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## YORK CATHOLIC DISTRICT SCHOOL BOARD POLICY REVIEW COMMITTEE AGENDA

**Catholic Education Centre, Board Room**  
**December 1, 2025 6:30 P.M.**

### **Prayer**

*Heavenly Father, we ask for your wisdom as we begin this meeting. We acknowledge that we need your wisdom and insights and we welcome your presence among us. Guide us in our discussions and decisions, helping us to seek what is best for all involved. We trust in your perfect wisdom and ask that you direct our meeting according to your will.*

### **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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<b>3. ROLL CALL</b>	J. Sarna	
<b>4. ELECTION OF CHAIR</b>	J. Sarna	
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<b>11. BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING</b>	Chair TBD	
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<b>14. ACTION ITEM(S):</b>		
a) <b><u>Governance</u></b>		
i) Policy 103 Communication Policy (Tier 2)	M.Brosens	7
b) <b><u>Students</u></b>		
i) Policy 201 Healthy Schools (Tier 2)	A. Arcadi	13
ii) Policy 201A Healthy Schools – Eating & Nutrition (Tier 2)	A. Arcadi	18
iii) Policy 201B Healthy Schools – Physical Activity (Tier 2)	A. Arcadi	29
c) <b><u>Facilities</u></b>		
i) Policy 701 Access to School & Board Premises (Tier 2)	K.Elgharbawy	35
d) <b><u>Finance</u></b>		
i) Policy 801 Use of Board and School Funds for Recognition or Acknowledgement (Tier 2)	C.McNeil	52
ii) <b>(New)</b> Policy 813 Use of Proceeds of Disposition (POD) (Tier 2)	C.McNeil	59
<b>15. DISCUSSION ITEMS:</b>		
i) Policy and Procedure 106 Delegations to the Board		63
ii) Video Recordings of Board/Committee Meetings		80
<b>16. INFORMATION ITEMS:</b>		
i) Procedure 701 Elementary Administrative Locked Door Protocol		46

**17. FUTURE ITEMS:**

	<u>Last Approved</u>	<u>Scheduled for Review</u>
<b><u>Governance</u></b>		
i) Policy 108 School Archives	March 2016	March 2021
<b><u>Students</u></b>		
i) Policy 210 Pediculosis (Head Lice)	March 2016	March 2021
<b><u>Curriculum</u></b>		
i) Policy 303 School Organized and Continuing Education Excursions	September 2020	September 2025
<b><u>Facilities</u></b>		
i) Policy 704 Community Planning & Partnerships	October 2015	October 2020
<b>18. FUTURE MEETING DATES:</b> Feb. 3, 2026, Apr. 7, 2026, June 2, 2026		

**19. ADJOURNMENT**

**YORK CATHOLIC DISTRICT SCHOOL BOARD  
POLICY REVIEW COMMITTEE  
(STANDING COMMITTEE OF THE BOARD)**

**TERMS OF REFERENCE  
(2025-2026)**

The Policy Review Committee will support the York Catholic District School Board's Mission, Vision, Core Values and Strategic Commitments and good Governance as outlined within these terms of reference.

**1. Purpose/Mandate:**

- 1.1 To serve as a liaison between the Board and administration on policy matters;
- 1.2 To provide input and direction on Board policy;
- 1.3 To review draft policy;
- 1.4 To ensure that appropriate stakeholder input is sought during policy formation;
- 1.5 To review and update existing policies; and,
- 1.6 To bring recommendations for policy approval, development or termination to the Board.

**2. Expected Outcome of the Committee's Work:**

- 2.1 To ensure that the Board is governed by effective, concise and relevant policies.

**3. Committee Membership:**

- 3.1 The Policy Review Committee will be comprised of 7 Trustees.

**4. Resource Personnel:**

- 4.1 Director of Education
- 4.2 Associate Director, Strategic Leadership
- 4.3 Chief Financial Officer, Treasurer of the Board
- 4.4 Administrative Assistant, Director's Office
- 4.5 Policy Advisor to the Associate Director

**5. Meeting Schedule and Time:**

- 5.1 The Policy Review Committee will meet at least 3-4 times/year or as needed.

Trustee Membership:

F.Alexander  
M.Barbieri  
C.Cotton  
J.DiMeo  
A.Grella  
A.Saggese  
J. Wigston

Last Revision/Approval Date:  
December 1, 2025

York Catholic District School Board

**MINUTES**  
**POLICY REVIEW COMMITTEE**

Tuesday, October 7, 2025

**In Attendance**

**Committee Members:**      **In Person:** F. Alexander, A. Saggese, J. Wigston

**Virtual:** A. Grella

**Absent with Notice:** M. Barbieri, C. Cotton, J. DiMeo

**Other Trustees:**              **In Person:** E. Crowe, M. Iafrate

**Administration:**           **In Person:** J.Sarna, R. Antunes, A. Arcadi, M. Brosens, A. Burnell-Gentile, J. Chiutsi,  
J. De Faveri, G. De Girolamo, A. Driscoll, K. Elgharbawy, N. Galatianos,  
A. Iafrate, T. Laliberte, T. Liggett, C. McNeil, S. Morrow, J. Powers, L. Sawicky

**Absent with Notice:** L. Paonessa, S. Wright

**Recording:**                      A. McMahon

**Presiding:**                      A. Saggese

**1. CALL TO ORDER/OPENING PRAYER / LAND ACKNOWLEDGEMENT**

Committee Chair Saggese opened the meeting at 6:30 pm and read the prayer; Associate Director Sarna read the Land Acknowledgement.

**2. ROLL CALL**

PRC Committee Members were present with the exception of M. Barbieri, C. Cotton, and J. DiMeo who were absent with notice.

**3. APPROVAL OF NEW MATERIAL**

N/A

**4. APPROVAL OF THE AGENDA**

Explanation of why Tiers are now indicated beside each policy on the agenda. Meta Policy goes into details of each Tier.

**MOTION: Wigston/Alexander**

**CARRIED**

**5. DECLARATION OF CONFLICT OF INTEREST**

N/A

**6. APPROVAL OF PREVIOUS MINUTES - June 16, 2025**

**MOTION: Alexander/Grella**

**CARRIED**

**7. BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING**

N/A

**8. DELEGATIONS**

N/A

**9. STAFF PRESENTATION(S)**

N/A

## **10. ACTION ITEMS:**

### **a) Policy 101 Meta Policy: Management and Governance**

This policy was scheduled for review as part of the Board's cyclical review process. Revisions were informed by feedback gathered during the Meta Policy Workshop, where staff and Trustees discussed a number of key areas, including the reinstatement of the Policy Steering Committee, enhancements to the Policy revision and consultation process, and the removal of the THREADS framework. The policy was subsequently discussed at the June 16 Policy Review Committee meeting, with revisions updated to reflect Trustee feedback. Revisions were discussed to clarify the policy review process, including adjustments to the tiered review steps.

**MOTION: Alexander/Wigston**

**CARRIED**

### **b) Policy 202 Safe Schools - Student Discipline and Procedure Safe Schools - Student Discipline**

This policy was scheduled for review as part of the Board's cyclical review process. Revisions were made to better align with legislation, applicable PPMs, and Ministry of Education guidelines. The policy was reviewed through an equity and human rights lens to ensure it promotes fairness, reduces barriers, and supports inclusive practices across the system. Revisions were discussed to expand on the Safe Schools committee's role, further outline the appeal and suspension/expulsion processes, and address what information related to student discipline can be disclosed.

**MOTION: Wigston/Crowe**

**CARRIED**

### **c) Policy 409 Occupational Health and Safety**

This policy was scheduled for review as part of the annual requirements under the *Occupational Health & Safety Act (OHSa)*. The draft policy had been reviewed by the Joint Health and Safety Committee (JHSC).

**MOTION: Wigston/Alexander**

**CARRIED**

### **d) Policy 415 Accessibility Standards for Employment**

This policy was reviewed as part of a broader accessibility review of YCDSB policies/procedures to ensure alignment with the Accessibility for Ontarians with Disabilities Act (AODA). The policy was initially presented at the June 16 Policy Review Committee meeting, and at the request of Trustees, a supporting procedure had been included. Discussion focused on clarifying and correcting information within the policy's purpose section.

**MOTION: Iafrate/Alexander**

**CARRIED**

### **e) Policy 609 Accessibility Standards for Information and Communication**

This policy was scheduled for review as part of the Board's cyclical review process. Additionally, this policy was reviewed as part of a broader accessibility review of YCDSB policies/procedures to ensure alignment with the Accessibility for Ontarians with Disabilities Act (AODA). Discussion focused on clarifying and correcting information within the policy's purpose section.

**MOTION: Iafrate/Wigston**

**CARRIED**

### **f) Policy 616 Community Use of Schools**

This policy and procedure were revised in response to Trustee feedback from the September 30th, 2024; December 2nd, 2024; February 5th, 2025; and June 16th, 2025, Policy Review Committee meetings.

In addition, a new internal guideline titled Internal Use of School Facilities by Staff was created to distinguish between community use and staff use of facilities, clarifying the different processes and restrictions

that apply to each. Discussion focused on removing classification B, correcting minor errors in Schedule B, and making other clarifying revisions.

**MOTION: Alexander/Crowe**  
**CARRIED**

**11. DISCUSSION ITEM: N/A**

**12. INFORMATION ITEM(S):**

**i) Procedure 202 Safe Schools – Student Discipline**

This procedure was referred to when discussing Policy 202.

**ii) NEW Procedure 415 Individualized Work Accommodation (Medical)**

This procedure was referred to when discussing Policy 415.

**iii) Procedure 616 Community Use of Schools and NEW YCDSB Internal Guideline: Internal Use of School Facilities by Staff**

This procedure and new internal guideline were referred to when discussing Policy 616.

**13. FUTURE MEETING DATE(S):**

Dec. 1, 2025, Feb. 3, 2026, Apr. 7, 2026, June 2, 2026

**ADJOURNMENT:**

**THAT** the Policy Review Committee meeting adjourned 7:15 p.m.

**MOTION: Alexander/Wigston**  
**CARRIED**

## YORK CATHOLIC DISTRICT SCHOOL BOARD

**REPORT TO:** Policy Review Committee  
**FROM:** Administration  
**DATE:** December 1, 2025  
**RE:** **Policy 103 Communication Policy**

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This report is presented to Trustees to highlight the rationale for the revisions to Policy 103 *Communication Policy*.

### **BACKGROUND:**

This policy is scheduled for review as part of the Board's cyclical review process. The policy was updated to improve clarity, modernize terminology, and strengthen alignment with current communication practices.

### **RECOMMENDATION:**

That the updates to Policy 103 *Communication Policy* be approved.

### **ATTACHMENTS**

(1) Revised Policy 103 *Communication Policy*.

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Policy Owner: Mark Brosens, Senior Manager: Brand, Marketing & Communications  
Prepared By: Alexandra Burnell-Gentile, Policy Advisor  
Endorsed By: Jennifer Sarna, Associate Director



## YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i> <b>Governance/Board</b>	<i>Policy Number</i> <b>103</b>
<i>Former Policy #</i>	<i>Page</i> <b>1 of 5</b>
<i>Original Approved Date</i>	<i>Subsequent Approval Dates</i>
<b>June 17, 2014</b>	<b>September 26, 2017</b>

### POLICY TITLE: COMMUNICATIONS POLICY

#### 1. PURPOSE

The York Catholic District School Board recognizes the key role of effective communication in supporting the Board's mission to educate and inspire all students to reach their full potential in a safe and caring environment. The Board has a responsibility to engage in proactive, timely and open communication with all of its ~~stakeholders~~ **partners** to strengthen relationships, promote programs and activities of the Board and to celebrate the values of Catholic education.

The Board is committed to ensuring that all communications are inclusive, equitable, culturally responsive, and trauma-informed, reflecting the diverse cultures, languages, abilities, and socio-economic contexts of its community. Moreover, the York Catholic District School Board is responsible for providing information and communications that are barrier-free and accessible in accordance with the *Accessibility for Ontarians with Disabilities Act (AODA)*, 2005 and the ~~regulations supporting this Act~~ **the Integrated Accessibility Standards Regulation (IASR)**.

#### 2. POLICY STATEMENT OBJECTIVE

It is the policy of the York Catholic District School Board to encourage, promote and maintain open, accessible, timely and transparent communication with both its internal and external ~~stakeholders~~ **partners** (students, parents, staff, trustees, parishes, community and education partners and members of the media); that is clear, accurate and supportive of the Board's mission to provide quality Catholic education in unique, faith-based, learning environments.

#### 3. PARAMETERS

- 3.1 Communication between the Board and its ~~stakeholders~~ **partners** shall celebrate the value of Catholic education.
- 3.2 Communication, including communication disseminated through social media (~~Twitter~~) shall strengthen relationships, support, promote and increase awareness of the York Catholic District School Board's programs, services, successes and accomplishments including, but not limited to, school openings and blessings, messages to the community, ~~synvoice messages~~, special events and media relations.



- 3.3 Communication between the Board and its ~~stakeholders~~ **partners** shall contain accurate information that is accessible, timely, clear and transparent.
- 3.4 The Board shall establish and maintain positive relationships with media, respond to media requests in a timely manner and proactively promote programs, services, activities and initiatives of the Board and its schools.
- 3.5 Conduct by a Board Employee that is contrary to the parameters and responsibilities outlined in this policy shall be addressed in a manner consistent with ~~the Board's~~ **YCDSB Policy 412 Progressive Discipline of Employees Policy**.
- 3.6 Upon request, and in accordance with the *Integrated Accessibility Standards Regulation (IASR)* of Ontario, the Board shall ensure the website is maintained with accurate and up-to-date information, provide or arrange for the provision of accessible formats and communication supports or arrange for the provision of a comparable resource for persons with disabilities.
- 3.7 ~~The Multilingual Services Department shall assist Board/School Staff in communicating with parents/guardians through the provision of or arrangement for translated materials where English is a second language or English proficiency is limited.~~ **The Board shall provide or arrange for translation and interpretation services, upon request, to support effective communication with parents/guardians, in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code.**
- 3.8 The Board shall maintain confidentiality and privacy with respect to staff matters in accordance with legislative requirements contained within **the Employment Standards Act, the Occupational Health & Safety Act, the Workplace Safety and Insurance Act, and the Municipal Freedom of Information and Protection of Privacy Act.**

#### **4. RESPONSIBILITIES**

##### **4.1 Chair of the Board**

- 4.1.1 To be the official spokesperson for the Board when addressing the media on all matters pertaining to Board budget, labour relations and policy decisions.

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

- 4.2.1 To be the official spokesperson for the Board on administrative or pedagogical operations.
- 4.2.2 To oversee compliance of ~~the~~ **YCDSB Policy 103 Communications-Public Relations Policy**.
- 4.2.3 To ensure the Board of Trustees are informed on matters requiring attention or sensitivity.
- 4.2.4 To ensure Trustees are kept informed of key messaging.

##### **4.3 Communications Department**

- 4.3.1 To develop and implement communication plans and strategies in support of the York Catholic District School Board's priorities and objectives, ensuring consistency and timely information, while adhering to the Board's *Visual Identity and Branding Manual*.

- 4.3.2 To support the communication needs of the Board of Trustees, Director of Education, Senior Administration and Principals by drafting communications as required.
- 4.3.3 To oversee all communication activities as determined by the Director of Education.
- 4.3.4 To oversee and manage the layout, design and Board-related content for Board and School websites.
- 4.3.5 To coordinate crisis communication in collaboration with the Director of Education, Senior Administration, and affected schools, ensuring that timely and accurate information is shared with the public and media.

#### **4.4 Senior Administration**

- 4.4.1 To notify the Director of Education, the Communications Department and/or Trustees of any situation/incident that they believe is of concern.
- 4.4.2 To be the official spokesperson on Board programs or school issues as directed by the Director of Education or Communications Manager the Senior Manager: Brand, Marketing & Communications.

#### **4.5 Principals**

- 4.5.1 To notify the Communications Department of all media requests received directly at the school prior to providing a response.
- 4.5.2 To contact the appropriate Superintendent and Communications Department regarding sensitive and/or controversial matters and to use their expertise when drafting appropriate communication.
- 4.5.3 To share school information and positive news stories with the media, if appropriate, upon consultation with and assistance from the Communications Department.
- 4.5.4 To extend an invitation to the Director of Education and local Trustee(s) when there is an opportunity for the inclusion of a message and/or letter of congratulations in a school program/publication.
- 4.5.5 To be the official spokesperson for the school.
- 4.5.6 To familiarize themselves with communication protocols and the appropriate use of the Board Logo.
- 4.5.7 To ensure that school websites are up to date and contain accurate and timely messaging.
- 4.5.8 To post all school communication shared with the parent community, including all Catholic School Council (CSC) Agendas and Minutes on the school website as soon as approved.

#### **4.6 Employees**

- 4.6.1 To refer sensitive matters to their immediate supervisor for further action and/or response. The supervisor shall then inform the appropriate Superintendent and the Communications Department of any situation/incident that is of concern.

## 5. DEFINITIONS

### 5.1 Barriers to Accessibility

Accessibility Standards address issues that pose major barriers for people with disabilities. A barrier could be a physical barrier, an architectural barrier, an information or communication barrier, an attitudinal barrier, a technological barrier, a policy or practice.

### 5.2 Employee

Any individual hired 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 External Stakeholders **Partners**

A person, group of people or an organization that holds a vested interest in the school community, including, but not limited to:

- 5.3.1 All levels of Government
- 5.3.2 Community Members
- 5.3.3 Education partners/organizations
- 5.3.4 Ministry of Education
- 5.3.5 Media

### 5.4 Internal Stakeholders **Partners**

A person, group of people or an organization that holds a vested interest in the school community, including, but not limited to:

- 5.4.1 Parents
- 5.4.2 Parishes
- 5.4.3 School Administrators
- 5.4.4 Senior Administrators
- 5.4.5 Staff (School, Centrally assigned and/or Contract)
- 5.4.6 Students
- 5.4.7 Trustees

### 5.5 Media

The means of communication to the public through various **traditional or digital** mediums, **including** radio, television, newspapers, magazines, **or blogs and social media**, that reach or influence people widely.

### ~~5.6 Social Media~~

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

## 6. CROSS REFERENCES

### **Legislation**

[\*Accessibility for Ontarians with Disabilities Act \(AODA\), 2005\*](#)

[\*Employment Standards Act, 2000\*](#)

[\*Ontario Human Rights Code\*](#)

[\*Integrated Accessibility Standards Regulation, Ontario Regulation 191/11\*](#)

[\*Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M.56 1990\*](#)

[\*Occupational Health & Safety Act, R.S.O. 1990, c.0.1\*](#)

[\*Workplace Safety and Insurance Act, 1997, S.O. 1997\*](#)

### YCDSB Policies

YCDSB Policy 110 Communications: Trustee/Administration

YCDSB Policy ~~347~~ 119 Electronic Communications and Social Media

YCDSB Policy 412 Progressive Discipline of Employees

YCDSB Policy 601 Accessibility Standards for Customer Services

YCDSB Policy 609 Accessibility Standards for Information and Communication

YCDSB Policy 702 Solemn Blessing and Official Opening of New Schools & Additions /

Milestone School Anniversaries

YCDSB Visual Identity and Branding Manual, ~~2012~~ 2016

Approval by Board	<u>September 26, 2017</u> <i>Date</i>
Effective Date	<u>September 27, 2017</u> <i>Date</i>
Revision Date(s)	<u>September 26, 2017</u> <i>Date</i>
Review Date	<u>September 2022</u> <i>Date</i>

## YORK CATHOLIC DISTRICT SCHOOL BOARD

**REPORT TO:** Policy Review Committee  
**FROM:** Administration  
**DATE:** December 1, 2025  
**RE:** **Policy 201 Healthy Schools**

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This report is presented to Trustees to highlight the rationale for the revisions to Policy 201 *Healthy Schools*.

### **BACKGROUND:**

This policy was updated to ensure alignment with current Ministry direction and resources, as well as to remove outdated practices, responsibilities, references, and operational details.

### **RECOMMENDATION:**

That the updates to Policy 201 *Healthy Schools* be approved.

### **ATTACHMENTS**

(1) Revised Policy 201 *Healthy Schools*.

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Policy Owner: Anthony Arcadi, Superintendent of Education: Curriculum & Assessment  
Prepared By: Alexandra Burnell-Gentile, Policy Advisor  
Endorsed By: Jennifer Sarna, Associate Director



## YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i> <b>Students</b>	<i>Policy Number</i> <b>201</b>
<i>Former Policy #</i>	<i>Page</i> <b>1 of 4</b>
<i>Original Approved Date</i> <b>September 27, 2011</b>	<i>Subsequent Approval Dates</i> <b>October 11, 2011 May 8, 2012 June 20, 2017 June 21, 2022</b>

### POLICY TITLE: HEALTHY SCHOOLS

#### SECTION A

##### 1. PURPOSE

It is the belief of the York Catholic District School Board (YCDSB) that:

- 1.1 The teachings of Christ are the primary pillar that support a Healthy School;
- 1.2 All students and staff are entitled to work and learn in Healthy Schools that are responsive to needs identified in relation to the Board's Multi-Year Strategic Plan, and in accordance with the Ministry of Education **direction and resources** Guidelines;
- 1.3 A Healthy School positively impacts student achievement and success; and
- 1.4 A Healthy School assists students in achieving Catholic Graduate Expectations.
- 1.5 **Healthy Schools must intentionally identify and remove barriers to participation and access, ensuring equity and inclusion for students and families from equity-deserving groups.**

##### 2. OBJECTIVE

It is the policy of the York Catholic District School Board to promote and sustain a Healthy School environment, and to encourage an active healthy lifestyle.

##### 3. PARAMETERS

- 3.1 The Ministry of Education's Health and Physical Education Curriculum, ~~Healthy Schools Framework~~ **and Foundations for a Healthy School resource**, will guide all school community members in the development of a Healthy School.
- 3.2 The ~~Healthy Schools Framework~~ **Foundations for a Healthy School resource** identifies ~~these essential elements to creating a Healthy School Environment:~~ **the following interrelated areas that contribute to a healthy learning environment:**
  - 3.2.1 Curriculum, Teaching & Learning
  - 3.2.2 Home, School, ~~Parish~~ & Community Partnerships
  - 3.2.3 ~~Mental Health & Well-Being Strategy~~
  - 3.2.4 School & Classroom Leadership
  - 3.2.5 Social & Physical Environments
  - 3.2.6 Student Engagement

- ~~3.3 The Healthy Schools Framework offers curriculum connections, classroom resources and weblinks related to Nutrition, Physical Activity (including Daily Physical Activity, DPA), Dental Health, Substance Use, Addictions, and Related Behaviours, Injury Prevention, Handwashing, and Sun Safety Awareness.~~
- ~~3.4 Schools will establish a Healthy Schools Committee comprised of administration, staff, students, parents and/or community members.~~
- ~~3.5 Using the Healthy School Framework, Healthy School Committees will establish an annual Healthy School SMART goal, with appropriate strategies and timelines that are based on the unique needs of each school community.~~
- ~~3.6 Policy 201A *Eating and Nutrition* and Policy 201B *Physical Activity* should be reviewed annually by the Healthy Schools Committee when setting goals.~~

## 4. RESPONSIBILITIES

### 4.1 Director of Education

- 4.1.1 To oversee compliance with the Healthy Schools policy.

### ~~4.2 Superintendent of Education overseeing Healthy Schools~~

- ~~4.2.1 To oversee the Board's processes to promote and sustain a Healthy School environment in alignment with the Ministry's Healthy School Strategy.~~
- ~~4.2.2 To support and act as a resource to the Health and Physical Education Consultant.~~

### 4.3 Superintendents of Education

- 4.3.1 To oversee the Board's processes to promote and sustain a healthy school environment in alignment with the Foundations for a Healthy School resource.
- 4.3.2 To build system capacity and understanding of the Foundations for a Healthy Schools Framework resource and how it connects to the YCDSB's Vision, and Religious and Family Life Education and Health Programs.
- 4.3.3 To collaborate with schools and community partners (parish, municipal, regional and provincial) to promote a common understanding of a Healthy School.
- 4.3.4 To share successful practices and advise on future directions.

### 4.4 Principals and Vice-Principals

- 4.4.1 To determine, as appropriate, support school participation in the OPHEA Healthy Schools Recognition Program led by the Ontario Ministry of Education and the York Region Healthy Schools Program.
- 4.4.2 To review Policies 201 Healthy Schools, 201A Healthy Schools - Eating & Nutrition and 201B Healthy Schools - Physical Activity, periodically with staff.
- 4.4.3 To provide leadership and learning opportunities to teachers, students, staff, parents/guardians, school councils and community members to implement and sustain the a Healthy Schools Framework.
- ~~4.4.4 To create a Healthy School Committee (comprised of staff, parents, students and community partners), who will use the Healthy Schools Framework to develop and implement an Action Plan for selected health topics.~~
- ~~4.4.5 To support students to participate in the Healthy Schools Committee and/or related activities to help meet the Catholic Graduate Expectations of~~



~~4.4.6 responsible citizenship and development of self-directed, responsible, lifelong learning.~~

4.4.7 To use the ~~Healthy Schools Framework as a~~ **Foundations for a Healthy School** resource to support the development and implementation of the School Improvement Plan (e.g., in setting safe school goals as well as religious goals).

4.4.8 To support staff health by providing information on the Employee Assistance Program and support participation in the Employee Wellness Program and Faith Ambassadors Activities.

#### **4.5 School Staff**

~~4.5.1 To provide opportunities for students to increase their knowledge, skills, and attitudes with regards to the Healthy Schools Framework.~~

4.5.2 To integrate the ~~Healthy Schools Framework~~ **Foundations for a Healthy School resource** into daily practices.

~~4.5.3 To participate in the Healthy School Committee and/or related activities.~~

4.5.4 To model healthy behaviours.

4.5.5 To provide opportunities for student leadership ~~on the Healthy Schools Committee~~ **in promoting Healthy Schools** and related activities that help meet the Catholic Graduate Expectations of responsible citizenship and development of self-directed, responsible, lifelong learning.

#### **4.6 School Councils**

4.6.1 To support, **at the discretion of the Principal**, school participation in the **OPHEA Healthy Schools Recognition Program** ~~led by the Ontario Ministry of Education.~~ **and the York Region Healthy Schools Program.**

4.6.2 To provide educational opportunities for families around this policy.

~~4.6.3 To participate in the Healthy Schools Committee and/or related activities.~~

4.6.4 To support and promote the ~~Healthy Schools Framework~~ **Foundations for a Healthy School resource** as an integral part of activities within the school community.

**4.6.5 To intentionally engage families from diverse backgrounds to ensure culturally responsive and inclusive approaches to health and wellness.**

#### **4.7 Students, Parents/**Guardians**, and Community Members**

4.7.1 To take opportunities to acquire and apply knowledge and skills that develop and sustain positive health habits in their home environments and school communities.

~~4.7.2 To participate in the Healthy School Committee and/or related activities.~~

### **5. DEFINITIONS**

#### **5.1 Daily Practices**

Daily practices include but are not limited to curriculum delivery, religious celebrations, co-curricular activities, school and community events.

#### **5.2 Foundations for a Healthy School**

**A Ministry of Education resource that identifies interconnected areas supporting student health and well-being across the school community.**

#### **5.3 Healthy School**

A healthy school provides opportunities for all school community members to make healthy choices in a working and learning environment that is respectful of their



spiritual, social, emotional and physical well-being. A Healthy School is also one that ensures equity of access and participation, where the unique cultural, socio-economic, linguistic, faith, ability, and identity-based needs of students and families are recognized and respected.

#### **5.4 Healthy School Framework**

A framework that outlines school, community programs that can be utilized to implement healthy behaviour changes.

#### **5.5 School Community Members**

Includes, but is not limited to, parents/guardians, administrators, teaching staff, staff, students and members of the local parish community.

### **6. CROSS REFERENCES**

[Accessibility for Ontarians with Disabilities Act, 2005 \(AODA\)](#)

[Ministry of Education, Healthy Schools: Sabrina's Law](#)

[Ontario Ministry of Children and Youth Services Student Nutrition Programs Nutrition Guidelines, 2018](#)

[Government of Ontario](#)

[Ontario Ministry of Education Healthy Food for Healthy Schools Act, 2008](#)

[Ontario Ministry of Education Trans Fat Standards Regulation](#)

[Ontario Ministry of Education's Policy/Program Memorandum No. 150 School Food and Beverage Policy](#)

[Ontario Society of Nutrition Professionals in Public Health, October 2010](#)

[Sabrina's Law, An Act to Protect Anaphylactic Pupils 2005](#)

[Ontario Human Rights Code](#)

#### **YCDSB Policies**

YCDSB Policy 201A Healthy Schools: Eating & Nutrition

YCDSB Policy 201B Healthy Schools: Physical Activity

YCDSB Policy 209 Protection of Students with Anaphylaxis

YCDSB Policy 603A School Fundraising

#### **Resources**

The Ontario Curriculum, Grades 1–8: Health and Physical Education, 2019

The Ontario Curriculum, Grades 9–12: Health and Physical Education, 2015

[Ministry of Education Foundations for a Healthy School: A Companion Resource to the K–12 School Effectiveness Framework](#)

[OPHEA Healthy Schools Recognition Program](#)

[York Region Healthy Schools Program](#)

Approval by Board	<u>June 21, 2022</u> Date
Effective Date	<u>June 22, 2022</u> Date
Revision Dates	<u>June 21, 2022</u> Date
Review Date	<u>June 2026</u> Date

## YORK CATHOLIC DISTRICT SCHOOL BOARD

**REPORT TO:** Policy Review Committee  
**FROM:** Administration  
**DATE:** December 1, 2025  
**RE:** **Policy 201A Healthy Schools - Eating & Nutrition**

---

This report is presented to Trustees to highlight the rationale for the revisions to Policy 201A *Healthy Schools - Eating & Nutrition*.

### **BACKGROUND:**

This policy was updated to ensure alignment with current Ministry direction and resources, as well as to remove outdated practices, responsibilities, references, and operational details.

### **RECOMMENDATION:**

That the updates to Policy 201A *Healthy Schools - Eating & Nutrition* be approved.

### **ATTACHMENTS**

(1) Revised Policy 201A *Healthy Schools - Eating & Nutrition*.

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Policy Owner: Anthony Arcadi, Superintendent of Education: Curriculum & Assessment  
Prepared By: Alexandra Burnell-Gentile, Policy Advisor  
Endorsed By: Jennifer Sarna, Associate Director

# YORK CATHOLIC DISTRICT SCHOOL BOARD



BOARD POLICY	
<i>Policy Section</i> <b>Students</b>	<i>Policy Number</i> <b>201A</b>
<i>Former Policy #</i>	<i>Page</i> <b>1 of 10</b>
<i>Original Approved Date</i> <b>June 21, 2011</b>	<i>Subsequent Approval Dates</i> <b>June 19, 2012 June 20, 2017 June 21, 2022</b>

**POLICY TITLE: HEALTHY SCHOOLS - EATING AND NUTRITION**

## SECTION A

### 1. PURPOSE

The ~~YCDSB~~ **York Catholic District School Board (YCDSB)** recognizes that education is about the whole child and that healthy eating and nutrition practices, programs and curriculum initiatives will help students optimize their learning potential. This policy ensures that the York Catholic District School Board supports the Ministry *Policy/Program Memorandum (PPM) 150: School Food and Beverage Policy* and provides a consistent message about food and nutrition to all staff, students and school volunteers. By creating a healthy school nutrition environment, schools will be supporting a Christ-centred learning philosophy.

### 2. OBJECTIVE

It is the policy of the York Catholic District School Board to promote and sustain healthy school nutrition environments and healthy behaviours by requiring all schools to develop Healthy Food and Nutrition strategies through their ~~Healthy School Committee~~ that align with the Ministry's **Ontario** Health and Physical Education Curriculum, ~~Healthy Schools Framework~~ **the Ministry of Education's Foundations for a Healthy School resource**, as well as all relevant Ministry of Education directives.

### 3. PARAMETERS

- 3.1 All schools in the York Catholic ~~DSB~~ **District School Board** shall comply with the ~~Ontario Ministry of Education's Healthy Food for Healthy Schools Act, 2008 and the School Food and Beverage Policy/Program Memorandum (PPM) 150:~~ **School Food and Beverage Policy (2010)**.
- 3.2 All Principals, in consultation with staff, **and** the Catholic School Council, ~~and the local Healthy Schools Committee~~, shall be responsible for implementing and monitoring this policy and developing local strategies that align with the **Foundations for a Healthy School resource** ~~Healthy Schools Framework~~.
- 3.3 **Food and Beverages Sold**  
Any food or beverages sold (e.g., catered lunch days, **the** cafeteria, sporting events) shall be in compliance with PPM 150. ~~Providing food with Maximum Nutritional Value at school~~

will help to educate students and families about healthy eating. Vendors shall be asked to sign a compliance letter to ensure that PPM 150 standards are met. (Board Forms: Admin 120, 121)

- 3.4 Any food or beverages sold shall take into consideration cultural relevance and inclusive dietary options.
- 3.5 All vendors shall be asked to sign a compliance letter to ensure that PPM 150 standards are met. (Board Forms: Admin 120, 121)
- 3.6 **Artificial Sweeteners**  
The sale of food and beverages that provide minimum nutritional value ~~and~~ artificial sweeteners are not permitted (e.g., soft drinks). Artificial sweeteners in food and beverages that provide Maximum Nutritional Value (e.g., yogurt) are permitted.
- 3.7 **Celebrations**  
Any food or beverages offered for celebrations or as part of school-sanctioned ~~contests~~ **events** shall be in compliance with PPM 150.
- 3.8 Food or beverages are not to be given as a reward or withheld as a punishment.
- 3.9 Drinking water is to be freely available and accessible throughout the school day. Students are encouraged to provide a safe, reusable water bottle for this purpose.
- 3.10 **Milk Program**  
~~Elementary schools are encouraged to implement a daily milk program with plain or chocolate milk (skim, 1% or 2% MF) that meets the nutrition criteria for milk outlined in PPM 150.~~ All school milk programs shall comply with the nutrition standards set out in PPM 150.
- 3.11 **Special-Event Days** (e.g., Pancake Tuesdays, Fun Fair, Meet the Teacher BBQ): Ten Special event days ~~are~~ **shall be** allowed, as per PPM 150. Parent(s)/Guardian(s) are to be informed of the food/beverage items or allergens in advance of these days. Parents may contact the company/vendor for additional information.
- 3.12 All foods sold in Board schools must be reasonably priced.
- 3.12.1 In elementary schools, the Catholic School Council shall be involved in deciding the number of Hot Lunch days as well as the cost of the service provided to families.; ~~keeping in mind that many families may have several children at the school and that there may be peer pressure to participate in hot lunch programs.~~
- 3.12.2 In the secondary schools, the cafeteria menu and prices shall be reviewed annually by the school's **Catholic School Council** ~~Healthy School Committee (which includes membership from the parent and student communities)~~ keeping in mind variety and affordability. The Principal shall work with the Cafeteria operator to address any concerns or suggestions in a proactive manner.
- 3.13 In the secondary panel, there should be at least one vegetarian option on the daily cafeteria menu.
- 3.14 **Anaphylaxis**  
The York Catholic District School Board Policy 209~~6~~ **Protection of Students with Anaphylaxis Supporting Students with Prevalent Medical Conditions (Anaphylaxis, Asthma, Diabetes, and/or Epilepsy) in Schools** is to be enforced. Schools shall ensure that dietary accommodations for medical/health-related conditions are considered and supported.

### 3.15 **Food Safety**

Food preparation **must comply** with proper food safety practices **and align with guidelines established by York Region Public Health**. Principals are encouraged to work with York Region Community and Health Services to access food safety training for anyone handling food (e.g., staff, parent volunteers).

### 3.16 **Hand washing**

~~There shall be adequate time to wash hands before lunch.~~

### 3.17 **Role Modeling**

~~School Staff and volunteers are encouraged to be positive role models when choosing their meals and snacks, especially in the presence of students.~~

### 3.18 **Time to Eat Lunch**

Students shall have at least 20 minutes to eat lunch from the time seated **in elementary schools, and at least 40 minutes in secondary schools**. ~~Secondary school lunch periods should fall between 11:00 am and 2:00 pm, where possible.~~

### 3.19 **Parent/Guardian Education**

~~School staff shall encourage Parents/Guardians to send nutritious lunches and snacks to school/events through positive role modeling and information provided in school newsletters/at events in collaboration with York Region Community and Health Services.~~

### 3.20 **Student Nutrition Programs**

~~School staff/volunteers are encouraged to implement universal Student Nutrition Programs (healthy breakfast/snack programs) to ensure all students are ready to learn. These programs should be developed in consultation with [York Region Food for Learning \(www.foodforlearning.com\)](http://www.foodforlearning.com) and the Ministry of Children and Youth Services [Student Nutrition Program Guidelines \(www.student.nutrition.program.ca\)](http://www.student.nutrition.program.ca).~~

### 3.21 **Nutrition Education for Students**

~~In elementary school, all students shall receive nutrition education via the Healthy Eating Component from the Ontario Health and Physical Education Curriculum (Grades 1-8), Healthy Living Strand. These concepts are reinforced in our Family Life curriculum. In secondary school, nutrition education is incorporated into appropriate areas of the curriculum to help develop lifelong decision making skills for healthy living. As part of integrating our Catholic values, staff and students routinely pause to give thanks for the gift of food and to bless the hands who have helped to provide and prepare our meals. As stewards of God's creation, we are called to use resources respectfully so that all share in the bounty that God has provided and no one goes hungry.~~

### 3.22 **Nutrition Education and Fully Alive**

~~Nutrition education is integrated with the *Fully Alive* Family Life program and other Catholic education resources.~~

### 3.23 **Nutrition Education for Staff**

~~All staff shall be encouraged to participate in regular nutrition training sessions. The York Catholic District School Board shall provide opportunities for professional development and encourage staff to have adequate nutrition knowledge (e.g., articles, workshops, and websites).~~

### 3.24 **Community Partnerships**

Every effort shall be made to promote strategies to involve students, families, parish and the community (e.g., York Region Community **Public Health** and Health Services, York Region Nutrition Services, food vendors) in healthy eating education, and promoting and maintaining a healthy school nutrition environment.

## 4. RESPONSIBILITIES

### 4.1 Director of Education

- 4.1.1 To oversee compliance with the Healthy Schools – Eating and Nutrition policy.

### ~~4.2 Superintendent of Education overseeing Healthy Schools~~

- ~~4.2.1 To oversee the Board's processes for Healthy Schools in alignment with the Ministry's Healthy School Strategy.~~
- ~~4.2.2 To support and act as a resource to the Health and Physical Education Consultant.~~

### 4.3 Superintendents of Education

- 4.3.1 To oversee the Board's processes for Healthy Schools in alignment with the Foundations for a Healthy School resource and PPM 150.
- 4.3.2 To assist the school in promoting and supporting healthy eating and nutrition for students.
- 4.3.3 To share successful practices and develop future directions.

### 4.4 Principals and Vice-Principals

- 4.4.1 To support school participation in promoting healthy eating through both words and actions.
- 4.4.2 To provide leadership and learning opportunities to teachers, students, staff, parents, school councils and community members to implement and sustain healthy eating and nutrition in the school.
- ~~4.4.3 To work with the Healthy School Committee to provide information on healthy eating and nutrition.~~
- 4.4.4 To ensure that parent/guardian voices from diverse communities (including newcomers, Indigenous, equity-seeking and historically underrepresented) are meaningfully engaged in nutrition program planning and evaluation.

### 4.5 School Staff

- 4.5.1 To provide opportunities for students to increase their knowledge, skills, and attitudes with regards to healthy eating and nutrition.
- 4.5.2 To integrate healthy eating and nutrition into daily practices.
- 4.5.3 To model healthy behaviours.

### 4.6 School Councils

- 4.6.1 To support school participation efforts in promoting and supporting healthy eating and nutrition.

### 4.7 Students, Parents, Community Members

- 4.7.1 To take opportunities to acquire and apply knowledge and skills that develop and sustain positive healthy eating and nutrition in their home environments and school communities.
- 4.7.2 To offer feedback on school nutrition programming, menu options, pricing models, and barriers to participation (e.g., cost, culture, language, schedule) to support continuous improvement.

## 5. DEFINITIONS

### 5.1 Healthy Eating

Healthy eating can be defined as the amount and variety of safe and culturally appropriate foods to provide the body with all the nutrients required, in adequate proportions. Nutrition is a major environmental influence in physical and mental growth and development in early life. Healthy eating should be an integral part of daily student life that contributes to the physiological, mental and social well-being of individuals.



## 5.2 Healthy School Nutrition Environment

A school with a Healthy Nutrition Environment is one that promotes and supports healthy eating for students through both words and actions. The goal is to ensure consistency between lessons students learn in the classroom and the nutrition messages provided in the school environment; for example, in the cafeteria and vending machines, on “catered lunch” days, during special events and fundraising.

## 5.3 Nutrition Tools for Schools® (NTS) Nutrition Standards

Nutrition standards that have been adapted from the Ministry of Education’s School Food and Beverage Policy (PPM 150) Nutrition Standards. The PPM 150 Nutrition Standards include nutrition criteria for three categories: Sell Most, Sell Less and Not Permitted for Sale. The Nutrition Standards: Nutrition Tools for Schools include an additional category to identify food and beverages that meet or exceed the PPM 150 Nutrition Standards and provide Maximum Nutritional Value. By using the Maximum Nutritional Value category, schools will be complying with PPM 150.

## 6. CROSS REFERENCES

### Legislation

*Accessibility for Ontarians with Disabilities Act, 2005 (AODA)*

*Education Act, O.Reg.200/08: Trans Fat Standards*

*Ontario Ministry of Children and Youth Services Student Nutrition Programs Nutrition Guidelines, 2005*: <http://www.gov.on.ca/children>

*Ontario Ministry of Education Healthy Food for Healthy Schools Act, 2008*

[http://www.ontla.on.ca/web/bills/bills\\_detail.do?locale=en&BillID=1925](http://www.ontla.on.ca/web/bills/bills_detail.do?locale=en&BillID=1925)

*Ontario Ministry of Education Trans Fat Standards regulation*

[http://www.e-laws.gov.on.ca/Download?dDocName=elaws\\_regs\\_080200\\_e](http://www.e-laws.gov.on.ca/Download?dDocName=elaws_regs_080200_e)

*Ontario Food Premises Regulation 493/17*

*Ontario Human Rights Code*

*Ontario Ministry of Education’s Policy/Program Memorandum No. 150 School Food and Beverage Policy* <http://www.ontario.ca/healthyschools>

*Sabrina’s Law, An Act to Protect Anaphylactic Pupils 2005*

<http://www.edu.gov.on.ca/eng/healthyschools/anaphylaxis.html>

### YCDSB Policies

YCDSB Policy 201 Healthy Schools

YCDSB Policy 201B Healthy Schools: Physical Activity

~~YCDSB Policy 209 Protection of Students with Anaphylaxis~~

YCDSB Policy 206 Supporting Students with Prevalent Medical Conditions  
(Anaphylaxis, Asthma, Diabetes, and/or Epilepsy) in Schools

YCDSB Policy 603A School Fundraising

YCDSB Healthy Schools Resource Package – [www.ycdsb.ca](http://www.ycdsb.ca)

~~Ministry/HPE Curriculum Healthy Schools Framework~~

### Resources

~~Institute for Catholic Education Resource Curriculum Links Between the Ontario Curriculum,  
Grades 1-8 Health and Physical Education and the Fully Alive Program,  
Ontario~~

~~Curriculum for Classroom Management Strategies and Other Catholic Education Resources~~

~~Ontario Society of Nutrition Professionals in Public Health, October 2010~~

*Ministry of Education Foundations for a Healthy School: A Companion Resource to the  
K-12 School Effectiveness Framework*

*York Region Public Health Food Safety in Schools*

## 7. RELATED FORMS

Admin. 120 Elementary Letter of Compliance  
Admin. 121 Secondary Letter of Compliance

Approval by Board	<u>June 21, 2022</u> <i>Date</i>
Effective Date	<u>June 22, 2022</u> <i>Date</i>
Revision Dates	<u>June 21, 2022</u> <i>Date</i>
Review Date	<u>June 2026</u> <i>Date</i>

DRAFT





Dear Lunch Caterer for Elementary Schools:

The York Catholic District School Board is committed to **promoting** healthy schools for our staff and students. As part of this commitment, ~~to healthy eating~~, we ask **that** you to review and ~~understand~~ **follow** the requirements of **outlined in the Ontario Ministry of Education's Policy/Program Memorandum (PPM) 150: School Food and Beverage Policy**. (PPM 150) found on the web at <http://www.ontario.ca/healthyschools>. We are recommending that our schools sell food and beverages that provide Maximum Nutritional Value<sup>†</sup> (e.g. vegetables, fruit, whole grain bread, lean meats) in addition to meeting the Sell Most criteria of PPM 150.

Caterers providing food and beverages to our schools are required to meet the following:

- All food and beverages must be prepared, served, and stored in accordance with the Ontario Regulation 493/17 Food Premises Regulation 493/17 as amended under the Health Protection and Promotion Act
- At least 80% of the **all food items offered for sale must fall under** ~~is from the~~ **Sell Most category, as defined in PPM 150** ~~or Maximum Nutritional Value categories~~ (e.g. fruit, vegetables, whole grain products, yogurt)
- No more than 20% of the **all food items offered for sale may fall under** ~~is from the~~ **Sell Less category, as defined in PPM 150** (e.g. higher fat and sodium products)
- No food is from the Not Permitted for Sale category **as defined by PPM 150, may be offered**
- All beverages are **must comply with the nutrition standards outlined in PPM 150** ~~from the~~ **Sell Most or Maximum Nutritional Value categories** (e.g. 250 ml container size only, 100% juice, low-fat milk)

For further assistance with complying to the policy, you may choose to have your menu reviewed by a Registered Dietitian. To find a dietitian visit the Dietitians of Canada website at: <http://www.dietitians.ca/> and click on *Find a Dietitian*. For specific policy questions, call Eat Right Ontario at 1-877-510-5102. For further nutrition support, please call York Region Community and Health Services at 1-800-361-5653.

~~Principals will require a~~ **A** completed copy of the attached "Elementary School Letter of Compliance" **is required** to ensure that their lunch caterers comply **compliance** with this new policy **PPM 150**. This letter will be stored in the school office ~~and the completion of the form is required~~ **and must be completed** annually.

We look forward to working with you and thank you for your commitment to **supporting** healthy schools. Sincerely,

(Principal Name)

John De Faveri	Elizabeth Crowe
Director of Education	Chair of the Board

<sup>†</sup> Criteria for food and beverages with Maximum Nutritional Value that meet or **exceed** PPM 150 can be found in the Nutrition Tools for Schools<sup>®</sup> Nutrition Standards – [www.york.ca/nutrition](http://www.york.ca/nutrition).



## Elementary School Letter of Compliance

To be completed annually by Lunch Caterers in York Catholic District School Board schools.

Lunch Caterer's Business Name(s) ( <b>Please print</b> ):
Lunch Caterer Contact Name:
Address:
Phone number(s):
Business Number:
Date of Inspection by York Region Public Health (YRPH):
Copy of Food Handler Certificate provided

I, the above named caterer(s) have read and understood the requirements of **set out in** the [Ontario Ministry of Education's Policy/Program Memorandum \(PPM\) 150: School Food and Beverage Policy](#) (**PPM150**).

I will ensure that any food and beverages provided for sale in schools ~~will meet the following requirements of~~ **comply with** PPM 150, **including**:

### Please check:

- ☐ All food and beverages are prepared, served, and stored in accordance with the [Ontario Regulation 493/17 Food Premises Regulation 493/17](#) as amended under the *Health Protection and Promotion Act*
- ☐ At least 80% of the food **provided** is from the **Sell Most category** or ~~Maximum Nutritional Value categories~~ (e.g. fruit, vegetables, whole grain products, yogurt)
- ☐ No more than 20% of food is from the **Sell Less** category (e.g. higher fat and sodium products)
- ☐ No food is from the **Not Permitted for Sale** category
- ☐ All beverages are from the **Sell Most category** or ~~Maximum Nutritional Value categories~~ (e.g. water, 100% juice, low fat milk)

### Please ensure and check off the following:

- ☐ Peanut/Nut-safe
- ☐ Meets the Trans Fat Standard

\_\_\_\_\_ If a Registered Dietitian has assessed your menu, please attach relevant documentation.

Lunch Caterer Signature:	Date:
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This form must be signed annually and kept on file with the Principal prior to providing food and beverages at any YCDSB school.



Dear Lunch Caterer for Secondary Schools:

The York Catholic District School Board is committed to **promoting** healthy schools for our staff and students. As part of this commitment, ~~to healthy eating~~, we ask **that** you ~~to~~ review and ~~understand~~ **follow** the requirements of **outlined in the Ontario Ministry of Education's Policy/Program Memorandum (PPM) 150: School Food and Beverage Policy**. (PPM 150) found on the web at <http://www.ontario.ca/healthyschools>. We are recommending that our schools sell food and beverages that provide Maximum Nutritional Value<sup>+</sup> (e.g. vegetables, fruit, whole grain bread, lean meats) in addition to meeting the Sell Most criteria of PPM 150.

Caterers providing food and beverages to our schools are required to meet the following:

- All food and beverages must be prepared, served, and stored in accordance with the Ontario Regulation 493/17 Food Premises Regulation 493/17 as amended under the *Health Protection and Promotion Act*
- At least 80% of the **all food items offered for sale must fall under** ~~is from~~ the **Sell Most category, as defined in PPM 150** ~~or Maximum Nutritional Value~~ categories (e.g. fruit, vegetables, whole grain products, yogurt)
- No more than 20% of the **all food items offered for sale may fall under** ~~is from~~ the **Sell Less category, as defined in PPM 150** (e.g. higher fat and sodium products)
- No food is from the **Not Permitted for Sale category as defined by PPM 150, may be offered**
- All beverages **are must comply with the nutrition standards outlined in PPM 150** ~~from the Sell Most or Maximum Nutritional Value~~ categories (e.g. 250 ml container size only, 100% juice, low fat milk)

For further assistance with complying to the policy, you may choose to have your menu reviewed by a Registered Dietitian. To find a dietitian visit the Dietitians of Canada website at: <http://www.dietitians.ca/> and click on *Find a Dietitian*. For specific policy questions, call Eat Right Ontario at 1-877-510-5102. For further nutrition support, please call York Region Community and Health Services at 1-800-361-5653.

Principals will ~~require a~~ **A** completed copy of the attached "Secondary School Letter of Compliance" **is required** to ensure ~~that their lunch caterers comply~~ **compliance** with this new policy **PPM 150**. This letter will be stored in the school office and the completion of the form is required **and must be completed** annually.

We look forward to working with you and thank you for your commitment to **supporting** healthy schools. Sincerely,

(Principal Name)

John De Faveri	Elizabeth Crowe
Director of Education	Chair of the Board

<sup>+</sup> Criteria for food and beverages with Maximum Nutritional Value that meet or **exceed** P/PM 150 can be found in the Nutrition Tools for Schools<sup>®</sup> Nutrition Standards [www.york.ca/nutrition](http://www.york.ca/nutrition).



## Secondary School Letter of Compliance

To be completed annually by Lunch Caterers in York Catholic District School Board schools

Lunch Caterer's Business Name(s) ( <b>Please print</b> ):
Lunch Caterer Contact Name;
Address:
Phone number(s):
Business Number:
Date of Inspection by York Region Public Health (YRPH):
Copy of Food Handler Certificate provided

I, the above named caterer(s) have read and understood the requirements of **set out in** the [Ontario Ministry of Education's Policy/Program Memorandum \(PPM\) 150: School Food and Beverage Policy](#) (~~PPM150~~).

I will ensure that any food and beverages provided for sale in schools ~~will meet the following requirements of~~ **comply with** PPM 150, **including**:

### Please check:

- ☐ All food and beverages are prepared, served, and stored in accordance with the [Ontario Regulation 493/17 Food Premises Regulation 493/17](#) ~~as amended under the Health Protection and Promotion Act~~
- ☐ At least 80% of the food **provided** is from the Sell Most **category** ~~or Maximum Nutritional Value categories~~ (e.g. fruit, vegetables, whole grain products, yogurt)
- ☐ No more than 20% of food is from the Sell Less category (e.g. higher fat and sodium products)
- ☐ No food is from the Not Permitted for Sale category
- ☐ All beverages are from the Sell Most **category** ~~or Maximum Nutritional Value categories~~ (e.g. water, 100% juice, low fat milk)

### Please ensure and check off the following:

- ☐ Peanut/nut-safe
- ☐ Meets the Trans Fat Standards

\_\_\_\_\_ If a Registered Dietitian assessed your menu, please attach relevant documentation.

Lunch Caterer Signature:	Date:
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This form must be signed annually and kept on file with the Principal prior to providing food and beverages at any York Catholic District School Board school.

## YORK CATHOLIC DISTRICT SCHOOL BOARD

**REPORT TO:** Policy Review Committee  
**FROM:** Administration  
**DATE:** December 1, 2025  
**RE:** **Policy 201B Healthy Schools - Physical Activity**

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This report is presented to Trustees to highlight the rationale for the revisions to Policy 201B *Healthy Schools - Physical Activity*.

### **BACKGROUND:**

This policy was updated to ensure alignment with current Ministry direction and resources, as well as to remove outdated practices, responsibilities, references, and operational details.

### **RECOMMENDATION:**

That the updates to Policy 201B *Healthy Schools - Physical Activity* be approved.

### **ATTACHMENTS**

(1) Revised Policy 201B *Healthy Schools - Physical Activity*.

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Policy Owner: Anthony Arcadi, Superintendent of Education: Curriculum & Assessment  
Prepared By: Alexandra Burnell-Gentile, Policy Advisor  
Endorsed By: Jennifer Sarna, Associate Director



## YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i> <b>Students</b>	<i>Policy Number</i> <b>201B</b>
<i>Former Policy #</i>	<i>Page</i> <b>1 of 5</b>
<i>Original Approved Date</i> <b>June 21, 2011</b>	<i>Subsequent Approval Dates</i> <b>March 5<sup>th</sup>, 2013 June 20, 2017 November 28, 2017 June 21, 2022</b>

### POLICY TITLE: HEALTHY SCHOOLS - PHYSICAL ACTIVITY

#### SECTION A

##### 1. PURPOSE

The ~~YCDSB~~ York Catholic District School Board (YCDSB) recognizes that education is about the whole child and that physically active students are better prepared to learn. By promoting healthy physical activity through its practices, programs and curriculum, the York Catholic District School Board supports ~~Ministry Policy/Program~~ *Provincial Policy Memorandum (PPM) 138: Daily Physical Activity in Elementary Schools, Grades 1-8* and provides a consistent message regarding physical activity to all staff, students and school volunteers. By creating a healthy physically active environment, schools will be supporting a Christ-centred learning philosophy, *ensuring that all students, regardless of ability, have equitable opportunities to participate and benefit from physical activity.*

##### 2. OBJECTIVE

It is the policy of the York Catholic District School Board to promote and sustain healthy physically active environments which will help students optimize their learning potential. All schools will develop strategies to support these goals ~~through their Healthy School Committee~~ in alignment with the ~~Board's Healthy Schools Framework~~. *Ontario Health and Physical Education Curriculum, the Ministry of Education's Foundations for a Healthy School resource, as well as all relevant Ministry of Education directives.*

##### 3. PARAMETERS

- 3.1 All *elementary* schools in the York Catholic ~~DSB~~ District School Board shall comply with the ~~Ontario Ministry of Education's Daily Physical Activity Policy Act~~. *Policy/Program Memorandum (PPM) 138: Daily Physical Activity in Elementary Schools, Grades 1-8.*
- 3.2 All Principals, in consultation with staff, *and* the Catholic School Council, ~~students and the local Healthy Schools Committee~~, shall be responsible for implementing and monitoring this policy and developing local strategies that align with the *Foundations for a Healthy School resource* ~~Board's Healthy Schools Framework~~.



- 3.3 Daily physical activity shall be incorporated into the instructional day, **with all students provided** in a variety of ways. For instance, integrating physical activity across various curriculum areas in individual blocks of five, ten, or fifteen minutes of moderate to vigorous activity would be an effective way of meeting the total minimum daily requirement of twenty minutes, and also of creating a culture of physical activity in the school. Twenty minutes or more of moderate to vigorous physical activity during a scheduled health and physical education class would also meet the daily physical activity requirement. Since physical activity is only one component of a comprehensive health and physical education program, there will be days when a health and physical education class does not include at least twenty minutes of moderate to vigorous physical activity. On these days and on days when no health and physical education class is scheduled, other opportunities for **to accumulate accumulate** at least twenty minutes of moderate to vigorous physical activity. during the instructional day shall be provided.
- 3.4 In elementary schools, all students will receive physical activity education via the Active Living and Movement Competence Strands ~~from~~ **of** the Ontario Health and Physical Education Curriculum (Grades 1-8), and support will also be available for K-8 through the Healthy Living Strand. [Ontario Health and Physical Education Association \(OPHEA\)](#).
- 3.5 ~~In secondary schools, diverse forms of physical health education courses (e.g. dance, yoga, weight training) will be provided where numbers warrant. A variety of creative options that encourage students to participate, develop confidence and skill building will be considered.~~
- 3.6 ~~In secondary schools, all students will receive physical activity education via the [Active Living Component](#) from the Ontario Health and Physical Education Curriculum (Grades 9-12), Healthy Living Strand. Ontario Health and Physical Education Association (OPHEA) support will also be available for Grades 9-12.~~
- 3.7 ~~Secondary School Administration will work with their School Councils to develop strategies that promote student physical activity.~~
- 3.8 Intramural sports shall be encouraged in schools wherever scheduling is possible.
- 3.9 ~~**Integration of Physical Activity Education for Students:** In elementary and secondary schools, physical activity should be incorporated into appropriate areas of the curriculum (e.g., drama, dance) to help develop a healthier attitude and a focus on lifetime physical activities that youth can see themselves doing after graduation.~~
- 3.10 ~~**Staff Training on Physical Activity:** All staff will be encouraged to participate in regular physical activity training sessions. The YCDSB will provide opportunities for professional development and encourage staff to have adequate physical activity knowledge (e.g., workshops, Health & Physical Education website, Curriculum conference, subject council meetings, athletic association, current curriculum supports and resources).~~
- 3.11 ~~**Physical Activity Education and Religious Education Programs:** Physical Activity should also be integrated with religious education teachings, to affirm our belief that we are called to educate the whole person as a physical, spiritual and intellectual being.~~

- 3.12 Administration will work with school board personnel to plan school grounds which provide opportunities that encourage physical **and accessible** activity.
- ~~3.13 Planning for walkers and bikers within the safe arrival area must be considered to encourage safe walking routes and bike parking.~~
- ~~3.14 **Discipline:** Daily Physical Activity/Physical Education class/intramurals/sport teams will not be withheld as discipline for individuals or a class. Teachers or staff supervising physical activity may utilize a time out or an alternative activity if a student's behavior is creating a safety issue within the context of the supervised activity.~~
- 3.15 **Community Partnerships:** Every effort will be made to promote strategies to involve students, families, parish and the community (e.g., Institute for Catholic Education, York Region **Public Health** ~~Community and Health Services~~, Ontario Health and Physical Education Association) in physical activity education, and promote and maintain a healthy physical activity environment.

## 4. RESPONSIBILITIES

### 4.1 Director of Education

- 4.1.1 To oversee compliance with the Healthy Schools – Physical Activity policy.

### ~~4.2 Superintendent of Education overseeing Healthy Schools~~

- ~~4.2.1 To oversee the Board's processes for Healthy Schools – Physical Activity.~~
- ~~4.2.2 To support and act as a resource to the Health and Physical Education Consultant.~~

### 4.3 Superintendents of Education

- 4.3.1 **To oversee the Board's processes for Healthy Schools - Physical Activity in alignment with the Foundations for a Healthy School resource and PPM 138.**
- 4.3.2 To assist the school in promoting and supporting physical activity for students.
- 4.3.3 To share successful practices and develop future directions.

### 4.4 Principals and Vice-principals

- 4.4.1 To support school participation in promoting physical activity through both words and actions.
- 4.4.2 To provide leadership and learning opportunities to teachers, students, staff, parents, school councils and community members to implement and sustain healthy physical activity in school.
- 4.4.3 **To encourage active travel to school, such as walking or cycling, and to ensure equity considerations are embedded in planning by providing safe routes, accessible pathways for students with mobility needs, and designated bike-parking areas.**
- ~~4.4.4 To work with the Healthy School Committee to provide information on physical activity.~~

### 4.5 School Staff

- 4.5.1 To provide opportunities for students to increase their knowledge, skills, and attitudes with regards to physical activity.
- 4.5.2 To integrate healthy physical activity into daily practices.
- 4.5.3 To model healthy behaviours.



#### 4.6 School Councils

4.6.1 To support school participation efforts in promoting and supporting healthy physical activity.

#### 4.7 Students, Parents, Community Members

4.7.1 To take opportunities to acquire and apply knowledge and skills that develop and sustain positive healthy physical activity in their home environments and school communities.

### 5. DEFINITIONS

#### 5.1 Active Tools for Schools (ATS)

A free resource developed by YR Public Health to support elementary schools in creating a healthy, active environment by using the Comprehensive School Health approach (Five Foundations for a Healthy School). ATS was developed to gather, organize and describe programs and resources that support Healthy Schools. There are nine *Essential Elements for Active Schools*: enhancing DPA; active fundraisers; active celebrations and rewards; positive staff role modeling and reinforcement; physical curriculum in the curriculum; active opportunities beyond the classroom; active school travel, safety, equipment and space; supportive guidelines and policies.

#### 5.2 Daily Physical Activity (PPM) 138

The Ontario Ministry of Education released a policy that stated that every elementary student will take part in a minimum of 20 minutes of moderate to vigorous daily physical activity as part of the government's Healthy Schools Program.

### 6. CROSS REFERENCES

#### Legislation

*Accessibility for Ontarians with Disabilities Act, 2005 (AODA)*

*Policy/Program Memorandum (PPM) 138: Daily Physical Activity in Elementary Schools, Grades 1-8.*

Ministry of Education *Policy/Program Memorandum No. 138*  
*Ontario Human Rights Code*

#### YCDSB Policies

YCDSB Policy 201 Healthy Schools

YCDSB Policy 201A Healthy Schools: Eating & Nutrition

YCDSB Policy 603A School Fundraising

#### Resources

*Canadian 24-Hour Movement Guidelines for Children and Youth (ages 5-17 years)*

The Public Health Agency of Canada, ParticipACTION and the Canadian Society for Exercise Physiology (CSEP) developed new physical activity guidelines

*The Canadian Society for Exercise Physiology (CSEP) released the Canadian Sedentary Behaviour Guidelines for Children and Youth.*

*The Ontario Curriculum, Grades 9 and 10; 11 and 12, Health and Physical Education, 1999*

*Ontario Health and Physical and Health Education Association for Educators K-12.*

*York Region Public Health, Active Tools Physical Activity for Schools*

Approval by Board	<u>June 21, 2022</u> <i>Date</i>
Effective Date	<u>June 22, 2022</u> <i>Date</i>
Revision Dates	<u>June 21, 2022</u> <i>Date</i>
Review Date	<u>June 2026</u> <i>Date</i>

DRAFT

## YORK CATHOLIC DISTRICT SCHOOL BOARD

**REPORT TO:** Policy Review Committee  
**FROM:** Administration  
**DATE:** December 1, 2025  
**RE:** **Policy 701 Access to School & Board Premises and Procedure 701 Elementary Administrative Locked Door Protocol**

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This report is presented to Trustees to highlight the rationale for the revisions to Policy 701 *Access to School & Board Premises* and Procedure 701 *Elementary Administrative Locked Door Protocol*.

### **BACKGROUND:**

The policy and procedure were updated to reflect the Board's current operation of the access control system and to align the procedure with current practices for managing access for authorized individuals.

### **RECOMMENDATION:**

That the updates to Policy 701 *Access to School & Board Premises* be approved.

### **ATTACHMENTS**

- (1) Revised Policy 701 *Access to School & Board Premises*.
  - (2) Revised Procedure 701 *Elementary Administrative Locked Door Protocol*.
- 

Policy Owner: Khaled Elgharbawy, Superintendent of Facilities Services and Plant  
Prepared By: Alexandra Burnell-Gentile, Policy Advisor  
Endorsed By: Jennifer Sarna, Associate Director



## YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i> <b>Facilities</b>	<i>Policy Number</i> <b>701</b>
<i>Former Policy #</i> <b>611</b>	<i>Page</i> <b>1 of 10</b>
<i>Original Approved Date</i> <b>September 25, 2001</b>	<i>Subsequent Approval Dates</i> <b>April 6th, 2010 October 29, 2013 September 26, 2017 January 31, 2023</b>

**POLICY TITLE: ACCESS TO SCHOOL BOARD PREMISES ("the Premises")  
(TRESPASS TO PROPERTY)**

### SECTION A

#### 1. PURPOSE

The York Catholic District School Board encourages and welcomes students, staff, parents, guardians, and other individuals from the community to its premises for purposes sanctioned by the Board. While present, all persons shall respect the Vision of the Board and adhere to those policies and behaviours that support a safe and secure environment. This policy and related Acts and Regulations, including the *Education Act*, the *Trespass to Property Act*, the *Ontario Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act (AODA), 2005* provide direction to those responsible for maintaining safe and secure environments.

#### 2. OBJECTIVE

It is the policy of the York Catholic District School Board to provide a safe and secure, inclusive, and accessible workplace and learning environment by governing access to school and Board premises, and by responding to unauthorized visitors in accordance with relevant legislation and Board policy.

#### 3. PARAMETRES PARAMETERS

- 3.1 This policy shall apply to all persons accessing the premises under the jurisdiction of the York Catholic District School Board which includes but is not limited to: a school building; a facility of the Board; and/or an alternative setting where education or an educational activity is occurring.
- 3.2 The parameters for access to school board premises are set out in the *Ontario Regulation 474/00, Access to School Premises*, under the *Education Act*. Regulation 474/00 provides the Principal and Vice-Principal control over person(s) entering onto school property. The *Trespass to Property Act, R.S.O. 1990* shall assist the Principal and Vice-Principal should they deem it necessary to deny access to school premises to a person(s).

- 3.3 The Principal, Vice-Principal, or designate shall have the authority to exercise the rights of the Board as occupier with respect to an individual determined to be in non-compliance with the provisions of this policy and independent procedures.
- 3.4 As per section 2(1) of the *Ontario Regulation 474/00, Access to School Premises*, the following person(s) are permitted to be on school premises:
- (i) A person enrolled as a student in the school;
  - (ii) A parent or guardian of a student in the school;
  - (iii) A person employed or retained by the board;
  - (iv) A person who is otherwise on premises for a lawful purpose;
  - (v) A person who is invited by school official(s) to attend an event, a class or meeting on school premises providing the person is on the premises for that purpose;
  - (vi) A person who is invited onto school premises for a particular purpose by the Principal, a Vice-Principal or another person authorized by the Board to do so is permitted to be on school premises for that purpose;
  - (vii) A trustee of the board;
  - (viii) A member of the clergy for the Roman Catholic Church who has pastoral charge of the area in which the school is situated.
- 3.5 Schools shall require the wearing of individual visitor/name badges on the premises, with the exception of largely attended school events.
- 3.6 Schools shall require that all parents, guardians, **and** visitors (including former staff and students), ~~and permit holders~~ abide by the parameters outlined within this policy.
- 3.7 Person(s) outlined in parameter 3.4 will have access to school board premises when the premises are being used for a purpose authorized by the Board. At the start of each school year the Principal and/or Site Manager will:
- 3.7.1 Ensure that they have entry and exit plans that are understood by all members of the school community and are reviewed annually;
  - 3.7.2 Elementary and secondary schools as well as other board sites shall establish, review, and communicate which doors are open, locked, and to be used by whom, during specified times;
  - 3.7.3 Ensure that proper signage, **in compliance with the Accessibility for Ontarians with Disabilities Act (AODA)**, is in place and visible, instructing all visitors to sign in at the main office.
- 3.8 Parents/Guardians will have access to their child(ren) during the school day upon communicating their request to the school's administration via the school's main office and only in an area designated by the Principal.
- 3.9 Under section 3 of the Ontario Regulation 474/00 a person is not permitted to remain on school premises:
- 3.9.1 If their presence is detrimental to the safety or well-being of a person on the premises. It is at the discretion of the Principal, Vice-Principal or another person authorized by the board to make such a determination.
  - 3.9.2 If a policy or procedure of the Board requires the person to report their presence on school premises in a specified manner and the person(s) fails to do so.
- 3.10 Parameter 3.9 does not apply to a student enrolled in the school or to a student attending a program for suspended and expelled students that is located on school premises [*Ontario Regulation 474/00, s. 3(3)*].

3.11 In the event of an incident occurring involving a person's access to a school board premise, the Principal and/or Site Managers will:

- 3.11.1 Investigate to determine what occurred during the incident;
- 3.11.2 Consult with their Superintendent of Education;
- 3.11.3 Determine if the incident requires a follow up with the person(s) involved, and communicate with that person(s) accordingly (i.e. meeting, warning letter);
- 3.11.4 Inform York Regional Police if necessary.

3.12 Failure of an individual or individuals to comply with this policy and related procedures, subsequent to receiving a verbal or written warning by a school official and copied to York Regional Police, may result in charges under the *Trespass to Property Act* or the *Access to Schools Regulation*.

## 4. RESPONSIBILITIES

### 4.1 Director of Education

- 4.1.1 To oversee compliance with the Access to School and Board Premises policy and guidelines in cooperation with senior administration.

### 4.2 Senior Administration

- 4.2.1 To support the implementation and compliance with policies and related guidelines and procedures.
- ~~4.2.2 To ensure that appropriate procedures are in place with respect to issuing permits for Community Use of School Facilities.~~
- 4.2.3 To ensure that appropriate and available signage is available for schools.
- 4.2.4 To manage the Video/Intercom access system service maintenance contract.
- 4.2.5 To ensure central control and oversee emergency backup of the ~~proximity~~ access card **control** system.

### 4.3 Principal

- 4.3.1 To ensure the implementation and management of this policy and procedures at the school level.
- 4.3.2 To refuse admittance to the school or classroom a person whose presence in the school or classroom would, in the Principal's judgment, be detrimental to the physical or mental well-being of the students.
- 4.3.3 To review and communicate the guidelines regarding school access to the staff, students, Catholic School Council and parent community annually.
- 4.3.4 To ensure that all entrances to school premises are clearly posted with appropriate signage.
- 4.3.5 To maintain and situate for easy reference an up-to-date Emergency Preparedness Plan.

### 4.4 School Staff

- 4.4.1 To support the school administration in ensuring a safe and secure working and learning environment.
- 4.4.2 To report suspicious or unauthorized persons to the Principal / designate / supervisor as soon as possible.
- 4.4.3 To ensure visibility throughout the school and the school grounds.
- 4.4.4 To assist in determining the reason for a person's presence on school premises by identifying ~~him/herself~~ **themselves** in a professional manner and directing the person to the school office in order to register their presence.

#### **4.5 Parent(s)/Guardian(s)/Visitors**

- 4.5.1 To comply with Board policies, guidelines and procedures as they relate to accessing school and Board premises.
- 4.5.2 ~~Visitors are required to~~ To restrict activities to the location(s) approved by the Principal or designate.

#### **4.6 ~~Permit Holders~~**

- 4.6.1 ~~Permit Holders are required to restrict activities to the location(s) approved by the Principal or designate as indicated on the permit.~~

### **5. DEFINITIONS**

#### **5.1 School and Board Premises**

Includes, but is not limited to, a school building, a facility of the Board, and/or an alternative setting where education or an educational activity is occurring.

#### **5.2 Access to Schools/School Property**

This means 24 hours per day, seven days a week.

### **6. CROSS REFERENCES**

#### **Legislation**

[Accessibility for Ontarians with Disabilities Act, 2005 \(AODA\)](#)

[Education Act Section 305](#)

[Ontario Human Rights Code](#)

[Ontario Regulation 474/00 - Access to School Premises](#)

[Provincial Offences Act](#)

[Trespass to Property Act](#)

#### **YCDSB Policies**

YCDSB Policy 202 Safe Schools - (Student Discipline) ~~& Guidelines~~

~~YCDSB Policy 117 Code of Conduct~~

YCDSB Policy 303 School Organized and Continuing Education Excursions

~~YCDSB Policy 616 Community Use of Schools~~

**YCDSB Policy 617 Code of Conduct**

YCDSB Policy 708 Outdoor Activity Equipment

#### **YCDSB Procedures**

**YCDSB Procedure 202 Safe Schools – Student Discipline**

**YCDSB Procedure 303 School Organized and Continuing Education Excursions**

**YCDSB Procedure 616 Community Use of Schools**

YCDSB Procedure **701** Elementary Administrative Locked Door Protocol

**YCDSB Procedure 708 Outdoor Activity Equipment**

**YCDSB Independent Procedure: Guidelines for Schools re: Elections** ~~Guidelines for schools, Principals and Catholic School Councils during Municipal, Provincial and Federal Elections~~  
**York Region Police & School Boards Protocol**

<b>Approval by Board</b>	<b>January 31, 2023</b> <i>Date</i>
<b>Effective Date</b>	<b>February 1, 2023</b> <i>Date</i>
<b>Revision Date(s)</b>	<b>January 31, 2023</b> <i>Date</i>
<b>Review Date</b>	<b>January 2027</b> <i>Date</i>

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## POLICY TITLE: ACCESS TO SCHOOL BOARD PREMISES (“the Premises”)

### SECTION B: GUIDELINES

The following guidelines are in line with the [\*The Trespass to Property Act, R.S.O.\*](#) and [\*Ontario Regulation 474 /00 - Access to School Premises\*](#)

1. Persons authorized to be on Board premises must sign in/out, as specified in this policy and related procedures; provide photo identification, if requested; and wear a visitor/name badge, where/when required.
2. Persons authorized to be on Board premises are not entitled to have access to all areas of the school or facility and shall only have access to areas as permitted by the Principal or designate.
3. The Board has the right to lock the premises for safety reasons and when Board premises are not being used for a Board authorized purpose.
4. Visitors, including former staff and students, are not permitted to remain on Board premises if the person fails to report ~~his or her~~ **their** presence in the specified manner outlined within this policy and related procedures.
5. An authorized person (see parameter 3.4) is not permitted to remain on Board premises if ~~his or her~~ **their** presence is detrimental to the safety or well-being of a person on the premises, in the judgment of the Principal, Vice-Principal, designate, or another person authorized by the Board to make such a determination.
6. Each school shall maintain a list of individuals who may have restricted access to the School and/or other Board premises as a result of a court order or who have been denied access through an ~~exclusion~~ **Trespass** Letter. This list is to be maintained in the School office and communicated, in confidence, with appropriate staff.
7. All York Catholic District School Board buildings shall use and clearly display appropriate indoor signage (see Appendix A and Appendix B). The signage shall be posted at all entrances, on the right-hand exterior doors, on the left-hand side, where possible.
8. All York Catholic District School buildings shall have one large outdoor sign, located at the main entrance to school property (see Appendix C and Appendix D).
9. An ~~Exclusion~~ **Trespass** Letter must be used in all cases **where an individual is excluded from the property, of exclusion**, delivered to intended recipients through registered mail, and a copy sent to the appropriate School Superintendent and to the York Regional Police.



York Catholic District School Board

# NOTICE

FOR THE SAFETY OF OUR SCHOOL COMMUNITY

- ALL VISITORS ARE WELCOME AND MUST REPORT TO THE MAIN OFFICE
- THIS IS PRIVATE PROPERTY
- TRESPASSERS WILL BE PROSECUTED
- VIDEO SURVEILLANCE IS IN USE
- SAFE SCHOOLS POLICY IS STRICTLY ENFORCED
- ALL PETS ARE PROHIBITED FROM SCHOOL PROPERTY  
(SERVICE ANIMALS EXEMPT)
- SMOKING AND VAPING ARE IS PROHIBITED ON SCHOOL PROPERTY



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York Catholic District School Board

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FOR THE SAFETY OF OUR SCHOOL COMMUNITY

- ALL VISITORS ARE WELCOME AND MUST REPORT TO THE MAIN OFFICE
- VISITORS MUST USE THE INTERCOM BUZZER SYSTEM FOR ACCESS TO THE SCHOOL DURING SCHOOL HOURS
- THIS IS PRIVATE PROPERTY
- TRESPASSERS WILL BE PROSECUTED
- VIDEO SURVEILLANCE IS IN USE
- SAFE SCHOOLS POLICY IS STRICTLY ENFORCED
- ALL PETS ARE PROHIBITED FROM SCHOOL PROPERTY  
(SERVICE ANIMALS EXEMPT)
- UNAUTHORIZED VEHICLES WILL BE TAGGED AND/OR TOWED AT OWNER'S EXPENSE
- SMOKING AND VAPING ARE PROHIBITED ON SCHOOL PROPERTY



York Catholic District School Board

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## YORK CATHOLIC DISTRICT SCHOOL BOARD

### PROCEDURES:

### ELEMENTARY ADMINISTRATIVE LOCKED DOOR PROTOCOL

Addendum to Policy 701: Access to School and Board Premises

Effective: ~~January 31, 2023~~ XX

## VIDEO / INTERCOM ACCESS SYSTEM - LOCKED DOORS PROTOCOLS

Responsibility: ~~Superintendent of Education: Safe and Caring~~  
Schools Superintendent of Facilities

### PURPOSE:

This protocol is designed in conjunction with the YCDSB ~~Policy 701 Access to School Premises~~ **Policy 704**. This protocol outlines the administration, operation, and maintenance of the Video / Intercom access, **access control systems** and the locked perimeter door systems within all elementary school facilities of the York Catholic District School Board. **It supports a safe, inclusive, and welcoming environment consistent with Board policies and applicable legislation, including the Education Act, the Trespass to Property Act, the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA), 2005.**

### SYSTEM OVERVIEW:

1. In the interest of safety and to support a welcoming learning environment for our students and staff, the York Catholic District School Board will implement this ~~Safe Welcome~~ Protocol.
2. Each elementary school main entrance ~~will be~~ **is** equipped with a Video/Intercom access system. This system will allow school staff to identify and provide access to visitors. In addition, ~~schools with portables~~ **each elementary school** ~~will be~~ **is** equipped with **an access control system**. ~~an electronic entry system to facilitate easy access to the main building for students and staff. These measures and the training that will be required will support our current safety practices for our students, staff and school community.~~
3. ~~Each~~ **All permanent employees assigned to a building** ~~staff member~~ will be administered a key fob which will be used to access the **facility**. ~~school entrance from the staff parking area. Principals will receive five fobs to manage access for long term occasional staff. Schools with portables will receive one fob per portable allowing students to access the main school building.~~
4. ~~The main entrance doors of each elementary school are to be opened 30 minutes before the morning entry bell and locked 15 minutes after the morning entry bell. All perimeter doors are to be locked and secured during school hours.~~
5. ~~After the doors are locked,~~ All visitors to the school will only be able to gain entry via the Video / Intercom access system. Where local school needs require an alternative, any adjustment to this protocol shall be determined by the school principal, subject to the approval of the school superintendent. (This also applies to before and after School Programs.)
6. The Video/Intercom access system software will be installed in the school's main office and be administered and operated by the school secretaries, office support workers, and the school Principals and Vice-Principals.
7. In the event of an inclement weather day, staff will be assigned to divisional entrances to facilitate access to the school building.



## IMPLEMENTATION PROCESS:

The following process of communication should be followed:

1. The Board will issue a letter annually through the elementary schools to inform each school community of the process.
2. Principals will communicate the protocol with all staff and childcare operators, where applicable.
3. Each elementary school will be required to identify their own site-specific needs and develop a plan to address as well as support student and staff safety while providing a positive “welcoming” climate.

## CUSTOMER SERVICE:

1. Each school will post the signage as provided by the Board or as deemed necessary by the school Principal, with the approval of the school superintendent.
2. All schools will post signage to welcome visitors and assist in directing them to the office for assistance. The following protocol is required for visitors on school premises:
  - a) Visitors will be required to wait in the office to meet with their child or a teacher;
  - b) Upon entering the school, all visitors must sign in at the main office;
  - c) When a visitor needs to meet with a teacher in a location other than the main office, the visitor shall be issued a visitor badge;
  - d) Should any staff member notice a visitor without a badge or identification in the building, the staff member shall greet the visitor, identify themselves as a staff member, and direct the visitor back to the office. The staff member shall then notify the office.
3. Visitors shall be greeted promptly and in a courteous manner.

## RESPONSIBILITIES:

1. Plant Services is responsible for:
  - a) Installation of the Two-Way Video / Intercom access and communication system at the school main entrance, consisting of exterior Door Station, interior office Master Station, electronic door release and system software.
  - b) Training and support of the Video / Intercom access system that will use the Video / Intercom access system.
  - c) Installation of ~~proximity~~ access ~~card~~ **control** systems in schools ~~with portables~~.
2. Facilities and Maintenance Services is responsible for:
  - a) Managing the Video / Intercom access system service maintenance contract.
  - b) Facility and Maintenance Services will have central control and emergency backup of **all** the ~~proximity~~ access ~~card~~ **control** systems (~~portable access system~~) for all sites.
3. School Administrators are responsible for:
  - a) Determining the specific needs of the school as they relate to the school access systems, in consultation with the school superintendent.

- b) In schools with portables, coordinating a plan and protocol with the appropriate staff for the use and control of **portable assigned fobs** access cards in the school.
  - ~~e) Coordinating the access system and delegating responsibilities for the system to appropriate office staff, including programming cards and system operation schedules.~~
  - d) Ensuring that school-specific adjustments to these guidelines are embedded in the School Safety Plan and are reviewed on an annual basis.
  - e) ~~Furnish Occasional Teachers/Support Staff/E.C.E.'s/Secretaries, /Custodians~~ **Providing long term occasional staff** with an access card **a fob** where needed, to be signed out and returned to the main office at the end of **the assignment** ~~each day.~~
  - f) Maintain ongoing communication on locked door procedures with Vice-Principals and teachers-in-charge.
  - g) Maintain regular communication with the school community.
4. Office staff are responsible for:
- a) Welcoming visitors, providing access to the building using the Video/Intercom Access system, and ensuring sign-in at the main office.
5. Custodians are responsible for:
- a) Following all required procedures related to the locking of doors.
  - ~~b) Unlocking the main entrance doors in the morning and locking them 15 minutes after the morning bell.~~
  - ~~c) Unlock the main entrance doors in the afternoon at the dismissal bell, and lock them again when the school is to be closed for the day, or on direction from the principal.~~
6. All Staff are responsible for:
- a) Reinforcing with students the procedures for safe entry to the school, especially in schools with portables.
  - b) Immediately reporting to the office any non-staff member in the school not wearing a visitor's badge **in a non-authorized area.**
  - c) Following all board and school related protocols and being vigilant in the monitoring and reporting of safety concerns to school administrators.
7. **Long Term Occasional Staff** ~~Teachers/Support Staff/E.C.E.'s~~ are responsible for:
- a) Familiarizing themselves with the school safety procedures. ~~by reading the guidelines for Occasional Teachers provided by the school and taking part in board in-services.~~
  - b) Ensuring that all ~~swipe cards~~ **fobs** in elementary schools ~~with portables~~ are returned to the office at the end of the **assignment** ~~day~~ (or following any alternate school protocol).
  - c) Ensuring all keys issued at the start of the day are returned to the main office at the end of the day.

8. Parent(s)/Guardian(s)/Visitors are responsible for:
- a) Supporting the ~~Board and School Safe & Welcoming~~ **Elementary Administrative Locked Door** Protocol and to cooperate with school staff and administration in keeping all schools safe.
  - b) Adhering to the Board Code of Conduct and **Ontario Human Rights Code** ~~HREA (Human Rights Education Associates) policies~~ by treating board staff with respect and courtesy.
9. Students are responsible for:
- a) Following the rules regarding locked doors and to never allow anyone entry into the building.

### **SPECIFIC REQUIREMENTS:**

1. Main Entrance Doors:
  - a) ~~Are to be opened 30 minutes before the morning entry bell and locked 15 minutes after the morning entry bell;~~
  - b) Will remain locked during school hours.
2. It is recognized that some activities will occur both within and outside the hours of an instructional day. During these times, it is up to the Principal to determine when doors are to be locked or unlocked. These events may include, but are not limited to:
  - a) After school Book Fairs that are open to the public;
  - b) Concerts and school events;
  - c) Daytime Parent-Teacher interviews;
  - d) School Masses.
3. Schools with portables:
  - a) Portables are considered part of the school building.
  - b) Portable doors must be locked and secured at all times.
  - c) ~~An proximity access card system~~ **control door** will be installed at each school to allow for access to the school building, i.e., emergency situations, washrooms, gym, library, etc. during the regular school day.
  - d) ~~All staff who require access to the portables will be issued an access card on a sign-out basis. Each staff member is responsible for his or her their card.~~
  - e) ~~Three access cards~~ **One fob** (each to be kept on a visible lanyard) will be programmed for each portable to allow students access to the main building. The school administration will be responsible for the distribution, monitoring and management of ~~access cards~~ **fobs** for each school.
  - f) The Principal, in consultation with staff, will determine procedures for access by students into the school. ~~At least one access card must remain in the portable with the teacher at all times.~~

4. Recess, Lunch and Breaks:

- a) For students in Grades 1-8, one exterior door to the school yard will be designated for school access during recess and lunch breaks. Each school (Principal in consultation with Staff) will develop a procedure for access to and monitoring of this door.
- b) For Kindergarten students, the Principal in consultation with Staff, will develop a procedure for access to and monitoring of the Kindergarten yard.
- c) A best practice is to have students visit washrooms prior to outdoor routine.

5. Schools with Child Care and Before & After School Programs:

- a) Interior doors connecting Child Care Centres to the school building must be kept locked at all times.
- b) Where interior doors connect the Child Care Centre to the main school building, the Child Care operators **must** have a key to these connecting doors.
- c) Access for Before & After School Programs to the school will be through the main entrance or through an alternate door as determined by the Principal in consultation with the Child Care Operator.

6. Procedures for Lockdown / Fire Alarm / Emergency Evacuations:

In the event of a Lockdown, one member of the office staff is to release the locked main doors using the electronic switch found in the office safe refuge room, in order to allow police, fire and/ or medical personnel access to the building. At the end of the lockdown, the switch is to be reset to lock the main doors.

## YORK CATHOLIC DISTRICT SCHOOL BOARD

**REPORT TO:** Policy Review Committee  
**FROM:** Administration  
**DATE:** December 1, 2025  
**RE:** **Policy 801 Use of Board and School Fund for Recognition or Acknowledgement**

---

This report is presented to Trustees to highlight the rationale for the revisions to Policy 801 *Use of Board and School Fund for Recognition or Acknowledgement*.

### **BACKGROUND:**

This policy was updated to clearly outline what Board-Controlled Funds may and may not be used for, specifically for recognition or acknowledgement purposes, and to ensure full alignment with the Ontario Broader Public Sector (BPS) Expense Directive.

### **RECOMMENDATION:**

That the updates to Policy 801 *Use of Board and School Fund for Recognition or Acknowledgement* be approved.

### **ATTACHMENTS**

(1) Revised Policy 801 *Use of Board and School Fund for Recognition or Acknowledgement*.

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Policy Owner: Calum McNeil, Chief Financial Officer and Treasurer of the Board  
Prepared By: Alexandra Burnell-Gentile, Policy Advisor  
Endorsed By: Jennifer Sarna, Associate Director



## YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i> <b>Finance</b>	<i>Policy Number</i> <b>801</b>
<i>Former Policy #</i>	<i>Page</i> <b>1 of 6</b>
<i>Original Approved Date</i>	<i>Subsequent Approval Dates</i>
<b>July 2<sup>nd</sup>, 2008</b>	<b>March 31, 2009 March 1, 2011 February 7<sup>th</sup>, 2012 November 27, 2018</b>

**POLICY TITLE: USE OF BOARD-CONTROLLED AND SCHOOL FUNDS FOR RECOGNITION OR ACKNOWLEDGEMENT PURPOSES**

### SECTION A

#### 1. PURPOSE

The purpose of this policy, as a publicly funded institution, is to recognize its responsibility for the acceptable, effective, and prudent, transparent, and effective use allocation and spending of all Board-Controlled school Funds. This policy is intended to define the parameters and guidelines permitted and prohibited uses of to be followed when such funds are used for recognition or acknowledgement purposes, in accordance with the principles of accountability and stewardship outlined in the *Broader Public Sector Accountability Act, 2010* and the *BPS Expenses Directive*. This policy is not intended for the use of Catholic School Council Funds.

#### 2. POLICY STATEMENT OBJECTIVE

It is the policy of the York Catholic District School Board to support the limited and occasional use of Board-Controlled school Funds for recognition or acknowledgement purposes, subject to approved parameters, and guidelines when there is a clear educational or business-related purpose.

#### 3. PARAMETERS

##### **BOARD-CONTROLLED FUNDS**

3.1 The use of Board-Controlled or school Funds may be used for recognition or acknowledgement purposes when all conditions below are met must be:

- 3.1.1 Expense aligns with YCDSB policies and procedures and BPS requirements;
- 3.1.2 Purpose is educational or business-related;
- 3.1.3 Expenditure reflects moderation and necessity;
- 3.1.4 Recipient is not a YCDSB employee.

- ~~3.1.5 In accordance with all approved York Catholic District School Board policies, and procedures and~~
- ~~3.1.6 Limited to employees of the York Catholic District School Board and depending on the circumstances, their immediate families, approved volunteers, or guests of the Board or school.~~
- ~~3.2 The value of any single individual recognition or acknowledgement shall not exceed one hundred dollars (\$100).~~
- 3.3 Honoraria may be paid to individuals when it is not practical for them to invoice the Board (e.g. Elder, Priest, community speaker.) Honoraria payments are limited to a maximum of \$100 per person per year. Honoraria payments cannot be issued to employees.
- 3.4 Gifts of appreciation, up to a maximum value of \$100, may be offered in recognition of services and expertise from non YCDSB employees, such as volunteers or guest speakers. Gifts valued over \$100 must have prior approval from the Director.
- 3.5 Board-Controlled Funds must not be used for:
- 3.5.1 Any recognition of employees, including retirements (other than the YCDSB Annual Retirement Celebration), life events or personal celebrations;
  - 3.5.2 Gifts to employees' family members;
  - 3.5.3 Social functions or staff morale events;
  - 3.5.4 Any personal or non-business purposes.
- 3.6 Documentation supporting all recognition expenditures shall include the purpose of the recognition, date, recipient(s), and the business rationale.
- 3.7 Any exceptions to this policy must be approved **in advance** by the Director **in accordance with Policy 101 Meta Policy: Policy Management and Governance.** ~~or Associate Director. When questions or concerns arise relating to the approval or provision of a recognition or acknowledgement, staff shall consult with their immediate supervisor.~~
- ~~3.8 Notwithstanding that Board and School funds may be used on an occasional basis for acknowledgement or recognition purposes, it is understood that schools and departments may collect and use Social Funds for such purposes, herein referred to as Non-Board Funds.~~

### **NON-BOARD FUNDS**

- 3.9 Schools and departments may collect and use Non-Board Funds (Social Funds) for personal recognition.

## **4. RESPONSIBILITIES**

- 4.1 **Director**
- 4.1.1. To oversee compliance with the Use of Board-~~Controlled~~ and School Funds for Recognition or Acknowledgment Purposes policy.
  - 4.1.2. To approve exceptions as outlined in Parameter 3.7.

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

- ~~4.2.1 To oversee and ensure that applicable staff members and authorized personnel adhere to the Authority Approval Schedule (AAS) with respect to this policy.~~
- ~~4.2.2 To ensure compliance by monitoring and authorizing expenditures as per the parameters and guidelines outlined in the AAS.~~
- 4.2.3 To ensure that appropriate documentation and rationale is included to support payment or reimbursement requests.
- 4.2.4 To ensure periodic review of the policy to ensure continued alignment with BPS directives.

## 4.3 Principals, Manager and Supervisors

- 4.3.1 To ensure documentation and submission of expenditures are in compliance with this policy.
- 4.3.2 To maintain transparency and consistency in recognition practices within their schools or departments.
- 4.3.3 To ensure staff are aware of the difference between Board-Controlled Funds and Non-Board (Social Funds).

## 5. DEFINITIONS

### 5.1 Board-Controlled /School Funds

All funds including those received from the Ministry, donations, grants, and funds deposited in Board or school bank accounts, which include General School Budgets and School Generated Funds.

### 5.2 Honorarium

A small monetary payment for service where invoicing is impractical. Not allowable for employees.

### 5.3 Non-Board Funds (Social Funds)

Voluntary funds collected by staff or departments for social purposes. These funds are not considered to be Board or school monies and therefore are not subject to the parameters and guidelines of this policy.

## 6. CROSS REFERENCES

### Legislation

Broader Public Sector Accountability Act, 2010

### YCDSB Policies

YCDSB Policy 423 Conflict of Interest for Employees

YCDSB Policy 802 Purchasing, Lease and Rental of Goods and Services

YCDSB Policy 803 School Generated Funds

YCDSB Policy 808 Travel, Meals and Expense Reimbursement

### YCDSB Procedures

YCDSB Procedures Approval Authority Schedule

YCDSB Procedures Purchasing Reference Guide

YCDSB Procedures Purchasing Card Policies and Procedures

YCDSB Procedures School Generated Funds: Elementary and Secondary

YCDSB Procedures Travel, Meals & Expense Reimbursement



## 7. RELATED FORMS

YCDSB Admin. 1	Cheque <b>Payment</b> Requisition
YCDSB Admin. 3	Expense Reimbursement (Non-Mileage)
YCDSB Admin. 17	P- Card <b>Monthly</b> Transaction Log
YCDSB Admin. 19B	Exception Approval Form

School specific forms used by schools for reimbursement of funds through the school bank account.

<b>Approval by Board</b>	<b>November 27, 2018</b> <i>Date</i>
<b>Effective Date</b>	<b>November 28, 2018</b> <i>Date</i>
<b>Revision Dates</b>	<b>November 27, 2018</b> <i>Date</i>
<b>Review Date</b>	<b>November 2023</b> <i>Date</i>

## **~~POLICY TITLE: — USE OF BOARD AND SCHOOL FUNDS FOR RECOGNITION OR ACKNOWLEDGEMENT PURPOSES~~**

### **~~SECTION B: GUIDELINES~~**

~~1. It is expected that the following will be considered prior to using Board and school funds for recognition or acknowledgement purposes:~~

~~1.1 Is the recognition or acknowledgement necessary /appropriate?~~

~~1.2 Is there another fund source, such as a Non Board Funds (Social Funds)?~~

~~2. Acceptable use of Board and School funds for recognition or acknowledgement expenditures:~~

#### **~~2.1 Bereavement~~**

~~As an expression of sympathy, the Board acknowledges bereavements with a Mass card; however there may be times when it is appropriate to express sympathy with a floral arrangement.~~

#### **~~2.2 Honoraria~~**

~~Clergy, presenters or guests may be presented with an honorarium of a monetary sum, a gift certificate, or other tangible personal item. Presentations of monetary value must be according to the authorities and approval levels as set out in the Purchasing Reference Guide.~~

#### **~~2.3 Special Circumstances~~**

~~2.3.1 Recognition for an honour or accomplishment to a staff member or student(s);~~

~~2.3.2 The provision of food, subject to the authorities and approval levels set out in the Purchasing Reference Guide, and the Travel, Meals and Expense Reimbursement Policy; or~~

~~2.3.3 An exceptional situation, subject to prior approval.~~

~~3. Unacceptable use of Board / school funds for recognition or acknowledgement expenditures includes but is not limited to:~~

~~3.1 Additional gift(s) for retiring employees beyond what is presented at the Annual Retirement Celebration;~~

~~3.2 Gifts for staff who are transferring or taking leaves of absence;~~

~~3.3 Expressions of 'Get Well', such as balloon or floral arrangements;~~

~~3.4 Gifts or acknowledgements of a personal nature, including but not limited to Christmas, Valentine's Day, birthdays or Professional Assistants Day;~~

~~3.5 The bulk purchase of gift cards; or~~

~~3.6 The purchase of alcohol.~~

~~4. Reimbursement Procedures When Using Board and School Funds for Recognition or Acknowledgement Purposes:~~

~~4.1 Requests for reimbursement must be accompanied by original detailed receipts and submitted on an Admin 3 Form – Expense Reimbursement (Non Mileage).~~

~~4.2 Purchases made using the Purchasing card shall be detailed on an Admin. 17~~

- ~~Form P Card Transaction Log. Original detailed receipt(s) are required.~~
- ~~4.3 Requests for reimbursement for the purchase of Gift Cards must be accompanied by a list of the names of the intended recipients.~~
- ~~4.4 Requests for reimbursement through school funds must be submitted on the prescribed forms and follow the administrative controls as outlined in the Procedures for School Generated Funds.~~
- ~~4.5 All reimbursements are subject to audit.~~

**~~5. Reporting~~**

~~An exclusive general/sub ledger account will be established to record expenditures governed under this policy.~~

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## YORK CATHOLIC DISTRICT SCHOOL BOARD

**REPORT TO:** Policy Review Committee  
**FROM:** Administration  
**DATE:** December 1, 2025  
**RE:** (New) Policy 813 Use Of Proceeds Of Disposition (POD)

---

This report is presented to Trustees to highlight the rationale for the revisions to Policy 813 *Use Of Proceeds Of Disposition (POD)*.

### **BACKGROUND:**

This policy was created following the comprehensive financial and expenditure review conducted by KPMG LLP, which recommended establishing a formal policy for managing Proceeds of Disposition (POD). It sets out clear rules and procedures for the accounting, restriction, allocation and use of POD funds, ensuring compliance with applicable legislation.

### **RECOMMENDATION:**

That Policy 813 *Use Of Proceeds Of Disposition (POD)* be approved.

### **ATTACHMENTS**

(1) (New) Policy 813 *Use Of Proceeds Of Disposition (POD)*.

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Policy Owner: Calum McNeil, Chief Financial Officer and Treasurer of the Board  
Prepared By: Alexandra Burnell-Gentile, Policy Advisor  
Endorsed By: Jennifer Sarna, Associate Director



## YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i> <b>Finance</b>	<i>Policy Number</i> <b>813</b>
<i>Former Policy #</i>	<i>Page</i> <b>1 of 2</b>
<i>Original Approved Date</i> <b>XX</b>	<i>Subsequent Approval Dates</i>

**POLICY TITLE: USE OF PROCEEDS OF DISPOSITION (POD)**

### SECTION A

#### 1. PURPOSE

The York Catholic District School Board is accountable for the stewardship of the Board's assets including the utilization of its cash resources within statutory limitations. This policy is made under the authority of the *Education Act*, and in accordance with *Ontario Regulation 374/23 (Acquisition and Disposition of Real Property)*, *Ontario Regulation 193/10 (Restricted Purpose Revenues)*, and related Ministry memoranda and capital policy guidance. The purpose of this policy is to outline the objectives and parameters for the use of Proceeds of Disposition funds.

#### 2. OBJECTIVE

To establish clear rules and procedures for the accounting, restriction, allocation and use of net proceeds derived from the sale, lease, or other disposition of Board real property ("Proceeds of Disposition" or "POD") in a manner that complies with applicable legislation, regulations and Ministry policies and that ensures transparency and appropriate stewardship of public assets. To ensure that POD is targeted toward renewal priorities of the Board.

#### 3. PARAMETERS

- 3.1 POD funds are restricted revenues and shall be used for capital purposes only — specifically for repair, renewal, replacement of building components — in accordance with *O. Reg. 193/10* and Ministry capital policy.
- 3.2 POD generated from the sale or other disposition of a property that was used for administrative purposes, as of December 31, 1997, may be used for administrative site expenditures (purchase of real property, and additions, alterations, and repairs). Ministerial approval is required.
- 3.3 POD balances shall be reviewed during the budget and capital planning cycles. If capital programming funding is insufficient to address identified eligible projects, POD funds may be used to first address high-priority capital projects.

- 3.4 Expenditures shall align with the School Condition Improvement program with a minimum 80% of POD to target key building components and systems, with the remaining up to 20% addressing other locally identified renewal needs.
- 3.5 Use of POD for purposes outside the approved capital plan requires prior approval from the Minister of Education. A comprehensive business case shall demonstrate that the proposed use is exceptional, fully justified, and that all alternative funding sources and mitigation options have been explored and exhausted. It shall clearly state the amount requested, the remaining POD balance, and confirm alignment with Board strategic priorities and long-term capital and financial plans. The business case shall be reviewed and approved by the Board before submission to the Ministry.
- 3.6 Net POD shall be recorded in a dedicated reserve or deferred revenue account titled "Proceeds of Disposition" and shall be used only for permitted capital expenditures and reported in the Board's audited financial statements.

## **4. RESPONSIBILITIES**

### **4.1 Board of Trustees**

- 4.1.1 To provide oversight with respect to the Use of Proceeds of Disposition (POD) policy.

### **4.2 Director of Education**

- 4.2.1 To ensure the Use of Proceeds of Disposition (POD) policy is administered as approved by the Board.

### **4.3 Chief Financial Officer and Treasurer of the Board**

- 4.3.1 To oversee compliance with the Use of Proceeds of Disposition (POD) policy.

## **5. DEFINITIONS**

### **5.1 Administrative Proceeds of Disposition**

Administrative POD are generated through the sale of administrative buildings.

### **5.2 Net Proceeds of Disposition**

Remaining POD after deducting eligible sale costs and required reimbursements to Education Development Charges (EDC) and/or repatriation of Ministry funds provided for the original purchase.

### **5.3 Proceeds of Disposition (POD)**

POD are generated when the Boards sells school facilities or properties that have been declared surplus.

## **5. CROSS REFERENCES**

[Education Act](#)

[Ontario Regulation 193/10: Restricted Purpose Revenues](#)

[Ontario Regulation 374/23: Acquisition and Disposition of Real Property](#)

Ministry of Education Memorandum 2015: B13

Approval by Board	_____ XX Date
Effective Date	_____ XX Date
Revision Dates	_____ XX Date
Review Date	_____ XX Date

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## YORK CATHOLIC DISTRICT SCHOOL BOARD

**REPORT TO:** Policy Review Committee  
**FROM:** Administration  
**DATE:** December 1, 2025  
**RE:** Policy 106 Delegations to the Board - Historical Perspective

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This report is presented to Trustees to provide information on the recent history of the approval process embedded within Policy 106.

### BACKGROUND:

Date	Revision	Delegation Approval	Approval Time
March 25, 2025	Enhancement to fairness and effectiveness	Chair of the Board and Director	Noon on last business day before Board meeting
March 6, 2024	Integrate trustee input and create a procedure	Chair of the Board and Director	Noon on last business day before Board meeting
March 29, 2022	Clarification on delegation presentation information submission	Executive Committee (Chair had discretion to add a delegation to the agenda for a time sensitive situation) (Chair reserves discretion to defer a request to present)	Seven days prior to the date of the meeting  (material to support presentation to be submitted by end of day 11:59 pm on the Saturday before the meeting)
June 15, 2021	Clarification on the approval of requests for delegations	Executive Committee (Chair had discretion to add a delegation to the agenda for a time sensitive situation) (Chair reserves discretion to defer a request to present)	Seven days prior to the date of the meeting  (material to support presentation to be submitted 48 hours before the meeting)



Date	Revision	Delegation Approval	Approval Time
January 30, 2017	Clarification on approval requests specifically related to PLAR	Executive Committee  (Chair reserves discretion to defer a request to present)  (Chair had discretion to add a delegation to the agenda for a time sensitive situation)	Seven days prior to the date of the meeting

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Policy Owner: Jennifer Sarna, Associate Director  
Prepared By: Jennifer Sarna, Associate Director



## YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i> <b>Governance</b>	<i>Policy Number</i> <b>106</b>
<i>Former Policy #</i> <b>803</b>	<i>Page</i> <b>1 of 4</b>
<i>Original Approved Date</i> <b>May 1969</b>	<i>Subsequent Approval Dates</i> <b>May, 1988, June 22nd, 1999 January 2003, March 25, 2008 February 25, 2014, November 29, 2016 January 31, 2017, June 15, 2021 March 29, 2022, March 6, 2024, March 25, 2025</b>

### POLICY TITLE: DELEGATIONS TO THE BOARD

#### 1. PURPOSE

The Board recognizes that all stakeholders 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*, the *Municipal Freedom of Information and Protection of Privacy Act (MIFIPPA)*, and the *Occupational Health and Safety Act (OHSA)*.

#### 2. OBJECTIVE

The York Catholic District School Board values the input of the members of the community where they have a particular concern or interest. The purpose of this policy is to ensure that delegations to the Board enable members of the YCDSB community to provide input on 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.

- 3.1 Every effort will be made by the York Catholic District School Board to post meeting agendas on the YCDSB website three (3) business days prior to the Board meeting. An individual or group wishing to make a delegation to the Board regarding an item that appears on the agenda must ensure that the completed Admin. 29(a) form and all written (verbatim speech) and electronic materials/presentations are received by the *Senior Coordinator to the Director of Education and Trustee Services* by email **no later than noon** on the last business day before the Board meeting. Form Admin.29(a) is located in YCDSB Procedure 106 *Delegations to the Board*.

- 3.1.1 If a delegate submits a request on a topic that is not on the agenda, the delegate's request may be referred to a future Committee/Special/Regular Board meeting.

- 3.2 Upon receipt of a public request to make a delegation in accordance with 3.1, the Chair of the Board and the Director of Education will:
- Review the request and determine whether the delegation 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).
  - Determine if 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).
  - Approve up to five (5) delegations for any Board meeting with priority given to requests related to an item on the agenda. Priority will be granted to delegation submissions based on their timestamp, giving precedence to those received earliest.
  - Determine whether to refer a request for a delegation to a future meeting.
  - Provide members of the Board with a copy of the delegate(s) written (verbatim speech) and electronic materials/presentations, prior to the meeting.
- 3.3 A delegation may be made on a topic only once to the Board or a Committee of the Board within a 12-month period, unless the subject matter of the delegation has changed substantially since the prior delegation was made.
- 3.4 If the number of delegation requests is numerous and cannot be accommodated and/or the subject matter of the delegation request has already been heard at a previous meeting, then the Chair of the Board and the Director of Education will:
- Review all requests and give priority to those received first while also ensuring that all viewpoints are presented to the Board in a balanced manner.
  - Determine whether or not the subject matter and viewpoint(s) of the delegation has already been heard and that no new content is being provided to the Board, and or a Committee of the Board.
  - Prioritize delegations addressing matters coming to the Board/Committee for action and refer other delegations to a future agenda especially if the matter is not on the agenda and has not been previously heard by the Board/Committee.
  - Discuss all requests and if it is determined that the subject matter and viewpoint have already been heard and/or there were too many delegations on a topic and/or the delegation was not referred to a future meeting, then the delegations that were not chosen to make a verbal presentation will be notified that copies of their written submission will be made available in the meeting room and recognized by the Chair and will be included in the meeting minutes as an Appendix.
- 3.5 The local Trustee(s) will be notified if a delegate registers to make a delegation on a subject matter that is specific to their Trustee area.
- 3.6 Delegates shall be notified by email of their approved delegation 24 hours prior to the start of the Board or Committee meeting.
- 3.7 Where the matter brought before the Board or Committee 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.
- 3.8 A delegation request related to 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 *Senior Coordinator to the Director of Education and Trustee Services* as outlined in parameter 3.1. Forms are located in YCDSB Procedure 106 *Delegations to the Board*.

- 3.9 A delegation request 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* and the procedures that are an addendum to this policy.
- 3.10 All delegates wishing to present at the York Catholic District School Board must be a parent/guardian of a student enrolled in a YCDSB school and/or a resident of York Region.
- 3.11 Up to two (2) individuals may serve as a spokesperson for any delegation and no other person shall address the Board except by request of a Trustee and permission of the Chair.
- 3.12 All delegates must consent to being live-streamed during the meeting.
- 3.13 No one may display signs or placards, banners, flags, defamatory clothing, engage in applause, or debate those who are making delegations or engage in other conversations or other behaviours that may disrupt the meeting.
- 3.14 Violations of Policy and Procedure 106 *Delegations to the Board* will not be tolerated and may result in a person being directed to leave, restricting/prohibiting attendance at future meetings and/or all YCDSB properties, or being subject to criminal charges depending on the nature of the conduct.

## **4. RESPONSIBILITIES**

### **4.1 Board of Trustees**

- 4.1.1 To listen attentively and consider the concerns, opinions, and perspectives of community members regarding Board/Committee agenda items.
- 4.1.2 To ensure a respectful and collaborative environment where diverse voices are valued in the decision-making process.
- 4.1.3 To refrain from engaging in debate with delegates, recognizing their role is to absorb and consider insights presented.

### **4.2 Director of Education**

- 4.2.1 To oversee compliance with the *Delegations to the Board* policy.

### **4.3 Administrator to the Director and Trustee Services**

- 4.3.1 To manage requests for public or written delegations, to present a petition, give input related to an item on the agenda or a pupil accommodation review to the Board.

### **4.4 Delegates**

- 4.4.1 To present concerns in a positive and constructive manner.
- 4.4.2 To maintain a level of decorum which will allow meetings to proceed effectively.
- 4.4.3 To refrain from the use of abusive or derogatory language.
- 4.4.4 To refrain from making negative or derogatory personal references.
- 4.4.5 To refrain from asking questions or engaging in cross-debate with other delegates, staff, or Trustees of the Board.

## 5. DEFINITIONS

### 5.1 Delegation

A formal presentation or written submission made to the whole Board at a Committee/ Special/Regular Board Meeting 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 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. Incomplete petitions shall not be accepted and will not be presented.

## 6. CROSS REFERENCES

### Legislation

[Education Act](#)

[Human Rights Code](#)

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

[Occupational Health and Safety Act](#)

### YCDSB Policies & Procedures

YCDSB Policy 101 Meta Policy: Policy Management and Governance

YCDSB Policy 713 Pupil Accommodation Review

YCDSB Procedure 106 Delegations to the Board

Approval by Board	<u>March 25, 2025</u> <i>Date</i>
Effective Date	<u>March 26, 2025</u> <i>Date</i>
Revision Dates	<u>March 25, 2025</u> <i>Date</i>
Review Date	<u>March 2029</u> <i>Date</i>



## **YORK CATHOLIC DISTRICT SCHOOL BOARD**

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

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

**Effective: March 26, 2025**

## 1. PUBLIC DELEGATIONS

- 1.1 Following approval to hear the delegation, before the full Board or a Committee of the Board, the five (5) delegates selected shall be notified by email and shall be apprised of the expectations for the delegation.
- 1.2 Delegates must stay within the allotted five (5) minute time limit. Their delegation will be cut off once the time limit is reached, whether they are present in the boardroom or online. No exceptions will be granted.
- 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/Committee 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 A Trustee may ask up to two (2) clarifying questions of the delegate. The Chair reserves the right to limit the length of the responses.
- 1.6 All delegation presentations must consent to being livestreamed during the meeting.
- 1.7 Virtual accommodations shall be provided to delegates upon request.
- 1.8 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.
- 1.9 During a delegation, 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 shall terminate the delegate's presentation.
- 1.10 Any sitting Trustee may call a point of order during a delegate's presentation. The Chair will rule on its validity; if valid, the delegation ends; if not, the delegate continues. This does not reduce the delegate's allotted speaking time.
- 1.11 In accordance with Policy 106 *Delegations to the Board* Section 3.5, written delegations shall be copied by the *Senior Coordinator to the Director of Education and Trustee Services* on color paper and placed on a table in the meeting room.
- 1.12 A letter of acknowledgement will be sent to each delegate, confirming the conclusion of the delegation process.
- 1.13 Violations of Policy and Procedure 106 *Delegations to the Board* will not be tolerated and may result in a person being directed to leave, restricting/prohibiting attendance at future meetings and/or all YCDSB properties, or being subject to criminal charges depending on the nature of the conduct.

## 2. PRESENTATION OF A PETITION

- 2.1 An individual or group wishing to present a petition as part of their delegation to the Board must ensure that a copy of the petition is received by the *Senior Coordinator to the Director of Education and Trustee Services* by email **no later than noon** on the last business day before the Board meeting.
- 2.2 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.
- 2.3 Electronic petitions will require a name, valid email address which may only be associated with one signatory, resident address, telephone number and postal code.
- 2.4 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.
- 2.5 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 Policy 713 *Pupil Accommodation Review of Schools*.
- 2.6 If a Trustee receives a petition from their community, they must ensure that it complies with the petition guidelines outlined in section 2.2 to 2.5 of this procedure, before presenting it at a Board meeting during approval of the agenda.

## 3. 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 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 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 *Senior Coordinator to the Director of Education and 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 *Senior Coordinator to the Director of Education and Trustee Services* 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)*.

#### **4. APPENDICES**

[Admin 29\(a\)](#) Public Request for Delegations and Petitions

[Admin 29\(c\)](#) Public Request for Delegations Related to a Pupil Accommodation Review

[Admin 20 - Policy 101 - Appendix 4 Form](#) Rationale for the Development, Review or Revision of a Policy



## YORK CATHOLIC DISTRICT SCHOOL BOARD

R	
Board Form	Board Form No.
Governance	Admin 29A - 106
Classification	Retention
GOV 11	P
Approved Date	Revision Date
March 2022	March 2025

### PUBLIC REQUEST FOR DELEGATIONS AND PETITIONS

Please read Policy and Procedure 106 *Delegations to the Board* prior to filling out this form. Each individual/group is allowed a maximum of five (5) minutes to give a delegation.

#### 1) INDIVIDUAL MAKING THE REQUEST:

Name:			
Residential Address:			
Contact Number:		Email Address:	
Name of group being represented (if applicable):			
Name of school (if applicable):			
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:			
Are you a parent/guardian of a student enrolled in a YCDSB school? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Are you a resident of York Region? Yes <input type="checkbox"/> No <input type="checkbox"/>			

#### 2) SPOKESPERSON(S) - Not to exceed two (2) people

Name:			
Residential Address:			
Contact Number:		Email Address:	

Name:			
Residential Address:			
Contact Number:		Email Address:	

**3) SPECIFIC STATEMENT OF ISSUE (MAX 50 WORDS):**

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**4) IF APPLICABLE, YOUR KEY RECOMMENDATIONS/SUGGESTIONS TO ADDRESS THE PROBLEM/ISSUE (MAX 50 WORDS):**

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**5) SUBMIT ATTACHMENTS**

**Please Note:**

An individual or group wishing to make a delegation to the Board regarding an item that appears on the agenda must ensure that the completed Admin. 29(a) form and all written (verbatim speech) and electronic materials/presentations are received by the *Senior Coordinator to the Director of Education and Trustee Services* by email at [board.delegations@ycdsb.ca](mailto:board.delegations@ycdsb.ca) **no later than noon** on the last business day before the Board meeting.

An individual or group wishing to present a petition as part of their delegation to the Board must ensure that a copy of the petition is received by the *Senior Coordinator to the Director of Education and Trustee Services* by email at [board.delegations@ycdsb.ca](mailto:board.delegations@ycdsb.ca) **no later than noon** on the last business day before the Board meeting.

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 **no later than noon** on the last business day prior to the scheduled Board or Committee 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: \_\_\_\_\_

## **ACCOMODATIONS**

The York Catholic District School Board (YCDSB) is committed to fostering an inclusive and accessible delegation process in accordance with the *Accessibility for Ontarians with Disabilities Act (AODA)* and *Integrated Accessibility Standards Regulation (IASR)*. The Board will make every reasonable effort to ensure that individuals of all abilities can fully participate in delegation presentations.

To support equitable access, the Board will provide accommodations upon request. Individuals requiring accommodations or seeking information regarding physical accessibility are encouraged to contact the *Senior Coordinator to the Director of Education and Trustee Services* at [board.delegations@ycdsb.ca](mailto:board.delegations@ycdsb.ca) no later than noon on the last business day before the scheduled Board meeting.

YCDSB remains dedicated to upholding accessibility standards and ensuring that all voices within the community are heard and respected in the decision-making process.

## **DELEGATE RESPONSIBILITIES**

As a delegate presenting to the Board, I acknowledge and agree to the following responsibilities:

- ☐ To present concerns in a positive and constructive manner.
- ☐ To maintain a level of decorum which will allow meetings to proceed effectively.
- ☐ To refrain from the use of abusive or derogatory language.
- ☐ To refrain from making negative or derogatory personal references.
- ☐ To refrain from asking questions or engaging in cross-debate with other delegates, staff, or Trustees of the Board.

**Violations of Policy and Procedure 106 *Delegations to the Board* will not be tolerated and may result in a person being directed to leave, restricting/prohibiting attendance at future meetings and/or all YCDSB properties, or being subject to criminal charges depending on the nature of the conduct.**



## YORK CATHOLIC DISTRICT SCHOOL BOARD



R	
Board Form	Board Form No.
Governance	Admin 29C - 106
Classification	Retention
GOV 11	P
Approved Date	Revision Date
March 2022	March 2024

### PUBLIC REQUEST FOR A DELEGATION RELATED TO A PUPIL ACCOMMODATION REVIEW

#### **Please Note:**

Each individual/group is allowed a maximum of five (5) minutes to present input related to a Pupil Accommodation Review. Input received from 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.

#### **1) INDIVIDUAL MAKING THE REQUEST:**

Name:			
Address:			
Contact Number:		Email Address:	
Name of school (if applicable):			
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:	

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



## YORK CATHOLIC DISTRICT SCHOOL BOARD

R	
Board Form	Board Form No.
Governance	Admin 20 - 101
Classification	Retention
GOV 09	P
Approved Date	Revision Date
May 2021	March 2024

### Rationale for the Development, Review or Revision of a Policy

NAME:

INDICATE ONE OF THE FOLLOWING:

STAFF ☐

STAKEHOLDER ☐

THE PURPOSE OF THE PROPOSED OR REVISED POLICY/PROCEDURE:

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 WELL BEING:

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

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

WHAT WILL BE NEEDED FOR IMPLEMENTATION, EVALUATION, REVIEW PROCESSES?

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

**WHAT ARE THE IMPLICATIONS ASSOCIATED WITH THE PROPOSED OR REVISED POLICY (i.e., Financial, Human Resources, Awareness, Other)?**

**WHAT ARE THE PROPOSED TIMELINES FOR IMPLEMENTATION?**

**ADDITIONAL COMMENTS:**

**SIGNATURE OF REQUESTOR:**

**DATE:**

**Please Note:**

York Catholic District School Board Staff are to submit this completed Form to the Policy 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*.



## YORK CATHOLIC DISTRICT SCHOOL BOARD

**REPORT TO:** Policy Review Committee  
**FROM:** Administration  
**DATE:** December 1, 2025  
**RE:** Video Recordings of Board/Committee Meetings

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This report is presented to Trustees to provide information on the recording and posting of board meetings.

### BACKGROUND:

#### Legislation

- There is no explicit language in legislation mandating school Boards to post video recordings of Board or Committee meetings online
- Under the *Education Act*, [section 207 \(1\)](#) states “Subject to subsections (2) and (2.1), the meetings of a board and the meetings of a committee of the board, including a committee of the whole board, shall be open to the public, and no person shall be excluded from a meeting that is open to the public except for improper conduct.”
  - This means that Boards must provide the public with real time access (but are not required to post video recordings after the fact)
- Under the *Education Act*, [section 198 \(1\)](#) states “The secretary of a board is responsible for, (a) keeping a full and correct record of the proceedings of every meeting of the board in the minute book provided for that purpose by the board and ensuring that the minutes when confirmed are signed by the chair or presiding member;”
  - This means that the minutes are the official legal record of Board meetings (not video recordings)
- Under the *Municipal Freedom of Information and Protection of Privacy Act*, [section 4 \(1\)](#) states “Every person has a right of access to a record or a part of a record in the custody or under the control of an institution unless, (a) the record or the part of the record falls within one of the exemptions under sections 6 to 15; or (b) the head is of the opinion on reasonable grounds that the request for access is frivolous or vexatious.”
  - This means that if a school board does video record a board meeting, this becomes a ‘record’ and would need to be disclosed upon request (unless exemptions apply)

#### Current YCDSB Practice

- At the April 25, 2023 Board meeting a report to board titled “Board Meeting Live-Stream replays” stated:
  - “Board Meetings will continue to be live-streamed for the foreseeable future, but Board Meeting recordings will only be available for public viewing on YouTube for 24 hours

after the commencement of the meeting. The official record of board meetings will be the approved minutes which will be posted publicly on our website. The videos will be archived and stored in our virtual cloud for official records management purposes.”

- The removal of recordings is a manual process completed by IT staff
- There is no formal or documented procedure governing live-streaming or the posting of Board meeting recordings
- Video recordings are not currently explicitly listed in the YCDSB’s records management retention schedule

**Analysis (see full scan below)**

- All 8 Boards livestream or provide livestream access to public Board meetings
- All 8 Boards post recordings publicly (Youtube or Board website), with the exception of those currently under Ministry supervision (who have halted livestreams under the direction of the Minister of Education)
- Most Board by-laws do not explicitly address video recording procedures
- Most Boards keep recordings posted long-term
- YCDSB has the shortest posting window of any Board

**Jurisdictional Scan : Comparison of 8 GTA School Board (re: Video Recordings of Board/Committee Meetings)**

School Board	Video Recordings of Board/Committee Meetings
<p>York Catholic District School Board (YCDSB)</p> <p><a href="#">Operational By-Law</a> (Sept 2025)</p>	<p>Live streams and posts recordings on Youtube (<a href="#">YorkCatholicTV YouTube</a>) → Videos posted for 24hrs</p> <p>Operational By-Law</p> <ul style="list-style-type: none"> <li>• No information regarding video recordings</li> <li>• (3.1.17) (a) As an aid to producing accurate minutes, any public Board meeting may be recorded. Upon final approval of the minutes at a Regular Board meeting, the recording will be destroyed thereafter. <ul style="list-style-type: none"> <li>○ This only refers to the audio tool used to record meetings for the purpose of producing accurate minutes (not video/live stream)</li> </ul> </li> </ul>
<p>York Region District School Board (YRDSB)</p> <p><a href="#">Operational By-Law</a> (2024/2025)</p>	<p>Live streams and posts recordings on Youtube (<a href="#">YRDSBMedia YouTube</a>) → Observed that videos are posted from the last 6 months</p> <p>Operational By-Law</p> <ul style="list-style-type: none"> <li>• (2:01:07) The proceedings at any public meeting may be recorded in whole or in part. If a request is made that the taping cease, the Chair shall call for a decision by resolution. Such provision shall not apply to the official Board recording device. <ul style="list-style-type: none"> <li>○ This language does not specify what type of recording (audio, video live stream?)</li> </ul> </li> </ul>

<p>Toronto Catholic District School Board (TCDSB)</p> <p><a href="#">Operating By-Law No. 175</a> (June 2025)</p>	<p>Live streams and posts recordings on their website (<a href="#">past meetings / video links page</a>) → Observed that all past videos are posted from 2015 to present *No videos posted since Ministry takeover</p> <p>Operating By-Law</p> <ul style="list-style-type: none"> <li>• No information regarding video recordings</li> </ul>
<p>Toronto District School Board (TDSB)</p> <p><a href="#">By-laws</a> (Feb 2018)</p>	<p>Live streams and posts recordings on their website (<a href="#">live-webcast service</a> and <a href="#">webcast archives page</a>)→ Observed that all past videos are posted from 2014 to present *No videos posted since Ministry takeover</p> <p>By-Laws</p> <ul style="list-style-type: none"> <li>• No information regarding video recordings</li> </ul>
<p>Dufferin Peel Catholic District School Board (DPCDSB)</p> <p><a href="#">Procedural By-Law</a> (April 2025)</p>	<p>Live streams and posts recordings on Youtube (<a href="#">DPCDSBVideos YouTube</a>) → Observed that all past videos are posted from 2022 to present *No videos posted since Ministry takeover</p> <p>Procedural By-Law</p> <ul style="list-style-type: none"> <li>• (Appendix E iii) Meetings are livestreamed through the DPCDSB's YouTube channel and are recorded by the DPCDSB for purposes of the livestream and for security purposes. Those in attendance at meetings are prohibited from using their own recording devices.</li> <li>• Recording Protocol - Live recording of any kind is not permitted on the premises of the DPCDSB's Catholic Education Centre during Board or Committee Meetings without the express written permission of the Director/Secretary or General Manager of Communications and Community Relations.</li> </ul>
<p>Peel District School Board (PDSB)</p> <p><a href="#">Procedure By-Law</a> (Jan 2025)</p>	<p>Live streams and posts recordings on their website (<a href="#">live-stream recordings page</a>) with link to Youtube channel (<a href="#">PeelSchools Youtube</a>) → Observed that all past videos are posted from 2019 to present</p> <p>Procedure By-Law</p> <ul style="list-style-type: none"> <li>• (5.10) Recording of Meetings <ul style="list-style-type: none"> <li>○ (5.10.1) Open Session Meetings of the Board and Committees shall be recorded where possible and practical to do so.</li> <li>○ (5.10.2) Recordings shall be posted on the Peel District School Board website.</li> </ul> </li> <li>• (8.1.5) Members of the public may access a live audio-visual recording for Public Board, Standing Committee, Statutory Committee and Committee of the Whole Meetings on the PDSB public website. All Board, Standing Committee, Statutory Committee and Committee of the Whole Meeting recordings are also archived on the PDSB public website.</li> <li>• (Section 8) Municipal Freedom of Information and Protection of Privacy - Delegations should be aware that audio-visual recordings of the proceedings at all Board Standing Committee,</li> </ul>

	<p>Statutory Committee and Committee of the Whole meetings held in Open Session are live-streamed and posted on the Board's website for public access. The name of the Delegation, their presentation, any written submission(s) and related discussion form part of the Board's official public record of the meeting. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal contact information provided on the Delegation Request Form will not form part of the public record.</p> <ul style="list-style-type: none"> <li>• (Appendix 2) Delegations should be aware that audio-visual recordings of the proceedings at all Board Standing and Committee of the Whole meetings held in Open Session are posted on the Board's website for public access. The name of the Delegation, their presentation, any written submission(s) and related discussion form part of the Board's official public record of the meeting. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal contact information provided on the Delegation Request Form will not form part of the public record.</li> </ul>
<p>Durham Catholic District School Board (DCDSB)</p> <p><a href="#">General Working By-Law Number 2021</a> (Sept 2025)</p>	<p>Link to live stream posted on their website (<a href="#">public board meeting page</a>) - live stream and Board meeting recordings posted on Youtube (<a href="#">DurhamCatholicDSB channel</a>) → Observed that only the most recent Board meeting is posted from 3 weeks ago</p> <p>General Working By-Law</p> <ul style="list-style-type: none"> <li>• No information regarding video recordings</li> </ul>
<p>Durham District School Board (DDSB)</p> <p><a href="#">Consolidated Bylaws</a> (June 2025)</p>	<p>Link to live stream posted on their website (<a href="#">board meetings page</a>) - live streams and past recordings on Youtube (<a href="#">DDSBLive</a>) → Observed that all past videos are posted from 2019 to present</p> <p>Consolidated Bylaws</p> <ul style="list-style-type: none"> <li>• No information regarding video recordings</li> </ul>

### **In the News**

[Ministry of Education website](#): Near North District School Board governance review

- The Ministry appointed an external reviewer to conduct a governance review of the NNDSB
- Based on the findings and recommendations of the final report, the Minister of Education has issued directives to the school board, including:
  - Rec #4 “a) Within 15 business days, the school board must ensure that all public Board meetings are recorded and posted to the NNDSB’s website within three business days following those meetings. b) Effective immediately, provide for public delegations at regular Board meetings.”
    - This language does not specify whether this refers to ‘recording’ of information in the minutes or video/audio recordings

[Kitchener CityNews Article](#): WCDSB (Waterloo Catholic District School) livestreams first meeting of new school year since 2023 recording restriction

- WCDSB resumed livestreaming board meetings in 2025 after a two-year ban (2023–2025) on all video and audio recording due to trustee/staff safety concerns.
- “It was a change made in the spring, amid calls for more transparency at the board.”

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Prepared By: Alexandra Burnell-Gentile, Policy Advisor  
Endorsed By: Jennifer Sarna, Associate Director