



INDEX: Governance Policies & Procedures

Page 1 of 1

Allowance – Trustee

Board Information

Code of Conduct – Trustee

 Appendix: Code of Conduct Enforcement

Duties / Powers – Board Administration

Duties / Powers – Board Chair & Vice-Chair

Duties / Powers – Board of Trustees

Duties Powers - Trustee

Rules of Procedure – Board of Trustees

Travel, Hospitality & Equipment Expense – Trustee



POLICY: Allowance - Trustee

Category (Governance)

Effective Date: October 4, 1982.

Last Revision Date: (27-Oct-10)

Page 1 of 1

POLICY: Allowance - Trustee

Rationale:

To compensate trustees for their active participation in the planning and decision making process of the Board.

Personnel Affected by Policy:

Trustees, Chair and Vice-Chair

Organizational Authority:

The Board

Regulations:

1. The allowance for the Trustees, the Chair and Vice-Chair shall be calculated as set out in TABLE 1.
2. The Base Amount shall be increased by the increase in the Ontario Consumer Price Index as set out in Ontario Regulation 357/06 (Honorarium for Board Members) made under the Education Act.
3. All payments to Trustees, the Chair and Vice-Chair shall comply with the Education Act and its Regulations and any other applicable Ontario legislation.

TABLE 1

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



POLICY: Board Information

Category (Governance)

Effective Date: August 31, 1973

Last Revision Date: (26-Sep-11)

Page 1 of 1

POLICY: Board Information

Rationale:

The Board recognizes the importance of all information including correspondence and has established a system to facilitate the appropriate response and/or distribution of information, and to ensure that trustees are made cognizant of information of an informative nature, and/or resulting from or requiring action on their part.

Personnel Affected by Policy:

Trustees

Organizational Authority:

The Board

Regulations:

It is the policy of the Board to divide information, including correspondence, into three categories.

1. First division, information of an urgent nature would be either copied and distributed to each trustee or read at the meeting immediately following receipt of such information.
2. Second division, information listed under staff or non-staff information for the meeting.
3. The third division would comprise of information considered routine which can be handled by the staff or filed away.



POLICY: Code of Conduct - Trustee

Category (Governance)

Effective Date: September 21, 2010.

Last Revision Date: (23-Nov-98)

Page 1 of 5

POLICY: Code of Conduct - Trustee

I. Purpose of Policy

To set out a Code of Conduct for members of the Board of Trustees and student trustees.

II. Policy Statement

1. Guiding Principles:

a) Catholic Education & Community:

Whereas the aim of Catholic Education is the development of each student toward personal fulfillment and responsible citizenship motivated by the Spirit of the Gospel and modeled on the example of Jesus Christ, the Catholic School Trustee shall, within the duties prescribed in Acts and Regulations and reflecting a ministry within the church:

- i) acknowledge that Catholic schools are an expression of the teaching mission of the Church;
- ii) provide an example to the Catholic Community by active participation in the communal life of a parish, and by a personal lifestyle that reflects the teaching of the Church;
- iii) provide the best possible Catholic education according to the programs approved by the Canadian Conference of Catholic Bishops and the provincial Minister of Education;
- iv) affirm a strong sense of Christian Catholic Community; and
- v) provide support, encouragement and prayer for the efforts of all persons engaged in the ministry of Catholic Education in Canada.

b) Public Trust and Confidence:

- i) Trustees occupy positions of public trust and confidence. They are expected to discharge their duties and responsibilities in a professional, impartial and Catholic manner.
- ii) It is imperative that the Trustees be, and be seen to be acting in the best interests of the public they serve.
- iii) Without limiting the generality of the foregoing, a Trustee would compromise themselves in the discharge of their duties by failing to declare a conflict of interest as required pursuant to the *Municipal Conflict of Interest Act*, by contravening any other law, by disclosing confidential business, personnel or student information and by misappropriating board resources.

2. Application:

The Code of Conduct is applicable to all members of the Board of Trustees and student trustees.

III. Code of Conduct

1. Decorum:

- a) Trustees shall at all times act with decorum and shall be respectful of other trustees and members of staff, as well as the public.
- b) Trustees will conduct themselves in accordance with this Code of Conduct, and the Provincial Code of Conduct, including the following principles of decorum.



POLICY: Code of Conduct - Trustee

Category (Governance)

Effective Date: September 21, 2010.

Last Revision Date: (23-Nov-98)

Page 2 of 5

- c) Subject to the duty of a Trustee under section 218.1(e) of the *Education Act* to uphold the implementation of any board resolution after it is passed by the Board of Trustees, a Trustee may comment on, or disagree with, a decision taken by the Board of Trustees. A Trustee may not make disparaging remarks about a Trustee or a group of Trustees in expressing such comment or disagreement or speculate on the motives of a Trustee or a group of Trustees.
- d) Any Trustee who resists the rules of the Board, uses offensive language, disobeys the decisions of the Chair or the Board on points of order, or makes any disorderly noise or disturbance may, unless an apology is offered, be ordered by the Chair to leave for the remainder of the meeting, and in the case of a refusal to do so, may, on the order of the Chair, be removed from the Boardroom and Board Office. Such a removal will be recorded in the Minutes of the meeting. (See section 207(3) of the *Education Act*).

2. Complying with the Law:

- a) All Trustees will and will be seen to comply with the letter and spirit of all of the laws of Canada and the Province of Ontario and any contractual obligations of the Board.
- b) The Trustees acknowledge they may only act on behalf of the Board as a Board of Trustees through resolution and may not act individually or purport to represent the interests of the Board without the knowledge and consent of the Board of Trustees.
- c) It is every Trustee's responsibility to ensure that all information they communicate in the course of their duties is accurate and complete.
- d) It is every Trustee's responsibility to familiarize themselves with their duties and any requirements of them as prescribed by the *Education Act*, and Regulations, the *Municipal Freedom of Information and Protection of Privacy Act* and Regulations, the *Municipal Conflict of Interest Act* and any other Act or Regulation that may be applicable to the Trustee's duties from time to time, and/or Ministry of Education requirements and the Board's By-Laws, Policies and General Administrative Procedures.

3. Specific Requirements under Part VI of the Education Act:

- a) The statutory duties of the Board of Trustees under the Education Act are set out in Board Policy, Duties / Powers – Board of Trustees.
- b) The statutory duties of the Chair of the Board of Trustees under the Education Act are set out in Board Policy, Duties / Powers – Board Chair.
- c) The statutory duties of the Trustees under the Education Act are set out in Board Policy, Duties / Powers – Trustees.

4. Conflict of Interest:

- a) All Trustees are expected to comply with the *Municipal Conflict of Interest Act* which requires that Trustees declare and disclose the general nature of the interest for all direct and indirect pecuniary conflicts of interest and abstain from making a decision.
- b) In all situations where a Trustee or their spouse, child or parent has a pecuniary interest in a matter before the Board that Trustee must declare a conflict of interest, disclose the general nature of the interest, and abstain from discussions and voting with respect to that issue. Where such conflict of interest arises during an in-camera session of the Board, the Trustee must absent themselves from the room during discussion and deliberation of the issue for which they have a conflict.
- c) It is an expectation of the Board that Trustees will not only comply with the requirements of the *Municipal Conflict of Interest Act*, but also avoid conflicts of interest as defined by this Code of Conduct.



POLICY: Code of Conduct - Trustee

Category (Governance)

Effective Date: September 21, 2010.

Last Revision Date: (23-Nov-98)

Page 3 of 5

- d) Pursuant to this Code of Conduct a conflict of interest exists when the decisions and/or actions of a Trustee during the course of exercising their duties are affected by or perceived by another party or person to be affected by the Trustee's personal, financial or business interests or the personal, financial or business interests of a relative, friend, and/or business associate of the Trustee.
- e) Every Trustee is responsible and accountable for exercising good judgment and avoiding situations that might present a conflict of interest or the appearance of a conflict of interest, and where a conflict of interest might exist each Trustee has an affirmative duty to disclose such conflict when it becomes apparent.
- f) No Trustee shall use their position, authority or influence for personal, financial or material gain or personal business purposes or for the personal, financial or material gain or business purposes of a relative, friend and/or business associate. Every Trustee shall uphold and enhance all Board business operations by:
 - i) Maintaining an unimpeachable standard of integrity in all their relationships, both inside and outside the Board;
 - ii) Fostering the highest standard of professional competence amongst those for whom they are responsible;
 - iii) Complying with and being seen to be complying with the letter and spirit of the laws of Canada and the Province of Ontario and contractual obligations applicable to the Board; and
 - iv) Rejecting and denouncing any business practice that is improper or inappropriate or may appear to be improper or inappropriate.
- g) A Trustee shall not use their position, authority or influence to give any person or organization special treatment that might, or might be perceived to, advance the interests of the Trustee, or the interests of a relative, friend and/or business associate of the Trustee.
- h) A Trustee must not participate in any decision or recommendation in which they or a relative, friend or business associate may have a financial, commercial or business interest.
- i) All Trustees shall disclose a conflict of interest or potential conflict of interest, and the general nature of the interest, to the Board of Trustees.

5. Confidentiality:

- a) All Trustees acknowledge that as part of their duties to the Board they may be privy to private, confidential and/or legally privileged financial, business and/or commercial information belonging to the Board that may provide a financial, business, commercial or competitive advantage, and that they may be privy to private and confidential student and personnel information, and/or legal matters and opinions. Such information may include, but is not limited to, information relating to the Board's organizational structure, operations, business plans, technical projects, business costs, research data results, inventions, trade secrets or other work produced, developed by or for the Board.
- b) Except as required by law, all Trustees and former Trustees agree not to use, directly or indirectly, for the Trustee's benefit or for the benefit of any person, organization, firm, or other entity, the Board's proprietary or confidential information disclosed or entrusted to that Trustee, and Trustees recognize that such inappropriate use of confidential information for their benefit may constitute a criminal breach of trust contrary to s.122 of the *Criminal Code* (Canada).
- c) Except as required by law, and in accordance with the *Education Act* and *Municipal Freedom of Information and Protection of Privacy Act*, all Trustees agree not to use or disclose the personal and/or educational information of students and their families that may come to the attention of such Trustee.



POLICY: Code of Conduct - Trustee

Category (Governance)

Effective Date: September 21, 2010.

Last Revision Date: (23-Nov-98)

Page 4 of 5

- d) Except as required by law, and in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, all Trustees agree not to use or disclose the personal and/or employment information of Board employees and their families that may come to the attention of a Trustee.
- e) A Trustee's duty of confidentiality with respect to private and confidential financial, business and/or commercial information, personnel information, student information, and legal matters and opinions survives their term as Trustee.

6. Board Resources:

- a) No Trustee shall use Board resources for personal gain. No Trustee shall permit relatives, friends and/or business associates to use Board resources for personal gain. Trustees recognize that such inappropriate use of Board resources directly or indirectly for their benefit may constitute a criminal breach of trust contrary to s.122 of the *Criminal Code* (Canada).
- b) All Trustees shall abide by Board Policies and General Administrative Procedures regarding the use of Board resources including information technology resources.

7. Enforcement of the Code of Conduct:

Breaches of this Code of Conduct shall be dealt with in accordance with the Education Act. Appendix A sets out the current provisions of section 218.3 of the Education Act.

8. Hospitality and Gifts:

- a) Principle:
Moderate hospitality and gifts are an accepted courtesy of a business relationship. However, the recipients should not allow themselves to reach a position whereby they might be influenced in making a business decision as a consequence of accepting such hospitality.
- b) Offering or Accepting Gifts & Hospitality
Although the exchange of common courtesies, such as the occasional gift or meal of nominal value is recognized as acceptable business practice, there is a danger in offering or accepting hospitality, gifts, gratuities or favours that could be mistaken for improper payment. Trustees should not use their position for improper gain, nor under any circumstances accept gifts of cash, bonds, securities, personal loans, airline tickets, use of a vacation property or costly entertainment.
- c) Conditions for Accepting Gifts & Hospitality
A Trustee may accept the hospitality of another or gift from another, in the course of the professional relationship, if:
 - i) a Trustee believes that the donor is not trying to obligate them, or improperly influence a decision;
 - ii) it is "normal business practice" for the purposes of courtesy and good business relations; and
 - iii) acceptance is legal and consistent with generally accepted ethical standards.
- d) Examples of Acceptable Gifts:
 - i) Holiday gifts, such as fruit baskets or candy.
 - ii) Inexpensive advertising and promotional materials (e.g. Give-a-ways, such as pens or key chains).
 - iii) Inexpensive awards to recognize service and accomplishment in civic, charitable, educational or religious organizations (such as nominal gift certificates to book stores).



POLICY: Code of Conduct - Trustee

Category (Governance)

Effective Date: September 21, 2010.

Last Revision Date: (23-Nov-98)

Page 5 of 5

-
-
- e) Gifts of Considerable Value:
Where it would be extraordinarily impolite or otherwise inappropriate to refuse a gift of obvious value, the gift may be accepted on behalf of the Board. As noted under (v) Reporting Gifts, report the gift and to determine how to deal with it. Such gifts may not be taken for the Trustee's home use or enjoyment. Trustees might ask themselves if public knowledge of the gift would cause personal embarrassment or embarrassment to the Board. If there is still uncertainty regarding what is considered an appropriate gift to give or receive, this should be discussed with the Chair/Vice-Chair, as appropriate.
 - f) Reporting Gifts & Hospitality:
Trustees must notify the Chair by e-mail and the Chair must notify the Vice-Chair of any gifts and hospitality received including meals, over \$200.00.

IV. Related Information

Procedures for this Policy

APPENDIX A: Code of Conduct Enforcement

Related Board Policies

Duties & Powers – Board of Trustees

Duties & Powers – Board Chair

Duties & Powers – Trustee

Travel, Hospitality and Equipment Expenses - Trustee

Legislation

Education Act

Municipal Conflict of Interest Act

Municipal Freedom of Information and Protection of Privacy Act



Appendix: Code of Conduct - Enforcement

Effective Date: September 21, 2010.

Last Revision Date: (N/A)

Page 1 of 2

Appendix: Code of Conduct - Enforcement

Breaches of the Code of Conduct shall be dealt with in accordance with the Education Act. The current provisions of section 218.3 of the Education Act are set out below.

EDUCATION ACT

Enforcement of code of conduct

218.3 (1) A member of a board who has reasonable grounds to believe that a member of the board has breached the board's code of conduct may bring the alleged breach to the attention of the board.

(2) If an alleged breach is brought to the attention of the board under subsection (1), the board shall make inquiries into the matter and shall, based on the results of the inquiries, determine whether the member has breached the board's code of conduct.

(3) If the board determines under subsection (2) that the member has breached the board's code of conduct, the board may impose one or more of the following sanctions:

1. Censure of the member.
2. Barring the member from attending all or part of a meeting of the board or a meeting of a committee of the board.
3. Barring the member from sitting on one or more committees of the board, for the period of time specified by the board.

(4) For greater certainty, the imposition of a sanction under paragraph 2 of subsection (3) barring a member from attending all or part of a meeting of the board shall be deemed, for the purpose of clause 228

(1) (b), to be authorization for the member to be absent from the meeting.

(5) A member of a board who is barred from attending all or part of a meeting of the board or a meeting of a committee of the board under subsection (3) is not entitled to receive any materials that relate to that meeting or that part of the meeting and that are not available to members of the public.

(6) If a board determines that a member has breached the board's code of conduct under subsection (2),

- a) the board shall give the member written notice of the determination and of any sanction imposed by the board;
- b) the notice shall inform the member that he or she may make written submissions to the board in respect of the determination or sanction by a date specified in the notice that is at least 14 days after the notice is received by the member; and
- c) the board shall consider any submissions made by the member in accordance with clause (b) and shall confirm or revoke the determination within 14 days after the submissions are received.

(7) If the board revokes a determination under clause (6) (c), any sanction imposed by the board is revoked.

(8) If the board confirms a determination under clause (6) (c), the board shall, within the time referred to in that clause, confirm, vary or revoke the sanction.

(9) If a sanction is varied or revoked under subsection (7) or (8), the variation or revocation shall be deemed to be effective as of the date the original determination was made under subsection (2).

(10) Despite subsection 207 (1) but subject to subsection (11), the part of a meeting of the board during which a breach or alleged breach of the board's code of conduct is considered may be closed to the public when the breach or alleged breach involves any of the matters described in clauses 207 (2) (a) to (e).

(11) A board shall do the following things by resolution at a meeting of the board, and the vote on the resolution shall be open to the public:

1. Make a determination under subsection (2) that a member has breached the board's code of conduct.
2. Impose a sanction under subsection (3).
3. Confirm or revoke a determination under clause (6) (c).
4. Confirm, vary or revoke a sanction under subsection (8).



Appendix: Code of Conduct - Enforcement

Effective Date: September 21, 2010.

Last Revision Date: (N/A)

Page 2 of 2

-
-
- (12) A member who is alleged to have breached the board's code of conduct shall not vote on a resolution to do any of the things described in paragraphs 1 to 4 of subsection (11).
- (13) The passage of a resolution to do any of the things described in paragraphs 1 to 4 of subsection (11) shall be recorded in the minutes of the meeting.
- (14) The *Statutory Powers Procedure Act* does not apply to anything done under this section.



POLICY: Duties & Powers – Board Administration

Category (Governance)

Effective Date: September 21, 2010.

Last Revision Date: (N/A)

Page 1 of 5

POLICY: Duties & Powers – Board Administration

I. Purpose of Policy

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

II. Policy Statement

1. Director of Education:

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

- i) The Director of Education is the chief education officer and the chief executive officer of the Board and shall perform the duties and exercise the powers generally associated with those positions.*
- ii) The Director of Education shall, within policies established by the board, develop and maintain an effective organization and the programs required to implement such policies.*
- iii) At the first meeting in December of each year, the Director of Education shall submit to the board a report in a format approved by the Minister on the action he or she has taken during the preceding 12 months and a copy of such report shall be submitted to the Minister on or before the 31st day of January next following.*
- iv) The Director of Education shall:*
 - annually review with the board its multi-year plan;
 - ensure that the multi-year plan establishes the board's priorities and identifies specific measures and resources that will be applied in achieving those priorities and in carrying out its duties under this Act, in particular, its responsibility for student achievement;
 - implement and monitor the implementation of the multi-year plan;
 - report periodically to the board on the implementation of the multi-year plan;
 - act as secretary to the board;
 - immediately upon discovery bring to the attention of the board any act or omission by the board that in the opinion of the director of education may result in or has resulted in a contravention of this Act or any policy, guideline or regulation made under this Act; and
 - if a board does not respond in a satisfactory manner to an act or omission brought to its attention, advise the Deputy Minister of the Ministry of the act or omission.

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

The Secretary of a board is responsible for,

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



POLICY: Duties & Powers – Board Administration

Category (Governance)

Effective Date: September 21, 2010.

Last Revision Date: (N/A)

Page 2 of 5

- generally performing the related duties of the corporate Secretary.

c) *Student Education:*

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

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

d) *Other Board Duties / Powers:*

Together with the Board's Superintendent of Educational Services the Director of Education has responsibility as a Superintendent of Educational Services for:

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

e) *Responsibility:*

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

2. Supervisory Officers (Superintendents)

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

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

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

b) *Catholic Supervisory Officers:*

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



POLICY: Duties & Powers – Board Administration

Category (Governance)

Effective Date: September 21, 2010.

Last Revision Date: (N/A)

Page 3 of 5

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

c) Responsibility of Supervisory Officers (Superintendents):

Every Supervisory Officer appointed by a board is responsible to the board through the Director of Education for the performance of his or her statutory duties and the duties assigned to him or her by the board.

3. Superintendent of Educational Services

a) Student Education:

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

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

b) Duties / Powers:

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

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

4. Superintendent of Business Services

a) Chief Financial Officer:

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

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

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

- receive and account for all money of the board;
- open an account or accounts in the name of the board in such place of deposit as may be approved by the board;
- deposit all money received by the treasurer on account of the board, and no other money, to the credit of such account or accounts;



POLICY: Duties & Powers – Board Administration

Category (Governance)

Effective Date: September 21, 2010.

Last Revision Date: (N/A)

Page 4 of 5

- disburse all money as directed by the board; and
- produce, when required by the board or by auditors or other competent authority, all papers and money in the treasurer’s possession, power or control belonging to the board.

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

c) Department Organization:

The Superintendent of Business Services shall:

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

d) Finance / Business Functions:

The Superintendent of Business Services shall have responsibility for:

- budget planning and development;
- financial reporting and analysis;
- treasury management;
- school based funds & non grant revenue management; and
- supply chain / procurement.

e) Other Duties / Powers:

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

5. Manager of Human Resources Services

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

b) Department Organization:

The Manager of Human Resources Services shall:

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

c) Human Resources Functions:

The Manager of Human Resources Services shall have responsibility for:

- planning, developing staff recruitment/hiring and termination procedures;
- generally managing Board labour relations functions not assigned to other Board administration;
- planning and implementing employee performance appraisal processes;
- developing and implementing attendance management programs and processes;
- managing of the Board’s human resources data and provision of the necessary payroll data to the Board’s financial services department; and
- improving and monitoring of employee satisfaction.



POLICY: Duties & Powers – Board Administration

Category (Governance)

Effective Date: September 21, 2010.

Last Revision Date: (N/A)

Page 5 of 5

d) *School Staffing/Allocation:*

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

6. Manager of Plant Services

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

b) *Department Organization:*

The Manager of Plant Services shall:

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

c) *Plant Services Functions:*

The Manager of Plant Services shall have responsibility for:

- custodial and maintenance operations;
- energy management;
- health, safety and security management;
- capital plans, policies and procedures;
- construction management.

7. Manager of Technological Services

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

b) *Department Organization:*

The Manager of Technological Services shall develop and report the Department's goals and priorities, which are aligned with the Board's Strategic and Annual Plans, to the Director of Education on an annual basis.

c) *Technological Functions:*

The Manager of Technological Services shall:

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



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

Category (Governance)

Effective Date: September 21, 2010.

Last Revision Date: (N/A)

Page 1 of 1

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

I. Purpose of Policy

To set out the major duties and powers of the Chair of the Board of Trustees.

II. Policy Statement

1. Statutory Duties / Powers of the Board Chair:

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

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

2. Board Vice Chair:

- a) The Board Vice Chair assume such responsibilities as may be specified by the board.
- b) In the absence or incapacity of the Board Chair, the Board Vice Chair shall preside and exercise the duties and powers of the Board Chair.
- c) In accordance with Board practice the Vice Chair shall preside over meetings of the board which are closed to the public.

III. Related Information

Legislation

Education Act

Other

2006. Ontario Public School Boards' Association. *Educating Together: a handbook for trustees, school boards and communities.*

2006_05 Ontario Catholic School Trustees' Association. *Catholic Trustees: advocates, guardians and stewards of Catholic education.*



POLICY: Duties & Powers – Board of Trustees

Category (Governance)

Effective Date: September 21, 2010.

Last Revision Date: (26-Sep-11)

Page 1 of 3

POLICY: Duties & Powers – Board of Trustees

I. Purpose of Policy

To set out the major duties and powers of the Board of Trustees as a corporate body.

II. Policy Statement

1. Student Achievement and Effective Stewardship of Resources:

In accordance with section 169.1 of the Education Act, the Board of Trustees shall:

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

2. Catholic Education:

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

- a) ensuring support and guidance to develop each school as a Catholic Christian community in all its academic and non-academic activities;
- b) providing teachers, principals, vice-principals, supervisory officers, and other personnel who are committed to building the school system as a Catholic Christian community;
- c) preparing, upgrading, and putting to use academic curricula, including formal religious instruction, in which Catholic faith and life are integrated; and
- d) striving to create a faith community where religious instruction, religious practice, value formation and faith development are integral to every area of the curriculum.



POLICY: Duties & Powers – Board of Trustees

Category (Governance)

Effective Date: September 21, 2010.

Last Revision Date: (26-Sep-11)

Page 2 of 3

3. Other Duties and Powers of a Board:

In accordance with the Education Act and other legislation the Board of Trustees shall:

- a) ensure that schools within their jurisdiction operate according to the Education Act, its regulations, and other relevant legislation;
- b) develop a balanced budget within the funding provided by the Ministry of Education that reflects the Board's vision and the community needs;
- c) report the board's expenditures to the community and the Ministry of Education;
- d) determine the number, size, and location of schools in the board's jurisdiction;
- e) determine each school's boundaries to establish who can attend each school;
- f) hire and directly participate in the hiring of the director of education and supervisory officers, and approve the termination of all Board permanent employees;
- g) save and except for the hiring and termination functions set out in the above subsection, the Director of Education or his or her designate shall have the responsibility for all human resources functions associated with Board employees and Board contract staff;
- h) set a policy and priority framework for all Board negotiations with unionized and non unionized employees and not directly participate in negotiations;
- i) comply with the other mandatory duties of a board; and
- j) exercise any statutory powers of a board as the Board deems appropriate.

4. Board Vision Statement, Policies & Procedures:

The Board of Trustees shall:

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

5. Communications with Stakeholders:

The Board shall:

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



POLICY: Duties & Powers – Board of Trustees

Category (Governance)

Effective Date: September 21, 2010.

Last Revision Date: (26-Sep-11)

Page 3 of 3

III. Definitions

Board: the Renfrew County Catholic District School Board.

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

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

IV. Related Information

Legislation

Education Act

Other

2006. Ontario Public School Boards' Association. *Educating Together: a handbook for trustees, school boards and communities.*

2006_05 Ontario Catholic School Trustees' Association. *Catholic Trustees: advocates, guardians and stewards of Catholic education.*



POLICY: Duties / Powers - Trustee

Category (Governance)

Effective Date: September 21, 2010.

Last Revision Date: (N/A)

Page 1 of 2

POLICY: Duties & Powers – Trustee

I. Purpose of Policy

To set out the major duties and powers of a Trustee.

II. Policy Statement

1. Statutory Duties / Powers of a Trustee:

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

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

2. Catholic Education:

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

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



POLICY: Duties / Powers - Trustee

Category (Governance)

Effective Date: September 21, 2010.

Last Revision Date: (N/A)

Page 2 of 2

III. Related Information

Legislation

Education Act

Other

2006. Ontario Public School Boards' Association. *Educating Together: a handbook for trustees, school boards and communities.*

2006_05 Ontario Catholic School Trustees' Association. *Catholic Trustees: advocates, guardians and stewards of Catholic education*



POLICY: Rules of Procedure – Board of Trustees

Category (Governance)

Effective Date: February 22, 1999.

Last Revision Date: (26-Sep-11)

Page 1 of 14

RULES OF PROCEDURE – BOARD OF TRUSTEES

I. EDUCATION ACT, ONTARIO REGULATIONS AND ROBERTS RULES OF ORDER.....	2
II. INAUGURAL / ANNUAL MEETING & TRUSTEE VACANCIES	2
III. FIRST NATION TRUSTEE	2
IV. STUDENT REPRESENTATION ON THE BOARD.....	3
V. CHAIR AND VICE-CHAIR ELECTION AND RELATED MATTERS	4
VI. BOARD COMMITTEES	5
VII. MEETINGS OF THE BOARD	6
VIII. OPEN / CLOSED MEETINGS OF THE BOARD	8
IX. ELECTRONIC MEETINGS OF THE BOARD	9
X. TRUSTEE ATTENDANCE AT BOARD MEETINGS	9
XI. DELEGATIONS.....	10
XII. BOARD SIGNING AUTHORITY	10
XIII. INVESTMENT, BORROWING AND EDUCATION DEVELOPMENT CHARGES.....	11
XIV. POLICIES / RESOLUTIONS AND AMENDMENT	11
XV. RULES OF ORDER.....	11



POLICY: Rules of Procedure – Board of Trustees

Category (Governance)

Effective Date: February 22, 1999.

Last Revision Date: (26-Sep-11)

Page 2 of 14

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

1. The *Education Act* means the Education Act, Revised Statutes of Ontario 1990, chapter E.2, as amended, and includes, where the context requires, the Ontario Regulations enacted thereunder. The Education Act, Statutes and Regulations shall take precedence over these Rules of Procedure.
2. The rules of order to be observed at meetings shall be in accordance with these Rules of Procedure. For any point of order not covered by these Rules of Procedure, Robert's Rules of Order Newly Revised (10th Edition) shall apply.
3. With a majority vote of the Trustees present, any of these Rules of Procedure may be temporarily suspended provided the said suspension complies with the laws of Ontario.

II. Inaugural / Annual Meeting & Trustee Vacancies

1. In accordance with section 208 (2) of the Education Act the Inaugural Meeting of a newly-elected Board and the annual Meeting of a Board previously elected shall be held on the first Monday of December at 8:00 p.m. unless a different day and hour have been decided upon by the Board.
2. For a newly elected Board the Secretary of the Board shall call the meeting to order at the appointed time and shall:
 - a) read the returns of election to the Board as certified to the Secretary by the City Clerks, certifying to the election of Trustees;
 - b) call for and receive from all Trustees, Declarations and Formal Oaths of Allegiance; and
 - c) declare the Board to be legally constituted for the appropriate term of office.In the absence of the Secretary or designate, a supervisory officer of the Board shall preside.

3. The Agenda for the Inaugural or Annual Meeting shall be as follows:
 - a) Prayer and Memorials;
 - b) Call to Order by Secretary of the Board;
 - c) Commissioning of Catholic Trustees/Rite of Renewal of Trustees;
 - d) Nominations and election of the Chair and Vice- Chair of the Board;
 - e) Appointment of Trustees to Committees (Standing and Others);
 - f) Address by the Chair and Vice-Chair of the Board;
 - g) Tabling of Annual Report; and
 - h) Adjournment.

4. Trustee Vacancies:

When a vacancy occurs in the office of a Trustee before the expiration of the term for which the Trustee was elected, it shall be filled pursuant to section 221 of the Education Act. In the event an Optional Election is not held, consideration shall be given to individuals qualified to serve as a school board trustee in accordance with the Education Act and the Municipal Elections Act. This shall take the form of a broadly advertised call for applications.

III. First Nation Trustee

1. Appointment:

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

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



POLICY: Rules of Procedure – Board of Trustees

Category (Governance)

Effective Date: February 22, 1999.

Last Revision Date: (26-Sep-11)

Page 3 of 14

IV. Student Representation on the Board

1. Appointment:
 - a) The Board shall appoint two non voting student trustees to represent the interests of pupils, who are in Board schools in the last two years of the intermediate division and in the senior division.
 - b) The students must be Roman Catholic, enrolled full time in a Board secondary school and in good academic standing.
 - c) An exceptional pupil in a special education program for whom the board has reduced the length of the instructional program on each school day (under subsection 3 (3) of Regulation 298 of the Revised Regulations of Ontario, 1990, Operation of Schools — General, made under the Act), is deemed to be a full time student so long as the pupil would be a full-time pupil if the program had not been reduced.
 - d) The students must have a pastoral reference from the parish priest or school pastoral care worker.
 - e) A student is not qualified to be a student trustee, if he or she is serving a sentence of imprisonment in a penal or correctional institution.
 - f) As of the date which the student will commence duties as a student trustee, the student must be 16 years old or older and must be enrolled full time in a Board secondary school in the senior division.
 - g) A person who ceases to be qualified to act as a student trustee representative shall resign from the position.
2. Term of Office:
 - a) On or before April 1st each secondary school will directly elect one member to be part of a team of two students: one from Bishop Smith and one from St. Joseph's. A rotation will be developed so that each year there is one new student trustee and one student trustee in the second year of his or her term.
 - b) The term of office will be for two school years.
 - c) The term of office may involve either independent study or co-operative education for credit and fulfill all the normal requirements for said credit (e.g. evaluation, report writing, etc.); this will be arranged by the secondary school Principal and Guidance Department.
 - d) The term of a student trustee shall commence on August 1st and end on July 31st of the second year of the term.
 - e) A trustee or Board designate will act as a mentor for the student trustees.
3. Status of Student Trustees:
 - a) The status of a student trustee shall be in accordance with the provisions of section 55 of Education Act, Ontario Regulation 7/07 – Student Trustees) and the Minister of Education 2009_11_02 MOE Memorandum – Provisions with regard to Student Trustees.
 - b) A student trustee is not a member of the board and is not entitled to exercise a binding vote on any matter before the board or any of its committees.
 - c) A student trustee is not entitled to move a motion, but is entitled to suggest a motion on any matter at a meeting of the board or of one of its committees on which the student trustee sits, and if no member of the board or committee, as the case may be, moves the suggested motion, the record shall show the suggested motion.
 - d) A student trustee is entitled to require that a matter before the board or one of its committees on which the student trustee sits be put to a recorded vote, and in that case there shall be,
 - i) a recorded non-binding vote that includes the student trustee's vote; and
 - ii) a recorded binding vote that does not include the student trustee's vote.



POLICY: Rules of Procedure – Board of Trustees

Category (Governance)

Effective Date: February 22, 1999.

Last Revision Date: (26-Sep-11)

Page 4 of 14

-
-
- e) A student trustee is not entitled to be present at a meeting or the portions of a meeting that is closed to the public because the subject matter under consideration involves the disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian under section 207 (2) (b) of the Education Act.
 - f) Save and except for meetings closed to the public pursuant to section 207 (2) (b) of the Education Act, a student trustee shall attend any other Board meetings or Board Committee meetings of which he or she is member.
 - g) Subject to subsections (a) to (e) a student trustee shall have the same opportunities for participation at meetings of the board and of its committees as a member has.
 - h) A student trustee has the same status as a Board member with respect to access to Board resources and opportunities for training.
 - i) The Board shall provide the Ministry of Education with the names of its student trustees within 30 days of their appointment or election.
4. Honorarium / Expenses:
 - a) The honorarium for a full time student trustee who holds office for a complete one year term of August 1st to July 31st shall be \$2,500 and shall be prorated for a student who holds office for less than a complete year.
 - b) Student trustees shall be reimbursed transportation costs to and from Board meetings and functions.
 5. Vacancies / Terminations:
 - a) If the Board determines that a student trustee vacancy is to be filled, the Board shall hold an election in the respective school to fill the vacancy.
 - b) The term of a student trustee can be terminated at any time the student ceases to have the qualifications to hold office or for good and sufficient cause by a joint decision of the Board and the Director of Education.

V. Chair and Vice-Chair Election and Related Matters

1. Nominations:
 - a) The immediate past Chair will act as the nominating secretary.
 - b) At the October Board Meeting the nominating secretary will announce, in writing, the opening of nominations for the position of Chair and Vice Chair.
 - c) Nominations will be received in writing by the nomination secretary at the first Board Meeting in November. Nominations do not require a seconder but nominators are requested to determine that those persons they nominate are willing to run for the office.
 - d) The nominating secretary will verify with the candidates their willingness to run for the position. The list of candidates will be presented to the Board in Committee of the Whole at the second meeting in November.
 - e) Nominations may also be received from the floor prior to the election at the Inaugural or first organizational meeting of the Board on the first Monday of December
2. Election Process for the Board Chair:

At the Inaugural and Annual Organizational Meeting, the Director of Education shall conduct the election for the Office of Chair of the Board, as follows:

 - a) The Director shall appoint two scrutineers for the elections.
 - b) The Chair of the Nominating Committee shall read out the names of any trustees who have been nominated for the position of Chair.
 - c) The Director shall then call for nominations from the floor, which will not require a seconder. After receiving all nominations, the Director shall call for nominations two more times. Then, the Director shall ask for a motion to close nominations.



POLICY: Rules of Procedure – Board of Trustees

Category (Governance)

Effective Date: February 22, 1999.

Last Revision Date: (26-Sep-11)

Page 6 of 14

3. The Board by a resolution may establish additional committees and their terms of reference. These committees shall report through one of the above standing committees. The Chair or the Board by a resolution may appoint the Committee Chair and the members of the ad hoc committee.
4. The Chair or the Board by a resolution may establish an ad hoc committee and its terms of reference. The Chair or the Board by a resolution may appoint the Committee Chair and the members of the ad hoc committee.
5. The Chair may be an Ex Officio member of every committee.
6. Members may be added to the Committee by the Chair or by resolution of the Board.
7. Each recommendation of a Committee shall include the name of the mover and seconder.
8. Adoption of Committee reports shall be by resolution of the Board at a regular or special Board meeting.

VII. Meetings of the Board

1. Quorum:
 - a) Regular Board, Special Board, and Committee of the Whole Meetings:
The presence of a majority of the trustees constituting the Board is a quorum.
 - b) Committee Meetings:
A majority of the committee members constitutes a quorum. Lacking a quorum a committee Chair may name as ad hoc members as many other trustees present as are required to make a quorum.
 - c) No Quorum:
Should there be no quorum present within thirty (30) minutes after the time appointed for the meeting, the names of those present shall be recorded by the Secretary or designate and the meeting shall stand adjourned until the next Regular Board, Special Board or Committee Meeting.

The Chair shall adjourn a meeting when a quorum is no longer present and the Secretary shall then record the names of the Trustees present at the time of adjournment
2. Regular Board Meetings
Regular meetings of the Board normally will be held on the fourth Monday of the month save and except for July and December. When a regular meeting date of the Board coincides with a holiday, the meeting will be held on the immediately following Tuesday/Wednesday, as appropriate.
3. Chair, Vice-Chair, Secretary and Designates:
 - a) Regular Board, Special Board and Committee of the Whole Meetings:
In the absence of the Chair, the Vice-Chair or designate shall preside over all such meetings and in their absence, the Secretary or designate shall call the meeting to order and if there is a quorum in attendance the trustees may elected one them to be the temporary chair for that meeting in accordance with section 208 (9) of the Education Act.

In the absence of the Secretary or designate from any regular or special Board meeting, the Chair or other member presiding may appoint any member or other person to act as secretary for that meeting in accordance with section 208 (10) of the Education Act .
 - b) Board Committee Meetings:
In the absence of the Committee Chair, the designate shall preside over all regular and special Board committee meetings and in their absence, the Secretary or the Secretary designate shall call the meeting to order and if there is a quorum in attendance the trustees may elected one them to be the temporary chair for that meeting in accordance with section 208 (9) of the Education Act.

In the absence of applicable supervisory officer or designate, who is acting as Secretary, from any Board Committee meeting, the Chair or other member presiding may appoint any



POLICY: Rules of Procedure – Board of Trustees

Category (Governance)

Effective Date: February 22, 1999.

Last Revision Date: (26-Sep-11)

Page 7 of 14

-
- member or other person to act as secretary for that meeting in accordance with section 208 (10) of the Education Act.
- c) Temporary Absence of the Chair:
If the Chair desires to leave the Chair for the purpose of taking part in debate or for any other purpose, the Chair shall call upon the Vice-Chair or, in the absence of the Vice-Chair, one of the Trustees to assume the Chair until he/she resumes it. The Vice-Chair or any Trustee temporarily occupying the chair shall discharge all the duties and enjoy all the rights of the Chair.
4. Regular Board Meeting Agenda
- a) Except as otherwise provided in these Rules of Procedure, the Agenda shall be prepared jointly for each meeting by the Secretary and the Board Chair or their respective designates and shall consist of:
- i) Opening Prayer;
 - ii) Roll Call;
 - iii) Delegations;
 - iv) Approval of the Agenda;
 - v) Declaration of Conflict of Interest;
 - vi) General Matters:
 - Approval of Minutes;
 - Unfinished Business from a Prior Meeting;
 - Approval of Treasurer's Reports;
 - Business Arising Out of the Minutes.
 - vii) New Business;
 - viii) Information and Proposals:
 - Committee Reports;
 - Correspondence and Communications;
 - Staff Source;
 - Non-staff Source.
 - ix) Future Business:
 - x) General discussion for future planning and action, objectives, policy, evaluation;
 - xi) Trustees' Comments;
 - xii) Meeting Dates.
 - xiii) Questions from Media Representatives;
 - xiv) Adjournment.
- b) The agenda for meetings in Committee of the Whole shall be in the same format, with appropriate changes, as the agenda for Regular meetings.
- c) No variation in the order of the foregoing agenda shall be permitted unless otherwise determined by a vote of a majority of the Trustees present, which vote shall be taken without debate.
- d) Additional new matters may be added to the agenda by informal consent or by a vote of the majority of trustees present.
5. Special Board Meetings:
- a) Special meetings of the Board shall be held:
- i) at any time determined by resolution of the Board at the date and time so determined;
 - ii) at the call of the Chair upon the request in writing of four (4) or more members of the Board. Such a Special Meeting shall be called by the Chair at a date acceptable to the four Trustees.



POLICY: Rules of Procedure – Board of Trustees

Category (Governance)

Effective Date: February 22, 1999.

Last Revision Date: (26-Sep-11)

Page 8 of 14

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

VIII. Open / Closed Meetings of the Board

1. Meetings Open to the Public (Education Act, s. 207 (1)):
The meetings of a board and, subject to subsection (2), meetings of a committee of the board, including a committee of the whole board, shall be open to the public, and no person shall be excluded from a meeting that is open to the public except for improper conduct or to comply with fire and/or safety regulations.
2. Meetings Closed to the Public (Education Act, s. 207 (2)):
A meeting of a committee of a board, including a committee of the whole board, may be closed to the public when the subject-matter under consideration involves,
 - a) the security of the property of the board;
 - b) the disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;
 - c) the acquisition or disposal of a school site;
 - d) decisions in respect of negotiations with employees of the board; or
 - e) litigation affecting the board.The Board or a Board Committee may move into Committee of the Whole by resolution to deal with one or more of the above subject matters and by resolution move back to the regular meeting after the said subject matter has been dealt with.
3. Exclusion of Persons:
The presiding officer may expel any person who has been guilty of improper conduct at the meeting or exclude from any meeting any person(s) to comply with fire or safety regulations.



POLICY: Rules of Procedure – Board of Trustees

Category (Governance)

Effective Date: February 22, 1999.

Last Revision Date: (26-Sep-11)

Page 9 of 14

IX. Electronic Meetings of the Board

1. Electronic participation in Board or committee meetings shall comply with section 208.1 of the Education Act and Ontario Regulation 463/97 – Electronic Meetings .
2. Mandatory Physical Presence:
 - a) The following persons must be physically present in the Board meeting room for any meeting of the Board or Committee of the Whole:
 - i) the Chair or his/her designate;
 - ii) at least one additional member of the Board; and
 - iii) the Director of Education or his/her designate.
 - b) The following persons must be physically present in the Committee meeting room for any meeting of a Board Committee:
 - i) The Chair of the Committee or his/her designate and
 - ii) The Director of Education of the Board or his/her designate.
3. When authorized, a trustee who participates in a meeting by electronic means shall be deemed to be present at the meeting.
4. Student Trustees to the Board who are participating through electronic means shall not participate in any proceedings which are closed to the public under section 207 (2)(b) of the Education Act.
5. The Board may provide at one or more locations within its jurisdiction, electronic means to permit participation in meetings by members of the public.
6. Where such locations are provided, members of the public shall participate only in those parts of the Board meetings or Committee of the Whole meeting where the public normally participate. The extent and manner of participation shall be determined by the Board Chair based on the electronic means available.
7. Members of the public participating through electronic means shall not participate in any proceedings that are closed to the public.
8. Trustee Request to Attend by Electronic Means:
 - a) In the event of unavoidable absence from Renfrew County or other special circumstances, a trustee may request electronic participation in regular or special Board meetings where it is not possible for the trustee(s) to be physically present.
 - b) A request for electronic participation will be made to the Director of Education's office with a minimum of 2 business days in advance of the Board or Committee meeting(s).
 - c) The Chair or Vice-Chair of the Board will approve such participation subject to the provisions of the Education Act and Regulations.
 - d) The Director of Education/designate will be responsible for providing audio-teleconferencing or e-mail as electronic means for participation in meetings or votes of the Board, as directed by the Chair.

X. Trustee Attendance at Board Meetings

1. Unless a trustee provides a reasonable excuse and is excused by the Board, a trustee shall forfeit one month's honorarium if they fail to attend more than two regular Board meetings or committee meetings of the Board in any school year.
2. The said trustee shall forfeit an additional month's honorarium for each subsequent Board or committee meeting they fail to attend in that school year.
3. As a courtesy to other trustees, a trustee who will not be present for a regular or committee meeting is expected to notify in advance either the appropriate Chairperson or the Receptionist in the Board Office.



POLICY: Rules of Procedure – Board of Trustees

Category (Governance)

Effective Date: February 22, 1999.

Last Revision Date: (26-Sep-11)

Page 10 of 14

XI. Delegations

1. A delegation requesting a hearing by the Board shall apply in writing to the Secretary of the Board.
2. A delegation will be received at a regular meeting of the Board which is scheduled to occur a minimum of two weeks after the date upon which the application in writing has been received.
3. A copy of the material which a delegation proposes to present to the Board shall be provided to the Board through the Secretary at least one week in advance of the meeting at which a delegation is scheduled to make its presentation.
4. A copy of the material shall be forwarded by the Secretary to the Trustees at least five days in advance of the meeting at which a delegation is scheduled to make its presentation.
5. The Secretary of the Board will inform a delegation of the location and date of the meeting at which the delegation will be received, and of the approximate time when the delegation will be heard by the Board.
6. A copy of the Board's Rules of Procedure dealing with Delegations shall be made available to the spokesperson for a delegation when they first request an opportunity to meet with the Board.
7. A delegation, having been heard, shall not be entitled to be received again by the Board on substantially the same topic for a period of three months from the date of a hearing by the Board.
8. Delegations shall be received by the Board in its regular meeting room, and the number of persons admitted shall be in accordance with current fire and other safety regulations.
9. The Chair of the Board may at their discretion impose a time limit upon presentation by a delegation.
10. The Chair will welcome the delegation. Following the presentation, the Chair will ask the Trustees whether they wish to ask any questions for purposes of clarification. The Chair will conclude the hearing by thanking the delegation and its spokesperson, by informing them that the matter which they presented will be considered by the Board, and that the delegation will be informed in writing of the Board's response.
11. The Trustees and staff will not become involved in discussion or debate with members of the delegation.
12. Notwithstanding the foregoing, the Chair of the Board, at their discretion, may respond to a delegation.

XII. Board Signing Authority

1. Unless provided for by resolution of the Board, the signing officers in all matters pertaining to the Board shall be as follows:
 - a) one of the Chair or Vice-Chair of the Board AND one of the Board's Supervisory Officers (the Director of Education, the Superintendent of Educational Services or the Superintendent of Business Services) OR
 - b) two of the Board's Supervisory Officers (the Director of Education, the Superintendent of Educational Services or the Superintendent of Business Services).The signing officers of the Board are authorized to sign documents, as per Board policy, on behalf of the Board when such documents are approved by the Board or required by statute.
2. The Treasurer, by signature or by rubber stamp endorsement, may negotiate or deposit with or transfer to the bankers for the Board, but for the credit only of the account of the Board, all or any cheques, promissory notes, drafts, acceptances, bills of exchange and orders for the payment of money.
3. Signatures of persons authorized to sign may be printed, lithographed or otherwise mechanically reproduced as provided by the regulations.



POLICY: Rules of Procedure – Board of Trustees

Category (Governance)

Effective Date: February 22, 1999.

Last Revision Date: (26-Sep-11)

Page 11 of 14

XIII. Investment, Borrowing and Education Development Charges

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

XIV. Policies / Resolutions and Amendments

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

XV. Rules of Order

1. *Definitions:*
Ad Hoc Committee: An ad hoc committee, as distinct from a standing committee is appointed for a specific task. At the completion of the task, normally on the presentation of the final committee report, the committee ceases to exist.
Adopt: To adopt a report is (1) to concur with the recommendations, and (2) to agree to implement them. To adopt can also mean "to pass a resolution."
Amend: A motion to modify the wording – and within certain limits the meaning – of a pending motion before the pending motion itself is acted upon.
Appeal: By electing a Chair the Board delegates to him or her the authority and duty to make the necessary rulings on questions of parliamentary law. Any two members have the right to appeal by moving and seconding a motion challenging the Chair's ruling on a procedural matter. A majority of the Board must vote in favour of the motion to successfully challenge the Chair's ruling.
Committee of the Whole: A committee of the whole is a meeting of all the members of the Board who happen to be present.
Lay on the Table: The phrase "lay on the table" means the same as the verb "to table". To table a matter is to suspend any further consideration of it. Later when the Board does want to take it up, the Board simply votes to take it from the table.
Main Motion A main motion is one which introduces a substantive question as a new subject.



POLICY: Rules of Procedure – Board of Trustees

Category (Governance)

Effective Date: February 22, 1999.

Last Revision Date: (26-Sep-11)

Page 12 of 14

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

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

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

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

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

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

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

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

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

2. *Motions:*

a) General Provisions

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

b) Withdrawal of a Motion:

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

c) Rescinding a Motion:

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

d) Amendment to a Motion:

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

e) There is no debate on motions:

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



POLICY: Rules of Procedure – Board of Trustees

Category (Governance)

Effective Date: February 22, 1999.

Last Revision Date: (26-Sep-11)

Page 13 of 14

-
-
- f)* Order of Precedence of Motions (first priority to last priority):
- i)* to set time of next meeting;
 - ii)* to adjourn;
 - iii)* to recess;
 - iv)* to raise a question of privilege;
 - v)* to lay on the table;
 - vi)* to stop debate;
 - vii)* to postpone to a definite time;
 - viii)* to refer to a committee;
 - ix)* to amend an amendment;
 - x)* to amend a primary motion;
 - xi)* to postpone indefinitely;
 - xii)* the main motion.
- g)* A notice of motion in writing will assure inclusion of a topic on the next agenda of the Regular Meeting.
3. *Debate:*
- a)* A trustee may speak when recognized by the Chair.
 - b)* A trustee while speaking may not be interrupted except upon a point of order.
 - c)* After a trustee has spoken three times on any motion, the Chair may refuse to recognize the said trustee.
4. *Voting Procedure:*
- a)* Normally, voting shall be conducted through a show of hands.
 - b)* A trustee may require a recorded vote on a motion before the vote is called. The record of the vote shall be taken by the Secretary, shall be announced to the Board and shall be recorded in the minutes.
 - c)* A student trustee is entitled to require that a matter before the board or one of its committees on which the student trustee sits be put to a recorded vote, and in that case there shall be,
 - i)* a recorded non-binding vote that includes the student trustee's vote; and
 - ii)* a recorded binding vote that does not include the student trustee's vote.
5. *Chair:*
- a)* The Chair may rule any matter out of order, giving his or her reason. The Chair may rule out of order, anyone using irrelevant arguments. The Chair shall rule unbecoming remarks or behaviour out of order.
 - b)* The Chair shall state the motion before discussion and before the vote is taken.
 - c)* The Chair may vote on any motion on which, as a trustee, he is entitled to vote.
 - d)* The Chair may break a tie vote if he has not participated in the original vote except where prescribed otherwise in the Education Act.
 - e)* The Chair shall temporarily vacate his chair to enter into debate on a motion. He shall name an interim Chair.
 - f)* The Chair shall vacate the chair when the Chair is about to propose a motion; when the Chair is the object of a motion; and when the Chair enters into debate on a motion. The Chair shall call upon the Vice-Chair or, in the absence of the Vice-Chair, one of the Trustees to assume the Chair until he/she resumes it.
6. *Appeals of Rulings of the Chair:*
- a)* A trustee wishing to appeal a decision of the Chair on a vote count or on any matter calls for division.
 - b)* A trustee making an appeal must do so immediately after the decision of the Chair.
 - c)* A trustee may interrupt the meeting to make an appeal.
 - d)* An appeal must be seconded to be considered.
 - e)* After the appeal has been seconded, the Chair shall quote the rules of procedure.
-
-



POLICY: Rules of Procedure – Board of Trustees

Category (Governance)

Effective Date: February 22, 1999.

Last Revision Date: (26-Sep-11)

Page 14 of 14

-
-
- f)* The Chair shall test the appeal by the question, "Shall the appeal of the Chair be sustained?"
 - g)* A tie vote sustains the Chair.
 - h)* On appeals, the Chair may vacate the Chair to vote.
 - i)* Appeals shall not be amended.
 - j)* Defeat of the Chair's decision does not signify lack of confidence in the Chair.
 - k)* The defeat of an appeal is final.



POLICY: Travel, Hospitality & Equipment Expenses - Trustee

Category (Governance)

Effective Date: November 30, 2009.

Last Revision Date: (11-Feb-10)

Page 1 of 3

POLICY: Travel, Hospitality & Equipment Expenses - Trustee

Rationale:

As part of its obligations to ensure public confidence, financial integrity, accountability and transparency, The Renfrew County Catholic District School Board will reimburse Board Trustees within Board policy for travel, hospitality and equipment expenses incurred while conducting and/or on authorized Board Business.

Organizational Authority:

The designated organizational authority for the Chair of the Board is the Superintendent of Business and for Trustees, the Chair of the Board is designated organizational authority.

Regulations:

1. BOARD APPROVED BUSINESS

1.1. The following are examples of events that will be approved as Board Business:

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

1.2. The following are examples of events that are considered not related to Board Business:

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

2. TRAVEL

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

- 2.1 Reimbursement shall be made for all authorized travel from their residence to and from any authorized location.
- 2.2 If the distance between the designated facility and any other facility or location to which travel is authorized, is greater than the distance from the trustee's residence to such other Board facility or location to which travel is authorized, then the trustee may choose the shorter route.
- 2.3 When at the Board's discretion it is feasible for several trustees to travel together, the Board may designate the number of vehicles with respect to which travel shall be reimbursed.
- 2.4 Where and when feasible, the Board encourages trustees to rent a vehicle for out-of-county travel.
- 2.5 Trustees shall be paid the greater of \$5.00 per car per day or \$0.42 per kilometre per car per day (January 1, 2007 rate). If public transportation is used, the allowance will be equal to the actual cost involved.

3. MEALS AND/OR ACCOMMODATION EXPENSES

All expenditures must be supported by **original expense claim forms that outline each expense and business reason(s) for the expense and original receipts** reflecting the HST or similar tax. Faxed or copies of the original expense claim form and/or receipts will not be accepted. Credit card slips are not recognized as original receipts.

- 3.1 The Board may reimburse the trustee for a reasonable expenditure on meals when on Board business.



POLICY: Travel, Hospitality & Equipment Expenses - Trustee

Category (Governance)

Effective Date: November 30, 2009.

Last Revision Date: (11-Feb-10)

Page 2 of 3

- 3.2 Purchases of alcoholic beverages are not permitted for personal use or for personal use when away from the school/office on business related to their position or when attending Professional Development Activities, seminars, conferences, etc.
- 3.3 When required, a reasonable cost for a standard level of overnight accommodation will be paid by the Board. Expenses incurred for hotel movies, mini-bar snacks, etc., are the responsibility of the trustee.

4. HOSPITALITY EXPENSES

All expenditures must be supported by **original expense claim forms that outline each expense and business reason(s) for each expense and original receipts** reflecting the HST or similar tax. Faxed or copies of the original expense claim and/or original receipts will not be accepted. Credit card slips are not recognized as original receipts.

- 4.1 In addition to original receipts, hospitality expense claims must be accompanied with names of individuals entertained and their role. The purpose of the hospitality also must be clearly stated.
- 4.2 Purchases of alcoholic beverages are not permitted unless authorized by the Director of Education and/or the Chair of the Board.

5. EQUIPMENT EXPENSES

- 5.1 Each Board Trustee shall be provided with appropriate equipment, technology support and supplies while they are a Trustee. This equipment must be approved by the Board and shall be purchased/provided through the Board office.
- 5.2 Equipment, technological support and supplies purchased on behalf of the trustees remains the property of the Board.
- 5.3 When the Trustee ceases his/her role on the Board of Trustees, the above-mentioned equipment, supplies and technological support shall be discontinued and the equipment shall be returned to the Board.

6. APPROVAL OF TRAVEL AND HOSPITALITY EXPENSES

The individual trustee will itemize on the Board's Expense Claim Form and submit for written approval as follows, before forwarding at the end of each month, the original expense claim to the Superintendent of Business Services for payment/reimbursement. **The original expense claim must be accompanied by original receipts.**

- 6.1 All expenditures supported by original receipts and incurred by the Trustees of the Board must be approved by the Chair of the Board who in turn recommends that the Director approves payment of the expenditures.
- 6.2 All expenditures supported by original receipts and incurred by the Chair of the Board must be approved by the Superintendent of Business who in turn recommends that the Director of Education approves payment of the expenditures.
- 6.3 Should there be a dispute about the eligibility of any expense, the Superintendent of Business in consultation with the Director of Education, shall endeavour to resolve the issue with the individual trustee. If the issue cannot be resolved, the affected party shall contest the decision during the general section of a Board meeting.



POLICY: Travel, Hospitality & Equipment Expenses - Trustee

Category (Governance)

Effective Date: November 30, 2009.

Last Revision Date: (11-Feb-10)

Page 3 of 3

7. POLICY REVIEW

Periodic review and audit of expenditures are undertaken to monitor the adherence to this and other Board policies.