
Attendance at Board & Committee Meetings Policy **[NEW]**

Classification of Board Information

Duties & Powers – Board Chair & Vice-Chair

Duties & Powers – Board of Trustees

Duties & Powers – Director, Supervisory Officers and Managers

Duties & Powers - Trustee

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POLICY: Attendance at Board & Committee Meetings

I. Purpose of Policy

This Policy is required to comply with Ontario Regulation 463/97 (Electronic Meetings and Meeting Attendance) made under the Education Act.

II. Policy Statement

1. Deemed Present at Meetings

A member of a board who participates in a meeting through electronic means in accordance with Regulation 463/97 and this Policy shall be deemed to be present at the meeting. (O. Reg. 463/97, s. 1)

2. Attendance at Board and Committee of the Whole Board Meetings

a) Physical Presence (Board Chair, Vice Chair, or their designate):

The Board Chair, Vice Chair or their designate (a non-student member of the board) and one additional non-student member of the board shall be physically present in the meeting room of the board at every regular meeting of the board and every regular meeting of a committee of the whole board. (O. Reg. 463/97, ss. 6 (1) & 7 (6))

b) Physical Presence (other members of a board):

All members of the board shall be physically present in the meeting room of the board at every regular meeting of the board and every regular meeting of a committee of the whole board unless they have received written approval to attend by electronic means prior to the meeting. (O. Reg. 463/97, s. 7 (1) (2))

c) Participation by Electronic Means (other members of a board):

A member of a board who wishes to attend by electronic means shall request approval as set out in Section 3. (O. Reg. 463/97, s. 7 (3))

d) Physical Presence (Director of Education):

The Director of Education or their designate (a supervisory officer) shall be physically present in the meeting room of the board at every regular meeting of the board and every regular meeting of a committee of the whole board. (O. Reg. 463/97, s. 8)

3. Request to Attend Board and Committee of the whole Board Meetings by Electronic Means (member of a board)

a) Request to Attend by Electronic Means:

Prior to the relevant board or committee of the whole board meeting the member shall request written approval to attend by electronic means from the Board Chair, Vice Chair or their designate (a non-student member of the board). The request shall include the reason for requesting attendance by electronic means. (O. Reg. 263/97, s. 7 (3) (4))

b) Approval of Request to Attend by Electronic Means (O. Reg. 263/97, s. 7 (5)):

The Board Chair, Vice Chair or their designate (a non-student member of the board) may approve a request if they are satisfied that one or more of the following circumstances exist.

- i) The member's primary place of residence within the area of jurisdiction of the board is located 125 kilometres or more from the meeting location.
- ii) Weather conditions do not allow the member to travel to the meeting location safely.
- iii) The member cannot be physically present at a meeting due to health-related issues.
- iv) The member has a disability that makes it challenging to be physically present at a meeting.
- v) The member cannot be physically present due to family responsibilities in respect of:
 - the member's spouse,
 - a parent, step-parent or foster parent of the member or the member's spouse,
 - a child, step-child, foster child, or child who is under legal guardianship of the member or the member's spouse,
 - a relative of the member who is dependent on the member for care or assistance, or
 - a person who is dependent on the member for care or assistance and who considers the member to be like a family member.

c) Refusal of Request to Attend by Electronic Means:

The Board Chair, Vice-Chair or designate shall not approve a request under this Section, if approving the request would result in fewer than one non-student member of the board, in addition to the Board Chair, Vice-Chair or their delegate (a non-student member of the board), being physically present in the meeting room. (O. Reg. 463/97, s. 7 (6))

4. Attendance at Board Committee Meetings (board committee members)

a) *Physical Presence (Committee Chair or Designate):*

The Committee Chair or their designate (a non-student member of the board) shall be physically present in the meeting room at every regular meeting of the board committee, except a committee of the whole board. (O. Reg. 463/97, s. 6 (1))

b) *Request to Attend by Electronic Means:*

In the event of an unavoidable physical absence at the meeting and prior to the relevant Board committee meeting, the member shall request written approval to attend by electronic means from the Board Chair, Vice Chair or their designate (a non-student member of the board committee).

The request shall include reasons for attending by electronic means. Such request shall not be unreasonably refused.

c) *Request to be Absent from the Meeting:*

In the event of an unavoidable situation and, if possible, prior to the relevant Board committee meeting, the member shall request written approval from the Board Chair, Vice Chair or their designate (a non-student member of the board committee) to be absent from the meeting. In unavoidable situations the request may be made after the meeting.

The request shall include reasons for being absent. Such request shall not be unreasonably refused

5. Conflict of Interest (member of a board)

a) *Municipal Conflict of Interest Act (MCIA):*

The MCIA prohibits a member of a board from engaging in the decision-making process in respect of matters in which the member has a:

- direct financial interest (member's own economic interest),
- indirect financial interest (shareholder, controlling interest or member of an entity connected with the decision),
- deemed financial interest through a relationship (interest of their parent, spouse or child).

b) *Conflict of Interest Process:*

The member of the Board shall:

- before consideration of the matter disclose the conflict of interest and state its general nature to the Board/Committee Secretary (MCIA, ss. 5 (1), 5.1),
- request the disclosure of the conflict and its general nature be recorded in the open Board or open Committee minutes. (MCIA, s. 6 (1))

- request that only the disclosure of the conflict and not its general nature be recorded in the open Board or open Committee minutes, if the matter was considered in closed session (MCIA, s. 6 (2)).
- NOT participate in the discussion or voting on the matter. (MCIA, s. 5 (1) (b))
- NOT try to influence voting on the matter before, during or after the meeting. (MCIA, s. 5 (1) (c))
- LEAVE the portion of a closed session meeting where the matter is being considered. (MCIA, s. 5 (2))
- END their attendance by electronic means in the portion of a closed session meeting where the matter is being considered

6. Physical Attendance at Board and Board Committee Meetings

a) Board and Board Committee Meetings Closed:

Board and Board Committee meetings, including a committee of the whole board, may be **closed to the public and student members** when the subject-matter under consideration involves matters set out in the Education Act, s. 207. Members of the public and student members of the board shall not be physically present for meetings close to the public.

b) Board and Board Committee Meetings Open:

Save and except for board meetings closed to the public, the meeting room of the board or of a committee of the board shall be open to permit physical attendance by members of the public at every regular meeting of the board or of the committee of the board. (O. Reg. 463/97, s. 5 (1))

c) Denial of Physical Access to Board and Board Committee Meetings:

In the event of unacceptable behaviour or a breach of the Board's Code of Conduct physical access to Board and Board Committee meetings may be denied.

7. Attendance at Board and Board Committee Meetings by Electronic Means (member of the public) (O. Reg. 463/97, s. 4 (2))

a) Board and Board Committee Meetings Closed:

A meeting of a committee of a board, including a committee of the whole board, may be **closed to the public and student members of the Board** when the subject-matter under consideration involves matters set out in the Education Act, s. 207.

The board shall NOT grant access by electronic means for members of the public and student members of the board to any meetings closed to the public.

b) *Access Link:*

For members of the public the Board shall provide a link to allow access to the relevant Board or Board committee meeting by electronic means. The microphone and chat functions on the link shall be disabled. (O. Reg. 463/97, s. 4 (2))

c) *Delegations:*

Members of the public may request a **hearing in person** by the Board in accordance with the Board policy provisions for delegations. Consult the *Rules of Procedure - Board of Trustee Policy, Section XI – Delegations* in the Policy Governance Category.

8. Attendance at Board Meetings Requirement & Board Meetings Open to the Public Suspended (O. Reg. 463/97, s. 9)

- a) The requirement for members of a Board to be physically present at a Board and a Board committee meeting shall be suspended if all the board schools are closed pursuant to an order set out in section 8 (c) of this policy.
- b) The requirement for Board and Board committee meetings to be open to the public shall be suspended if all the board schools are closed pursuant to an order set out in section 8 (c) of this policy.
- c) The requirements in section 8 (a) (b) are suspended if all the board schools are closed pursuant to an order set out below:
- i) the Minister under section 5 (1) of the Education Act,
 - ii) a medical officer of health or the Chief Medical Officer of Health under section 22 or 77.1 of the Health Protection and Promotion Act,
 - iii) the Lieutenant Governor in Council under paragraph 5 of subsection 7.0.2 (4) of the Emergency Management and Civil Protection Act, or
 - iv) the Lieutenant Governor in Council under clause 4 (1) (a) of the Reopening Ontario (A Flexible Response to COVID-19) Act, 2020.
- d) The period of suspension shall start on the day the order is made and shall end 60 days after the order ceases to apply.

III. Definitions

conflict of interest means a potential, apparent, or actual conflict where a financial or other personal interest, whether direct or indirect, conflicts or appears to conflict with a member of a board's responsibility to the Board.

member of a board means a member of a district school board.

IV. Related Information

Related Board Policy (Governance)

Rules of Procedure – Board of Trustee Policy

Legislation

Education Act, RSO 1990, Chapter E.2 (ss. 207 - 208)

Ontario Regulation 463/97 (Electronic Meetings and Meeting Attendance)

Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50

POLICY: Classification of Board Information

I. Purpose of Policy

The Board has established a classification system to:

- facilitate the appropriate response and/or distribution of information including correspondence and
- ensure that trustees are made aware of information of an informative nature, and/or resulting from or requiring action on their part.

II. Policy Statement [critical information]

1. Classification of Board Information

a) Urgent Information:

Information of an urgent nature shall be either copied and distributed to each trustee or read at the meeting immediately following receipt of such information.

b) Staff or Non-Staff Information:

This information shall be listed under staff or non-staff information for the meeting agenda.

c) Routine Information:

Information classified as routine can be handled by the staff or filed away.

POLICY: Duties & Powers – Board Chair & Vice-Chair

I. Purpose of Policy

This Policy sets out the major duties and powers of the Chair and the Vice-Chair of the Board of Trustees

II. Policy Statement

1. Statutory Duties / Powers of the Board Chair

In accordance with section 218.4 of the Education Act and in addition to their duties as a trustee, the Chair of the Board of Trustees shall:

- a) preside over meetings of the board which are open to the public;
- b) conduct the meetings in accordance with the board's procedures and practices for the conduct of board meetings;
- c) establish agendas for board meetings, in consultation with the board's director of education or the supervisory officer acting as the board's director of education;
- d) ensure that members of the board have the information needed for informed discussion of the agenda items;
- e) act as spokesperson to the public on behalf of the board, unless otherwise determined by the board;
- f) convey the decisions of the board to the board's director of education or the supervisory officer acting as the board's director of education;
- g) provide leadership to the board in maintaining the board's focus on the multi-year plan;
- h) provide leadership to the board in maintaining the board's focus on the board's mission and vision; and
- i) assume such other responsibilities as may be specified by the board.

2. Board Vice Chair

- a) The Board Vice Chair assume such responsibilities as may be specified by the board.
- b) In the absence or incapacity of the Board Chair, the Board Vice Chair shall preside and exercise the duties and powers of the Board Chair.

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- c) In accordance with Board practice the Vice Chair shall preside over meetings of the board which are closed to the public.

III. Related Information

Legislation

Education Act

Ontario Education Services Corporation (OESC)

OESC. 2022-2026. Good Governance (A Guide for Trustees, School Boards, Directors of Education, and Communities)

POLICY: Duties & Powers – Board of Trustees

I. Purpose of Policy

This policy sets out the major duties and powers of the Board of Trustees as a corporate body.

II. Policy Statement

1. Student Achievement and Effective Stewardship of Resources

Pursuant to section 169.1 of the Education Act, the Board of Trustees shall:

- a) promote student achievement and well being;
- b) ensure effective stewardship of the Board’s resources including:
 - i) effectively using the resources entrusted to it;
 - ii) using the resources entrusted to it for the purposes of delivering effective and appropriate education; and
 - iii) managing the resources entrusted to it in a manner that upholds public confidence.
- c) deliver effective and appropriate education programs to its pupils;
- d) develop and maintain policies and organizational structures that:
 - i) that promote the goals set out in subsections (a) to (c) and
 - ii) encourage pupils to pursue their educational goals;
- e) monitor and evaluate the effectiveness of policies developed by the board under clause (d) in achieving the board’s goals and the efficiency of the implementation of those policies;
- f) develop a multi-year plan aimed at achieving the goals referred to in subsections (a) to (c) and
 - i) bring the plan to the attention of supporters and employees of the board and
 - ii) report to supporters and employees of the board about progress in implementing the plan;
- g) annually review the plan referred to in clause (f) with the board’s director of education; and

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- h) monitor and evaluate the performance of the board’s director of education, in meeting,
 - i) his or her duties under the Education Act or any policy, guideline or regulation made under this Act, including duties under the plan referred to in clause (f), and
 - ii) any other duties assigned by the board.

2. Catholic Education

In accordance with its constitutional rights the Board of Trustees shall provide Catholic education by:

- a) ensuring support and guidance to develop each school as a Catholic Christian community in all its academic and non-academic activities;
- b) ensuring that Catholicity and faith formation are addressed across all subjects and disciplines so that students may realize that all learning speaks to the integration of faith and life and the integration of faith and culture;
- c) striving to create a faith community where religious instruction, religious practice, value formation and faith development are integral to every area of the curriculum.
- d) developing policies critical to achieving the Board’s mission and vision as informed by Church teaching and Gospel values;
- e) establishing employment and promotion policies related to the hiring, retention and appraisal of qualified administrators and staff committed to the Board’s Catholic educational mission;
- f) ensuring that all administrative operations and procedures are based on the Board’s vision of Catholic education and designed to achieve its realization

3. Other Duties and Powers of a Board

Pursuant to the Education Act and other legislation the Board of Trustees shall:

- a) develop a balanced budget within the funding provided by the Ministry of Education that reflects the Board’s Vision Statement and the community needs;
- b) approve capital plans;
- c) hire and directly participate in the hiring of the director of education, set the terms of employment and, if necessary, dismiss the director of education;
- d) save and except for the hiring and termination functions set out in the above subsection, the Director of Education or his or her designate shall have the responsibility for all human resources functions associated with Board employees, Board contract staff and general Board operations;

- e) set a policy and priority framework for all Board negotiations with unionized and non-unionized employees, but they shall NOT directly participate in negotiations; and
- f) comply with any other mandatory duties of an elected Board of Trustees.

4. Board Vision Statement and Board Policies

The Board of Trustees shall:

- a) create, communicate, maintain, review and amend a Board Vision Statement that reflects the values, beliefs and teachings of the Catholic faith and the Catholic faith community;
- b) establish policies to comply with legislative requirements, Ministry of Education directions, Board goals and the Board Vision Statement;
- c) delegate to the Director of Education or his or her designate the development of procedures and other policy documents to implement the Board's Policies and Vision Statement.
- d) monitor and evaluate the effectiveness of all policies developed by the Board;
- e) consult with its educational stakeholders and other relevant parties in the development of or changes to the Board Vision Statement and Board policies.

5. Communications with Stakeholders

The Board shall:

- a) post all major Board documents on the Board web page;
- b) post important education information for parents and students on the Board web page,
- c) post the Board's organizational chart and key staff contact information on the Board web page;
- d) post minutes of Board meetings for the current school year on the Board web page;
- e) post draft or approved in principle Board policies and other guiding Board documents on the Board web page and seek input from its educational stakeholders prior to final confirmation of the Board policy or guiding document;
- f) communicate with its stakeholders on major Board issues using a variety of communications vehicles;
- g) seek input from its educational stakeholders on important educational decisions; and
- h) provide an opportunity for individuals or groups to address a regular Board meeting in accordance with the Board Delegation Policy.

III. Definitions

Board: the Renfrew County Catholic District School Board.

Board of Trustees: The corporate body comprising elected and appointed trustees.

Educational stakeholders: The Board’s educational stakeholders including parents, students and ratepayers; the Bishop of Pembroke and the parish priests of Renfrew County; the Parent Involvement Committee and individual school councils; employees and their designated representatives; and other parties and organizations whose activities impact education.

IV. Related Information

Legislation

Education Act

Other Resources

Ontario Catholic School Trustees’ Association, (2006_05). Catholic Trustees: advocates, guardians and stewards of Catholic education.

Ontario Education Services Corporation (OESC). (2022-2026). Good Governance (A Guide for Trustees, School Boards, Directors of Education, and Communities)

POLICY: Duties & Powers – Director, Supervisory Officers and Managers

I. Purpose of Policy

This Policy sets out the duties and powers of the Board administration including the Director of Education, the Board's Supervisory Officers (Superintendents) and the Board's Managers.

II. Policy Statement

1. Director of Education

a) Director of Education Duties / Powers (Education Act, ss. 283 and 283.1):

- i)* The Director of Education is the chief education officer and the chief executive officer of the Board and shall perform the duties and exercise the powers generally associated with those positions.
- ii)* The Director of Education shall, within policies established by the board, develop and maintain an effective organization and the programs required to implement such policies.
- iii)* At the first meeting in December of each year, the Director of Education shall submit to the board a report in a format approved by the Minister on the action they have taken during the preceding 12 months and a copy of such report shall be submitted to the Minister on or before the 31st day of January next following.
- iv)* The Director of Education shall:
 - annually review with the board its multi-year plan;
 - ensure that the multi-year plan establishes the board's priorities and identifies specific measures and resources that will be applied in achieving those priorities and in carrying out its duties under this Act, in particular, its responsibility for student achievement;
 - implement and monitor the implementation of the multi-year plan;
 - report periodically to the board on the implementation of the multi-year plan;
 - act as secretary to the board;

- immediately upon discovery bring to the attention of the board any act or omission by the board that in the opinion of the director of education may result in or has resulted in a contravention of this Act or any policy, guideline or regulation made under this Act; and
- if a board does not respond in a satisfactory manner to an act or omission brought to its attention, advise the Deputy Minister of the Ministry of the act or omission.

b) Secretary of the Board Duties / Powers (Education Act, s. 198 (1)):

The Secretary of a board is responsible for,

- i) keeping a full and correct record of the proceedings of every meeting of the board in the minute book provided for that purpose by the board and ensuring that the minutes when confirmed are signed by the chair or presiding member;
- ii) transmitting to the Ministry copies of reports requested by the Ministry;
- iii) giving notice of all meetings of the board to each of the members by notifying the member personally or in writing or by sending a written notice to his or her residence;
- iv) calling a special meeting of the board on the request in writing of the majority of the members of the board;
- v) performing such other duties as may be required of the secretary by the regulations, by this Act or by the board; and
- vi) generally performing the related duties of the corporate Secretary.

c) Student Education:

Together with the Board's Superintendent of Educational Services the Director of Education, as a Superintendent of Educational Services, shall:

- i) develop and report the Board's education goals and priorities, which are aligned with the Board's Strategic and Annual Plans, on an annual basis; and
- ii) develop, implement, communicate and monitor compliance with Board education Policies and Policy documents in consultation with Board administration.

d) Supervisory Officer Discipline and Terminations:

The Director of Education has responsibility for the hiring and discipline including termination of Supervisory Officers.

e) Other Board Duties / Powers:

Together with the Board's Superintendents of Educational Services the Director of Education has responsibility as a Superintendent of Educational Services and can exercise the powers of a Superintendent of Educational Services for the supervision of:

- i) a family of Board schools; and

- ii) the operation of one or more function/program portfolios.

f) Responsibility:

The Director of Education is responsible to the board for the performance of his or her statutory duties, the duties required by the Ministry of Education, and the duties assigned to him or her by the board.

2. Supervisory Officers (Superintendents)

a) Statutory Duties and Powers (Education Act, s. 286 (1)):

The Director of Education leads the Board team of Supervisory Officers (Superintendents) one or more of whom shall be assigned duties by the board to:

- i) bring about improvement in the quality of education by assisting teachers and designated early childhood educators in their practices;
- ii) assist and co-operate with boards to the end that the schools may best serve the needs of the pupils;
- iii) visit schools and classrooms, as required;
- iv) prepare a report of a visit to a school or classroom as required and to give to a teacher or designated early childhood educator referred to in any such report a copy of the portion of the report that refers to the teacher or designated early childhood educator;
- v) ensure that the schools under his or her jurisdiction are conducted in accordance with this Act and the regulations;
- vi) make a general annual report as to the performance of his or her duties and the condition of the schools in his or her area of jurisdiction as required;
- vii) report to the appropriate medical officer of health any case in which the school buildings or premises are found to be in an unsanitary condition;
- viii) furnish the Minister with information respecting any school in his or her area of jurisdiction whenever required to do so;
- ix) supervise the business functions of the board;
- x) supervise the use and maintenance of the buildings and property of the board; and
- xi) exercise such other powers and perform such other duties as may be prescribed by a regulation made, or a policy established, under Part XIII (Behaviour, Discipline and Safety).

b) Catholic Supervisory Officers:

In accordance with the Leadership Framework for Catholic Supervisory Officers the Director of Education leads the Board team of Catholic Supervisory Officers (Superintendents) who:

- i) nurture Catholic faith, community, and culture and model a commitment to gospel values;
- ii) build a shared vision, foster the acceptance of group goals and set and communicate high performance expectations;
- iii) strive to foster genuine trusting relationships with and among students, staff, families and communities guided by a sense of mutual respect; affirm and empower others to work in the best interests of all students and communicate high performance expectations;
- iv) build collaborative cultures, structure the organization for success, and connect the board and schools to their wider environments;
- v) set high expectations for learning outcomes and monitor and evaluate the effectiveness of instructional leadership; manage the board organization effectively so that everyone can focus on teaching and learning;
- vi) are accountable to students, parents, the community, supervisors and to the board for ensuring that students benefit from a high quality education and for promoting collective responsibility for student outcomes within the whole community of schools and the board, based on the Ontario Catholic Schools Graduate Expectations.

c) Hiring, Discipline and Terminations:

Each Supervisory Officer or his or her designate has responsibility for the hiring and discipline including termination of employees, contractors and service providers who are in the portfolios supervised by the Supervisory Officer.

d) Responsibility of Supervisory Officers (Superintendents):

Every Supervisory Officer appointed by a board is responsible to the board through the Director of Education for the performance of their statutory duties, the duties required by the Ministry of Education, and the duties assigned to them by the board.

3. Superintendent of Educational Services

a) Student Education:

Together with the Director of Education in his or her capacity as a Superintendent of Educational Services the Superintendent of Educational Services shall:

- i) develop and report the Board’s education goals and priorities, which are aligned with the Board’s Strategic and Annual Plans, on an annual basis; and
- ii) develop, implement, communicate and monitor compliance with Board education Policies and Policy documents in consultation with Board administration.

b) Duties / Powers:

Together with the Director of Education in his or her capacity as a Superintendent of Educational Services the Superintendent of Educational Services has responsibility for the supervision of:

- i) a family of Board schools; and
- ii) the operation of one or more function/program portfolios.

4. Superintendent of Business Services

a) Chief Financial Officer:

The Superintendent of Business Services is the chief financial officer of the Board and is responsible for the Board’s financial and business services.

b) Treasurer of the Board (Education Act, s. 198 (5)):

The Superintendent of Business Services shall act as the Treasurer of the Board and shall:

- i) receive and account for all money of the board;
- ii) open an account or accounts in the name of the board in such place of deposit as may be approved by the board;
- iii) deposit all money received by the treasurer on account of the board, and no other money, to the credit of such account or accounts;
- iv) disburse all money as directed by the board; and
- v) produce, when required by the board or by auditors or other competent authority, all papers and money in the treasurer’s possession, power or control belonging to the board.

In his or her capacity as Board Treasurer the Superintendent of Business Services shall comply with the investment, borrowing and education development charge requirements of the Education Act and the related Regulations.

c) Department Organization:

The Superintendent of Business Services shall:

- i) develop and report the Department's goals and priorities, which are aligned with the Board's Strategic and Annual Plans, to the Director of Education on an annual basis; and
- ii) develop, implement, communicate and monitor compliance with Board Finance Policies and policy documents in consultation with Board administration.

d) Finance / Business Functions:

The Superintendent of Business Services shall have responsibility for:

- i) budget planning and development;
- ii) financial reporting and analysis;
- iii) treasury management;
- iv) school based funds & non grant revenue management; and
- v) supply chain / procurement.

e) Other Duties / Powers:

The Superintendent of Business Services has responsibility for the operation of one or more function/program portfolios.

5. Manager of Human Resources Services

a) Overview:

The Manager of Human Resources Services or designate has responsibility for developing, implementing and supervising the human resources functions of the Board and performing any other duties assigned by the Director of Education.

b) Department Organization:

The Manager of Human Resources Services shall:

- i) develop and report the Department's goals and priorities, which are aligned with the Board's Strategic and Annual Plans, to the Director of Education on an annual basis;
- ii) develop, implement, communicate and monitor compliance with Board Human Resources Policies and Policy documents in consultation with Board administration; and
- iii) generally manage and oversee the development, implementation and compliance with other Board Policies and Policy documents.

c) Human Resources Functions:

The Manager of Human Resources Services shall have responsibility for:

- i) planning, developing staff recruitment/hiring and termination procedures;
- ii) generally managing Board labour relations functions not assigned to other Board administration;

- iii) planning and implementing employee performance appraisal processes;
- iv) developing and implementing attendance management programs and processes;
- v) managing of the Board’s human resources data and provision of the necessary payroll data to the Board’s financial services department; and
- vi) improving and monitoring of employee satisfaction.

d) School Staffing/Allocation:

The Manager of Human Resources Services shall provide assistance and guidance to Board administration for school staffing / allocation functions.

6. Manager of Plant Services

a) Overview:

The Manager of Plant Services or designate has responsibility for management of the Board’s facilities, and performing any other duties assigned by the Director of Education.

b) Department Organization:

The Manager of Plant Services shall:

- i) develop and report the Department’s goals and priorities, which are aligned with the Board’s Strategic and Annual Plans, to the Director of Education on an annual basis; and
- ii) develop, implement, communicate and monitor compliance with Board Plant Services Policies and policy documents in consultation with Board administration.

c) Plant Services Functions:

The Manager of Plant Services shall have responsibility for:

- i) custodial and maintenance operations;
- ii) energy management;
- iii) health, safety and security management;
- iv) capital plans, policies and procedures;
- v) construction management.

7. Manager of Technological Services

a) Overview:

The Manager of Technological Services or designate has responsibility for developing, implementing and supervising the technology functions of the Board and performing any other duties assigned by the Director of Education.

b) Department Organization:

The Manager of Technological Services shall:

- i) develop and report the Department’s goals and priorities, which are aligned with the Board’s Strategic and Annual Plans, to the Director of Education on an annual basis; and
- ii) develop, implement, communicate and monitor compliance with Board Technology Policies and policy documents in consultation with Board administration.

c) Technological Functions:

The Manager of Technological Services shall:

- i) provide leadership for the Information Technology Department for all operational / management areas including budget planning, staff supervision and communications;
- ii) provide leadership to the schools and school Principals for all Information Technology projects and initiatives;
- iii) provide leadership for District level technology initiatives and projects;
- iv) represent the District on various provincial and regional committees / networks; and
- v) provide support and reports for other Board departments, schools and functions.

III.. Related Information

Legislation

Education Act

Ministry of Education (MOE)

Ministry of Education. (~2010). Leadership Framework for Catholic Supervisory Officers.

Ministry of Education. (September 2010). Operational Review Guide for Ontario District School Boards.

POLICY: Duties & Powers – Trustee

I. Purpose of Policy

This policy sets out the major duties and powers of an individual trustee.

II. Policy Statement

1. Statutory Duties / Powers of a Trustee

In accordance with section 218.1 of the Education Act, a Trustee shall,

- a) carry out his or her responsibilities in a manner that assists the board in fulfilling its duties under the Education Act, the regulations and the guidelines issued under the Education Act;
- b) attend and participate in meetings of the board, including meetings of board committees of which he or she is a member;
- c) consult with parents, students and supporters of the board on the board's multi-year plan;
- d) bring concerns of parents, students and supporters of the board to the attention of the board;
- e) uphold the implementation of any board resolution after it is passed by the board;
- f) entrust the day to day management of the board to its staff through the board's director of education;
- g) maintain focus on student achievement and well-being;
- h) comply with the board's code of conduct.

2. Catholic Education

Catholic trustees, acting as members of a Catholic school board, exercise the distinctive nature of their Catholic trusteeship by:

- a) witnessing to the Faith;
- b) promoting, protecting and advocating for Catholic education;
- c) articulating the Board's Catholic mission and Vision Statement;
- d) providing governance and policies inspired by the values and tradition of the Catholic faith and the principles of democratic and accountable governance;

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- e) appointing, holding accountable and supporting a Director of Education who is an authentic and effective Catholic leader;
 - f) ensuring that administrative structures, operational procedures and employment practices reflect the Board’s mission and Vision Statement;
 - g) providing Christian stewardship of human and financial resources;
 - h) establishing authentic religious education programming and faith formation activities for students;
 - i) establishing a climate supportive of a Faith community;
 - j) monitoring student realization of the Ontario Catholic School graduation expectations;
 - k) monitoring the implementation and realization of the Board’s mission and Vision Statement; and
 - l) building significant partnerships within and beyond the Catholic community in support of Catholic education.

III. Related Information

Legislation

Education Act

Other Resources

Ontario Catholic School Trustees’ Association, (2006_05). Catholic Trustees: advocates, guardians and stewards of Catholic education.

Ontario Education Services Corporation (OESC). (2022-2026). Good Governance (A Guide for Trustees, School Boards, Directors of Education, and Communities)

POLICY: Rules of Procedure – Board of Trustees

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I. Education Act, Ontario Regulations and Roberts Rules of Order

1. The *Education Act* means the Education Act, Revised Statutes of Ontario 1990, chapter E.2, as amended, and includes, where the context requires, the Ontario Regulations enacted thereunder. The Education Act, Statutes and Regulations shall take precedence over these Rules of Procedure.
2. The rules of order to be observed at meetings shall be in accordance with these Rules of Procedure. For any point of order not covered by these Rules of Procedure, the most recent edition of Robert's Rules of Order shall apply.
3. With a majority vote of the Trustees present, any of these Rules of Procedure may be temporarily suspended provided the said suspension complies with the laws of Ontario.

II. Inaugural / Annual Meeting & Trustee Vacancies

1. In accordance with section 208 (2) of the Education Act the Inaugural Meeting of a newly elected Board and the Annual Organizational Meeting of a Board previously elected shall be held not later than seven days after the term of office of the Board commences. (Currently, the Board's term of office commences on November 15th of the election year.)
2. For a newly elected Board the Secretary of the Board shall call the meeting to order at the appointed time and shall:
 - a) read the returns of election to the Board as certified to the Secretary by the City Clerks, certifying to the election of Trustees;
 - b) call for and receive from all Trustees, Declarations and Formal Oaths of Allegiance; and
 - c) declare the Board to be legally constituted for the appropriate term of office. In the absence of the Secretary or designate, a supervisory officer of the Board shall preside.
3. The Agenda for the Inaugural or Annual Meeting shall be as follows:
 - a) Prayer and Memorials;
 - b) Call to Order by Secretary of the Board;
 - c) Commissioning of Catholic Trustees/Rite of Renewal of Trustees;
 - d) Nominations and election of the Chair and Vice- Chair of the Board;
 - e) Appointment of Trustees to Committees (Standing and Others);
 - f) Address by the Chair and Vice-Chair of the Board;
 - g) Tabling of Annual Report;
 - h) Adjournment.

4. Trustee Vacancies:

- a) When a vacancy occurs in the office of a Trustee before the expiration of the term for which the Trustee was elected, it shall be filled pursuant to section 221 of the Education Act.
- b) In the event an Optional Election is not held, consideration shall be given to individuals qualified to serve as a school board trustee in accordance with the Education Act and the Municipal Elections Act.
- c) This shall take the form of:
 - a broadly advertised call for applications or
 - at the discretion of the elected Board of Trustees the appointment an individual who ran unsuccessfully to be a Catholic Trustee on the Board in the most recent trustee elections.

III. First Nation Trustee

1. Appointment:

The Board shall appoint a First Nation Trustee to represent the interests of Aboriginal pupils within Board schools in accordance with section 188 of the Education Act and Ontario Regulation 462/97 – First Nation Representation on Boards.

2. Status:

The First Nation Trustee shall be deemed to be an elected member of the Board.

IV. Student Representation on the Board

1. Appointment:

- a) The Board shall appoint two non-voting student trustees to represent the interests of pupils in Board schools.
- b) A Student Trustee must demonstrate that they are able to complete the duties of student trustee without jeopardizing their academic standing.
- c) A student is qualified to act as a student trustee if, on the first day of school after the term of office begins, the student is enrolled in the senior division of a school of the board and is a full-time student.
- d) An exceptional pupil in a special education program for whom the board has reduced the length of the instructional program on each school day (under subsection 3 (3) of Regulation 298 of the Revised Regulations of Ontario, 1990, Operation of Schools — General, made under the Act), is deemed to be a full time student so long as the pupil would be a full-time pupil if the program had not been reduced.
- e) A student is not qualified to be a student trustee, if he or she is serving a sentence of imprisonment in a penal or correctional institution.
- f) A person who ceases to be qualified to act as a student trustee representative shall resign from the position.

2. Term of Office:

- a) On or before April 30th each secondary school will directly elect one member to be part of a team of two students: one from Bishop Smith and one from St. Joseph's. A rotation will be developed so that each year there is one new student trustee and one student trustee in the second year of his or her term.
- b) The term of office will be for two school years.
- c) The term of office may involve either independent study or co-operative education for credit and fulfill all the normal requirements for said credit (e.g., evaluation, report writing, etc.); this will be arranged by the secondary school Principal and Guidance Department.
- d) The term of a student trustee shall commence on August 1st and end on July 31st of the second year of the term.
- e) A trustee or Board designate will act as a mentor for the student trustees.

3. Status of Student Trustees:

- a) The status of a student trustee shall be in accordance with the provisions of section 55 of Education Act and Ontario Regulation 7/07 – Student Trustees).
- b) A student trustee is not a member of the board and is not entitled to exercise a binding vote on any matter before the board or any of its committees.
- c) A student trustee is not entitled to move a motion, but the student trustee is entitled to suggest a motion on any matter at a meeting of the board or of one of its committees on which the student trustee sits, and if no member of the board or committee, as the case may be, moves the suggested motion, the record shall show the suggested motion.
- d) A student trustee is entitled to require that a matter before the board or one of its committees on which the student trustee sits be put to a recorded vote, and in that case there shall be,
 - i) a recorded non-binding vote that includes the student trustee's vote; and
 - ii) a recorded binding vote that does not include the student trustee's vote.
- e) A student trustee is not entitled to be present at a meeting or the portions of a meeting that is closed to the public because the subject matter under consideration involves matters set out in under section 207 of the Education Act.
- f) Save and except for meetings closed to the public pursuant to section 207 of the Education Act, a student trustee shall attend any other Board meetings or Board Committee meetings of which he or she is member.
- g) Subject to subsections (a) to (e) a student trustee shall have the same opportunities for participation at meetings of the board and of its committees as a member has.

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- c) The Director shall then call for nominations from the floor, which will not require a seconder. After receiving all nominations, the Director shall call for nominations two more times. Then, the Director shall ask for a motion to close nominations.
 - d) If there are two or more candidates, the Director shall ask the candidates, in the order they were nominated, if they are willing to run for office.
 - e) The Director will then ask the candidates, in the order they were nominated, if they wish to make a speech of not more than five (5) minutes.
 - f) The election shall be by secret ballot. The candidate receiving a number of votes amounting to a majority of the votes cast (50% plus one) shall be declared elected.
 - g) Should no candidate receive a majority, the scrutineers shall announce the result and the name of the candidate receiving the smallest number of votes shall be dropped. The Board shall then proceed to vote anew and so continue until a majority shall be in favour of one person. The person with the majority of the votes cast shall be the Chair until the next Inaugural/Annual Organizational Meeting.
 - h) In the case of equality of votes, the candidates shall draw lots to fill the position.
 - i) The elected Chair shall then take the Chair.
3. Election Process for the Board Vice-Chair:
- a) The Chair shall then conduct the election for the office of Vice-Chair of the Board using the same procedure as set out in section 2 above save and except for the appointment of scrutineers.
 - b) The Chair is entitled to vote for the election of a Vice-Chair, but the Chair may not vote a second time to break a tie vote.
 - c) After the elections, the Chair shall call for a motion to destroy all the ballots.
4. Chair or Vice-Chair Vacancy:
- a) In the event of the position of Chair or Vice-Chair becoming vacant for any reason, the Board shall, at its first Regular Meeting, thereafter, elect a new Chair or Vice-Chair, who will preside at all meetings.
 - b) The election of a new Chair or Vice-Chair will proceed in accordance with the voting process outlined above.
5. Removal of Chair or Vice-Chair:
- The Chair or Vice-Chair of the Board or a Committee Chair may be removed from office by a simple majority vote of the members of the board at a regular or special Board meeting.
6. Presiding over Board Meetings:
- In accordance with Board practice the Chair shall preside over meetings of the Board which are open to the public and the Vice-Chair shall preside over meetings of the Board which are closed to the public.

VI. Board Committees

1. At the inaugural or annual organizational meeting of the Board the Chair shall consider the preferences of the Trustees and shall appoint the Chairs and the committee members of the following standing committees:
 - a) Education;
 - b) Business and Corporate Services;
 - c) Transportation;
 - d) Chair's Advisory;
 - e) Special Education Advisory;
 - f) Parent Involvement (PIC); and
 - g) Audit.
2. Audit Committee:

The Board shall establish an Audit Committee in accordance with the requirements of the section 253.1 of the Education Act, Ontario Regulation 361/10 (Audit Committees) and any applicable Ministry of Education Memoranda.
3. The Board by a resolution may establish additional committees and their terms of reference. These committees shall report through one of the above standing committees. The Chair or the Board by a resolution may appoint the Committee Chair and the members of the ad hoc committee.
4. The Chair or the Board by a resolution may establish an ad hoc committee and its terms of reference. The Chair or the Board by a resolution may appoint the Committee Chair and the members of the ad hoc committee.
5. The Chair may be an Ex Officio member of every committee.
6. Members may be added to the Committee by the Chair or by resolution of the Board.
7. Each recommendation of a Committee shall include the name of the mover and seconder.
8. Adoption of Committee reports shall be by resolution of the Board at a regular or special Board meeting.

VII. Meetings of the Board

1. Quorum:
 - a) Regular Board, Special Board, and Committee of the Whole Meetings:

The presence of a majority of the trustees constituting the Board is a quorum.
 - b) Committee Meetings:

A majority of the committee members constitutes a quorum. Lacking a quorum a committee Chair may name as ad hoc members as many other trustees present as are required to make a quorum.

c) No Quorum:

Should there be no quorum present within thirty (30) minutes after the time appointed for the meeting, the names of those present shall be recorded by the Secretary or designate and the meeting shall stand adjourned until the next Regular Board, Special Board or Committee Meeting.

The Chair shall adjourn a meeting when a quorum is no longer present and the Secretary shall then record the names of the Trustees present at the time of adjournment

2. Regular Board Meetings

Regular meetings of the Board normally will be held on the fourth Monday of the month save and except for July and December. When a regular meeting date of the Board coincides with a holiday, the meeting will be held on the immediately following Tuesday/Wednesday, as appropriate.

3. Chair, Vice-Chair, Secretary and Designates:

a) Regular Board, Special Board and Committee of the Whole Meetings:

In the absence of the Chair, the Vice-Chair or designate shall preside over all such meetings and in their absence, the Secretary or designate shall call the meeting to order and if there is a quorum in attendance the trustees may elected one them to be the temporary chair for that meeting in accordance with section 208 (9) of the Education Act.

In the absence of the Secretary or designate from any regular or special Board meeting, the Chair or other member presiding may appoint any member or other person to act as secretary for that meeting in accordance with section 208 (10) of the Education Act .

b) Board Committee Meetings:

In the absence of the Committee Chair, the designate shall preside over all regular and special Board committee meetings and in their absence, the Secretary or the Secretary designate shall call the meeting to order and if there is a quorum in attendance the trustees may elected one them to be the temporary chair for that meeting in accordance with section 208 (9) of the Education Act.

In the absence of applicable supervisory officer or designate, who is acting as Secretary, from any Board Committee meeting, the Chair or other member presiding may appoint any member or other person to act as secretary for that meeting in accordance with section 208 (10) of the Education Act.

c) Temporary Absence of the Chair:

If the Chair desires to leave the Chair for the purpose of taking part in debate or for any other purpose, the Chair shall call upon the Vice-Chair or, in the absence of the Vice-Chair, one of the Trustees to assume the Chair until he/she resumes it. The Vice-Chair or any Trustee temporarily occupying the chair shall discharge all the duties and enjoy all the rights of the Chair.

4. Regular Board Meeting Agenda

- a) Except as otherwise provided in these Rules of Procedure, the Agenda shall be prepared jointly for each meeting by the Secretary and the Board Chair or their respective designates and shall consist of:
 - i) Opening Prayer;
 - ii) Roll Call;
 - iii) Delegations;
 - iv) Approval of the Agenda;
 - v) Declaration of Conflict of Interest;
 - vi) General Matters:
 - Approval of Minutes;
 - Unfinished Business from a Prior Meeting;
 - Approval of Treasurer's Reports;
 - Business Arising Out of the Minutes.
 - vii) New Business;
 - viii) Information and Proposals:
 - Committee Reports;
 - Correspondence and Communications;
 - Staff Source;
 - Non-staff Source.
 - ix) Future Business:
 - x) General discussion for future planning and action, objectives, policy, evaluation;
 - xi) Trustees' Comments;
 - xii) Meeting Dates.
 - xiii) Questions from Media Representatives;
 - xiv) Adjournment.
- b) The agenda for meetings in Committee of the Whole shall be in the same format, with appropriate changes, as the agenda for Regular meetings.
- c) No variation in the order of the foregoing agenda shall be permitted unless otherwise determined by a vote of a majority of the Trustees present, which vote shall be taken without debate.
- d) Additional new matters may be added to the agenda by informal consent or by a vote of the majority of trustees present.

5. Special Board Meetings:

- a) Special meetings of the Board shall be held:
 - i) at any time determined by resolution of the Board at the date and time so determined;
 - ii) at the call of the Chair upon the request in writing of four (4) or more members of the Board. Such a Special Meeting shall be called by the Chair at a date acceptable to the four Trustees.

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- b) A Special Meeting of the Board may be called by the Chair, or in the absence of the Chair by the Vice-Chair, and in the absence of the Chair and Vice-Chair, by the Secretary or Secretary designate.
 - c) The notice of every such Special Meeting shall state the business to be transacted and additional new matters may be added to the agenda by a vote of the majority of trustees present.
 - d) The Secretary shall give each Trustee at least forty-eight (48) hours written notice (including Saturdays, Sundays and legal holidays) of any special meetings of the Board.
6. Committee Meetings
- a) Committee Meetings shall be called by the Chairs of the Committees.
 - b) Committee reports containing recommendations or requiring action must be in writing and shall be circulated to the Board, preferably with the Agenda of the next Regular Meeting or meeting in Committee of the Whole.
7. Minutes:
- The minutes of both Board and Committee meetings shall contain the following:
- a) the kind of meeting (“regular”, “special”, etc.);
 - b) the date and place of the meeting;
 - c) the names of Trustees and staff members present, the names of members absent, and the time of arrival and/or departure of members not present for the entire meeting;
 - d) declarations of conflicts of interest;
 - e) the approval of the minutes of the previous meeting(s) and, where approved, an indication of any changes therein;
 - f) all motions (including written preambles) and points of order and appeals, and the disposition thereof;
 - g) the time of adjournment; and
 - h) the time, date and place of the next meeting.

VIII. Open / Closed Meetings of the Board

1. Meetings Open to the Public (Education Act, s. 207):
Subject to section 207, the meetings of a board and committees of the board, including a committee of the whole board, shall be open to the public, and no person shall be excluded from a meeting that is open to the public except for improper conduct or to comply with fire and/or safety regulations.
2. Meetings Closed to the Public (Education Act, s. 207)
A meeting of a committee of a board, including a committee of the whole board, may be closed to the public when the subject-matter under consideration involves,
 - a) the security of the property of the board;
 - b) the disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;

- c) the acquisition or disposal of a school site;
- d) decisions in respect of negotiations with employees of the board;
- e) litigation affecting the board; or
- f) other matters set out in section 207.

The Board or a Board Committee may move into Committee of the Whole by resolution to deal with one or more of the above subject matters and by resolution move back to the regular meeting after the said subject matter has been dealt with.

3. Exclusion of Persons:

The presiding officer may expel any person who has been guilty of improper conduct at the meeting or exclude from any meeting any person(s) to comply with fire or safety regulations.

IX. Electronic Meetings of the Board

See Attendance at Board & Committee Meetings Policy.

X. Trustee Attendance at Board Meetings

See Attendance at Board & Committee Meetings Policy.

XI. Delegations

1. A delegation requesting a hearing by the Board shall apply in writing to the Secretary of the Board.
2. A delegation will be received at a regular meeting of the Board which is scheduled to occur a minimum of two weeks after the date upon which the application in writing has been received.
3. A copy of the material which a delegation proposes to present to the Board shall be provided to the Board through the Secretary at least one week in advance of the meeting at which a delegation is scheduled to make its presentation.
4. A copy of the material shall be forwarded by the Secretary to the Trustees at least five days in advance of the meeting at which a delegation is scheduled to make its presentation.
5. The Secretary of the Board will inform a delegation of the location and date of the meeting at which the delegation will be received, and of the approximate time when the delegation will be heard by the Board.
6. A copy of the Board's Rules of Procedure dealing with Delegations shall be made available to the spokesperson for a delegation when they first request an opportunity to meet with the Board.
7. A delegation, having been heard, shall not be entitled to be received again by the Board on substantially the same topic for a period of three months from the date of a hearing by the Board with the exception of any accommodation review process.

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8. Delegations shall be received by the Board in its regular meeting room, and the number of persons admitted shall be in accordance with current fire and other safety regulations.
 9. There is a ten (10) minute time limit upon presentation by a delegation.
 10. The Chair will welcome the delegation. Following the presentation, the Chair will ask the Trustees whether they wish to ask any questions for purposes of clarification. The Chair will conclude the hearing by thanking the delegation and its spokesperson, by informing them that the matter which they presented will be considered by the Board, and that the delegation will be informed in writing of the Board's response.
 11. The Trustees and staff will not become involved in discussion or debate with members of the delegation.
 12. Notwithstanding the foregoing, the Chair of the Board, at their discretion, may respond to a delegation.

XII. Board Signing Authority

1. Unless provided for by resolution of the Board, the signing officers in all matters pertaining to the Board shall be as follows:
 - a) one of the Chair or Vice-Chair of the Board AND one of the Board's Supervisory Officers (the Director of Education, the Superintendent of Educational Services or the Superintendent of Business Services) OR
 - b) two of the Board's Supervisory Officers (the Director of Education, the Superintendent of Educational Services or the Superintendent of Business Services).

The signing officers of the Board are authorized to sign documents, as per Board policy, on behalf of the Board when such documents are approved by the Board or required by statute.

2. The Treasurer, by signature or by rubber stamp endorsement, may negotiate or deposit with or transfer to the bankers for the Board, but for the credit only of the account of the Board, all or any cheques, promissory notes, drafts, acceptances, bills of exchange and orders for the payment of money.
3. Signatures of persons authorized to sign may be printed, lithographed or otherwise mechanically reproduced as provided by the regulations.

XIII. Investment, Borrowing and Education Development Charges

The Board shall comply with the investment, borrowing and education development charge requirements of the Education Act and the related Regulations.

XIV. Policies / Resolutions and Amendments

1. Board Policies:
Every Board Policy, including these Rules of Procedure, shall be passed by a majority vote of the members of the Board who are present provided that notice in writing setting forth the proposed Policy has been sent to all members of the Board as part of the regular agenda for the said meeting. In the event that the Board wishes to pass a Policy at a meeting without prior notice of the Policy, the Policy shall be passed by a majority vote of the Trustees present.
2. Board Procedures:
The Board delegates the authority to establish procedures and related matters necessary to carry out the Board Policies to the Director of Education or his or her designate.
3. Amendment of Policies:
All amendments or rescission to Board Policies, including these Rules of Procedure, shall be made by giving due notice in writing, setting forth the proposed Policy amendments or rescission. In the event that the Board wishes to amend or rescind a Policy at a meeting without prior notice of the said change, the Policy change shall be passed by a majority vote of the Trustees present.
4. Board Resolutions:
Every Board resolution shall be passed by a majority vote of the Trustees present.
5. Amendment of Board Resolutions:
All amendments, or rescissions to Board Resolutions shall be made by giving due notice in writing, setting forth the proposed amendment or rescission. In the event that the Board wishes to amend or rescind a prior Board resolution at a meeting without prior notice of the said change, the change in the Board resolution shall be passed by a majority vote of the Trustees present.

Rules of Order

1. MOTIONS

a) General Provisions

- i) A motion must be **specific and phrased affirmatively**, even though the mover and seconder may speak and vote against the motion.
- ii) All motions must be **in writing** before a vote is taken.
- iii) A motion **may not be re-introduced** at a meeting if it has been:
 - previously voted upon in the same meeting;
 - referred to a Committee;
 - tabled; or
 - postponed.

b) **Withdrawal** of a Motion:

The mover may withdraw a motion provided that the seconder agrees.

c) **Rescinding** a Motion:

A resolution may be rescinded by a resolution to rescind passed by a majority vote of the Trustees present.

d) **Amendment** to a Motion:

- i) To amend a motion is to change it by adding, substituting or subtracting words.
- ii) A proposed amendment is debatable if the original motion is debatable. After debate is concluded, the Chair shall put the amendment to a vote.
- iii) **If the amendment is carried**, then the original motion shall be rephrased to incorporate the amendment and voted on. **If the amendment is defeated**, then the original motion shall be put to a vote.

e) There is **no debate** on motions to:

- i) adjourn;
- ii) recess;
- iii) raise a question of privilege;
- iv) table;
- v) take from the table;
- vi) close debate;
- vii) close nominations.

f) **Order of Precedence** of Motions (first priority to last priority):

- i) set time of next meeting;
- ii) adjourn;
- iii) recess;
- iv) raise a question of privilege;
- v) lay on the table;
- vi) stop debate;
- vii) postpone to a definite time;
- viii) refer to a committee;
- ix) amend an amendment;
- x) amend a primary motion;

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- xi) postpone indefinitely;
 - xii) the main motion.
- g) A **notice of motion in writing** will assure inclusion of a topic on the next agenda of the Regular Meeting.
2. *Debate:*
- a) A trustee may **speak when recognized** by the Chair.
 - b) A trustee while speaking may **not be interrupted** except upon a point of order.
 - c) After a trustee has **spoken three times** on any motion, the Chair may refuse to recognize the said trustee.
3. *Voting Procedure:*
- a) Normally, voting shall be conducted through **a show of hands**.
 - b) A trustee may require **a recorded vote** on a motion before the vote is called. The record of the vote shall be taken by the Secretary, shall be announced to the Board and shall be recorded in the minutes.
 - c) A **student trustee** is entitled to require that a matter before the board or one of its committees on which the student trustee sits be put to a recorded vote, and in that case there shall be,
 - i) a recorded non-binding vote that includes the student trustee’s vote; and
 - ii) a recorded binding vote that does not include the student trustee’s vote.
4. *Chair:*
- a) The Chair **may rule any matter out of order**, giving his or her reason. The Chair may rule out of order, anyone using irrelevant arguments. The Chair shall rule unbecoming remarks or behaviour out of order.
 - b) The Chair shall **state the motion** before discussion and before the vote is taken.
 - c) The Chair **may vote** on any motion on which, as a trustee, he is entitled to vote.
 - d) The Chair **may break a tie vote** if he has not participated in the original vote except where prescribed otherwise in the Education Act.
 - e) The Chair shall **temporarily vacate his chair** to enter into debate on a motion. He shall name an interim Chair.
 - f) The Chair **shall vacate the chair** when the Chair is about to propose a motion; when the Chair is the object of a motion; and when the Chair enters into debate on a motion. The Chair shall call upon the Vice-Chair or, in the absence of the Vice-Chair, one of the Trustees to assume the Chair until he/she resumes it.
5. *Appeals of Rulings of the Chair:*
- a) A trustee wishing to **appeal a decision** of the Chair on a vote count or on any matter calls for division.
 - b) A trustee making an appeal must do so **immediately after the decision** of the Chair.
 - c) A trustee may interrupt the meeting to make an appeal.
 - d) An appeal must be **seconded** to be considered.
 - e) After the appeal has been seconded, the Chair shall quote the rules of procedure.
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- f) The Chair shall test the appeal by the question, "***Shall the appeal of the Chair be sustained?***"
 - g) A tie vote sustains the Chair.
 - h) On appeals, the Chair may vacate the Chair to vote.
 - i) Appeals shall not be amended.
 - j) Defeat of the Chair's decision does not signify lack of confidence in the Chair.
 - k) The defeat of an appeal is final.

6. *Definitions:*

Ad Hoc Committee: An ad hoc committee, as distinct from a standing committee is appointed for a specific task. At the completion of the task, normally on the presentation of the final committee report, the committee ceases to exist.

Adopt: To adopt a report is (1) to concur with the recommendations, and (2) to agree to implement them. To adopt can also mean "to pass a resolution.

Amend: A motion to modify the wording – and within certain limits the meaning – of a pending motion before the pending motion itself is acted upon.

Appeal: By electing a Chair the Board delegates to him or her the authority and duty to make the necessary rulings on questions of parliamentary law. Any two members have the right to appeal by moving and seconding a motion challenging the Chair's ruling on a procedural matter. A majority of the Board must vote in favour of the motion to successfully challenge the Chair's ruling.

Committee of the Whole: A committee of the whole is a meeting of all the members of the Board who happen to be present.

Lay on the Table: The phrase "lay on the table" means the same as the verb "to table". To table a matter is to suspend any further consideration of it. Later when the Board does want to take it up, the Board simply votes to take it from the table.

Main Motion A main motion is one which introduces a substantive question as a new subject.

Majority Unless otherwise defined in a special rule, the word "majority" means "more than half of those who voted".

Putting the Question: The formal call for the vote is "putting the motion" or "putting the question".

Recorded Vote: To record a vote is to list in the minutes the record of whether and how each trustee voted on a motion.

Rescind To rescind is to vacate, cancel out, or nullify a previous resolution.

Secondary Motion: A secondary motion is a proposal to do something to a main motion: to table it, postpone it, stop talking about it, refuse to consider it, or refer it to a committee.

Show of Hands: Show of hands is a method of voting on motions. The chair says, "All in favour of this motion, raise their right hands". After this is tallied he asks all who were opposed to raise their right hands. The wording varies at the discretion of the Chair.

Table, To: See "Lay on the Table".

Take from Table: To take from the table is to put back on the floor a motion that has been previously laid on the table.

To Postpone Indefinitely: The intent of this motion is to kill the matter without officially being recorded as voting against it. The effect of passing this motion is to push the item completely off the agenda for the remainder of the school year. A matter having been postponed indefinitely may not be brought up again during that year, except by a motion to rescind postponement.

POLICY: Trustee Allowance

I. Purpose of Policy

The trustee allowance is to compensate trustees for their active participation in the planning and decision-making process of the Board.

II. Policy Statement

1. Allowance Chart

TABLE 1 sets out the allowance for the Trustees, the Chair and Vice-Chair.

TABLE 1

Trustee (other than Chair or Vice-Chair)	Allowance	Base Amount of \$5,900.00 + Enrolment Amount based on <u>School Year ADE Estimates X \$1.75</u> Number of Board Members (Excluding First Nation)
Chair of the Board	Allowance	Base Amount of \$5,900 + Enrolment Amount for Trustees + Chair Allowance of \$5,000.00 + Extra Enrolment Amount (Min.) \$500.00
Vice Chair of the Board	Allowance	Base Amount of \$5,900 + Enrolment Amount for Trustees + Vice-Chair Allowance of \$2,500.00 + Extra Enrolment Amount (Min.) \$250.00

2. Legislative Compliance

All payments to Trustees, the Chair and Vice-Chair shall comply with the Education Act and its Regulations and any other applicable Ontario legislation.

POLICY: Trustee Code of Conduct

I. Purpose of Policy

Section 218.2 (1) of the Education Act requires a school board to adopt a ***code of conduct for Trustees*** and Ontario Regulation 312/24 (Members of School Boards – Code of Conduct) sets out required components for the code of conduct.

The Board has added a requirement that a Trustee respect and support the ***legal right of Catholic parents*** to have their children educated in a Catholic elementary and secondary school.

II. Policy Statement

1. Legal Education Right of Catholic Parents

A Trustee shall respect and support the legal right of Catholic parents to have their children educated in a ***Catholic elementary and secondary school***.

2. Statutory Trustee Obligations (Ontario Regulation 312/24, s. 1)

- a) A Trustee shall comply with the ***Trustee Code of Conduct*** and any applicable board by-law, resolution, policy or procedure.
- b) When acting or holding themselves out as a Trustee, the Trustee shall conduct themselves in a manner that would not discredit or compromise the ***integrity of the Board***.
- c) When acting or holding themselves out as a Trustee, the Trustee shall ***treat persons equally without discrimination*** based on a person's race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability.

3. Statutory Trustee Prohibitions (Ontario Regulation 312/24, s. 2)

- a) No Trustee shall use or permit the use of ***Board resources*** for any purpose other than the business of the board.

- b) No Trustee shall disclose **confidential information** obtained or made available to them in their role as a Trustee except as authorized by law or by the Board.
[Consult Appendix A – Confidentiality Guidelines for further direction.]
- c) No Trustee shall **use information** described in subsection 3 (b) in a manner that would be detrimental to the interests of the Board or for the purpose of personal gain or for the gain of the member’s parent, spouse or child.
[Consult Appendix A – Confidentiality Guidelines for further direction.]
- d) No Trustee shall accept a **gift** from any person, group or entity that has dealings with the board if a reasonable person might conclude that the gift could influence the Trustee when performing their duties unless,
- i) the gift is of nominal value,
 - ii) the gift is given as an expression of courtesy or hospitality, and
 - iii) accepting the gift is reasonable in the circumstances.
- {Consult the Board’s **Gifts (Employees, Trustees & Non-Employees) Policy** in the Human Resources Policy Category for further direction.}

4. Notice of Alleged Breach NOT Frivolous, Vexatious or in Bad Faith (Ontario Regulation 312/24, s. 2 (4.1))

No Trustee shall give notice of an alleged breach of this Code of Conduct under subsection 218.3 (1) of the Education Act if the **allegation** is **frivolous or vexatious** or the notice is given **in bad faith**.

5. Reprisals or Threat of Reprisal Prohibited (Ontario Regulation 312/24, s. 2 (4.2))

No Trustee shall engage **in reprisal or the threat of reprisal** against,

- a) a Trustee who gave notice of an alleged breach of this Code of Conduct under subsection 218.3 (1) of the Act, or
- b) any person who provides information about the alleged breach to the integrity commissioner appointed under clause 218.3 (3) (b) of the Act.

6. Unauthorized Acting as a Board Spokesperson (Ontario Regulation 312/24, s. 2 (5))

No Trustee shall act as a **spokesperson to the public** on behalf of the Board unless authorized to do so under clause 218.4 (e) of the Act (acting as the Chair of the Board or acting as the authorized designate for the Chair of the Board).

7. Notice of Alleged Breach & Integrity Commissioner Process (Procedure A)

The lettered sections of Procedure A set out the following information:

- A. serious breaches of the Trustee Code of Conduct which may warrant notice of an alleged breach,

-
- B. a template for giving notice of an alleged breach of the Trustee Code of Conduct,
 - C. the requirements for notice and referral to an Integrity commissioner,
 - D. the reference to the legislation which governs the integrity commissioner process,
 - E. the Board's obligation related to records and information of an alleged breach which has been referred to an integrity commissioner and any subsequent proceedings / decisions.

8. Alleged Minor Breaches of the Trustee Code of Conduct

a) Notice:

A Trustee who has reasonable grounds to believe that another Trustee has **committed a minor breach** of the Trustee Code of Conduct **may notify** the following persons in writing of the alleged minor breach and provide particulars (name of Trustee reporting, name of Trustee alleged to have committed the minor breach, location, date, time, brief description of incident(s)):

- The Director of Education, if the notice relates to the conduct of the Board Chair or Vice-Chair.
- In all other situations, the Board Chair.

b) Investigation:

A Committee of the Board Chair and the Director will investigate and determine if the alleged minor breach occurred. In the event of any conflicts of interest the Board Vice-Chair / a designated Trustee shall be substituted for the Chair and/or a Superintendent shall be substituted for the Director.

c) Natural Justice:

The Trustee alleged to have committed the minor breach has the right to hear the case against them (relevant information about the alleged minor breach) and to make a written submission to the Committee prior to the Committee decision.

d) Decision and Possible Sanction:

The Committee shall give the Trustee:

- a copy of their decision with brief reasons and
- if applicable, a written letter of expectations for future conduct which will be retained on file for the duration of the current term of the Trustee.

9. Confidentiality Guidelines (Appendix A)

Appendix A – Staff Confidentiality Guidelines is part of the Information (Confidential) - Collection, Use & Disclosure Policy Documents in the Human Resources Policy Category. This Appendix has been reproduced and renamed **as Appendix A – Confidentiality Guidelines** and is attached to this Policy for easier direction and reference.

10. Policy Posting (Ontario Regulation 312/24, s. 5)

- a) The Board’s current Trustee Code of Conduct is posted on the Board’s policy web page in the Governance Policy Category (Our Board – Policies and Procedures – Governance).
- b) A link to the Board’s prior Trustee Code of Conduct policy documents is posted on the Board’s web page,

11. Policy Review (Ontario Regulation 312/24, s. 4)

- a) The Board has completed a review this Code of Conduct – Trustee Policy within the thirty (30) day period after Ontario Regulation 312/24 – Members of School Boards – Code of Conduct came into force.
- b) The Board shall conduct a second review of this Policy prior to 15-May-2027.
- c) The Board shall conduct subsequent reviews of this Policy every fourth year prior to 15-May of that year.
- d) Following each Policy review the Board shall pass a motion approving any amendments to the Policy or confirming the current Policy document without any amendments.

III. Related Information

Procedures and Appendices for this Policy

PROCEDURE A: Notice of Alleged Breach & Integrity Commissioner Process

APPENDIX A: Confidentiality Guidelines

Legislation

Education Act, RSO 1990, Chapter E.2, ss. 218.2 – 218.4

Ontario Regulation 312/24 (Members of School Boards – Code of Conduct)

Ontario Regulation 306/24 (Integrity Commissioners and Process for Alleged Breaches of the Code of Conduct)

PROCEDURE A: Notice of Alleged Breach & Integrity Commissioner Process

Introduction

A Trustee who has reasonable grounds to believe that another Trustee has **breached** the Trustee Code of Conduct Policy in a situation set out below **may notify** the following persons in writing of the alleged breach:

- the Vice-Chair, if the notice relates to the conduct of the Chair;
- another member of the board who is neither the complainant nor the subject of the complaint, if the notice relates to the conduct of both the Chair and Vice-Chair; and
- in all other situations, the Chair (Ontario Regulation 306/24, s. 4 (1)).

A. Breach of Code of Conduct Situations (check applicable box / boxes)

- Alleged breach, which is **NOT frivolous**, vexatious or given in bad faith.
- Serious incident(s) / matter involving a Trustee not respecting and/or supporting the legal education rights of Catholic parents.
- Serious incident(s) / matter involving a Trustee not complying with any applicable Board by-law, resolution, policy or procedure.
- Serious conduct or behaviour while acting or holding themselves out as a Trustee which significantly discredits or compromises the Board's integrity.
- A serious discrimination incident (based on a person's race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability), when acting or holding themselves out as a Trustee.
- Serious inappropriate use of the Board resources for any purpose other than Board business.
- Serious disclosure of confidential information obtained or made available to them in their role as a Trustee except as authorized by law or by the Board.
- Serious use of confidential information obtained or made available to them in their role as a Trustee (except as authorized by law or by the Board) in a manner that would be detrimental to the interests of the Board or for the purpose of personal gain or for the gain of the member's parent, spouse or child.

PROCEDURE A: Notice of Alleged Breach & Integrity Commissioner Process

Date this Notice Given to Chair, Vice-Chair or Other Trustee: _____

Date this Notice Given to the Director of Education: _____

(Ontario Regulation 306/24, s. 4 (1-3))

C. Notice Requirement and Referral to an Integrity Commissioner

The Chair, Vice-Chair or other Trustee to whom the notice of the alleged breach was made shall:

- a) immediately provide a copy of the written **notice to the Trustee** whose conduct is the subject of the alleged breach **and to the entire board**; and
- b) if the matter is not resolved **within 20 business days** after the Trustee received the notice under clause (a), or within such other time period as may be prescribed by regulation, **refer the matter to an integrity commissioner** appointed by the board.

(Education Act, s. 218.3 (3) and Ontario Regulation 306/24, s. 5 (1))

D. Integrity Commissioner Process

The Integrity Commissioner process is set out in sections 218.3 – 218.3.3 of the Education Act and in Ontario Regulation 306/24 (Integrity Commissioners and Process for Alleged Breaches of the Code of Conduct).

E. Board Records and Information

The Board shall keep records and publish on its website the following information:

- a) an alleged breach of code of conduct which has been referred to an integrity commissioner,
- b) a refusal by an integrity commissioner to commence an investigation into an alleged breach for reasons set out in section 218.3 (8) of the Education Act. (The alleged breach was out of time, made in bad faith or was frivolous or vexatious.)
- c) a decision of an integrity commissioner that the Trustee has breached the code of conduct and any sanction imposed,

PROCEDURE A: Notice of Alleged Breach & Integrity Commissioner Process

- d) a decision of an appeal panel hearing the appeal of a decision of an integrity commissioner.

(Education Act, s. 218.3 (11))

APPENDIX A: Confidentiality Guidelines

An individual's **personal information is confidential** and its collection, use and disclosure shall comply with Board Policy, the Confidentiality Guidelines and the applicable legislation.

The **Board's financial, business and commercial information is confidential** and its use and disclosure shall comply with Board Policy and the Confidentiality Guidelines.

Confidential Information

PERSONAL INFORMATION IS CONFIDENTIAL AND INCLUDES AN INDIVIDUAL'S

- personal characteristics (race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status),
- education, medical, psychiatric, psychological, criminal or employment history,
- identifying number or symbol (e.g., Ontario Education Number),
- contact information,
- private or confidential communications with the Board,
- personal opinions (except if they relate to another individual).

BOARD FINANCIAL, BUSINESS & COMMERCIAL INFORMATION IS CONFIDENTIAL, UNLESS

- public information, publicly released or release authorized by Manager / Superintendent.

Collection of Personal Information

NORMALLY COLLECTED DIRECTLY FROM THE INDIVIDUAL IN QUESTION UNLESS

- individual consents to indirect collection (e.g., consent to release medical information),
- collected from the custodial parent of a student who is under the age of 16,
- collected pursuant to the Education Act and/or for student education purposes,
- collected for law enforcement purposes / conduct of a legal proceeding,
- authorized by the Municipal Freedom of Information and Protection of Privacy Act.

COLLECTION NOTICE: legal authority for collection, purpose of collection and contact information for Board staff for any questions (usually at bottom of Form).

APPENDIX A: Confidentiality Guidelines

Use of Personal Information / Board Confidential Information

USE OF AN INDIVIDUAL'S PERSONAL INFORMATION IS PERMITTED, IF

- the individual has identified the information and has consented to the particular use.
- the personal information was obtained for a particular or consistent purpose (e.g., pupil education, general administration in support of education, etc.).
- the Municipal Freedom of Information and Protection of Privacy Act authorizes its use.

USE OF BOARD FINANCIAL, BUSINESS & COMMERCIAL INFORMATION PERMITTED, IF

- used for educational and related purposes supporting pupil education.

Disclosure of Personal Information / Board Confidential Information

DISCLOSURE OF AN INDIVIDUAL'S PERSONAL INFORMATION PERMITTED, IF

- the individual has **identified the information and consented** to the particular use (most common situation). See Chart for necessary **parent and student consents for student information**.
- the personal information was obtained for a particular or consistent purpose (e.g., pupil education, general administration in support of education, etc.),
- the disclosure is made to a Board employee or agent who needs the information in the performance of their duties and if the disclosure is necessary for Board functions,
- permitted or required by law (e.g., Education Act),
- the disclosure is to a law enforcement institution for policing, criminal / civil investigation, or a legal proceeding,
- there are compassionate circumstances, to facilitate contact with the spouse, a close relative or a friend of an individual who is injured, ill or deceased (with notice),
- there are compelling circumstances affecting health and safety (with notice),
- authorized by the Municipal Freedom of Information and Protection of Privacy Act.

DISCLOSURE OF BOARD FINANCIAL, BUSINESS & COMMERCIAL INFORMATION PERMITTED, IF

- authorized by a Board Manager or Superintendent.

CHART: Consent Necessary to Disclose Student Personal / Educational Information

Information	Student Under 16	Student 16-17 Under Parental Control	Student 16-17 Left Parental Control	Student 18 or older
Personal*	Custodial Parent	Student	Student	Student
Educational (OSR)	Parent	Parent	Student	Student

[*NOTE: Personal Information includes educational information in a student's OSR.]

POLICY: Trustee Travel, Hospitality & Equipment Expenses

I. Purpose of Policy

This policy governs the reimbursement of Board trustees for travel, hospitality and equipment expenses incurred while conducting and/or on authorized Board business.

II. Policy Statement

1. Approved Board Business

a) Examples of events that will be approved as **Board Business**:

- Board or Committee meetings,
- Events related to the board's mission or objectives,
- Trustee association meetings or events.

b) Examples of events that are **NOT Board Business**:

- Community fundraising gala or charity function,
- Political activities or events.

2. Board Authorized Travel

Trustees shall be reimbursed as follows for the expenses incurred in Board-authorized travel within Renfrew County.

- a) Reimbursement shall be paid for all authorized travel between their residence and to and from any authorized location.
- b) If the distance between the designated facility and any other facility or location to which travel is authorized, is greater than the distance from the trustee's residence to such other Board facility or location to which travel is authorized, then the trustee may choose the shorter route.
- c) When at the Board's discretion it is feasible for several trustees to travel together, the Board may designate the number of vehicles for which travel shall be reimbursed.
- d) Where and when feasible, the Board encourages trustees to rent a vehicle for out-of-county travel. The Board has negotiated preferred automobile rental rates which are set out in Appendix B along with the required booking procedure.

3. Travel Rates

a) *Authorized Travel within Renfrew County*

Trustees shall be paid the greater of:

- i) the Board designated rate per car per day or
- ii) the Board designated rate per kilometre, as applicable:
 - for the first 5,000 kilometres driven in the school year or
 - for any kilometers over 5,000 driven in the same school year.

b) *Authorized Travel outside Renfrew County*

The allowance, stated in subsection 3 (a), shall be paid.

If public transportation is used, the allowance shall be equal to the actual cost involved.

4. Meals and/or Accommodation Expenses

All expenditures must be supported by ***original expense claim forms and original receipts*** reflecting the HST or similar tax. Faxed or copies of the original expense claim form and/or receipts will not be accepted. Credit card slips are not recognized as original receipts.

a) *Meals:*

The Board may reimburse the trustee for a reasonable expenditure on meals when on Board business up to the meal expenditure limits set out in Appendix A.

b) *Unauthorized Alcohol Beverage Purchases NOT Reimbursed:*

There is no reimbursement for the unauthorized purchases of alcoholic beverages:

- for personal use,
- for personal use when away from the school/office on business related to their position or
- when attending Professional Development Activities, seminars, conferences, etc.

c) *Accommodation:*

When required, a reasonable cost for a standard level of overnight accommodation will be paid by the Board. Expenses incurred for hotel movies, mini-bar snacks, etc., are the responsibility of the trustee.

5. Hospitality Expenses

All expenditures must be supported by **original expense claims** and **original receipts** reflecting the HST or similar tax. Faxed or copies of the original expense claim and/or original receipts will not be accepted. Credit card slips are not recognized as original receipts.

a) *Information on Individuals Entertained Required:*

In addition to original receipts, hospitality expense claims must be accompanied with names of individuals entertained and their role. The purpose of the hospitality also must be clearly stated.

b) *Authorization for Purchase of Alcoholic Beverages:*

Purchases of alcoholic beverages are NOT permitted unless authorized by the **Director of Education** and/or the **Board Chair**.

6. Equipment Expenses

a) *Approved Equipment, Technology Support and Supplies Provided:*

Each Board Trustee shall be provided with appropriate equipment, technology support and supplies while they are a Trustee. This equipment must be approved by the Board and shall be purchased/provided through the Board office.

b) *Equipment, Technology Support and Supplies Remains Board Property:*

Equipment, technological support and supplies purchased on behalf of the trustees remains the property of the Board.

c) *Return of Equipment and Supplies / End of Technology Support:*

When the Trustee ceases their role on the Board of Trustees, the above-mentioned equipment, supplies and technological support shall be discontinued and the equipment shall be returned to the Board.

7. Approval of Travel and Hospitality Expenses

Before forwarding the original expense claim for payment/reimbursement to the Superintendent of Business Services at the end of each month, the individual trustee will itemize the expenses and obtain written approval as set out below.

The original expense claim must be accompanied by original receipts.

a) *Approval for Trustee Expenses:*

All expenditures supported by original receipts and incurred by the Trustees of the Board must be approved by the **Chair of the Board** who in turn recommends that the Director approves payment of the expenditures.

b) *Approval for Board Chair Expenses:*

All expenditures supported by original receipts and incurred by the Chair of the Board must be approved by the **Superintendent of Business** who in turn recommends that the Director of Education approves payment of the expenditures.

c) Disputes:

Should there be a dispute about the eligibility of any expense, the Superintendent of Business in consultation with the Director of Education, shall endeavour to resolve the issue with the individual trustee. If the issue cannot be resolved, the affected party may contest the decision during the general section of a Board meeting.

8. Expense Forms and Receipts

Original expense claims are to be submitted monthly on the prescribed Expense Forms (available on the Board's G-Drive under Forms) accompanied by the **original** receipts.

9. Policy Review

Periodic review and audit of expenditures shall be undertaken to monitor the adherence to this and other Board policy documents.

III. Related Information

Appendices for this Policy

APPENDIX A: Meal Expenditure Limits

APPENDIX B: Automobile Rental Process

APPENDIX C: Sample Expense Claim Forms I and II

APPENDIX D: Expense Claim Checklist

Treasury Board

(1-Jan-2017) Broader Public Sector Expenses Directive

APPENDIX A: Meal Expenditure Limits

The Board may reimburse a trustee for reasonable expenditures on meals when on Board business up to the following meal expenditure limits. These meal expenditure limits include any applicable HST or similar tax and any gratuity paid.

Meals	Meal Limit
Breakfast	12.00
Lunch	18.00
Dinner	35.00
TOTAL	65.00

Notwithstanding the above meal expenditure limits the employee must still comply with the requirement to submit original receipts as laid out in the Policy.

APPENDIX B: Automobile Rental Process

Preferred Discount Car Rental

The Board has an agreement with Discount Car and Truck Rental for a reduced rate. Discount provides fixed daily car rental rates with 3,000 km included in the rental fee.

Insurance must be purchased for all vehicles: PAP (Practical Assistance Program) for cars.

Discount has rental outlets in Pembroke and Renfrew.

Consider:

- the distance to be travelled;
- the cost using the Board's designated kilometre rate;
- the cost using a rental car and

select the cheaper option.

NOTE: Generally, the use of the car rental vehicle is more economical for travel over 150 km (including the cost of insurance, taxes, fees and gas).

Booking Procedure:

1. Book a car rental directly with Discount and indicate that you are from the Renfrew County Catholic District School Board (24 hour prior notice is recommended).
2. Night before pickup is available at no charge.
3. You are required to refuel the car before returning it to Discount.
4. Pay for the rental personally and submit your receipt with your travel claim.

APPENDIX C: Sample Expense Claim Forms I & II

Expense Claim Form I (PDF for information only)

If your annual kilometres are ***under 5,000*** annually, use this Form.

Expense Claim Form II (PDF for information only)

If your annual kilometres are ***over 5,000*** annually, use this Form.

NOTE: PDF samples of the above two Forms are attached to Appendix C for information purposes only.

NOTE: The two Forms to be submitted by trustees are on the Board's G-Drive under Trustee Forms.

Please enter your kilometres on the appropriate Form and the embedded formulae will calculate your expense reimbursement.

APPENDIX D: Expense Claim Checklist

1. Claimant Information

- Name
- Position
- Home Address

2. Travel & Hospitality Information

- Date
- Purpose of Travel and Travel Start / Destination:
 - travel reason;
 - name of trustee passenger if applicable;
 - travel start and destination;
 - budget number if known.
- Number of Kilometres:
 - reimbursement for Board authorized travel within Renfrew County shall be paid at the greater of:
 - the Board designated rate per car per day or
 - the Board designated rate per kilometre, as applicable:
 - for the first 5,000 kilometres driven in the school year or
 - for any kilometers over 5,000 driven in the same school year.

[NOTE: The two Forms to be submitted are on the Board's G-Drive under Trustee Forms.

Please enter your kilometres on the appropriate Form and the embedded formulae will calculate your expense reimbursement.]

 - use the Board Travel Chart for Renfrew County school-to-school travel;
 - use Google Maps for Renfrew County travel other than school-to-school and for out of County travel (attach the relevant Google map);
 - if travel is out of Renfrew County, check if car rental more cost effective.

APPENDIX D: Expense Claim Checklist

- Meals:
 - submit original detailed receipts;
 - enter meal amount (breakfast \$12, lunch \$18, supper \$35 - amount includes the tax and gratuity);
 - credit card receipts alone are not sufficient;
 - no reimbursement for alcohol;
 - if paying for other trustees, list their names on the receipt.

- Hotels:
 - original detailed receipt in claimant's name;
 - if meal charged to room, ask for detailed meal receipt as breakdown required.

- Other Expenses (parking taxi, flight, supplies):
 - submit original detailed receipts;
 - flight boarding pass required,
 - supplies – do not include personal purchases or cash back on receipts.

3. Signature and Date of Claim

- Claimant Signature.
- Date of Claim.

4. Approval Information

- Signature of designated authority (**Superintendent of Business** for Board Chair and **Board Chair** for trustees)
- Business Services will sign CERTIFY once claim has been verified and all necessary back up attached.
- Superintendent signature required (Business Services will obtain).