

Catholic Education Centre
322 Fairview Drive
Brantford, ON N3T 5M8

Policy Committee
April 10, 2012 4:30 pm
Haldimand Room

Members: June Szeman (Chair), Dennis Blake, Cliff Casey, Dan Dignard, Cathy Horgan, Bonnie McKinnon, Rick Petrella,

1. Opening Business

1.1 Opening Prayer – June Szeman

1.2 Attendance

1.3 Approval of the Agenda

1.4 Approval of Policy Committee Meeting Minutes – February 29, 2012 Pages 2-3

2. Committee and Staff Reports

2.1 Equity & Inclusive Education 200.23 Pages 4-13
Presenter: Trish Kings, Superintendent of Education

3. Discussion Items

3.1 Review of Board By-Laws (CONTINUED) Pages 14-35
• How delegations are handled by other Boards (pgs. 36-39)

3.2 An overview of student admissions policies by other Boards Pages 40-43

3.3 BHN Educational Foundation Proposal Pages 44-61

4. Set Next Meeting Date

5. Adjournment

Next Meeting: To Be Determined



**Policy Committee
Wednesday, February 29, 2012 2:00 p.m.
Trustees' Meeting Room**

Present: June Szeman (Chair), Dennis Blake, Cliff Casey, Dan Dignard, Cathy Horgan, Bonnie McKinnon, Rick Petrella

Absent:

1. Opening Business

1.1 Opening Prayer

The meeting opened with a prayer led by June Szeman.

1.2 Attendance

As noted above.

1.3 Approval of the Agenda

Moved by: Rick Petrella

Seconded by: Bonnie McKinnon

THAT the Policy Committee approves the agenda for the February 29, 2012 meeting.

Carried

1.4 Approval of the Policy Committee Meeting Minutes – January 10, 2012

Moved by: Dennis Blake

Seconded by: Dan Dignard

THAT the Policy Committee approves the minutes from the January 10, 2012 meeting.

Carried

2. Committee and Staff Reports

2.1 Equity and Inclusive Education 200.23

Director Horgan reviewed the draft Equity and Inclusive Education policy and administrative procedure. Discussion took place and revisions were made. A revised version will be brought back to the Policy Committee in the future.

2.2 Aboriginal Self-Identification

Director Horgan presented a draft of a new Aboriginal Self-Identification Policy and administrative procedure. Discussion took place. A revised version will be brought back to a future Policy Committee meeting.



3. Discussion Items

3.1 Review of Board By-Laws

Trustees began the process of reviewing and updating the Board by-laws. This task will continue to the next Policy Committee Meeting.

3.2 An Overview of Student Admission Policies - deferred

4. Adjournment

Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

THAT the Policy Committee adjourns the meeting of February 29, 2012.

Carried

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

Prepared by: Trish Kings, Superintendent of Education
Presented to: Policy Committee
Submitted on: April 10, 2012
Submitted by: Cathy Horgan, Director of Education & Secretary

EQUITY AND INCLUSIVE EDUCATION 200.23
Public Session

BACKGROUND INFORMATION:

In the spring of 2009, the Ministry of Education introduced the Ontario Equity and Inclusive Education Strategy and required Boards to develop appropriate policies and procedures based on eight focus areas. Several Catholic Boards across the province formed a consortium and provided a common template for the use of all Catholic Boards.

A committee comprised of Board staff and members of the community was formed and provided input into the development of the policy and procedures. In addition the draft policy and procedures were shared with the Board's Faith Advisory Committee for feedback.

An interim policy was developed, presented to the Policy Committee, approved by the Committee of the Whole and subsequently approved by the Board in November 2010.

DEVELOPMENTS:

In the fall of 2011, the interim policy was vetted with principals/vice-principals, the Regional Catholic Parent Involvement Committee, Special Education Advisory Committee, OECTA, OSSTF, non-unionized staff, managers and supervisors. Although a limited response was received, the suggested modifications were incorporated into the final revisions to the policy.

RECOMMENDATION:

THAT the Policy Committee recommends that the Committee of the Whole refers the Equity and Inclusive Education Policy to the Brant Haldimand Norfolk Catholic District School Board for approval.



Policy: Equity and Inclusive Education

		Policy Number:	200.23
Adopted:	23/11/2010	Former Policy Number:	
Revised:		Policy Category:	Students
Subsequent Review Dates:	TBD	Pages:	3

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board (the “Board”) recognizes that all people are created equal, in the image of God, each with unique characteristics deserving of dignity (Genesis: 1:27). In accordance with the Church’s teachings, it is the policy of the Board to provide in all its operations an educational environment which supports and enables diversity within our inclusive Catholic community.

The Board recognizes that any form of social or cultural discrimination is incompatible with the Catholic faith’s moral principles and is in violation of the Ontario Human Rights Code (“the Code”). The Board recognizes that the school system gives primacy to the teachings of the Catholic faith, congruent with the protection afforded in the Ontario Human Rights Code, the Constitution Act, 1982 and confirmed in the Canadian Charter of Rights and Freedoms.

The Board and its staff are committed to the elimination of discrimination as outlined in Ontario’s Equity and Inclusive Education Strategy and the Ontario Ministry of Education (the “Ministry”) Policy/Program Memorandum No. 119, in a manner which is consistent with the exercise of the Board’s denominational rights under section 93 of the Constitution Act, 1982 and as recognized in section 19 of the Ontario Human Rights Code.

Policy Statement:

The Brant Haldimand Norfolk Catholic District School Board is committed to serving the staff, students and families in its diverse Catholic community by incorporating the principles of equity and inclusive education into all aspects of its policies, programs, procedures and practices that are consistent with Catholic denominational rights.

Equity and Inclusive Education in Ontario Schools: Guidelines for Policy Development and Implementation, Ontario’s Equity and Inclusive Education Strategy and Policy/Program Memorandum No.119 (2009) “Developing and Implementing Equity and Inclusive Education Policies in Ontario Schools” identify eight areas of focus for implementing equity and inclusive education.

In accordance with the above documents, as well as applicable legislation that outlines the denominational rights of the Catholic school system, and with adherence to the Guiding Principles of the Equity and Inclusive Education Strategy, consistent with the Code, and in the context of each area of focus, the Brant Haldimand Norfolk Catholic District School Board shall:

1.0 Board Policies, Programs, Procedures and Practices:

- Ensure that principles of equity and inclusive education permeate and are explicitly stated in all Board policies, programs, guidelines, operations, practices, and Board Improvement Plans.
- Ensure all persons with disabilities are accommodated appropriately and in a manner consistent with the Code.
- Provide opportunities for the diverse Catholic school community, including students, staff, parents, trustees and community members, to provide active input into Board policies and improvement plans on an ongoing basis.
- Ensure that staff will investigate in a thorough and timely manner any claims of discrimination and/or racism and take appropriate action consistent with the principles of the Code.
- Develop and implement strategies to actively engage students, parents, families and the wider community in the review, development, and implementation of initiatives to support and promote equity and inclusive education.



Brant Haldimand Norfolk Catholic District School Board

2.0 Shared and Committed Leadership:

- Establish and maintain partnerships with all members of our diverse Catholic community so that the perspectives and experiences of all students are recognized and their needs are met.
- Ensure that members of communities that are underserved and/or marginalized are included in the shared leadership.
- Establish a collaborative culture where the collective capabilities and voices of stakeholders are used to develop and implement equity and inclusive education goals.
- Promote equity minded student leadership related to issues of social justice in the tradition of the Catholic Church.

3.0 School-Community Relationships:

- Collaborate with students, parents, staff and other Catholic community partners to create and sustain a positive school climate reflective of Catholic values that supports student achievement.
- Examine and remove any barriers that exist that are part of systemic discrimination under the Code and that prevent full participatory school-community relations.
- Establish and maintain partnerships with all members of our diverse Catholic community so that the perspectives and experiences of all students, families, and employees are recognized.
- Establish processes to identify and address systemic barriers that limit or prevent all sectors of the school community from benefiting from enhanced opportunities for Board representation and greater access to Board initiatives.
- Identify under-represented communities and facilitate their participation and involvement in Board activities.

4.0 Inclusive Curriculum and Assessment Practices:

- Ensure that staff will review student assessment and evaluation policies and practices to identify and address systemic bias that may exist in the way students' work is assessed and evaluated in order to reduce the achievement gap. The principles of such a review will be consistent with the Code.
- Support the schools' review of classroom strategies that promote school-wide equity and inclusive education policies and practices specifically addressing areas of discrimination (e.g., race, gender, disability).

5.0 Religious Accommodation:

- Support freedom of religion and an individual's right to manifest his/her religious beliefs and observances. The right to freedom of religion, however, is not absolute and religious accommodation in the Board is carried out in the larger context of the Catholic education system and denominational rights of Catholic schools.
- Seek to accommodate an individual's right to freedom of religion in a manner that not only respects the individual's beliefs, but the principles of the Catholic Church.
- Ensure that an appropriate space or classroom, other than the chapel, is available for religious celebrations celebrated by other Christian denominations or other faith traditions.
- Consult with their respective local Ordinary on such accommodations.

6.0 School Climate and the Prevention of Discrimination and Harassment:

- Create a climate in which excellence is continually strived for and respect for all permeates the environment.
- Ensure that codes of conduct are revised to address all forms of racism, discrimination, and harassment.
- Ensure the use of progressive discipline.

7.0 Professional Learning:

- Support the school's review of classroom strategies that promote school-wide equity and inclusive education policies and practices.
- Allocate adequate resources to provide ongoing opportunities for students, administrators, teachers, support staff and trustees to participate in equity and inclusive education training and leadership initiatives.
- Provide anti-racism and anti-discrimination training that examines power and privilege, including training and prevention and early intervention strategies. This training should include information on cross-cultural differences and promote a deeper understanding of exceptionalities and of how to mitigate discipline in light of its effect on students with disabilities.



Brant Haldimand Norfolk Catholic District School Board

- Identify a board equity and inclusive education contact to liaise with the Ministry of Education and other boards in order to share challenges, promising practices and resources.

8.0 Accountability and Transparency:

- Embed the principles of equity and inclusive education into all Board policies, programs, guidelines and practices.
- Communicate the equity and inclusive education policy to students, teachers, parents, staff, Catholic Parent Involvement Committees, community partners, and volunteers and post it on the Board's website.
- Engage Board and school teams in school improvement planning.
- Establish processes to monitor progress and assess effectiveness of policies, programs and procedures.
- Report on the progress of implementation of the policy and its impact on student achievement using specific criteria.

Glossary of Key Policy Terms:

Equity

A condition or state of fair, inclusive and respectful treatment of all people. Equity does not mean treating all people the same without regard for individual differences.

Inclusive Education

Education that is based on the principles of acceptance and inclusion of all students. Students see themselves reflected in their curriculum, their physical surroundings, and the broader environment in which diversity is honoured and all individuals are respected.

Ontario Human Rights Code (“the Code”)

A provincial law that gives everyone equal rights and opportunities, without discrimination, in specific areas such as education, jobs, housing, and services. The goal of the Code is to address and ultimately prevent discrimination and harassment (available at www.ohrc.on.ca).

Religious Accommodation

An obligation under the Ontario Human Rights Code to provide reasonable accommodation for students and employees who wish to observe the tenets or practices of their faith, as well as for those who wish not to participate in any form of religious observance.

References

Statutory/Regulatory

Canadian Charter of Rights and Freedoms: <http://laws.justice.gc.ca/en/charter/>

Constitution Act, 1982: http://www.solon.org/Constitutions/Canada/English/ca_1982.html

Ontario Human Rights Code: http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90h19_e.htm

Ontario's Equity and Inclusive Education Strategy

Policy/Program Memorandum No. 119 (2009) - Developing and Implementing Equity and Inclusive Education Policies in Ontario Schools

Policy/Program Memorandum No. 108 - Opening or Closing Exercises in Public Elementary and Secondary Schools

Related Board Policy

Opening and Closing Exercises 200.11

Safe Schools 200.25

Student Discipline 200.26

Bullying Prevention and Intervention 200.27



Equity and Inclusive Education AP 200.23

Procedure for:	Superintendents, Principals/Vice Principals	Adopted:	Month, dd, yyyy
Submitted by:	Trish Kings, Superintendent of Education	Revised:	N/A
Category:	Students		

Purpose

To provide direction for the Superintendent of Education and Principals/Vice-Principals regarding the Ontario Equity and Inclusive Education Strategy.

Responsibilities

The Superintendent of Education will oversee the implementation of the Ontario Equity and Inclusive Education Strategy from a system perspective. The Principals/Vice-Principals will be responsible for implementing the Ontario Equity and Inclusive Education Strategy at the school level.

Information

School boards in Ontario are required to implement and monitor the Ontario Equity and Inclusive Education Strategies adhering to the eight areas of focus, which include:

- Board Policies, Programs, Procedures and Practice
- Shared and Committed Leadership
- School-Community Relationships
- Inclusive Curriculum and Assessment Practices
- Religious Accommodation
- School Climate and the Prevention of Discrimination and Harassment
- Professional Learning
- Accountability and Transparency

Procedures

1.0 Board Policies, Program, Procedures and Practice

1.1 The Superintendent of Education will:

- Provide direction for the implementation of the Board equity and inclusive education policies, programs and school improvement plans consistent with the Code and that reflect the needs of their diverse Catholic school community.
- Review existing school policies/practices (i.e., codes of conduct) to determine that they reflect the principles of equity and inclusive education.
- Provide training for school and system leaders to facilitate equitable recruitment and hiring to reflect Ontario's diverse society.
- Collect information needed to monitor the effects of the Board's Equity and Inclusive Education Policy.

1.2 The Principal/Vice-Principal will:

- Ensure that the principles of equity and inclusion permeate the programs, practices and operations of the school environment.
- Implement strategies to actively engage students, parents and the wider community to promote equity and inclusive education.



2.0 Shared and Committed Leader

2.1 The Superintendent of Education will:

- Provide ongoing training for staff that reflects comprehensive attention to the principles of human rights and the staff's fundamental role in an equitable and inclusive environment.
- Provide ongoing education and training for staff, students and trustees in implementing equity and inclusive education and leadership initiatives.
- Include in the leadership selection criteria demonstrated commitment, knowledge and skills related to equity and inclusive education.

2.2 The Principal/Vice-Principal will:

- Demonstrate leadership in setting the tone for the positive and proactive implementation of equity and inclusion.
- Establish a collaborative culture within the school where all voices are heard in the development and implementation of equity and inclusive education goals.
- Provide staff and student leadership opportunities related to social justice issues.

3.0 School-Community Relationships

3.1 The Superintendent of Education will:

- Ensure that existing board-wide committees represent the diversity of the wider community.
- Review and deepen existing community partnerships to ensure that they reflect the principles of equity and inclusive education.
- Expand community efforts to foster new partnerships that engage a cross-section of diverse students, parents, staff, and community organizations to ensure inclusion.
- Gather and use the knowledge, skills and experience of Board community partners to enrich the total educational and career experiences of staff, students and volunteers.
- Develop a database of information that establishes the diversity of communities based on self-identification.

3.2 The Principal/Vice-Principal will:

- Invite, include and support representation on school committees, including school improvement planning.
- Collaborate with and actively engage students, parents, staff and other Catholic community partners to create and sustain a positive school climate reflective of Catholic values that supports student achievement.



4.0 Inclusive Curriculum and Assessment Practices

4.1 The Superintendent of Education will:

- Ensure that the Administrative Procedures for Assessment and Evaluation support the principles of equity and inclusion and are free of systemic bias and discrimination.
- Make certain that resources and instructional strategies:
 - are in accordance with Catholic teachings and values;
 - are in compliance with the provision of the Code with respect to the prohibitive grounds of discrimination;
 - show people of different races, genders and ages in non-stereotypical settings, occupations and activities;
 - explore the roles and contributions of all peoples in Canada and the factors that shaped these roles; and,
 - encourage open discussion of the prohibited grounds of discrimination under the Code in society, the community and the school.

4.2 The Principal/Vice-Principal will:

- Review, along with staff, assessment and evaluation practices to identify and address systemic bias.
- Ensure that classroom instructional strategies support the principles of equity and inclusion in accordance with Catholic teaching and values.
- Make certain that resources used in the classroom/libraries:
 - are in accordance with Catholic teachings and values;
 - are in compliance with the provisions of the Code with respect to the prohibited grounds of discrimination;
 - portray people of different races, genders and ages in non-stereotypical settings, occupations and activities;
 - explore the roles and contributions of all peoples in Canada and the factors that shaped these roles; and
 - encourage open discussion of the prohibited grounds of discrimination under the Code in society, the community and the school.

5.0 Religious Accommodation

5.1 The Superintendent of Education will:

- Develop an administrative procedure for Religious Accommodation in keeping with the Code.

5.2 The Principal/Vice-Principal will:

- Implement religious accommodation practices adhering to the Board's Religious Accommodation Administrative Procedure.

6.0 School Climate and the Prevention of Discrimination and Harassment

6.1 The Superintendent of Education will:

- Implement strategies to identify and remove discriminatory barriers that limit engagement by students, parents and the community so that diverse groups and the broader community have better Board-level representation and greater access to Board initiatives.



- Put procedures in place that will enable students and staff to report incidents of discrimination and harassment safely and that will also enable staff/the Board to respond in a timely manner.
- Communicate that administrators are expected to use progressive discipline and professional discretion, and to understand the duty to accommodate students with disabilities.

6.2 The Principal/Vice-Principal will:

- Welcome, respect and validate the contributions of all students, parents and other members of the school community.
- Ensure that every student is supported and is inspired to succeed in a culture of high expectations for learning.
- Ensure that school codes of conduct reflect the needs of the diverse Catholic community served by the school and are developed with the active consultation and involvement of students, staff, parents and community members.
- Ensure that the established Board procedure will enable students and staff to report incidents of harassment and discrimination safely and to have confidence that they will receive a timely and appropriate response.
- Ensure that all information about the new or revised procedures involving equity and inclusive education is communicated to all students, staff, families, and others in the school community.

7.0 Professional Learning

7.1 The Superintendent of Education will:

- Ensure that connections are made related to equity and inclusion, Catholic social teachings and the Ontario Catholic School Graduate Expectations.
- Support the schools' review of classroom strategies that promote school-wide equity and inclusive education policies and practices.
- Allocate adequate resources to provide ongoing opportunities for students, administrators, teachers, support staff and trustees to participate in equity and inclusive education training and leadership initiatives.
- Provide antiracism and antidiscrimination training that examines power and privilege, including training in prevention and early intervention strategies.
- Ensure that training includes information on cross-cultural differences and promotes a deeper understanding of exceptionalities and of how to mitigate discipline in light of its effect on students with disabilities.

7.2 The Principal/Vice-Principal will:

- Review classroom strategies and revise them as needed to help ensure that they are aligned with and reflect school-wide equity and inclusive education policies.
- Promote collaborative teams that learn together, implement their learning and reflect together on best practices.
- Build staff capacity through ongoing needs-based professional learning determined through data analysis and based on results.



- Build staff capacity in understanding the connection between Catholic social teaching and equity and inclusion.
- Encourage and support students in their efforts to promote social justice, equity, antiracism, and antidiscrimination in schools and classrooms.
- Develop equity initiatives and provide timely and specific feedback that will further school-wide equitable practices.

8.0 Accountability and Transparency

8.1 The Superintendent of Education will:

- Embed the principles of equity and inclusive education into all Board policies, programs, guidelines and practices.
- Communicate the equity and inclusive education policy to students, teachers, parents, staff, school councils, community partners and volunteers and post it on the Board's website.
- Seek and use feedback to improve the Equity and Inclusive Education Policy, in the spirit of continuous improvement.
- Engage Board and school teams in school improvement planning with emphasis on using data to identify and remove barriers to student achievement, to raise awareness about discriminatory practices, and to encourage conversations and collaborative actions about racism and other equity issues.
- Establish processes to monitor progress and assess effectiveness of policies, programs and procedures.
- Report on the progress of implementation of the strategy and its impact on student achievement using specific criteria.
- Ensure that the transparency of the Identification, Placement and Review Committee (IPRC) process informs and supports parents through this process.

Glossary of Key Policy Terms:

Equity

A condition or state of fair, inclusive, and respectful treatment of all people. Equity does not mean treating people the same without regard for individual differences.

Inclusive Education

Education that is based on the principles of acceptance and inclusion of all students. Students see themselves reflected in their curriculum, their physical surroundings, and the broader environment in which diversity is honoured and all individuals are respected.

Ontario Human Rights Code ("the Code")

A provincial law that gives everyone equal rights and opportunities, without discrimination, in specific areas such as education, jobs, housing, and services. The goal of the Code is to address and ultimately prevent discrimination and harassment (available at www.ohrc.on.ca).



Religious Accommodation

An obligation under the Ontario Human Rights Code to provide reasonable accommodation for students and employees who wish to observe the tenets or practices of their faith, as well as for those who wish not to participate in any form of religious observance.

References

Statutory/Regulatory References

Canadian Charter of Rights and Freedoms: <http://laws.justice.gc.ca/en/charter/>

Constitution Act, 1982: http://www.solon.org/Constitutions/Canada/English/ca_1982.html

Ontario Human Rights Code: http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90h_19_e.htm

Ontario's Equity and Inclusive Education Strategy

Policy/Program Memorandum No. 119 (2009) – Developing and Implementing Equity and Inclusive Education Policies in Ontario Schools

Policy/Program Memorandum No. 108 – Opening or Closing Exercises in Public Elementary and Secondary Schools

Related Board Policy

Opening and Closing Exercises 200.11

Safe Schools 200.25

Student Discipline 200.26

Bullying Prevention and Intervention 200.27

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
	May 25, 2010

Chair of the Board: June Szeman

Secretary of the Board: Cathy Horgan

TABLE OF CONTENTS

1. Preamble.....	1
2. Interpretation	1
2.1 Definitions and Meaning of Terms	1
2.2 Calculation of Majorities.....	2
3. Name and Jurisdiction of the Board.....	2
4. Structure of the Board	2
4.1 Board of Trustees.....	2
4.2 Executive Council	3
4.3 Statutory Committees	3
4.4 Standing Committees	4
4.5 Ad-Hoc Committees	4
5. Officers of the Board.....	4
5.1 Officers of the Board	4
5.2 Election of Chair	4
5.3 Election of Vice-Chair	5
5.4 Officers' Duties and Rights	5
6. Meetings of the Board	6
6.1 Inaugural and Annual Meetings	6
6.2 Regular Meetings of the Board	7
6.3 Special Meetings of the Board	8
6.4 Quorum for Meetings.....	8
6.5 Notice of Meetings.....	9
6.6 Maximum Length of Meetings.....	9
6.7 Seating Arrangements	9
6.8 Access to Meetings	9
6.9 Delegations	10
7. Conduct of Business for Regular Board and Committee of the Whole Meetings.....	11
7.1 Order of Business.....	11
7.2 Rules of Order	11
7.3 Motions and Debate	12
7.4 Amendment(s) to Motion	13

7.5 Notices of Motion.....	14
7.6 Protocol for Debate.....	15
7.7 Voting Procedures.....	15
8. Committees and Committee Meetings.....	16
9. Access to Records.....	17
10. Execution of Documents.....	18
10.1 Signing Authorities.....	18
10.2 Bank Signing Officers.....	18
10.3 Board Seal.....	18
10.4 Seal Register.....	18
10.5 Minutes.....	19
11. Other Professional Services.....	19
12. Conflict of Interest Guidelines.....	19
13. By-law Amendments.....	19

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 “CHAIR” means the Chair of the Board, any Committee or Subcommittee established by the Board;
- 2.1.6 “COMMITTEE” means Committee of the Whole, any special or ad hoc Committee established by the Board;
- 2.1.7 “DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD” means the Chief Executive Officer of the school Board;
- 2.1.8 “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;
- 2.1.9 “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;
- 2.1.10 “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);
- 2.1.11 “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 trustee 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 Sub-committee 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 **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.

4.0 **STRUCTURE OF THE BOARD**

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

4.1 **Board of Trustees**

- 4.1.1 Composed of six (6) Trustees.
- 4.1.2 Performs duties according to the Education Act and Regulations.
- 4.1.3 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.

4.2 Executive Council

- 4.2.1 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.
- 4.2.2 Functions include reviewing and assisting with the preparation of agendas for Board and Committee of the Whole meetings and system planning, coordination and communication.

4.3 Statutory Committees

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

4.3.1.1 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)

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

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

4.3.2.1 Composed of

- one (1) Trustee of the Board;
- Supervisory Officer; and
- Community Representative (non-employee) appointed by the Chair of the Board

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

4.3.3 Discipline Committee

4.3.3.1 Composed of three (3) trustees.

4.3.3.2 Established annually and meets monthly or as necessary.

4.3.3.3 Functions include hearing suspension appeals and expulsion requests.

4.4 Standing Committees:

4.4.1 Committee of the Whole

4.4.1.1 Composed of

- Trustees of the Board
- Director of Education;
- Associate Director; and
- Superintendents of Education, as required

4.4.1.2 Chair of this Committee will be Vice-Chair of the Board

4.4.2 Functions include reviewing educational, operational, policy and financial issues and making recommendations, as necessary, to the Board for approval, unless there are strict timelines that will inherently cost the Board money by delaying passage, or said motion needs to meet Provincial timelines.

4.5 Ad-Hoc Committees

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

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

5.0 OFFICERS OF THE BOARD

5.1 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.

5.2 Election of Chair

5.2.1 Appointment of Scrutineers

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

5.2.2 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:

5.2.3 Nomination shall be by secret ballot.

5.2.4 The Presiding Officer 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.

5.2.5 Voting shall be conducted by secret ballot.

5.2.6 The Trustee receiving a clear majority of the votes cast by all Trustees present shall be declared elected.

- 5.2.7 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.
- 5.2.8 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.
- 5.2.9 The Presiding Officer shall announce the result of the ballot by declaring the name of the Trustee who has received a clear majority of the votes cast and shall not declare the count.

5.3 Election of Vice-Chair

- 5.3.1 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.
- 5.3.2 At the first meeting after a vacancy occurs in the office of Vice-Chair, the vacancy shall be filled by the same method used for the election at the inaugural meeting.

5.4 Officers' Duties and Rights

- 5.4.1 Duties of the Chair
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 with the Director of Education 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.
- 5.4.2 Rights of the Chair
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; however, the intention to vote must be declared when the item is first on the floor.
- 5.4.3 Duties of the Vice-Chair
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 that are precluded by law, By-law, or regulation;
 - serve as Chair of the Committee of the Whole;
 - 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.

5.4.4 Rights of the Vice-Chair

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.

5.4.5 Duties of the Secretary of the Board

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, Committee of the Whole, 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.

5.4.6 Duties of the Treasurer of the Board

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 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.

6.0 MEETINGS OF THE BOARD

6.1 Inaugural and Annual Meetings

6.1.1 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.

6.1.2 Meeting Proceedings

6.1.2.1 Inaugural Meeting

- 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 in accordance with the Act.
- The Inaugural Meeting shall include an Inaugural Liturgy.
- At the Inaugural Meeting of the Board, the Chief Executive Officer shall read the returns of the election as certified by the Municipal Clerks.
- At the Inaugural Meeting of the Board, every Trustee 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.

6.1.2.3 Annual Meeting

- The Annual Meeting of the Board, to be convened in the years between Municipal Elections, shall be held in accordance with the Act.
- The Annual Meeting shall include a Liturgy.

6.1.3 Additional Business

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

6.1.3.1 the appointment of the Auditors for the Board;

6.1.3.2 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

6.1.3.3 any urgent business of the Board.

6.2 **Regular Meetings of the Board**

6.2.1 Board Meeting

6.2.1.1 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.

6.2.1.2 School Holidays

During the months of March and December, school holidays impact on the regularly scheduled meeting dates. In December, there will be two meetings: the Inaugural or Annual Meeting as legislated, and a Board Meeting on the second Tuesday of the

month. In March, both the Committee of the Whole Meeting and the Board Meeting will be scheduled after the planned March Break.

6.2.1.3 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 any meetings during July and August as required.

6.2.2 Committee of the Whole Meeting

6.2.2.1 The Committee of the Whole shall be composed of all six trustees and will meet at 7:00 p.m. on the third Tuesday of each month at 322 Fairview Drive, in the City of Brantford.

6.2.2.2 The Vice Chair of the Board shall be the Chair of the Committee of the Whole.

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

6.3 **Special Meetings of the Board**

6.3.1 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.

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

6.3.3 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.

6.4 **Quorum for Meetings**

6.4.1 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.

6.4.2 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.

6.4.3 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 Trustees 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.

6.5 Notice of Meetings

- 6.5.1 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.
- 6.5.2 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;
 - President or Chairs of the local employee groups who have requested the public agenda;
 - members of the local news media; and
 - public in attendance.
- 6.5.3 Portions of the agenda dealing with in-camera shall be distributed only to Trustees and, if applicable, to senior staff and the student trustee.
- 6.5.4 A Trustee who cannot attend a Board meeting shall inform the Director of Education before the meeting.
- 6.5.5 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.”

6.6 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 Trustees present.

6.7 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.

6.8 Access to Meetings

- 6.8.1 In accordance with the Education Act, Section 207(2), a meeting of the Board may be closed to the public (in camera) 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.

6.8.2 The Presiding Officer may expel or exclude from any meeting any person who has been guilty of improper conduct at the meeting.

6.9 Delegations

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

6.9.2 The delegation must provide the request in writing to the Director of Education or the Chair of the Board, at least five (5) days prior to the next regular meeting of the Board or Committee at which the Delegation wishes to be heard.

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

6.9.2.2 The person(s) 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.

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

6.9.2.4 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.

6.9.2.5 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 unless the matter is on the agenda as pre-determined.

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

6.9.3 A delegation's presentation will be limited to 15 minutes. Amendments as to the length of time are at the discretion of the Chair.

6.9.4 In-Camera rules shall apply to Delegations of an In-Camera nature.

6.9.5 Notwithstanding the above, the Board retains discretion to decide all matters concerning delegations.

7.0 CONDUCT OF BUSINESS FOR REGULAR BOARD AND COMMITTEE OF THE WHOLE MEETINGS

7.1 Order of Business

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

* late arrival or early departure times of Trustees will be noted by the recording secretary

7.2 Rules of Order

- 7.2.1 The rules of order to be observed at meetings shall be in accordance with the provisions of these By-laws.
- 7.2.2 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.
- 7.2.3 The Chair or other Presiding Officer shall preserve order and decorum and decide upon all questions of order.
- 7.2.4 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.
- 7.2.5 The Chair or person presiding may vote on all questions and shall declare this intention after the motion is put to the floor.
- 7.2.6 A tie vote is a lost motion.
- 7.2.7 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.

- 7.2.8 Where a question is before the Board, the mover may speak first and the seconder may speak next, and the Chair will make every 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.
- 7.2.9 No member shall speak for more than five minutes or more than three times on the same question without the permission of the Chair.
- 7.2.10 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.

7.3 Motions and Debate

- 7.3.1 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.
- 7.3.2 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.
- 7.3.3 Any Trustee 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.
- 7.3.4 A Trustee, prior to speaking to any question or motion, shall address the Chair. The Trustee shall confine remarks to the question at hand.
- 7.3.5 When two or more Trustees wish to speak at the same time, the Chair shall name the Trustee who is to speak.
- 7.3.6 No Trustee shall be interrupted while speaking, except in a case where the Trustee is called to order by another Trustee for a transgression of rules of the Board, in which case the Trustee shall remain silent until the point of order has been decided by the Chair.
- 7.3.7 Where a Trustee 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.
- 7.3.8 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.
- 7.3.9 No question, once decided by the Board at a regular meeting, shall be reconsidered during that meeting unless someone on the affirmative side requests by motion that Trustees reconsider the pass motion, which is seconded and will take a two-thirds majority to reconsider.

- 7.3.10 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.
- 7.3.11 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.
- 7.3.12 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.
- 7.3.13 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.
- 7.3.14 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.
- 7.3.15 When a motion is under debate, the only motion in order shall be:
- to adjourn,
 - to lay on the table,
 - to put the previous question,
 - to postpone,
 - to refer,
 - to amend, and
 - 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.

7.4 Amendment(s) to Motion:

7.4.1 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.

7.4.2 No more than three (3) amendments can be made to a motion.

7.5 Notices of Motion

7.5.1 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 a written 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.

7.5.2 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.

7.5.3 Regulations regarding Notice of Motion

7.5.3.1 A Notice of Motion shall not be seconded at the meeting at which it is initially presented.

7.5.3.2 A Notice of Motion is not debatable.

7.5.3.3 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.

7.5.3.4 Notices of Motion, which are not presented for discussion as Proposed Resolutions at the meeting, shall be presented at the next regular meeting.

7.5.3.5 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.

7.5.3.6 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.

7.6 Protocol for Debate

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

7.6.2 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.

7.6.3 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.

7.6.4 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.

7.6.5 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.

7.6.6. 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.

7.7 Voting Procedures

7.7.1 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 Trustee 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 Trustee 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 Trustee 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 Trustee as voting, respectively, in the
- e) By ballot, in which each Trustee eligible to vote shall mark on a ballot provided by the Secretary of the Board, the Trustee's choice from among the available alternatives, the ballots being collected and counted immediately thereafter.

7.7.2 Although the method requested by any Trustee 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 trustee 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 Trustee 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.

7.7.3 Votes Lost on Equality

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

7.7.4 Declaration of Votes

The Chair shall declare the result of all votes.

7.7.5 Recording of Votes

The vote on any question shall be recorded in the minutes as "carried" or "defeated".

8.0 COMMITTEES AND COMMITTEE MEETINGS

8.1 All Committees shall be established by the Board.

8.2 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.

- 8.3 Sub-Committees may be established by any Committee to consider any matter within the Terms of Reference of the Committee.
- 8.4 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.
- 8.5 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.
- 8.6 Committee reports shall be considered public documents, except reports presented to the In-Camera session.
- 8.7 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.
- 8.8 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 members present will elect an interim Chair for that meeting.
- 8.9 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.

9.0 ACCESS TO RECORDS

- 9.1 Any person may, at all reasonable hours, at the Catholic Education Centre, 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.
- 9.2 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.

10.0 EXECUTION OF DOCUMENTS

10.1 Signing Authorities

All deeds, conveyances, mortgages, bonds, debentures, agreements, documents, and 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.

10.2 Bank Signing Officers

10.2.1 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.

10.2.2 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.

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

10.3 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.

10.4 Seal Register

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

10.5 **Minutes**

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

11.0 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.

12.0 CONFLICT OF INTEREST GUIDELINES

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

13.0 BY-LAW AMENDMENTS

13.1 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.

13.2 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.

DELEGATIONS

Board	At Ctte Mtgs?	At Board Meetings?	Written Request?	Written Submission prior?	Comments
Algonquin & Lakeshore	Yes	Yes	Yes - state matter, organization/party represented; name/authority of spokesperson (max 2). Requires approval of the Chair of specific committee.	Submit written brief to Director before 1pm on Wednesday prior to meeting for inclusion in agenda.	* No decision made at same meeting * written response to delegation after decision made * chair limits time allotted for presentation
BHNCDSB	Yes	Yes	Yes, 5 days prior to meeting (identify topic, identity of spokesperson(s))	Copies at same time as agenda is sent OR at time of presentation.	* not discussed at same meeting unless matter is already on the agenda as pre-determined.
Bruce-Grey	don't have subcommittees; no Ctte of Whole	Yes (only)		Yes	
CDSB Eastern Ontario	not noted	Yes	Yes, 2 weeks in advance of next Regular meeting of Board. Request is approved or denied by Chair and/or Director or designate. Indicate name of individual(s) making presentation.	Yes, in time to be included in agenda package. If not practical to provide written material for inclusion in agenda package, then written material is to be provided at meeting. Presentation will appear as part of the support material for the meeting.	* ten minutes max. * if topic should be dealt at CW, Chair will direct matter to CW
Dufferin-Peel	Yes (preferable)	Yes, when necessary	Yes, by completing registration form (which contains summary of issue; spokesperson, org'n represented); submitted by 1 pm five working days before mtg. (2 presenters max)		* 5 minutes max/delegation decision not made at same meeting, but can be referred or staff report requested - delegation advised of meeting date/time when issue will be decided or staff report reviewed - delegations not registered in advance can be heard if majority of trustees present agree - letter sent to delegation with final decision
Durham					
Halton	No	Yes (only)	Yes, 7 days prior, outlining subject matter (with detail) and who spokesperson will be If more than one presentation on same subject, must highlight significant differences in the written request; request permitted/denied by Chair/Director	Yes, must provide copies for each member/senior staff 4 business days prior	* 10 mins max Board responds to delegation at same meeting with motion to: - make decision at same mtg. - refer matter to future mtg. - request staff report to be considered at a future mtg.

DELEGATIONS

Board	At Ctte Mtgs?	At Board Meetings?	Written Request?	Written Submission prior?	Comments
Hamilton-Wentworth	Yes	Yes	Yes (state matter, org'n or interested parties to be represented, authority of the spokesperson) If topic relates directly to Terms of Reference of a committee of the Board, then delegation referred to next mtg. of that Committee; if topic relates to more than one Committee of the Board, delegation referred to next mtg. of the Board	Yes, by noon on 4th day before meeting (excluding weekends/holidays) for inclusion in agenda.	* 10 mins max * if decision not made at same meeting, letter sent to delegation notifying date of meeting at which a decision will be made or staff report will be considered
Huron-Perth	No	Yes	Yes	Yes	
Huron-Superior					
Kenora	Yes	Yes	Yes to Director, 7 calendar days prior to date of mtg.; advise intent/ names of delegation; authority of spokesperson; If "urgent" in nature, Chair may waive 7 day notice provided enough time for DOE to advise trustees of delegation's purpose prior to mtg. Impromptu delegations are NOT received.	Yes (intent/nature of presentation given with written request)	
London	Yes	Yes	Yes, by 11 am on Wednesday preceding meeting	Yes, by completing Presenters' Package (on website) and having it approved for presentation	* 10 mins. Max
Niagara	Yes	Yes	Yes, min. six days prior (list topic, questions to be asked; identity of spokesperson)	Yes, copies of complete presentation sent with agenda	* 15 mins. Max * subject not discussed/decision not made at meeting at which presentation is made
Nipissing-Parry Sound	(not clear)	Yes	Contact Secretary of Board 48 hrs. before the Tuesday preceding that Meeting; indicate name of individual(s) appearing as delegation		* 10 mins max
Northeastern	Yes	Yes	request permission in writing or by telephone, to Secretary of Board; state matter and amount of time needed; state organization and authority of spokesperson	yes, written brief to Secretary of Board for distribution to Trustees 2 weeks before meeting	Chair advises delegation of amount of time allowed action arising from presentation normally considered at next regular meeting of the board
Northwestern	Yes	yes	apply in writing to Secretary of Board; application states matter, organization represented, authority of spokesperson (no more than 2)	present brief to Secretary of Board four working days before meeting (or may appear before Board at the discretion of the Board)	10 mins max

DELEGATIONS

Board	At Ctte Mtgs?	At Board Meetings?	Written Request?	Written Submission prior?	Comments
Ottawa	No (unless approved by board)	yes	Request in writing stating reason, organization represented; name/address of 2 (max) spokespersons	submit written brief to Board, a copy of which is filed with Secretary at the meeting, setting out views of delegation	10 minutes matter directed to admin or to the next meeting of the Board for further consideration unless directed otherwise by Board
Peterborough	Yes	Not usually (unless approved by Chair or upon recommendation of standing committee)	request to be received by director or Chair of board (or committee) 8 business days prior to next regular meeting of Board/Committee; name one spokesperson; request to identify topic and/or questions to be asked.	copies of request to be provided to Board or committee at the same time as agenda is distributed provide sufficient copies of brief to distribute to each Board member	* recommendations reviewed/decided at a future meeting of committee or Board * 15 mins max * delegations may make only one oral presentation before Board or committee on any specific topic during any 6-month period * written response sent to delegation spokesperson when decision made *won't hear delegation on a subject that has not yet been considered by appropriate staff
Renfrew					
Simcoe Muskoka					
St. Clair	No	yes	* written application stating matter, organization represented; authority of spokesperson(s) - no more than 2	*entire written presentation submitted to Director before 1 pm one week prior to Board meeting for inclusion in agenda. Chair decides to place delegation on agenda or refer matter to appropriate Committee	15 minutes If decision not made at same meeting, delegation notified by letter of date of the meeting at which decision is to be made or staff report to be considered
Sudbury					* one delegation heard, not entitled to be received by Board on substantially the same subject for 3 months from last presentation unless majority of all Trustees approve
Superior North					
Thunder Bay					
Toronto	Yes	Yes	register with recording secretary by submitting the Delegations Registration Form by 11 am on Monday preceding Regular Board Meeting; delegation listed on agenda and topic/point of view included in documentation;	* provide copies of presentation with Recording Secretary	5 minutes max.
Waterloo	No	Yes	No; call made to "recording secretary" 5 days prior; name spokesperson(s)		* max 10 minutes

DELEGATIONS

Board	At Ctte Mtgs?	At Board Meetings?	Written Request?	Written Submission prior?	Comments
Wellington	Yes	Yes	Yes, one week prior (include nature of presentation; 2 presenters max)	Yes	* 10 mins max
York			Process request through Secretary to Director; completed application form to be received at least 14 days prior to date of meeting; Executive Committee reviews request and determines if presentation to be heard before whole Board, in camera, referred to a Committee or to Director to be addressed		* 15 minutes Board reserves right not to make a decision at same meeting as presentation made
MUNICIPALITIES					
City of Brantford			Yes, before 9 am day of meeting	No	
County of Brant	Yes	Yes	Written request not "required", but they do ask that details be provided in writing so that it can be included in the agenda package (if at all possible)	If copies not provided in advance, presenter asked to bring copies to the meeting.	* 10 mins
Norfolk County	Yes	Yes	Yes, by noon Thursday prior to meeting, including written brief outlining subject matter (nature of business) - 10 mins	Yes, see request requirements	* 10 mins.
Haldimand County	Yes, at Council-in-Committee meeting		Yes, 6 days prior to the meeting for inclusion in the agenda (include brief summary of the presentation .. Subject matter and intent of presentation)	Yes (written brief submitted at time of request) - part of Official Record / public document	* 10 mins max * After Council-in-Committee appearance, can request to appear at Council but only to provide new info (must give notice by noon 5 days prior to Council Mtg to be included on agenda) OR in extenuating circumstances, can be heard at Council ONLY by a vote by Council (without being on agenda or having appeared at Council-in-Committee)

ADMISSION OF NON-CATHOLIC STUDENTS SURVEY

Board	Procedures for Admission of Non-Catholic Students
Algonquin	<ul style="list-style-type: none"> * non-catholic student accepted if parent/guardian is RC (but strongly encouraged to have child baptized) * Principals are empowered to admit students of another faith if the principal is of the belief that the parent/guardian are supportive of the Catholic values, beliefs, and culture present in the school and will support their children being part of a faith-based school system. * depends on enrolment in the specific classroom *subject to annual review * decision to admit given to parents by June 15 of each year * if concerns, request sent to S.O.
BHNCDSB	<ul style="list-style-type: none"> * if child and parent are non-RC, application will be reviewed by SO and evaluated on a case-by-case basis
Bruce-Grey	<ul style="list-style-type: none"> * if parent/guardian is RC, non-Catholic student is eligible if: <ul style="list-style-type: none"> - proof of tax support - agreement to participate in Rel Educ & FL programs and religious activities/celebrations of school - completion of contract b/w family and Board agreeing to "agreement" above * if parent/guardian NOT RC, non-Catholic student is eligible if: <ul style="list-style-type: none"> - primary motivation is to obtain Catholic education - availability of classroom space - letter of reference from pastor/minister and previous principal (if applicable) - recommendation from Principal after meeting with parents - completion of contract re: "agreement" above - recommendation following interview with Director of Education
CSBD Eastern Ontario	<ul style="list-style-type: none"> * will accommodate RC students whose parents are not separate school supporters * will admit non-RC student (parents are also non-RC) provided that: <i>(subject to yearly review)</i> <ul style="list-style-type: none"> · Adequate space · Parents wish an RC education and · Parents agree to respect traditions/teachings of RC school and will allow child to participate in all programs (sign form) · Parents write letter (and attach signed form) to SO; SO provides written response.
Dufferin-Peel	<ul style="list-style-type: none"> * if student non-Catholic, one parent/guardian must be RC * RCIA not considered separate school supporters until formally baptized or received into RC church.
Durham	<ul style="list-style-type: none"> * if child non-RC, parent/guardian must have baptismal certificate or record of marriage in RC church. * if parent is RC but cannot direct taxes to Catholic board because they are temporarily residing with a non-RC family, child is accepted. * if parent/guardian non-RC but enrolled in RCIA, child accepted on condition that parent/guardian completes RCIA program. If not completed, then parent/guardian notified that children will not be readmitted following September.

ADMISSION OF NON-CATHOLIC STUDENTS SURVEY

Board	Procedures for Admission of Non-Catholic Students
Halton	<ul style="list-style-type: none"> * if child nor parent/guardian has RC baptismal certificate, parents provided with name of appropriate pastor – for parents or child to obtain valid baptismal certificate * a letter from proper pastor recommending student for admission is acceptable in lieu of Baptismal Certificate; allowed for temporary admission for a maximum of one year (letter states parents want child educated in RC school and is prepared to follow through on having child baptized) * baptismal certificate or letter from pastor re: parent’s RC acceptable * if child baptized in non-Catholic church, need letter from pastor (his opinion that parents want child raised RC and receive Eucharist/Confirmation at appropriate time)
Hamilton-Wentworth	<ul style="list-style-type: none"> * will accept non-RC (or baptized) child if one parent/guardian is RC * will accept non-RC child/non-RC parent/guardian following review of the application for admission by the School Admissions Committee as per policy Statement #6. Parents/guardian complete Admission Expectations for Students form acknowledging acceptance of the admission requirements. Also depends on availability of space, not for “family convenience” or because of friction with public school authorities. * will admit student if parent/guardian member of an Eastern Christian/Orthodox church not in full communion with Rome, but must be approved by School Admission Committee.
Huron-Perth	<p>will accept non-RC student whose parents are also non-RC, as follows:</p> <ul style="list-style-type: none"> · parents want child to obtain RC education (Appendix A) · space allows · will register all children in family · written request (Appendix B) to principal; forwards to Director of Education for decision; decision communicated by Principal. · Each request judged on own merits. <p>Quote from James Mulligan, “Catholic Education: The Future is Now” 1999.... “It is not only easy, it is a pleasure to welcome non-Catholics who accept the Catholic vision of education and Catholic values, who perhaps even hope that Catholic religious education classes will foster their own Christian faith.”</p>
Huron-Superior	No policy; fill out form - approved by Director of Education
Kenora	<ul style="list-style-type: none"> * will accept student from non-separate school ratepayers if following criteria is met: - current/projected enrolment - availability of appropriate educational programs - availability of special education services and programs - available facilities, space and transportation
London	<ul style="list-style-type: none"> * will accept non-baptized children if they meet requirements of “conditional” admission (contact “Admissions Dept”) * Principal not empowered to admit children of another faith.
Niagara	* will accept child of non-RC school supporter upon completion of “Request for Admission Form” accompanied by recommendation from school Principal (approved by SO)
Nipissing-Parry Sound	<ul style="list-style-type: none"> * Principals cannot admit non-Catholic students; request to be made in writing by parents to the Director of Education * If parents/guardians non-Catholic, request to be made by parent in writing to Director, specifying following: <ul style="list-style-type: none"> · All K-8 children will be enrolled in the RC school · All children will attend and participate in religion and family life education

ADMISSION OF NON-CATHOLIC STUDENTS SURVEY

Board	Procedures for Admission of Non-Catholic Students
	<ul style="list-style-type: none"> · They are prepared to pay, if applicable, the required fee in lieu of taxation – the sum determined by board in each school year. <p>Director determines to his/her satisfaction that parents desire Catholic education</p>
Northeastern	<ul style="list-style-type: none"> * admitted if classroom space permits; agreement to attend Religious Ed & FL education classes & religious activities. * Pupil Registration form due by June 30; Application/Attendance Agreement must be approved by Sept. 1 * must be legitimate and acceptable reason for the application * Principal meets with parent/student to discuss religious expectations; concerns of applicants; reasons for applications * Principal submits Pupil Registration Form and Principal's Statement to Director of Education * Board reserves right to require withdrawal of student of a public school supporter under provisions of Ed Act
Northwest	<ul style="list-style-type: none"> * will admit Non-Catholic student on a first-come, first-served basis subject to following conditions being met: <ul style="list-style-type: none"> · Parent agrees child will participate in Christian Living classes · No circumstances exist (in Principal's opinion) that make it undesirable for child to be admitted · Adequate space/staff * RC students, but whose parents are not RC tax supporters because a separate school zone is not located in the area of their residence, and all pupils are covered by tuition agreements, will be admitted.
Ottawa	<ul style="list-style-type: none"> * will admit Non-Catholic student on "space availability" basis once all RC children are registered. Can only attend at their "home" school .. no cross boundary transfers. If they move, they are automatically registered in their new "home" school.
Peterborough	<ul style="list-style-type: none"> * will accommodate RC students whose parents are not RC school supporters * will accommodate students of other religions whose parents/guardians desire for them an RC education and who are willing to meet the Board requirements. * will accommodate non-RC student who has parent/guardian who is RC ... but will be strongly encouraged by Principals to seek RC baptism for the child
Renfrew	<ul style="list-style-type: none"> * will admit RC student even if parents ineligible to direct tax support to RC * non Catholic students whose parents are non-Catholic may be admitted without fees subject to the following: <ul style="list-style-type: none"> · Interview with Principal to determine that sole reason for request is to obtain Catholic education (not convenience, etc.) · Parent submit letter and/or complete Admissions Supplement Form stating commitment to child's participation in religious education programs and religious school activities · Non-RC students with special needs must be proven to qualify for Spec Ed funding (ISA) before being admitted. · Non-RC students already admitted in previous years are grandfathered along with other siblings
Simcoe Muskoka	<ul style="list-style-type: none"> * parent/guardian must have completed substantial portion of RCIA program or documentation verifying child has been enrolled for a significant amount of time in RC or Christian School; parent commits to full participation by child in all aspects of RC school life; space if available; sibling of registered student (living in same household) at discretion of Director of Education.
St. Clair	<ul style="list-style-type: none"> * families who are public school supporters will be considered upon application * will admit children of RCIA candidate for one school year (need affirmation by parish priest) * non-RC parents/guardian must sign "Statement of Expectations" (appendix A) and "Application to Attend Catholic Schools" (appendix A2) * Non-RC, public school supporters must apply to Coordinator – Planning Services using application to Attend RC Schools for Non-Catholics, Public School Supporters form (Appendix A2) ... see pg. 3 of Policy 3.1

ADMISSION OF NON-CATHOLIC STUDENTS SURVEY

Board	Procedures for Admission of Non-Catholic Students
Sudbury	<ul style="list-style-type: none"> · exist primarily for education of children of Separate School Supporters. · non-separate school supporters must complete Religious Education Agreement Form, approved by Principal and filed in student OSR. Considerations include reason parents want Catholic education; level of support parents can provide to foster practice of their own faith and support willing to provide in relation to Catholic values and beliefs presented at school; enrolment capacity.
Superior North	<p>* supports enrolment of non-RC students or children of parents who are not separate school supporters if:</p> <ul style="list-style-type: none"> - written statement by parent that they desire RC education for their child - parent agrees that child participates in Religious/FL education and school celebrations - adequate space within existing organization of school - student adheres to Code of Conduct
Thunder Bay	<p>* will admit non-Catholic students and children of Catholic parents who are not Separate School Supporters upon completion/approval of Form ADM(a), which includes following conditions:</p> <ul style="list-style-type: none"> · Written statement by parent that they desire Catholic education for their child · Written agreement that child participates in Religious/FL education instruction classes and liturgical/para-liturgical celebrations (cannot participate in sacraments) · Principal confirms no circumstance exists that makes it undesirable for child to be admitted · Adequate space/staff · Continuance of student in the school dependent upon student's adherence to school's Code of Behaviour.
Toronto	<p>* accept children of catechumens (for one school year only); supported by written confirmation of pastor of parish that person is receiving instruction in the RC faith; must pay appropriate "net" fee for the whole school year and once proof of Catholicity/change of assessment provided, Board refunds the pro-rated portion of the prepaid fee. (pg. 4)</p>
Waterloo	<p>* student must be Catholic, or parents/guardians must be (students are ineligible to attend if parents/guardians are not RC and cannot direct tax support to RC)</p>
Wellington	<p>* accept Catholic children (even if parents/guardians unable to direct tax support to RC)</p> <p>* if student not baptized RC or Eastern Rite, but whose parents are able to direct tax support to RC, child is admitted if:</p> <ul style="list-style-type: none"> · Parent declares wish for Catholic education for child · Parent provides evidence of tax support to RC · Parent has contact pastor and made arrangements for child to be baptized <p>* if student non-Catholic, Director may admit if:</p> <ul style="list-style-type: none"> · Confirmation provided by appropriate pastor that child and/or parent is receiving instruction in RC faith OR · Reasons for requesting RC education are deemed sincere and faith based. Supporting references from clergy of other faiths should be included. (P.S. but only IF there's room to accommodate)
Windsor-Essex	<p>* will admit non-baptized child of RC school supporters if parents agree that child participates in religious & family life education</p> <p>* will admit Catholic child-parent even if supporting public school in exceptional circumstances, in consultation and with approval of Principal and SO</p> <p>* will admit non-Catholic child (non Catholic parent) in exceptional circumstances, in consultation and with the approval of Principal/SO</p>
York	<p>* will admit non-Catholic child being prepared for baptism/profession of faith and the parent will direct tax support to RC for current school year only</p> <p>* will admit RC student even if other admission requirements not met or even if parents unable to direct taxes to RC system</p>

A Proposal - Meeting the Challenge

Helping to Alleviate Poverty in Our Schools

The 2010 Child Poverty Report indicates that in 2008, 1.6 million or 12.5% of people in Ontario lived in poverty. The child poverty rate was 15.2%. The recent recession and weak social safety nets have aggravated our poverty problem and rates are expected to be higher this year. The Child Poverty Report stresses that there is much work to be done.

While all children will experience difficulties on their path to maturity and well-being, impoverished children are more vulnerable. They are more susceptible to health problems, difficulties in school, abuse, criminal influence, and despair. Together we can help alleviate poverty in our schools and provide our students with the support of our resources and our Catholic faith.

How can we help?

We are proposing the creation of a Catholic foundation to assist those in need. The Catholic Education Foundation of Brant Haldimand Norfolk (CEFBHN) would be strongly based on Catholic values, including empathy and respect. It will be committed to taking a proactive approach to improving programs that assist impoverished children and their families.

What will the Foundation look like?

The Catholic Education Foundation of Brant Haldimand Norfolk (CEFBHN) will be a registered charity whose objective is to raise funds to counter the effects of poverty on students within the English Catholic schools of the Brant Haldimand Norfolk Catholic District School Board. All proceeds will be directed to educational programs or emergency response funds for impoverished children and their families.

Fundraising efforts for the Foundation will include special events; in memoriam programs offered through all local funeral homes; payroll deductions via the United Way; parish collections; and, partnerships with profit and not-for-profit organizations.

CEFBHN will be incorporated as an independent body, operating at arm's length from the Brant Haldimand Norfolk Catholic District School Board. The Board of Directors will be comprised of representatives from major stakeholder groups such as the Archdiocese, parents, students, teachers, principals, Trustees, Brant Haldimand Norfolk Catholic District School Board administration, alumni, Catholic service clubs and the business community.

The Foundation will strive to secure charitable donations for present and proposed educational projects under the auspices of "helping to alleviate poverty in our schools". Project proposals may be submitted annually by the students, parents, and employees of the Brant Haldimand Norfolk Catholic District School Board. Funding to a maximum of \$7,500.00 per project, per annum will be provided to those projects recommended by a Review and Recommendation Committee and ratified by the Board of Directors for the Foundation.

The Review and Recommendation Committee will be comprised of representatives from the Foundation Directors and is chaired by the Brant Haldimand Norfolk Catholic District School Board's Director of Education.

All projects must be compatible with the objectives of the CEFBHN and the Brant Haldimand Norfolk Catholic District School Board community such that they....

- Enhance the Christian presence and learning in the local school community;
- Strive to lessen the plight of poor children who are facing challenges often related to poverty, such as drug and alcohol abuse, cultural assimilation and illiteracy.

What is the project application process?

All submissions will to be forwarded to the Review and Recommendation Committee via the Brant Haldimand Norfolk Catholic District School Board

Catholic Education Centre,
322 Fairview Drive,
P.O. Box 217
Brantford, ON, N3T 5M8

Or

Emailed to cefbhn@bhncdsb.ca to the attention of Director of Education.

The Review and Recommendation Committee will consist of five members of the Foundation Directors and will assess the submissions and recommend to the Board of Directors of the CEFBHN, projects for potential funding. The Review and Recommendation Committee will adopt the same procedural by-laws as utilized by the Board of Trustees of the Brant Haldimand Norfolk Catholic District School Board.

In addition to the funds secured throughout the school year by the CEFBHN fundraising campaigns, the Board of Directors of the CEFBHN will seek corporate and private donors for the recommended projects.

Upon receipt of the aforementioned donations and following further consultation with the Review and Recommendation Committee, a decision will be made by the Board of Directors of the CEFBHN, regarding the final approval and subsequent funding of projects.

The results of the selection process will be announced in May of each calendar year.

What are the criteria for project approval?

The Catholic Education Foundation Brant Haldimand Norfolk (CEFBHN) will seek to support those programs that reflect the unique dimensions of a truly Catholic education. In doing so, it is understood that these areas may vary from time to time by both reason of changing needs and availability of funds.

For purposes of all project applications, only employees, students and parents of the Brant Haldimand Norfolk Catholic District School Board may request funds from the CEFBHN.

The principal of the school will sign all applications formulated by teachers, students, and parents. The supervisor of the department must sign all applications formulated by professional and administrative staff and educational consultants.

Project Description

All projects must be compatible with the objectives of the CEFBHN community such that.....

- Programs enhance the Catholic presence in the local school community.
- Programs are in support of the CEFBHN, "helping to alleviate poverty in our schools" campaign, which strives to lessen the plight of children who are facing challenges. The term "children who are facing challenges" refers not only to those dealing with economic deprivation but also those who may be facing other challenges related to, but not exclusive to, mental and physical disabilities, drug and alcohol abuse, cultural assimilation and illiteracy.

Budget

- A maximum of \$7,500 per annum is stipulated for all funded projects.
- CEFBHN will award funds to programs, projects or activities that are not presently fully funded by the Ontario Ministry of Education or already covered in school or system operating budgets.
- CEFBHN will give priority to new or ongoing initiatives that offer the possibility for secure and independent funding in the future.
- Each submission is to outline projected funding needs for each year of the project duration and a description of the proposed fundraising initiatives developed to secure other funding. Three quotations are required for any materials and services requested from outside the board.
- Projects that are approved by CEFBHN will receive 90% of their awarded funds prior to commencing the project and the remaining 10% upon completion of the final Project Evaluation form that will include an itemized accounting of actual costs. Deadline: Last day of school year. (10% will not be paid if deadline not met).
- CEFBHN will, where possible, suggest other internal/external potential sources of funding for projects that are not approved.

Benefits/Outcomes

CEFBHN will give higher consideration to those projects that include specific expectations and how they impact on or improve learning for students in the Brant Haldimand Norfolk Catholic District School Board community.

Curriculum Connection

CEFBHN will give higher consideration to projects that have a direct connection to the Ministry of Education curriculum expectations.

Project Team

CEFBHN will give higher consideration to projects that include partnerships with school communities, community agencies (non-profit and government) and corporations.

Measures of Project Success

- All projects must include a variety of measures (e.g., surveys, parent/community comments, test results, and testimonials) to show evidence that the program expectations have been met.
- As mentioned in the budget section, the remaining 10% of the awarded funds will be distributed upon completion of the final project evaluation. (see Project Evaluation form)

Letters of Support

CEFBHN will require that the proposal submission include at least three (3) letters of support from individuals, who are not member of the project.

Emergency Response Fund Component

The Foundation will provide immediate financial assistance to impoverished children and their families through the **Emergency Response Fund**. This assistance can include the provision of eye glasses, Epi-Pens, medical supplies, food and clothing, transportation, and many other financial needs resulting from family crises.

Examples of requests to the Emergency Response Fund

- Late on a cold autumn night, fire engulfs a row of townhouses and the Foundation is asked to help.
- A student whose only sibling, a brother, is dying of cancer. His mother is the sole support for her family through a disability pension she receives as a victim of a crippling degenerative disease. They have lost most of their possessions including a substantive amount of cash donated by their caring community.
- A single unemployed mother with three children, one of whom is severely physically challenged.
- A young boy and his mother whose family all live thousands of miles away.
- Two young children, ages five and nine, whose family have lost everything they owned.
- Two students who, along with their mother and six siblings, are facing the imminent death of their father.
- A teenage girl, whose father is critically ill and whose mother and sister have been diagnosed as clinically depressed, needs support for her family that also includes a grandchild.
- An unemployed mother of two small children, who was repeatedly beaten by her husband, struggles to support her family now that her husband has deserted them.
- A student who is severely physically disabled and requires a major renovation to her home's bathing facilities.
- A family within our schools who generously, welcomed into their house a 15 year old girl, who suffers from celiac disease and tragically, lost her mother to suicide. The mother of the hosting family has been recently diagnosed with cancer.
- A single unemployed mother and her four children need assistance as they move from a shelter that has been home for some time to low income housing.
- A sixteen year old student, only four months in Canada, after spending four years in a Rwandan refugee camp following her families' escape from the horrific carnage in the Congo where she witnessed her father's murder. Sadly, since then, her mother has been diagnosed HIV positive and is becoming progressively ill.
- A young girl, who is the surviving child of co-joined twins whose right leg was transplanted from her sibling and faces multiple daily challenges. Her mother has been hospitalized for many months with an undiagnosed disease that causes such pain her children cannot touch her. Extended family has rallied, but struggles to assist.
- A young co-op student who needs a bus pass as he travels long distances from his temporary home with relatives. He anxiously awaits news about his mother who is in Toronto for a double lung bypass.
- A mother who is very ill having undergone a double mastectomy that has subsequently found to be misdiagnosed. She is experiencing severe depression which is exacerbated by the fact that her husband left the family home a year earlier.
- A monthly hospital parking pass for parents who are constantly by their daughter's bedside. She is suffering from a brain virus that has left her legs paralyzed.
- A mother with four children, whose husband recently committed suicide.

CEFBHN Forms

- Project Application
- Project Evaluation
- Emergency Response Fund Request

Project Application Form

SUBMIT IN TYPED FORMAT

A. Project Description

Project Title

Project Contact

School or Department

Please provide a brief executive summary with reference to *Criteria for Project Approval A – Project Description*.

B. Budget

Has this project received funding from BHNCDSD before? Yes: amount received: _____ No

If YES, please indicate the following:

Date project received funding: _____

Name of project coordinator: _____

Amount requested from the BHNCDSD: _____

(NOTE: \$7,500 is the maximum allocation per annum).

Project dates: From _____ To _____

Please provide a list of estimated expenditures. If material or services are required from outside the Board, three (3) quotations must be provided.

Please provide for each year of project durations, if applicable:

a) Project funding needs, and b) anticipated sources of revenue for project sustainability.

C. Benefits and Outcomes

Please outline the specific project expectations with reference to how they will impact on or improve learning for student in the Brant Haldimand Norfolk Catholic District School Board community.

D. Curriculum Connection

Please explain how this project connects to the Ministry of Education curriculum expectations.

E. Project Team

Please provide a list of participants and their roles and responsibilities including partnerships with school communities, community agencies (non-profit and government) and corporations.

F. Measures of Project Success

Clearly describe the methods and tools (i.e. surveys, parent/community comments, test results, etc.) which will be used to show evidence that the project expectations have been met.

G. Supporting Letters

Please attach to this application letters of support from at least three individuals who are not members of the project team. Please indicate below their names and affiliation.

Name	Affiliation

Project Contact

Name	
Address	
School or Department	
Telephone and extension	
Fax number	
Home Telephone	
Email address	
Project contact	
Superintendent of Education or Principal	

Signature

Signature

Applications should be forwarded to the following address by _____

Brant Haldimand Norfolk Catholic District School Board
Catholic Education Centre
322 Fairview Drive
P.O. Box 217
Brantford, Ontario N3T 5M8

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)

Project Evaluation Form

SUBMIT IN TYPED FORMAT

Project Title: _____

Date: _____

Benefits/Outcomes	Expectations Prior to Program or Intervention	Strategies for Data Collection	Questions/Comments to be Asked	Evidence of Expectations Achieved/Not Achieved

Initial Budget Request	Actual Budget Total Cost
------------------------	--------------------------

Will this program continue next year? Yes No Not Sure

If YES, how will it be funded?

IMPORTANT: Please attach two or more testimonials from participants regarding the success of your project.

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)

Emergency Response Fund Request

Nature of Request

Amount Requested

School

Principal's Signature

Date

Superintendent's Signature

Date

Director of Education & Secretary

Date

Executive Director, Catholic Education Foundation

Date

Form to be forwarded to:

Catholic Education Centre
322 Fairview Drive Y PO Box 217 Y Brantford, ON N3T 5M8

OR

Emailed to cefbhn@bhncdsb.ca to the attention of the Director of Education

Recipient names for services/items outlined in this request must be forwarded to the Finance Department as soon as they are secured. Please include the date of your request. Any funds not utilized must be returned in the form of a cheque addressed to BHNCDSB.

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)



The St. André Bessette TRUST FUND

Support for Students in Need



MISSION STATEMENT

The mission of The St. André Bessette Fund is in keeping with the mission of Jesus Christ, whose primary concern was for those who may find themselves in need. The Fund will support those in our Catholic schools whose learning and well-being would be enhanced by the benefits it would provide.



Huron-Perth
Catholic District School Board

St. André - A Welcoming Witness & Humble Servant



‘Come, you that are blessed by my Father, inherit the kingdom prepared for you from the foundation of the world:
 I was hungry and you gave me food.
 I was thirsty and you gave me something to drink
 I was a stranger and you welcomed me.
 I was naked and you gave me clothing.
 I was sick and you took care of me.
 I was in prison and you visited me...?’

Truly I tell you, just as you did it to one of the least of these...you did it to me.’

Matthew 25:34-41

The St. André Bessette Trust Fund
 c/o The Huron-Perth Catholic District School Board
 Box 70, 87 Mill Street
 Dublin, ON N0K 1E0
 519-345-2440 / 1-800-265-8508
 sabtrustfund@hpcdsb.edu.on.ca

Donation Form

Cash / Cheque / Payroll Deduction

Amount (cash/cheque) : _____ Please check here if you require a tax receipt.

Name: _____ Street Address: _____

Rural Route or Box: _____ City/Town: _____ Province: _____

Postal Code: _____ E-mail: _____

Telephone (Home): _____ Telephone (Work): _____

Payroll deduction - please deduct \$ _____ per pay for _____ pays.

Donations may be sent to: The St. André Bessette Trust Fund
 c/o The Huron-Perth Catholic District School Board
 Box 70, 87 Mill Street, Dublin, ON N0K 1E0

**Donations can also be dropped off at your local Huron-Perth Catholic School.

Why a St. André Bessette Trust Fund?

The Huron-Perth Catholic District School Board recognizes that sometimes existing resources do not always fulfill each and every individual need. **The St. André Bessette Trust Fund** has been established to help students' families whose needs are beyond what organizations such as food banks, snow suit funds, breakfast clubs and the like, can offer.

How it works...

Funded entirely by gifts, charitable donations and bequests from individuals and corporations, **The St. André Bessette Trust Fund** is overseen by a committee of community volunteers and Huron-Perth employees. It is important to note that 100% of all monies donated to the Fund are disbursed to those in need, and all administrative and committee work is carried out by volunteers.

How you can help...

There are a number of ways - large and small - that you or your company can support the work of the **St. André Bessette Trust Fund** as charitable donations are truly the foundation of the work carried out through this initiative.

- Organizations may contribute by making **The St. André Bessette Trust Fund** the recipient of the proceeds from a special event.
- Many companies also offer matching gift programs and incentives that will double, even triple a donation's value.
- The Fund also accepts gifts in kind for our own fundraising initiatives.

To make a donation, please fill out the attached form and send your donation to the listed address or drop off at your local Huron-Perth Catholic School. For gifts in kind, feel free to contact us for more information.



How to Make a Contribution

The St. André Bessette Trust Fund accepts contributions through:

- cheque
- cash
- payroll deduction
- proceeds from fundraising initiatives
- memorial donation
- gifts in kind

Tax receipts will be issued upon request.



Canada's First Native Born Male Saint

Pope Benedict XVI canonized Brother André Bessette on October 17, 2010. St. Brother André was the founder of St. Joseph's Oratory in Montreal. He opened the door at the Oratory for the sick, lonely and poor to find a home in the healing power of Christ Jesus.

A Saint Walked Among Us...

The hamlet of St. Joseph, Ontario (near Zurich), owes its association with St. Brother André to Narcisse Cantin. Both men shared a similar personal devotion to St. Joseph, the patron saint of Canada. When a chance meeting occurred between Cantin and Brother André at the St. Joseph Oratory of Montreal in 1908, a life-long, friendship developed. While visiting St. Joseph, Brother André expressed his desire to see a statue erected in honour of St. Joseph and even selected a site for the monument. The site of the statue is at the St. Joseph Memorial Park.

May the legacy of St. André Bessette of Montreal remind us of what each person can achieve through faith, love and small acts of kindness. In the humble porter's own words, "It is with the *smallest brushes that the artist paints the most beautiful pictures.*"



Mission Statement

The mission of The St. André Bessette Fund is in keeping with the mission of Jesus Christ, whose primary concern was for those who may find themselves in need. The Fund will support those in our Catholic schools whose learning and well-being would be enhanced by the benefits it would provide.

What is the St Andre Trust Fund?

The St. André Bessette Trust Fund has been established to help students' families whose needs are beyond what organizations can offer. We are called to love and help our neighbours.

How was it developed?

The concept of "giving back" through a **Trust Fund** resulted through collaboration amongst members of a steering committee composed of community volunteers and Huron-Perth employees. The committee worked together for a number of months to establish **bylaws**.

What are bylaws and why do we have them?

The Bylaws are needed to establish and give order, process and direction to the Trust Fund. The Bylaws also legitimize the now established Board of Directors who will govern the Trust Fund according to the bylaws.

The organization shall be known as the St. Andre Bessette Trust Fund. The organization will be recognized by this name on all correspondence.

The St. Andre Bessette Trust Fund shall operate without financial gain for its members. All net proceeds raised by the organization will be used in promoting its purposes. No member shall be remunerated for being or acting as a member or officer.

How was it established?

The bylaws created the process and the criteria
“The St. Andre Bessette Trust Fund” shall be established as a charitable trust within the charitable designation of the Huron-Perth Catholic District School Board (HPCDSB). The HPCDSB is registered with the Canada Revenue Agency as a charitable organization.

Who is on the committee?

The “Board of Directors” is composed of community volunteers and Huron-Perth employees. A chair, vice chair and treasurer were elected. It is important to note that all administrative work is carried out by volunteers.

The Chair: Tammy Adkin, a parent from Holy Name of Mary School in St Mary's.
The Vice Chair: Karen McDowell, Executive Manager of Human Resources.
The Treasurer: Ron Marcy, Chair of the Board of Trustees.

The goal of the Board of Directors is to build capacity in the community to serve the needs of all our families in our care

Where will the money go?

The money goes to ONE place only-to support our students and families. 100% of all monies donated to the Fund are disbursed to those in need.

“Charity and justice converge in the hearts and souls of the lay faithful who, moved by love, work for justice. It is thus important not only as a community service, for the sake of those served, but also for those serving, as a necessary expression of their Christian faith and of the nature of the Church.” (Deus Caritas Est-Pope Benedict)

**By-Laws of the
St. André Bessette Trust Fund**

ARTICLE 1 - PRELIMINARY

The organization shall be known as the St. André Bessette Trust Fund. The organization will be recognized by this name on all correspondence.

The St. André Bessette Trust Fund shall operate without financial gain for its members. All net proceeds raised by the organization will be used in promoting its purposes. No member shall be remunerated for being or acting as a member or officer.

The St. André Bessette Trust Fund shall be established as a charitable trust within the charitable designation of the Huron-Perth Catholic District School Board (HPCDSB). The HPCDSB is registered with the Canada Revenue Agency as a charitable organization with the identifier of _____.

ARTICLE II - PURPOSES

Many community resources are provided to HPCDSB students on behalf of external agencies, community groups and local Parishes. The HPCDSB recognizes that existing resources do not always fulfil each and every individual circumstance.

As a result, the St. André Bessette Trust Fund has been established to help students whose needs are not met through existing charity organizations. The mission of the St. André Bessette Trust Fund is in keeping with the mission of Jesus Christ, whose primary concern was for those who may find themselves in need. The St. André Bessette Trust Fund will support those in our Catholic Schools whose learning and well-being would be enhanced by the benefits it would provide. Needs exist in our Catholic School communities and the St. André Bessette Trust Fund aims to help in these types of situations.

In keeping with all HPCDSB initiatives, the St. André Bessette Trust Fund will assist in the building of a visible Catholic community working together in the interest of Catholic education.

ARTICLE III - BOARD OF DIRECTORS

The Board of Directors of the St. André Bessette Trust Fund shall consist of persons who are interested in furthering the purposes of the organization, which are consistent with Catholic values. Membership shall consist of anyone whose application for admission as a member has received the approval of the current Board of Directors.

The Board of Directors shall consist of volunteer representation and shall strive to ensure representation from all groups within the Catholic Communities of Huron and Perth Counties i.e. HPCDSB Board of Trustees, HPCDSB Employee Groups, community members, students, etc. The Board of Directors shall consist of no more than thirteen (13) members.

The Director of Education and Superintendent of Business of the HPCDSB shall act as ex-officio members of the Board of Directors.

A person appointed as a member of the St. André Bessette Trust Fund Board of Directors holds office for a two (2) year period, from the date he or she is appointed. An appointment to the Board of Directors is renewable to a maximum of three (3) consecutive terms. The Board of Directors may, at a special meeting of Directors, pass a resolution of at least two-thirds (2/3) of Directors to remove a Director from the Board for just cause. For the initial Board of Directors, one half will hold a three (3) year term with the balance appointed to a two (2) year term.

If a vacancy occurs as a result of the resignation of a Director, the Board of Directors shall appoint a replacement Director according to the capacity which the former Director occupied on the Board.

All members of the Board of Directors must submit a Criminal Background Check to the Director of Education prior to taking their seat on the board.

CONFIDENTIAL INFORMATION

The Huron-Perth Catholic District School Board proposes to disclose information to members of the Board of Directors that is confidential in nature. Such information could be disclosed to members of the Board of Directors by the Huron-Perth Catholic District School Board orally, electronically, or in writing.

As it may be difficult to determine which information received by a member of the Board of Directors is confidential, the member agrees that all information is to be considered confidential to the Huron-Perth Catholic District School Board; and that the Board of Directors' members agree to not use any information received other than for the purposes of its role as a Director.

ARTICLE IV - OFFICERS

The members of the Board of Directors shall elect a Chair, Vice-Chair and Treasurer. The elections will be held at the first committee meeting, held at the beginning of each school year. The term of office shall be for two (2) years. To establish continuity within the Board of Directors, in the second year of office, the Vice-Chair will automatically become Chair of the St. André Bessette Trust Fund Board of Directors and a new Vice-Chair is elected. Incumbents may seek re-election upon the expiration of their terms.

The Superintendent of Business of the HPCDSB shall maintain the accounting records of the St. André Bessette Trust Fund Board.

The Executive Assistant to the Superintendent of Business of the HPCDSB shall act as the recording Secretary of the St. André Bessette Trust Fund Board.

ARTICLE V - SUB-COMMITTEES

A sub-committee shall be formed whenever the need arises. Membership shall consist of at least one St. André Bessette Trust Fund Board member.

Membership and mandate of each sub-committee shall conform to the Terms of Reference of each individual sub-committee.

ARTICLE VI - FINANCES

Funds raised by the St. André Bessette Trust Fund shall be segregated in a special account established within the general ledger of the HPCDSB. Any costs associated with fund-raising will be disclosed and deducted prior to the funds being transferred.

The regular signing officers of HPCDSB shall serve as signing officers for the purposes of granting funds for the HPCDSB, upon the appropriate approval of the St. André Bessette Trust Fund Board of Directors.

The Superintendent of Business (or designate) of the HPCDSB will prepare and present the current financial position at each meeting of the Board of Directors and will include all notes as necessary for the purposes of the Directors.

ARTICLE VII - MEETINGS

Meetings of the St. André Bessette Trust Fund Board of Directors shall be held at any time and place to be determined by the Directors provided that sufficient notice is sent to members of the Board of Directors by the Chair. At a minimum, there shall be one (1) meeting of the Board of Directors held annually. Notice of meetings will be provided by email or telephone, normally two weeks in advance. A quorum shall consist of a majority of all members constituting The Board, and the vote of a majority of such quorum is necessary to bind the Board.

No error or omission in giving notice of any meeting of the Board of Directors shall invalidate such meeting or make void any proceedings taken thereat and any Director may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat.

Matters to be discussed at a meeting may be directed to the Chair at least five (5) days prior to date of meeting. The agenda package for the monthly meeting shall be distributed to members at least two (2) days prior to the meeting. Any member may propose agenda items at the meeting.

Minutes of the St. André Bessette Trust Fund Board of Directors and sub-committee reports shall be approved by the Board of Directors at the next regular meeting.

The Board of Directors will strive for consensus when making decisions. Where consensus is not possible, the Board of Directors shall vote and decisions will be made according to the majority. Any decision made as a result of a vote is the decision of the Board of Directors and shall be represented as such in all communication. Any and all discussions held at a meeting of the Board of Directors will be based on:

- a) Justice and courtesy to all;
- b) One matter at a time;
- c) The views of the majority; and
- d) The right of the minority to be heard.

A meeting of the Board cannot be held and no decision can be ratified unless:

- a) A majority of the members of the Board of Directors are present at the meeting; and
- b) The Director of Education or the Superintendent of Business or designate are present.

Provided that the majority of Directors consent, matters of the Board of Directors may be dealt with by means of telephone, video-conferencing, electronic communications, or other communications as permit all persons participating to communicate with each other.

ARTICLE VIII - VOTING

Each Director is entitled to one vote in votes taken by the Board of Directors, except the Chair who should only vote to break a tie.

Ex-Officio members of the Board of Directors are not entitled to vote.

ARTICLE IX – APPROVAL AND DISTRIBUTION OF FUNDS

The Board will establish and review, at least on an annual basis, procedures for the approval and distribution of funds by the St. André Bessette Trust Fund subject to available funds.

Funds shall be granted upon majority approval of members of the Board.

ARTICLE X - FUNDRAISING

The Board of Directors shall take such steps as it may deem requisite to enable the St. André Bessette Trust Fund to acquire, accept, solicit or receive legacies, gifts, grants, bequests, endowments and donations of any kind whatsoever in order to further the purposes of the St. André Bessette Trust Fund.

The Board of Directors may establish Fundraising Sub-Committees as it deems requisite to organize a fund-raising event for the purpose of securing funds for distribution by the St. André Bessette Trust Fund.

ARTICLE XI - CONFLICT OF INTEREST

Directors must disclose any conflict of interest or any potential conflict of interest to the Board members. Board members in conflict of interest must refrain from discussion and voting on matters pertaining to the conflict of interest.

ARTICLE XII - PROTECTION OF DIRECTORS AND OFFICERS

The HPCDSB, through its insurance policy with the Ontario School Boards Insurance Exchange (OSBIE) or other appropriate policy, will indemnify the Directors and Officers of the St. André Bessette Trust Fund, or any person who acts at the request of the St. André Bessette Trust Fund and provide legal representation against all costs, charges and expenses including an amount paid to settle an action or satisfy a judgement reasonably incurred by them in respect of any civil, criminal or administrative action if they acted honestly and in good faith with a view to the best interest of the St. André Bessette Trust Fund and they had reasonable grounds to believe such action was lawful.

The HPCDSB, through its insurance policy with OSBIE or other appropriate policy, will maintain insurance for the benefit of any Director against liabilities incurred by the Director who has exercised the care and due diligence a reasonable person would in comparable circumstances.

ARTICLE XIII - AMENDMENTS

Any proposed change or addition to the by-laws of the St. André Bessette Trust Fund must be submitted in writing to the Chair seven (7) days prior to a meeting and placed on the agenda. The change must be presented in motion form and passed by a 2/3 majority at two (2) meetings of the Board.

Signed this _____ day of _____, _____

Chair

HPCDSB Trustee

Superintendent of Business

St. André Bessette Trust Fund

OPERATIONS OF THE ST. ANDRÉ BESSETTE TRUST FUND

PROCEDURES

1. Applications to the Board in writing on the prescribed form, which are consistent with the mission of the St. André Bessette Trust Fund.
2. The Board shall establish the benefit of granting funds to the applicant by assessing the particular need in terms of criteria set in place and the overall mission of the St. André Bessette Trust Fund.
3. Applications which do not meet the established criteria of the St. André Bessette Trust Fund will be denied by the Treasurer of the St. André Bessette Trust Fund Board.
4. Applications which are below \$ 75 will not require assistance to be sought from outside agencies and will be approved by the Treasurer of the St. André Bessette Trust Fund Board if the application meets the criteria.
5. Applications of \$ 76 or more must indicate that other agencies have been contacted and meet the established criteria.
6. Applications which exceed \$ 100 will be sent to all members of the Board for their review and consideration.
7. Second request will be sent to all members of the Board for consideration.
8. Funds shall be granted upon majority approval of members of the Board.
9. Approved applications will be e-mailed to the committee.
10. A reasonable effort will be made to schedule meetings outside of the workday.