district community when participating in online social media activities. The York Catholic District School Board Electronic Communication and Social Media Guidelines encourage employees to participate in online social activities. By accessing, creating or contributing to any blogs, wikis, or other social media for classroom or Board use, staff agrees to abide by these guidelines.~~

### **~~Section One: Electronic Communication and Social Media Guidelines for Staff~~**

- ~~1.1 All online correspondence between staff and students shall use Board provided electronic communication platforms (YCDSB.ca e-mail, Google Classroom, etc.) be related to school course work, or school sanctioned clubs or activities.~~
- ~~1.2 Personal online accounts shall not be used for school course work or school sanctioned clubs or activities.~~
- ~~1.3 Use of Board and school logos shall be in accordance with Policy 507, Section 3.3.~~
- ~~1.4 York Catholic District School Board staff shall identify themselves clearly and accurately when participating in social media. use only their given name when participating in an online social media group for academic purposes.~~
- ~~1.5 York Catholic District School Board staff shall use the Board network to access social media sites that are work-related; Board staff shall not access personal social media sites during school/work hours.~~
- ~~1.6 York Catholic District School Board staff shall not accept or initiate electronic "friend" invitations from students.~~
- ~~1.7 Posting student information of any kind shall comply with the Annual Student Media Release FormMunicipal Freedom of Information Consent Form and Municipal Freedom of Information and Protection of Privacy Act, Education Act and other legislation.~~
- ~~1.8 York Catholic District School Board staff shall not disclose any confidential student information, personal information, or images without confirmation of written permission from the Parent(s)/Guardian(s) as provided by the FOI Consent Form maintained within the Student Information System.~~
- ~~1.9 York Catholic District School Board staff is personally responsible for the content they publish online.~~

- 1.10 ~~York Catholic District School Board staff shall not use electronic social media sites to be engage in conduct that may be viewed as defamatory, harassing or detrimental to the Board, defamatory towards students, Board employees, or Board policies, procedures and guidelines.~~
- 1.11 ~~York Catholic District School Board staff shall ensure that the content published on approved in any social media sites communication venue is consistent with the Mission and Values of York Catholic District School Board.~~
- 1.12 ~~All staff and student online behaviour shall reflect the standards of honesty, respect, and consideration and be in accordance with Catholic values and with the applicable highest professional Standards.~~
- 1.13 ~~When posting to a blog or social media site, York Catholic District School Board **staff** shall clearly state that the information is representative of their own personal views and opinions and not necessarily the views and opinions of York Catholic District School Board.~~
- 1.14 ~~**Student** blogs do not require a disclaimer, but teachers shall moderate the content contributed by students.~~
- 1.15 ~~Blogs, wikis and podcasts are an extension of the classroom. What is inappropriate in the classroom shall be deemed inappropriate online.~~
- 1.16 ~~When posting on social media all, even on the strictest settings, York Catholic District School Board staff shall act on the assumption that all postings are in the public domain.~~
- 1.17 ~~York Catholic District School Board staff shall adhere to School and Board Code of Conduct as well as any professional designation ethical standards and/or code of conduct (ie: Ontario College of Teachers) when writing and/or posting online.~~
- 1.18 ~~York Catholic District School Board staff participating in social media activities shall respect copyright laws, not only with respect to the content produced on the social media sites, but also to the software application that enables it.~~
- 1.19 ~~York Catholic District School Board staff shall ensure their profile and related content is consistent with the Code of Conduct how they wish to present themselves to colleagues, parents, and students.~~
- 1.20 ~~When uploading digital pictures or avatars that represent yourself, York Catholic District School Board staff shall ensure they select a school appropriate image.~~
- 1.21 ~~Microblogging comments made using such media are not protected by privacy settings. York Catholic District School Board staff shall be aware of the public and widespread nature of such media and refrain from any comment(s) that could be deemed unprofessional.~~
- 1.22 ~~York Catholic District School Board staff may be subject to disciplinary action if their social media comments and posting, whether personal or school/Board related, result in a disruption to the school or Board environment; or negatively impact the staff's ability to perform his or her duties or are defamatory, pornographic, proprietary or harassing.~~

## **Section Two: Electronic Communication and Social Media Guidelines for Students**

- ~~2.1 Students shall be aware of what they post online. Social media venues including wikis, blogs, photo and video sharing sites are very public. (What you contribute leaves a digital footprint for all to see.)~~
- ~~2.2 Students shall follow Bthe school's and board's code of conduct when writing online ensuring that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.~~
- ~~2.3 Students shall not provide use extreme caution when giving out personal information, including, but not limited to, given name(s), telephone numbers, addresses, exact birthdates, and pictures, unless required by law.~~
- ~~2.4 Students shall not share other students or staff personal information without the consent for that person to do so.~~
- ~~2.5 Students shall not share their password. with anyone besides their teachers and parents.~~
- ~~2.6 If students are linking to other websites to support their thoughts and ideas they shall be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.~~
- ~~2.7 Students participating in social media activities shall respect copyright laws, not only with respect to the content produced on the social media sites, but also to the software application that enables it.~~
- ~~2.8 Students shall not misrepresent themselves by using someone else's identity.~~
- ~~2.9 Blog and wiki posts should be well written. Students shall follow writing conventions including proper grammar, capitalization, and punctuation. If students edit someone else's work it shall be in the spirit of improving the writing.~~
- ~~2.10 Students shall immediately report to a teacher if they encounter inappropriate material that makes them feel uncomfortable, or is not respectful or inconsistent with the teachings of the Church.~~
- ~~2.11 Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or future access to the use of online tools and may be subject to progressive disciplinary action~~



## Appendix A

### Unacceptable/Unlawful Use of York Catholic District School Board Information Technology

The following is a partial list of examples that includes but is not limited to activities considered unacceptable/unlawful.

Bullying	An attempt to undermine an individual through cruel and humiliating behaviour, including 'cyber-bullying' which is used to send threatening, obscene, sexually explicit and violent messages that threaten emotional and physical safety of recipient(s).
Child pornography	Accessing, downloading, storing, sharing and distributing any child pornography
Copyright or trademark infringement	Infringing on another person's copyright, trademark, patent, trade secret, without lawful permission
Defamatory libel	A defamatory libel is matter published, without lawful justification or excuse, that is likely to injure the reputation of any person by exposing him/her to hatred, contempt or ridicule, or that is designed to insult the person of or concerning whom it is published. <i>Libel and Slander Act</i> .
Disclosing or gathering personal Information	Disclosing or gathering personal information in a manner inconsistent with the <i>Municipal Freedom of Information and Protection of Privacy Act</i> .
Gambling and lotteries	Uploading funds to online gambling or lottery sites, making bets or playing the games that they offer, and then cashing out any winnings
Hacking and other unauthorized access	Includes but not limited to using the computer to carry out sabotage, gain unlawful entry into encrypted sites, acquiring and disseminating private information, creating and disseminating computer viruses, stealing information and trade secrets, intentionally breaching protected internet sites that compromises the safety of others.
Harassment	The sending of electronic messages and information that causes the recipient(s) to fear for personal safety and that of others.
Hate propaganda	Communicating messages that promote or incite hatred against an identifiable group that is likely to lead to a breach of the peace—e.g. homophobic messages, racist comments and jokes, violent gender-specific messages.
Inappropriate communication with minors	Communicating, soliciting or sending sexually suggestive, emotionally laden, and intrusive personal messages to minors for any reason.
Intellectual property	Infringing on another person's property without lawful permission.
Interception of private communication or electronic mail	Unauthorized entry into the password protected e-mail and/or the interception of private electronic communication intended for someone else
Obscenity	Creating, acquiring, sharing, publishing and distributing any obscene material including pornography.
On-line Video Gaming/Gambling	Participating in on-line "video gaming" and/or on-line gambling, while using information technology.
Personal financial gains	Staff using social media or Board platforms to sell products and services to schools, the Board, colleagues, parents and students is a conflict of interest. Any use of Board information technology for commercial transactions, advertising, solicitation, and financial gain.
Vandalism	Deliberately damaging or causing to be damaged Board information technology, for example routers, modems, wireless et cetera including but not limited to physical technology equipment, internet /intranet resources, online traffic flow, internet filters and firewalls, websites etc.
York Catholic District School Board Information Technology/Equipment	York Catholic District School Board Information Technology and/or Equipment used for anything outside of educational purposes is prohibited.





## York Catholic District School Board Social Media Account Request Form

Before creating any social media account representing York Catholic District School Board, this form must be completed, submitted and approved.

Name of Requestor:

Date:

Department/Program/Club etc.

Email:

**(Any social media account operated by a staff member in order to communicate on behalf of the York Catholic District School Board must be connected to a YCDSB email account.)**

Platform:

- Twitter
- Instagram
- Blog
- Other \_\_\_\_\_

Account Name & URL for Account

Please indicate below the purpose of creating the social media account:

Please indicate below your target audience:

**Please read and confirm the following Terms and Conditions:**

- I agree that the purpose of the social media account is for educational/engagement purposes and to promote electronic communications among the YCDSB community.
- I agree that as the official representative for the social media account, I will monitor the account on a daily basis for inappropriate content and remove posts that do not adhere to the policies and procedures of the York Catholic District School Board.
- I agree to positively represent the York Catholic District School Board upholding the Mission, Vision and Values at all times.
- I have read and understand Policy 317: *Electronic Communications and Social Media* and Policy 408: *Digital Discipleship: Acceptable Use of Technology*.
- I have read and understand my responsibilities related to privacy, confidentiality and copyright.
- I confirm that all staff members listed below have read and understand these Terms and Conditions.

Social Media Account Administrator(s):

Name:	Signature:
Name:	Signature:
Name:	Signature:

Principal of School:

Name:	Signature:
-------	------------

Director of Education and/or Manager of Communications (if applicable)

Name:	Signature:
-------	------------

**Your request for establishing a York Catholic District School Board social media account has been:**

- **Approved**
- **Not Approved**

**Date of Approval:** \_\_\_\_\_



## YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i>	<b>Community</b>
<i>Policy Number</i>	<b>607</b>
<i>Former Policy Number</i>	
<i>Total Pages</i>	<b>6</b>
<i>Original Approved Date</i>	<b>November 25, 2014</b>
<i>Subsequent Approval Dates</i>	<b>November 25, 2014</b>

### SPONSORSHIPS

#### SECTION A

##### 1. PURPOSE

Corporate or community partners may, through sponsorships that support the Mission, Vision and Values of the Board, provide opportunities to expand resources and make a positive impact in our schools. Sponsorships are mutually beneficial relationships between corporate or community partners and the Board and/or Schools that are designed to support student learning and well-being. The purpose of this policy is to provide parameters and to clarify procedures for the approval of sponsorship arrangements at the Board and/or School level.

This policy does not apply to facilities partnerships or charitable donations.

##### 2. ~~POLICY STATEMENT~~ OBJECTIVE

It is the policy of the York District Catholic School Board to outline the considerations and guiding principles, as well as the procedures and processes for the promotion, development and approval of sponsorships that will expand board resources while making a positive impact to the education opportunities for our students. The policy, guidelines and procedures provide a framework of accountability, transparency and fairness to guide the effective oversight of sponsorship arrangements.

##### 3. PARAMETERS

- 3.1 Sponsorships shall be consistent with the Mission, Vision and Values of the York Catholic District School Board.
- 3.2 In accordance with section 24(1) of Ontario Regulation 298, no advertisement or announcement shall be placed in a school or on school property or distributed or announced to the pupils on school property without consent of the Board.
- 3.23 Sponsorships shall not compromise nor exploit students and/or employees.
- 3.34 Sponsorship opportunities or arrangements shall follow application, review, approval and renewal processes that are open, fair and transparent.

- 3.45 Sponsorships include the exchange of public recognition (advertising) for the corporate or community partner. Therefore, sponsorships shall not be considered donations and shall not be eligible for income tax receipts.
- 3.56 Sponsorship agreements will vary depending on the nature of the sponsorship and/or the financial support offered.
- 3.67 Sponsorships shall be for a specified period of time, with a maximum duration of five (5) years. Renewal of a sponsorship agreement shall be in accordance with the procedures outlined in the addendum to this policy.
- 3.78 Depending on the nature of the sponsorship, an application package may need to be completed by the Principal or appropriate Board staff on behalf of the potential sponsor(s) and submitted to the ~~Budget and Audit~~ **Financial Services** Department in accordance with the guidelines of this policy.
- 3.89 Sponsorships shall be processed and approved through the ~~Budget and Audit Service~~ **Financial Services** Department in accordance with the guidelines of this policy.
- ~~3.9 A Sponsorship Review Committee shall be established under the direction of the Director of Education to review and assist with the approval of Sponsorship applications in accordance with the levels of sponsorship outlined in the guidelines of this policy.~~
- 3.10 Board employees shall not use their influence or position for personal gain or to advance the interest of any potential corporate or community partner during the sponsorship application, review and approval processes.
- 3.11 Employees shall, as far as practicable, avoid placing themselves in conflict of interest situations, whether real or perceived. Employees shall take all reasonable steps, at any and all times, to avoid the exercise of any influence on Board decisions in which they have a personal interest.
- 3.12 Employees in doubt concerning the propriety of any action concerning the Board shall disclose a possible conflict of interest to their immediate supervisor for determination.
- 3.13 **If applicable, a** report on Level 2-4 sponsorships shall be provided to the ~~System~~ **Senior Leadership Team** on an annual basis **(refer to Appendix A).**
- 3.14 **If applicable, a** report on Level 2-4 sponsorships shall be provided to the Board on an annual basis **(refer to Appendix A).**
- 3.15 The Board reserves the right to terminate any sponsorship agreement that is, or is deemed to be, in contravention of the Board's Mission, ~~and Vision~~ **and Values** or contrary to Church teachings.

## 4. RESPONSIBILITIES

### 4.1 Director of Education

- 4.1.1. To oversee compliance with the Sponsorships policy, guidelines and associated procedures.
- 4.1.2. To review and approve level 3 and level 4 sponsorships.**

**4.2. ~~Associate Director, Corporate Services~~ Chief Financial Officer and Treasurer of the Board**

4.2.1 To ensure staff implements the Sponsorships policy, guidelines and associated procedures as approved by the Board.

4.2.2 To review and approve level 3 and level 4 sponsorships.

**4.3 ~~Senior Manager of Budget and Audit~~ Manager of Accounting and Financial Services**

4.3.1 To process level 2, level 3 and level 4 sponsorship applications submitted to the ~~Budget and Audit Services~~ Financial Services Department.

4.3.2 To act as a resource on any questions regarding the interpretation of the policy, guidelines and/or associated procedures.

**4.4 Superintendent of Education: School Leadership**

4.4.1 To support Principals with the implementation of the Sponsorships policy, guidelines and associated procedures.

4.4.2 To consult with Principals on level 1 sponsorships.

4.4.3 To review and approve level 2 sponsorships.

4.4.4 To review level 3 and level 4 sponsorships prior to approval from the Chief Financial Officer and Treasurer of the Board and the Director of Education.

**4.5 Department Superintendents and/or Senior Managers**

4.5.1 To provide guidance to Principals and ~~Budget and Audit Services~~ Financial Services related to any improvement or enhancement of facilities, grounds, academic programs, equipment and/or resources which may result from an approved Sponsorship.

**4.6 Principal**

4.6.1 To process all Sponsorship applications with the ~~Budget and Audit~~ Financial Services Department and adhere to the parameters outlined in the Sponsorships policy, guidelines and its associated procedures.

**~~4.7 Sponsorship Review Committee~~**

~~4.7.1 To review and assist with the approval of Sponsorship applications and the renew of Sponsorship agreements under the direction of the Director of Education and in accordance with the associated procedures of this policy.~~

**5. DEFINITIONS**

**5.1 Conflict of Interest**

5.1.1 A situation in which an employee, whether for himself/herself or for some other person(s) attempts to promote a private or personal interest which results or could appear to result in:

- An interference with the mission, vision and beliefs values of the Board
- A gain or an advantage by virtue of his/her their position in the York Catholic District School Board

OR

5.1.2 A situation in which the personal or private interests of an employee (or the employee's family or close business associates) conflict with the interest of the Board or when there is a reasonable basis for the perception of such

- OR
- 5.1.3 conflict.  
A situation in which access to, or quality of service rendered by, an employee is affected by any form of privilege, favouritism or special arrangement between an employee and another party, including a student or the student's family.

## **5.2 Employee**

Any individual employed by the York Catholic District School Board to perform services in exchange for a salary or an hourly wage on a casual, temporary or permanent basis.

## **5.3 Sponsorship**

A formal arrangement to exchange advertising for funding or items to be contributed towards a Board and/or School event and/or program.

## **6. CROSS REFERENCES**

**Legislation**  
[Education Act](#)

**YCDSB Policies**  
[YCDSB Policy 423 Conflict of Interest for Employees](#)  
[YCDSB Policy 803 School Generated Funds](#)  
[YCDSB Procedure: Sponsorships Approval and Renewal Process](#)

[YCDSB Board Registered Charity Guidelines](#)  
[YCDSB Approval Authority Schedule \(AAS\)](#)

## **7. RELATED FORMS**

[Admin 39 Sponsorship Approval Form](#)

## SECTION B: GUIDELINES

The following guidelines are intended to support YCDSB Policy 607: Sponsorships and provide a framework of accountability, transparency and fairness to guide the effective oversight of sponsorship arrangements.

Sponsorships relate to a formal arrangement to exchange advertising for funding or items contributed towards a Board and/or School event and/or program (refer to Appendix A).

### GUIDING PRINCIPLES

1. ~~The use of captive students for the~~ Exploiting students for the commercialization of a product shall be avoided. The sponsorship is to be school directed within a mutually beneficial association that does not entail the use of students as a captive audience for corporate promotion.
2. Special concern must be taken when requests are made to actively promote a product or service to students as opposed to passive recognition of a product symbol or logo, e.g.: television advertising/commercials/product presentation as opposed to logo presentation on teaching materials.
3. Sponsorships involving educational materials are to be examined for bias, inaccuracies and self-serving promotion and are to be used as a basis for the development of critical thinking and assessment skills in students as well as the development of wise consumer skills.
4. Sponsorships shall:
  - 4.1 Enhance quality and relevance of education for all learners
  - 4.2 Be open, fair and transparent
  - 4.3 Be mutually beneficial to all participants
  - 4.4 Provide opportunities to meet shared social responsibilities toward education
  - 4.5 Be based on clearly defined expectations
  - 4.6 Be based on shared or aligned objectives that support the goals of the organizations
  - 4.7 Allocate resources to complement and not replace public funding for education
5. Development of sponsorships agreements shall:
  - 5.1 Not compromise or exploit students and/or employees
  - 5.2 Clearly define roles and responsibilities
  - 5.3 Recognize and respect each partners' expertise
  - 5.4 Ensure that the products and/or services are deemed compatible with the Mission, Vision, Values, and policies and procedures of the Board
  - 5.5 Identify the reasons for the sponsor's interest in the Board or School
  - 5.6 Identify the program and/or event that the sponsor wishes to support
  - 5.7 Identify the representative of the community partner with whom the staff will work, including outside advertising or communication agencies
  - 5.8 Clearly define the expectations of the sponsor
  - 5.9 Not entail the use of students as a captive audience for corporate promotion

## Appendix A

### LEVELS OF SPONSORSHIP

Sponsorship agreements may be required depending on the various levels of sponsorship that are based on amount/value, duration or term of the agreement and the type of advertising.

Level	Impact	Amount	Duration/Term	Approval Process
Level 1	School	<=\$5,000	One-Time arrangement	Managed by the individual Principal in consultation with the School Superintendent as required.
Level 2	School	>\$5,000	One-Time arrangement	Principal submits a completed Sponsorship Approval form (Admin 39) along with any sponsorship documentation to the <del>Budget &amp; Audit</del> <b>Financial</b> Services Department. Superintendent of Education: School Leadership approval will be required. Further approvals shall be required if the term of one-time advertising arrangement is > 5 years.
Level 3	School	Any amount	Defined term (longer than One-Time arrangement)	A comprehensive sponsorship agreement that may involve contractual obligations. Principal submits a completed Sponsorship Approval form (Admin 39) along with the sponsorship documentation to the <del>Budget &amp; Audit</del> <b>Financial</b> Services Department. Further <b>review from</b> the Superintendent of Education: School Leadership <b>and</b> approvals, as appropriate from <b>the Chief Financial Officer and Treasurer of the Board, the Director of Education and all other</b> applicable Board Department staff, <del>and Sponsorship Review Committee</del> shall be required.
Level 4	Board	Any amount	One-Time arrangement or Defined term	A comprehensive sponsorship agreement that may involve contractual obligations with system wide impact. Principal and/or Board staff submits a completed Sponsorship Approval form (Admin 39) along with the sponsorship documentation to the <del>Budget &amp; Audit</del> <b>Financial</b> Services Department. Further <b>review from</b> the Superintendent of Education: School Leadership <b>and</b> approvals, as appropriate from <b>the Chief Financial Officer and Treasurer of the Board, the Director of Education and all other</b> applicable Board Department staff, <del>and Sponsorship Review Committee</del> shall be required.





## **YORK CATHOLIC DISTRICT SCHOOL BOARD**

### **PROCEDURE:**

## **SPONSORSHIPS APPROVAL AND RENEWAL PROCESS**

**An Addendum to Policy 607: Sponsorships**

**Effective: November 2014**

## PURPOSE

These procedures are designed in conjunction with the *YCDSB Policy 607 – Sponsorships* and specifies the process for the approval and renewal of sponsorships.

Policy 607 does not apply to facilities partnerships or charitable donations.

## RATIONALE

Sponsorships are mutually beneficial relationships between corporate or community partners and the Board and/or Schools. Approved and renewed sponsorships shall be aligned with the Board's Mission, Vision and Values, and shall be designed to support student learning and well-being.

## APPROVAL AND RENEWAL PROCESS

Depending on the level of the Sponsorship (Admin 39, pg. 2), the sponsorship will be approved and processed as follows:

1. The Principal shall review and approve Level 1 sponsorships at the school level in consultation with the Superintendent of Education as needed. Documentation, if applicable, is to be maintained with the school records as backup to the funds deposited.
  - 1.1 The Principal must consider the following factors when reviewing and approving sponsorship(s):
    - (i) What are the benefits of the sponsorship?
    - (ii) What are the obligations upon YCDSB arising from the sponsorship?
    - (iii) What are the risks associated with the sponsorship?
    - (iv) Is it within the Principal's power and capability to carry out those obligations?
    - (v) Will the school have the resources to carry out those obligations?
    - (vi) Is legal documentation required for the sponsorship?
    - (vii) Is all the information presented factually accurate?
    - (viii) Are any trademarks or logos included, and if so, have all licenses, consents or permissions been obtained to use that trademark or logo?
2. The Principal and/or Board staff shall complete and submit a Sponsorship Approval form (Admin 39) for Level 2-4 sponsorships to the ~~Budget and Audit~~ **Financial** Services Department along with all supporting and detailed documentation pertaining to the particular sponsorship.
3. A sponsorship agreement may be terminated by the Board if it is, or is deemed to be, in contravention of the Board's Mission, ~~and Vision,~~ **and Values** or contrary to Church teachings.
4. If in the case of a sponsorship renewal, initiated by the Principal, steps 5 onwards will be applied.
5. Levels 2\*-4 sponsorships will be processed by the ~~Budget and Audit~~ **Financial** Services Department who will review the submitted Sponsorship Approval form (Admin 39) and backup documentation. ~~Budget and Audit~~ **Financial** Services will determine the consultation **and approval** requirements based on the submitted documentation (Appendix A) that may include:
  - 5.1 Director of Education and/or Associate Director
  - 5.2 **Chief Financial Officer and Treasurer of the Board**
  - 5.3 Superintendent of Education: School Leadership
  - 5.4 Facilities/Maintenance Department (if involving school facilities or grounds)
  - 5.5 Information Systems Department (if involving computers/technology)
  - 5.6 Curriculum, Student Services and/or Communications Department (if impacted by a sponsorship)
  - 5.7 Any other department that may be impacted by a sponsorship

~~\* For Level 2 Sponsorship Applications: The Sponsorship Review Committee to review and assist with~~

~~the approval of sponsorship applications in accordance with the Considerations and Guiding Principles outlined within these guidelines.~~

6. Level 3 and 4 sponsorships will be forwarded to the appropriate ~~Board level departments~~ **Superintendent of Education: School Leadership** for consultation and ~~evaluated~~ **approved** by the **Chief Financial Officer and Treasurer of the Board and the Director of Education Sponsorship Review Committee**. The individual submitting the application will be contacted by email to arrange a presentation of the potential agreement.
7. Sponsorships that involve academic programs, facilities, grounds, equipment and/or resources require consultation and approval from the appropriate School Superintendent of Education, Department Superintendent and/or Senior Manager.
8. Insurance and liability clauses shall be part of the sponsorship agreement and require the consultation of appropriate Board level staff.
9. As Level 2 to 4 sponsorships are approved, the ~~Budget and Audit~~ **Financial** Services Department will send an authorizing email to the Principal or appropriate Board staff who submitted the application.
10. Funding for local school sponsorships (Levels 1-3) will be deposited into the school bank account distinguished in the appropriate sub-ledger as a “sponsorship” and will be processed in the same manner as other school generated funds. Backup documentation regarding the sponsorship is the responsibility of the School Principal and is to be maintained at the school level.
11. All documentation will be maintained by the ~~Budget and Audit~~ **Financial** Services Department for Level 2-4 sponsorships.
12. Funding for board sponsorships (Level 4) will be processed and posted as revenue to the board in a separate fund centre. Backup documentation regarding the sponsorship is the responsibility of the individual submitting the application. Copies of documentation will also be maintained by the ~~Budget and Audit~~ **Financial** Services Department for Level 4 sponsorships.
13. The applicant shall work with the sponsor, in conjunction with appropriate Board level departments (to ensure compliance with all Board policies and procedures) to develop and implement the advertising plan agreed upon.
14. A report on established Level 2-4 sponsorships will be provided on an annual basis to the ~~System~~ **Senior** Leadership Team and to the Board by the ~~Budget and Audit~~ **Financial** Services Department.



## YORK CATHOLIC DISTRICT SCHOOL BOARD Sponsorship Approval

Admin 39  
Page 1 of 2  
November  
2014

School Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ (Principal/Board Staff)

Please complete and submit this form to the ~~Budget & Audit~~ **Financial** Services Department **PRIOR** to accepting any Level 2, 3 or 4 sponsorship(s) as per YCDSB Policy 607. **Attach all documentation pertaining to this sponsorship that will assist in the approval or renewal process.** Please note that sponsorships include the exchange of public recognition (advertising) for the corporation/community partner; therefore these transactions are not considered to be donations and thereby, not eligible for income tax receipts.

1. Sponsor (Corporation/Community partner name):  
\_\_\_\_\_
2. Sponsorship dollar amount expected: \$ \_\_\_\_\_  
OR  
Sponsorship value of items expected: \$ \_\_\_\_\_
3. Term of Sponsorship: ☐ One-time only OR From: \_\_\_\_\_ To: \_\_\_\_\_ (5 year maximum)
4. Describe the exact purpose of the Sponsorship:  
\_\_\_\_\_  
\_\_\_\_\_
5. Summarize the conditions/terms of the Sponsorship agreement (if any):  
\_\_\_\_\_  
\_\_\_\_\_
6. Describe how the educational opportunities of students will be enhanced:  
\_\_\_\_\_  
\_\_\_\_\_

Date Submitted: \_\_\_\_\_ Principal Signature: \_\_\_\_\_

Superintendent of Education: \_\_\_\_\_ Date: \_\_\_\_\_

***This section for use by ~~Budget & Audit~~ **Financial** Services Department/Sponsorship Review Committee only:***

***Reviewed and Authorized by Department/Sponsorship Review Committee as required:***

Department involved: \_\_\_\_\_

Superintendent/Sr. Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Final Approval ☐ Granted ☐ Not Approved Reason  
\_\_\_\_\_

Final Authorization: \_\_\_\_\_ Date: \_\_\_\_\_

## LEVELS OF SPONSORSHIP

Sponsorship agreements may be required depending on the various levels of sponsorship that are based on amount/value, duration or term of the agreement and the type of advertising.

Level	Impact	Amount	Duration/Term	Approval Process
Level 1	School	<=\$5,000	One-Time arrangement	Managed by the individual Principal in consultation with the School Superintendent as required.
Level 2	School	>\$5,000	One-Time arrangement	Principal submits a completed Sponsorship Approval form (Admin 39) along with any sponsorship documentation to the <del>Budget &amp; Audit</del> <b>Financial</b> Services Department. Superintendent of Education: School Leadership approval will be required. Further approvals shall be required if the term of one-time advertising arrangement is > 5 years.
Level 3	School	Any amount	Defined term (longer than One-Time arrangement)	A comprehensive sponsorship agreement that may involve contractual obligations. Principal submits a completed Sponsorship Approval form (Admin 39) along with the sponsorship documentation to the <del>Budget &amp; Audit</del> <b>Financial</b> Services Department. Further <b>review from</b> the Superintendent of Education: School Leadership <b>and</b> approvals, as appropriate from <b>the Chief Financial Officer and Treasurer of the Board, the Director of Education and all other</b> applicable Board Department staff, <del>and Sponsorship Review Committee</del> shall be required.
Level 4	Board	Any amount	One-Time arrangement or Defined term	A comprehensive sponsorship agreement that may involve contractual obligations with system wide impact. Principal and/or Board staff submits a completed Sponsorship Approval form (Admin 39) along with the sponsorship documentation to the <del>Budget &amp; Audit</del> <b>Financial</b> Services Department. Further <b>review from</b> the Superintendent of Education: School Leadership <b>and</b> approvals, as appropriate from <b>the Chief Financial Officer and Treasurer of the Board, the Director of Education and all other</b> applicable Board Department staff, <del>and Sponsorship Review Committee</del> shall be required.



## YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i>	<b>Students/Admissions</b>
<i>Policy Number</i>	<b>211</b>
<i>Former Policy Number</i>	
<i>Total Pages</i>	<b>4</b>
<i>Original Approved Date</i>	<b>July 6, 2010</b>
<i>Subsequent Approval Dates</i>	<b>July 6, 2010 October 28, 2014</b>

### **INDIGENOUS STUDENT FIRST NATION, MÉTIS AND INUIT SELF-IDENTIFICATION**

#### **1. PURPOSE**

The York Catholic District School Board strives to strengthen students' sense of identity, foster positive self-image, and engage community members and organizations in an ongoing dialogue as members of a faith filled Catholic community.

The York Catholic District School Board recognizes and respects:

- 1.1 The strengths, values and teachings of the **Indigenous** First Nation, Métis and Inuit Peoples.
- 1.2 The many contributions of **Indigenous** First Nation, Métis and Inuit Peoples toward nation building, and
- 1.3 The differences in values, cultures, languages, approaches to learning and experiences between **Indigenous Peoples** First Nation, Métis and Inuit, and non-First Nation, Métis and Inuit and non-**Indigenous** students/learners.

The purpose of this policy is to provide direction to staff and the community with respect to the **process** of self-identification ~~process~~ for the purposes of enhancing **the student** achievement and **well-being of Indigenous students and supporting effective, respectful working relationships and partnerships with the Indigenous community.**

#### **2. OBJECTIVE**

It is the policy of the York Catholic District School Board to provide all ~~First Nation, Métis and Inuit~~ **Indigenous** students and/or their Parent(s)/Guardian(s) an opportunity to voluntarily **and confidentially** self-identify ~~as a means of collecting relevant information so that programs and strategies supporting the needs of First Nation, Métis and Inuit students can be provided.~~ **for the purpose of supporting student achievement and well-being, as well as provide strategies that support the needs of Indigenous students.**

### 3. PARAMETERS

- 3.1 The collection of information with respect to **Indigenous** ~~First Nation, Métis and Inuit~~ self-identification shall be offered to all registered and new families of the Board (**here**) to ensure voluntary identification.
- 3.2 Personal information collected from self-identification ~~shall be kept confidential.~~ **will be maintained in accordance with the York Catholic District School Board Policy 112 Privacy and Freedom of Information and will be compliant with the Freedom of Information and Protection of Privacy Act, for the purpose of supporting student achievement and well-being.**
- 3.3 Staff shall endeavour to develop partnerships with **Indigenous** ~~First Nation, Métis and Inuit~~ parents and their communities to develop and provide appropriate programs for all learners, in order to appreciate and learn from the richness of **Indigenous** ~~First Nation, Métis and Inuit~~ cultures, **perspectives and knowledge.**
- 3.4 Partnerships with **Indigenous** ~~First Nation, Métis and Inuit~~ Peoples shall focus on increasing an appreciation and awareness among both staff and **non-Indigenous** ~~First Nation, Métis and Inuit~~ students of the richness and diversity of ~~First Nation, Métis and Inuit~~ **Indigenous** cultures, languages, beliefs and customs, and how these have contributed to the fabric of Canadian society.
- 3.5 Traditional beliefs and customs of **Indigenous** ~~First Nation, Métis and Inuit~~ students shall be respected within schools of the Board, **according to the Ontario Human Rights Code that recognizes the dignity and worth of every person in Ontario and provides for equal rights and opportunities, and freedom from discrimination, including status and non-status Indigenous Peoples.**

### 4. RESPONSIBILITIES

#### 4.1 Director of Education: Leading Learning

- 4.1.1 To oversee compliance with the **Indigenous** ~~First Nations, Métis and Inuit~~ Self-Identification policy.

#### 4.2 Superintendent of Education: Curriculum and Assessment

- 4.2.1 To provide leadership to staff and the **Indigenous** ~~First Nation, Métis and Inuit~~ communities in establishing partnerships and providing appropriate programs for **Indigenous** ~~First Nation, Métis and Inuit~~ students.
- 4.2.2 **To ensure that all York Catholic District School Board students are provided with culturally responsive programming that will help build a better understanding and awareness of the contributions, understandings and perspectives of Indigenous people.**

#### 4.3 Principals

- 4.3.1 **To facilitate the collection of Indigenous Self-Identification information and ensure the information is entered into the student management system.**

4.3.2 Knowing who the Indigenous students in their schools are in order to be able to provide them with opportunities specifically available for them. These opportunities may include:

4.3.2.1 Sharing information regarding postsecondary pathways, bursaries and scholarships, specifically for indigenous students;

4.3.2.2 Leadership development opportunities;

4.3.2.3 Access to cultural-services in the community.

## 5. DEFINITIONS

### 5.1 First Nation

The term “First Nation” replaces ~~Indian in reference to communities of people identified as “Bands” and is~~ **is** used across Canada to describe the Indigenous Peoples of Canada who are not Métis or Inuit. There are three categories that apply to ~~Indians~~ **Indigenous people** in Canada: Status ~~Indians~~, Non-Status ~~Indians~~, and Treaty ~~Indian~~. Status is an individual’s legal status as **First Nation** ~~an Indian~~ as defined by the Indian Act. Non-Status ~~Indians~~ are people who consider themselves **First Nations** ~~Indians or members of a First Nation~~, but are not entitled to be registered under the Indian Act. Treaty ~~Indians~~ belong to a First Nation whose ancestors signed a treaty with the Crown, and as a result are entitled to treaty benefits (Assembly of First Nations).

### 5.2 Indigenous

**Indigenous** refers to the original Peoples of North America and their descendants.

### 5.3 Inuit

Inuit are the original northern Peoples. ~~formerly classified as Eskimo~~. They generally inhabit the northern circumpolar regions of Canada, USA, Greenland and Russia. The 4 Inuit land claim regions of Canada are Nunavut, Nunavik (Northern Quebec), Nunatsiavut (Labrador) and Inuvialuit (Northwest Territories).

### 5.4 Métis

Métis refers to distinctive peoples of mixed ancestry who developed their own customs, practices, traditions and recognizable group identities, separate from their Indian, Inuit and European ancestors. The term “Métis” does not refer to all individuals of mixed ~~Aboriginal~~ **Indigenous** and European ancestry.

## 6. CROSS REFERENCES

### **Legislation**

*Education Act*

*Freedom of Information and Protection of Privacy Act*


*Ontario First Nation, Métis and Inuit Education Policy Framework*

*Ontario Human Rights Code*

### **YCDSB Policies**

*Policy 613 Equity & Inclusive Education*



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7. **RELATED FORMS**  
**Indigenous Self-Identification Form**  
~~S35 Indigenous Self Identification~~



## YORK CATHOLIC DISTRICT SCHOOL BOARD

Form # S35  
October 2014  
RM: S16

### STUDENT SELF-IDENTIFICATION

... And today we are grateful for the part that the native peoples play, not only in the multicultural fabric of Canadian society, but in the life of the Catholic Church... And through her action, the Church desires to assist all people "to bring forward from their own living tradition original expressions of Christian life, celebration and thought".  
(Pope John Paul II):

Student # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
OEN \_\_\_\_\_  
Date \_\_\_\_\_

<b>Student's Legal Name — Last Name, First Name and Middle Name(s)</b> (Please print)			<b>Name Commonly Used in School</b>
<b>School Name</b>			<b>Grade</b>
<b>Home Address</b> <b>Apt. #</b> _____ <b>Street #, Street Name</b>			<b>Town/City</b>
<b>Postal Code</b>	<b>P.O. Box/RR #</b>	<b>Phone #</b> (____) _____	<b>Date of Birth (YYYY-MM-DD)</b>
<b>First Nations, Metis, or Inuit Ancestry:</b> I consider my child to be of First Nations Metis or Inuit ancestry. The categories that apply to my child are checked below:  ____ First Nation ____ Metis ____ Inuit ____ Other			<b>Parent/Guardian Last Name, First Name</b> (Please print) _____ _____ <b>Parent/Guardian Signature:</b> _____ _____ <b>Date:</b> _____

Please return completed First Nation, Métis and Inuit Self-Identification Form to the Principal of your child's home school.

#### Notice of Collection of Personal Information:

Personal information is collected pursuant to Ministry of Education's document — *Ontario First Nation, Métis and Inuit Policy Framework Document*, and Policy 211 *First Nation, Métis and Inuit and Self-Identification*, for the purpose of enhancing student achievement and wellbeing, program development and cross cultural understanding. **Contact the school Principal for more information.**



## YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i>	<b>Program/Curriculum</b>
<i>Policy Number</i>	<b>304 A</b>
<i>Former Policy Number</i>	<b>503</b> <b>304A</b> <b>304B</b>
<i>Total Pages</i>	<b>6</b>
<i>Original Approved Date</i>	<b>May 5, 2009</b>
<i>Subsequent Approval Dates</i>	<b>December 15, 2015</b>

### RESEARCH AND SURVEYS

#### SECTION A

##### 1. PURPOSE

The York Catholic District School Board supports the use of research, surveys and innovation to enhance learning, decision-making and instructional practice in support of the Board's Mission, Vision, Strategic Commitments and the Multi-Year Strategic Plan. The purpose of this policy is to provide parameters and guidelines for facilitating requests to conduct research and administering surveys that are outside of the realm of Board mandate and, in order to meet the specific needs of the school, and to ensure adherence to provincial legislation, federal guidelines, and Ministry directives.

##### 2. POLICY STATEMENT OBJECTIVE

It is the policy of the York Catholic District School Board to permit internal and external individuals or agencies to conduct research and surveys subject to approved parameters and procedures that will uphold the Board's commitment to human rights and equity, and benefit student achievement and well-being. subject to approved parameters and procedures.

##### 3. PARAMETERS

- 3.1 All individuals who are interested in conducting research and surveys within the York Catholic District School Board shall agree to abide by this policy and procedures.
- 3.2 Research and surveys conducted within the York Catholic District School Board shall ensure respect for the Catholic faith and human dignity, conform to accepted professional standards for research and ethical practices, and comply with applicable legislation governing the Freedom of Information and Protection of Privacy and Canada's Anti-Spam Legislation (CASL).
- 3.3 Requests to conduct research and surveys must align with the stated goals and priorities of the Board and the Ministry including the Student Achievement Plan and shall receive prior approval before inviting participation (See [Research Application Process Overview](#)).
  - 3.3.1 Internal research survey requests shall be approved by the Principal.
  - 3.3.2 External research and school survey requests shall be approved by the Research Advisory Committee.

- 3.4 Participation by individual schools, staff, parents/guardians, and students in surveys and research projects shall be voluntary.
- 3.5 All individuals invited to participate in research and surveys shall be fully informed of the purpose, objectives, procedures, foreseeable risks, and potential benefits, and intended use of the results.
- 3.6 Privacy, anonymity and confidentiality of data/information identifying respondents, participants and/or schools shall be strictly maintained to the full extent provided by law unless a participant or a parent of a student under 18 years of age grants express permission.
- 3.7 Written parental permission is required for any research or surveys involving students under 18 years of age. Where appropriate, the researcher must obtain both parental consent and student assent.
  - 3.7.1 Research and surveys conducted for educational purposes (i.e., coursework, projects) that are included in grade or subject-specific expectations of “The Ontario Curriculum” will not require parental permission.
- 3.78 Consistent with the Education Act, a Vulnerable Sector Screening – Police Reference Check (VSS) or an Enhanced Police Information Check (E-PIC) executed within the preceding six months is required prior to commencement if any researcher has direct contact with students.
- 3.89 Researchers shall ensure that they are never alone with any student(s) and shall be supervised by a Board employee.
- 3.910 Surveys for students, conducted either online or on paper, shall be completed under the supervision of a Board/School employee unless it is an online survey that is administered to secondary students with Principal approval.
- 3.101 Researchers shall indicate in their application the intended use(s) of results, including any resources or products that may be created as a result of the project. It is understood that:
  - 3.101.1 Not-for-profit resources or products shall be made available to the York Catholic District School Board, at no cost, for internal use only; and,
  - 3.101.2 For-profit resources or products become the joint property of the researcher and the York Catholic District School Board unless otherwise agreed to by the Director of Education.
- 3.142 Quality assurance studies, performance reviews or testing that is within the realm of Ministry/Board mandate and normal educational requirements shall not be subject to this Board review process.

## 4. RESPONSIBILITIES

### 4.1 Director of Education

- 4.1.1. To oversee compliance with the Research Policy and Procedures.

### 4.2 Research Advisory Committee

- 4.2.1 To review all requests for Board and non-board-initiated research projects or surveys to be conducted in the York Catholic District School Board with respect to:
  - 4.2.1.1 The tenets of the Catholic faith;
  - 4.2.1.2 Their relevance to the educational objectives, priorities and research

- needs of the Board;
- 4.2.1.3 Ethical considerations and protection of privacy and information;
  - 4.2.1.4 The impact on individual school(s) and the system; and,
  - 4.2.1.5 The effect on instructional time and the extent of involvement required from staff and students.
- 4.2.2 To approve or deny requests to conduct research **or administer surveys** in school(s) or the Board.
  - 4.2.3 To inform Supervisory Officers and Principals of approved research requests.
  - 4.2.4 To protect schools, students and staff from research that may have an adverse effect on their rights and well-being.
  - 4.2.5 To serve as a liaison between schools and researchers.
  - 4.2.6 To adjudicate issues that may arise from an approved research **or survey** request.
- 4.3 Superintendents of Education**
- 4.3.1 To provide Principals with guidance and recommendations for school participation in research **or surveys**, as required.
- 4.4 Principals**
- 4.4.1 To ensure adherence to the Board Research policy **and** parameters. ~~and procedures.~~
  - 4.4.2 To determine their schools' involvement and participation in research approved and recommended by the Research Advisory Committee.
  - 4.4.3 To review, approve and/or deny ~~internal research requests~~ **surveys** at their school received from staff, students or the Catholic School Council.
  - 4.4.4 **To review and communicate the disposition of school participation in surveys received from staff, students, parents, community members, or school partners.**
- 4.5 Researchers Individuals Requesting Approval to Conduct Research or Administer Surveys**
- 4.5.1 To ensure that ~~the research~~ **and survey requests** ~~complies~~ **comply** with all aspects of the Board's Research policy. ~~parameters, and procedures.~~
  - 4.5.2 To submit requests to conduct ~~external~~ research in the Board to the Research Advisory Committee and to the Principal for internal ~~research~~ **school surveys** ~~requests.~~
  - 4.5.3 To inform and communicate details of the research **or survey** and obtain ~~the~~ necessary permissions prior to commencement.
  - 4.5.4 To **fully** ~~cooperate to the fullest extent~~ with Principal(s) and/or Board central staff throughout the process.
  - 4.5.5 To adhere ~~perform~~ at all times with the highest level of ethical and professional standards **of research.**
  - 4.5.6 **To maintain high standards of integrity and responsibility, including respecting instructional time and ensuring that questions are not construed to be evaluative.**
  - 4.5.7 **To consider the best interests of all students.**
  - 4.5.8 **To respect the rights, dignity, privacy, and well-being of all students, parents/guardians, school staff, and/or other community members and maintain their confidentiality at all times.**
  - 4.5.9 **To declare and manage any real, perceived or potential conflict of interest in order to maintain confidence in the research process so as not to imply wrongdoing.**
  - 4.5.10 **To be guided by the school's goals and priorities, as well as the Board's Mission, Vision, Core values and Strategic Commitments.**
  - 4.5.11 **To comply with applicable legislation and collective bargaining agreements.**

## 5. DEFINITIONS

### 5.1 Anonymity

All information gathered does not contain identifying or personal information of participants.

### 5.2 Confidentiality

As per professional standards of research practice and ethics, it is the responsibility of the researcher(s) to ensure that all information gathered is secure and remains undisclosed during the data lifecycle.

### 5.43 External Research

Refers to research that is conducted to benefit students and the field of education by:

5.3.1 an **external** institution **or organization**;

5.3.2 a community agency;

5.3.3 an external individual;

5.3.4 a Board employee collaborating with a non-Board agency or educational institution; or,

5.3.5 a Board employee conducting research outside of ~~his or her~~ **their** area of responsibility.

5.3.6 A request for system information already published or available through a Freedom of Information (FOI) request is not external research.

### 5.4 Informed Consent

Potential participants are informed about the details of the project, the research process, as well as their rights, and voluntarily agree to become a participant in the project with the understanding that consent can be withdrawn at any time. Parental permission for students under eighteen years of age and Student Assent (agreement) are requirements for research and surveys involving children.

### 5.25 Internal Research

Refers to a staff, school or classroom project that is ~~to be~~ carried out by a Board employee, Catholic School Council, student group or Board partner that meets specific staff, classroom, school and/or Board needs. ~~Internal research excludes School Surveys that are administered by members of a school community to meet specific needs of the school under Policy and Procedures 304 B – Internal School Surveys.~~

### 5.36 Research

Refers to an investigation undertaken to increase knowledge and understanding through the gathering of data and information ~~in order~~ to develop new **educational** materials, products and/or processes.

### 5.47 Research Advisory Committee

A committee established under the direction and oversight of the Superintendent of **Education**: Curriculum and Assessment consisting of the following individuals:

5.7.1 Superintendent of **Education**: Curriculum and Assessment, or designate;

5.7.2 Superintendent of Education: Exceptional Learners, or designate;

5.7.3 Superintendent of Education: School Leadership, **or designate**;

5.7.4 York Catholic Elementary Principals'/Vice Principals' Association (1 Representative);

5.7.5 York Catholic Secondary Principals'/Vice Principals' Association (1 Representative);

5.7.6 Ontario English Catholic Teachers' Association (OECTA) York Unit (2 Representatives);

5.7.7 York Catholic District School Board Research Officer;

5.7.8 Ad Hoc member(s) as required, for the purpose of reviewing a project that

requires specific expertise not available among the Research Advisory Committee's regular members.

## **5.8 Survey**

Refers to an investigation or consultation undertaken to increase knowledge and understanding through the gathering of ideas or viewpoints from a group of people by asking them questions about education-related matters under consideration (e.g., an opinion poll).

## **6. CROSS REFERENCES**

### **Legislation**

[Anti-Racism Act, 2017](#)

[Canada's Anti-Spam Legislation \(CASL\)](#)

[Data Standards for the Identification and Monitoring of Systemic Racism](#)

[Education Act](#)

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

[Ontario Human Rights Code](#)

[O. Reg. 521/01 Collection of Personal Information Education Act](#)

[Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans - TCPS 2 \(2022\)](#)

### **Policy**

[YCDSB Policy 304A Research](#)

[YCDSB Policy 304B Internal School Surveys](#)

### **Related Forms**

Admin 51 [Internal Research Approval Form](#)

Admin 52 [External Research Application Form](#)

Admin 53 [External Research Approval Form](#)

Admin 54 [YCDSB Internal School Survey Approval Form](#)

Admin 55 [Use of Personal Information for Research Purposes Form](#)

## **POLICY TITLE: RESEARCH**

### **SECTION B: GUIDELINES & PROCEDURES FOR RESEARCH**

The Board's procedures, an addendum to this policy, apply to internal and external individuals or agencies wishing to conduct research involving schools, students, staff or parents in the York Catholic District School Board. Individuals who are interested in conducting research within the York Catholic District School Board should contact the Board's [Research Officer](#) for additional information.

The procedures to this policy outline pertinent information related to the following components of the research application process:

#### **1. Criteria for Submitting a Request to Conduct Research**

- 1.1 —— Internal Research Requests
- 1.2 —— External Research Requests

#### **2. Criteria for Approval of Research**

- 2.1 —— Benefits for Student Achievement, **Equity** and Well-Being
- 2.2 —— Moral, Ethical and Religious Guidelines
- 2.3 —— Legal Issues and Ethical Guidelines — Protection of Individuals and Schools
- 2.4 —— Feedback and Communication

#### **3. Research Advisory Committee**

- 3.1 —— Prioritization of Research Requests
- 3.2 —— Approval Process


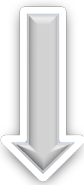

#### **4. Research Application Process Overview**

#### **5. Research Application and Approval Forms**

- 5.1 —— Internal Research Approval Form (Admin 51)
- 5.2 —— External Research Application Form (Admin 52)
- 5.3 —— External Approval Form (Admin 53)
- 5.4 —— Use of Personal Information for Research Purposes Form (Admin 55)**



## RESEARCH AND SURVEY APPLICATION PROCESS

	MINISTRY/BOARD/BOARD PARTNERS	EXTERNAL REQUESTS	INTERNAL REQUESTS
<b>Request Originator</b>  	a) <b>Ministry Agencies</b> (federal or provincial) b) <b>Board</b> c) <b>Board Partner</b>	a) <b>Institutionally funded</b> project or survey b) <b>Externally funded</b> research project or survey c) Research request from: i) a <b>non-Board employee</b> ii) a <b>Board employee</b> collaborating with a non-Board agency d) A <b>Board employee</b> wishing to conduct research that is outside of his/her area of responsibility, subject to supervisor approval (e.g., Master's thesis) e) <b>Publisher</b> f) <b>For-profit agency</b>	a) <b>Individual school, Area, Family of Schools or department</b> research project or survey request related to local or regional initiatives b) <b>Staff</b> request to conduct research that meets specific Board/school needs (e.g., collaborative inquiry, action research or case study) c) <b>Staff</b> request to conduct research in the classroom/school/Board within his/her area of responsibility, subject to supervisor approval d) <b>Catholic School Council, Student Council</b> and other <b>community members</b> request to conduct research/survey in the school e) <b>Student Teachers or Student Early Childhood Educators</b> who are placed at a school and conducting assignments or projects for a course f) <b>Student coursework/project</b> involving a survey component g) <b>Student Council</b> survey or opinion poll
<b>Process Steps</b>  	Mandated research requests received from <b>Ministry Agencies</b> are coordinated through the Superintendents of Curriculum & Assessment or Exceptional Learners and forwarded for approval and action to Senior Administration.  Research priorities of the <b>Board</b> and research requests received from <b>Board Partners</b> shall: 1) adhere to the Board's Research policy, parameters and guidelines and 2) receive prior approval from Senior Administration.	All <b>external research requests</b> shall: 1) adhere to Board Research policy, parameters and guidelines 2) receive approval from the YCDSB Research Advisory Committee before; and 3) receive permission from the Principal and/or Superintendents of Education, as required.	All <b>internal research requests</b> shall: 1) adhere to Board Research policy, parameters and guidelines and, 2) receive prior approval from the Principal or designate.
<b>Board Forms</b>  	<b>Ministry:</b> No Board forms are required for submission.  <b>Board: Internal Research Approval Form</b> (Admin 51) should be completed.  <b>Board Partner: External Research Application Form</b> (Admin 52) and <b>External Approval Form</b> (Admin 53) should be completed and forwarded, for initial approval, to the Superintendent of Education: Curriculum & Assessment or the Superintendent of Education: Exceptional Learners, as appropriate.	Completion of the <b>External Research Application</b> (Admin 52) and <b>Approval Forms</b> (Admin 53) is required from individuals or agencies identified above as external.  <b>External requests</b> and supporting documentation shall be forwarded and processed through the YCDSB Research Advisory Committee.  Completion of the <b>Use of Personal Information for Research Purposes</b> (Form 55) is required from individuals or organizations requesting access to personal or identifying information.	<b>School Staff, School Councils and Student Councils</b> are expected, prior to commencement, to complete the Internal Research Approval Form (Admin 51) and obtain approval from the Principal.  <b>Student coursework/project</b> involving survey do not require the completion of a form but are expected to: 1) adhere to the spirit of the Board's Research and Surveys Policy and, 2) receive prior approval from the Principal or designate.
<b>Approvals &amp; Permissions</b>	Research and survey requests involving York Catholic Students, Parents, and Staff received from <b>Board Partners, Researchers, a Board employee, Catholic School Council, Parent group, Student group, Community Agency or School Partner</b> shall receive the required approval(s) and signature(s) before inviting student, staff and/or parent participation. A brief written summary of the findings must be provided to the Research Advisory Committee, Principal or designate upon completion of the research or survey. Survey or research reports shall contain aggregate data only and not reveal any identifying or personal information.		



## YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i>	<b>Human Resources</b>
<i>Policy Number</i>	<b>413</b>
<i>Former Policy Number</i>	
<i>Total Pages</i>	<b>5</b>
<i>Original Approved Date</i>	<b>December 4, 2012</b>
<i>Subsequent Approval Dates</i>	<b>January 30, 2018 May 31, 2022</b>

### ATTENDANCE SUPPORT PROGRAM

#### 1. PURPOSE

In keeping with the Board's Mission, Vision, Core Values, and Strategic Commitments, the purpose of the Attendance Support Program is to provide a comprehensive and positive approach to assist Board employees in the maintenance of regular and consistent attendance at work. The program integrates three supportive practices: disability support, attendance support and wellness.

#### 2. OBJECTIVE

The York Catholic District School Board is committed to promoting and maintaining a healthy workplace. The Board believes that individual and organizational health are important factors affecting the ability of all employees to attend work and to contribute fully to the administration of their duties and responsibilities. The Attendance Support Program combines preventions and interventions to achieve the goals of personal and workplace wellness.

#### 3. PARAMETERS

##### 3.1 Promotion

Individual and organizational health are important factors that affect the ability of all employees to attend work and to contribute fully to the Board's Mission, Vision and Core Values and Strategic Commitments. The Attendance Support Program (ASP) is a comprehensive program aimed at positively supporting the health of Board employees and our organization.

##### 3.2 Reporting Absences

All employees are expected to make every reasonable effort to attend work as scheduled. Reporting absence procedures will apply to all York Catholic District School Board employees. It is the responsibility of each employee to enter her/his own absence correctly at the time of the absence when possible.

### **3.3 Managing Attendance**

The intent of Attendance Support is to provide supportive assistance to employees who exceed the York Catholic District School Board's established sporadic absence threshold due to non-occupational illness and/or additional medical appointments. Should a disability be identified that requires support or accommodation at any time, the York Catholic District School Board will support the employee's transition into the Disability Support program.

### **3.4 Managing Culpable Absenteeism**

Employees with culpable absences will be subject to the Board's progressive discipline policy and procedures.

### **3.5 Disability Support**

Is a partnership among employees, supervisors, administrators, unions and health care providers that supports employees to attend work as scheduled. The Attendance Support Program fosters the understanding of early intervention and support as a best practice to reduce the incidence(s) and duration of an employee's absences.

### **3.6 Training and Communicating**

Recurrent training will be provided to Principals/Managers/Supervisors to support the awareness and understanding of the program as requested or deemed necessary. Board-wide communication shall be disseminated to all employees and their union/association representatives, including but not limited to, system memos and information brochures outlining the Attendance Support Program.

### **3.7 Employee and Family Assistance Program (EFAP)**

The Board offers an Employee and Family Assistance Program (EFAP), which includes free confidential counselling services and resources to support the maintenance of optimal health and address life/health issues.

### **3.8 Wellness**

The YCDSB Employee Wellness Program will:

- 3.8.1 Create awareness about relevant health matters;
- 3.8.2 Make it simple to access tools and programs that support wellness interests and goals; and,
- 3.8.3 Foster a caring and supportive culture, where employees are encouraged to be their best".

### **3.9 Confidentiality**

The personal and/or medical information exchanged between the employee and the Board, or with employees' treating practitioner(s) and the Board will be kept strictly confidential. All such information will be documented and stored electronically in the Board's Parklane System with access restricted to the staff members in Employee Health and Safety Services.

## **4. RESPONSIBILITIES**

### **4.1 Director of Education**

- 4.1.1 To promote this policy as a joint responsibility of all Board stakeholders.
- 4.1.2 To oversee compliance with the Attendance Support Program policy and procedures.

## **4.2 Attendance Support Advisory Committee (ASAC)**

- 4.2.2 Committee will meet annually to provide recommendations, advice and information to the Board pertaining to the Attendance Support Program policy and procedures. The ASAC is comprised of representatives of all Board stakeholders including the Superintendent of Human Resources in the role as Committee Chair, Superintendents of Elementary and Secondary Schools, Principals/Managers/Supervisors and Employee Labour Groups.

## **4.3 Superintendent of Human Resources**

- 4.3.1 To support and serve as a resource for Direct Supervisors/Managers in addressing attendance support issues.
- 4.3.2 To ensure the appropriate and consistent administration and monitoring of the Attendance Support Program for appropriate and consistent implementation.
- 4.3.3 To report regularly to the Board on the effectiveness of the Attendance Support Program.
- 4.3.4 To report to the Board, regularly at each of the Human Resources Committee meetings, the financial impact of the attendance support program
- 4.3.5 To lead Stage 3 and 4 Meetings of the Attendance Support Program.

## **4.4 Manager of Employee Health and Wellness**

- 4.4.1 To develop and update the Board's Attendance Support policy and procedures while adhering to the York Catholic District School Board's mission and vision.
- 4.4.2 To support the implementation and maintenance of the Attendance Support Program by monitoring program effectiveness and reporting to the Superintendent of Human Resources.
- 4.4.3 To oversee all Attendance Support Program activities as determined by the Superintendent of Human Resources.
- 4.4.4 To support and serve as a resource for Direct Supervisors/Managers in addressing attendance support issues.

## **4.5 Attendance Support Specialist Coordinator**

- 4.5.1 To communicate attendance expectations and the established absence threshold to all employees and their unions through an annual review of the Attendance Support Program.
- 4.5.2 To review absence reports of employees and initiate the attendance support process when an employee has exceeded the absence threshold as outlined in the procedure, an addendum to this policy.
- 4.5.3 To Identify absenteeism trends or patterns, including but not limited to:
  - 4.5.3.1 Frequent absences of short duration.
  - 4.5.3.2 Absenteeism in excess of the absence threshold.
  - 4.5.3.3 Absences due to doctor appointments or scheduled treatment.
  - 4.5.3.4 A pattern of repeated days of absence taken in proximity to weekends/P.A. Days and Statutory or Board holidays.
- 4.5.4 To address all absenteeism issues using discretion.
- 4.5.5 To support employees and act as a resource.
- 4.5.6 To advise employees of available resources i.e. Employee and Family Assistance program (EFAP).
- 4.5.7 To participate in all meetings as outlined in this procedure and provide guidance to support and promote improved attendance for each employee involved in the process.

- 4.5.8 To provide ongoing positive reinforcement to those working towards their attendance goals.
- 4.5.9 To support Principals/Managers/Supervisors in relevant program application.

#### **4.6 Disability Support Coordinator**

- 4.6.1 To review and determine if cases referred from the Attendance Support Program require support under the Disability Support Program.
- 4.6.2 To offer employees disability support resources to support and promote regular attendance.
- 4.6.3 To offer and facilitate when medically indicated and documented, workplace accommodations to support regular attendance.
- 4.6.4 To consult and collaborate with the Attendance Support **Specialist Coordinator** where appropriate a plan to support an employee to achieve attendance goals.

#### **4.7 Principals/Managers/Supervisors**

- 4.7.1 To participate in all meetings as outlined in the procedures, an addendum to this policy.
- 4.7.2 To support employees in the Attendance Support Program.
- 4.7.3 To ensure the daily maintenance of accurate, up-to-date records regarding employees' absences as designated by Human Resources.

#### **4.8 Employee**

- 4.8.1 To maintain regular and consistent attendance. If necessary, to request accommodations in order to maintain regular and consistent attendance.
- 4.8.2 To participate actively in all stages of the Attendance Support process, which may include medical documentation (as per Collective Agreements) to describe the nature of the illness/injury and relevant restrictions/limitations to support an absence.
- 4.8.3 To forward all relevant medical documentation to the Board's Employee Health and Wellness Services.
- 4.8.4 To enter her/his own absence correctly at the time of the absence when possible.

### **5. DEFINITIONS**

#### **5.1 Absenteeism**

##### **5.1.1 Non-Culpable (Innocent) or conventional absenteeism**

Relates to absences as a result of illness or injury that arise due to circumstances beyond the employee's control. The employee is supported through the Attendance Support Program or the Disability Support Program.

##### **5.1.2 Culpable Absenteeism**

Relates to those absences for which employees can be held accountable. Failure to attend work without notifying the employer, lateness or leaving early and abuse of leave including the use of sick days for reasons unrelated to personal illness are examples of culpable absences. These absences are not addressed by the Attendance Support program. Employees with culpable absences are subject to progressive discipline, in accordance with the Board's progressive discipline policy and procedures.

#### **5.2 Disability**

A physical or mental condition that limits a person's movements, senses or activities as defined by the Accessibility for Ontarians with Disabilities Act (AODA).

### 5.3 Wellness

A state of complete physical, mental and social well-being.

## 6. CROSS REFERENCES

### **Legislation**

[Employment Standards Act](#)

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

[Occupational Health and Safety Act](#)

[Ontario Human Rights Code](#)

[Workplace Safety and Insurance Act](#)

### **YCDSB Policies**

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

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

YCDSB Procedure 413 [Attendance Support Program](#)





**York Catholic District School Board**

**PROCESS:  
ATTENDANCE SUPPORT PROGRAM**

**Addendum to Policy 413: Attendance Support Program**

**Revised: August 21, 2023  
Effective: June 1, 2022**



## PURPOSE

York Catholic District School Board (YCDSB) is committed to fostering a healthy workplace environment where employees feel safe, supported and encouraged to be at their best. The Board believes that individual and organizational health are important factors affecting the ability of all employees to attend work and to contribute fully to the administration of their duties and responsibilities.

Employee health and well-being supports a learning environment that is conducive to supporting student achievement. When employees live well, their colleagues and the students under our care benefit. Employee Wellness is supported by the YCDSB Employee Wellness Program which will:

- Create awareness about relevant health matters;
- Make it simple to access tools and programs that support wellness interests and goals; and,
- Foster a caring and supportive culture, where employees are encouraged to be their best

The Attendance Support Program (ASP) combines preventions and interventions to achieve the goals of personal and workplace wellness. The program provides supportive assistance to employees who exceed the York Catholic District School Board's established absence threshold for sporadic absences due to Code 01: Personal Illness and Code 30: Additional Medical Appointment.

The program aims to understand the reasons for absenteeism, provide timely support and encourage regular attendance and proactive use of preventative measures. The intent of the program is for employees to feel supported and engaged in an effort to attend work regularly and contribute to the Board's priorities, including student learning and achievement.

The following procedure is applicable to all full-time, part-time, temporary and casual employees at YCDSB. The program is non-disciplinary and is administered in an equitable, fair and transparent manner. When an employee's sporadic absences due to illness and/or additional medical appointments exceed the established absence threshold the following procedures apply.

## 1. TYPES OF ABSENCES

- 1.1. **Non-Culpable, innocent or conventional absenteeism** relates to absences as a result of illness or injury that arise due to circumstances beyond the employee's control. The employee is supported through the Attendance Support Program or the Disability Support Program.
- 1.2. **Culpable absenteeism** relates to those absences for which employees can be held accountable. Failure to attend work without notifying the employer, lateness for work or leaving early and inappropriate use of leave including the use of sick days for reasons unrelated to personal illness are examples of culpable absences. These absences are not dealt with through the Attendance Support Program. Employees with culpable absences are subject to the Board's progressive discipline policy and procedures.
- 1.3. **Sporadic Absences** are absences that are less than (5) five consecutive days in length.
- 1.4. Non-occupational absences due to personal illness and/or injury that are (5) five or more consecutive days in length are supported through the Disability Support Program.
- 1.5. Absences that may be considered within the Attendance Support Program:

ABSENCES MAY INCLUDE
<p>Innocent (Non-culpable)</p> <ul style="list-style-type: none"><li>• Code 01 - Personal illness / injury absences that are less than (5) five consecutive days in length and where those absences are not managed within the Board's Disability Support program.</li><li>• Code 30 - Additional Medical Appointments</li></ul>
ABSENCES NOT INCLUDED
<ul style="list-style-type: none"><li>• Culpable absenteeism</li><li>• Family medical leaves as defined by the Employment Standards Act</li><li>• Pre-approved prolonged leaves of absence</li><li>• Bereavement leave</li><li>• Jury or subpoena leave</li><li>• Pregnancy/parental leave</li><li>• Union business leave</li><li>• Examinations and convocations</li><li>• Code 9: Quarantine &amp; Code 117: COVID-19 absences</li><li>• Observance of recognized religious holy days</li><li>• Inclement Weather Day</li><li>• Suspensions</li><li>• Approved Long Term Disability absences</li><li>• Approved WSIB Absences</li><li>• Pending WSIB Approval</li><li>• Paid or Unpaid Personal leaves (including paternity and adoption leaves)</li><li>• Emergency leaves under the Employment Standards Act not due to personal illness/injury</li><li>• Vacation, Personal or Family Assistance absences</li><li>• Code 01: Personal Illness absences that are (5) five or more consecutive days in length</li></ul>

## 2. ABSENCE SUPPORT PROCESS

- 2.1 The Attendance Support program addresses non-culpable, innocent absenteeism in a supportive manner. The intent is to understand the reasons for absenteeism, discuss the impact of absences, provide timely support and encourage regular attendance and proactive use of preventative measures.
- 2.2 **Absence Threshold** – is the established number of absences per school year that may initiate entry into the Attendance Support Program. The absence threshold is used as a mechanism to initiate non-disciplinary and supportive intervention.
  - 2.2.1 The absence threshold will be reviewed periodically by the Board.  
Employees and their union shall be notified of threshold changes.
  - 2.2.2 Absence threshold is based on the number of months worked by an employee in a year.
- 2.3 **Important:** Should a medically supported disability or relevant medical information be identified that requires support or accommodation at any time during the Attendance Support Program, the York Catholic District School Board shall review and where required, support the employee's transition into the Disability Support Program. Disability Support will refer the employee back to the Attendance Support Program if/when appropriate. Sporadic absences may continue to be considered within the Attendance Support Program.
- 2.4 All employees are supported and individual circumstances are reviewed on a case-by-case basis.
- 2.5 The employee shall be advised of their right to union representation. The employee, at their request, may include their union/association representative in the attendance support process. The representative may attend any meetings that occur to discuss or review the employee's attendance.
- 2.6 Employees who do not exceed the absence threshold in a 12-month review period shall exit from the program and will receive an email confirming improved attendance. Unions will be copied on exit emails after an employee exits the program at Stage 2,3 or 4 of the Attendance Support Program.
- 2.7 The Attendance Support Program includes 4 distinct stages: Stage 1, 2, 3, and 4.
- 2.8 **STAGE 1**  
The employee shall enter Stage 1 as he/she has exceeded the absence threshold, unless the employee is already in the program.  
  
Stage 1 consists of an email to the employee from the Attendance Support **Specialist Coordinator** that will include the following information:
  - a) Attendance Support Policy and Procedure;
  - b) Assistance and supports available to the employee, including the Employee and Family Assistance Program (EFAP);
  - c) Concern about employee's absence history;
  - d) Importance of regular attendance;
  - e) Meeting with their supervisor / manager / principal; and
  - f) Sporadic absence goal over the next 12 consecutive months from the date of the email, as based on the established absence threshold. The employee's absences will be monitored during this period of time within the coaching process. The employee may transition to the next stage of the program at any time based on their inability to meet the established goal.
  - g) The employee shall be advised of their right to union representation. The employee, at

their request, may include their union/association representative in the attendance support process. The representative may attend any meetings that occur to discuss or review the employee's attendance.

The Supervisor / Manager / Principal will be copied on the email to the employee and will schedule a timely Stage 1 meeting with the employee to:

- a) Identify concern about the employee's absences and offer support;
- b) Review the employee's absence history, having discretion and regard for the personal extenuating circumstances of the employee;
- c) Ensure that the employee is using proper absence coding;
- d) Inquire, listen, discuss with the employee about any barriers that may be preventing them from regularly attending work and review options for support.
- e) If the employee reports a medical issue, the employee will be referred to the Disability Support Program; and
- f) Affirm employee's responsibilities in the process.

Following the meeting, the supervisor / manager / principal will send a completed meeting checklist to the employee and Attendance Support ~~Specialist~~ Coordinator. If required, the Attendance Support ~~Specialist~~ Coordinator will provide the employee with a referral to the Disability Support Program.

#### 2.8.1 Stage 1 - Coaching

The Attendance Support ~~Specialist~~ Coordinator shall contact the employee every 3 months up to a maximum of 12 months or at an appropriate interval based on the employee's unique circumstances to review the attendance goal and offer support which may include referral to the Disability Support Program. The employee may transition to the next stage of the program at any time if they are unable to meet the established goal.

Employees who do not exceed the absence threshold in a 12-month review period shall exit from the program and will receive an email confirming improved attendance.

The employee shall be advised of their right to union representation. The employee, at their request, may include his/her union/association representative in the attendance support process. The representative may attend any meetings that occur to discuss or review the employee's attendance.

## 2.9 STAGE 2

The employee may enter Stage 2 as he/she has been unable to meet the attendance goals established in Stage 1. The Board may apply discretion due to personal extenuating circumstances of the employee.

Stage 2 begins with an invitation to a meeting led by the Attendance Support ~~Specialist~~ Coordinator and attended by the employee, Principal/ Manager/ Supervisor and union representative. The meeting will:

- a) Identify concern about the employee's continued absences and offer support and information about the program and available resources;
- b) Review the employee's absence history, having discretion and regard for the personal extenuating circumstances of the employee;
- c) Ensure that the employee is using proper absence coding;
- d) Inquire, listen, discuss any barriers that may be preventing regular attendance and review options for support;
- e) If the employee reports a medical issue, the employee will be referred to the Disability Support Program;
- f) Identify the sporadic absence goal over the next 12 consecutive months from the date of the meeting, as based on the established absence threshold. The employee's

- absences will be monitored during this period of time within the coaching process. The employee may transition to the next stage of the program at any time based on their inability to meet the established goal;
- g) Affirm employee's responsibilities in the process; and
  - h) The employee shall be advised the lack of improved attendance may progress the employee to Stage 3 and may require review of employment status up to and including termination for innocent absenteeism.

Following the meeting, the Attendance Support ~~Specialist Coordinator~~ will send an email to the employee outlining the agreed upon goal discussed at the meeting or provide a referral to the Disability Support Team.

#### 2.9.1 **Stage 2 - Coaching**

The Attendance Support ~~Specialist Coordinator~~ shall contact the employee every 3 months up to a maximum of 12 months or at an appropriate interval based on the employee's unique circumstances to review the attendance goal and offer support which may include referral to the Disability Support Program. The employee may transition to the next stage of the program at any time if they are unable to meet the established goal.

Employees who do not exceed the absence threshold in a 12-month review period shall exit from the program and will receive an email confirming improved attendance.

The employee shall be advised of their right to union representation. The employee, at their request, may include his/her union/association representative in the attendance support process. The representative may attend any meetings that occur to discuss or review the employee's attendance.

### 2.10 **STAGE 3**

The employee may enter Stage 3 as they has been unable to meet the attendance goals established in Stage 2.

Stage 3 begins with an invitation to a meeting led by the Superintendent of Human Resources and attended by the employee, Principal/Manager/Supervisor, Attendance Support ~~Specialist Coordinator~~ and union/association representative to:

- a) Identify concern about the employee's continued absences and offer support and information about the program and available resources;
- b) Review the employee's absence history, having discretion and regard for the personal extenuating circumstances of the employee;
- c) Inquire, listen, discuss any barriers that may be preventing regular attendance and review options for support;
- d) If the employee reports a medical issue, the employee will be referred to the Disability Support Program;
- e) Determine the sporadic absence goal over the next 12 consecutive months from the date of the meeting. The employee's absences will be monitored during this period of time within the coaching process. The employee may transition to the next stage of the program at any time based on their inability to meet the established goal;
- f) Affirm employee's responsibilities in the process;
- g) The employee shall be advised that the continued lack of improved attendance may progress to Stage 4 and may require review of employment status up to and including termination for innocent absenteeism; and
- h) If the employee reports a medical issue, the employee will be referred to the Disability Support Program.

#### 2.10.1 Stage 3 - Coaching

The Attendance Support ~~Specialist~~ Coordinator shall contact the employee every 3 months up to a maximum of 12 months or at an appropriate interval based on the employee's unique circumstances to review the attendance goal and offer support which may include referral to the Disability Support Program. The employee may transition to the next stage of the program at any time if they are unable to meet the established goal.

Employees who do not exceed the absence threshold in a 12-month review period shall exit from the program and will receive an email confirming improved attendance.

The employee shall be advised of their right to union representation. The employee, at their request, may include their union/association representative in the attendance support process. The representative may attend any meetings that occur to discuss or review the employee's attendance.

#### 2.11 STAGE 4

The employee may enter Stage 4 as they has been unable to meet the attendance goals established in Stage 3. Stage 4 consists of a meeting led by the Superintendent of Human Resources and attended by the Employee, Principal/Manager/Supervisor, Attendance Support ~~Specialist~~ Coordinator and the union/association representative. If the employee reports a medical issue, the employee will be referred to the Disability Support Program. The meeting shall include a comprehensive review of the employee's attendance history and the employee will be asked for an explanation of their absences and actions they have taken to improve attendance.

The Board will make every reasonable effort to support and assist the employee and may determine that further coaching and/or a repeat of the prior stage is required.

The Board shall determine that:

- It has fulfilled its obligations under the applicable collective agreement and/or policies and procedures, the Workplace Safety and Insurance Act, Ontario Human Rights Code, and any other applicable legislation; and
- The employee's absenteeism has repeatedly exceeded the absence threshold and there is no likelihood that the employee shall be able to attend work regularly in the foreseeable future; the employee shall be advised that employment may be terminated for non-disciplinary reasons (frustration of contract due to innocent absenteeism).

### 3. COMMUNICATION

- 3.1 Board-wide communication shall be disseminated to all employees and their union/association representatives, including but not limited to, system memos and information brochures outlining the Attendance Support Program. Results from the implementation of the Attendance Support Program shall be reported to the Board annually.

### 4. TRAINING

- 4.1 Knowledge and awareness of the program shall be shared with the Trustees at Board committee meetings.
- 4.2 Recurrent training shall be provided to all Principal/Managers/Supervisors through a 3<sup>rd</sup> party service provider.

## 5. REFERENCES

[Employment Standards Act](#)

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

[Occupational Health and Safety Act](#)

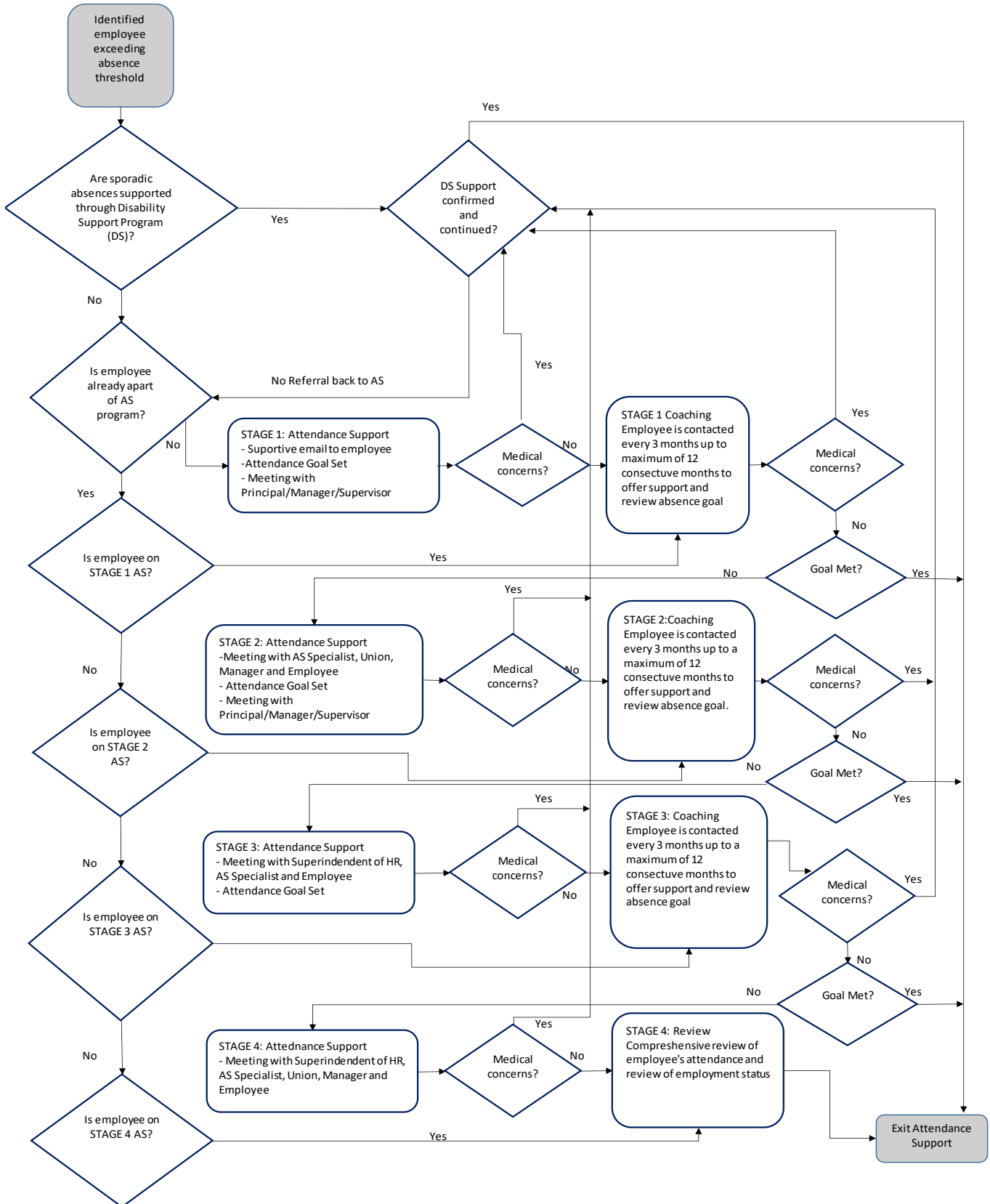
[Ontario Human Rights Code](#)

[Workplace Safety and Insurance Act](#)

[Attendance Support Program Flowchart](#)

YCDSB [Policy 413 Attendance Support Program](#)

# Attendance Support Program







## YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i>	<b>Facilities</b>
<i>Policy Number</i>	<b>707</b>
<i>Former Policy Number</i>	<b>505</b>
<i>Total Pages</i>	<b>6</b>
<i>Original Approved Date</i>	<b>April 30, 1990</b>
<i>Subsequent Approval Dates</i>	<b>February 25, 2014 January 25, 2022</b>

### ACQUISITION AND DEVELOPMENT OF SCHOOL SITES

#### 1. PURPOSE

The acquisition and development of school sites is an important obligation for school boards to consider in the provision of educational facilities and delivery of their provincial mandate. All public bodies must respond to the general sensitivity to land use and to the insistent demand that optimal value be obtained for public expenditures through the close cooperation of various public authorities. School Sites are an important resource in supplying many kinds of services to the community. The purpose for this policy is intended to provide the Board with guidance to the Board with respect to when considering the acquisition and development of future school sites (as defined herein) including but not limited to the parcel size, and other characteristics of school sites, and with respect to cooperation with other governmental and public authorities.

#### 2. OBJECTIVE

Prudent planning requires that school sites school sites to be developed in conjunction with the plans of municipal councils, other school boards and other authorities, when applicable, to achieve maximum service to the community. Sites shall be sized and located so as to optimize space available for curricular and co-curricular programs.

School boards are permitted to make agreements with other school boards and with municipal council(s) for the joint acquisition of land, the joint construction of facilities, the joint operation of the facilities, and the sharing of facilities on land owned by any of these public authorities, whether these facilities are to be used for cultural, recreational, athletic, educational and other community purposes. Such joint initiatives will be considered in conjunction with Policy 706: [Alternate Accommodation Arrangements](#).

#### 3. PARAMETERS

- 3.1. As prescribed by Pursuant to [Ontario Regulation 20/98](#), it shall be the policy of the Board to acquire and develop:
  - 3.1.1 Purchase Elementary school sites with the following acreage: of the useable sizes, as follows:

ELEMENTARY SCHOOL SITES	
Number of Pupils	Area (acres)
1 to 400	4
401 to 500	5
501 to 600	6
601 to 700	7
701 or more	8

3.1.1 ~~Purchase~~ Secondary school sites with the following acreage: of the useable sizes, as follows:

SECONDARY SCHOOL SITES	
Number of Pupils	Area (acres)
1 to 1000	12
1001 to 1100	13
1101 to 1200	14
1201 to 1300	15
1301 to 1400	16
1401 to 1500	17
1501 or more	18

3.4.2 Pursuant to 3.1, if necessary, elementary school site(s) and/or secondary school site(s) parcel sizes, may vary to accommodate: ~~Vary site sizes prescribed above, if necessary, to accommodate:~~

- Safety concerns;
- Topography and drainage features;
- Land availability or the need to purchase additional land if it is reasonably necessary to meet a legal requirement relating to the site;
- Facilities for pupil accommodation that the Board intends to provide on the site or to provide access to those facilities.

3.23 The standard elementary school site and/or secondary school site acreage as prescribed in Parameter 3.1 herein may be reduced by up to one two and a half (2.5) acres when either (a) where a the school site designation is located within high density growth intensification areas; or (b) where the Board deems appropriate.

3.34 A school site size may be further reduced where various components of a typical school site are accommodated through alternate arrangements and secured through formal agreements, memorandum(s) of understanding, Localized Education Development Agreements, etc.

3.34.1 Agreements must detail how the various components of a typical school or school site will be provided on the reduced school site, including but not limited to:

- 3.4.1.1 Financial contribution for school construction to compensate for premiums associated with construction and operation of high density facilities (e.g., above or below grade parking structure,

- reduced building footprint, dedicated indoor/outdoor play space, elevators, air conditioning, etc.);
- 3.4.1.2 Exclusive use of an adjacent park during school hours; **and**
- 3.4.1.3 Shared facilities (e.g., Library, Gym, parking structures, etc.).
- 3.45 Purchased school sites shall be free from unsafe features, significant legal and historic restrictions, and shall conform in all respects with conditions required by the Ministry of Education.
- 3.5 ~~School sites will be purchased where the shape of the land, the amount of level land, and the grading of the proposed school site and park will be consistent with anticipated school and community recreational and athletic activities, and shall meet safety and maintenance needs.~~
- 3.6 **Where reasonably possible, school** sites shall be selected adjacent to a Catholic church. ~~where possible. The Archdiocese of Toronto and the local parish priest will be informed of the Board's plans to designate sites in new subdivisions.~~
- 3.7 **Where possible, and in consultation with local municipalities, school sites shall be located in consideration of the following:**
- 3.7.1 **appropriate dimensions to separate bus and car traffic;**
- 3.7.2 **promotes walkability;**
- 3.7.3 **are free from areas with excessive noise emissions;**
- 3.7.4 **are free from exposure to noxious gasses and fumes from neighbouring properties;**
- 3.7.5 **allow for pedestrian and vehicular access and safety;**
- 3.7.6 **in recognition of student safety, prudent avoidance of highways, airport proximity, transmission corridors including hydro and natural gas, stormwater management ponds and commercial or industrial development; and**
- 3.7.7 **minimizes additional lands required to meet school needs.**
- 3.78 **Where possible, selection of school** sites shall ~~be selected with~~ **have** the following desirable characteristics ~~where possible:~~
- 3.8.1 **An elementary school site:** ~~elementary school site~~
- (a) shall be centrally located within the proposed attendance area, abutting a collector street and having access to the collector street.
- (b) shall have a minimum frontage of 122 m (400 ft).
- 3.8.2 **A secondary school site:** ~~secondary school site~~
- (a) shall be located on a main arterial road and not in the centre of a residential subdivision.
- (b) shall have a minimum frontage of 183 m (600 ft.), unless the shape of the lot calls for some special consideration.
- 3.3 ~~Minimum frontage of school sites shall be 122 m (400 feet) for elementary and 183m (600 feet) for secondary schools, unless the shape of the lot calls for some special consideration.~~
- 3.7.4 ~~School sites shall be located in consultation with the local municipality, in order to ensure:~~

- ~~3.7.4.1 Reasonable access in terms of public and private transportation, time and distance;~~
- ~~3.7.4.2 Freedom from excessive noise;~~
- ~~3.7.4.3 Freedom from noxious gases and fumes;~~
- ~~3.7.4.4 Freedom from danger to pedestrian safety; and,~~
- ~~3.7.4.5 Prudent avoidance of highway approaches, airports and flight paths, transmission corridors including hydro and natural gas, and commercial or industrial development.~~

- ~~3.89~~ The York Catholic District School Board shall cooperate with municipalities within the Region of York and the coterminous Boards to achieve the best use of (i) public lands for school purposes; and the best use of (ii) school sites by municipal authorities within the following general principles:
- 3.9.1 The Board is prepared to enter into specific agreement(s) as permitted by the Minister of Education to provide for joint use and cooperation of facilities on land jointly owned or on land currently owned by the Board, other school boards of the municipality or other authority where service to the students is significantly increased by such facilities. These types of initiatives will be considered in accordance with Policy 706 – Alternate Accommodation Arrangements.
  - 3.9.2 Wherever reasonably possible, elementary school sites shall be located adjacent to a neighbourhood park and secondary school sites shall be located adjacent to a district/community park.
  - 3.9.3 The York Catholic District School Board may enter into an agreement with the municipality for the purposes of granting access to adjacent parkland to any future school site. Where parkland is adjacent to a school site, an agreement shall be sought by which part or all of the parkland shall be useable for school purposes.
  - 3.9.4 Where usable parkland and facilities are adjacent, the minimum size of a school site may be lowered as directed by the Board, provided that there is a written agreement with the municipality to offer the parkland to the school board first if part of all of the park is to be disposed of for other purposes.
  - 3.9.5 When a new school site is purchased which is adjoining parkland, the Board will work with the municipality to jointly plan and/or develop adjacent areas, where possible. full cooperation of the municipal council in planning and developing the adjacent areas on a joint basis shall be sought.
- 3.9 10 In all purchase offers, the Board Administration shall include the following notice clause:  
~~“The York Catholic District School Board has the first right of refusal of this site on the same terms and conditions.”~~ At any time prior to the closing of the transaction, the purchaser shall have the privilege of assigning this Agreement herein to the York Region District School Board, or any successor thereof, such assignment to be binding upon the Vendor herein, upon written notice to that effect to the Vendor, and upon such, this Agreement shall be deemed amended to the extent of substituting the name of the York Region District School Board, or any successor thereof, for that of the York Catholic District School Board, throughout, with the same effect as if the York Region District School Board has been an original signatory to this Agreement and the

Purchaser shall thereafter be deemed released from all of its covenants and obligations set out herein.”

3.10.1 Subject to input from the York Region District School Board, Parameter 3.10 may not apply in all situations.

3.40.11 To keep area residents informed as to the Board’s intent to require the landowner to erect a sign on the designated school site indicating that the site is reserved for a Catholic school. The sign is to be erected as soon as road access to the school is available.

## 4. RESPONSIBILITIES

### 4.1 Board of Trustees

4.1.1 To support the Acquisition and Development of School Sites policy.

### 4.2 Director of Education

4.2.1 To oversee compliance with the Acquisition and Development of School Sites policy.

### 4.3 Associate Director

4.3.1 To ensure compliance with the Acquisition and Development of School Sites policy.

### 4.4 Coordinating Manager of Planning & Operations

4.4.1 To implement the Acquisition and Development of School Sites policy.

## 5. DEFINITIONS

### 5.1 High Density Growth Areas

A High Density Growth Area(s) includes, **but shall not be limited to**, areas with intensification or density targets, ~~such as but not limited to~~ Provincially Designated Urban Growth Centres, York Region Centres and Corridors, Major Transit Station Areas, etc.

### 5.2 Prudent Avoidance

~~Prudent avoidance is a~~ **A reasonable effort to minimize potential known and unknown risks.** ~~precautionary principle in risk management that states reasonable efforts to minimize potential risks should be taken when the actual magnitude of the risks is unknown.~~

### 5.3 School Site

**Either an elementary school site or secondary school site, as applicable.**

### 5.4 Useable Parkland

**Means adjacent** Parkland areas ~~may be useable for school purposes, if adjacent to a school site and agreements are in place.~~

## 6. CROSS REFERENCES

### **Legislation**

[Ontario Regulation 20/98](#)  
[Education Act](#)



[Municipal Act](#)

[Human Rights Code](#)

**YCDSB Policies**

YCDSB Policy 706 [Alternate Accommodation Arrangements](#)



## YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i>	<b>Finance</b>
<i>Policy Number</i>	<b>808</b>
<i>Former Policy Number</i>	
<i>Total Pages</i>	<b>3</b>
<i>Original Approved Date</i>	<b>February 7, 2012</b>
<i>Subsequent Approval Dates</i>	<b>January 26, 2016 November 29, 2016 January 25, 2022</b>

### TRAVEL, MEALS AND EXPENSE REIMBURSEMENT

#### 1. PURPOSE

The purpose of the policy is to clarify the procedures to be followed when public funds are used for the reimbursement of travel, meals, and other expenses.

#### 2. OBJECTIVE

It is the policy of the York Catholic District School Board to outline the process, rules and principles for the reimbursement of travel, meals and other expenses. The policy provides a framework of accountability, transparency, value for money and fairness to guide the effective oversight of public resources in the reimbursement of expenses incurred while on Board business.

#### 3. PARAMETERS

##### 3.1 Application and Scope

This policy sets out the rules for managing travel, meals and other expenses for reimbursement. These rules apply to:

- 3.1.1 Board Trustees
- 3.1.2 Board employees
- 3.1.3 External Committee Appointees
- 3.1.4 External consultants and contractors engaged by the Board, to provide consulting or other services.

##### 3.2 This policy shall be based on four key principles:

- 3.2.1 Accountability - All expenses support business objectives. Prior approval to incur expenses must be obtained.
- 3.2.2 Transparency - The rules for incurring and reimbursing travel, meal and other expenses are clear and easily understood.
- 3.2.3 Value for Money - Plans for travel, meals, accommodation and other expenses are necessary and economical with due regard for health and safety.

- 3.2.4 Fairness - Legitimate authorized expenses incurred are reimbursed.
- 3.3 This policy shall be administered in conjunction with the Travel, Meals and Expense Reimbursement Procedures.
- 3.4 Record-keeping practices must be maintained for verification and audit purposes.
- 3.5 Employees who have a Board issued Purchasing Card ("P-Card") shall use it whenever possible following Board P-Card procedures for travel, meals and expense reimbursement.
- 3.6 Expenses for a group must only be claimed by the most senior person present. Expenses cannot be claimed by an individual on behalf of ~~his/her~~ **their** approver.
- 3.7 Amounts expended that are in excess of the Board's maximum ~~meal~~ reimbursement rate will be the responsibility of the claimant.
- 3.8 All reimbursement shall be approved in accordance with York Catholic District School Board Approval Authority Schedule (AAS). Approvers are prohibited from approving their own expenses.
- 3.9 **The travel route selected should be the most practical and economical way to travel.**
- 3.10 **York Catholic District School Board employees required to travel to multiple Board locations with no set primary work location shall be reimbursed for travel between Board locations.**

#### **4. RESPONSIBILITIES**

##### **4.1 Board of Trustees**

- 4.1.1 To ensure that expenses submitted are in compliance with Policy 111 *Trustee Services and Expenditures*.

##### **4.2 Director of Education**

- 4.2.1 To oversee the compliance of the Travel, Meals and Expense Reimbursement policy.
- 4.2.2 May approve exceptions to this policy.

##### **4.3 Chief Financial Officer and Treasurer of the Board (CFO)**

- 4.3.1 To ensure that the policy and procedures adhere to the Broader Public Sector (BPS) Expense Directive and ensure that applicable staff are accurately informed with respect to this policy.
- 4.3.2 May approve exceptions to this policy.
- 4.3.3 May review and update policy and procedures on a periodic basis.

##### **4.4 Claimants**

- 4.4.1 To ensure compliance with all Board policies and procedures
- 4.4.2 To obtain all appropriate approvals before incurring expenses.
- 4.4.3 To submit original, itemized receipts with all claims and ensure claim does not exceed the actual amount spent. (Refer to Policy Addendum 8.6 for missing receipts procedure).
- 4.4.4 To submit claims monthly, but at least within ninety (90) calendar days of the



- date of travel.
- 4.4.5 To provide explanation where required if claim receipts are inadequate.
- 4.4.6 To plan and schedule their day to ensure the most economical and efficient route is taken to minimize the expenditure.
- 4.4.7 To submit all travel expenses prior to September 15, for the fiscal year ending August 31.
- 4.4.8 To submit any claims for expenses, if leaving employment or taking a leave of absence, prior to departure.

#### **4.5 Approvers**

- 4.5.1 To ensure compliance with all Board policies and procedures.
- 4.5.2 To exercise best judgement to ensure expenses are minimized.
- 4.5.3 To provide approval for expenses that was incurred while on Board business.
- 4.5.4 To ensure that the conference or external workshop/seminar is necessary, reasonable, associated with the employee's duties, and supports the objectives of the Board.
- 4.5.5 To certify claims for travel are based on a planned and scheduled work day using the most economical and efficient route to minimize expenditures.
- 4.5.6 To provide approval only for claims that includes all appropriate documentation.
- 4.5.7 Ensure that expenditures are within approved annual budget allocations.

### **5. CROSS REFERENCES**

[Canada Revenue Agency, Automobile and motor vehicle benefits](#), Personal driving (personal use)

[Ministry of Education, Broader Public Sector Expenses Directive](#)

[Ministry of Education, Broader Public Sector Perquisites Directive](#)

YCDSB Policy 105	<a href="#">Trustee Professional Development</a>
YCDSB Policy 111	<a href="#">Trustee Services and Expenditures</a>
YCDSB Policy 423	<a href="#">Conflict of Interest for Employees</a>
YCDSB Policy 701	<a href="#">Access to School and Board Premises</a>
YCDSB Policy 801	<a href="#">Use of Board and School Funds for Recognition or Acknowledgement</a>
YCDSB Policy 802	<a href="#">Purchasing, Lease &amp; Rental of Goods &amp; Services</a>
YCDSB Policy 803	<a href="#">School Generated Funds</a>

#### **Related Procedures and Forms:**

Admin 3 Expense Reimbursements for non-mileage expenses

Admin 19B Exception Approval Form

Admin 83 Professional Development, Travel Meals and Other Expenses

Out of Province (outside ONTARIO) Application and Authorization Form

Purchasing Card Procedure

Purchasing Reference Guide

Travel Reimbursement Input Program (*TRIP*) accessed through MyPortal

*TRIP* Quick reference guide and User Guide for Claimant and Approver

York Catholic District School Board Approval Authority Schedule (AAS)





## **YORK CATHOLIC DISTRICT SCHOOL BOARD**

### **Travel, Meals and Expense Reimbursement Procedures**

#### **Addendum to Policy 808: Travel, Meals and Expense Reimbursement**

**Effective: January 1, 2023**

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## **INTRODUCTION**

This document is intended to set out the definitions and procedures to be followed by York Catholic District School Board ("Board") in accordance with Policy 808: Travel, Meals and Expense Reimbursement.

### **1. ACCOUNTABILITY FRAMEWORK**

- 1.1 Approval levels for expense reimbursements are included in the Purchasing Reference Guide "PRG" and York Catholic District School Board Approval Authority Schedule (AAS). Additional authorities may be required as specified in this document.
- 1.2 Approvers are accountable for their decisions, which should be:
  - 1.2.1 Subject to good judgment and knowledge of the situation;
  - 1.2.2 Exercised in appropriate circumstances; and
  - 1.2.3 Comply with the principles and mandatory requirements set out in policy and the expense procedures.
- 1.3 When a situation arises and discretion needs to be exercised, approvers must consider whether the request is:
  - 1.3.1 Able to stand up to scrutiny by the auditors and members of the public;
  - 1.3.2 Properly explained and documented; and
  - 1.3.3 Fair, equitable, reasonable and appropriate.
- 1.4 It is the responsibility of both the approver and the claimant to work out appropriate arrangements which would meet the test of being fair and equitable.

### **2. PROFESSIONAL DEVELOPMENT**

- 2.1 Before registering to attend a Professional Development event, employees are responsible for obtaining approval.
- 2.2 Reimbursements will only be processed after attending the event. To eliminate the lag between the reimbursement and registration/advance payment requests, Board cheque or PCard may be used to pay service providers directly.
- 2.3 For Professional development outside of Ontario, authorization must be received from the Director of Education or Chief Financial Officer and Treasurer of the Board. See Reimbursement procedures in Section 8.

### **3. TRAVEL EXPENSES**

#### **3.1 Air/Rail/Bus/Personal Use Vehicle/other methods of transportation**

- 3.1.1 All travel receives prior approval, with the appropriate level of approval authority identified in the Purchase Reference Guide (PRG) and the AAS. Authority to approve travel is dependent on the destination:
  - 3.1.1.1 Within Ontario. Approval must be received from their Principal, Supervisor Officer, Manager or designate.
  - 3.1.1.2 Outside Ontario. Approval must be received from the Director of Education or Chief Financial Officer and Treasurer of the Board. See Reimbursement procedures in Section 8.

- 3.1.2 The type of travel selected should be the most practical and economical way to travel to align with the principles established in this guideline. The Board will reimburse coach class or economy fares.
- 3.1.3 The following expenses will not be reimbursed:
  - 3.1.3.1 Travel expenses arising out of travel on behalf of any other organization where the employee is not a representative or delegate of the Board.
  - 3.1.3.2 Cost of additional private medical/health insurance will not be reimbursed for travel within Canada.
  - 3.1.3.3 Trip cancellation insurance.
  - 3.1.3.4 Personal Travel (see section 3.1.7).
- 3.1.4 When an employee's personal vehicle is used for Board business, travel will be reimbursed at the Board's published travel rate as established in Appendix A.
- 3.1.5 Personal vehicles used on behalf of the Board shall be insured at the vehicle owner's expense.
- 3.1.6 Those driving a personal vehicle cannot make claims for deductible amounts or damages as a result of a collision.
- 3.1.7 Kilometre reimbursement for travel between an employee's home and regular place of employment (defined as primary work location (PWL) is considered personal travel and is not reimbursable. The basis of reimbursement is:
  - 3.1.7.1 The daily incremental kilometres driven above the sum of kilometres travelled from home to primary work location and primary work location to home;
  - 3.1.7.2 The amount eligible for kilometre reimbursement, excludes personal travel;
  - 3.1.7.3 The PWL and address of an employee will be determined from the Employee's record in Human Resources Department.
- 3.1.8 For travel outside York Region and out of province of Ontario, the reimbursement shall be calculated as the actual distance travelled unless the nature of the travel is not eligible for full reimbursement.
- 3.1.9 Travel Distances will be calculated using the navigation tool (e.g. Google Maps) in the Board's reimbursement Program using the shortest time (without traffic) with no tolls.
- 3.1.10 PWL will be calculated using the shortest route as determined by the navigation tool in the Board's reimbursement Program.
- 3.1.11 Toll roads may be reimbursed if necessary. Preapproval from your manager is required. Only the toll portion will be reimbursed.
- 3.1.12 Taxi – may be justified where travel by taxi is more economical.
- 3.1.13 Car Rental – requires prior approval and should be restricted to professional development events outside of York Region.
- 3.1.14 Public Transit – local public transportation including hotel/airport shuttles should be used wherever possible.

### **3.2 Accommodation**

- 3.2.1 Employees shall be reimbursed for hotel/motel accommodation in a single standard room.
- 3.2.2 Hotel accommodation will only be covered for the applicable conference/meeting date(s) and for locations outside York Region.

### **3.3 Other**

- 3.3.1 Phone calls: If you are away on Board business, reimbursement will be made for reasonable, necessary personal calls home for each night away.
- 3.3.2 Parking: Reimbursement for necessary and reasonable expenditures on parking.
- 3.3.3 Internet: When away from the office on business, internet access may be reimbursed if required for normal business activity.

## **4. MEALS**

- 4.1 The Board shall reimburse employees cost of meals while traveling on Board business, subject to the meal allowance rates and claim requirement in Appendix B.
- 4.2 The most senior staff member in attendance shall pay the bill to ensure proper expense authorization take place. Meals paid by a subordinate that the approver is also in attendance must be approved by the approver's supervisor. In the case of a catering or takeout order, approval from the claimants' supervisor is sufficient. The number of attendees and their names must be indicated on the claim.
- 4.3 Meal expenses may not be claimed where the meals are already included in another expense, airline, conference fees or fees of other organizations.
- 4.4 When an employee's attendance is required 'outside standard work hours' , the employee is eligible to claim a meal following the Board's reimbursement rate in Appendix B or the kilometres to their residential address, but not both. Reimbursement for mileage is only applicable if the employee is travelling from their residential address outside standard work hours.
  - 4.4.1 Examples where an employee's attendance is required, but not limited to, include:
    - 4.4.1.1 Catholic School Council meetings
    - 4.4.1.2 Board Meetings
    - 4.4.1.3 Trustee Committee meetings
- 4.5 Reimbursement for the cost of alcoholic beverages is not permitted.

## **5. HOSPITALITY**

- 5.1 For the purposes of this guideline, hospitality is the provision of food, beverage, accommodation, transportation and other amenities paid out of public funds.
- 5.2 Hospitality may only be provided to individuals/groups, other than noted below:
  - 5.2.1 The York Catholic District School Board or
  - 5.2.2 Any of the Ontario government ministries, agencies and public entities covered by the OPS Travel, Meal and Hospitality Expenses Directive (available on the Ministry of Government Services website).
- 5.3 The Board shall reimburse hospitality expenses only when it's economical and appropriate to do so.
- 5.4 Hospitality may never be offered solely for the benefit of anyone covered in 5.2. Examples include office social events, ticket costs for theatre, concert, movie or sporting events, individual retirement parties and holiday lunches or other expenses that do not support Board business.

**6. EXPENSES FOR CONSULTANTS AND OTHER CONTRACTORS (SHOULD BE READ IN CONJUNCTION WITH THE 'PRG')**

- 6.1 Under no circumstances can hospitality, incidental or food expenses be considered allowable expenses for consultants and contractors under the rules or in any contract between an organization and a consultant or contractor. Therefore, they cannot claim or be reimbursed for such expenses, including:
  - 6.1.1 Meals, snacks and beverages
  - 6.1.2 Gratuities
  - 6.1.3 Personal telephone calls
- 6.2 Reimbursement for allowable expenses can be claimed and reimbursed only when the contract specifically provides for it.

**7. NOT ELIGIBLE FOR REIMBURSEMENT**

In addition to items listed in 3.1.3, the following will not be reimbursed:

- 7.1 Recreational costs (e.g. Fitness facilities, video rentals, mini-bar charges, etc.)
- 7.2 Personal expenses (e.g. personal grooming, laundry or dry cleaning)
- 7.3 Valet parking (unless circumstances warranted and explanations provided)
- 7.4 Traffic or parking violations

**8. REIMBURSEMENT PROCEDURE**

- 8.1 To request reimbursement for kilometres, parking and toll, employees or preparers shall use the Travel Reimbursement Input Program (*TRIP*) accessed through MyPortal.
  - 8.1.1 Instructions for completion can be found in the Boards Conferences or within the *TRIP* application.
- 8.2 To request reimbursement for non-mileage, employees or preparers shall complete the Admin #3 form (Expense Reimbursement non mileage).
  - 8.2.1 Instructions for completion are included with the Admin #3.
- 8.3 Reimbursement will be included as a non-taxable payment added to an employee's regular remuneration.
- 8.4 For claims that relate to Professional Development events, the agenda/registration form must be attached to the Admin # 3 claim.
- 8.5 Out of Province travel – An Admin #83 form (Travel Meals and Other Expenses Out of Province (outside Ontario Application and Authorization) is to be used to obtain the appropriate authorization prior to registration and must be included as part of the reimbursement request.
- 8.6 Missing Receipts: If an original detailed receipt is unavailable, identify this on the Admin # 3 and provide the vendor name, description, reason and the dollar amount. The Approver must initial this item.



## **9. CROSS REFERENCES - RELATED POLICIES AND PROCEDURES**

There are other procedures that have been established for specific types of transactions. These are cross referenced within the Travel, Meals and Expense Reimbursement Policy 808. Please refer to these specific items when submitting reimbursement.

### **Related YCDSB Policies:**

YCDSB Policy 105 Trustee Professional Development  
YCDSB Policy 111 Trustee Services and Expenditures  
YCDSB Policy 423 Conflict of Interest  
YCDSB Policy 701 Access to School and Board Premises  
YCDSB Policy 801 Use of Board/School Funds for Recognition/Acknowledgement purposes  
YCDSB Policy 802 Purchasing, Lease & Rental of Goods & Services  
YCDSB Policy 803 School Generated Funds

### **Related Procedures and Forms:**

Travel Reimbursement Input Program (*TRIP*) accessed through MyPortal  
*TRIP* Quick reference guide and User Guide for Claimant and Approver  
Admin #3 – Expense Reimbursements for non-mileage expenses  
Admin# 83 – Professional Development, Travel Meals and Other Expenses  
Out of Province (outside Ontario) Application and Authorization Form  
Admin #19B – Exception Approval Form  
Purchasing Card Procedure  
Purchasing Reference Guide  
York Catholic District School Board Approval Authority Schedule (AAS)

### **Other:**

Ministry of Education, Broader Public Sector Expenses Directive  
Ministry of Education, Broader Public Sector Perquisites Directive

## **APPENDIX A - KILOMETRE REIMBURSEMENT RATES FOR PERSONAL VEHICLES USED FOR BUSINESS TRAVEL**

The reimbursement will be paid at the following rates per kilometre (km) for Business Travel:

<b>Reimbursement Rate (\$CAD) (*)</b>
For travel dates effective January 1, 2022 to December 31, 2022: <ul style="list-style-type: none"><li>• \$0.61 per kilometer for the first 5,000 kilometers; and</li><li>• \$0.55 per kilometer after 5,000 kilometers</li></ul>
For travel dates effective January 1, 2023: <ul style="list-style-type: none"><li>• \$0.68 per kilometer for the first 5,000 kilometers; and</li><li>• \$0.62 per kilometer after 5,000 kilometers</li></ul>

(\*)Rates will be periodically reviewed by the Board.

### **Approved Business travel includes:**

- Travel to meetings/in services,
- Conferences or consultations,
- Representing the Board at Business events

### **Business travel excludes** (See appendix C for examples):

- Social events
- Optional travel
- Personal visitation to funerals
- Travel from home to (PWL)

## **APPENDIX B - MEAL REIMBURSEMENT RATES**

Meals are reimbursed at the following rates:

Meal	Reimbursement Rates (\$ CAD) (*)
Breakfast	\$12
Lunch	\$20
Dinner	\$35

(\*) Rates will be periodically reviewed by the Board.

- Taxes and gratuities are included in the meal rates. A reasonable gratuity for a restaurant meal is 10-15%.
- All meals reimbursed for travel of one day or less than one day are to be the actual costs of the meal up to the appropriate meal allowance
- For travel of more than one day, the maximum allowance for any one meal (Breakfast, Lunch or Dinner) may be exceeded, but the total reimbursed will be limited to the daily maximum allowance (\$67). Receipts are required in all cases.
- For travel in the U.S. or other international countries, meal reimbursements must not exceed the Canadian equivalent.

## APPENDIX C - BUSINESS AND PERSONAL TRAVEL GUIDANCE WITH BUDGET CATEGORIES

The following table assists with processing employee reimbursements that qualify as business travel and identifies the budget category.

Item #	Description	Additional Details	Reimbursable		Budget Category
			YES	NO	
1.	Staff social events	Examples include but not limited to: retirements, Christmas functions, birthday parties, staff social events. Refer to Policy 801 for further guidance		<b>X</b>	N/A
2.	Funeral visitation/attendance - For employees of the Board (superordinate, subordinate, or colleague)	Travelled by all Board employees		<b>X</b>	N/A
		Travelled by Trustees	<b>X</b>		Department Budget
	Funeral visitation/attendance - For students	Travelled by Principal/teacher	<b>X</b>		Central Budget
		Travelled by Trustees	<b>X</b>		Department Budget
	Funeral visitation/attendance - For Related family of all Board employees	Travelled by all Board employees and Trustees		<b>X</b>	N/A
3.	Employees not on call - Employees requested by the Board to travel to work outside their work calendar (weekends and holidays).	With compensation or lieu time (less PWL deduction)	<b>X</b>		Department Budget
		Without compensation or lieu time	<b>X</b>		Department Budget
4.	In-service, professional development and conferences at Board's request as part of employee's job function	Hosting Department	<b>X</b>		Department Budget
5.	Conferences and educational seminars/courses for employee's personal development or accreditation	Examples - Masters, AQ courses		<b>X</b>	N/A
6.	Hospital visits- For Students and all employees	Travelled by all Board employees and Trustees		<b>X</b>	N/A
7.	Bank and post office – Travel	School Staff	<b>X</b>		Central Budget
		CEC Staff	<b>X</b>		Department Budget
8.	Board Meetings –Travel	School Staff	<b>X</b>		Central Budget
		CEC Staff	<b>X</b>		Department Budget
9.	Board organized school council events	Examples - Annual Conference and YCPIC	<b>X</b>		Central Budget
10	Subject Council and IPRC		<b>X</b>		Central Budget
11	Travel relating to sporting events, teams, clubs, excursions, leagues and tournaments	Transportation provided to the event		<b>X</b>	N/A
		Principal approved - Coach or supervisor only in their own	<b>X</b>		School GSB/ School Bank

Item #	Description	Additional Details	Reimbursable		Budget Category
			YES	NO	
		vehicle			Account
12	Main school events - Travel and refreshments	Examples - Sacraments, dances, prom, graduation, BBQ's	X		School GSB
13	Parent/Teacher interview – Travel and refreshments		X		School GSB
14	Catholic School Council meetings - Travel and refreshments	School Staff	X		School GSB
15	School purchases – Travel	Travel must be during the employees work calendar	X		School GSB
		Travel during July and August submitted by 10 month and 11 month employees		X	N/A

Factors	Definition
Primary work location ("PWL")	<ul style="list-style-type: none"> <li>PWL is the location where an employee normally reports to on a daily basis and usually has a work station, or mailbox</li> <li>Per the policy, the PWL needs to be approved by the Manager/Principal/Superintendent and is consistent and remains static over a school year or semester (unless the employee changes positions).</li> <li>Where an Employee regularly reports to more than one location, the Supervisor(Manager/Superintendent) will assign the PWL</li> <li>Employees who have no set primary work location and regularly travel to multiple Board locations, will have the floating PWL to be the first and last Board site visited during the day. The employee will be reimbursed for travel between Board locations</li> </ul>
Floating PWL	
Budget categories	
Department Budget	Budget for a specific department and is the responsibility of the Fund Centre Manager
Central Budget	Budget maintained centrally for Board organized events attended by school staff
School GSB	Allocation of budget by the Board provided to schools to fund educational resources and is the responsibility of a school principal
School Generated Funds/School Bank Account	Funds raised at the school level for the purpose of enhancing the means by which educational goals are achieved and is the responsibility of a school principal <b>Note:</b> Funds collected for travel and deposited into School bank account, an EFT can be used to offset the travel charge to the School GSB
N/A	Not applicable as the expense is considered personal and non-reimbursable



## YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i>	<b>Governance</b>
<i>Policy Number</i>	<b>106</b>
<i>Former Policy Number</i>	<b>803</b>
<i>Total Pages</i>	<b>3</b>
<i>Original Approved Date</i>	<b>May 1969</b>
<i>Subsequent Approval Dates</i>	<b>May 1988, June 22, 1999, January 2003, March 2008, February 25, 2014 November 29, 2016 January 31, 2017 June 15, 2021 March 29, 2022</b>

### DELEGATIONS TO THE BOARD

#### 1. PURPOSE

The Board recognizes that all stakeholders ~~need to~~ have a voice in the decision making process of the Board and **need** to have their concerns heard. This policy is intended to provide the guidelines under which the above may occur. This policy is consistent with all applicable legislation, including the *Education Act*, The *Ontario Human Rights Code*, *Municipal Freedom of Information and Protection of Privacy Act* (MIFIPPA), and *Occupational Health and Safety Act* (OHSA).

#### 2. OBJECTIVE

The York Catholic District School Board values the input ~~members~~ of **the members of the** community ~~may provide into issues~~ where they have a particular concern or interest. ~~subject to approved guidelines.~~ **The purpose of this policy is to ensure that** delegations to the Board enable members of the YCDSB community to ~~give timely input on items to be discussed on a Board Agenda.~~ **provide input of items that may appear on Board Agendas and fall within the governance role of the Board of Trustees.**

#### 3. PARAMETERS

In the interest of engaging our communities, the Board is committed to providing stakeholders with opportunities to provide input and/or feedback that supports or informs Board decision-making through delegations received at Regular, **In Camera**, Special Meetings of the Board or Committee Meetings. All delegations may be made in person or virtually.  
~~In an Effort to Conducting Efficient Board Meetings:~~

~~All approved delegations will be heard and Trustees may ask questions for clarification purposes only. There will be no engagement or debate between the Board of Trustees, Board staff and the official spokesperson of the delegation.~~

- 3.1 An individual or group wishing to make a delegation to the Board shall submit Form Admin 29(a) [see attached] to the *Administrator to the Director and Trustee Services*. Form Admin 29(a) must be fully completed and received at least **fourteen (14) days prior to the date of the Executive Meeting**.
- 3.2 Upon receipt of a public request to make a delegation in accordance with the parameters outlined in this policy, the Executive Committee of the Board will:
- i) Review the request and determine whether the presentation will be heard. (Presentations contrary to directives by the Ministry of Education, Ministry of Labour, Ministry of Health and our local and provincial Health Units will not be heard).
  - ii) Determine if the **an** approved delegation request will be heard before the whole Board, in a private (**In Camera**) session of the Board, referred to a Committee of the Board, or referred to the Director of Education to determine appropriate action(s). **The topic of the delegation shall determine at which Committee/Board meeting the presentation will be heard.**
  - iii) Approve up to three (3) delegations for any Regular Board meeting.
  - iv) Determine whether a Special Board meeting shall be scheduled to hear multiple delegations on a particular matter.
  - v) Determine whether to defer a request for a delegation.
- 3.3 Additional delegations may be added to a Regular Board meeting agenda at the discretion of the Executive Committee.
- 3.4 All delegates must submit a written copy of their deputation (**verbatim speech**) and presentation to the *Administrator to the Director and Trustee Services* by end of Saturday (11:59 pm) prior to the scheduled Board meeting. If this written copy is not submitted within the timeline, the delegation will be removed from the agenda.
- 3.5 Where the matter brought before the Board requires a decision, the Board will **conduct debate as necessary and** notify the official spokesperson through written communication of the decision, or of the date of the meeting at which a decision is to be made.
- 3.6 An individual or delegation wishing to make a presentation to the Board, requesting the development of a proposed policy, or the revision of an existing policy must also complete and submit Appendix 4 (Rationale for the Development, Review or Revision of a Policy) of Policy 101: Meta Policy: Policy Management and Governance along with Form Admin. 29(a) to the Administrator to the Director and Trustee Services as outlined in parameter **3.1**.
- 3.7 An individual or delegation wishing to make a presentation to the Board related to a specific Pupil Accommodation Review shall only be received by the Board of Trustees at a Special Meeting of the Board in accordance with Board Policy 713: Pupil Accommodation Review.

## 4. RESPONSIBILITIES

### 4.1 Executive Committee

- 4.1.1 To receive, review and approve requests to make a presentation **or delegation** before the Board.

### 4.2 Director of Education

- 4.2.1 To oversee compliance with the Delegations to the Board ~~and Input to Agenda Items~~ policy.

### 4.3 Administrator to the Director and Trustee Services

- 4.3.1 To manage requests to make a public presentation **or delegation**, present a petition, give input related to an item on the agenda or a pupil accommodation review to the Board.

## 5. DEFINITIONS

### 5.1 Delegation

A formal presentation made to the whole Board at a Regular or Special Meeting of the Board or in a private session of the Board relating to a specific issue or matter as outlined in Section 3: *Parameters* of this policy.

### 5.2 Petition

A formal request presented to an Official of the Board pertaining to a defined issue and/or concern. Such requests will be presented in the form of a ~~typewritten~~ document containing original **written or electronic** signatures, **valid email addresses which may only be associated with one signatory, resident addresses, telephone numbers and postal codes.** ~~only, written directly on the face of the petition, printed and names, addresses, postal codes and email addresses. Email, faxed, or photocopied. Incomplete~~ petitions are **shall** not be accepted and will not be presented.

## 6. CROSS REFERENCES

### Legislation

YCDSB [Policy 101 Meta Policy: Policy Management and Governance](#)

YCDSB [Policy 713 Pupil Accommodation Review](#)

### Appendices

[Admin 29\(a\)](#) *Public Request to Make a Presentation or Present a Petition*

[Admin 29\(c\)](#) *Public Request to Make a Presentation Related to a Pupil Accommodation Review*

[Appendix 4](#) *Rationale for the Development, Review or Revision of a Policy*





## **YORK CATHOLIC DISTRICT SCHOOL BOARD**

### **PROCEDURE: DELEGATIONS TO THE BOARD**

**Addendum to: Policy 106 Delegations to the Board**

**Effective:  
Revised:**

## 1. PUBLIC PRESENTATIONS ~~DELEGATIONS~~

- 1.1 Following approval to hear the **delegation**, before the full Board or a Committee of the Board, the spokesperson for the group (or individual) shall be notified of the meeting date and time and shall be apprised of the expectations for the ~~presentation~~ **delegation**.
- 1.2 A maximum of five (5) minutes is allowed to present a delegation irregardless if it is an individual or group presenting. This time period may be extended slightly at the discretion of the Chair.
- 1.3 Up to two (2) individuals may serve as spokespersons for any delegation and no other members of the delegation shall address the Board, except by the request/permission of the Chair. The number of spokespersons will not change the maximum delegation allotment of five (5) minutes.
- 1.4 In an effort to conduct efficient Board meetings, once approved delegations have been heard, Trustees may ask questions for clarification purposes only. There will be no engagement or debate between the Board of Trustees, Board staff and the official spokesperson of the delegation.
- 1.5 All delegation presentations must agree to be livestreamed during the meeting.
- 1.6 Virtual accommodations shall be provided to delegates upon request.
- 1.7 Delegates shall present concerns in a constructive manner and maintain a level of decorum which will allow meetings to proceed effectively. Delegates are not permitted to make negative or derogatory statements.
- 1.8 During a deputation, should the delegate use offensive language or the name/title/ position of any person in a negative, critical or derogatory manner, directly or indirectly, the Chair of the meeting shall advise the delegate to refrain from using pejorative language. Should it continue, the Chair has the authority to terminate the delegate's presentation.
- ~~3.23 An individual or delegation wishing to make a presentation to the Board requesting the development of a proposed policy or the revision of an existing policy must also complete and submit Appendix 4 (Rationale for the Development, Review or Revision of a Policy) of Policy 101: Meta-Policy: Policy Management and Governance along with Form Admin. 29(a) to the Administrator to the Director and Trustee Services as outlined in parameter 3.12.~~
- ~~3.3 4 An individual or delegation wishing to make a presentation to the Board related to a specific Pupil Accommodation Review shall only be received by the Board of Trustees at a Special Meeting of the Board in accordance with Board Policy 713: *Pupil Accommodation Review of Schools*.~~
- ~~3.45 No more than three (3) delegations will be approved for any Regular Board meeting by the Executive Committee of the Board.~~
- ~~3.56 During the budget development process, the Board explicitly solicits stakeholder input and as such, more than three delegations may be approved by the Executive Committee for Board meetings in May and June.~~

~~3.67 At the discretion of the Chair, additional delegations may be added to a Board agenda in the event of a time sensitive situation.~~

~~3.78 The Chair reserves the discretion to defer a request for a presentation.~~

~~3.89 Following approval to hear the presentation, before the full Board or a committee of the Board, the spokesperson for the group (or individual) shall be notified of the meeting date and time and shall be apprised of the expectations for the presentation.~~

~~3.910 Up to two (2) individuals may serve as spokespersons for any individual delegation, and no other members of the delegation shall address the Board, except by request of a Trustee and permission of the Chair.~~

~~3.10.11 Written material in support of the presentation, including PowerPoint, will be provided to Trustees by end of day Saturday (11:59pm) prior to the scheduled Board meeting.~~

~~3.11.12 If supporting information is not submitted within the timeline, the delegation will be removed from the agenda and presented at a future Board meeting.~~

~~3.1213 A maximum of ten (10) minutes per delegation is allowed to make a presentation. The Chair may choose to extend the time.~~

~~3.13.14 If there are numerous delegation requests on a particular matter, the Executive Committee reserves the right to reduce the delegation time to 5 minutes and/or call a special board meeting to hear the delegations.~~

~~3.11.14 All delegation presentations must agree to be livestreamed during the meeting.~~

## **2. PRESENTATION OF A PETITION**

### **2.1 The Board shall accept paper or electronic petitions.**

**2.1.1** An individual or delegation wishing to present a petition as part of their delegation to the Board shall present a written copy of the petition to the Administrator to the Director and Trustee Services at **least fifteen (15) minutes prior to the start of the Board Meeting. If the individual wishes to present an electronic copy of the petition as part of their delegation, the electronic petition must be submitted to the Administrator to the Director and Trustee Services 24 hours prior to the Board meeting.** Receipt of the petition will be noted by the Chair on behalf of the Board and noted in the minutes of the meeting by the recording secretary.

**2.1.2 Paper** petitions shall contain original signatures only, written directly on the face of the petition, along with printed names, addresses, postal codes and email addresses.

**2.1.3 Electronic** petitions will require a name, valid email address which may only be associated with one signatory, resident address, telephone number and postal code.

**2.1.4** For certification, the threshold for valid signatures is 25 for paper petitions and 500 for electronic petitions. To be valid, the signature must be that of a resident of York Region. There is no minimum age requirement for anyone signing a petition, and one person cannot sign for a group.

**2.21.4** For the purpose of a virtual presentation the **original written or electronic** petition must be submitted to the Catholic Education Centre **at least 24 hours** prior to the **Board** meeting to the Administrator to the Director and Trustee Services.

- 2.3 An individual or delegation wishing to present a petition to the Board related to a specific Pupil Accommodation Review shall only be received by the Board of Trustees at a Special Meeting of the Board in accordance with Board Policy 713: *Pupil Accommodation Review of Schools*.
- 2.4 If a Trustee wishes to present a petition to the Board on behalf of their community, they should process it through the Executive Committee for placement on a Board agenda.

### 3. PRESENTATIONS DELEGATIONS RELATED TO A PUPIL ACCOMMODATION REVIEW OF SCHOOLS

- 3.1 All public delegations related to a specific Pupil Accommodation Review shall only be received by the Board of Trustees at the Special Meeting of the Board in accordance with Board Policy 713: *Pupil Accommodation Review of Schools* and this policy.
- 3.2 Members of the public will be given the opportunity to provide feedback on a *Final Staff Report with Community Consultation (Report 2)* through public delegations to the Board of Trustees at a Special Meeting of the Board no later than ten (10) business days after a *Final Staff Report with Community Consultation (Report 2)* is publicly posted.
- 3.3 The Special Meeting of the Board to receive public delegations related to a *Final Staff Report with Community Consultation (Report 2)* shall be announced and advertised publicly by the Board through a range of communication methods and shall be posted on the Board's website.
- 3.4 In accordance with Ministry *Guidelines* and in alignment with Board Policy 713: *Pupil Accommodation Review of Schools*, there is no limit to the number of delegations approved for presentation at the Special Meeting of the Board as it is designated solely to receiving input to a *Final Staff Report with Community Consultation (Report 2)*. There may be occasions where the number of delegation requests received exceeds the time allotment of the Special Meeting of the Board. If this occurs a date and time for the Board to reconvene the Special Meeting of the Board will be confirmed by the Chair of the Board and communicated to community stakeholders.
- 3.5 An individual or delegation wishing to give input to the Board related to a *Final Staff Report with Community Consultation (Report 2)* may notify the Administrator to the Director and Trustee Services to the Director's Office: Trustee Services at any time prior to the start of the Special Meeting of the Board or notify designated personnel at any time during the Special Meeting of the Board. A copy of Admin 29(c) for completion will be distributed to the individual or delegation.
- 3.6 One person shall serve as spokesperson for a group. Additional written material in support of the presentation may be provided to Trustees at the meeting, but shall be provided to the Administrator to the Director and Trustee Services to the Director's Office for inclusion in the *Final Staff Report with Public Delegations Addendum (Report 3)*.
- 3.7 Each presentation of input shall be limited to a maximum of five (5) minutes.
- 3.8 Feedback received through the presentation of public delegations related to a *Final Staff Report with Community Consultation (Report 2)* shall be included in the *Final Staff Report with Public Delegations Addendum (Report 3)*.

## **DELEGATIONS TO THE BOARD: PRESENTATIONS ON “IN CAMERA” MATTERS**

~~3.27~~ Items should be forwarded to the Executive Committee of the Board for consideration.

DRAFT

**YORK CATHOLIC DISTRICT SCHOOL BOARD****PUBLIC REQUEST TO MAKE ~~GIVE~~ A PRESENTATION ~~DELEGATION~~ OR PRESENT A PETITION****Please Note:**

Each individual/group is allowed a maximum of ~~10~~ **five (5)** minutes to ~~make~~ **give** a ~~delegation~~ presentation and to answer questions from Trustees. In the interest of operating efficient Board meetings there will be occasions when delegations shall be limited.

**1) INDIVIDUAL MAKING THE REQUEST:**

Name:			
Address:			
Contact Number:		Email Address:	
Name of group being represented (if applicable):			
Name of home school being represented:			
Are you a York Catholic District School Board employee? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Is this request related to a motion and/or decision of the Board? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Agenda Topic:			

**2) SPOKESPERSON(S) - Not to exceed 3 **2** people**

Name:			
Address:			
Contact Number:		Email Address:	

Name:			
Address:			
Contact Number:		Email Address:	

**3) SPECIFIC STATEMENT OF ISSUE:**

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**4) SUMMARY OF KEY PRESENTATION POINTS:**

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**5) IF APPLICABLE, YOUR KEY RECOMMENDATIONS/SUGGESTIONS TO ADDRESS THE PROBLEM/ISSUE:**

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Form prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

**I am aware that my delegation presentation will be livestreamed during the Board Meeting.**

**Signature:** \_\_\_\_\_

## **EQUIPMENT REQUIREMENTS**

If your presentation is in an electronic format (PowerPoint, Slides, Audio, Video) the information you provide will help us support you during the presentation. Please email a copy of the electronic presentation by end of day Saturday (11:59pm) prior to the scheduled Board meeting. Email Presentation to [board.delegations@ycdsb.ca](mailto:board.delegations@ycdsb.ca)

**Please specify technology requirements needed:**

- ☐ Presentation (PowerPoint, Google Slide, Keynote) **with no audio** and video embedded
- ☐ Presentation (PowerPoint, Google Slide, Keynote) **with audio** and video embedded
- ☐ Internet Needed (Example: playing YouTube video or reference to a website)

Other: \_\_\_\_\_

**Please Note:**

Delegates should ensure that the completed Admin. 29(a) form is received by the Administrator to the Director and Trustee Services Office at the Catholic Education Centre, 320 Bloomington Road West, Aurora, Ontario, L4G 0M1 by mail or email at [board.delegations@ycdsb.ca](mailto:board.delegations@ycdsb.ca) at least **14** days in advance of the meeting for a Public Delegation and at least 15 minutes prior to the start of the Board Meeting for a Presentation of a Petition.

### **HIGHLIGHTS OF POLICY 106 — DELEGATIONS TO THE BOARD:**

Presenters should ensure that a completed Admin. 29(a) form is received by the Administrator to the Director and Trustee Services Office at the Catholic Education Centre, 320 Bloomington Road West, Aurora, Ontario, L4G 0M1 by mail or fax (905) 713-1272 at least **7** days in advance of the meeting for a Public Presentation and at least 15 minutes prior to the start of the Board Meeting for a Presentation of a Petition.

Written material (**verbatim speech**) in support of the presentation, including PowerPoint, shall be provided to Trustees by end of day Saturday (11:59pm) prior to the scheduled Board meeting. If supporting information is not submitted within the timeline, the delegation will be removed from the agenda and presented at a future Board meeting.

Presenters who are requesting the development of a proposed policy or the revision of an existing policy as part of their delegation to the Board must also complete and submit Appendix 4 (Rationale for the Development of a Proposed Policy or Revision of an Existing Policy) of Policy 101: Meta Policy: Policy Management and Governance.

Presenters who use the name/title/position of a person in a negative, critical or derogatory manner shall have their presentation terminated. The Chair will direct the presentation to a private meeting of the Board. The presentation shall be processed as per Policy No. 424: Disposition of Complaints About Board Employees.





**YORK CATHOLIC DISTRICT SCHOOL BOARD**



**PUBLIC REQUEST TO MAKE ~~GIVE~~ A PRESENTATION ~~DELEGATION~~ RELATED TO A  
PUPIL ACCOMMODATION REVIEW**

**Please Note:**

Each individual/group is allowed a maximum of 5 minutes to present input related to a Pupil Accommodation Review. Input received from ~~presenters~~ **delegates** will become the property of the Board and will be included as an addendum to Report 3 (refer to Policy 713: School Pupil Accommodation Reviews). This form must be submitted to designated Board personnel for inclusion in the Report immediately following the **delegation**. ~~presentation~~.

**1) INDIVIDUAL MAKING THE REQUEST:**

Name:			
Address:			
Contact Number:		Email Address:	
Name of home school being represented:			
Identify the applicable geographical area being addressed (insert geographical area):			

**2) SPOKESPERSON (an individual or one designated person to represent a group of individuals, if applicable):**

Name:	
Address:	

Contact Number:		Email Address:	
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**3) SPECIFIC STATEMENT OF ISSUE:**

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**4) SUMMARY OF KEY PRESENTATION POINTS:**

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**5) IF APPLICABLE, YOUR KEY RECOMMENDATIONS/SUGGESTIONS TO ADDRESS THE PROBLEM/ISSUE:**

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Form prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

**HIGHLIGHTS**

~~A presenter who uses the name/title/position of a person in a negative, critical or derogatory manner shall have their presentation terminated by the Committee Chair.~~

~~A presenter(s) is not required to supply a complete text of their remarks in advance of the meeting. At the presenter's discretion, they may elect to prepare, copy and distribute their text to trustees/staff at the meeting (35 copies).~~

~~If presenters submit all presentation materials to the Administrator to the Director and Trustee Services, no later than 6 calendar days prior to the scheduled Board Meeting they will be included in the Special Board meeting agenda package.~~



## YORK CATHOLIC DISTRICT SCHOOL BOARD

### RATIONALE FOR THE DEVELOPMENT, REVIEW OR REVISION OF A POLICY

NAME: \_\_\_\_\_

INDICATE ONE (1) OF THE FOLLOWING: ☐ STAFF  
☐ STAKEHOLDER

1) THE PURPOSE OF THE PROPOSED OR REVISED POLICY/PROCEDURE:

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2) THE OBJECTIVE OF THE PROPOSED OR REVISED POLICY/PROCEDURE -

INDICATE HOW THE PROPOSED OR REVISED POLICY WOULD SUPPORT THE  
BOARD'S MISSION, VISION AND ENHANCE STUDENT/STAFF ACHIEVEMENT AND  
WELLBEING:

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3) INDICATE WHO WOULD BE DIRECTLY OR INDIRECTLY AFFECTED BY THE  
PROPOSED OR REVISED POLICY? HOW?

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4) INDICATE WHO SHOULD BE INVOLVED IN DEVELOPING THE PROPOSED POLICY  
OR REVISING THE EXISTING POLICY.

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5) WHAT WILL BE NEEDED FOR IMPLEMENTATION, EVALUATION, REVIEW PROCESS?

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6) WHO WILL ORGANIZE ONGOING MONITORING OF THE NEW POLICY AND HOW WILL IT BE EVALUATED?

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7) WHAT ARE THE IMPLICATIONS ASSOCIATED WITH THE PROPOSED OR REVISED POLICY (i.e. financial, human resources, awareness, other)?

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8) WHAT ARE THE PROPOSED TIMELINES FOR IMPLEMENTATION?

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9) ADDITIONAL COMMENTS:

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Signature Requestor: \_\_\_\_\_

Date: \_\_\_\_\_

**Please Note:**

York Catholic District School Board Staff are to submit this completed Form to the Policy ~~Advisor~~ ~~Steering Committee~~ one week in advance of the next scheduled Committee meeting.

Stakeholders are to submit this completed Form along with the Delegation to Board Form as per the procedures outlined in Policy 106: ~~Delegations to the Board.~~ ~~and Input on Agenda Items.~~



## YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i>	<b>Governance</b>
<i>Policy Number</i>	<b>118</b>
<i>Former Policy Number</i>	
<i>Total Pages</i>	<b>5</b>
<i>Original Approved Date</i>	<b>January 27, 2015</b>
<i>Subsequent Approval Dates</i>	<b>November 27, 2018 March 28, 2023</b>

### TRUSTEE CODE OF CONDUCT

#### 1. PURPOSE

The York Catholic District School Board confirms that the role of Trustee is one where public trust and confidence is essential because Trustees are elected to represent all stakeholders in the Board. The York Catholic District School Board believes that personal commitment to high ethical standards is required by all individuals elected to the role of Trustee. This will ensure that the Board can responsibly fulfill its obligations and discharge its duties in a manner motivated by the spirit of the Gospel and modeled on the examples of Jesus Christ. Trustees of the York Catholic District School Board are expected to fulfill their duties and responsibilities consistent with Gospel Values, the teachings of the Catholic Church, the Board's By-Laws and the *Education Act*.

#### 2. OBJECTIVE

This policy has been established to ensure that the Board of Trustees, including Student Trustees will, at all times conduct themselves in a manner consistent with the Mission, Vision and Values of the York Catholic District School Board. Furthermore, Trustees commit themselves to ethical, professional, respectful and lawful conduct in the promotion of Gospel values and the provision of quality faith-based Catholic education for its students.

#### 3. PARAMETERS

3.1 Trustees shall support a shared commitment to excellence in Catholic education that promotes the integration of our Catholic faith as well as the continuous improvement of student achievement and well-being through the delivery of effective and appropriate education programs, services and effective stewardship of the Board's resources and engagement of our communities.

3.1.1 Trustees shall demonstrate a public commitment to the York Catholic District School Board's Trustee Code of Ethics at each Inaugural Meeting of the Board.

### **3.2 CATHOLIC FAITH, COMMUNITY AND CULTURE**

Trustees acknowledge that Catholic schools are an expression of the teaching mission of the Church and shall, within the duties prescribed in the *Education Act* and its Regulations:

- 3.2.1 Provide an example to the Catholic Community that reflects the teaching of the Church;
- 3.2.2 Ensure the Board provides the best possible Catholic education according to the programs approved by the Canadian Conference of Catholic Bishops and the Provincial Minister of Education;
- 3.2.3 Recognize and rigorously defend the constitutional right of Catholic education and the democratic and corporate authority of the Board;
- 3.2.4 Respect the confidentiality of the Board;
- 3.2.5 Ensure the affairs of the Board are conducted with openness, justice and compassion;
- 3.2.6 Work to improve personal knowledge of current Catholic educational research and practices;
- 3.2.7 Affirm a strong sense of Christian Catholic Community; and,
- 3.2.8 Provide support, encouragement and prayer for the efforts of all persons engaged in the ministry of Catholic Education.

### **3.3 RESPECT, CIVILITY AND COMMUNICATION**

Trustees share in the responsibility of creating a positive working and learning environment that is safe, harmonious, comfortable, inclusive and respectful. Trustees shall:

- 3.3.1 Respect and comply with all applicable federal, provincial and municipal laws;
- 3.3.2 Uphold and abide by all Board policies, procedures, protocols and the York Catholic District School Board Trustee Code of Ethics (Appendix "A");
- 3.3.3 Demonstrate honesty and integrity;
- 3.3.4 Treat others fairly and with dignity and respect at all times, especially when there is disagreement;
- 3.3.5 Employ appropriate language and professionalism in performing their duties as Trustees, and in all matters of communication (oral and written) including email, social media, telephone and in person meetings with staff, parents, other stakeholders and members of the community at large.

### **3.4 COMPLYING WITH LEGISLATION**

Trustees shall comply with all Federal and Provincial legislation and any contractual obligations of the Board in conducting the business of the Board. Trustees shall:

- 3.4.1 Familiarize themselves and comply with the duties of Board members as set out in Section 218.1 of the *Education Act* including any applicable regulations.
- 3.4.2 Familiarize themselves with duties and/or requirements applicable to them in the *Municipal Freedom of Information and Protection of Privacy Act*, the *Municipal Conflict of Interest Act*, and YCDSB by-laws and policies.

### **3.5 CONFIDENTIALITY**

Trustees acknowledge that as part of their duties they may be privy to private, confidential and/or legally privileged financial, business and/or commercial information. Such information may include, but is not limited to, information relating to the Board's organizational structure, operations, business plans, technical projects, business costs, research data, inventions, trade secrets or other work produced,

developed by or for the Board, confidential student and personnel information, legal matters and opinions.

- 3.5.1 Except as required by law, all Trustees and former Trustees agree not to use, directly or indirectly, for the Trustee's benefit or the benefit of any person, organization, form, or other entity, the Board's proprietary or confidential information disclosed or entrusted to that Trustee. Trustees recognize that such inappropriate use of confidential information for their benefit may constitute a breach of trust contrary to Section 122 of the *Criminal Code*.
- 3.5.2 The confidentiality of personal information received in the course of duties shall be respected and protected. Trustees shall keep all information received, including but not limited to, in-camera discussions and actions in complete confidence. Information received shall not be discussed in public where another person not privy to the information could accidentally overhear or read such information.
- 3.5.3 A Trustee's duty of confidentiality survives their term of office.

### **3.6 ENFORCEMENT**

- 3.6.1 Trustees will at all times conduct themselves in a manner consistent with the Code of Conduct outlined in this policy.
- 3.6.2 Only a Trustee can allege that the Board's Code of Conduct has been breached by another Trustee.
- 3.6.3 A Trustee who has reasonable grounds to believe that a member of the Board has breached the Board's Code of Conduct may notify the following person(s) in writing of the alleged breach:
  - (i) The Director of Education, if the notice relates to the conduct of the Board's Chair or Vice-Chair,
  - (ii) In all other situations, the Board's Chair.
- 3.6.4 Trustees may, in some circumstances, want to respond to inappropriate statements or behavior at a meeting at which the inappropriate conduct takes place. Roberts Rules of Order may assist as Trustees can call for a point of order. The Chair of the Meeting may also call a recess, or caution a Trustee or Trustees about conduct which is contrary to the expectations outlined in the Trustee Code of Conduct.
- 3.6.5 If a Trustee also, or instead, wishes to preserve their right to subsequently make a complaint in accordance with the Procedures, it may be appropriate to ask the Secretary of the Board to note a particular comment or action in the minutes, or to give the Trustee notice at the meeting that a formal complaint will be forthcoming, noting the conduct and/or comments which are believed to be a breach of the Trustee Code of Conduct.
- 3.6.6 A complaint of Trustee conduct that is contrary to this policy shall be addressed in a timely manner according to the Procedure: *Alleged Breach and Complaint Protocol*, an addendum to this Policy.
- 3.6.7 If the complaint, including any supporting documentation, is not, on its face, a contravention of the Board's Code of Conduct, or more applicable to other legislation, then the complainant shall be informed in writing. The following

matters shall not be dealt with through the Procedure: *Alleged Breach and Complaint Protocol*:

3.6.7.1 Criminal matters

3.6.7.2 *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA): the complainant will be referred to the Board's Privacy Manager if appropriate.

3.6.7.3 *Municipal Conflict of Interest Act*.

~~3.6.7.4 Outstanding complaints under another process such as civil litigations or a matter at the Human Rights Tribunal, in which case timelines outlined within the procedure will be suspended pending the outcome of the other proceeding.~~

3.6.7.4 If the complaint is not a complaint with respect to non-compliance with the Code of Conduct or the complaint is covered by other legislation or complaint procedure under another Board policy, the Integrity Commissioner shall advise the complainant in writing as follows:

- (i) if the complaint is an allegation of a criminal nature consistent with the *Criminal Code of Canada*, the complainant shall be advised that if the complainant wishes to pursue any such allegation, the complainant must pursue it with the appropriate police force;
- (ii) if the complaint is with respect to non-compliance with the *Municipal Conflict of Interest Act*, the complainant shall be advised to review the matter with the complainant's own legal counsel;
- (iii) if the complaint is with respect to non-compliance with the *Municipal Freedom of Information and Protection of Privacy Act*, the complainant shall be referred to the Governance and Board Services department;

3.6.8 The Board of Trustees does not have the authority to impose sanction(s) other than those specifically defined by the *Education Act*.

3.6.9 In accordance with the *Human Rights Code* and the *Trustee Code of Ethics*, every Trustee of the York Catholic District School Board in discharging their duties to the Board shall ensure the right to equal treatment of every person including but not limited to, fellow Trustees, members of the public and staff without discrimination and harassment.

3.6.9.1 Provision 3.6.8 applies to all forms of written and oral communication, including via social media platforms.

### 3.7 INTEGRITY COMMISSIONER

3.7.1 A Trustee shall not obtain counsel directly from the Integrity Commissioner.

3.7.1.1 A Trustee who is alleged to have breached the Board's Code of Conduct shall not vote on obtaining counsel from the Integrity Commissioner.

3.7.1.2 If a Trustee obtains counsel directly from the Integrity Commissioner without authorization, the Trustee shall be responsible for all expenses incurred for obtaining counsel.



## 4. RESPONSIBILITIES

### 4.1 Board of Trustees

4.1.1 To oversee the compliance with the Trustee Code of Conduct Policy.

### 4.2 Student Trustee

4.2.1 To abide by the parameters of this policy in the fulfillment of their elected duties.

### 4.3 Trustee

4.3.1 To make the declaration and oath of office prior to commencing his/her role as Trustee.

## 5. DEFINITIONS

### 5.1 Conflict of Interest

All Trustees must abide by the rules and regulations defined within the *Municipal Conflict of Interest Act*. It is solely the personal responsibility of the individual Trustee to make any declaration of a conflict.

### 5.2 Student Trustee

A full-time student enrolled in the senior division of a school of the board elected by the students of the board.

### 5.3 Trustee

A person elected or acclaimed to the office of trustee of the Board pursuant to the provisions of the *Municipal Elections Act* or appointed to the office of trustee pursuant to the provisions of the *Education Act*.

## 6. CROSS REFERENCES

### YCDSB Policies

[YCDSB Policy 423 Conflict of Interest for Employees](#)

[YCDSB Procedure Alleged Breach and Complaint Protocol](#)

### Legislation

[Education Act](#)

[Municipal Conflict of Interest Act](#)

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

[Ontario Regulation 7/07 Student Trustee](#)

## TRUSTEE CODE OF ETHICS

### Preamble:

The Trustees of the York Catholic District School Board believe that personal commitment to high ethical standards is required to ensure that the board can responsibly fulfill its obligations and discharge its duties in a manner motivated by the spirit of the Gospel and modeled on the examples of Jesus Christ. Board members recognize that Trustees occupy positions of public trust and confidence and are dedicated to serving the community in a professional, impartial and Catholic manner.

Accordingly, as a Catholic School Trustee:

- ☐ I will strive to serve my local electorate while maintaining a system-wide perspective that upholds the principles of equity and fairness.
- ☐ I will accept that authority rests with the board and that I have no individual authority outside of the board. I will abide by the majority decisions of the board once they are made, but shall be free to explain the position that I upheld when the decision was made provided it does not undermine the authority of the board.
- ☐ I will strive to develop and implement Board policies that are equitable and consistent with the YCDSB Mission, Vision and Core Values.
- ☐ I will act with integrity and work to ensure that all business of the board is conducted with openness, fiscal accountability and compassion.
- ☐ I will accept my obligation to attend and prepare for all board and assigned committee meetings. I will work with other board members and staff in a spirit of respect, collaboration and proper decorum in spite of any differences of opinion that arise during debate.
- ☐ I will respect and nurture the human and divine nature of each individual without judgment or reproach and will strive to reflect Gospel values in all that I say and do.
- ☐ I will not discuss confidential information obtained in my capacity as a board member. I will not discuss those matters outside the meetings of the board or the board's committees. I will not use privileged information for either personal gain or to the detriment of the board.
- ☐ I will report to the Board alleged breaches, frauds, improprieties and/or conflicts which come to my attention.
- ☐ I will accept my responsibility for understanding legislation pertaining to the *Municipal Conflict of Interest Act*. I will not use my position for personal advantage or to the advantage of any other party not representing the total interest of the YCDSB. I will resist outside pressure to make such use of my position.
- ☐ I will endeavour to participate in professional development opportunities which enrich my faith life and/or enhance my ability to serve our Catholic school communities.
- ☐ I will treat fellow Trustees, members of the public, and staff with dignity and respect to ensure a safe and equitable work environment free from abuse, bullying, intimidation, discrimination and harassment.



**YORK CATHOLIC DISTRICT SCHOOL BOARD**

## **PROCEDURE: ALLEGED BREACH OF THE TRUSTEE CODE OF CONDUCT**

**Addendum to Policy 118: Trustee Code of Conduct**

Effective: November 2018

## ALLEGED BREACH OF THE TRUSTEE CODE OF CONDUCT: PROCEDURE AND ENFORCEMENT

### PURPOSE

The *Alleged Breach of the Trustee Code of Conduct* procedure is designed in conjunction with YCDSB Policy 118 *Trustee Code of Conduct* and outlines the complaint resolution process that is to apply to any alleged breach of the Code of Conduct.

All participants in an investigation of an alleged breach of the code of conduct, including trustees who make a report, witnesses, and the trustee alleged to be responsible for the breach, shall keep the details and results of the investigation confidential, and shall not discuss the matter with anyone other than those conducting the investigation.

The Board may wish to seek legal advice as to whether the particular proceedings or part of the proceedings can be held in the absence of the public.

### A. ALLEGATION OF A BREACH OF THE TRUSTEE CODE OF CONDUCT

In the spirit of collegiality, the Board of Trustees, including Student Trustees, strongly encourages Trustees to resolve any conflict between Trustees by engaging in open, respectful dialogue. When a Trustee feels that another Trustee may have breached the Code of Conduct, it is hoped that the Trustees will meet to discuss the concern thereby possibly resolving the situation. It is recognized that in certain circumstances the Trustee alleging the breach may not be comfortable approaching the other Trustee and instead will initiate the Informal Complaint Procedure without notifying the Trustee that is alleged to have breached the Code of Conduct.

It is recognized that from time to time a contravention of the Code of Conduct may occur that is committed through inadvertence or an error of judgement made in good faith. In the spirit of collegiality and in the best interests of the board, the purpose of notifying a Trustee of an alleged breach of the Code of Conduct is to assist the Trustee in understanding their obligations under the Code of Conduct. Only serious and/or reoccurring breaches by a Trustee should be investigated following the Formal Complaint Procedure.

A Trustee who has reasonable grounds to believe that another Trustee of the Board has breached the Board's Code of Conduct may bring the alleged breach to the attention of the Chair of the Board no more than fifteen (15) calendar days after the alleged breach comes to the attention of the Trustee reporting the alleged breach.

In the case of an allegation of a breach of the Code of Conduct by the Chair of the Board, this process shall be modified to read Vice-Chair of the Board. **If the alleged breach of the Code of Conduct relates to the Chair or Vice-Chair, the Trustee shall notify the Director of Education.**

### INFORMAL COMPLAINT PROCEDURE

The Chair of the Board shall meet informally with a Trustee who is alleged to have breached the Code of Conduct to discuss the alleged breach. This meeting will occur as soon as possible after the alleged breach has been brought to the attention of the Chair. The purpose of the meeting is to bring the allegation of the breach to the attention of the Trustee and to discuss measures to resolve the concern. The Chair will facilitate a meeting between the two Trustees so as to discuss remedial measures to resolve the concern. The Chair may invite the Vice-Chair to attend the meeting. The intent of this process is to address alleged breaches in a timely manner and meetings shall occur at mutually convenient times. If at all possible the timeline from receiving an allegation of a breach to the face to face meeting shall be less than fifteen (15) calendar days.

If the Trustee bringing the allegations of a breach of the Code of Conduct is not satisfied with the outcome of the Informal Process, they have ten (10) calendar days after the date of the face to face meeting to initiate the Formal Complaint Procedure.

### **FORMAL COMPLAINT PROCEDURE**

A Trustee initiates the Formal Complaint Procedure by providing to the Chair of the Board a written, signed complaint that includes the following:

- i) The name of the Trustee who is alleged to have breached the Code of Conduct.
- ii) The alleged breach of the Code of Conduct.
- iii) Information as to when the alleged breach occurred and when it came to the attention of the Trustee making the allegation.
- iv) The grounds for the belief by the Trustee that a breach has occurred.
- v) The names and contact information of any witnesses to the breach or any other persons who have relevant information regarding the alleged breach.

The Trustee who files the Formal Complaint always has the right to withdraw the complaint or to return to the Informal Complaint Procedure at any point in the process.

The Chair of the Board shall provide a copy of the written complaint to the Trustee who is alleged to have breached the Code of Conduct within five (5) calendar days. The Trustee who is alleged to have breached the code of Conduct shall have ten (10) calendar days to review the complaint before it is forwarded to the entire Board of Trustees. The Trustee who is alleged to have breached the Code of Conduct may choose to ask the Chair of the Board if the Trustee making the allegation wishes to return to the Informal Complaint Procedure. The decision to return to the Informal Complaint Procedure rests solely with the Trustee making the allegation. At no time will this request to return to the Informal Complaint Procedure be used as a delay tactic.

Within fifteen (15) calendar days of receiving a formal written complaint, the Chair of the Board shall provide to all Trustees a confidential copy of the complaint. If necessary, a Special Committee of the Whole meeting shall be convened to decide, by resolution, whether or not the complaint merits investigation. The Board may decide that the complaint is out of time, trivial, frivolous, vexatious or not made in good faith, or that there are no grounds or insufficient grounds for a formal inquiry and such, an inquiry shall not be conducted. The resolution shall be by recorded vote with no discussion and/or debate. If the Board decides that an inquiry is not warranted, then a confidential letter stating the reasons for not doing so shall be provided to both Trustees within five (5) calendar days of the meeting.

If the Board chooses to proceed with a formal inquiry, then the Trustee making the allegation and the Trustee that is alleged to have breached the Code of Conduct will be notified in writing within five (5) calendar days of the decision.

### **B. FORMAL INQUIRY AND DECISION BY BOARD**

The formal inquiry of an allegation of a breach of the Code of Conduct shall be conducted by ~~an independent third party~~ **the Integrity Commissioner** and shall be completed in a timely manner, preferably less than ~~one (1) month~~ **60 days** after the special Board meeting decision to launch the formal inquiry. The following shall guide the inquiry:

- i) The *Statutory Powers Procedures Act* does not apply, i.e. no formal trial-type hearing shall occur.
- ii) Procedural fairness and the rules of natural justice shall govern the formal inquiry and all matters shall be conducted in private.
- iii) The formal inquiry may involve written statements by those involved as well as written statements made by any witnesses.
- iv) The parties involved shall have an opportunity to review the draft report of the investigator to make sure there are no errors of fact. The parties shall have ten (10) calendar days from the receipt of the

- final draft to make final submissions in writing.
- v) If the Trustee who is alleged to have breached the Code of Conduct refuses to participate in the formal inquiry, the formal inquiry will continue in their absence.
  - vi) The final report shall outline the finding of facts but not contain a recommendation or opinion as to whether or not the Code of Conduct has been breached.
  - vii) If the ~~investigator~~ Integrity Commissioner discovers that the subject matter of the formal inquiry is being investigated by police, that a charge has been laid, or is being dealt with in accordance with a procedure established under another Act, the formal inquiry shall be suspended until the police investigation, charge, or matter under another Act has been finally disposed. This reason for the suspension shall be reported to the Board of Trustees.
  - viii) The Integrity Commissioner will make a determination with respect to a complaint of an alleged breach no later than 90 days after commencing the investigation, unless the Integrity Commissioner notifies the Board and the member who is subject of the complaint that an extension is necessary and the reasons for the extension.

The final report shall be delivered to the Board of Trustees and the Board will make the decision as to whether or not the Code of Conduct has been breached and the sanction assigned. Trustees shall consider only the findings in the final report when voting on the decision and sanction. No Trustee shall undertake their own investigation in the matter.

If the Board of Trustees determines that there has been no breach or that the contravention occurred but that the Trustee took all reasonable measures to prevent the alleged breach or that the contravention that occurred was trivial or committed through inadvertence or an error of judgement made in good faith, then no sanction shall be imposed.

The determination of a breach of the Code of Conduct and the imposition of a sanction must be conducted by resolution of the Board in a public session. The resolution **shall** be recorded, by way of a recorded vote, in the minutes of the meeting. Both the determination of a breach and the decision on sanction shall require a vote of a simple majority (50% + 1) of the Trustees present and eligible to vote. The Trustee alleged to have breached the Code of Conduct shall not participate in the voting.

Section 207(2) of the *Education Act* specifies that consideration of an alleged breach of the Trustee Code of Conduct policy must be at a meeting open to the public, unless the alleged breach involves one of the matters listed in section 207(1) outlined below.

Where the proceedings must be held at a public meeting of the Board, the Trustee alleged to have breached the Code of Conduct is entitled to attend the public meeting, but not participate in the discussion, or attempt to influence the outcome, or vote.

Despite s. 207(1) of the *Education Act*, the part of the meeting during which the alleged breach is considered may be closed to the public when the alleged breach involves any matters described below, 207(2):

- i) The security of the property of the board.
- ii) The disclosure of intimate, personal, or financial information in respect of a member of the board or committee, an employee or prospective employee, or a pupil or his parent/guardian.
- iii) The acquisition or disposal of a school site.
- iv) Decisions in respect of negotiations with employees of the board.
- v) Litigation affecting the board.

## C. LEGAL EXPENSES

In circumstances where a legal or procedural issue arises in the course of a complaint, a Trustee may find it necessary to retain legal counsel. The Board may, at its discretion, approve for reimbursement in whole or in part such legal costs.

In the event that a Trustee obtains counsel directly from the Integrity Commissioner without authorization, the Trustee shall be responsible for all expenses incurred for obtaining counsel and will be subject to sanction(s) determined by the Board of Trustees.

#### **D. SANCTIONS**

If the Board determines that a Trustee has breached the Board's Code of Conduct, the board may impose one or more of the following sanctions as per the *Education Act* S218.3:

- i) Censure of the Trustee.
- ii) Barring the Trustee from attending all or part of a meeting of the Board and/or a meeting of a committee of the Board.
- iii) Barring the Trustee from sitting on and/or attending one or more committees of the Board for a period of time specified by the Board.

The Board of Trustees do not have the authority to impose sanctions other than those specifically defined by the *Act*.

The Board shall not impose a sanction which is more onerous than the above but may impose one that is less onerous, such as a warning, a formal apology in writing, or a requirement that the Trustee successfully complete specified professional development courses at the expense of the board.

A Trustee who is alleged to have breached the Board's Code of Conduct shall not vote on a resolution to determine the breach, or to impose a sanction, or to reconsider either finding [*Education Act*, s. 218.3(12)]. The Trustee who made the allegation of a breach is entitled to vote on any resolution disposing of the complaint.

A Trustee who is barred from attending all or part of a meeting is not entitled to receive any materials that relate to that meeting that are not available to members of the public.

The Board has no power to declare the Trustee's seat vacant for a breach of Code of Conduct. The imposition of a sanction barring a Trustee from attending a Board meeting shall be deemed to be authorization for the Trustee to be absent from the meeting and therefore not in violation of the *Education Act* regarding absences from meetings.


#### **E. NOTIFICATION AND RECONSIDERATION OF DECISION BY BOARD**

If the board determines that a Trustee has breached the Board's Code of Conduct, the Board shall:

- i) Give the Trustee written notice of the determination, the reasons for the decision, and any sanctions imposed by the Board.
- ii) Inform the Trustee that they may make a written submission to the Board in respect of the determination or sanction by the date specified in the notice that is at least fifteen (15) calendar days after the notice is received by the Trustee.
- iii) Consider any submissions made by the Trustee and shall confirm by resolution, vary or revoke the determination or sanction within fifteen (15) calendar days of receiving the submission from the Trustee.

If necessary a Special Board meeting will be held to meet the above deadlines, unless there is agreement from the Trustee to extend the timeline to deal with the matter at a regularly scheduled meeting.

The Board's decision to confirm, vary, or revoke a determination of a breach of the Code of Conduct and the imposition of a sanction must be conducted by resolution of the Board in a public session. The resolution shall be recorded in the minutes of the meeting together with the reasons for confirming, varying, or revoking the previous determination or the imposition of a sanction. The decision shall require a vote of a simple majority (50% + 1) of the Trustees present. The Trustee requesting the reconsideration shall not participate in the voting.



The Board shall provide to the Trustee requesting the reconsideration written notice and reasons for the decision to confirm, vary or revoke the earlier determination of a breach of the Code of Conduct.

The imposition of any sanction(s) shall be stayed pending notification of the Board's final decision.



## TRUSTEE CODE OF CONDUCT ALLEGED BREACH BY A TRUSTEE WITH RESPECT TO ANOTHER TRUSTEE

Alleged Breach of the Trustee Code of Conduct brought to the attention of a Trustee



15 days

Trustee notifies Chair of alleged breach.  
Informal Complaint Procedure commences.



15 days

Chair facilitates a private meeting with the complainant and the  
Trustee alleged to have breached Code of Conduct.

Matter Resolved



10 days

Matter Not Resolved



Trustee making complaint initiates Formal Complaint Procedure



5 days

Chair forwards copy of written complaint to Trustee alleged to have breached Code of Conduct for review.



10 days

Yes

Trustee asks Chair if complainant will return to Informal Process.

10 days



No



Complaint sent to entire Board.  
Board decides by resolution whether or not to proceed to Formal Inquiry.



5 days

Board provides written response and initiates Formal Inquiry if so deemed.



**YORK CATHOLIC DISTRICT SCHOOL BOARD**

## **PROCEDURE: ALLEGED BREACH AND COMPLAINT PROTOCOL**

**Addendum to Policy 118: Trustee Code of Conduct**

**Revised:**

**Effective:**

The Board has established a Trustee Code of Conduct (“Code of Conduct”) to govern the conduct of Trustees and to provide transparency, accountability, and public confidence in its governance. This complaints protocol supports the implementation of the Code of Conduct, particularly as related to the complaints process, including the reporting, investigation and resolution of complaints.

## 1. COMPLAINT PROTOCOL

The Complaint Protocol describes informal and formal ways for members of the Board of Trustees to address complaints concerning the Code of Conduct and members of the Board. The Complaint Protocol provides a number of ways to resolve complaints in addition to the process described in section 218.3(2) of the *Education Act* which permits a member to bring an alleged breach directly to the attention of the Board of Trustees. The Complaint Protocol is intended to ensure that there is an opportunity to resolve complaints as fairly, expeditiously, and meaningfully as possible.

## 2. INFORMAL COMPLAINT PROCESS

- 2.1 Trustees are encouraged to engage in an informal process to address conduct prohibited by the Code of Conduct.
- 2.2 The purpose of the Informal Complaint process is to bring the allegation of the breach directly to the attention of the Trustee who is alleged to have breached the Code of Conduct and to discuss possible remedial measures to rectify the situation.
- 2.3 Trustees who have identified or witnessed conduct by a member of the Board that they believe is in contravention of the Code of Conduct may address the prohibited conduct as follows:
  - i) advise the member of the Board that the conduct contravenes the Code of Conduct;
  - ii) encourage the member of the Board to stop the prohibited conduct;
  - iii) discuss remedial measures to correct the offending behaviour with the Trustee who is alleged to have breached the Code of Conduct;
  - iv) if applicable, confirm to the Trustee who is alleged to have breached the Code of Conduct, the satisfaction with the response of the Trustee; or, if applicable, advise the Trustee of the dissatisfaction with the response;
  - v) keep a written record of the incidents including dates, times, locations, other persons present, and any other relevant information;
- 2.4 If the Trustee is not satisfied with the outcome and the response from the Trustee who is alleged to have breached the Code of Conduct, the member may notify the following persons in writing of the alleged breach:
  - i) the Director of Education, if the notice relates to the conduct of the Board's Chair or Vice-Chair;
  - ii) in all other situations, the Board's Chair.
- 2.5 The Board shall make inquiries into the matter and shall, based on the results of the inquiries, determine whether the member has breached the Board's Code of Conduct.
- 2.6 An informal complaint shall be made within 60 days of the alleged violation or no action shall be taken on the complaint.
- 2.7 Once the alleged breach is given to either the Chair, Vice-Chair, or Director of Education they will:
  - (i) immediately provide a copy of the written notice to the member whose conduct is the subject of the alleged breach and to the entire board; and
  - (ii) if the matter is not resolved within 10 days after the member received the notice, the

Board may refer the matter to the Integrity Commissioner.

2.8 Anonymous complaints will not be considered by the Chair, Vice-Chair, Director of Education and/or the Integrity Commissioner.

### 3. FORMAL COMPLAINT AND REQUEST FOR INQUIRY PROCESS

3.1 A written complaint shall set out reasonable and probable grounds for the allegation that the member has contravened the Code of Conduct. The complaint should include the name of the alleged violator, the provision allegedly contravened, the facts constituting the alleged contravention, the names and the contact information of witnesses, and contact information of the complainant during regular business hours.

3.2 All written complaints shall be signed by an identifiable individual.

3.3 In the formal complaint process, the Chair, Vice-Chair or Director of Education shall,  
(i) review the written complaint from the complainant;  
(ii) bring the case to Board;  
(iii) allow both parties, the complainant and the trustee who is alleged to have breached the Code of Conduct, to present their case.

3.3.1 The trustees shall vote on whether the trustee has breached the Code of Conduct.

3.3.2 If required, the Board of Trustees vote to proceed with the Integrity Commissioner.

3.4 Through the approved vote by the Board of Trustees, the Complainant may submit a formal complaint (see Appendix A) to the Integrity Commissioner.

3.5 The Trustee who files the Formal Complaint always has the right to withdraw the complaint or to return to the Informal Complaint procedure at any point in the process.

3.6 In a municipal election year, a Code of Conduct complaint respecting a member who is seeking re-election will not be received by the Integrity Commissioner and any open complaint investigation shall be suspended during the period starting on Civics Monday and ending when a new Board is deemed organized under section 6 of the *Municipal Elections Act*.

3.7 A formal complaint must be made within 60 days of the alleged breach.

### 4. DUTY OF THE BOARD

4.1 If the Board determines that the member has breached the Board's Code of Conduct, the Board may impose one or more of the following sanctions:

(i) Censure of the member.

(ii) Barring the member from attending all or part of a meeting of the Board or a meeting of a committee of the Board.

(iii) Barring a member from sitting on one or more committees of the Board, for the period of time specified by the Board.

4.2 If the Board determines that a member has breached the Code of Conduct,

(i) the Board shall give the member written notice of the determination and any sanction(s) imposed by the Board;

(ii) the notice shall inform the member that they may make written submissions to the Board in respect of the determination or sanction(s) by a date specified in the notice that is at least 14 days after the notice is received by the member; and

(iii) the Board will consider any submissions made by the member and will confirm or revoke the determination within 14 days after the submissions are received.

- 4.3 The part of the meeting of the Board during which a breach or alleged breach of the Board's Code of Conduct is considered may be closed to the public when the breach or alleged breach involves any of the following matters:
- (i) the security of the property of the board;
  - (ii) the disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;
  - (iii) the acquisition or disposal of a school site;
  - (iv) decisions in respect of negotiations with employees of the board; or
  - (v) litigation affecting the board.

4.4 The Board shall do the following by resolution at a meeting of the Board, and the vote on the resolution shall be open to the public:

- (i) make a determination that a member has breached the Board's Code of Conduct.
- (ii) Impose a sanction as described in subsection 4.1.
- (iii) confirm or revoke the determination as described in subsection 4.2.
- (iv) confirm, vary or revoke a sanction.

4.4.1 A member who is alleged to have breached the Board's Code of Conduct cannot vote on any of the resolutions described in section 4.4.

4.4.2 The resolution must be recorded in the minutes of the Board meeting.

## 5. DUTY OF THE INTEGRITY COMMISSIONER

### 5.1 *Classification of Complaints*

- 5.1.1 The original written complaint shall be filed with the Integrity Commissioner for initial classification to determine if the matter is a complaint with respect to non-compliance with the Code of Conduct and not covered by other legislation or other policies.

### 5.2 *Reports from the Integrity Commissioner: No Jurisdiction or Inquiry*

5.2.1 The Integrity Commissioner may report to the Board of Trustees that a specific complaint is not within the jurisdiction of the Integrity Commissioner.

5.2.2 The Integrity Commissioner shall report annually to the Board of Trustees on complaints not within the jurisdiction of the Integrity Commissioner, but shall not disclose information that could identify a person concerned.

5.2.3 Other than in exceptional circumstances, the Integrity Commissioner will not report to the Board of Trustees on any complaint described in section 5.1.2 except as part of annual or other periodic reports.

### 5.3 *Investigation*

5.3.1 The Integrity Commissioner will commence an investigation into an alleged breach of the Board's code of conduct no later than 14 days after being appointed and will provide the member with the opportunity to respond to the allegations, as well as a right to reply, where appropriate.

5.3.2 An Integrity Commissioner may refuse to commence an investigation into an alleged breach if,

- (i) the complaint was made more than 60 days after the alleged breach occurred or was discovered, whichever is later, unless the Integrity Commissioner is satisfied the delay was incurred in good faith and no substantial prejudice will

- result to any person affected by the delay; or
- (ii) in the opinion of the Integrity Commissioner, the complaint is made in bad faith or is frivolous or vexatious.

5.3.3 The Integrity Commissioner will provide written notice of a refusal to commence an investigation to the member who is the subject of the complaint to the Board.

5.3.4 In the course of conducting the investigation, the Integrity Commissioner may,

- (i) require the production of any records that may in a way relate to the investigation;
- (ii) examine and copy any records required;
- (iii) require any member of the Board or any other person to appear before them and give evidence, an oath or affirmation, relating to the investigation.

5.3.5 The Integrity Commissioner will make a determination with respect to a complaint of an alleged breach no later than 90 days after commencing the investigation, unless the Integrity Commissioner notifies the Board and the member who is subject of the complaint that an extension is necessary and the reasons for the extension.

5.3.6 Once the investigation is conducted, a decision of an Integrity Commissioner is final.

5.3.7 The Integrity Commissioner will give a copy of the report to the complainant and the member of the Board whose conduct is concerned.

5.3.8 The Integrity Commissioner will bring the report before the next available meeting of the Board of Trustees.

5.3.9 The Board of Trustees will consider and respond to the Integrity Commissioner's report within 90 days after the report is placed on the board agenda.

5.3.10 In responding to a report from the Integrity Commissioner, the Board of Trustees may accept, reject, or amend the Integrity Commissioner's recommendation to impose a sanction or it may refer the recommendation back to the Integrity Commissioner.

## 5.4 Sanctions

5.4.1 If the Integrity Commissioner determines that the member breached the Board's Code of Conduct, the Integrity Commissioner may impose one or more of the following sanctions:

- (i) Censure of the member
- (ii) Requiring the Board to reduce the member's honorarium by an amount not exceeding the prescribed amount, requiring the member to return any excess already paid to the member and authorizing the board to recover the excess from the member.
- (iii) Barring the member from attending all or part of one or more committees of the board or one or more meetings of a committee of the Board, for the period of time specified by the Integrity Commissioner up to a maximum of 90 days or the balance of the member's term of office, whichever is less.
- (iv) Barring the member from sitting on one or more committees of the Board, for the period specified by the Integrity Commissioner, up to a maximum of 90 days or the balance of the member's term of office, whichever is less.
- (v) Barring the member from becoming the Chair or Vice-Chair of the Board or of any committee of the Board, or removing the member from any of those

- positions.
- (vi) Barring the member from exercising the privileges of a Board member or acting as a board member representative, or removing the member from a position the member holds as a Board representative.
  - (vii) Subject to any other limits set out in previous parameters, any other sanction that, in the opinion of the Integrity Commissioner, is reasonable and appropriate in the circumstances.
  - (viii) Subject to any other limits set out in previous parameters, any other sanction that, in the opinion of the Integrity Commissioner, would promote compliance with the Board's code of conduct.

5.4.2 A member of the Board who is barred from attending all or part of a meeting of the Board or a meeting of a committee of the Board is not entitled to receive any materials that relate to that meeting or that part of the meeting that are not available to members of the public.

5.4.3 Where a member is barred from attending all or part of a meeting of the Board the member's absence is deemed to be authorization for the member to be absent from the meeting.

5.4.4 The Integrity Commissioner shall provide the member whose conduct was the subject of the complaint and the Board written notice of a determination that the member has or has not breached the Board's Code of Conduct and of any sanctions imposed.

5.4.4.1 The written notice must include:

- (i) the reasons for the determination;
- (ii) the reasons for any sanctions; and
- (iii) information about the right to appeal.

## *5.5 Appeal*

5.5.1 Either the Board or the member whose conduct was the subject of the Integrity Commissioner's determination may appeal the determination, the sanctions imposed, or both, and the Board and the members are the parties to such an appeal.

5.5.2 The member whose conduct was the subject of the Integrity Commissioner's determination cannot vote on a Board's vote to determine whether the Board will appeal the determination.

5.5.3 The Board or the member who appeals the Integrity Commissioner's determination must give written notice of the appeal to the other party and the Deputy Minister no later than 14 days after receiving written notice of the Integrity Commissioner's determination.

5.5.4 The appeal will be heard by a panel of three Integrity Commissioners appointed by the Deputy Minister or their delegate. The panel will not include the Integrity Commissioner whose determination is the subject to the appeal. If the panel:

- (i) overturns the determination made by the Integrity Commissioner, any sanction imposed by the Integrity Commissioner will be revoked.
- (ii) upholds the determination made by the Integrity Commissioner, the panel will, uphold, vary or overturn the sanction.

5.5.5 The decision of the panel respecting the determination of the Integrity Commissioner is final.



## 6. PAYMENT OF COSTS

6.1 In circumstances where a legal or procedural issue arises in the course of a complaint, a Trustee may find it necessary to seek legal counsel or file an application under the *Judicial Review Procedure Act*. The Board of Trustees may, at its discretion, approve for reimbursement in whole or in part such costs accrued. The decision for reimbursement of such expenses must be by a recorded vote and recorded in the minutes of the Board meeting.

6.2 Trustees obtaining outside legal counsel will be at their personal expense.

6.3 Costs shall also be reimbursed to the Trustee at the discretion of the Board of Trustees and the Director of Education and under the following circumstances:

- (i) if the Integrity Commissioner concludes that there has been no contravention of the code of conduct by the member of that the member is not blameworthy, and the Integrity Commissioner's conclusion is not overturned by judicial review; or
- (ii) if the member is successful, in whole or in part, on any judicial review application either an applicant or intervenor.

## 7. CONFIDENTIALITY AND FORMAL COMPLAINTS

A formal complaint will be processed as follows:

- (i) All reports from the Integrity Commissioner to the Board of Trustees will be made available to the public. The report may be redacted appropriately to reflect the requirements in section 207(2) of the *Education Act*.
- (ii) Any references by the Integrity Commissioner in an annual or other periodic report to a complaint or an investigation shall not disclose confidential information that could identify a person concerned.
- (iii) The Integrity Commissioner in a report to the Board of Trustees on whether a member of the board has breached the code of conduct shall only disclose such matters as in the Integrity Commissioner's opinion are necessary for the purposes of the report.



## COMPLAINT OF

I, \_\_\_\_\_ [full name], of  
the \_\_\_\_\_

STATE THE FOLLOWING:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

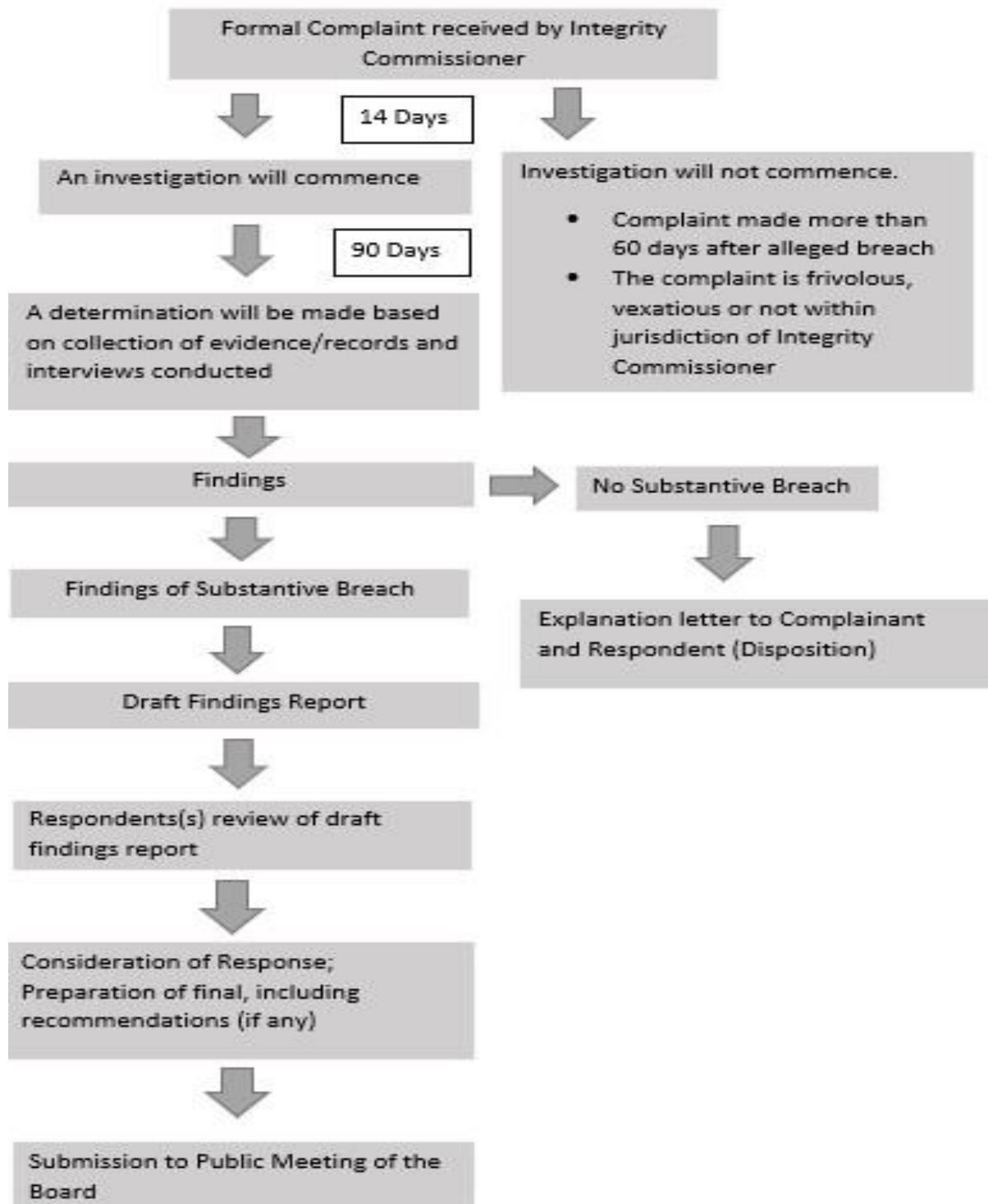
2. I have reasonable and probable grounds to believe that \_\_\_\_\_[specify name of Trustee] a member of the York Catholic District School Board, has contravened section(s) \_\_\_\_\_[specify section(s) of Trustee Code of Conduct .

- [Set out the description of the complaint in the space below, with each paragraph being confined as far as possible to a particular statement of fact. If you require more space, please attach an additional sheet of paper. If you wish to include copies of documents to support this complaint, please refer to the exhibits as Exhibit A, B, etc. and attach them to this form.]



Date: \_\_\_\_\_

## INTEGRITY COMMISSIONER PROCESS



## BOARD REVIEW PROCESS

