

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

CHAIRPERSONS' COMMITTEE MEETING

Wednesday, January 18, 2023 at 6:00 p.m.

Roy H. Wilfong Boardroom
1994 Fisher Drive, Peterborough, ON

OPEN SESSION AGENDA

ITEM 1. **CALL TO ORDER**

ITEM 2. **LAND ACKNOWLEDGEMENT**

ITEM 3 **ADOPTION OF AGENDA**

ITEM 4 **DECLARATIONS OF CONFLICTS OF INTEREST**

ITEM 5 **ADOPTION OF THE MINUTES**

5.1 Wednesday, October 17, 2022 Chairpersons' Committee Meeting – **

ITEM 6 **DIRECTOR'S UPDATE**

ITEM 7. **DECISION REPORTS**

7.1 Draft Board Policy B-3.4, Accessibility for Persons with Disabilities – **

7.2 Review of Board Policy B-7.3, Parent Involvement – **

7.3 Review of Board Policy B-2.1, Board and Committee Meetings – **

7.4 Draft Board Policies BA-4.9, Expenses and Reimbursements for Trustees and BA-4.10, Expenses and Reimbursements for Employees – **

ITEM 8. **DISCUSSION/INFORMATION ITEMS**

8.1 Trustee Budget Update – **

ITEM 9. **OTHER BUSINESS**

ITEM 10. **FUTURE MEETING DATES**

Wednesday, March 29, 2023
Tuesday, May 16, 2023

ITEM 11. **IN-CAMERA SESSION**

ITEM 12. **ADJOURNMENT**

Steve Russell
Committee Chairperson

– ** copy attached

Note: If unable to attend, please advise Linda Burton, Executive Liaison to the Trustees, at linda_burton@kprdsb.ca.

SUBJECT TO COMMITTEE APPROVAL

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

DRAFT CHAIRPERSONS' COMMITTEE MEETING MINUTES

Monday, October 17, 2022, at 6:00 P.M.

The meeting was held virtually using the Webex platform and livestreamed through the KPR YouTube Channel.

ATTENDANCE

Present: Trustees Diane Lloyd (Committee Chairperson/Chairperson of the Board), Angela Lloyd (Vice-chairperson of the Board), Cathy Abraham (Past Chairperson of the Board), Rose Kitney (Resource Committee Chairperson) and Steve Russell (Program Review Committee Chairperson).

Also Present: Trustees Terry Brown, Cyndi Dickson, Kailee Dupuis, Jaine Klassen Jeninga and Gail Nyberg; Rita Russo, Director of Education; Anthony Anirud, Human Rights, Equity and Accessibility Commissioner, Greg Kidd, Executive Officer, Corporate Affairs and Linda Burton, Executive Liaison to the Trustees.

CALL TO ORDER

The Chairperson called the meeting to order at 6:02 p.m.

LAND ACKNOWLEDGEMENT

Director Russo respectfully acknowledged that the committee was meeting on the treaty and traditional territory of the Mississauga First Nations.

ADOPTION OF THE AGENDA

It was,

Moved by: Trustee Kitney
Seconded by: Trustee Abraham

That the agenda be adopted as printed.

CARRIED

DECLARATIONS OF CONFLICTS OF INTEREST

Nil.

ADOPTION OF MINUTES

Wednesday, May 11, 2022 Chairpersons' Committee Meeting

It was,

Moved by: Trustee Dupuis
Seconded by: Trustee Russell

That the minutes from the Wednesday, May 11, 2022 Chairpersons' Committee Meeting be approved as recorded.

CARRIED

Wednesday, May 18, 2022 Special Chairpersons' Committee Meeting

It was,

Moved by: Trustee Russell
Seconded by: Trustee Abraham

That the minutes from the Wednesday, May 18, 2022 Special Chairpersons' Committee Meeting be approved as recorded.

CARRIED

Monday, June 6, 2022 Special Chairpersons' Committee Meeting

It was,

Moved by: Trustee Klassen Jeninga
Seconded by: Trustee A. Lloyd

That the minutes from the Monday, June 6, 2022 Special Chairpersons' Committee Meeting be approved as recorded.

CARRIED

Monday, June 20, 2022 Special Chairpersons' Committee Meeting

It was,

Moved by: Trustee Russell
Seconded by: Trustee Kitney

That the minutes from the Monday, June 20, 2022 Special Chairpersons' Committee Meeting be approved as recorded.

CARRIED

Tuesday, August 2, 2022 Special Chairpersons' Committee Meeting

It was,

Moved by: Trustee Russell
Seconded by: Trustee Kitney

That the minutes from the Tuesday, August 2, 2022 Special Chairpersons' Committee Meeting be approved as recorded.

CARRIED

Tuesday, August 2, 2022 Special Chairpersons' Committee Meeting

It was,

Moved by: Trustee Abraham
Seconded by: Trustee Russell

That the minutes from the Tuesday, August 2, 2022 Special Chairpersons' Committee Meeting be approved as recorded.

CARRIED

DIRECTOR'S UPDATE

Operational Updates

Director Russo provided an operational update on the school year start up noting that visits were made to every school in the Kawartha Pine Ridge District School Board (KPR). R. Russo stated it was inspiring to see the impact that the Board Action Plan is having, and how it is being integrated in a variety of spaces and places in schools. The committee was informed of the distinct shift in the way classrooms and learning spaces are set up and noted the connection to equity, diversity, inclusion and reconciliation.

R. Russo spoke to the exploratory conversation held with Cathy Bruce, Vice-president of Research and Innovation at Trent University. The conversation was regarding the opportunity of a joint project involving the development of a teaching school at Trent University where KPR students and teachers could learn and teach together. The school would feature a research and innovation component with a focus on environmental sustainability and land-based learning. This is in the early stages of planning and should KPR engage in this, it would need to be inclusive for all areas of KPR. As further information becomes available it will be shared with trustees.

Questions of clarification were welcomed by Director Russo.

DECISION REPORTS

Review of Board Policy B-1.1, Board Operation and Policy Development

Director Russo spoke to the report stating she was pleased to bring new Board Policy 1.1, Board Operation and Policy Development for consideration, which establishes principles and framework for developing, implementing and reviewing board policies. Committee members were asked to view the past version of the policy, where it was noted that words which were not struck out were incorporated within the policy or regulation. The layout of the policy was reviewed in detail for committee members. R. Russo also reviewed the associated Administrative Regulation with the committee.

Questions of clarification were asked by trustees and addressed by R. Russo.

It was,

Moved by: Trustee A. Lloyd
Seconded by: Trustee Kitney

That Board Policy B-1.1, Board Operation and Policy Development, be approved as revised.

CARRIED

Review of Board Policy B-2.1, Board and Committee Meetings

Director Russo stated Board Policy B-2.1, Board and Committee Meetings, Section 12, details the application of electronic meetings which was discussed at the September 20, 2022 Board meeting. Committee members were guided to the location within the policy to where information from the Ontario Regulation 463/97, Electronic Meetings and Meeting Attendance had been inserted. R. Russo stated the revisions use the same language as the regulation which is solely related to the Chairperson or Vice-chairperson of the Board and Director of Education.

Questions of clarification were asked and addressed by R. Russo.

A committee member stated they wished to have Item 6.5, Invocation, changed to Item 6.5, Land Acknowledgement. Further to this, another trustee noted they wished to have the wording changed to be more reflective of the current Land Acknowledgement. Item 10, Ad Hoc Committees be ended as of November 30 each year, and requested the policy be changed to reflect the new election dates.

Following discussion, it was determined to return the policy to senior administration for a fulsome review and returned to Chairpersons' Committee early in the New Year.

It was,

Moved by: Trustee Abraham
Seconded by: Trustee A. Lloyd

That Board Policy B-2.1, Board and Committee Meetings, be returned to senior administration for a fulsome review and return to the next Chairpersons' Committee meeting.

CARRIED

Draft Board Policy B-3.3, Human Rights: Code-base Discrimination and Harassment

Director Russo and Anthony Anirud, Human Rights, Equity and Accessibility Commissioner, presented the report to committee members, noting that while the board has a number of complaint-related policies, the board currently does not have a standalone, definitive and comprehensive policy and associated administrative regulation to specifically address discrimination and harassment that fall under the Human Rights Code. R. Russo stated this is a new, draft policy for review by committee

members. Administrative Regulations are not normally presented to committees or to Board, however in this case, will assist with explaining processes. A. Anirud was invited to speak and noted when he started with KPR it was his goal to bring this to completion. KPR now joins a number of boards in Ontario which have completed this process. It is important to have this policy which mirrors the Human Rights Code in place, in the event issues of discrimination and harassment arise to provide a comprehensive complaints process. The associated Administrative Regulation is available to provide clarity on how the process is handled.

The committee reviewed Draft Board Policy B-3.3, Human Rights: Code Based Discrimination and Harassment and Administrative Regulation B-3.3.1, Human Rights: Code-Based Discrimination and Harassment Board and Community which mirrors the strategic pillars of the Board's Action Plan:

- Excel in Learning,
- Succeed in Life, and
- Enrich Communities.

Training would be provided to all senior administration, managers and supervisors, and other board staff to allow an opportunity to discuss expectations and implementation in operational departments, and the new policy would be added to the agenda of a future principal meeting or shared and discussed at regional superintendency meetings on expectations for staff in school settings.

Questions of clarification were asked by committee members and addressed by A. Anirud.

It was,

Moved by: Trustee A. Lloyd
Seconded by: Trustee Abraham

That Draft Board Policy B-3.3, Human Rights: Code-based Discrimination and Harassment, be approved.

CARRIED

Review of Board Policies B-5.2, Media Relations, B-5.3, Communications with Staff and B-7.1, Communications with the Community

Greg Kidd, Executive Officer, Corporate Affairs, spoke to the report noting policies are reviewed every five years to ensure they remain up-to-date, relevant and responsive. In May and June 2022, KPR staff were invited to provide feedback on Board Policy B-5.3, Communications with Staff and KPR staff, families and community members were invited to provide feedback on the Board Policy B-7.1, Communications with the Community.

The Corporate Affairs department reviewed the feedback and organized it according to theme. The themes and input were fairly consistent between the two policies and are as follows:

- Communication frequency and timelines,
- Communication content and tone,
- Communication tools, methods, and accessibility,
- Two-way communication, and
- General comments.

G. Kidd stated that while people generally responded positively to the philosophy of the policies, there was also a wide range of comments provided that did not directly relate to the policies in question. Based on the feedback and internal review, a few revisions are recommended to the policies.

G. Kidd noted similar revisions are also being recommended for Board Policy B-5.2, Media Relations.

Questions of clarification were asked and addressed.

It was,

Moved by: Trustee Dickson
Seconded by: Trustee A. Lloyd

That Board Policy B-5.2, Media Relations, be approved as revised.

CARRIED

It was,

Moved by: Trustee Kitney
Seconded by: Trustee A. Lloyd

That Board Policy B-5.3, Communications with Staff, be approved as revised.

CARRIED

It was,

Moved by: Trustee Kitney
Seconded by: Trustee Abraham

That Board Policy B-7.1, Communications with the Community, be approved as revised.

CARRIED

2022-2023 Draft Trustee Orientation Program

Director Russo informed committee members that Board Policy B-2.2, Annual Meetings and Committees of the Board section 2.2.5 establishes the expectations and responsibilities of the Trustee Orientation Committee and section 2.2.5.6 establishes the importance of input from all trustees on the Trustee Orientation Program. On June 16, 2022, the Trustee Orientation Committee met to discuss the timeline, structure and content of the 2022-2023 Trustee Orientation Program where the committee chose to

have the Director develop a proposed program summary based on their discussion and present it to the Chairpersons' Committee.

The Draft 2022-2023 Trustee Orientation Program was reviewed and input received from those in attendance.

Questions of clarification were asked and addressed by R. Russo. Committee members offered some ideas for areas of change.

It was,

Moved by: Trustee Kitney
Seconded by: Trustee A. Lloyd

That the 2022-2023 Trustee Orientation Program, dated October 17, 2022, be approved.

CARRIED

Ontario Public School Boards' Association (OPSBA) Membership

D. Lloyd, Committee Chairperson and Chairperson of the Board, reviewed Board Policy B-4.1, Association Membership, which states KPR recognizes educational advantages to be derived from membership in organizations of trustees. The policy also states that the Board recognizes the Ontario Public School Boards' Association (OPSBA) as an incorporated, non-profit organization designed to represent and promote the interests and concerns of Ontario's public school trustees and public education.

At the March 29, 2022, Board Meeting, a motion was passed to renew KPR's membership with OPSBA for the 2022-2023 year. D. Lloyd informed committee members recent media events involving trustees have sparked an interest in seeking clarity around the mandate of OPSBA as a school board association and not a trustees' association.

D. Lloyd noted the policy is scheduled for review during the 2022-2023 school year and opened the floor to an in-depth discussion. Trustees provided input and clarification regarding the OPSBA membership. Following discussion, the committee chose to leave the policy as is.

It was,

Moved by: Trustee Dickson
Seconded by: Trustee A. Lloyd

That Board Policy B-4.1, Association Membership be left as is.

CARRIED

DISCUSSION/INFORMATION ITEMS

Director's Report: Strategic Monitoring and Board Action Plan

Director Russo stated KPR believes in the power of public education to improve the lives of students and to make communities strong. The Strategic Plan 2019-2022: Excellence in Learning, Life and Community provides strategic direction to KPR through its eleven key priority statements. In August 2022, the KPR Board Action Plan (BAP) 2022-2023 was introduced at the Leaders' Launch. The BAP provides direction for the Strategic Plan Priorities through specific goals and actions and acts as an improvement plan for the district. Alignment between Ministry of Education priorities and district improvement plans, as well as alignment between board improvement plans and school improvement plans is essential to improving outcomes for students. R. Russo stated monitoring the work in schools and across the district at the system level helps to better understand our impact and progress toward realizing the Board's strategic priorities. Board Policy B-3.1, Strategic Planning and Priorities and Policy B-3.1A, Strategic Planning and Priorities, Four-Year Strategic Planning Cycle details the monitoring cycle. R. Russo noted with the release of the Board Action Plan, a refreshed monitoring framework will be implemented with monthly progress updates provided to trustees in the Director's Update in Open Session Board meetings. A review of the schedule was provided and is noted below.

Month	Area of Focus	Format
October	Excel in Learning	Verbal Report
November	Succeed in Life	Verbal Report
December	Enrich Communities	Verbal Report
January	Interim Overall Report	Written Report
February	Excel in Learning	Verbal Report
March	Succeed in Life	Verbal Report
April	Excel in Learning	Verbal Report
May	Final Overall Report	Written Report

Committee members commended the Director on a well laid out plan which is very clear to follow.

It was,

Moved by: Trustee Kitney
Seconded by: Trustee Russell

That the Director's Report be received for information.

CARRIED

Policy Review for 2022-2023

Director Russo noted according to Board Policy B-1.1, Board Operation and Policy Development, administration is to review Board policies on a five-year cycle. Committee members reviewed the list of policies currently up for review in 2022-2023 school year. R. Russo stated this list is one of the shortest lists in several years.

Questions of clarification were asked by committee members and addressed by Director Russo.

It was,

Moved by: Trustee Dickson
Seconded by: Trustee Abraham

That the Policy Review 2022-2023 Report, dated October 17, 2022, be received for information.

CARRIED

School Opening Ceremonies

D. Lloyd, Committee Chairperson and Chairperson of the Board, spoke to the report noting Board Policy BA-6.2, School Openings – New or Expanded Schools, states that KPR will conduct an official opening ceremony appropriate to the completion of a new school or an addition to an existing school. Administrative Regulation BA-6.2.1, School Openings – New or Expanded Schools, provides details on how Board Policy BA-6.2 shall be administered.

School openings are significant events and opening ceremonies are to be conducted as official ceremonies. While Administrative Regulation BA-6.2.1, Section 1 refers to a guideline that will outline specific procedures and protocols for the official openings, the guideline has not been developed. A guideline for official ceremonies will set a district-wide standard for such ceremonies.

The committee held a discussion where it was determined it is necessary to ensure school openings are conducted appropriately.

It was,

Moved by: Trustee Russell
Seconded by: Trustee A. Lloyd

That the School Opening Ceremonies Report, dated October 17, 2022, be received for information and the Administration for the creation of a guideline.

CARRIED

Trustee Budget Update

Committee Chairperson and Chairperson of the Board, D. Lloyd presented the report which was included within the agenda package. D. Lloyd noted expenditures were below normal due to COVID-19 which involved less travelling to and from schools and meetings, along with the cancellation of some professional development opportunities.

It was,

Moved by: Trustee Nyberg
Seconded by: Trustee Russell

That the Trustee Budget Update September 1, 2021 – August 31, 2022, dated October 17, 2022, be received for information.

CARRIED

Expenditure of Trustees to Date: September 1, 2021 – August 31, 2022

D. Lloyd presented the annual expenditure of each trustee, for the budget year, September 1, 2021 to August 31, 2022, stating in accordance with the Ministry of Education's Trustee Expenditure Guideline, and Board Policy BA-4.6, Expenses and Reimbursements for Employees/Trustees, each trustee's annual expenditure is to be made public. The annual expenditure of trustees, per student, was approximately \$1.31, which is lower than average given the COVID-19 pandemic.

Kawartha Pine Ridge District School Board Expenditure of Trustees to Date: September 1, 2021 - August 31, 2022

<i>Trustee</i>	<i>Professional Development</i>	<i>Mileage or Other Travel</i>	<i>Cell Phone Expenses</i>	<i>Total</i>
Abraham, Cathy **	0.00	934.17	403.83	517.64
Bobka, Sarah	428.27	12.46	197.71	482.10
Brown, Terry	1428.36	501.22	262.43	702.21
Dickson, Cyndi	1950.12	1251.60	650.85	806.58
Dupuis, Kailee	0.00	0.00	258.36	339.15
Kitney, Rose	5957.68	280.80	466.59	304.08
Klassen Jeninga, Jaine	4339.91	1495.90	348.04	1001.42
Lloyd, Angela	5628.93	688.15	399.87	555.94
Lloyd, Diane	6475.42	1678.94	259.13	601.74
Nyberg, Gail	1698.45	855.15	602.05	602.05
Ojeda, Emilio	428.27	0.00	271.50	330.07
Russell, Steve	3718.86	31.29	302.50	339.09

Abdella, Maryam (Student Trustee)	1348.50	0.00	243.55	375.05
Voliotis, Elefteria (Student Trustee)	1319.69	0.00	243.34	310.61
Deliveries to Trustees (Interviews pkgs)	0.00	58.13	0.00	58.13
Grand Total:	34,722.46	7,787.81	4,909.75	\$45,991.66

**Trustee Abraham is also President of the Ontario Public School Board Association (OPSBA). Professional Development fees for Trustee Abraham for 2021-2022 were funded by OPSBA.

It was,

Moved by: Trustee A. Lloyd
Seconded by: Trustee Abraham

That the Expenditure of Trustees to Date: September 1, 2021 – August 31, 2022 Report, dated October 17, 2022, be received for information.

CARRIED

OTHER BUSINESS

Nil.

FUTURE MEETING DATES

Chairperson D. Lloyd drew attention to the future meeting dates listed in the committee agenda:

Wednesday, January 18, 2023

Wednesday, April 12, 2023

Wednesday, May 10, 2023

IN-CAMERA SESSION

It was,

Moved by: Trustee A. Lloyd
Seconded by: Trustee Russell

That the committee move into in-camera session (8:55 p.m.).

CARRIED

Following discussion of in-camera agenda items, the committee returned to open session.

ADJOURNMENT

It was,

Moved by: Trustee Nyberg
Seconded by: Trustee Kitney

That the meeting be adjourned (9:01 p.m.).

CARRIED

Diane Lloyd
Committee Chairperson

DRAFT

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

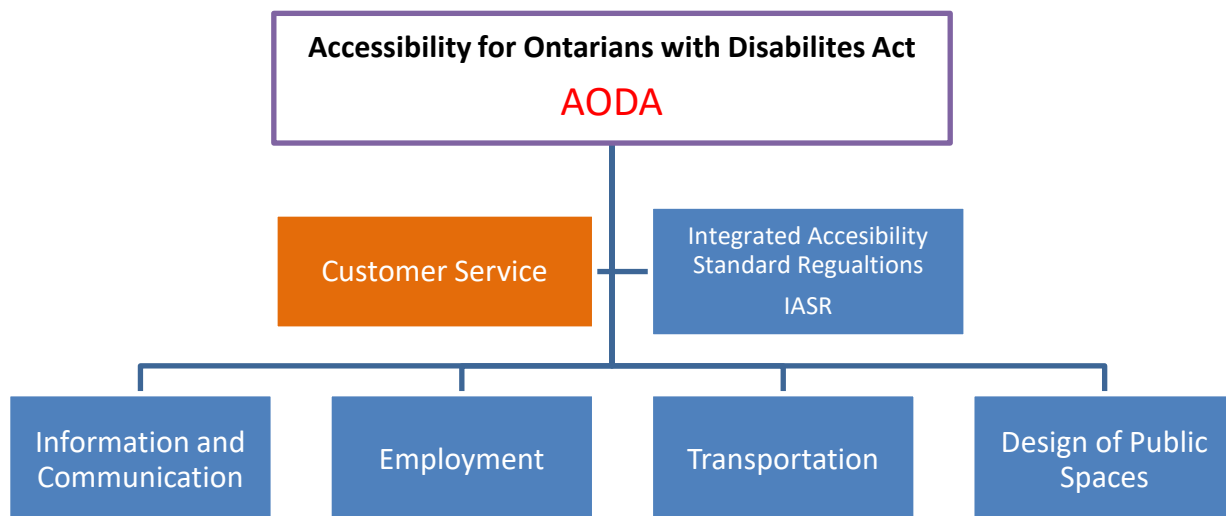
TO: Chairpersons' Committee

TOPIC: Draft Board Policy B-3.4, Accessibility for Persons with Disabilities

INITIATOR: Rita Russo, Director of Education
Anthony Anirud, Human Rights, Equity and Accessibility Commissioner

BACKGROUND

1. While Kawartha Pine Ridge District School Board (KPR) has a number of policies that address specific aspects of accessibility and disability accommodation, there isn't a standalone, definitive and comprehensive policy and associated administrative regulation for specifically addressing and removing barriers that exist for persons with disabilities that is compliant with the Accessibility for Ontarians with Disabilities Act (AODA).
2. The board also has legislated duties and obligations to the communities that it serves by way of the AODA and its associated accessibility standards known as the Integrated Accessibility Standards Regulation (IASR).



3. With a policy attending to how the board addresses and removes barriers for individuals with disabilities, the board moves toward compliance with the AODA and can commence the process of a revised multi-year accessibility plan (MYAP). A barrier is an obstacle or anything that prevents a person with a disability from fully participating in all aspects of society because of their disability.

4. There are many different types of barriers. The goal of Draft Board Policy B-3.4, Accessibility for Persons with Disabilities, is for KPR to be wholly committed to going beyond compliance in addressing the Accessibility Standards and to be very intentional in its approach to identifying and removing barriers. Within the board environment, barriers can be visible or invisible and types of barriers include architectural, attitudinal, information and communication, physical, systemic or technological.

Types of Barriers	Definition	Examples of barriers
Architectural/Structural	This barrier may result from the design of the building, shape of rooms, size of doorways, or width of hallways.	<ul style="list-style-type: none"> • hallways and doorways that are too narrow for a person using a wheelchair, electric scooter or walker • poor lighting for people with vision loss
Attitudinal/Social	This barrier occurs when bias and stereotypes about persons with disabilities impede their full participation in all aspects of society.	<ul style="list-style-type: none"> • thinking that because a person's disability is not visible, they do not have a genuine disability and therefore do not require an accommodation
Information or Communications	This barrier makes it difficult for people to receive or send information.	<ul style="list-style-type: none"> • person with vision loss may not be able to read printed materials, read signs, locate landmarks, or see a hazard • person with an intellectual disability may not understand information that is not expressed in plain language
Physical	This barrier refers to objects added to the environment, such as doors, windows, elevators, furniture, bathroom hardware, etc.	<ul style="list-style-type: none"> • counters that are too high for a person • doorknobs that are difficult for people with arthritis to grasp

Systemic, Policy or Practice	This barrier can result from an organization's policies, practices and procedures if they restrict persons with disabilities, or the lack of awareness of existing laws and regulations that require programs and activities be accessible to people with disabilities.	<ul style="list-style-type: none"> • hiring process that only permits applicants to submit their resume through an online application system; no alternatives to the online application process are provided
Technological	This barrier occurs when technology cannot be modified to support an assistive device.	<ul style="list-style-type: none"> • internet website or a webpage that does not support screen-reading software or does not provide alternative text for images

5. In order to engender confidence, trust and transparency in servicing the board community, it is vital that the board have a policy in place for specifically addressing and removing barriers for individuals with disabilities.
6. A comprehensive accessibility policy mirrors the strategic pillars of the Board's Action Plan:
 - Exceling in Learning from an AODA lens entails recognition of the inherent dignity and worth of every learner based on human rights principles by looking at disability from a human rights or social model rather than a bio-medical model.
 - Succeeding in Life acknowledges the importance of intentionally confronting engrained attitudes and perceptions about persons with disabilities, in particular, and ableism, in general, that create and perpetuate societal barriers toward succeeding in society beyond formal schooling.
 - Enriching Communities reflects the role of human rights in fostering diverse communities based on mutual respect, inclusion and accessibility.

STATUS

7. Attached is Draft Board Policy B-3.4, Accessibility for Persons with Disabilities (Appendix A), for your review and consideration. Draft Administrative Regulation B-3.4.1, Accessibility for Persons with Disabilities, has also been developed and is included for your information (Appendix B).
8. If approved, training will be offered to all senior administration, managers and supervisors, and other board staff to allow an opportunity to discuss expectations and implementation in operational departments.

Also, discussions around this new policy would be added to the agenda of a future principal meeting or shared and discussed at regional superintendency meetings to discuss expectations for staff in school settings.

RECOMMENDATION

1. That Draft Board Policy B-3.4, Accessibility for Persons with Disabilities, be approved.

Rita Russo
Director of Education

Anthony Anirud
Human Rights, Equity and Accessibility Commissioner



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

POLICY STATEMENT

Policy Name: Accessibility for Persons with Disabilities
Section: Board and Community

Draft Policy Code: B-3.4

Established: DRAFT December 7, 2022

Revised or

Reviewed:

1. POLICY STATEMENT

With a keen understanding that learning, belonging, and relationships matter within every aspect of public education, the Kawartha Pine Ridge District School Board (the Board) is especially committed to accessibility and addressing barriers that exist for persons with disabilities. Excellence in education is founded on respect for the dignity and humanity of all individuals and is premised on the development of human potential by enabling individuals and groups with the necessary tools and skills to contribute fully within a diverse society. The Board's commitment to a barrier-free working and learning culture demands that we foster fair, nurturing, positive and respectful environments for all members of the Board community. Acknowledging different aspects of ableism is core to this ongoing work and our commitment to human rights.

2. OBJECTIVE

The objective of this Policy is to establish the framework for the Board's compliance with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and the Integrated Accessibility Standards Regulation (IASR). This is to demonstrate the Board's commitment in actively removing barriers and increasing accessibility and participation for all members of its community to maintain compliance through this policy. The Board also has legislated duties and obligations to the communities that we serve. This policy will support the Board's legislated duties and obligations required by the AODA and the corresponding Ontario Regulation 191/11, Integrated Accessibility Standards. (O. Reg. 191/11).

3. DEFINITIONS

AODA

Accessibility for Ontarians with Disabilities Act

COHREA

Commissioner's Office of Human Rights, Equity and Accessibility

HREA Commissioner

Human Rights, Equity and Accessibility Commissioner

3.1 Supervisory Officers

Supervisory officers include all staff at the Board officially or unofficially designated and/or exercising managerial and supervisory responsibilities over staff. This includes superintendents, executive officers, principals, vice-principals, unit managers and others holding similar-type roles.

3.2 Ableism¹

A belief system whereby persons with disabilities are viewed as being less worthy of respect and consideration, less able to contribute and participate, or of less inherent value than others. Ableism may be conscious or unconscious and can limit the opportunities of persons with disabilities and reduce their inclusion in communities.

3.3 Accessible

An application means and/or process made available to (or easily utilized by) a person with a disability.

3.4 Accessibility²

An intentional and inclusive approach to designing environments and creating a culture that benefits everyone, including individuals with disabilities. Accessibility is more specifically a proactive process of identifying, removing, and preventing barriers to persons with disabilities

3.5 Accommodations³

Measures used to make something accessible to an individual with a disability. It is a description of a process or a series of adjustments that are customized to the needs of an individual with a disability. This entails an individualized adaptation or adjustment made to provide a person with a disability with equitable and non-discriminatory opportunities for full participation and inclusion. In the context of accessibility, accommodation is a reactive process and legal duty under Ontario's Human Rights Code.

¹ Ontario Human Rights Commission. (2016, June 27). Policy on ableism and discrimination based on disability. Retrieved from: [Policy on ableism and discrimination based on disability - Ontario Human Rights Commission](#).

² McMaster University. (2015). Accessibility Hub: Frequently Asked Questions (FAQs). Retrieved from: [What is Accessibility? – Accessibility Hub \(mcmaster.ca\)](#)

³ McMaster University. (2015). Accessibility Hub: Frequently Asked Questions (FAQs). Retrieved from: [What is an Accommodation? – Accessibility Hub \(mcmaster.ca\)](#)

3.6 Adaptive or Assistive Devices

Adaptive or assistive devices are devices used by people with disabilities to help with daily living. They include tools such as computers or special communication devices that facilitate access to information or services for people with disabilities. Assistive devices may also include, but are not limited to: registered service animals, wheelchairs, walkers, white canes, oxygen tanks and electronic communication devices. Technology solutions may be simple, such as enabling existing features on Board computers or more complex involving unique combinations of hardware and software; such as those needed for voice or Braille output.

3.7 Integrated Accessibility Standards Regulation (IASR)

A set of accessibility requirements legislated under O. Reg. 191/11 of the AODA that persons or organizations must comply with in order to address barriers in key areas of daily living for persons with disabilities. Certain General Requirements are integrated within the following five accessibility standards:

1. Customer Service Standard
2. Information and Communication Standard
3. Employment Standard
4. Transportation Standard
5. Design of Public Spaces Standard

3.8 Barrier⁴

Anything that prevents a person with a disability from participating fully in society. There are five main types of barriers to accessibility: attitudinal, communication (or information), physical (or architectural), systemic (or organizational), and technological.

3.9 Disability⁵

Consistent with the Human Rights Code and aligned with the Board Policy B-3.3, Human Rights: Code-Based Discrimination and Harassment, a disability is defined as any of the following:

⁴ Government of Ontario. (2016, April 19). [Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11 \(ontario.ca\)](#).

⁵ Government of Ontario. (2019, March 26). [Human Rights Code, R.S.O. 1990, c. H.19 \(ontario.ca\)](#).

- any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device;
- a condition of mental impairment or a developmental disability;
- a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- a mental disorder; or
- an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997; (“handicap”).

4. APPLICATION

4.1 Board Community

This policy applies to persons connected to the Board and includes all persons on Board premises, persons working on Board-related business (whether on or off Board premises), and persons involved with Board-sponsored programs at other premises, including students, staff, trustees, parents/guardians, volunteers, visitors, suppliers, service providers, corporate partners and community agencies. Members of the Board community also include:

- 4.1.1 separately incorporated organizations operating on Board premises who voluntarily agree to submit to the processes under this policy,
- 4.1.2 organizations and individuals whose contracts require them to comply with Board policies, and
- 4.1.3 any person holding a Board appointment whether or not that person is an employee.

4.2 Accessibility Commitment

The Board is committed to the principles of the AODA that are centered on dignity, independence, integration, and equal opportunity; and as such the Board is committed to the following:

- 4.2.1 to maintaining learning and working environments which actively promote and support human rights, inclusion, and the principles of equity.
- 4.2.2 to ensuring the principles of accessibility, equity, and the right to equal opportunity and inclusion for persons with disabilities as outlined in the Ontario Human Rights Code and Board Policy B-3.2, Equity, Diversity, and Inclusion are reflected and valued in the learning and working environment.
- 4.2.3 recognizing there is a legal duty to accommodate the needs of persons with disabilities who are adversely affected by a requirement, rule or standard and that any accommodations must ensure respect for dignity, individualization, as well as integration and full participation.
- 4.2.4 committing to meeting the accessibility needs of persons with disabilities in a timely manner and to the point of undue hardship.
- 4.2.5 making reasonable efforts to provide goods, services, and facilities that are accessible to all parents/guardians, the public, and staff, including but not limited to commitment to the five AODA standards.
- 4.2.6 establishing and maintaining a Multi-Year Accessibility Plan (MYAP) which outlines its strategy to identify, prevent and remove barriers to persons with disabilities in relation to each area identified in the section above.
- 4.2.7 reviewing and updating the MYAP at least once every five years in consultation with persons with disabilities. The Board will post the MYAP and progress updates on its website and make available in accessible format upon request.
- 4.2.8 providing copies of the MYAP and all related policies and procedures in an accessible format upon request.

5. RESPONSIBILITY

5.1 Board of Trustees

The Board of Trustees is responsible for:

- 5.1.1 reviewing this policy in accordance with the overall Board priorities and the MYSP and within the approved policy review cycle,
- 5.1.2 understanding and communicating with members of the community about the this policy as required,

- 5.1.3 appointing at least one trustee to attend all Accessibility Advisory Committee meetings held during the school year (four annually),
- 5.1.4 considering accessibility for people with disabilities as part of the development and review of all Board policies, and
- 5.1.5 reviewing existing Board policies, as needed, to ensure compliance with all standards developed under the AODA.

5.2 Director of Education

The Director of Education has general oversight and jurisdiction in determining the parameters of this policy and the associated administrative regulation and is responsible for:

- 5.2.1 implementing and operationalizing the Accessibility policy; and
- 5.2.2 ensuring that compliance reports and plans required by the Government of Ontario are duly filed by the HREA Commissioner.

5.3 Supervisory Officers

Individuals with supervisory authority (both schools and non-school administrative academic units) are entrusted with responsibility for ensuring working and learning environments at the Board that foster accessibility through identification and removal of barriers for persons with disabilities. This involves initiating positive measures and taking prompt action whenever they are aware that accessibility concerns are brought to their attention and refer to the appropriate area at the Board for addressing.

5.4 Human Rights, Equity and Accessibility Commissioner

In leading the COHREA, the HREA Commissioner is responsible for ensuring the Board's commitment to having a robust process for addressing accessibility matters in meeting the Board's compliance with its legal obligations under the AODA. The HREA Commissioner also acts as Chairperson of the Accessibility Advisory Committee.

6. RELATED POLICIES, ADMINISTRATIVE REGULATIONS OR PROCEDURAL DOCUMENTS

Board Policies:

[B-1.1, Board Operation and Policy Framework](#)

[B-3.2, Equity, Diversity and Inclusion](#)

[BA-6.7, Vandalism - Acts Against Board Property](#)

[ES-1.1, Safe, Caring and Restorative Schools](#)

[ES-3.8, Special Education](#)

[HR-4.1, Occupational Health and Safety](#)

Administrative Regulations:

[B-3.3.1, Human Rights: Code-Based Discrimination and Harassment](#)

[B-3.4.1, Accessibility for Persons with Disabilities](#)

[B-8.1.1, Partnerships in Education](#)

[B-8.2.1, Community Use and Access to School Facilities](#)

[B-8.3.1, Facility Partnerships](#)

[BA-6.3.1, School Playground Equipment](#)

[ES-3.8.4, Service Animals in Schools](#)

[HR-5.4.1, Performance Appraisal](#)

7. REFERENCE DOCUMENTS

Legislation:

[Accessibility for Ontarians with Disabilities Act](#)

[Human Rights Code](#)

[Ontario Building Code Act](#)

[Occupation Health and Safety Act](#)

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

[Ontario Regulation 332/12, Building Code](#)

[Ontario Regulation 429/07, Accessibility Standards for Customer Service](#)

[Workplace Safety and Insurance Act, 1997](#)



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

ADMINISTRATIVE REGULATION

Regulation Name: Accessibility for Persons
with Disabilities
Section: Board and Community

Draft Regulation Code: B-3.4.1
Draft Policy Code Reference: B-3.4

Established: DRAFT December 7, 2022
Revised or
Reviewed:

1. OBJECTIVE

Building a strong educational culture in which excelling in learning, enriching communities and succeeding in life are pivotal to the Board's approach in full inclusion and participation. The Kawartha Pine Ridge District School Board (KPR or the Board) is committed to ensuring accessible working and learning environments for people with disabilities. The Board is steadfast in meeting the requirements of the legislation Accessibility for Ontarians with Disabilities Act (AODA) and this procedure outlines the requirements for advancing accessibility across each of the accessibility standards set out in the AODA.¹ In striving to achieve the highest degree of accessibility for persons with disabilities, this procedure is set out in alignment with the Integrated Accessibility Standards Regulation (IASR) as established under the AODA.

2. DEFINITIONS

2.1 Accessible Formats

The unitization of various learning tools that may include, but are not limited to, large print, recorded audio and electronic formats, Braille and other formats usable by persons with disabilities.

2.2 Accessibility Plan

A clearly articulated written outline that addresses the identification, removal and prevention of barriers to persons with disabilities in the Board's policies, programs, practices, guidelines and services.

2.3 Accommodation

A description of a process or a series of adjustments that are customized to the needs of an individual with a disability.

¹ The AODA is made up of five standards, as well as some general requirements, and they include the: 1) Customer Service Standard 2) Information and Communication Standard 3) Employment Standard 4) Transportation Standard 5) Design of Public Spaces Standard. ([Accessibility Services Canada](https://www.accessibilitycanada.ca/))

2.4 Braille

A tactile system of raised dots representing letters or a combination of letters. It is used by people who are blind or deafblind and is produced using Braille transcription software.

2.5 Communication Supports

Supports that include, but are not limited to, captioning, alternative and augmentative communication supports, plain language, sign language and other supports that facilitate effective communications.

2.6 Disability as Universal

An expansive category used in inclusive design and barrier removal that addresses needs of people of all ages and abilities at all stages of life.

2.7 Equal Opportunity

An indication of having the same chances, options, benefits and results as others from the way services are provided: there should not be significantly more effort required to access or to obtain a service nor should there be an expectation that lesser quality or more inconvenience be tolerated.

2.8 Equal Opportunity

The incorporating of the principles of dignity, independence, equal opportunity, integration and inclusion.

2.9 Independence

The resulting effect of respecting an individual's autonomy in exercising choice, subject to cost and safety considerations as defined by the regulatory standard of undue hardship.

2.10 Integration

The demonstration of inclusiveness and full participation. This is a fundamental human right. This principle anchors the Board's mission, values and actions within all of its policies, procedures and practices.

2.11 Independence

The resulting effect of respecting an individual's autonomy in exercising choice, subject to cost and safety considerations as defined by the regulatory standard of undue hardship.

2.12 Service Animal

Defined, per Section 4(9) of Ontario Regulation 429/07, Accessibility Standards for Customer Service, an animal is a service animal for a person with a disability:

- if it is readily apparent that the animal is used by the person for reasons relating to his or her disability; or
- if the person provides a letter from a physician or nurse confirming that the person requires the animal for reasons relating to the disability.

2.13 Support Person

Defined, per Section 4(8) of the Ontario Regulation 429/07, Accessibility Standards for Customer Service, a support person means, in relation to a person with a disability, another person who accompanies him or her in order to help with communication, mobility, personal care or medical needs or with access to goods or services.

2.14 Tactile Signage

Signage understood through sense of touch. Characters and pictograms are raised to 0.8 to 1.5 millimetres above the surface and have Grade 1 Braille located directly below the associated pictograph or large text.

2.15 Transcriptions

The act of converting of speech into written or electronic text document.

2.16 Unconvertible

This pertains to information or communications that are unconvertible if it is not technically feasible to convert the information or communications; or the technology to convert the information or communications is not readily available.

2.17 Undue Hardship

Undue hardship standard as defined in the Human Rights Code (the Code) as the standard required for accessing accommodation requests. The duty to accommodate to the point of undue hardship recognizes that some degree of hardship may be expected – it is only if the hardship is undue that the accommodation will not need to be provided.² In most instances it will not be difficult to accommodate a person's disability and accommodation may simply involve making policies, rules and requirements more flexible. While doing this may involve some administrative inconvenience, inconvenience by itself is not a factor for assessing undue hardship. The AODA also stipulates that reasonable

² Central Okanagan School Dist. No. 23 v. Renaud, [Renaud] -[1992] 2 S.C.R. 970.

efforts³ must be used to ensure policies, procedures and practices are consistent with the principles of dignity, independence, equal opportunity and integration.

3. APPLICATION

3.1 Aligning Accessibility in Board Actions

In applying the core principles of the AODA, this regulation shall ensure that:

- 3.1.1 all Board programs and services are provided in a manner that respects the dignity and independence of persons with disabilities;
- 3.1.2 the provision of programs and services to persons with disabilities are integrated with those services provided for all, unless an alternative measure is necessary to enable a person with a disability from accessing and benefiting from Board services;
- 3.1.3 persons with disabilities are given opportunities equal to others in obtaining, using or benefiting from Board programs and services; and
- 3.1.4 communications and interactions with persons with disabilities take into account the individual differences and needs.

3.2 Application to all Members of the Board Community

This regulation applies to all members of the Board community, including but not limited to, trustees, employees, students, parents/guardians, committee members, permit holders, vendors, service providers, contractors, volunteers and visitors, as well as all other persons who are invited to or who work on Board property.

3.3 Relationship to Human Rights

The application of this regulation does not limit any requirements under the AODA, the Code, or any other applicable legislation. Any allegations of harassment and discrimination based on disability that violate the Code will be addressed through Complaint Resolution Processes under Administrative Regulation B-3.3.1, Human Rights: Code-Based Discrimination and Harassment.

3.4 Relationship to Report IT!

Board Policy B-3.4, Accessibility for Persons with Disabilities and this related regulation outline a process for addressing barriers that prevent persons with disabilities from fully accessing Board services, facilities or opportunities. Any

³ Reasonable efforts for Ontario's public education system funded by government incorporates considerations of the more exacting standard of undue hardship as defined by the Code³ and includes quantifiable costs based on available and foreseeable funding as well as health and safety considerations.

barriers within the learning and/or working environments of the Board can be communicated through an online confidential reporting tool known as [Report IT!](#)

4. RESPONSIBILITY

Commissioner's Office of Human Rights, Equity and Accessibility (COHREA)

4.1 The Human Rights, Equity and Accessibility Commissioner, COHREA staff and any delegated staff are responsible for:

- 4.1.1 establishing and overseeing a process to develop, implement and review all accessibility standards under the AODA;
- 4.1.2 establishing and maintaining the direction of the Accessibility Advisory Committee with broad representation from across the Board;
- 4.1.3 preparing an Annual Accessibility Report and Multi-Year Accessibility Plan (MYAP) that outlines the Board's strategy to identify, remove, and prevent barriers for people with disabilities in consultation with the Accessibility Advisory Committee as well as with persons with disabilities;
- 4.1.4 preparing an annual status report on the progress of measures taken to implement the MYAP and post the report on the Board's website, ensuring the report in an accessible format upon request; and
- 4.1.5 monitoring, implementing and keeping accurate records of the accessibility training provided, including the dates on which training is provided and the number of individuals to whom it is provided.

4.2 Accessibility Advisory Committee

It is the role of Accessibility Advisory Committee to review and provide input on Board policies, regulations, supporting documents and processes developed to support accessibility within the Board.

4.3 Superintendents

It is the responsibility of the superintendent to review accessibility concerns and requests for guidance from their respective Families of Schools (FOS) by:

- 4.3.1 considering accessibility for people with disabilities as part of the development and review of Board policies, procedures, processes and supporting documents;
- 4.3.2 providing relevant information to, and seek information from, the Accessibility Advisory Committee;

- 4.3.3 ensuring that training is provided on the requirements of the accessibility standards, with particular focus to Ontario Regulation 191/11, Integrated Accessibility Standards, to all employee and volunteers with the Board; and
- 4.3.4 overseeing, monitoring and supporting principals and managers in ensuring schools and workplaces are accessible by including legislated requirements under the AODA into school and department plans.

4.4 Principals Mangers and Supervisors

Principal, managers and supervisors are accorded with responsibility for:

- 4.4.1 implementing components of the AODA legislation in conjunction with their associated schools/departments;
- 4.4.2 ensuring that all staff and volunteers have received the required AODA compliance training;
- 4.4.3 receiving and responding to requests for accommodation from individuals and determining, in consultation with the individual and others, the most appropriate accommodation;
- 4.4.4 contacting a member of the Employee Health Services in Human Resource Services should they have an employee who requires an accommodation in the workplace; and
- 4.4.5 maintaining a central file on all staff who require an accommodation plan and/or an Employee Medical Safety and Emergency Plan document which is provided upon request to Human Resource Services.

4.5 Facilities Services

The Board's Facilities Services department has a core mandate for ensuring schools and buildings are safe, healthy, and welcoming for all; and to consider the barrier to accessibility:

- 4.5.1 when incorporating accessibility design, criteria and features when purchasing new equipment (including self-service kiosks), designing new systems or planning a new initiative;
- 4.5.2 by ensuring that the Annual Accessibility Plan, which identifies schools and buildings requiring modifications or renovations to improve the access and accommodation for persons with physical disabilities, is maintained;
- 4.5.3 by ensuring that all new schools and new Board administrative buildings as well as those undergoing major renovations are designed to facilitate access for persons with disabilities; and

- 4.5.4 by ensuring that all new schools and Board administrative buildings, as well as those undergoing renovations, are designed to conform to the requirements of the current Ontario Building Code, including provisions such as, but not limited to, elevators, ramps, special washrooms, designated accessible parking spaces, exterior lighting, and accessible signage.

4.6 Human Resource Services

In meeting it's obligations as set out in the Employment Standard of the AODA, Human Resources Services is tasked with the following responsibilities:

- 4.6.1 fostering accessible recruitment and promotion processes that are consistent, equitable, transparent, and free from discrimination;
- 4.6.2 notifying job applicants who are selected to advance through the interview/hiring process that accommodations are available upon request;
- 4.6.3 consulting with job applicants who request accommodation and provide or arrange for the provision of a suitable accommodation that takes into account the applicant's accessibility needs;
- 4.6.4 upon making offers of employment, notifying the successful applicant of policies for accommodating employees with disabilities;
- 4.6.5 having in place a written process for the development of individual workplace accommodation plans and/or return to work plans for employees with disabilities as mentioned in Board Policy HR-4.5, Health and Medical - Employees and,
- 4.6.6 informing employees of any changes to existing policies on the provision of job accommodations.

4.7 Corporate Affairs and Information and Communications Technology

Corporate Affairs and Information and Communications Technology have the shared responsibility of ensuring that accessible communication is a core consideration, including making sure that all internet websites and web content conform with the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG).

4.8 Special Education Services and Teaching and Learning (Student Success)

In consideration of curriculum and instructional services that focus on accessible learning resources through [Special Education Program Delivery Model](#) and its [Special Education Plan](#), the leadership of Special Education and Teaching and Learning will:

- 4.8.1 identify, develop and promote educational or training resources or materials in accessible or conversion-ready format that takes into account the accessibility needs of the person with a disability;
- 4.8.2 provide school-based staff with accessibility awareness training to ensure that course and lesson planning, delivery and assessment reflect universal design and differentiated instruction; and,
- 4.8.3 build in the capacity of Board libraries to provide, procure and acquire an accessible or conversion-ready format of print, digital or multimedia resources or materials for a person with a disability, upon request.

4.9 Business and Corporate Services:

The Board's transportation portfolio being managed through Business and Corporate Services, collaborates with Student Transportation Services of Central Ontario (STSCO) addressing issues of accessible student transportation on school buses by:

- 4.9.1 ensuring that appropriate accessible transportation services are provided for students with disabilities;
- 4.9.2 requesting transportation for students with disabilities as required and in following the procedural responsibilities as outlined in Board Policies BA-7.1, Student Accommodation-School Boundaries, BA-8.1, Student Eligibility and BA-8.6, Transportation-Student Safety;
- 4.9.3 consulting with parents/guardians of students with disabilities to discuss their transportation requirements; and,
- 4.9.4 communicating to the system on all required transportation forms and additional documentation

4.10 All Board Staff

Regarding accessibility, it is incumbent for all Board staff to:

- 4.10.1 understand that persons with disabilities may have different needs;
- 4.10.2 consider accessibility when making decisions;
- 4.10.3 complete required training;

- 4.10.4 review disputes on feedback and requests for accommodation from persons with disabilities to their immediate supervisor;
- 4.10.5 support and comply with requirements under the AODA legislation;
- 4.10.6 identify and report any barriers that may prevent a person with a disability from fully accessing services, facilities or opportunities offered in the Board; and
- 4.10.7 speak to their immediate supervisor should they have a disability that requires accommodation and/or accommodation required upon the review of the Critical Incident Response Protocol.

4.11 Community Members

Accessibility is a collaborative process of engagement between the Board and the community it serves. Community members have a role, when accessibility considerations merit, to:

- 4.11.1 inform an appropriate staff member that they have a disability and require accommodations to access Board services;
- 4.11.2 participate in discussions with Board staff about the development of appropriate accommodations; and
- 4.11.3 identify and report any barriers that may prevent a person with a disability from fully accessing services, facilities or opportunities offered in the Board.

5. PROCEDURE

5.1 Accessibility Plans

The Board will develop, maintain and document a MYAP outlining its strategy and approach to attend to and remove barriers; and to meet its obligations under the AODA. The MYAP will be reviewed and updated annually by the COHREA, in consultation with the Accessibility Advisory Committee. Once approved, the MYAP will be posted on the Board's website. Upon request, a copy of the MYAP will be provided in accessible formats.

Progress on the MYAP will be included in the Board's Annual Accessibility Report. The status report will be posted on the Board's website and filed with the Ontario government every two-years as required. Status reports will also be made available in accessible formats, upon request.

5.2 Procuring or Acquiring Goods, Services or Facilities

The Board will ensure that accessibility criteria and features are incorporated when it procures or acquires goods, services, or facilities, except where it is not practicable to do so. Where it is impracticable to incorporate accessibility criteria and features, the Board shall provide an explanation upon request. Details of employees' responsibilities for purchasing accessible goods, services and facilities can be found in Board Policy BA-5.1, Purchasing Procedures.

5.3 Training Employees and Volunteers

All Board employees, volunteers and third parties providing goods and services on the Board's behalf shall be required to undergo training on the requirements of the AODA accessibility standards and on the Code, with a specific focus on persons with disabilities. The training provided shall be appropriate to the duties of the employee, volunteer or third party. Training shall take place as soon as is practicable by the COHREA and upon completion, the COHREA shall keep a record of the training provided, including the dates on which accessibility training took place.

5.4 Feedback

The Board's overarching goal toward ensuring student success is to make students with disabilities successful in completing their education, and that their accomplishment in doing so is made more memorable because the Board's intentional actions in promoting a supportive, inclusive and barrier free environment. It is also important to provide school administration, teaching staff, non-teaching staff and volunteers with disabilities a barrier-free environment in which to work. The Board will continue to ensure that its process for receiving and responding to feedback is accessible to persons with disabilities by providing, or arranging for the provision of, accessible formats and communications supports, upon request.

5.5 Communication

When communicating with a person with a disability, Board employees (teaching and non-teaching), volunteers and third-party contractors shall do so in a manner that takes into account the person's disability. Guidelines for communicating with people who have various types of disabilities are provided upon request to the COHREA at cohrea@kprdsb.ca.

5.6 Accessible Formats and Communication Supports

Upon request, the Board will provide, or arrange for the provision of, accessible formats and communication supports for persons with disabilities. Accessible formats and communication supports shall be provided in a timely manner and at a cost, if applicable, that is no more than the regular cost charged to other persons. The Board will also notify students, staff, faculty, and visitors about the availability of accessible formats and communication supports.

5.7 Accessible Websites and Web Content

The Board will ensure that its internet and intranet websites, including web content, conform to WCAG. All website content should currently conform with WCAG 2.0 Level AA. Where possible, the Board will endeavour to have any legacy web content conform with WCAG 2.0 AA.

5.8 Unconvertible Information and Communications

If the Board determines that information or communications are unconvertible, the Board will provide the person requesting the information or communications with:

- an explanation as to why the information or communications are unconvertible, and
- a summary of the unconvertible information or communications.

5.9 Emergency Procedures, Plans and Information

The Board shall provide all existing public emergency procedures, plans and public safety information, upon request in an accessible format or with appropriate communication supports in a timely manner.

5.10 Accessible Employment

5.10.1 Recruitment

Through Human Resource Services, the Board will notify its employees and the public about the availability of accommodation for applicants with disabilities in the recruitment process.

5.10.2 Recruitment, Assessment or Selection Process

The Board will notify job applicants, when they are individually selected to participate further in an assessment or selection process that accommodations are available upon request. If a selected applicant requests an accommodation, the Board will consult with the applicant and will arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.

5.10.3 Notice to Successful Applicants

When making offers of employment, the Board will notify the successful applicant of its policies for accommodating employees with disabilities.

5.10.4 Informing Employees of Supports

The Board will inform employees of the policies used to support employees with disabilities, including policies on the provision of job accommodations, that take into account an employee's accessibility needs due to disability. Through human resources, the Board will provide this information to new employees as soon as practicable after they begin their employment and provide updated information to all employees whenever there is a change to existing policies on the provision of job accommodations.

5.10.5 Accessible Formats and Communication Supports for Employee

Upon an employee's request, the Board shall consult with the employee to provide or arrange for the provision of accessible formats and communication supports for information that is:

- needed in order to perform the employee's job, and,
- generally available to employees in the workplace.

The Board will consult with the employee making the request in determining the suitability of an accessible format or communication support.

5.10.6 Employee Medical Safety and Emergency Plan

The Board shall make new and existing employees aware that individualized employee medical safety and emergency plans are available to employees with disabilities, upon request to Human Resource Services.

The Board will, upon request, assist employees who have a disability in developing their individualized employee medical safety and emergency plan, if the disability is such that the individualized information is necessary, and if the Board is made aware of the need for accommodation due to the employee's disability. The Board will provide this information as soon as practicable after becoming aware of the need for accommodation by a request from the employee. The individual plan for the employee should be incorporated into the department's emergency plan and procedures.

Where the employee requires assistance, the Board will, with the consent of the employee, provide the individualized employee medical

safety and emergency plan information to the Facilities Services department or any other person(s) designated by the Board to provide assistance to the employee. All information shall be kept confidential.

The Board, on the request of the employee with the disability, will assist in the review of their individualized employee medical safety and emergency plan if the employee moves to a different location in the organization or when there are necessary changes to the employee's plan.

5.10.7 Documented Individual Accommodation Plans

A written process for the development and maintenance of documented individual accommodation plans shall be developed for employees with disabilities, if requested. These plans shall include information regarding accessible formats and communications supports. If requested, the plans shall include individualized employee medical safety and emergency plan.

5.10.8 Return to Work Process

The Board will maintain a documented return to work process for its employees who have been absent from work due to a disability and who require disability-related accommodations in order to return to work. The return to work process will outline the steps the Board will take to facilitate the return to work and will include documented individual accommodation plans as part of the process.

This return to work process will not replace or override any other return to work process created by or under any other statute (e.g., the Workplace Safety and Insurance Act, 1997).

5.10.9 Performance Management and Career Development and Redeployment

The Board shall take into account the accessibility needs of its employees with disabilities as well as any individual accommodation plans when providing career development, performance management and when considering redeployment.

5.11 Accessible Transportation

The Board is committed to providing services in an accessible manner through its ongoing collaboration and relationship with STSCO. If, at any time, in providing transportation services to students present a concern pertaining accessibility needs, it should first be address by STSCO before it is elevated to Business and Corporate Services or the COHREA.

5.12 Accessible Built Environment

Ensuring that the built environment at all Board buildings and schools are accessible is necessary to having an inclusive experience for employees, students and visitors. The Board is committed to ensuring new builds are constructed in a universally designed manner that is accessible to persons with disabilities. The Board is also committed to retrofitting existing buildings, structures and the built environment to remove physical barriers.

For new builds, the Board will consult with the accessible provision Design of Public Spaces Standards (Accessibility Standard for the Built Environment) found in Ontario Regulation 191/11, Integrated Accessibility Standards, during the planning stages to review proposals. The Accessibility Advisory Committee will work to identify any potential barriers in the plans and will also provide recommendations about accessible additions to the proposals or plans.

5.13 Accessible Customer Service

Accessible customer service entails requiring that the Board provides educational awareness programs and training for employees and volunteers on disability and accessibility. Consistent with its accessibility mandate, the COHREA will conduct educational awareness training programs and ensure availability to employees and volunteers. These training programs include online learning modules and in-person training sessions.

In some instances, new employees or volunteers may have completed accessibility awareness training programs with previous employers. In such instances, staff in the COHREA will review and discuss the training programs with the individual. Depending on the detail and content of the training the employee has previously undertaken, there may be the option for the employee to complete a condensed version of the accessibility awareness training.

5.14 Universal Instructional Design

The Board will continue to develop and update training and course materials in order to provide the materials in formats that are universally designed. Resources shall be made available to teachers by the Superintendent for Equity, Diversity and Inclusion to assist in the development of designing or redesigning courses within the Universal Design for Learning (UDL) guidelines. Using UDL, the Board resources shall include information for teachers to develop online, face-to-face and blended (mixture of online and face-to-face) courses universally designed.

5.15 Library Resources

The Board will make accessible formats of library materials available, upon request. KPR staff will consult with the individual making the request to determine the appropriate accessible format. The individual requiring the accessible format shall pay no additional cost for the material.

5.16 Assistive Devices

The Board will:

- 5.16.1 welcome and promote the use of assistive devices by persons with disabilities to obtain, use or benefit from programs, services or facilities;
- 5.16.2 ensure staff, volunteers and others dealing with the public are trained to support parents and members of the general public who use assistive devices to access Board services;
- 5.16.3 ensure notice is posted in the front office and/or reception area(s) indicating that the school welcomes the use of assistive devices and encourages users to seek support from staff as required; and
- 5.16.4 provide assistance to visitors who indicate that they need support.

5.17 Support Persons

A support person is an individual who accompanies a person with a disability and provides assistance with mobility, personal care needs, medical needs, or access to goods or services. A support person is different from a Board employee who provides support services to a student or staff person in the system. A support person could be a paid professional, a volunteer, a friend or a family member and does not necessarily need to have special training or qualifications.

The Board will:

- 5.17.1 welcome all persons with disabilities who are required to be accompanied by a support person and ensure that the person with a disability is not prevented from having access to the support person;
- 5.17.2 determine that a support person is necessary to protect the health or safety of the person with a disability;
- 5.17.3 ensure that staff, volunteers and others dealing with the public receive training in how to interact with people with disabilities who are accompanied by a support person;
- 5.17.4 ensure consent is received from Parent/Legal Guardian for Support Persons, consent is tracked for confidentiality records, and retained for meetings where confidential information is being disclosed; and
- 5.17.5 ensure that notice is given in advance for any cost associated with the support person's admission to any Board-related events.

5.18 Service Animals

Service animals should be welcomed as they are used to provide accommodation support to a person with a disability (that is either readily apparent or supported by a letter from a regulated health professional). Service animals may be used in any of the following ways:

- guiding a person who has vision loss,
- alerting a person who is deaf or hard of hearing;
- alerting a person to an oncoming seizure and lead them to safety;
- interacting with a person with Autism Spectrum Disorder and to stop them from fleeing in order to ensure safety; or,
- to remind a person with a mental illness to take their prescribed medication.

All visitors with disabilities to Board administrative buildings who are required to be accompanied by a service animal should be welcomed and accessibility consideration should include:

- ensuring that they are permitted to keep the service animal with them, unless the animal is otherwise excluded by law from the premises;
- ensuring that staff who deal with the public receive customer service training in how to interact with persons with disabilities who are accompanied by a service animal;
- reviewing Administrative Regulation ES-3.8.3, Service Animals in Schools, which outlines the process to be followed if an application is made to have a guide dog, service dog or service animal support the disability-related learning needs of a student while they are attending school or a school-related event; and
- where a service animal must be excluded for reasons of health and safety, every effort should be made to work with the person with a disability to put alternative arrangements in place to provide the services that are required.

5.19 Disruption of Services

In recognizing the Board has a responsibility to communicate any disruption of services, it must do so by ensuring that:

- 5.19.1 a Disruption of Service Announcement is posted in an openly visible location at the site when services normally provided to a person with a disability are temporarily unavailable;

- 5.19.2 the notice is provided before the disruption if it is planned or as soon as possible if the disruption is unplanned; and
- 5.19.3 the notice of disruption includes information about the reason for the disruption, its anticipated duration and a description of alternative facilities or services, if any, that are available.

5.20 Process for Communicating to COHREA

Policy and administrative regulations will be posted on the Board's public-facing website, within reasonable time of the approval of the policy. As per Administrative Regulation B-1.1.1, designated staff in the Office of the Director will post the approved document(s) to the Board website and will notify the following groups by email of the posted document:

Trustees	Secondary Principals and Vice-principals
Senior Administration	Elementary Principals and Vice-principals
Education Centre Mailing	Secondary Head Secretaries
Union Presidents (five)	Elementary Senior Secretaries

Contact Information: Inquiries regarding the policy should be directed to the COHREA, by email to: cohrea@kprdsb.ca.

6. RELATED POLICIES, ADMINISTRATIVE REGULATIONS OR PROCEDURAL DOCUMENTS

Board Policies:

[B-1.1, Board Operation and Policy Framework](#)
[B-3.2, Equity, Diversity and Inclusion](#)
[BA-6.7, Vandalism - Acts Against Board Property](#)
[ES-1.1, Safe, Caring and Restorative Schools](#)
[ES-3.8, Special Education](#)
[HR-4.1, Occupational Health and Safety](#)

Administrative Regulations:

[B-1.1.1, Policy and Administrative Regulation Development and Management](#)
[B-3.3.1, Human Rights: Code-Based Discrimination and Harassment](#)
[B-8.1.1, Partnerships in Education](#)
[B-8.2.1, Community Use and Access to School Facilities](#)
[B-8.3.1, Facility Partnerships](#)
[BA-6.3.1, School Playground Equipment](#)
[ES-3.8.4, Service Animals in Schools](#)
[HR-5.4.1, Performance Appraisal](#)

Other Procedural Documents (Internal):

[Critical Incident Response Protocol](#)

7. REFERENCE DOCUMENTS

Legislation:

[Accessibility for Ontarians with Disabilities Act](#)

[Dog Owners' Liability Act](#)

[Food Safety and Quality Act](#)

[Health Protection and Promotion Act](#)

[Human Rights Code](#)

[Ontarians with Disabilities Act](#)

[Ontario Heritage Act](#)

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

[Ontario Regulation 332/12, Building Code](#)

[Workplace Safety and Insurance Act, 1997](#)

Other Documents:

[Policy/Program Memorandum \(PPM\) No 163: School Board Policies on Service Animals](#)

[Universal Design for Learning \(UDL\)](#)

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

TO: Chairpersons' Committee

TOPIC: **Review of Board Policy B-7.3, Parental Involvement**

INITIATOR: Rita Russo, Director of Education
Greg Kidd, Executive Officer, Corporate Affairs

BACKGROUND

1. Kawartha Pine Ridge District School Board policies are reviewed every five years to ensure they remain up-to-date, relevant and responsive. As part of the regular review cycle, Board Policy B-7.3, Parental Involvement has been reviewed.

STATUS

2. Revisions reflecting updated language are being recommended for Board Policy B-7.3, Parental Involvement (Appendix A).

RECOMMENDATION

1. That Board Policy B-7.3, Parental Involvement, be approved as revised.

Rita Russo
Director of Education

Greg Kidd
Executive Officer, Corporate Affairs



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

POLICY STATEMENT

Policy Name: ~~Parental~~ Parent Involvement Committee
Section: Board and Community

Policy Code: B-7.3

Established: June 22, 2006

Revised or

Reviewed: May 26, 2011; October 22, 2015, DRAFT January 9, 2023

1. POLICY STATEMENT

The Kawartha Pine Ridge District School Board (KPR) values the participation of parents, guardians and caregivers as partners in education and provides a variety of opportunities to encourage ~~parents~~ them to become involved in our schools. Together, these avenues create a robust parental involvement program.

2. OBJECTIVE

The Board ~~strives~~ is guided by key values, one of which is to foster parental involvement and community engagement to build partnerships that support student learning.²² This policy recognizes that parents play a vital role in the education of their children and in the success of schools.

3. DEFINITIONS

Parent

Any parent, guardian or caregiver of a KPR student.

4. APPLICATION

This policy applies to:

- Parent Involvement Committee Members
- Kawartha Pine Ridge District School Board Staff
- Parents, guardians, caregivers, community members

5. RESPONSIBILITY

The Communications and Corporate Affairs area is responsible for the guidelines and directives within this policy.

6. POLICY**PARENT INVOLVEMENT COMMITTEE****6.1 Role**

The role of the Parent Involvement Committee is to:

- 6.1.1 support and enhance meaningful, inclusive accessible, and constructive opportunities for parental involvement in all of our schools, in order to improve student achievement and well-being;
- 6.1.2 seek out the advice and ideas of school councils, other parents and partners to plan and implement strategies to involve more parents;
- 6.1.3 provide advice to the Board based on input received from other parents, guardians and caregivers to strengthen the ~~on the~~ effectiveness of communications, events and other initiatives that affect relationships with parents and school councils; and
- 6.1.4 approve expenditures for activities or projects funded with the Ministry of Education's Parent Involvement funding.

6.2 Structure and Composition

The structure of the Parent Involvement Committee is as follows:

- 6.2.1 A parent will chair the committee, which will have a majority of parent members.
- 6.2.2 Each Regional School Council will elect three representatives and one alternate (parents or parental school council members) at its first meeting of the year to sit on the committee.

The committee will seek to have representation from both secondary and elementary school communities.

- 6.2.3 The term of office of some of the parent members shall be one year and the term of office of some of the parent members shall be two years.
- 6.2.4 The Parent Involvement Committee will strive to include supplemental appointments to reflect the diversity of parents within the Board, specifically to have one community representative from each region of the Board (up to three) who is not a parent or employee of the Board.

The committee will also strive to have a principal and teacher representative as a resource to the committee on a rotating basis.

- 6.2.5 The Director of Education and one trustee will sit on the committee.
- 6.2.6 The committee will meet six times each year.
- 6.2.7 According to the Education Act and Robert's Rules of Order, quorum is defined as a simple majority, more than 50 per cent of committee members. For the purpose of the committee, only parent members will be included in quorum calculations. For example, if there are 12 committee members, 7 must be present within 30 minutes of the time appointed for all meetings or committee shall stand adjourned.
- 6.2.8 Parent members shall declare themselves in a conflict of interest and should not vote on expenditure applications from their own school. When votes are held, only parent and community representative members are eligible to vote.
- 6.2.9 After each meeting, a trustee member of the committee will report back to the Board of Trustees and parent members will report to their respective Regional School Councils. A copy of the Board report and minutes will also be posted on the Board's website.

7. RELATED POLICIES, ADMINISTRATIVE REGULATIONS OR PROCEDURAL DOCUMENTS

Administrative Regulation:
[B-7.3.1, Parental Involvement](#)

8. REFERENCE DOCUMENTS

Legislation:
[Education Act](#)
[Ontario Regulation 612/00, School Councils and Parent Involvement Committees](#)

Other Documents:
Robert's Rules of Order

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

TO: Chairpersons' Committee

TOPIC: **Review of Board Policy B-2.1, Board and Committee Meetings**

INITIATOR: Rita Russo, Director of Education

BACKGROUND

1. At the October 17, 2022 Chairpersons' Committee meeting, a report requesting that Board Policy B-2.1, Board and Committee Meetings, be revised to reflect provisions contained in Ontario Regulation 463/97, Electronic Meetings and Meeting Attendance, was presented to the committee.
2. Upon review and discussion, the committee recommended that the policy be returned to senior administration for a fulsome review.
3. Committee members made specific reference to Items 6.5, Invocation, 6.19 Trustee Additions and 10, Ad Hoc Committees of the Board.

STATUS

4. Board Policy B-2.1, Board and Committee Meetings has been reviewed (Appendix A).

RECOMMENDATION

1. That Board Policy B-2.1, Board and Committee Meetings be approved as revised.

Rita Russo
Director of Education



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

POLICY STATEMENT

Policy Name: Board and Committee Meetings
Section: Board and Community

Policy Code: B-2.1

Established: January 22, 1998

Revised or

Reviewed: September 10, 1998, November 5, 1998, May 27, 1998, November 11, 1999, April 27, 2000, June 14, 2000, April 11, 2001, June 20, 2002, November 25, 2004, November 24, 2005, October 26, 2006, April 26, 2007, April 24, 2008, February 26, 2009, May 27, 2010, April 18, 2013, January 28, 2020, February 22, 2022, DRAFT October 3, 2022, DRAFT October 17, 2022

It is the policy of the Board that meetings of the Board and its committees shall be open to the public unless provided for in provincial legislation.

1. Open Meetings

Meetings of the Board and meetings of the committees of the Board, ~~including committee of the whole Board~~, shall be open to the public and to representatives of the media with an “open session.” No person shall be excluded from a meeting that is open to the public except for improper conduct. Nevertheless, as indicated in the Education Act, R.S.O. 1990 Section 207(2) a meeting of the Board, or a committee of the Board, ~~including a committee of the whole Board~~, may be closed to the public when the subject-matter under consideration involves:

- 1.1 the security of the property of the Board;
- 1.2 the disclosure of intimate, personal or financial information in respect of a member of the Board or committee, an employee or prospective employee of the Board or a pupil or the pupil’s parent and/or guardian;
- 1.3 the acquisition or disposal of a school site;
- 1.4 decisions in respect of negotiations with employees of a Board; or
- 1.5 litigation affecting the Board.

It shall be the policy of this Board to deal with all information of a personal nature “in-camera” and to protect its confidentiality unless it is determined that there is a specific exemption under the Municipal Freedom of Information and Protection of Privacy Act 1990.

2. Calling of Meetings

Meetings of the Board shall be classified as regular meetings, special meetings and/or emergent meetings, ~~and/or committee of the whole, meetings:~~

- 2.1 The regular meetings of the Board shall normally be held on the fourth Tuesday of each month with an ~~committee of the whole~~, in-camera session, from 6:15-6:45 p.m. and with an open session at 7:00 p.m. If the ~~committee of the whole~~, in-camera session requires more time, it will be convened after the open session. Where circumstances warrant, as the result of a limited number of items on the in-camera agenda, the open session will commence at 7:00 p.m. with the in-camera session convened after the open session. When necessary, regular meetings of the Board shall also be held on the second Tuesday of every month or otherwise scheduled by the Board. Should a statutory or civic holiday fall on the date scheduled for a regular meeting, the Board shall meet on the evening of the previous day. These meetings will be held in the Board Room of the Education Centre. (Exceptions shall be by resolution of the Board at a previous regular meeting.)
- 2.2 Special meetings of the Board may be convened by resolution of the Board at a previous meeting of the Board or may be called at the call of the Chairperson with a minimum of forty-eight hours' notice. A special meeting of the Board shall be called by the Secretary of the Board with a minimum of forty-eight hours' notice, on request, in writing, to the Secretary of the Board by the majority of trustees as provided in Section 198 (1)(d) of the Education Act. The notice for the special meeting shall state the business for which the meeting is called and no additions to the agenda will be entertained.
- 2.3 Emergent meetings of the Board may be called by the Chairperson with less than forty-eight hours' notice for the purpose of dealing with one or more matters deemed to be of an urgent nature. An emergent meeting of the Board shall be called by the Chairperson or Secretary of the Board with less than forty-eight hours' notice, on the request, in writing, to the Secretary of the Board by the majority of trustees. The notice for the emergent meeting shall state the business for which the meeting is called and no additions to the agenda will be entertained.

3. Publication of Notice

Notice of Board meetings shall normally be by receipt of an agenda, however, where time or circumstances does not permit or render this procedure impractical, other means such as telephone calls, electronic communications, announcements at Board or committee meetings, etc. may be employed. A limited number of hard copies as determined by the Director of Education, or designate, will be available at the meetings.

A list of all Board and committee meetings shall be posted on the Board's website as part of the electronic Board agenda designating the type of meeting, date, and place.

4. Delegations Appearing at Board and/or Committee Meetings

Delegations are invited to present to regular Board meetings and committee meetings to present a point of view, to submit recommendations or to request consideration of a matter of concern. The delegation process is not interactive or designed for two-way conversation, but rather an opportunity for delegates to present a position or information to the Board. In all cases the following procedures will apply:

4.1 Application

- 4.1.1 All delegations wishing to make presentations shall apply in writing to the Office of the Director of Education and Secretary of the Board, or in the case of committees to the appropriate administrative resource person, prior to a meeting giving advance notice of its intention to appear before the Board, or committee. Each delegation shall clearly indicate the matter on which the submission is to be made, the individual, or the organization, or interested parties to be represented and the authority of the spokesperson.
- 4.1.2 Delegates applying at least nine calendar days prior to a meeting will be provided up to 10 minutes for their presentation.
- 4.1.3 Delegates applying by the end of the business day (4:30 p.m.) on the day following publication of the Board or committee meeting agenda will be provided up to 3 minutes for their presentation.
- 4.1.4 The time allotted to delegations shall be limited to a one hour time period unless extended by a Board motion.
- 4.1.5 An individual may only speak once per item, regardless of the number of groups they represent.
- 4.1.6 Requests for a hearing will be received in accordance with Board policy, confirmed by the Office of the Director of Education and Secretary of the Board or designate, and delegates will be acknowledged advising the time of the hearing.
- 4.1.7 Delegations will be advised by the Office of the Director of Education or designate of the following requirements:

All requests to appear as a delegation before the Board of trustees, or a committee of the Board, must be submitted in writing and contain the following information

- 4.1.7.1 the full name and address of the individual, or the organization, or the interested parties to be represented;

- 4.1.7.2 the name(s) of those making the presentation (maximum two) and their position(s) within the organization;
- 4.1.7.3 the authority by which the presentation is being made if representing an organization;
- 4.1.7.4 a clear, specific and detailed outline of the matter which is to be addressed and the specific action requested of the Board or committee. Incomplete outlines may result in postponement or denial of the application request.
- 4.1.8 Delegates will be advised that an application, including a complete outline of the matter to be addressed, and the specific action requested of the Board or committee will be distributed prior to the meeting.
- 4.1.9 As part of the application process, and at the discretion of the Chairperson of the Board, delegates may be referred directly to appropriate committees, ~~rather than the Committee of the whole, Board.~~
- 4.1.10 Delegates will be advised that materials, in addition to the completed outline, being submitted to trustees will be the responsibility of the delegation. The Chairperson of the Board shall determine if the additional materials are required as part of the outline indicated above.
- 4.2 Hearing
 - 4.2.1 As a condition of appearance and prior to making a delegation, all delegates must, through written consent, agree to respect the decorum, and meeting rules of order as established by the Board.

Failure to respect the authority of the Chairperson of the Board and/or Committee Chairperson, non-adherence to presentation time limits, and/or disrespectful behaviour may result in immediate suspension of the presentation; forfeiture of presentation privileges for a calendar year; and/or further limitations as deemed appropriate by the Board, including the possible issuance of a trespass notice.
 - 4.2.2 Delegations shall be welcomed by the Chairperson who shall ensure that the delegate is aware of the process for receiving and dealing with presentations under this policy.
 - 4.2.3 The Chairperson may recommend and the Board or committee will determine whether the delegation will be granted a hearing in open session or ~~in committee of the whole~~, in-camera session and,

- 4.2.3.1 the Board, or committees, will not hear in open session presentations on personnel matters that may conflict with the rights of staff, student matters that may conflict with the rights of students under the Municipal Freedom of Information and Protection of Privacy Act 1990, or personnel, property and/or legal matters that may jeopardize negotiations and are considered in-camera matters under the Education Act;
- 4.2.3.2 if the delegation presentation violates the protection of privacy, protection of student records, or constitutes a complaint of specific employees, the Chairperson will interrupt and may direct that the presentation be heard in an in-camera session; and
- 4.2.3.3 if a presentation constitutes a complaint or criticism of specific employees, such employees shall have a right to be notified and attend the presentation.
- 4.2.4 Delegates are required to identify themselves before their presentations. Subject to the rules of the meeting, the delegate shall be permitted to make the presentation without interruption.
- 4.2.5 Presentation materials, in addition to the outline published in the agenda support materials, may be distributed during the presentation by the delegation.
- 4.2.6 Broad or significant departures from submitted, written outlines may result in the immediate suspension of a presentation.
- 4.2.7 Following the presentation, the Chairperson will ask the members of the Board or committee if there are any points which they wish to have clarified.
- 4.2.8 Following presentations, only questions clarifying presented information are in order.
- 4.2.9 To assist in clarifying points raised by trustees, the spokesperson of a delegation may, with the permission of the Chairperson, call upon any other members of their delegation to answer the question.
- 4.2.10 As soon as the Chairperson is satisfied that all points have been clarified, the Chairperson will close the presentation, thank the spokesperson, and inform the individual how the matter will be dealt with.

- 4.2.11 The Chairperson may, with the Board's or the committee's permission, alter the order of presentations to facilitate delegations on the same topic to be heard consecutively.
- 4.2.12 The Chairperson has the discretionary power to request delegations on the same topic to limit their presentation to new information on the same issue.
- 4.2.13 Where a number of delegations on a particular topic are anticipated, the Chairperson may call a ~~committee of the whole~~ meeting on that topic.
- 4.2.14 Certain joint Board/community committees (Accommodation Review Committees as an example) may provide for the hearing of non-preregistered delegations, who may be granted up to 3 minutes per hearing. Committee meetings of this nature, or meeting for public input/consultation, will be also exempted from the one hour time limit for delegations as established within this policy.

4.3 Disposition

- 4.3.1 Immediately following the presentations, the Board or committee will proceed to disposition of the concerns of the delegations and may combine multiple presentations on the same issue for action.
- 4.3.2 Delegation concerns will be considered immediately following all presentations. Action concerning matters raised by delegations will be decided by a majority of the trustees present at the meeting. The Board policy concerning notice of motion shall apply unless the motion is:
 - 4.3.2.1 a deferral to a time when discussion will take place on the same matter at another point in the agenda,
 - 4.3.2.2 bringing forward a report or recommendation from the current meeting,
 - 4.3.2.3 a deferral to a later meeting,
 - 4.3.2.4 a referral to a Board committee for further study,
 - 4.3.2.5 a referral to administration, or
 - 4.3.2.6 to receive for information.

4.3.3 Committees to whom the subject of a delegation to the Board has been referred shall place the item on the agenda of a regular committee meeting as soon as practicable.

4.3.4 The spokesperson for delegations will be notified of the date and time of the meeting at which an issue is to be considered after referral by the Board.

4.4 Limitations

4.4.1 The Board will receive complaints or information from parties that are in litigation against the Board only through written correspondence to the Chairperson who will distribute it to trustees.

4.4.2 As noted in Section 4.2.1 of this policy, the Chairperson reserves the right to immediately suspend presentations from delegates disrespectful of the decorum, and meeting rules of order as established by the Board. The Chairperson may request any delegation or person in attendance to leave the meeting if, after warning, their conduct disrupts the order of the meeting.

4.4.3 A single hearing will be granted on any particular issue at the Board level. In exceptional circumstances, a second hearing will be granted on special motion of the Board.

At the discretion of the Chairperson of the Board, a delegation who presented at a committee meeting may also present at the Board meeting in which the committee's report is being presented.

4.4.4 Once the Board has resolved an issue, it reserves the right to hear no further delegations on the issue for at least six months.

4.4.5 The Director of Education and Secretary of the Board, or in the case of committees the appropriate administrative resource person, may meet with declared delegations or their representatives, where appropriate, to resolve delegates' concerns or clarify Board position.

5. Educational Topics – For Discussion at Meetings

The Board wishes to be informed on the philosophy, methodology, and procedures most commonly accepted by modern educators and also of the degree to which these are being implemented in the jurisdiction.

5.1 From time-to-time, provisions shall be made on the agenda for such presentations.

5.2 The Director of Education and/or Board committees will be responsible for the selection of topics and the arrangements for the presentation of the same.

- 5.3 Up to a maximum of thirty minutes shall be allowed for the presentation (and questions) of an educational topic.

6. Rules of Order for Meetings

The following procedures apply at all Board and committee meetings.

6.1 Chair

- 6.1.1 At the hour of the meeting, the Chairperson or Vice-chairperson shall take the Chair. The Vice-chairperson will chair the ~~committee of the whole~~, in-camera sessions.
- 6.1.2 Where the Chairperson of the Board is unable to attend a session of a Board meeting, the Vice-chairperson of the Board will chair the open session and the Past Chairperson will chair the in-camera session of the meeting.
- 6.1.3 Where neither the Chairperson nor the Vice-chairperson is able to attend a Board meeting, the Chairperson will designate the Past Chairperson to act in the Chairperson's place. In the event that no member of the Board is the Past Chairperson, the Chairperson will designate another member of the Board to act in the Chairperson's place.
- 6.1.4 If the chairperson of a committee is unable to attend a committee meeting, the chairperson of the committee, where a committee has not selected a vice-chairperson, may designate another member of the committee to act in their place.
- 6.1.5 Should the Chairperson, Vice-chairperson, or member designated to act as chair not be in attendance within fifteen minutes after the hour appointed, they shall be considered absent and the Secretary of the Board shall call the meeting to order. A member of the Board shall be chosen as Acting Chairperson to preside for the one meeting or until the Chairperson, Vice-chairperson, or member designated to act as chair arrives.

6.2 Quorum

- 6.2.1 In accordance with Section 208 (11) of the Education Act the presence of a majority of all the members constituting the Board shall be necessary to form a quorum and the vote of a majority of such quorum shall be necessary to bind the Board. Those attending via electronic means shall be counted as present. Quorum, in accordance with the Education Act and with Robert's Rules of Order, shall be a simple

majority of more than fifty percent of the members. For example, at a meeting of the Board or committee of the Board:

- if there are 12 members, a majority (more than 6) is 7;
- if there are 11 members, a majority (more than 5.5) is 6;
- if there are 5 members, a majority (more than 2.5) is 3;
- quorum required for committee meetings is to be calculated based on the number of members, not including the ex officio members (for example, a committee with 5 members plus ex officio, quorum is 3); and
- ex officio members contribute to reaching quorum (for example, a committee of 5 where one assigned member plus two ex officio are in attendance means quorum has been reached).

6.2.1.1 Unless there shall be a quorum present within thirty minutes after the time appointed for all meetings, the Board or committee shall stand adjourned, and the Secretary of the Board, or committee administrative resource person, shall record in the minutes the names of those both physically and electronically present, and the time of adjournment.

6.2.1.2 If a quorum fails to appear at a regular or properly called meeting, the inability to transact business does not detract from the fact that the Board's rule requiring the meeting to be held was complied with and the meeting was convened even though it had to adjourn immediately.

6.2.1.3 The only action that can be legally taken in the absence of a quorum is to, fix the time to adjourn, adjourn, recess, or take measures to obtain a quorum.

6.3 Call to Order

6.3.1 Each regular Board meeting shall begin with a call to order.

6.3.2 Each committee meeting shall begin with a call to order.

6.4 ~~Committee of the Whole~~, In-camera Sessions

~~Committee of the whole~~, In-camera session of the Board, will be held immediately following the Call to Order from 6:15-6:45 p.m. Where circumstances warrant, as the result of a limited number of items on the in-camera agenda, the open session will commence at 7:00 p.m. with the in-camera session convened after the open session. The agenda for the ~~committee of the whole~~, in-camera session will be adopted in the in-camera session, and a report of the committee will be presented in open session. If the ~~committee of the~~

~~whole~~, in-camera session; requires more time, it will be convened after the open session. The Board shall go into ~~committee of the whole~~, in-camera session, by duly moved motion on a majority vote. Subsection 55 (5) of the Education Statute Law Amendment Act (Student Performance) 2006 (effective July 7, 2006) provides that student trustees may attend all in-camera Board and Committee meetings with the following exception: when the subject matter under consideration involves the disclosure of intimate, personal or financial information in respect of a member of the Board or Committee, an employee of the Board or a pupil or his or her parent or guardian. The Board Vice-chairperson will take the chair for in-camera sessions.

- 6.4.1 Minutes will be maintained of ~~committee of the whole~~, in-camera sessions; by the Secretary of the Board and of in-camera Board committee meetings by the resource person at committee meetings; and will be approved at the next regular Board or committee meeting. Information printed in minutes will be maintained on a strictly confidential basis by all trustees and staff.
- 6.4.2 The Board ~~in committee of the whole~~, in-camera session, shall consider whether each item is appropriately in-camera. Where it is proposed to remove an item from the in-camera to open session the matter of the agenda placement of the item shall be debated in-camera and may be moved into open session on a majority vote (note comments on freedom of information in Article 6.22).
- 6.4.3 Any item dealt with in-camera, by any committee of the Board, shall be dealt with ~~in-camera by committee of the whole~~, during Board in-camera session, and Board or committee ~~of the whole~~, in-camera session, shall decide if that report is properly in-camera within the policies set out herein and considering S. 207(2) of the Education Act R.S.O. 1990 as amended and the Municipal Freedom of Information and Protection of Privacy Act 1990 as amended.
- 6.4.4 Timed ~~committee of the whole~~, in-camera session, agenda items, if deemed appropriate by the Board Chairperson, shall be an Order of the Day.
- 6.4.5 No item may be dealt with in open session once the Board has dealt with it in-camera unless by motion adopted by a majority vote in ~~committee of the whole~~, the in-camera session, to move the item from the in-camera session to open session.
- 6.4.6 If a trustee, in an open session, wishes to have considered a matter previously dealt with in-camera dealt with in open session, the trustee shall put a motion to the Board to go into ~~committee of the whole~~ in-camera session.

6.4.7 The Board shall consider, and if it so determines, ratify all decisions of the ~~committee of the whole~~, in-camera session, by adopting the report of the ~~committee of the whole~~, in-camera session, by proper motions in open session. Each motion would be voted on individually in regular Board.

6.4.8 Any committee of the Board may consider a matter in-camera provided the matter falls within this policy.

6.4.9 Before the completion of the in-camera session of the ~~committee of the whole Board in-camera session~~ and prior to moving into open Board, the ~~committee~~ Board will determine by proper motion those items to be “reported out” or released to the public.

6.5 ~~Invocation~~ Land Acknowledgement

At 7:00 p.m., following the ~~committee of the whole~~, in-camera session, the public open session of the Board shall begin with an acknowledgement that the Board is meeting on the traditional territory of the Mississauga First Nations. The Land Acknowledgement will be followed by the National Anthem and a moment of silence.

6.6 Adoption of the Agenda

6.6.1 The first order of business ~~following the invocation~~ shall be revisions to and the adoption of the open session agenda. A revised agenda requires a vote of two-thirds majority of those present.

6.6.2 Items will normally be added to the agenda by general consent, without a majority vote if done at the opening of the meeting before adoption of the agenda.

6.6.3 At regular meetings, no item requiring decision shall be added to the agenda without proper notice. Items received without notice are for information only, or are referred to a committee or to administration.

6.6.4 If a ~~committee of the whole~~, an in-camera session agenda item is followed by a time, and if the Board Chairperson deems it appropriate, it shall be an Order of the Day.

6.7 Declarations of Conflicts of Interest

Trustees must make a Conflict of Interest Declaration, pursuant to the Municipal Conflict of Interest Act.

6.8 Minutes of the Previous Meeting

Minutes of the previous meeting are revised and/or adopted as printed immediately following the Adoption of the Agenda.

6.9 Educational Presentations

Presentation of educational topics to the Board will be heard upon request. A maximum of 30 minutes will be allotted per Board meeting.

6.10 Delegations and/or Presentations

Delegations and/or presentations will be heard following the Adoption of the Minutes.

6.11 Disposition of Delegation Concerns

The concerns of delegations will be dealt with following the hearings (note comments on disposition in Article 4.3).

6.12 Director's Update

The Director shall have the opportunity to share information and/or updates with the Board.

6.13 Business Arising from the Minutes

Business Arising from the previous minutes will be discussed following Adoption of the Minutes.

6.14 Student Trustee Report

The Student Trustee will provide a written report and be heard on matters they wish to report for information to the Board.

6.15 Decision Reports

Reports from Board committees and/or administration will be prepared with a covering report prepared using a standard format and published with the regular agenda. Emergent items may be presented on revised or new reports on the revised agenda.

With the Board's permission, the Chairperson may alter the order of reports to facilitate addressing concerns of delegations or communication. A vote of two-thirds of the members present is required to vary the order of business if objection is expressed.

6.15.1 Board committee reports will indicate the following:

- 6.15.1.1 the committee submitting the report;
- 6.15.1.2 the date and location of the committee's meeting;
- 6.15.1.3 a list of attendees, both physically and electronically, those that gave regrets, and those that were absent from the committee meeting;
- 6.15.1.4 all topics discussed at the open session of the committee's meeting will be listed together with a brief descriptive comment including formative reports;
- 6.15.1.5 recommendations which have been duly moved, seconded and carried with a quorum of committee members present;
- 6.15.1.6 items discussed at an in-camera session will be reported in a separate report at an in-camera session of the Board and will remain in-camera unless by majority vote of the ~~committee of the whole Board~~ during in-camera session, and only specified items will be moved to open session; and
- 6.15.1.7 the committee chairperson is responsible for the report, however where the chairperson of a committee is a non-trustee member and therefore not an elected trustee, a trustee representative of the committee will report to the Board any reports or recommendations of that committee and initiate motions resulting from the meeting.
- 6.15.2 Administrative reports will indicate the following:
 - 6.15.2.1 the topic for discussion,
 - 6.15.2.2 the initiator of the report,
 - 6.15.2.3 background information on the topic,
 - 6.15.2.4 the status of the topic,
 - 6.15.2.5 recommendation(s) from senior administration to the Board, and
 - 6.15.2.6 the supervisory officer(s) responsible for the report.
- 6.16 Ontario Public School Boards' Association (OPSBA)

The Boards' Delegate Member may provide a report on OPSBA matters.

6.17 Correspondence

Correspondence to the Board requiring action and addressed to the Chairperson or Secretary of the Board will be dealt with following discussion of decision reports.

6.18 Information Items

6.18.1 Information items will follow discussion of decision items.

6.18.2 Information items, including correspondence to the Board for information only and addressed to the Chairperson or Secretary of the Board, may be considered as consent items.

6.19 ~~Trustee~~ Board Member Additions

~~Trustee~~ Board Member additions announced during the adoption of the agenda will be heard following information reports and/or correspondence at the end of the open session and shall be limited to three minutes in length per Trustee.

6.20 Future Meeting Dates

Future meeting dates will be discussed following Board member additions.

6.21 Question Period

A question period in each regular Board meeting, not exceeding fifteen minutes, for the answering of questions of and by the Board, on issues addressed at the meeting, shall be provided.

6.22 Report of the ~~Committee of the Whole~~, In-camera Session

The report of the ~~committee of the whole~~, in-camera session, shall be adopted by proper motions with each motion voted on individually.

6.23 Adjournment

At 11:00 p.m., a vote must be taken to determine whether to continue the Board meeting, ~~or committee of the whole, Board committee meetings~~, until the end or until a motion to adjourn has passed. Committee meetings, ~~with the exception of committee of the whole Board committee~~, should be less than two hours in length. At the end of two hours, a vote must be taken to determine whether to continue the committee meeting until the end or until a motion to adjourn has passed.

6.24 Provincial Legislation

In all cases, the Board will operate in accordance with provincial legislation and will at all times respect personal information when dealing with the rights of individuals to privacy as provided in the Municipal Freedom of Information and Protection of Privacy Act 1990 while at the same time recognizing the public right of access to public information.

In accordance with provincial legislation, the Board believes it to be the individual trustee's responsibility to adhere to Provincial Disclosure of Interest requirements.

6.25 Member Participation at Committee Meetings

All trustees may take part in the discussion or debate on any matter before a Board committee, and initiate motions but shall not have the right to vote at any committee meeting of which the trustee is not a member except the following:

6.25.1 Any trustee shall have the right to initiate motions and vote at

6.25.1.1 ~~committee of the whole~~ Budget committee meetings open and in-camera session, and

6.25.1.2 any committee meetings where all trustees have been invited at the direction of the Board.

6.25.2 Non-trustees who are named by the Board to membership to any committees that are advisory in nature have full voting and motion initiation privileges on that committee.

6.25.3 The Chairperson of the Board and the Vice-chairperson of the Board are ex officio members of all Board committees except those of a statutory or contractual nature where membership is established by legislation, regulation, or contract.

7. Agendas

7.1 The Secretary of the Board, or delegate, in consultation with the Chairperson and Vice-chairperson, shall determine all matters to be placed on the Board agenda and also shall determine those matters which should be in-camera ~~in committee of the whole~~.

7.2 The administrative resource person to committees, in consultation with the committee chairperson, shall determine items to be placed on committee agendas and also shall determine those matters which should be in-camera.

- 7.3 In-camera items shall be on a separate agenda package with the agenda sheet printed on pink paper for both the Board and committees with all information, reports and recommendations attached. All materials will be maintained in a strictly confidential basis by all trustees and staff.
- 7.4 The cover pages of all committee agendas shall be sent to all trustees previous to the committee meeting.

8. Motions and Resolutions

8.1 Notices of Motion

Notices of motion on new matters are required from trustees to provide Board members and administration benefit of advance consideration of the proposed business or motion. No new decisions will be entertained unless notice of motion has been provided on new matters at a previous meeting or by way of inclusion in the agenda. Notices of Motion will be given to the Secretary of the Board to include an item in the regular agenda, communicated in writing at a previous meeting, or by notifying the Secretary or Chairperson of the Board prior to the distribution of the agenda.

Notice of motion is not required if a proposed motion(s) is directly related to an item of business included within the Board/committee meeting agenda.

8.2 Moving, Seconding, Voting

8.2.1 When the question under consideration contains two or more distinct propositions, any particular proposition, upon the request of any member shall be considered and voted upon separately.

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

8.2.2.1 to adjourn,

8.2.2.2 to lay on the table,

8.2.2.3 to put the previous question,

8.2.2.4 to postpone,

8.2.2.5 to refer,

8.2.2.6 to amend, and

8.2.2.7 to vote on the present motion.

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

- 8.2.3 A question having been postponed indefinitely shall not be taken up again at the same meeting without a two-thirds vote in favour.
- 8.2.4 All motions require a seconder who is a committee member.
- 8.2.5 After a resolution is moved and seconded, a motion to amend may be made, and a motion to amend the amendment; but no further motion shall be made until those have been decided.
 - 8.2.5.1 The amendment shall be voted on first.
 - 8.2.5.2 If the amendment carries, then the original motion, as amended, shall be voted on.
 - 8.2.5.3 If the amendment does not carry, then the original motion may be amended further.
 - 8.2.5.4 Only one amendment to the main motion will be allowed at any given time.

All questions shall be put in the order in which they are moved, except that amendments shall be put before the motion, the last amendment first, and so on.

- 8.2.6 Until the Chairperson states the question, the maker has the right to modify the motion or to withdraw it entirely. After the question has been stated by the Chairperson, the motion becomes the property of the assembly and then its maker can do neither of these things without the consent of the assembly. Such leave being granted by two-thirds of the members present.
- 8.2.7 Whenever the Chairperson is of the opinion that a motion offered to the Board is contrary to the rules and privileges the Chairperson shall so inform the members immediately before putting the question thereon and quote the rule of authority applicable to the case without comment.
- 8.2.8 After the Chairperson has put a question to vote there shall be no further debate and no member shall leave the room.
- 8.2.9 At the discretion of the Chairperson, a resolution moved at a meeting may be required in writing.

8.2.10 Any member may call for a recorded vote. The Secretary of the Board shall call for those in favour and those against. The names of those who vote for and against shall be entered into the minutes. The order of calling for the yeas and nays of a recorded vote shall be alphabetical with the first trustee named changing progressively by one for each successive calling during the current term of the Board.

8.2.11 Every member (including the Board or committee Chairperson) present, either physically or electronically, when a question is put, shall vote thereon unless the Board excuses the member.

8.2.12 Any question on which there is an equality of vote shall be deemed to be defeated.

8.3 Special Motions

8.3.1 A motion to adjourn shall be in order, except when a member is speaking or a vote is being taken, or when the previous question has been called. A motion to adjourn only, shall not be open to amendment or debate; but a motion to adjourn to a certain time may be amended and debated. After a motion to adjourn has been defeated, no second motion to the same effect shall be made until some intermediate question has been disposed of.

8.3.2 A motion to lay on the table, only, is not debatable; but a motion to lay on the table and publish, or with any other condition, is subject to debate and amendment. When a question has been laid on the table, it shall not be taken up at the same meeting except by agreement of two-thirds of the members present.

8.3.3 The motion for the previous question shall preclude all further amendment or debate, and shall be submitted to the Board by the Chairperson

“Are you ready for the previous question?”

If adopted, by a two-thirds majority, the Chairperson shall at once proceed to put the main question, first putting any amendments pending to the vote of the Board.

8.3.4 A motion to reconsider is entertained only when a matter is to be re-opened which has been dealt with at the same or immediately preceding meeting. The motion to re-open requires a two-thirds majority of the members present, both physically and electronically, and eligible to vote. The mover of the motion must be on the previously prevailing side. Following reopening of the matter a majority vote only is required for action.

8.3.5 A motion to rescind may succeed by a simple majority of those voting provided notice of motion has been given previously. A rescinding motion may also succeed by a two-thirds vote without notice or by a vote of a majority of the entire membership.

8.3.6 Motions to extend time past 11:00 p.m. can be moved while in ~~committee of the whole~~, in-camera session, and require a simple majority. Failure to extend will automatically result in the committee rising and reporting.

8.4 Speaking to a Motion

8.4.1 Members, prior to speaking to any question or motion, shall address the Chairperson. Members shall confine themselves to the question in debate and shall avoid all discourteous language and personal comments.

8.4.2 No member shall be interrupted while speaking except when called to order by a member for transgression of the rules of the Board, in which case the member shall wait until the point of order has been decided by the Chairperson.

8.4.3 The Chairperson, or any member through the Chairperson, may call a member to order while speaking whereupon the debate shall be suspended and the member shall not speak until the point of order shall be determined, unless to appeal from the decision of the Chairperson. All such appeals shall be decided without debate.

8.4.4 Members may require the question on the motion under discussion to be read for the member's information at any time in the course of the debate, provided that no such request shall be made so as to interrupt a member speaking to the question.

8.4.5 Members may speak two times only on a given motion. Remarks by trustees shall be limited to two minutes at Board meetings and five minutes at meetings of committees of the Board. A member cannot make a second speech on the same question as long as any member who has not spoken desires recognition. If speaking a second time, members shall be allowed two minutes.

8.4.6 Trustees shall be required to stand to make their remarks only on special occasions.

8.4.7 The Chairperson may speak to a question for no more than thirty seconds without turning the Chair over to the Vice-chairperson.

8.5 Robert's Rules of Order

Any point of procedure not provided for by the Regulations shall be governed by the rules of parliamentary practice (Robert's Rules of Order).

9. Records of Meetings

Minutes of open sessions of Board and committee meetings, and ~~committee of the whole Board, in-camera sessions, and committee meeting sessions,~~ shall be taken and the following procedures shall apply:

- 9.1 The Chairperson shall ensure that minutes of each meeting are recorded.
- 9.2 The Secretary of the Board shall maintain the Board minutes and the administrative resource person shall maintain Board committee minutes.
- 9.3 Draft copies of Board and committee in-camera minutes shall be on pink paper.
- 9.4 Draft copies of Board minutes of open session meetings will be posted on the Board's website. Draft copies of committee minutes of open session meetings will be distributed to all members of the Board and/or committee members and final copies will be distributed to everyone on the distribution lists following their approval at the next regular meeting.
- 9.5 Board and committee minutes shall be draft until approved at a subsequent meeting.
- 9.6 Minutes shall include a record of Board and/or committee members, other trustees and administrative staff present, both physically and electronically; a description of all topics discussed; and all resolutions moved, seconded and carried with a quorum of Board and/or committee members present.

10. Ad Hoc Committees of the Board

All ad hoc committees shall be dissolved ~~as of November 30~~ by the fourth Tuesday in November each year unless the Board has established an alternative term.

11. Distribution of Board and Committee Materials

- 11.1 No material from in-camera meetings shall be distributed to individuals not specifically entitled to participate in the in-camera sessions.
- 11.2 The agendas and minutes for all open session Board meetings, together with supporting documents, will be given to:
 - 11.2.1 members of the Board, and members of the administration as determined by the Secretary of the Board, prior to each meeting; and

11.2.2 on request, the presidents/unit chairpersons of all employee groups.

11.3 Copies of all open session documents relating to the Board, including minutes and reports, shall be posted on the Board's website.

11.4 Individual copies of Board materials may be requested for specific items on a cost-per-copy basis.

Individuals on agendas will be provided, free-of-charge, on a request basis, a copy of the relevant agenda and administrative report.

A limited number of open session Board and committee meeting agenda materials will be available, free-of-charge at the Board and committee meetings.

11.5 Complete agenda packages will be sent electronically to all trustees, the Secretary of the Board, and the administrative resource person to the committee. Complete hard copy agenda packages will be distributed to trustees and administration upon request.

12. **Attendance at Electronic Meetings**

To ensure access to public meetings, and in accordance with Ontario Regulation 463/97, Electronic Meetings, the Board shall provide for the use of electronic means for the holding of meetings.

12.1 At every meeting of the Board ~~or committee of the whole Board~~, both in-camera and open sessions, including every Budget Committee meeting, the following persons shall be physically present in the meeting room of the Board and so recorded in the minutes:

12.1.1 at least one additional member of the Board;

12.1.2 the chairperson of the Board, or designate, or in the case of the Budget Committee, the Vice-chairperson of the Board or designate; and

12.1.3 the Director of Education of the Board, or designate.

12.2 At every meeting of a committee of the Board, ~~except of the whole Board~~, the following persons shall be physically present in the meeting room of the committee and so recorded in the minutes:

12.2.1 the chairperson of the committee, or designate; and

12.2.2 the Director of Education of the Board, or designate.

12.3 Under amended Ontario Regulation 463/97, the chairperson of a board or committee meeting may preside over the meeting electronically if any of the following applies:

12.3.1 the distance from the chairperson's current residence to the meeting location is 200 kilometres or greater;

12.3.2 weather conditions do not allow the chairperson or designate to travel to the meeting location safely; or

12.3.3 the chairperson cannot be physically present at a meeting due to health-related issues.

No more than half of Board or committee meetings in a twelve month period can be chaired electronically.

12.34 At the request of any Board member, and/or student representative, the Board shall provide the member and/or representatives with electronic means of participating in one or more meetings of the Board or of a committee of the Board, ~~including a committee of the whole Board~~, except where to do so would not comply with sections 12.1 or 12.2.

12.45 A member of the Board, and/or student representative of the Board, who participates in a meeting through electronic means shall be deemed to be present at the meeting and the minutes shall record the member's presence through electronic means.

12.56 The electronic means shall permit the Board member and/or student representative to hear and be heard by all other participants in the meeting.

12.67 The electronic means shall be provided in such a way that the rules governing conflict of interest of members are complied with.

12.78 Where meetings of the Board or a committee of the Board, ~~including a committee of the whole Board~~, are open to the public the following shall apply:

12.78.1 the Board may provide, at one or more locations within its jurisdiction, electronic means to permit participation in meetings by members of the public;

12.78.2 where such locations are provided, members of the public shall participate only in those parts of Board meetings ~~or committee of the whole Board, in-camera session~~, meetings where the public would normally participate, and the extent and manner of participation shall be determined by the Board Chairperson based on the electronic means available; and

~~12.78.3~~ members of the public participating through electronic means shall not participate in any proceedings that are closed to the public.

12.89 Should there be technical difficulties and the electronic portion of the meeting is interrupted, discontinued or unavailable:

~~12.89.1~~ Section 6.2 shall apply if there is no quorum;

~~12.89.2~~ the minutes of the meeting shall indicate the time of any electronic disruption, the name(s) of the member(s) absent for the disruption, and the time that electronic means are restored if there is a temporary disruption; and/or

~~12.89.3~~ the minutes shall record any member as absent if the member(s) is(are) unable to electronically connect with the meeting for its entirety.

12.910 Members of the Board and members of the public participating in Board meetings or meetings of a committee of the Board shall be governed by the rules of the Board related to the operation of Board or committee meetings.

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

TO: Chairpersons' Committee

TOPIC: **Draft Board Policies BA-4.9, Expenses and Reimbursements for Trustees and BA-4.10, Expenses and Reimbursements for Employees**

INITIATOR: Rita Russo, Director of Education
April Foster, Superintendent, Business and Corporate Services

BACKGROUND

1. Board Policy BA-4.6, Expenses and Reimbursements for Employees/Trustees (Appendix A) was established on February 25, 1999 and has gone through several revisions throughout the years.
2. In reviewing Board Policy BA-4.6, Expenses and Reimbursements for Employees/Trustees with the newly appointed Chairperson of the Board, it became evident that the current policy is challenging to navigate as it includes direction for both employees and trustees in one policy document and a review of this policy was deemed timely.
3. The establishment of a stand-alone trustee expense policy provides clarity for the unique role of trustees, and promotes financial integrity, accountability, and transparency. The draft policy establishes the parameters for reimbursement of eligible expenses incurred by trustees as they carry out their responsibilities as elected officials.
3. In support of the Board Action Plan 2022-2023, two separate draft policies have been developed which foster the system priority to focus on continuous improvement, service excellence and accountability in our organization.

STATUS

4. Draft Board Policy BA-4.9, Expenses and Reimbursements for Trustees is attached as Appendix B for your consideration. Draft Administrative Regulation BA-4.9.1, Expenses and Reimbursements for Trustees is attached as Appendix C for your information.
5. Draft Board Policy BA-4.10, Expenses and Reimbursements for Employees is attached as Appendix D for your consideration. Draft Administrative Regulation BA-4.10.1, Expenses and Reimbursements for Employees is attached as Appendix E for your information.

RECOMMENDATIONS

1. That Board Policy BA-4.6, Expenses and Reimbursements for Employees/Trustees be rescinded.
2. That Draft Board Policy BA-4.9, Expenses and Reimbursements for Trustees be approved.
3. That Draft Board Policy BA-4.10, Expenses and Reimbursements for Employees be approved.

Rita Russo
Director of Education

April Foster
Superintendent, Business and Corporate Services



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

POLICY STATEMENT

Section: Business and Administrative Services

- **Finance**

Policy: EXPENSES AND REIMBURSEMENTS FOR EMPLOYEES/TRUSTEES

**Policy Code: BA-4.6
Page 1**

It is the policy of the Board to reimburse trustees and eligible employees for expenses, and guidelines have been established to ensure that employees and trustees are aware of expenditures that can be reimbursed. The expenses should be necessary and reasonable. Authorized expenses incurred to support Board objectives are legitimate expenses, associated with the duties of the individual's role, that can be charged to a school or department budget, or reimbursed where paid personally. The Board will only reimburse expenditures in compliance with this policy and associated administrative regulations to ensure greater alignment with standards of expense reimbursement expected in Ministries and agencies of the Government of Ontario including the Broader Public Sector (BPS) Expenses Directive.

1. Travel Expenses

Travel by employees/trustees using their own vehicles to travel on Board business will be reimbursed upon submission of a monthly travel expense claim.

The Government of Canada's reasonable per-kilometre rate for all kilometres, published each January, will be the Board's kilometre reimbursement rate, effective September 1 of that year, and will be reviewed on February 1 to determine if a change is required.

2. Meal Expenses

Alcoholic refreshment charges will not be reimbursed by the Board.

With the approval of the employee's supervisor/Chairperson of the Board, costs incurred for meals will be reimbursed in accordance with Administrative Regulation No. [BA-4.6.1, Expenses and Reimbursements for Employees/Trustees](#).

3. Telephone Expenses

- 3.1 It is recognized that while staying out of town on Board business, calls to home may be necessary for a variety of reasons. Cell phones are a more economical means of placing calls than hotel phones and should be used when possible.

Within reasonable limits, long distance calls to home while out of the system on Board business can be charged to the Board.

- 3.2 Board-provided/corporate cell phones, with the exception of trustees, the director, and superintendents, are blocked from roaming. When travelling within Canada

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

Section: Business and Administrative Services

- **Finance**

**Policy: EXPENSES AND REIMBURSEMENTS FOR
EMPLOYEES/TRUSTEES – continued**

**Policy Code: BA-4.6
Page 2**

the cell phone will continue to work, however when travelling within the United States or internationally, the cell phone will display No Service.

4. High Speed Internet Service

High speed internet service is to be provided to trustees, senior administration, and specific staff as approved by the Superintendent of Business and Corporate Services. The service should be provided in the most efficient means possible and at the most reasonable cost. High speed internet service is provided to the student trustees at their secondary schools.

Trustees and senior administrators who are personally invoiced by the high speed internet provider are to be reimbursed through their monthly expense form submission, with supporting receipts.

5. Receipts Supporting Expense Claims

Eligible expense claims must be consistent with Board policy and be supported with original receipts detailing the purpose of the expenditure, in compliance with audit requirements. A written explanation with the claim will be provided in rare circumstances where a receipt is not available. Expense claims must be approved by the employee's supervisor prior to submission for reimbursement. In the event that an overpayment occurs, the claimant shall be required to repay any and all such overpayments received. Expense claims for a group can only be claimed by the most senior staff member in the group.

6. Corporate Credit/Purchasing Cards

The use of corporate credit/purchasing cards builds efficiency by simplifying the acquisition and payment of some purchases and travel expenses. Cardholders are responsible for exercising due care and judgement when using corporate credit/purchasing cards.

7. Trustee Attendance At Special Events

Trustees receive many invitations to attend special events in their capacity as Board representatives. Some invitations require the purchase of a ticket or a contribution towards a gift; expenses incurred for such events can be reimbursed by submitting the amount on a monthly travel expense claim.

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

Section: Business and Administrative Services

- **Finance**

**Policy: EXPENSES AND REIMBURSEMENTS FOR
EMPLOYEES/TRUSTEES – continued**

**Policy Code: BA-4.6
Page 3**

Expenses greater than \$100.00 should be pre-approved. This does not include Board or committee meetings, or school events within the Board's jurisdiction.

8. Trustee Accommodation

Travel accommodation should be booked through the Office of the Director to ensure that the best corporate rate is obtained and to enable hotels to bill the Board directly. Emergency accommodation arising from unforeseen circumstances while attending any Board function, either in or out of the system, will be paid upon submission of original receipts.

9. Trustee Memberships

Requests for the Board to pay for membership for individual trustees in organizations relevant to their role as trustee, but which are not Board memberships, must be approved in advance by the Board.

10. Trustee Equipment

Standard equipment (laptop, printer, cell phone) will be provided to all trustees. All equipment must be returned to the Education Centre when the duties of the trustee ceases.

11. Miscellaneous Expenses Incurred by Trustees

Occasionally, other minor miscellaneous expenses could be incurred by a trustee and these may be submitted for reimbursement. Generally, such items will be limited to the following:

- 11.1 Postage costs incurred arising from written communication with constituents, trustees from other boards, etc. are intended to be individual in nature, and mass mailings to constituents and others are not eligible for reimbursement. Trustees are expected to utilize the Board's internal mailing system wherever possible.
- 11.2 Small quantities of envelopes and stationery items may be provided on request. These items should be used on a very limited basis and only for Board business. The Chairperson of the Board and Vice-chairperson of the Board will be permitted the use of Board stationery items to the extent that these items are required to discharge the duties of the office.
- 11.3 Business cards will be provided upon request, and must be consistent with the Board's standard format.

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

Section: Business and Administrative Services

- **Finance**

**Policy: EXPENSES AND REIMBURSEMENTS FOR
EMPLOYEES/TRUSTEES – continued**

**Policy Code: BA-4.6
Page 4**

- 11.4 Items not specifically identified within this policy are not eligible for reimbursement unless approved by the Board (for example, charitable donations).

12. Approval of Trustee Expenditures

- 12.1 The Chairperson of the Board shall approve expenses initiated by trustees.
- 12.2 The Chairperson of the Board shall approve expenses initiated by the Director of Education.
- 12.3 The Superintendent of Business and Corporate Services shall approve expenses initiated by the Chairperson of the Board.
- 12.4 Where a trustee has been denied entitlement for reimbursement for an item, the Chairperson of the Board will advise in writing of the reason for the disqualification. Trustees disputing the eligibility of any expense item may appeal to the Board, in public session.

13. Disclosure of Trustee Annual Expenditure

Each trustee's annual expenditure will be made public.

Administrative regulations will be maintained that reflect the philosophy of this policy.

Administrative regulations which support this policy include:

[BA-4.6.1, Expenses and Reimbursements for Employees/Trustees](#)

[BA-4.6.2, Hospitality/Honorariums/Employee Recognition/Meeting Costs](#)

Established: February 25, 1999

Revised/Reviewed:

October 24, 2002

February 22, 2007

September 25, 2008

October 29, 2009

April 28, 2011

January 23, 2012

February 27, 2014

April 27, 2021



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

POLICY STATEMENT

Policy Name: Expenses and Reimbursements for Trustees
Section: Business and Administrative Services

Draft Policy Code: BA-4.9

Established: DRAFT January 9, 2023

Revised or

Reviewed:

1. POLICY STATEMENT

Kawartha Pine Ridge District School Board (KPR) is committed to the accountability and transparency of public funds.

KPR will reimburse trustees for necessary, legitimate, and reasonable out-of-pocket expenses incurred in carrying out their responsibilities while representing the interests of students, the community and/or the Board. The Board is accountable to the public for these expenditures in accordance with Board policies, procedures and the Broader Public Sector Accountability Act.

2. OBJECTIVE

This policy establishes the parameters for reimbursement of eligible expenses incurred by trustees as they carry out their responsibilities as elected officials. The establishment of a distinct trustee expense policy promotes financial integrity, accountability, and transparency.

3. DEFINITIONS

Board

The corporate Board which maintains the daily operation of the system; Kawartha Pine Ridge District School Board; a reference specifically pertaining to Kawartha Pine Ridge District School Board as a legal entity; also referred to as KPR or KPRDSB.

Broader Public Sector (BPS) Accountability Act

This Act establishes requirements in the areas of compensation, expenses, perquisites, business documents and procurement, and is designed to improve accountability and transparency across the BPS.

Under the BPS Accountability Act, designated BPS organizations include hospitals, school boards, colleges, universities, Community Care Access Corporations, and Children's Aid Societies.

Board of Trustees

The elected governance branch of the Board.

Trustee

For the purpose of this policy, trustee includes the Board of Trustees and student trustees.

4. APPLICATION

This policy applies to all trustees.

5. RESPONSIBILITY

The Superintendent of Business and Corporate Services has responsibility for this policy and administrative regulation. The Director has the authority to implement this policy and administrative regulation.

6. POLICY

It is the policy of the Kawartha Pine Ridge District School Board that trustees will be reimbursed for necessary, legitimate, and reasonable out-of-pocket expenses incurred in carrying out their responsibilities while representing the interests of students, the community and/or the Board.

Administrative Regulation BA-4.9.1 provides direction to administration on approval requirements and reimbursement of expenditures by trustees of the Kawartha Pine Ridge District School Board.

7. RELATED POLICIES, ADMINISTRATIVE REGULATIONS OR PROCEDURAL DOCUMENTS

Board Policies:

[BA-5.1, Purchasing Procedures](#)

Administrative Regulations:

BA-4.9.1, Expenses and Reimbursements for Trustees

[BA-5.1.1, Purchasing Procedures](#)

8. REFERENCE DOCUMENTS

Legislation:

[Broader Public Sector Accountability Act](#)
[Education Act](#)



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

ADMINISTRATIVE REGULATION

Regulation Name: Expenses and Reimbursements for Trustees **Draft Regulation Code:** BA-4.9.1

Section: Business and Administrative Services **Draft Policy Code Reference:** BA-4.9

Established: DRAFT January 9, 2023

Revised or

Reviewed:

1. OBJECTIVE

The objective of this administration regulation is to ensure that trustees are reimbursed for necessary, legitimate, and reasonable out-of-pocket expenses incurred in carrying out their responsibilities while representing the interests of students, the community and/or the Board.

2. DEFINITIONS

Board

The corporate Board which maintains the daily operation of the system; Kawartha Pine Ridge District School Board; a reference specifically pertaining to Kawartha Pine Ridge District School Board as a legal entity; also referred to as KPR or KPRDSB.

Board of Trustees

The elected governance branch of the Board.

Detailed Receipt/Receipt

A document identifying the vendor with the date and amount of each expense item paid by the claimant.

Trustee

For the purpose of this administrative regulation, trustee includes the Board of Trustees and student trustees.

3. APPLICATION

This administrative regulation applies to all trustees.

4. RESPONSIBILITY

The Superintendent of Business and Corporate Services has responsibility for this administrative regulation. The Director of Education has the authority to implement this administrative regulation.

5. PROCEDURE

Eligible expense claims must be consistent with Board policy and be supported with original receipts detailing the purpose of the expenditure. If an overpayment occurs, the claimant shall be required to repay all such overpayments received.

5.1 Approval of Trustee Expenditures

- 5.1.1 The Chairperson of the Board shall approve expenses initiated by trustees.
- 5.1.2 The Chairperson of the Board shall approve expenses initiated by the Director of Education.
- 5.1.3 The Superintendent of Business and Corporate Services shall approve expenses initiated by the Chairperson of the Board.
- 5.1.4 Eligible expense claims must be consistent with Board policy and be supported with original receipts detailing the purpose of the expenditure, in compliance with audit requirements. A written explanation with the claim will be provided in rare circumstances where a receipt is not available.
- 5.1.5 Where a trustee has been denied entitlement for reimbursement for an item, the Chairperson of the Board will advise in writing of the reason for the disqualification. Trustees disputing the eligibility of any expense item may appeal to the Board, in public session.

5.2 Travel Expenses

Travel by trustees using their own vehicles to travel on Board business will be reimbursed upon submission of a monthly travel expense claim. For all mileage reimbursements, mileage calculations will begin at the permanent residence of the trustee.

The Government of Canada's reasonable per-kilometre rate for all kilometres, published each January, will be the Board's kilometre reimbursement rate, effective September 1 of that year, and will be reviewed on February 1 to determine if a change is required.

Electronic Toll Roads (ETR), such as, but not limited to, the 407 ETR, should only be used in exceptional circumstances and the trustee is to have pre-approval prior to incurring a toll charge for which reimbursement is considered.

Traffic or parking violation tickets will not be reimbursed.

5.3 Meal Expenses

The following daily meal allowance is provided as a guideline for meal expenses. It is recognized that meal costs in major urban centres may exceed these guidelines.

Breakfast	\$10.00
Lunch	20.00
Dinner	<u>30.00</u>
Total	\$60.00

For a full day of meal claims (breakfast, lunch, and dinner) there is discretion to reallocate the rate among meals; however, the total daily meal allowance guideline of \$60.00 applies.

Gratuities are capped at 20% of pre-tax amounts.

Alcohol charges will not be reimbursed by the Board.

Original, detailed receipts for meals, with names, must be provided. A debit/credit card receipt is not acceptable on its own as it does not give sufficient detail to authorize the payment nor meet audit requirements.

5.4 Cellular Phones

Board-provided/corporate cell phones are issued to all trustees at the start of their term and paid for by the Board.

If traveling out of the country, notice will need to be provided to the Executive Liaison to the Trustees in order to ensure the correct roaming plan is placed on the Board-provided/corporate cell phone.

5.5 High Speed Internet Service

High speed internet service is to be provided to trustees. The service should be provided in the most efficient means possible and at the most reasonable cost. High speed internet service is provided to the student trustees at their secondary schools.

Trustees who are personally invoiced by the high speed internet provider are to be reimbursed through their monthly expense form submission, with supporting receipts.

5.6 Trustee Attendance at Special Events

Trustees receive many invitations to attend special events in their capacity as Board representatives. Some invitations require the purchase of a ticket or a contribution towards a gift; expenses incurred for such events can be reimbursed by submitting the amount on a monthly travel expense claim.

Expenses greater than \$100.00 should be pre-approved. This does not include Board or committee meetings, or school events within the Board's jurisdiction.

5.7 Trustee Accommodation

Travel accommodation should be booked through the Office of the Director to ensure that the best corporate rate is obtained and to enable hotels to bill the Board directly. Emergency accommodation arising from unforeseen circumstances while attending any Board function, either in or out of the system, will be paid upon submission of original receipts.

The following personal expenses will not be reimbursed:

- 5.7.1 hotel charges for fitness facilities, movie rentals, mini-bar charges, etc.; and
- 5.7.2 charges incurred by a family member or guest.

5.8 Trustee Memberships

Requests for the Board to pay for membership for individual trustees in organizations relevant to their role as trustee, but which are not Board memberships, must be approved in advance by the Board.

5.9 Trustee Equipment

Standard equipment (laptop, printer, cell phone) will be provided to all trustees. All equipment must be returned to the Education Centre when the duties of the trustee ceases.

5.10 Miscellaneous Expenses Incurred by Trustees

Occasionally, other minor miscellaneous expenses could be incurred by a trustee and these may be submitted for reimbursement. Generally, such items will be limited to the following:

- 5.10.1 Postage costs incurred arising from written communication with constituents, trustees from other boards, etc. are intended to be individual in nature, and mass mailings to constituents and others are not eligible for

reimbursement. Trustees are expected to utilize the Board's internal mailing system wherever possible.

5.10.2 Small quantities of envelopes and stationery items may be provided on request. These items should be used on a very limited basis and only for Board business. The Chairperson of the Board and Vice-chairperson of the Board will be permitted the use of Board stationery items to the extent that these items are required to discharge the duties of the office.

5.10.3 Business cards will be provided upon request, and must be consistent with the Board's standard format.

5.10.4 Items not specifically identified within this administrative regulation are not eligible for reimbursement unless approved by the Board.

5.11 Disclosure of Trustee Annual Expenditure

Each trustee's annual expenditure will be made public.

6. RELATED POLICIES, ADMINISTRATIVE REGULATIONS OR PROCEDURAL DOCUMENTS

Board Policies:

BA-4.9, Expenses and Reimbursements for Trustees
[BA-5.1, Purchasing Procedures](#)

Procedural Documents (Internal):

[Travel/Expense Reimbursement Form](#)

7. REFERENCE DOCUMENTS

Legislation:

[Broader Public Sector Accountability Act](#)
[Education Act](#)



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

POLICY STATEMENT

Policy Name: Expenses and Reimbursements for Employees **Draft Policy Code:** BA-4.10
Section: Business and Administrative Services

Established: DRAFT January 9, 2023

Revised or

Reviewed:

1. POLICY STATEMENT

Kawartha Pine Ridge District School Board (KPR) is committed to the accountability and transparency of public funds.

KPR will reimburse employees for necessary, legitimate, and reasonable out-of-pocket expenses incurred in carrying out their responsibilities and duties of employment. The Board is accountable to the public for these expenditures in accordance with Board policies, procedures and the Broader Public Sector Accountability Act.

2. OBJECTIVE

This policy establishes the parameters for reimbursement of eligible expenses incurred by employees as they carry out their work-related duties.

3. DEFINITIONS

Board

The corporate Board which maintains the daily operation of the system; Kawartha Pine Ridge District School Board; a reference specifically pertaining to Kawartha Pine Ridge District School Board as a legal entity; also referred to as KPR or KPRDSB.

Broader Public Sector (BPS) Accountability Act

This Act establishes requirements in the areas of compensation, expenses, perquisites, business documents and procurement, and is designed to improve accountability and transparency across the BPS.

Under the BPS Accountability Act, designated BPS organizations include hospitals, school boards, colleges, universities, Community Care Access Corporations, and Children's Aid Societies.

Employees of the Board

All KPR staff members and management personnel, including occasional, temporary and full-time staff.

4. APPLICATION

This policy applies to all employees of the Board.

5. RESPONSIBILITY

The Superintendent of Business and Corporate Services has responsibility for this policy and administrative regulation. The Director has the authority to implement this policy and administrative regulation.

6. POLICY

It is the policy of the Kawartha Pine Ridge District School board that employees will be reimbursed for necessary, legitimate, and reasonable out-of-pocket incurred in carrying out their responsibilities and duties of employment.

Administrative Regulation BA-4.10.1 provides direction to administration on approval requirements and reimbursement of expenditures by employees of the Kawartha Pine Ridge District School Board.

7. RELATED POLICIES, ADMINISTRATIVE REGULATIONS OR PROCEDURAL DOCUMENTS

Board Policies

[BA-5.1, Purchasing Procedures](#)

Administrative Regulations:

BA-4.10.1, Expenses and Reimbursements for Employees

[BA-5.1.1, Purchasing Procedures](#)

8. REFERENCE DOCUMENTS

Legislation:

[Broader Public Sector Accountability Act](#)

[Education Act](#)



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

ADMINISTRATIVE REGULATION

Regulation Name: Expenses and Reimbursements for Employees. **Draft Regulation Code:** BA-4.10.1

Section: Business and Administrative Services **Draft Policy Code Reference:** BA-4.10

Established: DRAFT January 9, 2023

Revised or

Reviewed:

1. OBJECTIVE

The objective of this administration regulation is to ensure that employees of the Kawartha Pine Ridge District School Board (KPR) who are eligible for the reimbursement of expenses as per the terms and conditions of employment are aware of applicable rates of compensation and will provide requirements and restrictions related to expenditure reimbursement.

2. DEFINITIONS

Board

The corporate Board which maintains the daily operation of the system; Kawartha Pine Ridge District School Board; a reference specifically pertaining to Kawartha Pine Ridge District School Board as a legal entity; also referred to as KPR or KPRDSB.

Detailed Receipt/Receipt

A document identifying the vendor with the date and amount of each expense item paid by the claimant.

Employee Reimbursement

A repayment to employees for their out-of-pocket expenses associated with carrying out duties of employment. The employee must retain detailed receipts to support the expenses.

Employees

All KPR staff members and management personnel, including occasional, temporary and full-time staff.

3. APPLICATION

This administrative regulation applies to all employees and provides guidance to employee expenditures and reimbursements.

4. RESPONSIBILITY

The Superintendent of Business and Corporate Services has responsibility for this administrative regulation. The Director of Education has the authority to implement this administrative regulation.

5. PROCEDURE

Eligible expense claims must be consistent with Board policy and be supported with original receipts detailing the purpose of the expenditure. A written explanation with the claim will be provided in rare circumstances where a receipt is not available. Expense claims must be approved by the employee's supervisor prior to submission for reimbursement. In the event that an overpayment occurs, the claimant shall be required to repay any and all such overpayments received. Expense claims for a group can only be claimed by the most senior staff member in the group.

Employees with terms and conditions of employment that allow for reimbursement of expenses and who, as part of their regular duties incur expenses, are entitled to reimbursement.

School Generated Funds and/or funds raised by a school through a fundraising effort, are not to be used for expense reimbursements.

5.1 Travel Expenses

Travel by employees, whose terms and conditions of employment allow for reimbursement of expenses, while using their own vehicles to travel on Board business, will be reimbursed at the Government of Canada's reasonable per-kilometer rate, upon submission of a monthly travel expense claim. The kilometre rate is set annually, effective September 1 and will be reviewed on February 1 to determine if a change is required.

5.1.1 Supervisors will have the responsibility to ensure that travel is conducted in a cost effective manner. Where feasible, employees are encouraged to carpool and/or use rental cars. Supervisors approving employee travel costs will be expected to ensure that charges are appropriate, correctly totalled and properly documented. These costs will be charged to the appropriate department/location.

5.1.2 Distance between locations in the Kawartha Pine Ridge District School Board district will be determined using the Distance Charts available on KPR on the Web through the Documents and Forms portal. Other distances can be determined using a web-based service, e.g., Google maps.

- 5.1.3 The following personal expenses will not be reimbursed:
- 5.1.3.1 hotel charges for fitness facilities, movie rentals, mini-bar charges, etc.;
 - 5.1.3.2 charges incurred by a family member or guest; and
 - 5.1.3.3 traffic or parking violation tickets.
- 5.1.4 Personal cellular phone expenses paid directly by the Board to the telephone company can be deducted from expense claims or remitted by cheque.
- 5.1.5 Travel budgets will be established annually on a departmental/location basis.
- 5.1.6 Accommodation arrangements, including cost and length of stay, must be pre-approved by the traveler's direct supervisor. Costs exceeding \$200 per day must be pre-approved by the appropriate superintendent.
- Private stays with friends or family while on official Board business are acceptable, with pre-approval from the traveler's supervisor, and a non-cash gift such as flowers, groceries or a restaurant meal may be provided to the host/hostess. One gift per stay may be provided and the actual cost of the gift may be reimbursed, up to \$50.
- 5.1.7 Every employee of the Board has a location established as their permanent employment site. Each supervisor will assign a permanently designated work site for travel purposes for each employee, which may or may not be the same as their employment site. In accordance with Canada Revenue Agency guidelines, travel between home and regular place of employment (permanently designated work site) is considered personal.
- 5.1.8 Employees who travel to an assignment directly from their residence, without first travelling to their designated work site, will claim for the **shorter** distance of residence to first call or designated work site to first call. The same principle applies when returning from last call.
- 5.1.9 Employees who travel between locations when two or more positions are held are not eligible for travel reimbursement, unless as part of a negotiated condition of employment.
- 5.1.10 The supervisor will have the right to require the employee to report to the permanently designated work site for travel purposes at the beginning of the work day and at the close of the work day or both.

5.1.11 Electronic Toll Roads (ETR), such as, but not limited to, the 407 ETR, should only be used in exceptional circumstances and the employee is to have pre-approval from their supervisor, prior to incurring a toll charge for which reimbursement is considered.

5.1.12 All travel costs incurred for professional development of employees outside the Province of Ontario shall be approved in advance by the Director of Education; otherwise, expenses incurred by an individual may not be reimbursed.

5.2 Meal Expenses

It is recognized that from time-to-time, when on Board business, it is necessary for employees/trustees to incur costs for meals.

5.2.1 With the approval of the employee's supervisor/Chairperson of the Board, costs incurred for meals will be reimbursed.

5.2.2 The following daily meal allowance is provided as a guideline for meal expenses. It is recognized that meal costs in major urban centres may exceed these guidelines.

Breakfast	\$10.00
Lunch	20.00
Dinner	<u>30.00</u>
Total	\$60.00

For a full day of meal claims (breakfast, lunch, and dinner) there is discretion to reallocate the rate among meals; however, the total daily meal allowance guideline of \$60.00 applies.

Gratuities are capped at 20% of pre-tax amounts.

Alcoholic refreshment charges will not be reimbursed by the Board.

Original, detailed receipts for meals, with names, must be provided. A debit/credit card receipt is not acceptable on its own as it does not give sufficient detail to authorize the payment nor meet audit requirements.

5.3 Cellular Phones

Employees whose conditions of employment allow for a Board-provided/corporate cell phone are blocked from roaming. When travelling within Canada the cell phone will continue to work, however when travelling within the United States or internationally, the cell phone will display No Service.

5.4 High Speed Internet

High speed internet service is to be provided to senior administration, and specific staff as approved by the Superintendent of Business and Corporate Services. The service should be provided in the most efficient means possible and at the most reasonable cost.

5.5 Travel/Expense Reimbursement Form

5.5.1 Travel costs, meals and sundry purchases will be reimbursed using the Travel/Expense Reimbursement Form. Supporting original receipts including an itemized list of costs must be attached. A debit/credit card receipt is not acceptable on its own as it does not give sufficient detail to authorize the payment nor meet audit requirements.

The electronic form is available on KPR on the Web through the Documents and Forms portal or from the Office of the Superintendent of Business and Corporate Services.

5.5.2 Expenses shall be submitted for reimbursement only once a month following the month the expense was incurred. Approved Travel/Expense Reimbursement Forms are to be forwarded to the Accounting Department for processing.

An expense claim that includes expenses incurred over a period greater than three months, may not be reimbursed. Expenses must be claimed during the appropriate budget year (September 1 to August 31).

5.5.3 Sundry purchases must be pre-approved and must not circumvent Board Policy BA-5.1, Purchasing Procedures and associated administrative regulations.

5.5.4 Reimbursement will be by means of electronic funds transfer and not through payroll.

5.6 Purchasing Cards

The use of purchasing cards builds efficiency by simplifying the acquisition and payment of some purchases and travel expenses. Cardholders are responsible for exercising due care and judgement when using purchasing cards.

5.6.1 All purchases made with Board purchasing cards must be consistent with Board policy and administrative regulations and used only for expenses incurred in relation to Board business. Purchasing card statements must be supported by original receipts showing the purpose of the expenditure,

names of persons included in the expenditure, and an itemized list of the purchases.

5.6.2 Cash advances are not permitted with purchasing cards.

5.6.3 Purchasing card statements must be signed by the appropriate supervisory officer before forwarding to the Business and Corporate Services Department for payment. The Chairperson of the Board shall approve expenses initiated by the Director of Education.

5.6.4 All employees issued purchasing cards are required to sign an agreement detailing appropriate use and documentation requirements for the card.

6. RELATED POLICIES, ADMINISTRATIVE REGULATIONS OR PROCEDURAL DOCUMENTS

Board Policies

BA-4.10, Expenses and Reimbursements for Employees

[BA-5.1, Purchasing Procedures](#)

Administrative Regulations:

[BA-5.1.1, Purchasing Procedures](#)

[BA-5.1.1D, Purchasing Procedures – Appendix D – Purchasing Cards](#)

Procedural Documents (Internal):

[Travel/Expense Reimbursement Form](#)

7. REFERENCE DOCUMENTS

Legislation:

[Broader Public Sector Accountability Act](#)

[Education Act](#)

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

TO: Chairpersons' Committee

TOPIC: **Trustee Budget Update**

INITIATOR: Steve Russell, Chairperson of the Board

BACKGROUND

1. The Chairpersons' Committee reviews the trustee budget and expenditures accounts at each Chairpersons' Committee Meeting.

STATUS

2. Below is the budget report for September 2022 – January 9, 2023.

<i>Account Description</i>	<i>Total</i>	<i>Budget</i>	<i>Available</i>	<i>% Spent</i>
Honorarium	49970.33	155766	105795.67	32.1
Benefits (Mandatory Employer Health Tax)	2590.63	8752	6161.37	29.6
P.D. Non-academic	18709.18	28000	9290.82	66.8
P.D. Non-academic (Student Trustees)	3429.12	10000	6570.88	32.1
Photocopying	353.64	6000	5646.36	5.9
Mileage	3471.46	32981	29509.54	10.5
Other Travel	0	3000	3000	0.0
Telephone	2133.99	13900	11766.01	15.4
Supplies	1920.38	8000	6079.62	24.0
Grand Total:	\$ 82,578.73	\$ 266,399.00	\$ 183,820.27	31.0

RECOMMENDATION

1. That the Trustees' Budget Update Report, dated January 18, 2023, be received for information.

Steve Russell
Chairperson of the Board