



POLICY COMMITTEE
Tuesday, January 19, 2010 4:00
Board Room

- 1. Call to Order**
 - 1.1 Opening Prayer – Bonnie McKinnon, Chair of the Policy Committee
 - 1.2 Attendance

- 2. Routine Matters**
 - 2.1 Approval of the Agenda
 - 2.2 Declaration of Interest
 - 2.3 Approval of Minutes from the Committee of the Whole
 - a. December 2, 2009 Pages 2-3
 - 2.4 Business Arising from Minutes

- 3. Presentations and Delegations: Nil**

- 4. Committee and Staff Reports**
 - 4.1 Discussion of Draft Revised Policy: Admission of Students Pages 4-34
Presenter: Cathy Horgan, Director of Education

 - 4.2 Revised Policy: Trustee Expenses Pages 35-45
Presenter: Wally Easton, Associate Director

 - 4.3 Review of Board By-laws Pages 46-67
Presenter: Dennis Blake, Trustee

 - 4.4 Update on Schedule of Policies – TO BE DISTRIBUTED
Presenter: Cathy Horgan, Director of Education

- 5. Moment of Silent Reflection**

- 6. Adjournment**

Next meeting: Tuesday, February 9, 3:00 pm, CEC



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Minutes
Wednesday, December 2, 2009
Policy Committee
Catholic Education Center
322 Fairview Drive
Brantford, ON N3T 5M8

Present at Meeting:

1. Call to Order

1.1 Opening Prayer:

The meeting was opened with a prayer by Bonnie McKinnon Chair of the Policy Committee.

1.2 Attendance

Trustees: Bonnie McKinnon , June Szeman, Dan Dignard
Administration: Cathy Horgan, Director of Education and Bill Chopp, Superintendent of Education

2. Routine Matters

2.1 Approval of the Agenda

Resolved:

On the motion of June Szeman and Bonnie McKinnon, that the Policy Committee of the Brant Haldimand Norfolk Catholic District School Board approve the agenda of the December 2, 2009 meeting.

CARRIED

2.2 Declaration of Interest: Nil

2.3 Approval of Minutes From the Policy Committee – October 14

Resolved:

On the motion of June Szeman and Bonnie McKinnon, that the Policy Committee of the Brant Haldimand Norfolk Catholic District School Board approve the Minutes from the Policy Committee of December 2, 2009.

CARRIED

2.4 Business Arising from the Minutes: Nil

3. Presentations/Delegations: Nil

4. Committee and Staff Reports

4.1 Accessibility – Customer Service Standards

Superintendent of Education Bill Chopp reviewed the mandate by the Social Services Ministry as it pertains to Accessibility for Ontarians with Disabilities. As of January 2010, all boards must be compliant in the area of Accessible Customer Service. This



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policy clearly outlines training for staff (each staff member will undergo online training and a survey) as well as responsibilities with regards to service animals, assistive devices, etc. Some minor changes were made to the policy.

Resolved:

On the motion of Dan Dignard and June Szeman, that the Policy Committee refer the Accessibility – Customer Service Standards Policy to the Brant Haldimand Norfolk Catholic District School Board for approval.

CARRIED

4.2 Admissions

Director of Education Cathy Horgan initiated a discussion regarding the Admissions Policy. A revision will be drafted taking into account the major parts of the discussion and concerns expressed.

Resolved:

On the motion of June Szeman and Dan Dignard, that the Policy Committee review the current Admission Policy and bring back an amended policy for review to the next meeting

CARRIED

4.3 Schedule of Policies

Director of Education Cathy Horgan reviewed the schedule of various policies to be developed or reviewed. As this document is updated, a copy shall be provided to the Policy Committee. This will be a standing item on the Policy Committee agenda in order to monitor progress.

5. Moment of Silent Reflection

6. Adjournment

The Policy Committee will review the Board By-laws at the meeting on January 19, 2010.

Resolved:

On the motion of June Szeman and Dan Dignard, that the Policy Committee of the Brant Haldimand Norfolk Catholic District School Board adjourn the meeting of December 2, 2009.

CARRIED



Brant Haldimand Norfolk Catholic District School Board

POLICY: Admission of Students

Adopted:	April 24, 2001	Policy No:	200.14
Revised:		Former Policy #:	
Subsequent Review Dates:		Policy Category:	Students
		Pages:	

Belief Statement:

The schools of the Brant Haldimand Norfolk Catholic District School Board exist primarily to provide a distinctive Catholic education for all eligible children of Roman Catholic school supporters in its jurisdiction. Brant Haldimand Norfolk Catholic District School Board schools provide academic excellence and enable students to live a life of love and service.

The elementary schools of the Brant Haldimand Norfolk Catholic District School Board exist primarily to provide excellence in Catholic education for the students of our Separate School Supporters.

The secondary schools of the Brant Haldimand Norfolk Catholic District School Board exist to provide excellence in Catholic secondary education for the students of our Separate School Supporters and others within the region who elect to attend. The current legislation from the Ministry of Education states that non-Catholic students may attend Catholic secondary schools with the understanding that they respect the environment, traditions and expectations of the Brant Haldimand Norfolk Catholic District School Board.

Policy Statement:

The Brant Haldimand Norfolk Catholic District School Board is committed to service the children of eligible Roman Catholic School Supporters. From time to time, applications are received for the admission of non-resident students and/or students from ratepayers who are not eligible supporters of the system.

The Director of Education shall develop admission procedures consistent with the following:

1. The age of admission for all students, without exceptions, will conform to the provisions of the Education Act (compulsory attendance, Kindergarten and Junior Kindergarten).
2. Parent/guardian shall provide documentation that they are Roman Catholic; i.e., A Roman Catholic Baptismal certificate or a letter from a priest.
3. If the parent/guardian cannot provide a Roman Catholic Baptismal certificate or a letter from a priest, then the parent(s)/guardian(s) must provide documentation that they are Roman Catholic; i.e., A Roman Catholic Baptismal certificate or a letter from a priest.

4. An elementary student, living in a residence within the jurisdiction of the Board which is not eligible to be assessed for Catholic district school board support, who would otherwise be admitted, may be admitted to a school operated by the Board if documentation is presented as evidence that the student is a Baptized Roman Catholic.
5. A student who is a Ward of the Children's Aid Society and/or the Catholic Children's Aid Society and/or Family and Children's Services, may be admitted when:
 - i. The student is Roman Catholic and this can be verified by appropriate documentation; and
 - ii. A letter indicating the child's status as a ward has been given to the principal. This letter will be filed in the documentation file of the student's OSR card. A facsimile of the letter, will be forwarded by the principal to the appropriate Superintendent and the Assessment Office for fee processing.
6. The admission of secondary school students will comply with the provisions of the Education Act and Regulations.
7. Foreign students who have a legal right to attend an elementary or secondary school in Canada will be admitted upon payment of a fee determined in accordance with the Education Act and Regulations and approved by the Director or designate. Arrangements for the payment of fees must be made in advance, before attendance begins in each school year. The fee will apply to the date of admission and will apply to the time the student is on the school's register. Should the student retire from the school and not attend another publicly funded school in Ontario, Citizenship & Immigration Canada will be informed and the fee advanced will be adjusted accordingly. Any refund due will be paid to the individual who paid the fee on behalf of the student.
8. Out-of-province students and students of parents living on tax exempt land will be charged a fee in accordance with the Education Act and Regulations. The method of payment and conditions outlined in #7 above will apply, with modifications, for out-of-province students and individuals living on tax exempt land. (In this region, students who reside in residences on tax exempt land usually refer to students living in residences owned by a university).
9. Students who are sponsored for an exchange may be admitted to a school operated by the Board if documentation is presented as evidence that the students are sponsored through a recognized organization or service club. Admission will be in accordance with current Ministry of Education guidelines.
10. Students who are not eligible to attend schools within the jurisdiction of the Board may be admitted at the discretion of the Superintendent considering but not limited to the following conditions:
 - i. Where there are students currently enrolled in the Board's schools as of January 1, 2010 whose parent(s)/guardian(s) are ineligible to direct their tax support to the Brant Haldimand Norfolk Catholic District School Board, these families are "grandparented".

- ii. It is understood and accepted that the student will attend/participate in a suitable way, in the religious life, activities and celebrations of the school community.
 - iii. There is legitimate and acceptable reason for the admission request, which is not the result of a dispute with any other educational authority.
 - iv. The Board reserves the right to require the withdrawal of an ineligible student admitted under this policy, within the provisions of the Education Act at any time.
 - v. Where a student is eligible to attend a Catholic school operated by a board outside the jurisdiction of the Brant Haldimand Norfolk Catholic District School Board (e.g. Hamilton, London or Waterloo Catholic) applies for admission to one of the Board's schools, the school may admit the student provided that there is evidence provided that the parent(s)/guardian(s) are supporters of their local Catholic District School Board and there is agreement between the boards with reference to the provision of transportation for the student.
11. Senior administration is responsible for developing and maintaining a School Admissions and Property Tax Assessment Procedures that outlines the procedures to be followed for admission/payment of fees.

Glossary of Key Policy Terms:

"Roman Catholic"	is defined as one in Union with the See of Rome (see Appendix A)
Non-Catholic	refers to students who would be ineligible to attend a Brant Haldimand Norfolk Catholic District School Board elementary schools because their parent(s)/guardian(s) are not Roman Catholic and cannot direct their tax support to the Board.
Resident Student	refers to a student who lives within the area of the Brant Haldimand Norfolk Catholic District School Board and their parent/guardian can direct their property taxes in support of the Brant Haldimand Norfolk Catholic District School Board. In this regard, at least one of the parents/guardians must be Roman Catholic. (This category includes refugees who have been admitted to Canada).

Non-Resident Student

refers to students who:

- i. live outside the boundaries of Brant Haldimand Norfolk Catholic District School Board
- ii. are students (visitors to Canada) who are assessed a fee to attend because they are not permanent residents, or
- iii. are from another province

Home School

refers to the school that is located in the same attendance boundary as the student's parent or guardian's residential address.

Application

refers to the annual Out of Boundary application that must be filled out each year by parents/legal guardians requesting out of boundary admission for their child(ren). (See Appendix C)



Brant Haldimand Norfolk Catholic District School Board

ADMINISTRATIVE PROCEDURES: Admission of Students

Adopted:	April 24, 2001	Policy No:	200.14
		Former Policy #:	
Revised:		Policy Category:	Students
Subsequent Review Dates:		Pages:	

The principal of a school will receive all students requesting admission and manage their registration using the following chart. All school board employees will greet and welcome all interested students and their families in a supportive and welcoming manner while using the following procedures:

Registration of Elementary School Students

Category	Description of Student	Process
In Boundary	Catholic student and parent(s) reside in Brant, Haldimand or Norfolk	Register student in home school
Non-Catholic student; not Catholic school supporter; child baptized Catholic	Catholic student resides in Brant, Haldimand or Norfolk, parent(s) are public school supporters	Parents must fill out an Application for Direction of School Support form (Appendix C) to indicate a change to separate school supporter. No elementary student may be simultaneously registered with both the public and separate board. Elementary aged children within one family should all be registered within the same board. Special circumstances will be reviewed by the Director of Education and/or designate on a case by case basis.
Parent and child non-Catholic; public school supporter	Non-Catholic student resides in Brant, Haldimand or Norfolk, parent(s) are public school supporters.	Non-Catholic students shall not be admitted to Junior Kindergarten to Grade 8 program. Special circumstances will be reviewed by the school Superintendent of Education on a case by case basis after completion of forms in Appendix C.
Catholic student resides in Brant, Haldimand or Norfolk and is a CAS ward.		Register child on proof of wardship in the home school of the student. Host families are not required to direct school support.
Blended family (through re-marriage) with children in both separate and public systems		Contact school Superintendent of Education for direction on how to process and register student(s) appropriately.

Category	Description of Student	Process
Immigration	Catholic student resides in Brant, Haldimand or Norfolk and parent(s) reside outside of Canada.	Register child after adult in Brant, Haldimand or Norfolk has custody of child and student meets all other registration criteria. Contact Executive Assistant, Corporate Services for assistance with student's immigration status. Student then registers in home school of legal guardian.
Non-resident of Canada student		Confirmation of International Student must be received prior to admission. Contact Executive Assistant, Corporate Services, if necessary.
Out of Boundary (School)	Catholic student resides with parent(s) within Brant, Haldimand or Norfolk but outside of your school boundaries.	Parent(s)/guardian(s) of student(s) requesting admission into a Catholic school outside their designated school attendance area, must complete an Annual Application for Out-of-School Boundary Attendance form (Appendix C). The application is submitted to the school Superintendent of Education for approval. This application is not required for students enrolling or currently registered in the French Immersion program. Transportation will not be provided to any students that are approved for cross boundary school attendance.
Custody – one parent Out of Boundary	Catholic student resides in Brant, Haldimand or Norfolk; parent(s) reside within Ontario but outside Brant, Haldimand or Norfolk.	Register child after adult in Brant, Haldimand or Norfolk has custody of child. Student then registers in home school of legal guardian.
Out of Boundary (District), Special Education services required	Catholic student and parent(s) reside within Ontario, but outside Brant, Haldimand or Norfolk and require special education services.	Registration must have the prior approval of the Superintendent of Education responsible for Special Education.
Out of Boundary (District)	Catholic student and parent(s) reside within Ontario, but outside of Brant, Haldimand and Norfolk.	Parent(s)/guardian(s) of student(s) requesting admission into a Catholic school within the Brant Haldimand Norfolk Catholic District School Board and whose residence is outside the area of Brant, Haldimand or Norfolk must complete an Application for the Enrolment of Catholic Non-resident Student form (Appendix C). The application is submitted to the school Superintendent for approval. The elementary student must be Catholic. Transportation will not be provided to any students that are approved for non-resident admission.

Category	Description of Student	Process
First Nations Students		Native Students residing on lands within the Six Nations or New Credit Reserves shall be admitted only if fees are paid to the board in accordance with the Education Act and related Regulations.
Custody and Out of Boundary (District), Special Education services required	Catholic student resides in Brant, Haldimand or Norfolk, parent(s) reside in Ontario but outside of district and student requires Special Education services.	Register child after adult in district has custody of child. Student then registers in home school of legal guardian.

Registration of Secondary School Students

Category	Description of Student's Residency Status	Process
Catholic student	Catholic student and parent(s) reside in Brant, Haldimand or Norfolk	Register student in home school (see Appendix C).
Non-Catholic student	Student resides in Brant, Haldimand or Norfolk, parent(s) are public school supporters.	Do not request that parents change school support and register student in home school (see Appendix C).
Out of Boundary (school)	Student resides with parent(s) within Brant, Haldimand and Norfolk but outside your school boundaries.	Parent(s)/guardian(s) of student(s) or adult student requesting admission into a Catholic secondary school outside their designated school attendance area, must complete an Application for Out-of-School Boundary Attendance form (Appendix C). The application is submitted to the school Superintendent of Education for approval. Transportation will not be provided to any students that are approved for Out-of-School Boundary school attendance.
Out of Boundary (district)	Student and parent(s) reside within Ontario, but outside of Brant, Haldimand or Norfolk	Parent(s)/guardian(s) of student(s) or adult student(s) requesting admission into a Catholic secondary school within the Brant Haldimand Norfolk Catholic District School Board and whose residence is outside the region of Brant, Haldimand or Norfolk, must complete an Application for Attendance from Outside Board Jurisdiction form (Appendix C). The application is submitted to the school Superintendent of Education for approval (subject to availability of course selection and space in the school). The student must be Catholic. Transportation will not be provided to any students that are approved for Non-resident admission.
Out of Boundary (district); Special Education services required	Student and parent(s) reside within Ontario, but outside of Brant, Haldimand or Norfolk and require Special Education services.	Registration must have the prior approval of the Superintendent of Education responsible for Special Education services.

Category	Description of Student's Residency Status	Process
Out of Boundaries (Board)	Student resides in Brant, Haldimand or Norfolk, parent(s) reside within Ontario but outside of Brant, Haldimand or Norfolk.	<p>Students under 18: Register student after adult in Brant, Haldimand or Norfolk has custody of child. Student then registers in home school of legal guardian.</p> <p>Students 18 and over: Register student in school/class/program designated as having space. The principal must approve registration.</p>
Outside of district requiring Special Education services	Student resides in Brant, Haldimand or Norfolk, parent(s) reside within Ontario but outside of Brant, Haldimand or Norfolk and student requires Special Education services.	Register child after adult in Brant, Haldimand or Norfolk has custody of child. Student then registers in home school of legal guardian.
Out of province	Student resides in Brant, Haldimand or Norfolk and parent(s) reside outside of Ontario but within Canada.	<p>Students under 18: Register student after adult in Brant, Haldimand or Norfolk has custody of child. Student then registers in home school of legal guardian.</p> <p>Students 18 and over: Register student in school/class/program designated as having space. The principal must approve the registration.</p>
Non-resident of Canada student		Confirmation of International Student must be received prior to admission. Contact Executive Assistant, Corporate Services, if necessary.
Families with children in two school boards	Blended family (through re-marriage) with children in both separate and public systems.	Register students. Children of public school supporters may attend under Open Access provision.
Adult	Student is 18 years of age or older, does not reside with parent(s), and has recently moved to Brant, Haldimand or Norfolk.	Register student in school/class/program designated as having space.
CAS	Student resides in Brant, Haldimand or Norfolk, and is a CAS ward.	Register child on proof of wardship in the home school of the student. Host families are not required to direct school support.
Over 21	Student is 21 years of age or older as of December 31 st of that school year.	Student should be directed to one of the campuses of an Adult Learning Centre in the district.
First Nations Student		Native Students residing on lands within the Six Nations or first Credit Reserves shall be admitted only if fees are paid to the board in accordance with the Education Act and related Regulations.

Appendix A

Roman Catholic Faiths:

members of the following Catholic Faiths are eligible to become separate school supporters as they are in union with the See of Rome. In each case, the Roman Pontiff is the Head of the Church. Catholic Churches in Union with the Roman Pontiff as Head of Church:

- Roman Catholic
- Alexandrian Rite (Coptic Catholic Church [Egyptian], Ethiopian Catholic Church)
- Antiochene (West Syrian) Rite (Malankar Catholic Church [India], Maronite Catholic Church [Lebanon], Syrian Catholic Church [Lebanon], Assyrian Church of the East, Holy Apostolic Church [associated with the Assyrian Church of the East])
- Armenian Rite (Armenian Catholic Church)
- Byzantine Rite (Albanian Catholic Church, Bulgarian Catholic Church, Byelorussian Catholic Church, Byzantine-Hungarian Catholic Church, Byzantine-Romanian Catholic Church, Byzantine-Slovak Catholic Church, Byzantine-Ukrainian Catholic Church, Byzantine-Yugoslav Catholic Church, Greek Catholic Church, Greek-Melkite Catholic Church [Syria], Italo-Albanian Catholic Church, Russian Catholic Church, Ruthenian Catholic Church)
- Chaldean (East Syrian) Rite (Chaldean Catholic Church [Iraq], Syro-Malabar Catholic Church [India])

Orthodox Faiths:

Members of Orthodox faiths do not qualify to direct their school support to separate Boards. Members follow the teachings of their Patriarch, not the Pope, and are not in Union with the See of Rome.

- Orthodox Churches (Antiochian Orthodox Christian Archdiocese of North America, Bulgarian Orthodox Church in America, Greek Orthodox Archdiocese of North and South America, Macedonia-Bulgarian Orthodox Church, Serbian Orthodox Church, Byelorussian Autocephalic Orthodox Church, Byelorussian Orthodox Church, Free Serbian Orthodox Church, Macedonian Orthodox Church, Polish National Cathedral, Russian Orthodox Church in American, Russian Orthodox Church Outside of Russia, Ukrainian Orthodox Church, Old Calendar Greek Orthodox Churches, Other Greek Orthodox Churches)
- Oriental Orthodox Churches (Armenian Orthodox Church, Coptic Orthodox Church, Ethiopian Orthodox Church, Malankar Orthodox Syrian Church)

Orthodox faiths are not in Union with the See of Rome and do not follow the Roman Pontiff as Head of the Church.

Special Circumstances Defined**Custody Issues**

1. All students under the age of 18 must live with a parent or legal guardian. Custody must either have been awarded by Family Court or a guardianship agreement form has been completed and notarized prior to registration. Students under the age of 18 require this responsible adult to act as a contact for the purposes of attendance, discipline, academic progress and emergency situations. Special situations may arise where this requirement is waived. Such special admissions are subject to the approval of the school Superintendent of Education on compassionate grounds on a conditional basis and may be subject to the completion of the custody process. These approvals will be confirmed in writing by the school Superintendent.
2. Situations may arise whereby separated or divorced parents have a pre-existing custody order and wish to make a change to the custodial arrangement. In these circumstances, the parent with legal custody must indicate, in writing, consent for a change in the living arrangement and should also indicate a willingness to return to court to legally award custody to the non-custodial parent. Likewise, the current non-custodial parent must indicate, in writing, a willingness to assume responsibility for the care and control of the child, as well as a willingness to return to court to seek legal custody. With original copies of both letters, it is not necessary to wait until this court process is completed. If parents separate or divorce and do not have a custody or separation agreement, custody is assumed to be joint custody, and the child may reside with either parent. Schools should seek clarification with regard to the non-custodial parent's access rights when registering students who are residing with one parent only. These rights will be detailed in a court order or separation agreement. Unless there is a court order, separation agreement or restraining order, both parents have equal access rights.
3. Students in the process of being adopted – A student may be registered if:
 - a. The school has received proof that adoption proceedings have been initiated; and
 - b. A letter of intent is completed.

Adult Students

1. Adult students 18, 19 and 20 may attend regular school credit programs and may access night and summer school programs with home school approval. Such students may wish to consider an Adult Learning Centre.
2. Students who turn 21 after December 31st of a school year may register at their local secondary school for credit courses for the full school year, including both first and/or second semester. Such students should be encouraged to attend the Adult Learning Centre.
3. Students who turn 21 before December 31st of a school year can only attend one of the two campuses of the Adult Education Centre.

Students with Immigration Documents

1. Students possessing the following types of documentation must be referred to Executive Assistant, Corporate Services. They must not be registered at the school:
 - Intent to Land/Permanent Residence (sponsorship within Canada);
 - Minister's Permits (and/or extension thereof);
 - Work Permit;
 - Visitor's Permit (accompanying dependents of work permit holder);
 - Study Permit (fee paying international students);
 - Refugee claimants/convention refugees;
 - Visitor's Permit.

Brant Haldimand Norfolk Catholic District School Board staff members are not to provide persons holding any of the documents listed in this section with any kind of assurance, either verbal or written relative to school admission and/or acceptance, until the status of their documents has been approved by Chris Roehrig, Superintendent of Education.

Administrative Procedure Non-Resident of Canada Students

The following is a summary of the procedures for the admission of Non-Resident of Canada Students.

The procedure and process will be administered through Corporate Services, in consultation with the school Superintendent of Education for which admission is being sought. The schools will not independently approve admission of any students.

Any new Non-resident of Canada Students requesting information or admission to a school in the Brant Haldimand Norfolk Catholic District School Board should be directed to Assessment Services.

The Executive Assistant, Corporate Services will review the request of a student who wishes to study in Canada with the principal. The principal, in consultation with his/her Superintendent of Education, will determine whether or not a space/pupil place is available in the school to accommodate the Non-Resident of Canada Student. If space is available, the student will complete an Application for the Enrolment of an International Student form.

- The completed application form will be returned to the Executive Assistant, Corporate Services.
- A Letter of Acceptance will not be issued by the Superintendent of Education until the Executive Assistant, Corporate Services is in receipt of the following documents:
 - Completed International Student Application form.
 - Application Fee (certified cheque or money order).

- Upon arrival to Canada with a valid Study Permit issued by Citizenship and Immigration Canada, the student must supply the Brant Haldimand Norfolk Catholic District School Board's Assessment Services with the following:
 - Personal documentation, including valid Study Permit, verification of age and a Brant, Haldimand or Norfolk address where student will be living.
 - If under 18 years of age, and is residing with guardians, a Standard Notarized Custodian Agreement must be completed and signed. This agreement does not have to be renewed annually unless there is a change in guardianship. Proof of Court Ordered Guardianship is also acceptable.
 - A copy of a recent medical examination (within 6 months of entry into Canada) which outlines the state of health of the individual. The document (in English or French) will include proof of vaccination against mumps, measles, rubella, diphtheria, tetanus and polio. As well, there shall be proof (in English or French) that the student is not carrying any communicable diseases including, but not limited to Tuberculosis.
 - Tuition fees.

- It should be noted that returning Non-resident of Canada Students requiring a Study Permit, must also request **annually**, an International Student Application. This application must also include the appropriate application fee.

- The school Superintendent of Education will review the request from the returning student and will determine in consultation with the principal, whether or not a space/pupil place is available in the school to accommodate the Non-resident of Canada Student. If space is available, a Letter of Acceptance will be issued by the Superintendent in order that a Valid Student Authorization can be requested from Citizenship and Immigration Canada.

- Upon arrival to Canada, the returning student must provide to the Executive Assistant, Corporate Services, a valid Study Permit, tuition fees and Standard Notarized Custodian Agreement.

- All appropriate documentation for new and returning students must be provided to Corporate Services prior to the end of August, in order that sufficient opportunity is given to process the application. Once the completed form, associate documentation and fees have been received, Corporate Services will forward a confirmation of Acceptance of International Student to the school. The school is not to allow admission of these students until such time that approval has been received. Also, the school is not to accept any cheques for tuition fees from these students.

Refugee/Convention Claimants

Refugee claimants are not to be admitted into any school until such time approval is provided by the school Superintendent of Education. The Refugee claimant must provide the following to the Executive Assistant, Corporate Services, prior to being allowed admission into the school:

- Refugee Claimant Status from Citizenship and Immigration Canada
- A copy of a recent medical examination (within 6 months of entry into Canada) which outlines the state of health of the individual. The document (in English or French) will include proof of vaccination against mumps, measles, rubella, diphtheria, tetanus and polio. As well, there shall be proof (in English or French) that the student is not carrying any communicable diseases including, but not limited to tuberculosis.

Student without Status or Illegal Students

Minor dependents of a person without status or "illegal immigrant" shall be registered at the school without the payment of fees, subject to the following:

1. Proof of custody in the form of a birth certificate, passport or Canadian Court Order must be provided to the board prior to registration.
2. Copy of a recent medical examination which outlines the state of health of the individual and identifies that the student is not carrying any communicable diseases including, but not limited to tuberculosis. Proof of immunization must also be provided to the board prior to admission.
3. Proof of Catholicity for elementary school students must be provided to the board prior to admission.

4. The Board shall require proof of application with Citizenship and Immigration Canada within one week of the date of registration; in the absence of proof the board may file a report with Citizenship and Immigration Canada.

Minor students without status or minor students who are "illegal immigrants" who are the dependent of a person with status shall be registered within the school without the payment of fees, subject to the following:

1. Proof of custody in the form of a birth certificate, passport or Canadian Court Order must be provided to the board prior to registration.
2. Copy of a recent medical examination which outlines the state of health of the individual and identifies that the student is not carrying any communicable diseases including, but not limited to tuberculosis. Proof of immunization must also be provided to the board prior to admission.
3. Proof of Catholicity for elementary school students must be provided to the Board prior to admission.
4. The Board shall require proof of application with Citizenship and Immigration Canada within one week of the date of registration; in the absence of proof the Board may file a report with Citizenship and Immigration Canada.

Exchange Students

A student, who is a participant in a Board approved educational exchange program which is in compliance with the Ministry of Education's requirements, may be registered at a school without the payment of fees, subject to the following:

1. That a reciprocal agreement has been signed with a board, authority, or agency whereby a pupil of the Brant Haldimand Norfolk Catholic District School Board is also scheduled to attend a school outside of Canada without the payment of a fee.
2. That prior to the admission of any student under the educational exchange program, said student must provide proof in writing of the following: Valid Study Permit from Citizenship and Immigration Canada.
3. That prior to the admission of an educational exchange student, final approval must be given in writing by the appropriate Superintendent of Education.

Welcome to _____ . We look forward to working with you as a member of our Catholic school community.

Please read the contents of this package and fill out the required forms.

This registration package contains:

1. Student Registration Form
2. Freedom of Information and Consent Form
3. Student Internet Ethics and Acceptable Use Policy Agreement
4. Application for the Direction of School Support
5. Separate School Assessment Lease (if applicable)
6. Application for Non-Catholic Students (if applicable)
7. Application for Out of School Boundary Attendance (if applicable)
8. Application for Outside of Board Jurisdiction Attendance (if applicable)

Please fill out these forms carefully and return to the school.

If you need more information, please contact the school principal. For more information about our Board, please visit www.bhncdsb.ca



**BRANT HALDIMAND NORFOLK CATHOLIC
DISTRICT SCHOOL BOARD**

P.O. Box 217, 322 Fairview Drive, Brantford ON N3T 5M8
Phone 519-756-6505 -- Fax 519-756-9913

STUDENT REGISTRATION FORM

STUDENT INFORMATION:

Student's Legal Name: _____
Last First Middle

Student's Preferred Name: _____
(if different from above) Last First Middle

Street Address: _____ Apt. # _____ City: _____ Postal Code: _____

Mailing Address (if different from above): Postal Box: _____ Postal Code: _____

Student's Home Telephone: _____

Birth Date: ____/____/____ Current Grade: _____ Gender: Male Female
Year Month Day

Student Baptized Roman Catholic: Yes No
(Application for the Enrolment of Non-Catholic Students must be completed for all Non-Catholic Registrants)

Date Baptized: ____/____/____ Name of Church where Baptized: _____
Year Month Day

School Tax Support of Present Residence: Separate School Public School

LAST SCHOOL ATTENDED:

Name of School: _____ School Board: _____
Address: _____ Postal Code: _____
Phone Number: _____

PARENTS AND/OR GUARDIANS:

Mother/Guardian Name: _____

Address (if different from Student): _____

Lives with Student: Yes No

Employer: _____ Occupation: _____

Phone #: Work: _____ Ext.: _____ Available at Work? Yes No

Phone #: Home: _____ Cell: _____

Mother's/Guardian's e-mail address: _____

Religion: Roman Catholic? Yes No Parish: _____

Father/Guardian Name: _____

Address (if different from Student): _____

Lives with Student: Yes No

Employer: _____ Occupation: _____

Phone #: Work: _____ Ext.: _____ Available at Work? Yes No

Phone #: Home: _____ Cell: _____

Father's/Guardian's e-mail address: _____

Religion: Roman Catholic? Yes No Parish: _____

SIBLINGS:

	1.	2.	3.	4.
Name				
Relationship				
School				
Grade				

CUSTODY:

Please indicate if the school administration should be aware of any such Court Order for the protection of your child.
 Yes No If 'yes', please make arrangements to discuss this situation with the school principal.
Legal documentation will be required.

STUDENT CITIZENSHIP/ IMMIGRATION INFORMATION: A copy of Birth Certificate or Visa/Immigration Documentation is required for ALL students

Country of Birth: _____ Entry Date to Canada: : _____ / _____ / _____
Year Month Day

Province of Birth: _____

Citizenship Status:
 Canadian Permanent Resident (Landed Immigrant) Visa/Other Expiry Date: _____ / _____ / _____
Year Month Day

First Language Spoken: _____

Interpreter Required: Yes No Tuition Paying Student: Yes No

EMERGENCY CONTACT: In case of emergency or school closure, please provide us with names and phone numbers of contacts if the school cannot contact you.

Emergency Contact #1	Name	Relationship	Phone Number(s)
			Home: Cell:
Emergency Contact #2	Name	Relationship	Phone Number(s)
			Home: Cell:
Emergency Contact #3	Name	Relationship	Phone Number(s)
			Home: Cell:

MEDICAL INFORMATION:

Are there any particular health/medical problems your child may be experiencing which the school should be aware of?
 No Health Concerns Life Threatening Allergies/Conditions Physical Disabilities Allergies Serious Illness

Please explain: _____

Does your child require any prescribed medication for his/her condition/illness during school hours? Yes No

Health Card # (optional): _____

Doctor: _____ Phone Number: _____

SPECIAL PROGRAMMING:

Has your child previously received English as a Second Language Assistance? Yes No

Has your child previously received Special Education Assistance? Yes No

Does your child have any Physical Needs?: Vision Hearing Toileting Medication Mobility

Does your child use any assistive devices? Please specify: _____

Does your child currently receive support from any Community agencies? Please specify: _____

KINDERGARTEN REGISTRATION:

Your child is registering for Junior Kindergarten or Senior Kindergarten

PREVIOUS PRESCHOOL/CHILDCARE ATTENDANCE (specify names and locations)

SPECIAL INTERESTS OF CHILD

CONCERNS OR SPECIAL NEEDS

So that we may better prepare for a positive transition into school, please indicate whether you have any concerns about the following issues for your child:

Cognitive	<input type="checkbox"/> Not Concerned	<input type="checkbox"/> Somewhat Concerned	<input type="checkbox"/> Very Concerned
Language/Speech/Communication	<input type="checkbox"/> Not Concerned	<input type="checkbox"/> Somewhat Concerned	<input type="checkbox"/> Very Concerned
Social/Emotional/Behavioural	<input type="checkbox"/> Not Concerned	<input type="checkbox"/> Somewhat Concerned	<input type="checkbox"/> Very Concerned

OTHER IMPORTANT INFORMATION

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT, 1990:

Notice of Collection: In accordance with Section 29(2) of the Municipal Freedom and Protection of Privacy Act, 1989. This information is collected under the legal authority of Section 265(1)(d) of the Education Act, R.S.O. 1990 c. E.2 as amended, and may be used as necessary for some or all of the following principle administrative purposes related to: the Board's operation, school programs and educational services, student records, and Ministries of the Government of Ontario. If you have any questions, please contact the school principal and/or the Freedom of Information Officer, Brant Haldimand Norfolk Catholic District School Board, 322 Fairview Drive, Brantford, ON, N3T 5M8 (Telephone 519-756-6505, Ext. 234)

Student personal information is collected during registration and while attending school pursuant to the Education Act. As students progress from elementary school to secondary school, important information is shared which eases a student's transition to secondary school. Sharing it also improves our ability to program effectively to the benefit of all students. Select student information will be shared at different times as required. It will be used for planning and programming, school to home communications, and to establish the Ontario Student Record which contains information conducive to the improvement of instruction. This is authorized under the Education Act. Please note that all information used for the transition process is limited, secure and protected at all times. Please contact a Coordinating Superintendent of Education if you would like more information about the transition process by calling 519-756-6505.

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____



F.O.I

Freedom of Information & Consent

Consent for the use and routine disclosure of student information

Our students' safety and wellbeing is a key priority for us and we all have a role to play in safeguarding children's privacy and identity. By working together, we can create awareness and use digital technologies wisely and safely. That is why we have created this consent form (back of page) for parents and students.

By signing this document, you consent to the disclosure of personal information through the publishing and/or displaying in various board/school publications and on the school/board website for the purpose of promoting Catholic education and the Brant Haldimand Norfolk Catholic District School Board.

WHAT DOES THIS MEAN?

Consent includes acknowledgement of the use of images and/or work in, but not limited to, the following: photographs, group and class photographs, essays, projects, awards, scholarships, prizes received, extracurricular participation, participation in a photo for the media promoting Catholic education or a school event.

Does this mean personal information such as our phone number and address may be given out?

No. Personal information including health information, emergency contacts, student assessments, etc., is protected by the Personal Health Information Protection Act (P.H.I.P.A.). In accordance with the Municipal Freedom of Information and Protection of Privacy Act (M.F.I.P.P.A.), the Brant Haldimand Norfolk Catholic District School Board is prohibited from releasing any personal information without additional (prior) written consent of the involved party.

WHERE WILL YOU USE STUDENT WORK AND IMAGES?

Each student is asked to return a signed consent form to the school (see back). A consent form that is checked 'Yes', signed and returned to the school provides your child with the opportunity to appear/participate (for example):

- in a 'good news' story in the newspaper (school food drive);
- in a picture placed on the board website (track and field event);
- as a winner of a contest (winning essay may be sent to paper/website);
- in a posting of artwork or a project on a website or in a report.

We use work and images to enhance our publications by showing our community how our Catholic schools excel, that our students make a difference, and how working together means we accomplish more.

PHOTOGRAPHS TAKEN BY FAMILY MEMBERS AT SCHOOL

We recognize that parents, guardians or other family members wish to take photos of their child(ren) at school events; however, it is important to be aware that any pictures taken at school that include other students and staff cannot be shared in public (e.g., media) or posted on the Internet, including any social media (such as Facebook, Flickr, etc.) without the express written consent of the other students' parents or the staff member in the photo. Similarly, other students' and staff names cannot be shared publicly without prior consent.

Please fill out consent form (on back) and return to the school.

**Brant Haldimand Norfolk
Catholic District School Board**
Freedom of Information Coordinator
519.756.6505 Ext. 234
322 Fairview Drive, P.O. Box 217,
Brantford, ON N3T 5M8

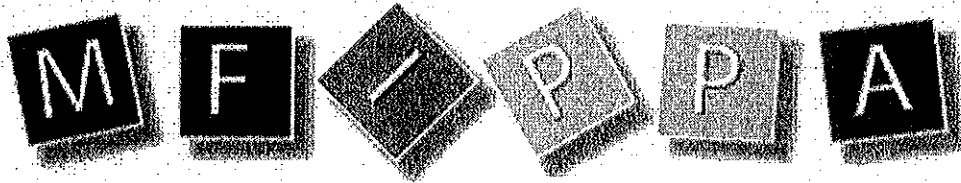


Parent Information Sheet



Promoting Excellence in Our Schools:

Consent Form. Please return to school.



Pursuant to the Municipal Freedom of Information and Protection of Privacy Act (M.F.I.P.P.A.), I have read F.O.I. (Freedom of Information & Consent) Parent Information Sheet provided by the Brant Haldimand Norfolk Catholic District School Board pertaining to the use of student(s)' personal information.

Please check one of the following:

- Yes, I/we consent to the use and/or disclosure of this information for the purposes outlined in the F.O.I. (Freedom of Information & Consent) Parent Information Sheet provided.

Note: Under this section, the student's address and phone number would **not be given out**. A consent form that is checked 'Yes', signed and returned to the school provides your child with the opportunity to appear/participate in (but not limited to) the following: In the newspaper or online media site where students are to be photographed or videotaped for the purpose of producing articles, programs, advertisements or promotional material concerning the school or board; in a photograph (e.g., Catholic Leadership Award Banquet) taken to submit to the newspaper or to post on a school or board website; and when the school or board posts newsletters or student-produced written text in reports and/or on websites.

OR

- No I/we do not consent to the use and/or disclosure of this information for the purposes outlined in the F.O.I. (Freedom of Information & consent) Parent Information Sheet provided.

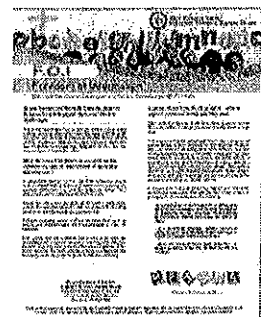
Note: It is important that you understand that if you choose to not provide signed consent (checking 'No' and returning the signed form), your child will not have the opportunity to appear/participate in (but not limited to) the following: in the newspaper or online media site where students are to be photographed or videotaped for the purpose of producing articles, programs, advertisements or promotional material concerning the school or board; in a photograph (e.g., Catholic Leadership Award Banquet) taken to submit to the newspaper or to post on a school or board website; and when the school or board posts newsletters or student-produced written text in reports and/or on websites.

Date: _____

Name of student: _____

Parent/Guardian Signature: _____

Student's Signature: _____
(18 years or older)



Information Collection Authorization

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BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

P.O. Box 217, 322 Fairview Drive, Brantford ON N3T 5M8
Phone 519-756-6505 -- Fax 519-756-9913

STUDENT INTERNET ETHICS AND ACCEPTABLE USE POLICY AGREEMENT

USER:

I understand and shall abide by the Brant Halidmand Norfolk Catholic District School Board Student Internet Ethics and Acceptable Use Policy. I further understand that any violation of the regulations above is unethical and may constitute a criminal offence. Should I commit any violation, (1) my access privileges may be revoked, and (2) school disciplinary action and/or appropriate legal action may be taken. Internet use is not solely a matter of Internal Board regulation. Use of Internet resources that connects the user to information outside of the Board will be subject to the regulations of the provider of that information and both criminal and civil law. Misuse of the Internet service provided by the Board can result in not just Board sanction, but also civil or criminal liability, for which the user must take full responsibility. Any loss that Board (or third party) suffers, by reason of misuse, the resulting penalty, will be the legal responsibility of the user (or their parent/guardian).

User Name: _____

Signature: _____

Date: _____

PARENTS/GUARDIANS:

Parents/Guardians of JK – Grade 12 student users must also read and sign this agreement. As the parent or guardian of this student, I have read the Student Internet Ethics and Acceptable Use Policy. I understand that this access is designed for educational purposes. The Brant Haldimand Norfolk Catholic District School Board has taken precautions to eliminate controversial material; however, I also recognize it is impossible for the Brant Haldimand Norfolk Catholic District School Board to restrict access to all controversial materials, and I shall not hold them responsible for materials acquired on the network. I hereby give permission to issue access for my child and certify that the information on this form is correct.

Parent/Guardian Name: _____

Signature: _____

Date: _____

SPONSORING TEACHER: (Must be signed if the applicant is a Brant Haldimand Norfolk Catholic School student.)

I have read the Student Internet Ethics and Acceptable Use of Policy and agree to promote this policy with the student. Because the student may use the network for individual work or in the context of another class, I cannot be held responsible for the student's use of the network. As the sponsoring teacher, I have instructed the student on acceptable use of the network and proper network etiquette.

Grade	Teacher's Signature	Date	Grade	Teacher's Signature	Date

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An application must be made to the Assessment Commissioner to include or revise school support on the assessment roll.

Pour ajouter ou modifier l'affectation des taxes scolaires sur le rôle d'évaluation, il faut soumettre une demande au commissaire à l'évaluation.

Instructions: see reverse / voir au verso

Property Identifier / Identification de propriété

NBHD Quartier	County Comté	Mun. Mun.	Map/Div Plan/div.	Map/Sub Plan/sec.	Parcel Parcelle	Prim/Sub Princ./sec.
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Please enter or revise my school support designation on the assessment roll in accordance with the following information.

Veillez inscrire ou modifier l'affectation de mes taxes scolaires sur le rôle d'évaluation selon les renseignements ci-après.

Municipality / Municipalité	Address of Property / Adresse de la propriété	Unit/Apt./Logement/App.	Residence Tel. No. / N° de tél. (domicile)
Mailing Address - If different from above / Adresse postale - si autre que ci-dessus Street No., Name, P.O. Box, R.R. # / N° et rue, C.P., R.R. City / Ville Province Country / Pays Postal Code / Code postal			Complete for rural areas only / Remplir dans les cas des zones rurales seulement Lot No. / N° de lot Plan / Conc. No. N° de plan/conc.
Business Address - If self-employed or in partnership in business / Adresse commerciale - commerçant indépendant ou société de personnes			Business Tel. No. / N° de tél. (bureau)
List other properties that you own or rent in the Municipality or Region / Indiquez les autres propriétés que vous possédez ou louez dans la municipalité ou la région.			

Please Answer All Questions Below. / Veuillez répondre à toutes les questions ci-dessous.

School Board Use Only / Réservé au conseil scolaire	B Occupancy Status Statut de l'occupant(e)		C School Support (see instructions) Soutien scolaire (voir les instructions)																																				
	1. Owner Propriétaire	This person lives: Cette personne demeure : 1. at above address à l'adresse indiquée ci-dessus 2. elsewhere on this property ailleurs sur cette propriété 3. elsewhere in this municipality ailleurs dans cette municipalité 4. in another municipality dans une autre municipalité	Roman Catholic? catholique?	French-language Education Rights? Droit à l'enseignement en langue française?	Supporter/Elector for: Contributeur/électeur des écoles : 1. English-Public Publiques de langue anglaise 2. English-Separate Séparées de langue anglaise 3. French-Public Publiques de langue française 4. French-Separate Séparées de langue française																																		
A Resident (Please print) / Résident(e) (S.V.P.) List all occupants, including ALL children. Inscrivez le nom de tous les occupants, y compris TOUS les enfants.																																							
Last Name / Nom de famille First / Prénom(s)																																							
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Information About This Application

The Application for Direction of School Support form enables any person to apply to have their school support included or revised on the assessment roll by sending the completed form to the Regional Assessment Commissioner. The collection of the information on the form is authorized under the *Assessment Act*, and any personal information is confidential and protected under the *Freedom of Information and Protection of Privacy Act*.

The information will be used to direct your school taxes; to prepare voters' lists for municipal and school board elections; to help with municipal and school board planning. Note: Tenants have the right to direct school taxes even though they may not pay taxes directly.

Included below are instructions to help you complete each section of the form. If you have any questions about this form or about school support, please contact your local Public or Separate School Board.

How To Complete This Application

A Resident

Every person in your household should be listed. Put the family name first, followed by given name(s). Owners or tenants are listed first, followed by spouses, all children, and other occupants. If this form is not for your permanent home (for example, if it is for your cottage or your business), only owners, tenants and spouses should be listed - children and other occupants should not be listed.

B Occupancy Status

Is this person an owner, tenant, spouse, child, boarder or other resident? Note: A Roman Catholic who has signed a separate school lease will be shown as a tenant. This does not affect their ownership.

C School Support

Roman Catholic - includes Greek and Ukrainian Catholics

French-language Education Rights

You have French-language education rights if you are a Canadian Citizen and can answer "yes" to any one of the following questions:

1. Is French the language you first learned and still understand?
2. Did you receive your elementary school instruction in Canada in French? (This does not include French immersion or French as a second language.)
3. Have any of your children received, or are they now receiving, elementary or secondary school instruction in Canada in French? (This does not include French immersion or French as a second language.)

School Board

Persons who are not Roman Catholic and do not have French-language education rights, must be English-Public school supporters/electors.

Persons who are not Roman Catholic but do have French-language education rights, must be either English-Public or French-Public school supporters/electors.

Roman Catholics who do not have French-language education rights must be either English-Public or English-Separate school supporters/electors.

Roman Catholics who have French-language education rights, may be a supporter/elector for any one of the following school boards: English-Public, English-Separate, French-Public or French-Separate.

If you do not indicate which school board you support, it will be assumed that you are an English-Public school supporter/elector.

Renseignements sur la demande

La Demande d'affectation des taxes scolaires, dûment remplie et envoyée au commissaire régional à l'évaluation, permet à quiconque de demander de préciser ou modifier son soutien scolaire sur le rôle d'évaluation. Ces renseignements sont recueillis en vertu de la *Loi sur l'évaluation foncière* et toute information personnelle sera tenue strictement confidentielle et protégée par la *Loi sur l'accès à l'information et la protection de la vie privée*.

Ces renseignements serviront à déterminer la destination de vos taxes scolaires; à préparer les listes électorales aux fins des élections municipales et scolaires; à faciliter la planification scolaire et municipale. Nota : Même s'ils n'acquittent pas directement leurs taxes scolaires, les locataires ont le droit d'en choisir l'affectation.

Voici quelques directives qui vous aideront à remplir chacune des sections du formulaire. Si vous avez des questions concernant le formulaire ou le soutien scolaire, adressez-vous au conseil d'écoles publiques ou séparées de votre localité.

Comment remplir la demande

A Résident(e)

Chaque occupant doit être recensé : le nom de famille d'abord, suivi de tous les prénoms; assurez-vous aussi que le sexe, la date de naissance et la citoyenneté de chaque personne sont bien inscrits. Les noms de famille inscrits en premier sur la liste doivent être ceux des propriétaires ou locataires suivis de ceux du conjoint, de tous les enfants et de tout autre occupant de la propriété. Si le formulaire ne concerne pas votre domicile permanent (un chalet ou un bureau par exemple), seuls les noms du propriétaire ou du locataire et du conjoint doivent figurer sur la liste. N'inscrivez pas les enfants et autres occupants.

B Statut de l'occupant(e)

La personne est-elle : propriétaire, locataire, conjoint, enfant, pensionnaire, ou autre? Nota : Un(e) propriétaire catholique qui a signé un «bail d'école séparée», sera classifié(e) comme «locataire». Cela ne modifie aucunement le statut de propriétaire de cette personne.

C Soutien scolaire

Catholique - comprennent aussi les catholiques grecs ou ukrainiens

Droit à l'enseignement en langue française

Vous avez droit à l'enseignement en langue française si vous êtes citoyen(ne) canadien(ne) et que vous pouvez répondre «oui» à n'importe laquelle des questions suivantes :

1. Le français est-il la première langue que vous avez apprise et le comprenez-vous toujours?
2. Avez-vous fait vos études primaires en français au Canada? (Cela n'inclut pas les programmes d'immersion ou de français langue



BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

P.O. Box 217, 322 Fairview Drive, Brantford ON N3T 5M8
Phone 519-756-6505 -- Fax 519-756-9913

SEPARATE SCHOOL ASSESSMENT LEASE

This lease made this _____ day of _____, 20____ A.D.

I, (Non-Catholic Lessor) _____
Surname Christian Name

Hereby agree with
(Roman Catholic Lessee) _____
Surname Christian Name

To lease the premises situated at _____
Number Street

In the City or Town of _____ in the County of Brant the herein named

_____ Roman Catholic Lessee, for a term of one (1) year,

to be computed from _____, 20____, and automatically renewable annually at
an annual rate of Two Dollars (\$2.00); Provided however, that this lease may be terminated upon thirty (30)
days notice in writing given by either party.

The parties hereto agree that the intent in granting this lease is to allow the subject property to be assessed on
the basis of being a separate school supporter under Sections 20 and 24 of the Assessment Act, R.S.O. 1970,
Chapter 32.

This lease does not affect the ownership of the property in any way whatsoever, nor will it be registered.

Signed, and delivered
in the presence of

_____ (Lessor)

_____ (Lessee)

Witness

The Brant Haldimand Norfolk Catholic District School Board shall be deemed the authorized agent for the
school support.

FOR OFFICE USE ONLY

NBHD	CNTY	MUN	MAP/VID	MAP/SUB	PARCL	MAPSUB

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT, 1990:

Notice of Collection: In accordance with Section 29(2) of the Municipal Freedom and Protection of Privacy Act, 1989. This information is collected under the legal authority of Section 265(1)(d) of the Education Act, R.S.O. 1990 c. E.2 as amended, and may be used as necessary for some or all of the following principle administrative purposes related to: the Board's operation, school programs and educational services, student records, and Ministries of the Government of Ontario. If you have any questions, please contact the school principal and/or the Freedom of Information Officer, Brant Haldimand Norfolk Catholic District School Board, 322 Fairview Drive, Brantford, ON, N3T 5M8 (Telephone 519-756-6505, Ext. 234)

STATEMENT OF EXPECTATIONS FOR NON-CATHOLIC ELEMENTARY SCHOOL STUDENTS:

The Brant Haldimand Norfolk Catholic District School Board welcomes your interest in its school system. In order to be more fully informed of the Board's approach to the education of the children in its care, you are asked to review the following information.

This Statement of Expectations indicates the deep concern, which, clergy, trustees, teachers and parents of the Brant Haldimand Norfolk Catholic District School Board hold for the spiritual growth of our children. Therefore, we expect that parents and their children who attend our schools will embrace the following expectations:

- To show respect and reverence toward the Religious Education Programs and practices within our schools.
- To participate in all aspects of the Religious Education and Family Life Programs, liturgies and celebrations during school hours with the exception of the sacraments for those students who are admitted as non-Catholics.
- To assume the responsibility to inform their children as to the reasons why they cannot receive the sacraments if they are non-Catholic.

If you wish to proceed with the registration of your child in one of our Roman Catholic Schools, you are asked to sign this statement to indicate you are aware of the Board's expectations.

Parent/Guardian Signature: _____ Date: _____

PRINCIPAL SIGNATURE:

The Principal is aware of this application and will forward it to the Superintendent of Education.

Signature of Principal _____ Date: _____

FOR SCHOOL BOARD USE ONLY

Approved Denied

Comments: _____

Signature of Superintendent of Education: _____ Date: _____

Copy Distribution: Receiving School Parent/Guardian

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT, 1990:

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PRINCIPAL ACKNOWLEDGEMENT:

The Principal is aware of this application and will forward it to the Superintendent of Education.

Signature of Principal _____ Date: _____

(FOR SCHOOL BOARD USE ONLY)

Approved

Denied

Comments: _____

Signature of Superintendent of Education: _____ Date: _____

Copy Distribution: Receiving School Parent/Guardian

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT, 1990:

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**BRANT HALDIMAND NORFOLK CATHOLIC
DISTRICT SCHOOL BOARD**
P.O. Box 217, 322 Fairview Drive, Brantford ON N3T 5M8
Phone 519-756-6505 -- Fax 519-756-9913

APPLICATION FOR OUTSIDE OF BOARD JURISDICTION ATTENDANCE

TO BE COMPLETED BY THE PARENTS/GUARDIANS:

PARENT(S)/GUARDIAN(S) MAKING APPLICATION _____
(Parent/Guardian Name)

Street Address: _____ Apt. # _____

City/Town: _____ Postal Code: _____

Home Telephone: _____

I/We hereby make application to the Brant Haldimand Norfolk Catholic District School Board to have our child/children enrolled

at: _____ Effective Date of Request: _____
Name of Requested School:

Student's Legal Name _____	Grade _____	Student's Legal Name _____	Grade _____
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Student's Legal Name _____	Grade _____	Student's Legal Name _____	Grade _____
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ACKNOWLEDGEMENTS:

- I. I understand that I must provide transportation, if necessary,
- II. I have read the Board's Policy 200.14 Admission of Student.

Parent/Guardian Signature: _____ Date: _____

**REASONS FOR APPLYING TO ATTEND AN OUTSIDE OF BOARD JURISDICTION
CATHOLIC SCHOOL MUST BE IDENTIFIED:**

PLEASE NOTE: A student will not be registered until this application has been approved by the Superintendent.

(Please complete side 2)

PRINCIPAL ACKNOWLEDGEMENT:

The Principal is aware of this application and will submit it to the Superintendent of Education.

Signature of Principal _____ Date: _____

(FOR SCHOOL BOARD USE ONLY)

Approved

Denied

Comments: _____

Signature of Superintendent of Education: _____ Date: _____

Copy Distribution: Receiving School Parent/Guardian

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT, 1990:

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**REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC
DISTRICT SCHOOL BOARD POLICY COMMITTEE**

Prepared by: G. Wallace Easton, Associate Director, Corporate Services & Treasurer
Presented to: Policy Committee
Submitted on: January 19, 2009
Submitted by: Cathy Horgan, Director of Education & Secretary

TRUSTEE EXPENSE REIMBURSEMENT POLICY

Public Session

BACKGROUND INFORMATION:

The Trustee Expense Reimbursement policy was developed based on guidelines from the Ministry of Education. Previously, the policy for expense reimbursement also included employees, but the Ministry has stated the policy for trustees should be separate from that for employees. In addition, there was a policy for *Trustee Support Services*. This has now been incorporated into this new policy.

DEVELOPMENTS:

The policy and administrative procedures were reviewed by Senior Administration and the Chair and Vice-Chair of the Board. Appendix A contains a copy of the policy and administrative procedures. Appendix B is the guidelines from the Ministry of Education.

The primary changes are:

- Hotel and Meals – Paragraph #2 - *approved, in advance, by the Board.*
- Other – Paragraph #1 – *Expense reports are to be submitted monthly.*
- Other – Paragraphs #5 and #6 are from the Ministry Guidelines.

RECOMMENDATION:

THAT the Policy Committee recommend the Committee of the Whole refer the Trustee Expense Reimbursement policy to the Brant Haldimand Norfolk Catholic District School Board for approval.



Brant Haldimand Norfolk Catholic District School Board

POLICY: TRUSTEE EXPENSE REIMBURSEMENT

Adopted: 03/29/05	Policy No: 100.6
	Former Policy #: 700.4
Revised: 26/06/07	Policy Category: Governance
Subsequent Review Dates:	Pages: 4

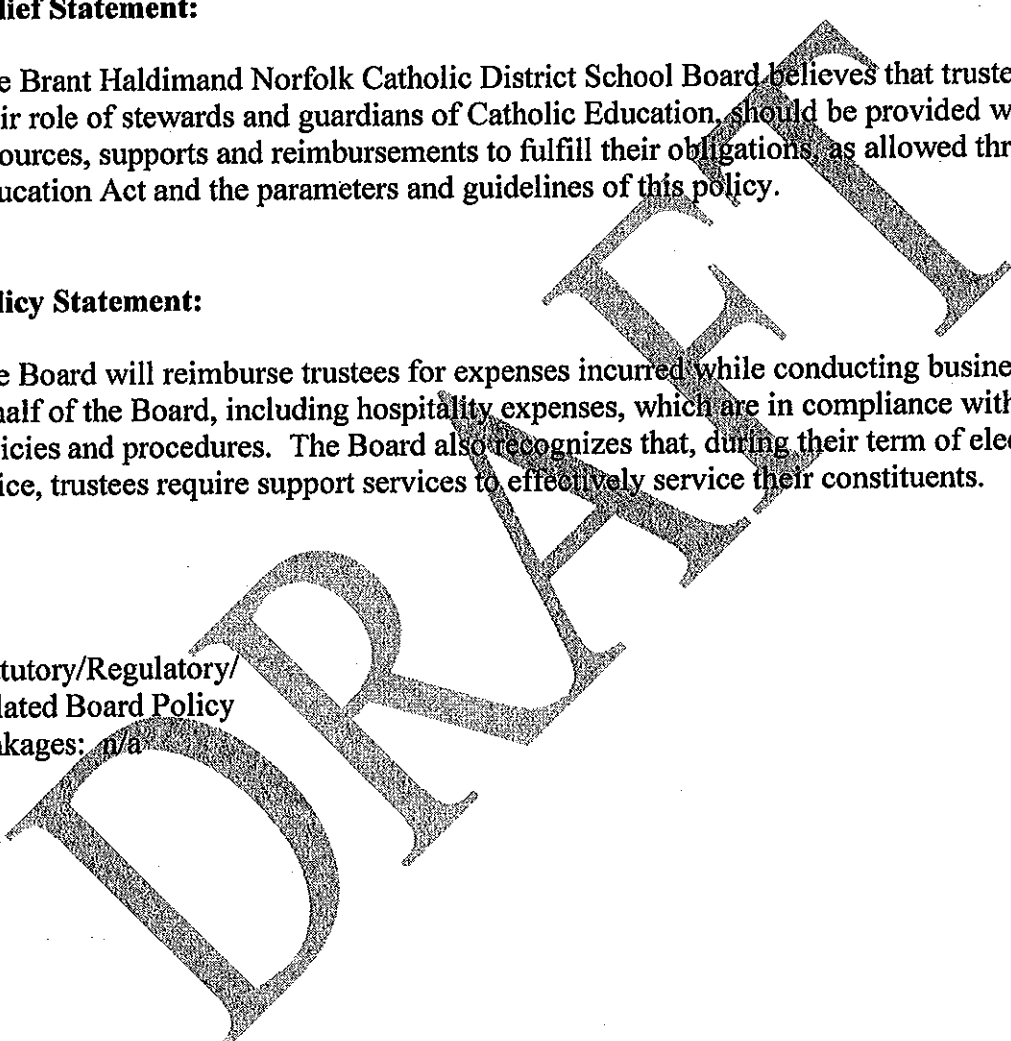
Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board believes that trustees, in their role of stewards and guardians of Catholic Education, should be provided with resources, supports and reimbursements to fulfill their obligations, as allowed through the Education Act and the parameters and guidelines of this policy.

Policy Statement:

The Board will reimburse trustees for expenses incurred while conducting business on behalf of the Board, including hospitality expenses, which are in compliance with Board policies and procedures. The Board also recognizes that, during their term of elected office, trustees require support services to effectively service their constituents.

Statutory/Regulatory/
Related Board Policy
Linkages: n/a





Brant Haldimand Norfolk Catholic District School Board

**ADMINISTRATIVE PROCEDURES: TRUSTEE EXPENSE
REIMBURSEMENT**

Adopted: 03/29/05	Policy No: 100.6 Former Policy #: 700.4
Revised: 26/06/07	Policy Category: Governance
Subsequent Review Dates:	Pages: 4

Travel Costs - Personal Automobile

1. Trustees will be paid mileage based on the number of kilometres from their home to the location of the meeting or Board event and back to their home.
2. Trustees requesting reimbursement must submit an approved *Expense Report*, in prescribed form to the Finance Department. Trustees should retain a copy of the form for their records as copies will not be provided.

Travel Costs - Other

1. Trustees may use methods of travel other than a personal automobile, in which case, they will be reimbursed based on actual cost as supported by an invoice. The cost must be no greater than the amount incurred when using a personal automobile as determined in (2) above.
2. Parking costs will be reimbursed based on actual receipts.

Hotels and Meals

1. Meal expenses will be reimbursed based on reasonable meal costs. Except in unusual circumstances, breakfast and an evening meal will be reimbursed only if the trustee is required to be away from home overnight. Lunch will be reimbursed if the trustee is required to attend meetings over the lunch hour. Actual receipts or invoices must be submitted. Credit card receipts are not acceptable.
2. Reasonable costs for hotel rooms will be reimbursed if approved, in advance, by the Board. Costs such as movies, mini bar, personal telephone calls, etc., will not be reimbursed.

Professional Development

1. Registration fees for conferences and workshops related to Board business will be paid directly by the Board or reimbursed if approved by the Chair of the Board.
2. Trustees will be reimbursed for travel to conferences, workshops and other events **as approved by the Board.**
3. Other approved costs incurred while attending conferences and workshops related to Board business will be reimbursed.
4. If the conference or workshop fee includes meals, trustees will not be reimbursed for meal costs they choose to incur.

Hospitality

1. Hospitality is defined as entertainment or token gifts of appreciation for which an expense is incurred and may be extended on behalf of the Board only by trustees or supervisory officers.
2. Hospitality expenses will be recognized when:
 - token gifts are given to individuals in appreciation or recognition of service.
 - engaging in an appropriate event on behalf of the Board.
 - sponsoring events related to the business of the Board.
3. When hospitality is extended to vendors, or possible vendors, it is imperative that such hospitality is not perceived to give the vendor preferential treatment.
4. Moderate and reasonable consumption of alcohol during a meal or reception is permissible and expenses shall be reimbursed.
5. Original invoices or receipts which clearly show costs and applicable sales taxes must be submitted with the prescribed *Expense Report* form. The reimbursement for hospitality expenses is subject to approvals as are other expenses referred to in this policy.

Service Equipment

1. The following equipment will be provided, as required, by the trustee:
 - Cellular telephone, including hands-free device, connection fees, air time and long distance charges.
 - Laptop computer, the specification for which will be the current classroom standard, plus a modem and printer/scanner/copier.
 - Connection and monthly charges for internet provision.
 - Calendaring devices.

2. All user fees for telephone and internet access will be terminated at the end of the trustees' term of office.

Other

1. Only forms prescribed by the Finance Department are acceptable. **Expense reports are to be submitted monthly if over \$250 or quarterly if less than \$250.**
2. The Chair of the Board will approve *Expense Reports* for trustees and the Director of Education. The Associate Director, Corporate Services and Treasurer will approve *Expense Reports* for the Chair of the Board.
3. Original invoices or receipts which clearly show costs and applicable sales taxes are required for expenses other than automobile mileage costs.
4. Cash advances will not normally be provided, however, a trustee who is unable to use a personal credit card may make a written request to the Associate Director at least ten (10) business days prior to when the funds are required.
5. **Donations or gifts to community groups, political parties, schools and charities will not be reimbursed.**
6. **Should there be a dispute about the eligibility of any expense, the trustee may contest the decision during a public session of the Board.**

DRAFT

TRUSTEE EXPENSE GUIDELINE

Guiding Principle:

As elected officials, school trustees are guardians of the public trust. The establishment of a distinct trustee expense policy by school boards to promote financial integrity, accountability and transparency will improve public confidence in Ontario's public education system.

Outline:

This Guideline addresses the following five topics:

- I. **Legislative Framework** - summary of the relevant legislation;
- II. **Scope** - issues for a board's policy to consider;
- III. **Appropriateness** - expenses that are eligible for reimbursement;
- IV. **Reasonableness** - expenses are consistent with common values and accepted practices and are not perceived as excessive; and
- V. **Process** - procedure for reimbursement should be transparent and accountable.

I. **Legislative Framework** – summary of the relevant legislation.

Pursuant to the *Education Act* (the "Act"), boards are permitted to provide honoraria to their trustees for their services.

- The Act deems one-third of the annual honorarium to cover a trustee's out-of-pocket expenses.

In addition to the honorarium, the Act also provides:

- Boards may establish a policy in order to reimburse trustees "for all or part of his or her out-of-pocket expenses reasonably incurred in connection with carrying out the responsibilities of a board member."
- Boards are authorized to reimburse trustees for travel to and from a trustee's residence to a meeting of the board, or of a committee of the board, by either a per kilometre rate established by the board or for all or part of their reasonable out-of-pocket expenses incurred in connection with the travel.
- Trustees may be reimbursed for all or part of their out-of-pocket expenses incurred for travelling on specific business of the board provided that the board authorizes such travel by resolution.

TRUSTEE EXPENSE GUIDELINE

II. Scope – Issues for a board's policy to consider.

Best Practices:

- The policy addresses whether and under what circumstances the following types of expenses are eligible for reimbursement:
 - Travel and Accommodations;
 - Meals;
 - Hospitality;
 - Community expenses;
 - Gifts;
 - Advertising and promotion;
 - Office Equipment and supplies; and
 - Professional Development.
- In addition, examples of events that do and do not qualify as board business are specified.
- Supplementary details are also provided to clarify what constitutes appropriate hospitality expenses, particularly as these relate to meetings with constituents, out of jurisdiction expenses, and individual meals.
- A procedure is established for trustees to obtain prior approval to participate in an event if the trustee is unsure of whether it is directly related to board business.
- The policy outlines a standard equipment package to be provided to all trustees and provides for the return of any equipment when duties cease. Duplication of services and equipment should be avoided, for example:
 - Trustees have access to either a laptop or desktop computer.
- The board's procurement process is used to purchase all supplies and office equipment necessary to perform the function of a trustee as well as advertising services and promotional items.
- The policy ensures equitable treatment between staff and trustees.

Examples of Events that may be related to Board Business:

- Trustee Association meetings or events.
- Board or committee meeting (e.g. Budget committee).
- Events or professional development related to the board's mission or objectives.

Examples of Events that may not be related to Board Business:

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

TRUSTEE EXPENSE GUIDELINE

III. Appropriateness – expenses that are eligible for reimbursement.

Best Practices:

- Reimbursable expenses are those that relate directly to board business.
- In regards to travel expenses, trustees are reimbursed for out-of-pocket travel expenses or receive a per/km travel rate as opposed to a travel allowance.
- A directive related to the reimbursement of alcohol expenses is included in the policy.
- Trustees do not receive board purchasing cards since all purchasing of supplies and office equipment is procured through the board.
- The board outlines its policy in regards to issuing trustees credit cards for the purposes of travel.
- The board's policy on cash advances is attentive to the unique circumstances of student trustees.
- With respect to an election year, there is a cut-off date specified (e.g. Labour Day) after which expenses such as advertising and newsletters are ineligible for reimbursement.
- Meals are reimbursed on an out-of-pocket basis as opposed to a per diem.
- As meals are often provided during meetings, circumstances where it would be appropriate to claim an individual meal are clearly outlined.

Examples of Potentially Eligible Expenses:

- Lunch purchased while attending a seminar or conference where meals are not included as part of the registration fee.
- Transportation costs and accommodation expenses incurred for attending out-of-town professional development seminar held by trustee association.

Examples of Potentially Ineligible Expenses:

- Donations to community groups or charities.
- Donations to schools.*
- Reimbursement for household expenses such as a home phone line or an internet connection if other viable alternatives have already been provided.

***Note: Although a donation to a school is not a reimbursable trustee expense related to board business, there are other well-established processes a board may use to provide funds to schools, such as a school recognition program.**

TRUSTEE EXPENSE GUIDELINE

IV. Reasonableness – expenses are consistent with common values and accepted practices and are not perceived as excessive.

Best Practices:

- A reasonable budget for projected out-of-pocket trustee expenses is established that is consistent with the overall goals, geography and financial circumstances of the board.
 - Any part of a board's budget for trustee expenditures that remains at the end of a fiscal year should be treated like any other cost savings in the board's overall budget.
- In addition to reimbursable expenses, the policy establishes a reasonable budget for indirect costs in relation to trustees' activities incurred by the board, such as:
 - Accommodations provided by the board;
 - Ancillary costs associated with meetings; and
 - Administrative support.
- Pre-determined limits are included for certain types of expenses. For instance, a board may decide to reimburse up to a maximum of \$8.75 for breakfast.
- There is a limit set for any individual expense above which prior approval of the board is required. For instance, a board may decide that an expense beyond \$100 requires prior written approval.
- There is an approval process for gifts of appreciation within a predetermined amount.

Examples of Potentially Reasonable Expenses:

- Registration fee for attending professional development course that is directly related to board business and for which prior approval of the board has been obtained.
- A lunch expense claim that exceeds the board's limit due to a lack of alternative, suitable options. For example, dining at a hotel restaurant when there are no other options reasonably close by.

Examples of Potentially Unreasonable Expenses:

- A dinner expense claim that exceeds the board's limit despite the existence of alternative, more suitable options. For example, dining at an expensive restaurant when there are other options close by. In such a case, an amount up to the board's dinner limit should be claimed.

TRUSTEE EXPENSE GUIDELINE

V. Process – procedure for reimbursement should be transparent and accountable.

Best Practices:

- A standard expense claim form, which is readily accessible by all trustees, is used to claim for reimbursement.
- To substantiate reimbursement, the claim form is supported by:
 - o Original documentation including proof of payment to support the expenditure (with the exception of mileage claims);
 - o Provide business reasons for the expenditure;
 - o Signature of the claimant to certify the expense claim; and
 - o Credit card vouchers that are not accompanied by a receipt are not sufficient for reimbursement.
- Expense claims are submitted in a timely fashion such as within one month of incurring the expense.
- The deadline for submitting expenses relating to a fiscal year, such as within the first two weeks of September, is to be respected to be eligible for reimbursement.
- There is a verification and approval process to minimize potential conflicts of interest and ensure appropriate segregation of duties. Two best practice models are:

Model #1:

- o The Chair of the Board or Audit Committee certifies that individual trustee expense claims meet the requirements of board policy and approves payment of the claim;
- o A senior board official, typically the Senior Business Official but excluding the Director, certifies that the Chair of the Board's expense claims meet the requirements of board policy and recommends that the Director approves payment of the claim;
- o The Chair of the Board or Audit Committee certifies that the Director of the Board's expense claims meet the requirements of board policy and approves payment of the claim;
- o Should there be a dispute about the eligibility of any expense, e.g. if deemed as inappropriate or unreasonable, the policy refers the dispute to the external member of the Audit Committee and, if a satisfactory resolution is not reached then the affected party shall contest the decision during a public session of the board.

Model #2:

- o The Chair of the Board or Audit Committee certifies that individual trustee expense claims meet the requirements of board policy and approves payment of the claim;
- o The external member of the Audit Committee certifies that expense claims of both the Chair of the Board and the Director meet the requirements of board policy and approves payment of the claim;
- o The Senior Board Official certifies that expense claims of the external member of the Audit Committee meet the requirements of board policy and approves payment of the claim; and
- o Should there be a dispute about the eligibility of any expense, the policy includes a process to contest the decision during a public session of the board.

TRUSTEE EXPENSE GUIDELINE

- Before a payment is processed, the accounting department confirms that the expense claim has received appropriate authorization.
- Each trustee's annual expenditure is published.
- All documentation is retained in accordance with the board's record retention policy.

The Brant Haldimand Norfolk Catholic District School Board

BOARD BY-LAWS

Relating generally to the conduct of the
operational and procedural affairs
of the Board

Enacted: June 8, 1998
Amended: June 10, 2003
January 25, 2005
October 23, 2007
February 26, 2008
April 29, 2009

Signature of the Chair of the Board:

June Szeman

Signature of the Secretary of the Board:

Cathy Horgan

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1.0 PREAMBLE

- 1.1 Pursuant to the provisions of the *Education Act* and regulations thereunder, the By-laws of the Brant Haldimand Norfolk Catholic District School Board shall regulate the powers and responsibilities of the Board, its officers and committees, and shall be observed for the procedure and dispatch of business at the meetings of the Board and its committees.
- 1.2 Procedural By-Laws of the Brant Haldimand Norfolk Catholic District School Board shall be approved by the Board and reviewed from time to time as directed by the Board or recommended by the Director of Education and Secretary.

2.0 INTERPRETATION

2.1 Definitions and Meaning of Terms

For this By-Law and all other By-Laws of the Board, unless the context otherwise requires:

- 2.1.1 the singular includes the plural;
- 2.1.2 "ACT" means the Education Act as amended from time to time;
- 2.1.3 "ANNUAL MEETING" means the first meeting held in December of each year, which is not a municipal election year;
- 2.1.4 "BOARD" means the Brant Haldimand Norfolk Catholic District School Board which, in accordance with the *Education Act*, is a Roman Catholic School Board in union with the See of Rome;
- 2.1.5 "IN-CAMERA MEETING" means a private meeting of the whole board or a committee from which the public is excluded, as per the Education Act, Section 207 (2);
- 2.1.6 "CHAIR" means the Chair of the Board, any Committee or Sub-committee established by the Board;
- 2.1.7 "COMMITTEE" means Committee of the Whole, any special or ad hoc Committee established by the Board;
- 2.1.8 "DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD" means the Chief Executive Officer of the school Board;
- 2.1.9 "EX-OFFICIO" means by "virtue of office". The Chair of the Board when acting as "Ex-Officio" to a committee is counted in the quorum of any committees, and has the right to make motions, discuss motions and vote on all questions;
- 2.1.10 "INAUGURAL MEETING" means the first meeting of a newly elected board to be held following a municipal election and the commencement of the term of office;
- 2.1.11 "MEETING" includes a meeting of the Board and of Committees;

- 2.1.12 "OFFICERS" means the Chair of the Board, the Vice-Chair of the Board, the Secretary of the Board, and the Treasurer of the Board.
- 2.1.13 "STATUTORY COMMITTEE" means any committee that, by statute, the Board is required to appoint;
- 2.1.14 "STUDENT TRUSTEE" means the person designated as a non-voting member of the Board, representing the interests of pupils within the Board on any matters before the Board of Trustees, including but not limited to government legislation and policies or operational practices.
- 2.1.15 "TREASURER" means the person appointed within the Act to fulfill the responsibility of the Treasurer to the Board;
- 2.1.16 "TRUSTEE" means a person elected, acclaimed or appointed to the office of Trustee of the Board pursuant to the provisions of the Municipal Elections Act;
- 2.1.17 "VICE-CHAIR" means the Vice-Chair of the Board; any Committee or Subcommittee established by the Board;
- 2.1.18 "YEAR" means, unless qualified by word "calendar" or "school year", the period commencing on the first day of December, and ending on the last day of November next following;

2.2 Calculation of Majorities

Whenever in the By-laws of the Board there is provision for a majority of Trustees present or a majority of all Trustees, such majorities shall be calculated as the simple majority unless otherwise specified.

3.0 BOARD ORGANIZATION

The administrative organization of the Brant Haldimand Norfolk Catholic District School Board shall be subject to periodic review to ensure that it is designed to meet the needs of the school system.

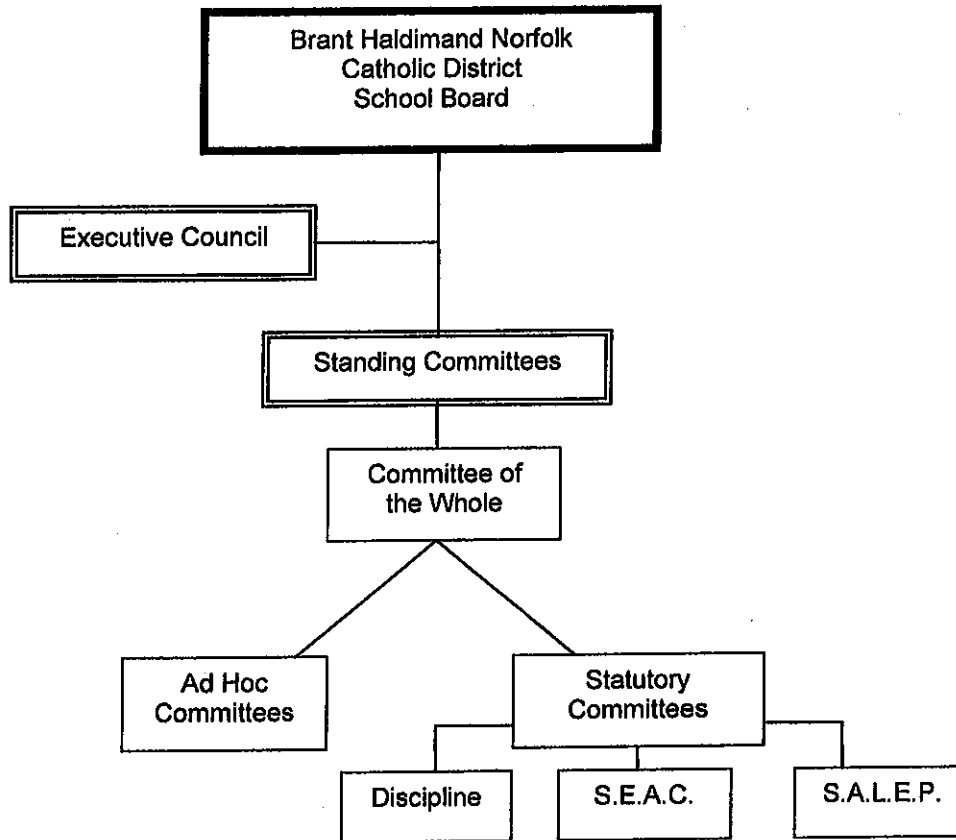
4.0 NAME AND JURISDICTION OF THE BOARD

The name of the Board shall be the "Brant Haldimand Norfolk Catholic District School Board" and it shall have jurisdiction as is provided by the *Education Act and Regulations*.

5.0 STRUCTURE OF THE BOARD

The structure of the Board and its committees will be structured according to the Organization Chart and the descriptions that follow.

5.1 Organization



5.2 Board of Trustees

5.2.1 Composed of six (6) Trustees.

5.2.2 Performs duties according to the *Education Act and Regulations*.

5.3 Executive Council

5.3.1 Composed of

- the Chair of the Board;
- the Vice-Chair of the Board;
- the Director of Education and Secretary of the Board; and
- the Associate Director, Corporate Services and Treasurer.

5.3.2 Functions include reviewing and assisting with the preparation of agendas for Board and Committee of the Whole meetings and system planning, coordination and communication.

5.4 Statutory Committees

5.4.1 Special Education Advisory Committee (S.E.A.C.)

5.4.1.1 Composed of

- one Trustee of the Board;
- Superintendent of Education (responsible for Special Education); and
- Community Representatives (The composition of Special Education Advisory Committee is outlined in Reg. 464/97, Section 2)

5.4.1.2 Functions include examining, reviewing and making recommendations, as appropriate, relative to the provision of special education programs and services.

5.4.2 Supervised Alternative Learning for Excused Pupils (S.A.L.E.P.)

5.4.2.1 Composed of

- one Trustee of the Board;
- Supervisory Officer; and
- Community Representative (non-employee) appointed by the Chair of the Board

5.4.2.2 Established annually, as per R.R.O 1990, Reg. 308. The committee's mandate is to make determination for students who either cannot profit from regular school instruction or who refuse to attend school. Students 14 years of age or over are eligible.

5.4.2.3 Discipline Committee

5.4.2.3.1 Composed of three (3) trustees

5.4.2.3.2 Established annually and meets monthly or as necessary

5.4.2.3.3 Functions include hearing suspension appeals and expulsion requests.

5.5 Standing Committees:

5.5.1 Committee of the Whole

5.5.1.1 Composed of

- Trustees of the Board including a Chair, who shall be the vice chair of the Board, and a Vice Chair of the Committee;
- Director of Education;
- Associate Director; and
- Superintendents of Education, as required

5.5.1.2 Functions include reviewing educational, operational, policy and financial issues and making recommendations, as necessary, to Board for approval.

Ad-Hoc Committees

5.6.1 The Board may establish ad-hoc committees as deemed appropriate.

5.6.2 The establishing motion shall indicate the mandate of the committee, the membership of the committee, and the due date of the final report.

6.0 OFFICERS OF THE BOARD

6.1 The Officers of the Board shall consist of

- the Chair;
- the Vice-Chair;
- the Director of Education and Secretary of the Board; and
- the Associate Director, Corporate Services and Treasurer.

6.2.1 Chair: Duties and Rights

Duties: The Chair, in addition to those duties assigned under provincial legislation and these By-laws, shall:

- preside at all meetings of the Board and conduct them according to the By-laws;
- be a signing officer of the Board as prescribed in the By-laws;
- assists in the preparation of the final agenda for Board meetings and may:
 - establish committees and appoint the members thereof;
 - call special meetings of the Board; and
 - issue statements to the public media on behalf of the Board.

Rights: If eligible by law to vote on a matter, the Chair of the Board, when present, shall:

- be an ex-officio member of all Committees;
- be counted in determining the quorum; and
- have the right to vote at all Committee Meetings.

6.2.2 Vice-Chair: Duties and Rights

Duties: The Vice-Chair, in addition to those duties assigned under provincial legislation and the By-laws, shall:

- in the absence of the Chair, or in the event of the inability of the Chair to act, assume any or all of the duties of the Chair, except those which are precluded by law, By-law, or regulation;
- be a signing officer of the Board as prescribed by the By-laws; and
- Perform duties as outlined from time to time by the Chairperson.

Rights: The Vice-Chair, when delegated by or in the absence of the Chair, shall have all powers of the Chair, including the right to vote, if eligible by law to vote on a matter, provided that whenever the Vice-Chair exercises any of the powers of the Chair, the absence of, or the delegation by, the Chair shall be presumed.

6.2.3 Trustees: Rights

All Trustees shall be entitled to notice of, to attend and to speak at all Meetings of all Committees composed only of Trustees, except:

- meetings of salary negotiating committees;
- meetings of any committee required by any collective agreement; and
- meetings of the Executive Council.

6.2.4 Secretary of the Board: Duties

The Secretary of the Board, in person or by designate, in addition to those duties assigned under the provincial legislation and the By-laws, shall:

- attend all meetings of the Board and meetings of Committees;
- prepare minutes of all meetings;
- keep records as required by law and subject to the directions of the Board;
- conduct the official correspondence of the Board;
- receive and pass on to the Board, Committees of the Whole Board, or the relevant Committee, all correspondence, petition and reports of other officials;
- prepare, in consultation with Executive Council, the draft agenda of all Board, Committee of the Whole, and Committee meetings;
- maintain an up-to-date policy register;
- maintain charge of all correspondence, reports, and other documents;
- promulgate all orders, policies and other directions of the Board and other matters in accordance with requirements of the law;
- bring to the attention of the Board any matter in respect of which, in the opinion of the Secretary, it may be necessary or useful for the Board to be aware; and
- issue verbal or written statements on administrative matters coming under his/her duties and responsibilities. Press releases may be issued.

6.2.5 Treasurer of the Board: Duties

The Treasurer of the Board, in addition to those duties assigned under provincial legislation and the By-laws, shall:

- submit to the Board annually a statement of estimated revenue and expenditures;
- have prepared for submission to the Board the annual financial statements and the auditor's report;
- report annually to the Board particulars of existing insurance and fidelity bonds expiring during such year with recommendations for renewal; and
- report to the Board from time to time and as required by the Board on all financial matters.

6.2.6 Other Board Officials: Duties

The officials of the Board and other persons employed or retained by it shall have such duties as may be assigned to them by law, contract, By-laws or Policies of the Board.

7.0 INAUGURAL AND ANNUAL MEETING

7.1 Presiding Officer

The Presiding Officer at the Inaugural Meeting and Annual Meeting shall be the Director of Education and Secretary of the Board or designate until the Chair is elected.

7.2 Business

The Inaugural and Annual meetings shall include further business as follows:

7.2.1 the appointment of the Auditors for the Board;

7.2.2 the passing of a resolution authorizing the Director of Education and Secretary or Associate Director, Corporate Services and Treasurer and the Chair or Vice-Chair to borrow from time to time by way of promissory note, such sums as the Board considers necessary to meet current expenditures of the Board until the current revenue has been received; and

7.2.3 any urgent business of the Board.

7.3 Inaugural Meeting

7.3.1 The Inaugural Meeting to be held in the calendar year in which all Trustees are elected or acclaimed at the regular Municipal Election under the *Municipal Elections Act* shall be held not later than the 8th day of December or in accordance with the Act.

7.3.2 The Inaugural Meeting shall include an Inaugural Liturgy.

7.3.3 At the Inaugural Meeting of the Board, the Chief Executive Officer shall read the returns of the election as certified by the Municipal Clerks.

7.3.4 At the Inaugural Meeting of the Board, every person elected to the Board shall make and sign the Declaration of Office and Oath of Allegiance before the Secretary of the Board or before such person authorized to administer an oath.

7.4 Annual Meeting

7.4.1 The Annual Meeting of the Board to be convened in the years between Municipal Elections shall be held not later than the 8th day of December or in accordance with the Act.

7.4.2 The Annual Meeting shall include a Liturgy.

8.0 ELECTION PROCEDURES FOR CHAIR AND VICE-CHAIR

8.1 Appointment of Scrutineers

The presiding officer shall name two (2) scrutineers for the election of officers.

8.2 Nomination and Election of Chair

The presiding officer shall conduct the election for the office of the Chair of the Board, which shall be as follows:

- 8.2.1 Nomination shall be by secret ballot.
- 8.2.2 The Secretary shall announce the result of the nominations by declaring the names of those nominated. The nominees will declare their intention. The count shall not be declared.
- 8.2.3 Voting shall be conducted by secret ballot.
- 8.2.4 The member receiving a clear majority of the votes cast by all members present shall be declared elected.
- 8.2.5 Should no candidate receive a clear majority of the votes cast, the name of the candidate receiving the smallest number of votes shall be dropped and the Board shall proceed to vote anew and so continue until the Chair is elected.
- 8.2.6 In case of equality of votes (with only two candidates remaining), one more vote shall be taken. If after this vote there is still a tie, the candidates shall draw lots to fill the position as per Section 208(8) of the *Education Act*.
- 8.2.7 The presiding officer shall announce the result of the ballot by declaring the name of the member who has received a clear majority of the votes cast and shall not declare the count.

8.3 Nomination and Election of Vice-Chair

The Chair shall then take the Chair and shall conduct the election for the office of Vice-Chair using the same procedures as set out for the election of the office of the Chair.

8.4 Vacancy

At the first meeting after a vacancy occurs in the office of Vice-Chair, the vacancy shall be filled by the method used for the election at the inaugural meeting.

9.0 MEETINGS

9.1 Board Meetings

9.1.1 Schedule and Location of Meetings

Unless otherwise ordered by special motion, the Brant Haldimand Norfolk Catholic District School Board will conduct regular meetings of the Board at 7:00 p.m. on the fourth Tuesday of each month at 322 Fairview Drive, in the City of Brantford.

9.1.2 Statutory or Civic Holiday

If any such Tuesday falls on a statutory or civic holiday, such meeting shall be held at the same hour on the next evening, being Wednesday evening.

9.1.3 Summer Meetings

The Board will recess from its regular meeting schedule from July 1st to August 31st of each year. The Chair of the Board is authorized to schedule Board and Caucus Meetings during July and August as required.

9.2 Special Meetings of the Board

9.2.1 Special meetings of the Board shall be held by order of the Board, on the written request of four (4) Trustees, to the Chair or the Director; on the call of the Chair; or at the request of the Director of Education.

9.2.2 The Trustees shall be given a 24-hour notice for special meetings, except in emergency situations

9.2.3 Such meetings shall be called for specific reasons. Such subjects shall be stated in the notice calling the meeting. Notwithstanding any other provisions to the Board's By-laws, no other business shall be considered.

9.3 Quorum for Meetings

9.3.1 Subject to the *Municipal Conflict of Interest Act*, a majority of the Trustees of the Board shall constitute a quorum for meetings of the Board and of the Committee of the Whole Board.

9.3.2 A majority of Trustees eligible to vote who are members of the Committee shall constitute a quorum for Meetings of the Committee when a committee is composed of only Trustees.

9.3.3 If a quorum is not present within fifteen (15) minutes after the time appointed for any Meeting (or such longer time as may be agreed upon by the members eligible to vote then present), the person assigned as Recording Secretary shall record the names of the persons present and the meeting shall stand adjourned, to be reconvened within seven (7) days at the call of the Chair.

9.4 Notice of Meetings

9.4.1 Written notices of all meetings of the Board, and Statutory Committees shall be transmitted along with the Agenda of the Meeting, at least forty-eight hours before the time of meeting. The agenda may be amended at the opening of a meeting with the consent of the majority of Trustees present at the meeting.

- 9.4.2 Agendas for the regular meetings shall be made available on the board website and also provided to the following:
- Supervisory Officers of the Board;
 - Principals;
 - Chair of the Regional Catholic School Council;
 - President or Chairs of the local employee groups who have requested the public agenda;
 - members of the local news media; and
 - public in attendance.
- 9.4.3 Portions of the agenda dealing with in-camera shall be distributed only to Trustees and, if applicable, to senior staff and the student trustee.
- 9.4.4 A Trustee who cannot attend a Board meeting shall inform the Director of Education before the meeting.
- 9.4.5 The *Education Act* states – "If a member of a Board absents himself/herself without being authorized by resolution entered in the minutes from three consecutive regular meetings of the Board, he/she thereby vacates his/her seat and the provisions of the Act with respect to the filling of vacancies apply."

9.5 Maximum Length of Meetings

No meeting shall continue in session for more than three and one-half (3½) hours. A meeting may be extended beyond the limits established with consent of two-thirds of members present.

9.6 Seating Arrangements

As far as practicable, at all Board and Committee of the Whole Meetings the Chair thereof shall be seated at the mid-point of the Boardroom table with the Director of Education and Secretary to the left of the Chair, the Recording Secretary to the left of the Director, the Associate Director, Corporate Services and Treasurer to the right of the Chair, and the remaining Trustees seated across alphabetically by surname.

10.0 ORDER OF BUSINESS FOR REGULAR BOARD AND COMMITTEE OF THE WHOLE MEETINGS

The order of business for meetings of the Board that are open to the public shall appear as follows:

- A. Call to Order
 - Opening Prayer
 - Attendance
- B. Routine Matters
 - Approval of the Agenda
 - Declarations of Conflict of Interest
 - Approval of Minutes of Previous Meeting(s)
 - Business Arising from Minutes
- C. Presentations & Delegations*
- D. Committee and Staff Reports
- E. Information Items and Correspondence Items

- F. Notices of Motion
- G. Trustee Inquiries
- H. Business In-Camera
- I. Report on the In-Camera Session
- J. Future Meetings and Events
- K. Moment of Silent Reflection
- L. Adjournment

*Delegations will be received at Board meetings only.

11.0 ACCESS TO MEETINGS

11.1 In accordance with the *Education Act*, Section 207(2), a meeting of the Board may be closed to public when the subject matter under consideration involves:

- the security of the property of the Board;
- the disclosure of intimate, personal or financial information in respect of:
 - a member of the Board,
 - an employee or prospective employee of the Board,
 - a pupil or his or her parent or guardian;
- the acquisition or disposal of a school site;
- decisions in respect of negotiations with employees of the Board; or
- litigation affecting the Board.

11.2 The presiding officer may expel or exclude from any meeting any person who has been guilty of improper conduct at the meeting.

12.0 DELEGATIONS

12.1 Any Catholic School elector or group may request to address the Board as a delegation.

12.2 The delegation must provide the request in writing to the Director of Education or the Chair of the Board, at least ten (10) days prior to the next regular meeting of the Board or Committee at which the Delegation wishes to be heard.

12.2.1 The request shall contain the topic to be discussed and the identity of the Spokesperson(s).

12.2.2 The person or persons wishing to address the Board or Committee shall be notified of the date, time and location of the meeting at which the presentation will be made.

12.2.3 Delegations will, upon notification, have these regulations shared with them prior to their presentation.

12.2.4 Copies of the presentation shall be shared with the Board or Committee at the same time that the agenda is distributed or at such time as the presentation is made.

12.2.5 In any case, the subject matter of the Delegation will not be discussed nor will a decision be made at the meeting at which the presentation is made.

12.2.6 Following the presentation by the Delegation, questions of clarification only will be allowed through the Chair.

- 12.3 A delegation's presentation will be limited to 15 minutes. Amendments as to the length of time are at the discretion of the Chair.
- 12.4 In-Camera rules shall apply to Delegations of an In-Camera nature.
- 12.5 Notwithstanding the above, the Board retains discretion to decide all matters concerning delegations.

13.0 ACCESS TO RECORDS

- 13.1 Any person may, at all reasonable hours, at the head office of the Board, inspect the minute book, the audited annual financial report and the current accounts of the Board and, upon written request by any individual or group, a copy of a requested section of minute books, audited financial reports, and the current accounts of the Board will be furnished at a cost as determined under the *Freedom of Information and Protection of Privacy Act, 1990*.
- 13.2 All other materials made available to the public under the *Freedom of Information and Protection of Privacy Act* will be made available at a similar fee.

14.0 COMMITTEES AND COMMITTEE MEETINGS

- 14.1 All Committees shall be established by the Board:

14.1.1 Committee of the Whole

The Committee of the Whole shall be composed of all six trustees and will meet at 7:30 p.m. on the third Tuesday of each month at 322 Fairview Drive, in the City of Brantford.

The vice chair of the Board shall be the chair of the Committee of the Whole.

The Committee of the Whole will report directly to the Board on a monthly basis.

- 14.3 Each of the additional Committees of the Board which require Trustee representation, shall be composed of not less than one (1) nor more than three (3) Trustees, unless otherwise provided by resolution of the Board. The Committee will report, as required, to the Board.
- 14.4 Sub-Committees may be established by any Committee to consider any matter within the Terms of Reference of the Committee.

- 14.5** Only members of a committee are required to attend that committee's meeting. However, all members of the Board shall receive notice, agenda, and minutes of all committee meetings, if requested. All Board members shall be permitted to attend committee meetings and may take part in discussion, but only members of the committee and the Chair of the Board, if present, shall have voting power.
- 14.6** In dealing with committee reports at the Board meeting, it shall be the prerogative of the Chair to rule on a request by a Trustee to have the recommendations dealt with item by item or as a whole.
- 14.7** Committee reports shall be considered public documents, except reports presented to the In-Camera session.
- 14.8** Committee minutes shall be considered public documents except when the subject matter under consideration involves:
- the security of the property of the Board;
 - the disclosure of intimate, personal or financial information in respect of a member of the Board, an employee or prospective employee of the Board, a pupil or his/her parent or guardian;
 - the acquisition or disposal of a school site;
 - decisions in respect of negotiations with employees of the Board; and
 - litigation affecting the Board.
- 14.9** Meetings of a Committee shall be called by the Chair of the Committee. If the Chair of a Committee neglects to call meetings, it is the duty of the Committee to meet on the call of any two of its members. All meetings shall be called or cancelled through the Office of the Secretary of the Board. In the absence of the Chair, providing there is a quorum, the Vice-Chair of the Committee will preside over Committee of the Whole meetings, or the members will elect an interim Chair.
- 14.10** The Chair of the Board shall be an ex-officio member of all Committees of the Board. The Chair may delegate some of the ex-officio duties to the Vice-Chair of the Board.

15.0 RULES OF ORDER

- 15.1** The rules of order to be observed at meetings shall be in accordance with the provisions of these By-laws.
- 15.2** In all cases for which no specific provision is made in these By-laws, the rules and practice of Robert's Rules of Order, Newly Revised 10th Edition, (Henry M. Robert III, William J. Evans, Daniel H. Honeymann, Thomas J. Blach, Perseus Publishing 2000) shall govern so far as applicable.
- 15.3** The Chair or other Presiding Officer shall preserve order and decorum and decide upon all questions of order.
- 15.4** In the absence of the Chair and Vice-Chair for any cause, the Board may, from the members present thereof, appoint a presiding officer who, during such absence, shall have the powers of the Chair of the Board.
- 15.5** The Chair or person presiding may vote on all questions and shall declare such before the vote is taken.

- 15.6** A tie vote is a lost motion.
- 15.7** The Chair may participate in any debate or discussion from his/her position as Chair. Should the Chair elect to vacate the chair to take part in any debate or discussion or for any other reason, he/she shall call upon the Vice-Chair or in his/her absence, one of the members to fill his/her place until he/she resumes it.
- 15.8** Where a question is before the Board, the mover may speak first and the seconder may speak next, and the Chair will attempt to allow each person wishing to speak, the opportunity to speak once before any member may speak for a second time. The mover also has the prerogative to be the last speaker before the question is decided and the seconder shall be the second to last speaker.
- 15.9** No member shall speak for more than 5 minutes or more than 3 times on the same question without the permission of the Chair.
- 15.10** Whenever an adjournment takes place in consequence of there not being a quorum present, the time of adjournment and the names of the members present shall be entered in the records of the Board.

16.0 MOTIONS AND DEBATE

- 16.1** All motions shall be recorded in the minutes of the meeting and shall be seconded before being stated by the Chair, whereupon the Chair shall ask if there is any further discussion on the motion before the vote.
- 16.2** When a motion has been stated by the Chair, it shall be open to debate and shall be disposed of only by a vote, unless the mover, by permission of the seconder, withdraws it, in which case such motion shall not appear in the minutes of the meeting.
- 16.3** Any member of the Board may require the question under discussion to be read at any part of the debate, but not so as to interrupt a speaker.
- 16.4** A member, prior to speaking to any question or motion, shall address the Chair. The member shall confine remarks to the question at hand.
- 16.5** When two or more members wish to speak at the same time, the Chair shall name the member who is to speak.
- 16.6** No member shall be interrupted while speaking, except in a case where the member is called to order by a member for a transgression of rules of the Board, in which case the member shall remain silent until the point of order has been decided by the Chair.
- 16.7** Where a member wishes to make a point of order or to seek clarification he or she should so indicate in addressing the Chair and the Chair will rule on such matters before the next speaker is allowed to speak.

- 16.8** When the question under consideration contains two or more distinct propositions, any particular proposition upon the request of any member, shall be considered and voted upon separately.
- 16.9** No question, when once decided by the Board at a regular meeting, shall be reconsidered during that meeting.
- 16.10** If it is desired to defer action on a question until a particular time, the proper motion to make is "to postpone it to that time". This motion allows limited debate, which must be confined to the propriety of the postponement to that time; it can be amended by altering the time, and this amendment allows the same debate.
- 16.11** Whenever a motion has been made and seconded, it is the duty of the Chair, if the motion is in order, to state the question, so that the members may know what question is before them.
- 16.12** In stating the question on an amendment, the Chair should read the passage to be amended; the words to be struck out, if any, the words to be inserted, if any; and the whole passage as it will stand if the amendment is adopted.
- 16.13** The motion to adjourn is not debatable, it cannot be amended, or have any other subsidiary motion applied to it; nor can a vote on it be reconsidered.
- 16.14** If a Trustee does not put new motions or amendments in writing for the Chair, the motion as stated by the Chair and recorded by the secretary shall be the motion.
- 16.15** When a motion is under debate the only motion in order shall be:
- 16.15.1 to adjourn,
 - 16.15.2 to lay on the table,
 - 16.15.3 to put the previous question,
 - 16.15.4 to postpone,
 - 16.15.5 to refer,
 - 16.15.6 to amend, and
 - 16.15.7 to vote on the present motion.

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

A question having been postponed indefinitely shall not be taken up again at the same meeting without a two-thirds (2/3) vote in favour.

16.16 Amendment(s) to Motion:

An amendment may be in any of the following forms:

- a) to "add" or "insert" certain words or paragraphs;
- b) to "strike out" certain words or paragraphs, and if this fails it does not preclude any other amendment than the identical one that has been rejected;
- c) to "strike out certain words and insert others", which motion is indivisible, and if lost does not preclude another motion to strike out the same words and insert different ones;

- d) to "substitute" another resolution or paragraph on the same subject for the one pending; or
- e) to "divide the question" into two or more questions as the mover specifies, so as to get a separate vote on any particular point or points;

If an amendment is defeated, vote on the motion. If an amendment is carried, vote on the amended motion.

16.17 Notices of Motion

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

A member of the Board must give notice of motion if he/she wishes to:

- a) Repeal or make permanent amendment to any of the Board's By-laws;
- b) Recommend an action, which has not been considered and recommended to the Board by a Committee of the Board;
- c) Consider a matter by the Board without reference to a Committee.
- d) Regulations: re Notice of Motion
 - A Notice of Motion shall not be seconded at the meeting at which it is initially presented.
 - Before any discussion shall take place at the meeting at which a Notice of Motion is presented as a Proposed Resolution, a Trustee must second it. The number of Notices of Motion, which are presented as Proposed Resolutions at any single meeting shall be limited in number at the discretion of the Chair.
 - Notices of Motion, which are not presented for discussion as Proposed Resolutions at the meeting, shall be presented at the next regular meeting.
 - Notices of Motion, which require reports or information, shall be presented to the Board without any written reports by any of the senior officials. However, such persons may be permitted to make oral statements relating to these Notices of Motion at the time of presentation.
 - The officials may make written reports and/or recommendations supporting or opposing Notices of Motion, when they are presented as Motions, and which if carried will require direct action by the Board or its officials.

17.0 PROTOCOL FOR DEBATE

- 17.1** When, at a meeting, any member wishes to speak in debate, the member shall raise a hand and await recognition by the Chair.

- 17.2** Trustees may speak when recognized by the Chair and may not speak to the issue again:
- unless the Chair of the meeting allows further debate; and
 - only after all other Trustees who wish to speak have been recognized by the Chair.
- 17.3** After recognition by the Chair, a member shall at all times during debate:
- maintain a courteous tone;
 - avoid personalities;
 - avoid allusion to motives of other members;
 - address all debate, remarks, questions and the like to the Chair;
 - confine all remarks, questions and the like to the motion, which is the subject of debate.
- 17.4** No Trustee who does not have the floor shall interrupt a Trustee who does have the floor except:
- on a point of order;
 - on a question of privilege;
 - to request permission to withdraw a motion;
 - to appeal a ruling of the Chair;
 - on a motion to extend the time limit; and
 - in the event that a Trustee interrupts a speaker pursuant to the authority given in this section, the Trustee shall confine all remarks to the particular point.
- 17.5** A Trustee may rise on a point of information, that is, a request for information relevant to the matter on the floor but not related to preliminary procedure, only if the member then speaking consents to the interruption, in which case the time consumed in responding to the point of information will be included as part of the speaker's allotted time.
- 17.6** Any member of the Board may require the question/motion under discussion to be read at any time in the debate, but not so as to interrupt any member while speaking.

18.0 VOTING PROCEDURES

- 18.1** Every matter considered by the Board shall be disposed of by a vote of all those present and eligible to vote on the matter in one of the following ways with preference being given in the following sequence:
- a) By general or unanimous consent, in which the Chair, exercising discretion, states that the motion will be adopted in the absence of objection.
 - b) By show of hands, in which each person present and eligible to vote raises a hand in response to the request of the Chair for the votes, in the affirmative and in the negative, as the case may be, until the votes are counted.
 - c) By rising, in which each person present and eligible to vote stands in response to the requests of the Chair for the votes, in the affirmative and in the negative, as the case may be, until the votes are counted.

- d) By individual recorded vote, in which each person present and eligible to vote raises a hand or stands in place in response to the request of the Chair for the votes in the affirmative and in the negative, as the case may be, until the Chair has called the name of each person as voting, respectively, in the affirmative, or in the negative.
- e) By ballot, in which each person eligible to vote shall mark on a ballot provided by the Secretary of the Board, the person's choice from among the available alternatives, the ballots being collected and counted immediately thereafter.

18.2 Although the method requested by any person eligible to vote should be used to the extent practicable, the particular method of voting to be used to dispose of any matter shall be governed by the following rules:

- a) Determination by general or unanimous consent will be used only when no person eligible to vote objects or requests another method.
- b) Notwithstanding that a show of hands vote has been called for and has been taken, on the request of any person eligible to vote, including the Chair, a rising vote will be taken whenever there is any doubt as the accuracy of the count on the show of hands; and
- c) Voting by ballot shall be used only when ordered by majority vote or general consent.

18.3 Votes Lost on Equality

Any motion on which there is an equality of votes, is lost.

18.4 Declaration of Votes

The Chair shall declare the result of all votes.

18.5 Recording of Votes

- 18.5.1 The vote on any question shall be recorded in the following manner:
- the question is recorded in the minutes as "carried" or "defeated".

19.0 EXECUTION OF DOCUMENTS

19.1 Signing Authorities

All deeds, conveyances, mortgages, bonds, debentures, agreements, documents, contracts approved by the Board shall be sealed with the seal of the Board and signed by:

- the Director of Education/Secretary of the Board;

together with one of:

- the Chair of the Board; or
- the Vice-Chair of the Board; or
- the Associate Director, Corporate Services and Treasurer of the Board.

19.2 Bank Signing Officers

19.2.1 The signatures of the Associate Director, Corporate Services and Treasurer of the Board, together with one of:

- the Chair of the Board;
- the Vice-Chair of the Board; or
- the Director of Education and Secretary of the Board;

are required when:

- making, drawing, accepting, endorsing, negotiating, lodging, depositing or transferring all or any cheques, promissory notes, drafts, acceptances, bills of exchange, order for payment of money, contracts for letters of credit and foreign exchange;
- issuing cheques, drafts or orders for payment drawn on the bank accounts of the Board.

19.2.2 The Treasurer of the Board, 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.

19.2.3 Signatures of persons authorized to sign may be printed, lithographed or otherwise mechanically reproduced as provided by the regulations.

19.3 Board Seal

The Seal of the Board shall be in custody of the Secretary who shall be responsible for affixing it to such documents as may be required.

19.4 Seal Register

The Secretary shall keep a record in a special book of the date and the particulars of each use of the seal.

19.5 Minutes

The Chair or other presiding member and the Secretary shall sign the minutes of all Board meetings.

20.0 OTHER PROFESSIONAL SERVICES

The Board will periodically issue calls for proposals for various professional services. The call for proposals will specify the term and specifications of the proposal, which will be presented for approval to the Board.

21.0 CONFLICT OF INTEREST GUIDELINES

According to current Provincial Legislation regarding the *Municipal Conflict of Interest Act*.

22.0 EXPENDITURES

22.1 All expenditures and orders issued committing expenditures shall be made within current budget estimates in accordance with current purchasing policies, prevailing contracts, agreements, schedules and employment policies. Monthly lists of accounts shall be made available to Trustees upon request.

22.2 Notwithstanding the above, in the event of emergencies which require the immediate expenditure of funds for the continued operation of any part of the school system:

- the Director, with the concurrence of the Associate Director, Corporate Services and Treasurer, may authorize an expenditure not in excess of \$5,000.00; and
- the Director of Education, with the concurrence of the Associate Director, Corporate Services and Treasurer and the approval of the Chair, may authorize an expenditure in excess of \$5,000.00 but not greater than \$10,000.00.

22.3 All emergency expenditures made under the authority of the Director of Education, Associate Director, Corporate Services and Treasurer and Chair of the Board, shall be reported at the next Board Meeting.

23.0 BY-LAW AMENDMENTS

23.1 By-laws of the Board may be amended from time to time at a meeting of the Board (such meeting, hereinafter referred to as the "later meeting") upon the affirmative vote of the majority of all members of the Board, provided:

- a) written notice of motion proposing the amendment shall have been given at a meeting held prior to the later meeting; and
- b) the text and a brief statement of intended purpose of the amendment shall have been included in the notice of motion.

23.2 At any time the By-laws may be amended without notice upon the unanimous vote of all the members of the Board entitled to vote thereon.

Enacted: June 8, 1998
Amended: October 23, 2007