Meeting of the Board By-Law/Policies Review Committee
Memorial of Saint Marguerite d'Youville
Tuesday, October 16, 2018, 7:00 p.m.
Board Room, Catholic Education Centre

The mission of the Dufferin-Peel Catholic District School Board, in partnership with the family and church, is to provide, in a responsible manner, a Catholic education which develops spiritual, intellectual, aesthetic, emotional, social, and physical capabilities of each individual to live fully today and to meet the challenges of the future, thus enriching the community.

A G E N D A

A. Routine Matters
   1. Call to Order and Attendance
   2. Acknowledgement of First Nations Sacred Territory
   3. Opening Prayer
   4. Approval of the Agenda
      i) Approval of Consent of Calendar Items
   5. Declaration of Interest
   6. Approval of Minutes – May 29, 2018
      ii) Business Arising from the Minutes

B. Awards and Presentations

C. Pastor’s Remarks

D. Delegations
   1. T. O’Mara – St. James Catholic Global Learning Centre Waitlist
   2. H. Gomez D’Sola – St. James Catholic Global Learning Centre Waitlist
   3. N. Pecaric – St James Catholic Global Learning Centre Waitlist

E. Information/Updates/Reports from Trustees, For Receipt
   i) Regular Reports
   ii) Good News Items

F. Reports from Committees, For Receipt

G. Information/Reports from Administration, For Receipt

H. Trustee, Committee, Administration Reports, Requiring Action
      M. Vecchiarino
   2. Procedural by-Law Review
      M. Mazzorato/M. Beck
   3. Access to Elementary Regional Programs of Choice: St. James Catholic Global Learning Centre
      M. Vecchiarino
4. Policy 8.00: Vans/Busettes for Secondary Schools

5. New Policy: Performance Review – Director of Education

I. Notice of Motion

J. Additional Business

K. Questions Asked of, and by, Board Members

L. Declared Interest Items

M. In-Camera Session

N. Rise and Report

O. Future Meetings

Tuesday, January 29, 2019
Tuesday, February 19, 2019
Tuesday, April 30, 2019

P. Adjournment
Gentle Jesus,

We give thanks to you for our daily lives, with all its promise and possibilities.

Remind us of the many ways in which we can live as joyful disciples along the way.

Help us to choose words and actions that are kind and welcoming.

Inspire us to see with Your loving eyes and to listen with Your open ears.

Fill our hearts with the joy of Your presence and guide us to share our joy with one another.

Deepen our faith to sustain us throughout the journey.

We ask this through Christ our Lord.

Hail Mary...

Amen
Minutes of the Board By-Law/Policies Review Committee Meeting
Tuesday, May 29, 2018 - 7:00 p.m.
Board Room, Catholic Education Centre

Chair: B. Iannicca
Vice Chair: T. Thomas
Trustees: A. Abbruscato A. da Silva F. Di Cosola
S. Hobin E. O’Toole M. Pascucci
S. Xaviour
Regrets: D. D’Souza
L. del Rosario
Student Trustees: S. Cameron K. Tom
Director of Education: M. Mazzorato
Associate Director of Instructional Services: D. Amaral
Superintendents: J. Cherepacha T. Cruz D. Del Bianco
S. Gos M. Vecchiarino

Legal Counsel: M. Beck
Staff: G. Coish
Recorder: E. D’Anna

A Routine Matters

1. Call to Order and Attendance
Chair B. Iannicca called the meeting to order at 7:00 p.m. Regrets were noted.

2. Acknowledgement of First Nations Sacred Territory
Committee Chair B. Iannicca acknowledged the sacred territory of the Mississaugas of the Credit First Nation.

3. Opening Prayer
Committee Chair B. Iannicca led the Opening Prayer.

4. Declaration of Interest

5. Approval of the Agenda
Addition to In Camera Session – M1 – Admin Appointments and Transfer

Moved by F. Di Cosola

THAT THE AGENDA BE APPROVED, AS AMENDED.

CARRIED

i) Approval of Calendar Items – Nil

6. Minutes of the Board By-Law/Policies Review Committee Meeting, April 17, 2018
Business Arising from the Minutes-Nil

Moved by T. Thomas

THAT THE MINUTES OF THE BOARD BY-LAW/POLICIES REVIEW COMMITTEE MEETING, APRIL 17, 2018, BE APPROVED.  

CARRIED

B Awards and Presentations
Nil

C Pastor’s Remarks
Nil

D Delegation
Nil

E Information/Reports/Updates from Trustees, for Receipt

i) Regular Reports
Nil

ii) Good News Items
Nil

F Reports from Committees, for Receipt
Nil

G Information/Reports from Administration, for Receipt
Nil

H Trustee, Committee, Administration Reports, Requiring Action

1. Proposed Policy: Proclamations – M. Vecchiarino

Moved by da Silva

THAT THE REPORT, PROPOSED POLICY: PROCLAMATIONS, BE RECEIVED.  

CARRIED

M. Vecchiarino, Superintendent, Policy, Strategy and Global Learning, presented the Proposed Policy: Proclamations. The Dufferin-Peel Catholic District School Board (the “Board”) affirms that all stakeholders are called as individuals and as a community to be inspired and informed by community events and occurrences in response to sacred writings, tradition and the Catholic Christian Faith story.

A proclamation is an official public announcement or declaration from the board of trustees to formally recognize an issue and/or event, deemed to be of interest to the community of
the Board. Therefore, the Board formally recognizes local, national and international issues and/or events that align with human dignity, respect, remembrance, history and/or the celebration of the Catholic Faith, Board staff, through the issuance of a proclamation, which may recognize a particular day, week, month or year.

Moved by A. da Silva

THAT THE BOARD BY-LAW/POLICIES REVIEW COMMITTEE RECOMMEND TO THE BOARD OF TRUSTEES THAT PROPOSED POLICY: PROCLAMATIONS, BE APPROVED AND ADOPTED.

CARRIED

2. Policy 24.00: Access to Elementary Regional Programs of Choice – M. Vecchiarino

Moved by S. Hobin

THAT THE REPORT, POLICY 24.00: ACCESS TO ELEMENTARY REGIONAL PROGRAMS OF CHOICE, BE RECEIVED.

CARRIED

M. Vecchiarino, Superintendent, Policy, Strategy and Global Learning, presented Policy 24.00: Access to Elementary Regional Programs of Choice.

As a Catholic school board aligned with Ministry of Education direction, the Board models the values of Jesus in the delivery of our Christ-centred programs. Rooted in our Catholic values, as well as in our ecclesial and cultural identity, we maintain a focus on equity and inclusivity. As part of its mission and aligned with the Strategic System Plan, 2014-2019, the Board continues to provide a variety of appropriate programs and services that respond to the emerging needs and trends within its diverse community.

The purpose of this report is to review and contextualize decisions made in regards to access to elementary programs of choice, with a focus on access by siblings. M. Vecchiarino referenced a number of reports, from 2013 to 2015 which highlights the Board’s current stance with regards to access by siblings to elementary programs of choice, based in part on parent and community concerns in this area (including delegations). Additionally, the Board has received three legal opinions regarding exposure to being in breach of the Ontario Human Rights Code, should exemption from the current position with regards to siblings be altered, allowing siblings from one family to access elementary programs of choice by virtue of their family status.

Discussion ensued.

M. Vecchiarino responded to questions of clarification.

Trustee Hobin requested the reports from 2013 to 2015 be e-mailed to Trustees.

Trustee Pascucci referenced a letter he received from a parent inquiring about the lottery system and waitlist at St. James. M. Mazzorato asked for the letter to review.
Trustee Iannicca inquired about additional regional programs.

M. Mazzorato talked about the cost for establishing programs and the new models being established. Staff will be bringing forward the master plan to the trustees.

 Moved by M. Pascucci

 THAT THE REPORT, POLICY 24.00: ACCESS TO ELEMENTARY REGIONAL PROGRAMS OF CHOICE, BE RECOMMENDED FOR CONSIDERATION.

 CARRIED

3. Policy 4.03: Collaborative Relationships – T. Cruz

 Moved by E. O’Toole

 THAT THE REPORT, POLICY 4.03: COLLABORATIVE RELATIONSHIPS, BE RECEIVED.

 CARRIED

T. Cruz, Superintendent, Special Education and Learning Services, presented Policy 4.03: Collaborative Relationships. Policy 4.03: Collaborative Relationships was last revised in January 2010. GAP 118.00, Guidelines for Collaborative Relationships and Third Party Health and Social Services Support (“GAP 118.00”) which outlines our system’s protocol, was last revised in April 2000.

The Ministry of Education’s Policy/Program Memorandum 149: Protocol For Partnerships With External Agencies For Provision Of Services By Regulated Health Professionals, Regulated Social Service Professionals, And Paraprofessionals (“PPM 149”) effective September 2009 recommends that school boards develop and maintain a protocol for partnerships with external agencies for the provision of services in schools by regulated health professionals, regulated social service professionals, and paraprofessionals and must align with collective agreements of unionized school board staff. These partnerships must enhance but not duplicate the delivery of services. Staff proposes a direct link to the Catholic Board Improvement Learning Cycle and the inclusion of support for its mission and goals.

Superintendent T. Cruz outlined the changes and responded to questions of clarification.

 Moved by S. Hobin

 THAT THAT THE BOARD BYLAW/POLICIES REVIEW COMMITTEE RECOMMEND TO THE BOARD OF TRUSTEES THAT REVISED POLICY 4.03: COLLABORATIVE RELATIONSHIPS, BE APPROVED AND ADOPTED AS AMENDED.

 CARRIED


 Moved by A. da Silva
M. Beck, Counsel, presented an update on Policy 7.20: Video Security Surveillance System - School Facilities. Following staff’s presentation of an amendment to Policy 7.20: Video Security Surveillance Systems – School Facilities at the April 17, 2018 By-law/Policies Review Committee (the “Committee”) meeting, staff was asked to report back to the Committee with regards to the type of notice that the Board is required to give individuals regarding the presence and use of video surveillance cameras on Board property. The purpose of this report was to provide the board of trustees with the information requested.

Discussion ensued.

Trustee Hobin suggested that a notice on school websites to warn people that we do have video surveillance and what it would be used for should be posted. This would be in addition to measures we presently have in place.

Superintendent D. Del Bianco responded to questions of clarification.


Moved by M. Pascucci

THAT THE REPORT, APPROPRIATE USE OF PARKING LOTS AND THE PICK-UP AND DROP-OFF AREAS ON SCHOOL SITES, BE RECEIVED.

CARRIED

D. Del Bianco, Superintendent of Planning and Operations, noted that Policy 7.12: Access to Board Properties identifies the Board commitment to provide a safe work place and learning environment by governing access to school premises in accordance with the Education Act, R.S.O. 1990, c. E.2., as amended. This policy was last updated in October 2017. At that time, the Committee approved the rescinding of Policy 7.13: Access to School Premises and combining the language contained in that policy with Policy 7.12.

The “safe work place and learning environment” as defined in Policy 7.12 also extends to driving on school property and the appropriate use of the pick-up and drop-off areas on school sites. The language in the policy has been updated to reflect the following: “the policy of the Dufferin-Peel Catholic District School Board (the “Board”) to provide a safe work place and learning environment by governing access to Board owned and/or occupied property, including schools (parking lots and pick-up and drop-off areas) and administrative buildings (collectively, “Board Property”).”

Superintendent D. Del Bianco responded to questions of clarification.
In response to trustees concerns with providing administrators with steps and talking points when faced with escalating issues at their schools, M. Mazzorato referenced the Education Act and to review this and strengthen this policy within the GAP.

Moved by A. da Silva

THAT THE BY-LAW/POLICIES REVIEW COMMITTEE RECOMMEND TO THE BOARD OF TRUSTEES THAT POLICY 7.12: ACCESS TO BOARD PROPERTIES BE APPROVED AND ADOPTED AS AMENDED.

CARRIED


Moved by E. O’Toole

THAT THE REPORT, POLICY 6.59: SCHOOL GRADUATIONS, BE RECEIVED.

CARRIED

D. Amaral, Associate Director, Instructional Services, presented Policy 6:59: School Graduations, which was last revised in 2013. Staff is recommending review of the policy and associated General Administrative Procedure (GAP) 511.01: School Graduations to address matters including, but not limited to, dignitaries and government officials who are invited to ceremonies and who may be seated on the platform.

Discussion ensued.

D. Amaral responded to questions of clarification.

Moved by A. da Silva:

THAT THE INDIVIDUALS ALLOWED TO SPEAK AT GRADUATION CEREMONIES SHALL BE: LOCAL TRUSTEE(S), CHAIRPERSON OF THE BOARD, DIRECTOR OF EDUCATION (OR DESIGNATE), LOCAL PASTOR (OPTION GIVEN TO PASTOR AND CHAPLAIN), PRINCIPAL, SCHOOL COUNCIL CHAIRPERSON (OPTION GIVEN TO CHAIRPERSON), MAYOR—IF THE MAYOR IS NOT ABLE TO ATTEND, A DESIGNATE WILL NOT TO BE INVITED TO ADDRESS THE GRADUATION CEREMONY, STUDENT SALUTATORIAN (IF LOCAL TRADITION) AND STUDENT VALEDICTORIAN.

CARRIED
K  Questions asked of, and by Board Members
    Nil

L  Declared Interest Items
    Nil

M  In Camera Session
    Moved by M. Pascucci

    THAT THE BOARD RESOLVE INTO THE COMMITTEE OF THE WHOLE FOR THE IN
CAMERA SESSION.

    CARRIED

N  Rise and Report
    Received:
    Administrative Appointments and Transfers.

    Moved by T. Thomas

    THAT THE REPORT OF THE COMMITTEE OF THE WHOLE IN CAMERA BE PRESENTED
AND THAT THE COMMITTEE’S RECOMMENDATIONS BE ADOPTED.

    CARRIED

O  Future Meetings
    To be determined.

P  Adjournment
    Moved by S. Hobin

    THAT THE MEETING BE ADJOURNED AT 10.30 P.M.

    CARRIED
REGISTRATION FORM FOR DELEGATIONS

All delegations are required to submit a Registration Form outlining the key points to be presented by no later than 1:00 p.m. five (5) business days before the date of the applicable meeting for the request to be considered. The written presentation and materials must be submitted by 12:00 p.m. one (1) business day prior to the meeting. Trustees may ask questions of clarification after the presentation in accordance with Board Procedural By-Law 1-01, Article 7. Delegations are reminded that no decision on the issues presented will be made at the meeting. Delegations are allotted five minutes to present.

Meeting name & date: Oct 16, 2018 - Bylaw Policy Review Comm  
Subject: St. James CGLC waitlist procedures

☐ I wish to speak ONLY on my own behalf.  
☐ I wish to delegate as a spokesperson for: ________________________________  
☐ I am an employee of the Board and my subject cannot be dealt with under a Board Collective Agreement.

Please provide a brief summary of the subject of the delegation.

It is my understanding that the trustees will be discussing the St. James CGLC waitlist procedure (GAP #418) at today's meeting in response to the delegation on June 18, 2018.

I would like to support the request, and also ask that the current waitlist spot for my son, ______________________, be held longer than the current school year as the procedure currently states.

Secondly, I would like the trustees to look at how the current waitlist procedures impact decisions for kids going...

The Board does not wish to prevent the expression of honest opinion, however, delegates should refrain from negative, critical or derogatory comments about identifiable persons.

Please read Dufferin-Peel Catholic District School Board By-Law # 1-01, Article 7 (see reverse) pertaining to delegations prior to signing, and returning the registration form to the Board and Committee Information Officer. The Board and Committee Information Officer will contact you to confirm the date and time of your delegation.

Please note that delegations will be only heard during the allotted period for delegations. If it is necessary to cancel the delegation, please do so in writing by email, fax or hand delivered copy at least 24 hours prior to the meeting: Phone 905-890-0708, Ext. 24433, Fax 905-890-8837 or Email laurie.mackereth@dpcdsb.org

Delegation Contact Information: *

Name  
Tess O'Mara

Address

Telephone

Email

Date: October 9, 2018  
Signature:

* Municipal Freedom of Information and Protection of Privacy Act: Personal information is collected under the legal authority of the Education Act, RSO 1990, c. E.2 and will be used by the Board and Committee Information Officer for corresponding with delegates. Questions about this collection should be addressed to the Records Management and Access & Privacy Administrator at 890-0708, Ext. 24443.
REGISTRATION FORM FOR DELEGATIONS

All delegations are required to submit a Registration Form outlining the key points to be presented by no later than 1:00 p.m. five (5) business days before the date of the applicable meeting for the request to be considered. The written presentation and materials must be submitted by 12:00 p.m. one (1) business day prior to the meeting. Trustees may ask questions of clarification after the presentation in accordance with Board Procedural By-Law 1-01, Article 7. Delegations are reminded that no decision on the issues presented will be made at the meeting. Delegations are allotted five minutes to present.

Meeting name & date: Bylaw Policy Review Committee 10/16/18  Subject: St. James CGLC waitlist procedures

☐ I wish to speak ONLY on my own behalf.
☐ I wish to delegate as a spokesperson for: ________________________________
☐ I am an employee of the Board and my subject cannot be dealt with under a Board Collective Agreement.

Please provide a brief summary of the subject of the delegation.

It is my understanding that the trustees will be discussing the St. James CGLC waitlist procedure (GAP #418) in response to a delegation on June 18, 2018 which I would like to support.
I would like for you to consider changing the existing approach and maintain the waitlist and roll it over to the following school years. This approach will still keep the random selection process in JK giving everyone the same fair chance to attend the school, but will also help parents to plan and take better family decisions about the education path for their children based on their known position on the waiting list and not on repeated unfair random processes (where there is a probability that you will never be selected). Your timely consideration in this matter is greatly appreciated.

The Board does not wish to prevent the expression of honest opinion, however, delegates should refrain from negative, critical or derogatory comments about identifiable persons.

Please read Dufferin-Peel Catholic District School Board By-Law # 1-01, Article 7 (see reverse) pertaining to delegations prior to signing, and returning the registration form to the Board and Committee Information Officer. The Board and Committee Information Officer will contact you to confirm the date and time of your delegation.

Please note that delegations will be only heard during the allotted period for delegations. If it is necessary to cancel the delegation, please do so in writing by email, fax or hand delivered copy at least 24 hours prior to the meeting: Phone 905-890-0708, Ext. 24433, Fax 905-890-8837 or Email laurie.mackereth@dpcdsb.org

Delegation Contact Information: *

<table>
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<tr>
<th>Name</th>
<th>Heidy Gomez D'Sola</th>
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<tr>
<td>Address</td>
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<td>Telephone</td>
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<td>Email</td>
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</table>

Date: Oct 8, 2018  Signature: Heidy Gomez

*Municipal Freedom of Information and Protection of Privacy Act: Personal information is collected under the legal authority of the Education Act, RSO 1990, c. E.2 and will be used by the Board and Committee Information Officer for corresponding with delegates. Questions about this collection should be addressed to the Records Management and Access & Privacy Administrator at 890-0708, Ext. 24443.
REGISTRATION FORM FOR DELEGATIONS

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Meeting name & date: Oct 16, 2018 - Bylaw Policy Review Comm  Subject: Waitlist Administration Process for St Ja

☑ I wish to speak ONLY on my own behalf.
☐ I wish to delegate as a spokesperson for: 
☐ I am an employee of the Board and my subject cannot be dealt with under a Board Collective Agreement.

Please provide a brief summary of the subject of the delegation.

It is my understanding that the trustees will be discussing the St. James CGLC waitlist procedure (GAP #418) at today’s meeting in response to [ ] delegation on June 18, 2018.

I would like to support [ ] request, and also ask that the current waitlist spot for my son, [ ], is held longer than the current school year as the policy currently states.

The Board does not wish to prevent the expression of honest opinion, however, delegates should refrain from negative, critical or derogatory comments about identifiable persons.

Please read Dufferin-Peel Catholic District School Board By-Law # 1-01, Article 7 (see reverse) pertaining to delegations prior to signing, and returning the registration form to the Board and Committee Information Officer. The Board and Committee Information Officer will contact you to confirm the date and time of your delegation.

Please note that delegations will be only heard during the allotted period for delegations. If it is necessary to cancel the delegation, please do so in writing by email, fax or hand delivered copy at least 24 hours prior to the meeting: Phone 905-890-0708, Ext. 24433, Fax 905-890-8837 or Email laurie.mackereth@dpcdsb.org

Delegation Contact Information: *

Name: Nadia Pecaric
Address: 
Telephone: 
Email: 

Date: October 9, 2018  Signature: [Signature]

* Municipal Freedom of Information and Protection of Privacy Act: Personal Information is collected under the legal authority of the Education Act, RSO 1990, c. E.2 and will be used by the Board and Committee Information Officer for corresponding with delegates. Questions about this collection should be addressed to the Records Management and Access & Privacy Administrator at 890-0708, Ext. 24443.
"The human mind plans the way, but the LORD directs the steps."
Proverbs 16:9

BACKGROUND
Policy 1.00: By-Law and Policy Review and Development identifies that all policies in the Dufferin-Peel Catholic District School Board (DPCDSB) undergo an initiation process approved by trustees. The process includes trustee input, followed by consultation with various community stakeholders.

The Education Act requires boards to develop and maintain policies and organizational structures that promote the board’s goals and encourage pupils to pursue their educational goals. The ongoing monitoring and regular evaluation of policy ensures that it continues to fulfill its purpose.

Staff have conducted an extensive analysis of policies that require review and/or development as a result of the review cycle and have created this report to identify those policies.

DISCUSSION
In all, there are 23 policies that are recommended to be initiated for review. The chart below identifies those policies.

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<thead>
<tr>
<th>Policy</th>
<th>Description</th>
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<tr>
<td>00</td>
<td>Philosophy of Education</td>
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<td>Fundraising</td>
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<tr>
<td>7.05</td>
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<tr>
<td>7.14</td>
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<tr>
<td>8.00</td>
<td>Vans/Bussettes for Secondary Schools</td>
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<td>Emergency Instructors</td>
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</tr>
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</tr>
<tr>
<td>8.72</td>
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</tr>
</tbody>
</table>
NEXT STEPS

Board staff are recommending that the policies identified above be approved for initiation of review. Moving forward, policies will undergo the cycle of review and development whereby the appropriate supervisory officer to whom the policy review has been assigned will make revisions to the existing policy and consult with stakeholders as necessary and appropriate. As part of the community consultation process, revised policies will be posted on the DPCDSB website for public input and feedback prior to being presented to trustees for consideration, approval and adoption.

THE FOLLOWING RECOMMENDATION IS PROVIDED FOR CONSIDERATION:

1. THAT THE REPORT TO THE BY-LAW/POLICIES REVIEW COMMITTEE, POLICY REVIEW AND DEVELOPMENT PROCESS 2018 - 2019, BE RECEIVED.

2. THAT THE BY-LAW/POLICIES REVIEW COMMITTEE RECOMMEND TO THE BOARD OF TRUSTEES THAT THE POLICY REVIEW AND DEVELOPMENT PROCESS 2018 – 2019, BE APPROVED.

Prepared by: M. Vecchiarino, Superintendent - Policy, Strategy and Global Learning
Submitted by: M. Vecchiarino, Superintendent - Policy, Strategy and Global Learning
BACKGROUND

The Dufferin-Peel Catholic District School Board’s (DPCDSB) Procedural By-law (By-law) is to be reviewed annually by the Board of Trustees. The By-law was last updated by the Board of Trustees on March 20, 2018.

DISCUSSION

Staff have reviewed the current By-law (attached as Appendix A) and recommend the following amendments as shown in the attached Appendix B:

1. Replace references to the “School Board” with “DPCDSB”. This will ensure consistency with the DPCDSB Visual Identity Manual and Style Guide.
2. Reorder the order of business on the agenda for regular meetings of the Board of Trustees to ensure that the agenda is approved prior to declarations of interest being made. This will ensure that Trustees have the opportunity to declare an interest in items included on the agenda following its approval.

A revised draft version of the proposed amended By-law is attached as Appendix C. There are no financial implications to the proposed revisions.

THE FOLLOWING RECOMMENDATIONS ARE PROVIDED FOR CONSIDERATION:

1. THAT THE REPORT TO THE BY-LAW/POLICIES REVIEW COMMITTEE, PROCEDURAL BY-LAW ANNUAL REVIEW, BE RECEIVED.

2. THAT THE BOARD BY-LAW/POLICIES REVIEW COMMITTEE RECOMMEND TO THE BOARD OF TRUSTEES THAT THE DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD’S PROCEDURAL BY-LAW BE APPROVED AND ADOPTED, AS AMENDED.

Prepared by: Margaret Beck, Counsel

Submitted by: Margaret Beck, Counsel
PROCEDURAL BY-LAW #1.01

Give me now wisdom and knowledge to go out and come in before this people, for who can rule this great people of yours? 2 Chronicles 1:10

Revised: March 20, 2018
Next Review Date: March 2019
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PROCEDURAL BY-LAW

A by-law relating generally to the meeting procedures to be used by the Board of Trustees and its Committees at their meetings, made pursuant to Section 170(1)4 of the Education Act which provides that the School Board must fix the times and places for meetings of the Board of Trustees and the mode of calling and conducting them.

ARTICLE 1
RULES OF ORDER

1.1 **Rules of Order:** The procedural rules governing meetings of the Board of Trustees shall be those set out in this By-law, any policies and resolutions of the Board of Trustees and the current edition of Roberts Rules of Order.

1.2 **Order of Precedence:** To the extent of a conflict, the superior instrument shall take precedence over the inferior instrument as set out below:

   a) **Education Act**
   
   b) Applicable Laws other than the Education Act and the By-law
   
   c) By-law
   
   d) Code of Conduct
   
   e) Board of Trustees’ Policies and Resolutions
   
ARTICLE 2
DUTIES

“The elected [Board of Trustees] governs and the [Director/Secretary] manages the [School Board] on a daily basis. The [Board of Trustees] exercises its role through the adoption of policy, establishing goals, monitoring progress and engaging with its communities. The job of the [Director/Secretary] is to provide leadership in turning the broad directives of the [Board of Trustees] into reality throughout all the operations of the [School Board]. It is up to the [Director/Secretary], through [their] staff, to develop appropriate procedures and processes to ensure effective implementation of policy and strategic plans.”

“...Trustees will work with other trustees in a spirit of respect, openness, courtesy, and cooperation in spite of differences of opinion that may arise during debate.”

2.1 Board of Trustees: The Board of Trustees is responsible for development of School Board policies versus their implementation. In addition to any other duties under Applicable Laws, the Board of Trustees shall:

a) promote student achievement and well-being;
b) carry out its role in accordance with the teachings of the Catholic faith;
c) promote a positive school climate that is inclusive and accepting of all pupils, including pupils of any race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability and any other areas identified by the Ontario Human Rights Commission as a protected ground;
d) promote the prevention of bullying;
e) ensure effective stewardship of the School Board’s resources;
f) deliver effective and appropriate education programs to its pupils;
g) develop and maintain policies and organizational structures that,
   1. promote the goals referred to in clauses (a) to (f), and
   2. encourage pupils to pursue their educational goals;

2. ibid., Module 4
h) monitor and evaluate the effectiveness of policies developed by the School Board under clause (g) in achieving the School Board’s goals and the efficiency of the implementation of those policies;

i) develop a multi-year plan aimed at achieving the goals referred to in clauses (a) to (f) (the “Multi-Year Strategic Plan”);

j) annually review the Multi-Year Strategic Plan with the Director/Secretary or the supervisory officer acting as the Director/Secretary; and

k) monitor and evaluate the performance of the Director/Secretary, or the supervisory officer acting as the Director/Secretary, in meeting the following:

1. their duties under Applicable Laws and the Multi-Year Strategic Plan; and

2. other duties assigned by the Board of Trustees.

2.2 Trustees: Each Trustee, including each Student Trustee, shall at all times comply with Applicable Laws and the rules governing the conduct of Trustees including governance policies, the Code of Conduct and any resolutions of the Board of Trustees.

2.3 Director/Secretary: The Director/Secretary is responsible for the management of the day-to-day operations of the School Board, including the implementation and governance of School Board policies and decisions of the Board of Trustees. In addition to any duties assigned by the Board of Trustees and any other duties under Applicable Laws, the Director/Secretary shall:

a) act as secretary to the Board of Trustees;

b) annually review with and deliver a report to the Board of Trustees regarding the Multi-Year Strategic Plan;

c) ensure that the Multi-Year Strategic Plan establishes the School Board’s priorities and identifies specific measures and resources that will be applied in achieving those priorities and in carrying out its duties under the Education Act, in particular, its responsibility for student achievement set out in section 169.1(1)(f) of the Education Act;

d) implement and monitor the implementation of the Multi-Year Strategic Plan and report quarterly to the Board of Trustees on the status of its implementation;

e) immediately upon discovery bring to the attention of the Board of Trustees any act or omission by the School Board that in the opinion of the Director/Secretary may result in, or has resulted in, a contravention of the Education Act;

f) if the Board of Trustees does not respond in a timely and satisfactory manner to an act or omission brought to its attention under Section 2.3(e), advise the Minister or a Deputy Minister of the Minister of the act or omission;
g) keep a full and correct record of the proceedings of every meeting of the Board of Trustees in the minute book provided for that purpose by the Board of Trustees and ensure that the minutes when confirmed are signed by the Chair or presiding member;

h) transmit to the Ministry of Education copies of reports requested by it;

i) give notice of all meetings of the Board of Trustees to each Trustee by notifying the Trustee personally or in writing or by sending a written notice to their residence;

j) call a special meeting of the Board of Trustees at the written request of the majority of the Trustees;

k) attend all meetings of the Board of Trustees and Committees in person or by designate;

l) prepare or arrange to have prepared by a delegated representative minutes of all meetings of the Board of Trustees and of Committees;

m) keep records or arrange to have records kept as required under Applicable Laws and subject to the directions of the Board of Trustees;

n) conduct the official correspondence on behalf of the Board of Trustees;

o) receive and pass on to the Board of Trustees or the relevant Committee all correspondence, petitions and reports of other officials;

p) prepare, in consultation with the appropriate chair, the draft agenda of all meetings of the Board of Trustees and of all Committees;

q) maintain an up-to-date policy database and make such database accessible to the public via the School Board’s website;

r) have charge of all correspondence, reports and other documents;

s) promulgate all orders, policies and other directions of the Board of Trustees and other matters in accordance with requirements of Applicable Laws and subject to the directions of the Board of Trustees; and

t) bring to the attention of the Board of Trustees any matter in respect of which, in the opinion of the Director/Secretary, may be necessary or useful for the Board of Trustees to be aware.

2.4 Chair: In addition to any duties assigned by the Board of Trustees and any other duties under Applicable Laws, the Chair shall:

a) preside over meetings of the Board of Trustees;
b) conduct the meetings in accordance with this By-law;

c) enforce the Code of Conduct;

d) establish the Agenda for meetings of the Board of Trustees, in consultation with the Director/Secretary;

e) ensure that Trustees have the information needed for informed discussion of the Agenda items;

f) act as spokesperson to the public on behalf of the Board of Trustees, unless otherwise determined by the Board of Trustees;

g) convey the decisions of the Board of Trustees to the Director/Secretary; and

h) provide leadership to the Board of Trustees in maintaining its focus on the Multi-Year Strategic Plan and the School Board’s mission and vision.

2.5 Vice Chair: In addition to any duties assigned by the Board of Trustees and any other duties under Applicable Laws, the Vice Chair shall carry out all duties required of the Chair in the event the Chair is absent or otherwise unable or unwilling to act in that capacity.
ARTICLE 3
COMMITTEES OF THE BOARD

3.1 Committees: The Board of Trustees may establish Committees and shall determine the duties of such Committees. The Committees shall be categorized as follows:

a) Committees, the mandates and terms of reference of which are established by the Education Act ("Statutory Committees");

b) Committees whose duties are normally continuous, whether required by statute or otherwise ("Standing Committees") and

c) Committees appointed for specific duties whose mandate shall expire with the completion of the tasks assigned ("Ad Hoc Committees").

Statutory Committees: The following Committees are confirmed as the Statutory Committees of the Board of Trustees as at the date this By-law is enacted:

a) Audit
b) Special Education Advisory
c) Supervised Alternative Learning
d) Discipline
e) Central Committee for Catholic School Councils

Standing Committees: The following Committees are confirmed as Standing Committees of the Board of Trustees as at the date this By-law is enacted:

a) Administration and Finance
b) Faith and Program
c) Contract and Negotiations
d) By-law/Policies Review

3.2 Functions, Duties, Responsibilities and Powers of Committees: The functions, duties, responsibilities and powers of all Committees shall be set out in the resolution of the Board of Trustees by which such Committee is established, or in terms of reference adopted by the Board of Trustees in respect of such Committee. At each of its inaugural meetings, each Committee will determine its terms of reference to be recommended to the Board of Trustees for approval. No Committee is authorized to exercise any delegated Board of Trustees authority unless expressly so authorized in the terms of reference or resolution adopted by the Board of Trustees in respect of the Committee.
3.3 **Committee Membership:** The Board of Trustees shall appoint the chair and members of each Committee. All persons appointed to Committees serve at the pleasure of the Board of Trustees. Committee terms of reference shall set out the composition of the Committee, and indicate what Board of Trustees resources are dedicated to support its work.

3.4 **Committee Procedures:** Unless the Board of Trustees adopts a policy or terms of reference, passes a resolution or enacts a by-law governing the Committee procedures generally or the procedures of any particular Committee, each Committee may determine its own procedures, subject to the following:

a) All Committees, except the Audit Committee, shall be first convened as soon as reasonably possible following the date of the Board of Trustees’ resolution appointing the members to the applicable Committee.

b) The first meeting of the Audit Committee shall take place no later than September 30 in each year.

c) At the Annual Organizational Meeting, the Board of Trustees shall elect Trustees as chair and vice-chair of the Committees, one of whom shall be responsible for reporting the Committee’s activities to the Board of Trustees.

d) At the first meeting of the Audit Committee, in each fiscal year, the members of the Audit Committee shall elect the chair and vice-chair of the Audit Committee for the fiscal year of the Board of Trustees from either Trustees or external members. If, at any meeting of the Audit Committee, the chair and vice-chair are not present, the members present may elect a chair for that meeting.

e) The process to meet in-camera set forth in Article 6 applies to Committee meetings with necessary modifications, provided that the respective chairs of the Contract and Negotiations Committee and the Audit Committee shall remain the respective chairs for the in-camera meetings of such Committees.

f) The rules of order described in Article 1 shall apply to Committee meetings.

g) If a Committee does not determine its own procedures, it shall be subject to the meeting procedures set out in this By-law, with necessary modifications, until changed by the Committee or the Board of Trustees.
ARTICLE 4
THE INAUGURAL/ANNUAL ORGANIZATIONAL MEETING,
ELECTION OF OFFICERS AND APPOINTMENTS

4.1 **Date and Time**: Subject to any statutory requirements, the Inaugural Meeting and each subsequent Annual Organizational Meeting shall be held on the first Tuesday in December at 7:00 p.m., following a 6:00 p.m. mass.

4.2 **Meeting Procedure**: The procedure at the Inaugural Meeting and each subsequent Annual Organizational Meeting shall be as follows:

   a) **At the Inaugural Meeting (but not subsequent Annual Organizational Meetings),** the Director/Secretary shall:

      1. read the returns of the election to the Board of Trustees as certified by the municipal clerks;

      2. ascertain that the Trustees have met all procedural requirements and are eligible to take office;

      3. administer to each Trustee a declaration of office and oath of allegiance; and

      4. declare the Board of Trustees to be legally constituted.

   b) **At the Inaugural Meeting and each Annual Organizational Meeting,** the Director/Secretary shall serve as chair of the meeting until the Chair is elected, but the only business to be conducted while the Director/Secretary is so serving is the election of the Chair, which shall be conducted as follows:

      1. The Director/Secretary shall appoint three (3) scrutineers, whose names shall be recorded in the minutes;

      2. The Director/Secretary shall then call for nominations, which will not require a seconder (and a Trustee may self-nominate).

      3. All nominees shall be asked by the Director/Secretary to confirm whether they wish to allow their name to stand in nomination.

      4. Confirmed nominees will be invited, in the order they were nominated, to address the Board of Trustees.

      5. Trustees may ask questions of each candidate.

      6. The election shall then proceed by secret ballot.
7. The Trustee who receives the most votes shall be declared elected, but only if the number of votes received by such Trustee is equal to the majority of the number of the Trustees present at the meeting and entitled to vote.

8. If the condition in Section 4.2(b)(7) is not satisfied, the scrutineers shall announce the result and the name of the Trustee receiving the smallest number of votes shall be dropped. The Board of Trustees shall then proceed to vote anew, to a maximum of three (3) rounds of votes, until the condition in Section 4.2(b)(7) is satisfied. The successful Trustee shall serve as the Chair until the next Inaugural/Annual Organizational Meeting.

9. In the case of an equality of votes, the candidates shall draw lots to fill the position pursuant to subsection 208(8) of the Education Act.

c) The elected Chair shall succeed the Director/Secretary as chair of the meeting.

d) The Chair shall conduct an election for the office of Vice-Chair, chairs and vice-chairs of Committees using the process set out above, with necessary alterations, and deliver their inaugural address to the Board of Trustees.

e) At least every five years, the Board of Trustees shall appoint its auditors for the ensuing one to five years

4.3 **Term of Office:** The term of office for all positions and appointments described in this Article 4 shall be for a period of one year, unless otherwise specified.
ARTICLE 5
PROCEDURES AT MEETINGS OF THE BOARD OF TRUSTEES

5.1 **Quorum:** A majority of Trustees constitutes a quorum.

a) If a quorum is not present within 15 minutes after the time appointed for the meeting or it is lost, the Board of Trustees shall not convene and the Director/Secretary shall record the names of the members present.

b) Where the Chair has knowledge that a Trustee will arrive within the half hour of the posted commencement time of a meeting, the Chair may unilaterally extend the start time for the meeting beyond the stated 15 minutes to an additional 15 minutes, totaling no more than 30 minutes from the posted commencement time of the meeting. If a quorum is still not present after the additional 15 minutes, the Board of Trustees meeting shall not convene and the Director/Secretary shall record the names of the members present. The Chair may call a recess of up to 15 minutes should quorum be lost or for any other reason as they so determine. In order for the Board of Trustees meeting to be re-called, a quorum must be present.

c) Subject to 5.1(a) and (b), the Board of Trustees shall adjourn a convened meeting whenever a quorum is no longer present and the Director/Secretary shall then record the time of adjournment and the names of the members present.

d) The foregoing is subject to Section 7(1) of the *Municipal Conflict of Interest Act*.

5.2 **Regular Meetings:** The Board of Trustees may establish dates for its regular meetings, at a place and time determined by the Board of Trustees. Ordinarily, regular meetings shall commence at 7:00 p.m. and adjourn at 11:00 p.m. or upon completion of the item being discussed at 11:00 pm, unless otherwise determined by the Board of Trustees. The Chair may cancel or reschedule a regular meeting by giving notice to all persons entitled to receive notice of the meetings of the Board of Trustees, provided that the Chair may only cancel a regular meeting in extraordinary circumstances, such as when there is a strong indication that quorum would not be present at such meeting.

5.3 **Meeting Materials:** To the extent practicable, on the Friday prior to any meeting of the Board of Trustees, the Chair shall cause the meeting Agenda and all necessary or desirable meeting materials to be delivered by or on behalf of the Director/Secretary to the Trustees and the meeting Agenda to be posted on the School Board’s website for public access. The content of the Agenda shall be determined by the Chair in consultation with the Director/Secretary.
5.4 **Agenda for Regular Meeting:** The Agenda and order of business for regular meetings of the Board of Trustees will normally be as follows:

a) **Routine Matters**
   1. Call to Order and Attendance
   2. Acknowledgement of First Nations’ Sacred Territory
   3. Opening Prayer
   4. Declaration of Interest
   5. Approval of Agenda
      i) Approval of Calendar Items
   6. Approval of Minutes
      i) Business Arising from the Minutes

b) **Awards and Presentations**

c) **Pastor's Remarks**

d) **Delegations**

e) **Updates/Information/Reports from Trustees for Receipt**
   1. Regular Reports
   2. Good News Items

f) **Information/Reports from Committees for Receipt**

g) **Information/Reports from Administration for Receipt**

h) **Trustee/Committee/Administration Reports Requiring Action**

i) **Notices of Motion**

j) **Additional Business**

k) **Questions Asked of, and by, Board Trustees**

l) **Declared Interest Items**

m) **In-Camera Session**

n) **Rise and Report**

o) **Future Meetings**

p) **Adjournment**
5.5 Adding to Agenda

a) At the discretion of the Chair, a Trustee may add an item to the Agenda for a meeting by submitting a written request for this purpose to the Chair at least seven (7) days in advance of the meeting.

b) The Board of Trustees may include additional items on the Agenda for a meeting by a two thirds (2/3) majority vote of the Trustees present at such meeting.

c) The order of business at any meeting shall be in the same order as on the Agenda for such meeting, but may be changed by a majority vote of the Trustees present at such meeting.

d) No variation of the Agenda during the meeting shall be permitted unless all Trustees are present and unanimously agree to such variation.

5.6 Special Meetings: In addition to the Director/Secretary's duty to call a special meeting pursuant to Section 2.3(n), special meetings of the Board of Trustees may be called at the discretion of the Chair, provided that in all circumstances special meetings may only be held to address matters of a time-sensitive nature which may result in financial loss or other harm to the School Board and to the Board of Trustees or an employee or student of the School Board if the matters are not dealt with before the next scheduled meeting of the Board of Trustees or a Committee. Special meetings require no less than two (2) business days' notice, unless such minimum notice requirement is waived in writing by the Chair. The notice calling a special meeting shall state the business to be considered thereat, and no other business may be considered at a special meeting, unless all Trustees are present and unanimously agree to consider such business. The Chair may cancel a special meeting by giving notice of cancellation if the Chair deems that the need for the special meeting no longer exists.

5.7 Consequence of Repeated Absence from Meetings: In accordance with the Education Act, a Trustee is deemed to vacate their seat if they absent themselves from three (3) consecutive regular meetings of the Board of Trustees, unless authorized by a resolution of the Board of Trustees.

5.8 Record of Attendance: A register of Trustee attendance at Board of Trustee and Committee meetings will be established and maintained by or on behalf of the Chair. The register will be available to the public upon written request. Attendance records for all meetings shall record instances where Trustees are required to arrive late or leave prior to adjournment. A Trustee absent from a meeting(s) while acting on approved Board of Trustee or School Board business or while serving as an officer of a Trustee association will be recorded as such.
5.9 **Electronic Participation in Meetings:** The Board of Trustees shall allow attendance at meetings by electronic means in accordance with the *Education Act* and School Board Policy No. 1.06, as amended or replaced. Trustees acknowledge the importance of meeting in person and accept that participation in meetings through electronic means is not the preferred method of participation.

5.10 **Selection of Chair of Meeting:** If the Chair and the Vice-Chair are both absent from a meeting, or unable or unwilling to act in that capacity, and if quorum is present, the Director/Secretary shall call the meeting to order and the members present shall select a chair of the meeting, who shall preside and act as chair of the meeting, but only until such time as the Chair or Vice-Chair arrives at the meeting or is willing or able to act in that capacity.

5.11 **Director/Secretary Responsible for Meeting Minutes:** The Director/Secretary shall cause the minutes of Board of Trustees and Committee meetings to be recorded and maintained.

5.12 **Content:** Each set of meeting minutes shall contain the following:

a) the type of meeting ("regular", "special", etc.);

b) the date and place of the meeting;

c) the names of Trustees, Staff, and guests present, the names of Trustees absent, and the time of arrival, departure and/or re-entry of Trustees not present for the entire meeting;

d) the minutes of the previous meeting(s) and, where approved, an indication of any changes therein;

e) disclosure of conflicts of interest;

f) all motions and points of order and appeals, and the disposition thereof;

g) the time of adjournment; and

h) the time, date and place of the next meeting.
ARTICLE 6
IN-CAMERA MEETINGS – BOARD OF TRUSTEES AND COMMITTEES

6.1 **Principle of Open Meetings:** All meetings of the Board of Trustees and, subject to Section 6.2 below, all Committee meetings, shall be open to the public, and no person shall be excluded from a meeting that is open to the public, except for improper conduct as determined by the chair of the meeting in their absolute discretion.

6.2 **In-Camera Meetings - Committees:** A meeting of a Committee, including Committee of the Whole, may be closed to the public, but only to the extent the subject-matter under consideration involves one or more of the following:

a) the security of the property of the School Board;

b) the disclosure of intimate, personal or financial information in respect of a Trustee, member of a Committee, an employee or prospective employee of the School Board, or a student or their parent or guardian;

c) the acquisition or disposal of a school site;

d) decisions in respect of negotiation with employees of the School Board; and

e) litigation affecting the School Board.

6.3 **In-Camera Meetings – Board of Trustees and Committees:** A meeting of the Board of Trustees or of a Committee shall be closed to the public when the subject matter under consideration involves an ongoing investigation under the *Ombudsman Act* respecting the School Board.

6.4 **Persons Entitled to Attend In-Camera Meetings of the Committee of the Whole:** The only persons entitled to attend In-Camera Meetings of the Committee of the Whole are Trustees and the Director/Secretary (except if the subject matter of the In-Camera Meeting of the Committee of the Whole is directly related to the performance of the Director/Secretary, in which case the Director/Secretary is not entitled to attend that portion of the meeting), but the Board of Trustees may invite any person (including appropriate Staff) to participate as guests in In-Camera Meetings of the Committee of the Whole.

6.5 **Private Meetings:** If the In-Camera Meeting of a Committee includes only Trustees and the Director/Secretary, then such meeting shall be referred to as a “Private Meeting—Trustees and Director Only”. If the In-Camera Meeting of the Committee of the Whole includes only the Trustees, then such meeting shall be referred to as a “Private Meeting—Trustees Only”. For certainty, Private Meetings—Trustees Only may only occur when the subject matter of the meeting is the contract or performance of the Director/Secretary, in which case, the Committee may have legal counsel present as determined by a majority of the Trustees. Immediately following the portion of the Private Meeting during which
the contract or performance of the Director/Secretary is discussed, the Chair shall invite
the Director/Secretary to return to the meeting.

6.6 Process to Meet In-Camera as Committee of the Whole: When the Board of Trustees
determines it is necessary to meet in-camera:

a) The motion shall be:

“THAT the Board of Trustees meeting be adjourned and the
Trustees immediately convene an In-Camera [or a Private]
Meeting of the Committee of the Whole in respect of
[describe reason for matter to be discussed in-camera, with
reference to the criteria set out above]”.

b) Unless otherwise provided herein with respect to a Committee, the Chair shall
relinquish their role as presiding officer of the meeting and shall call the Vice-Chair
or another Trustee to act as chair.

c) As soon as the In-Camera Meeting of the Committee of the Whole is concluded,
the Board of Trustees shall reconvene, with the Chair acting again as chair of the
meeting of the Board of Trustees.

d) The chair of the In-Camera Meeting of the Committee of the Whole shall present
the report of the meeting of the Committee of the Whole and move its adoption.
The motion shall be:

“THAT the Board of Trustees receive the confidential report
of the Committee of the Whole In-Camera / Private
Meeting [describe reason for matter to be discussed in-
camera with reference to criteria set out above] and
recommend adoption of the recommendations set out therein”.

6.7 Confidential Nature of In-Camera Materials: All materials disclosed to Trustees in
connection with In-Camera Meetings, all deliberations at, all minutes of, and all reports
in respect of In-Camera Meetings are strictly confidential and shall not be disclosed to any
person unless required by Applicable Laws or otherwise authorized by the Board of
Trustees.

6.8 Minutes of In-Camera Meetings: Minutes of In-Camera Meetings shall be maintained in
the same format as other Board of Trustees meeting minutes, provided that they shall be
maintained in a segregated manner that protects their confidential nature to ensure they
are only properly disclosed to authorized persons in accordance with Applicable Laws.

6.9 Student Trustees: Student Trustees may attend In-Camera Meetings of the Committee of
the Whole and any Committee on which a Student Trustee is appointed, except they are
not entitled to attend In-Camera Meetings convened in respect of matters involving the
disclosure of intimate, personal, or financial information in respect of a Trustee or member of a Committee, an employee or prospective employee, or a student or their parent or guardian, or other matters expressly prohibited by the Education Act.
ARTICLE 7
DELEGATIONS AND SUBMISSIONS

7.1 Delegations and Submissions: The School Board encourages the public to provide advice and information to the Board of Trustees to assist Trustees in making informed decisions. Written and in person delegations to the Board of Trustees may be made in accordance with the following:

a) Subject to Section 7.1(e), delegates are required to register using the prescribed form no later than by 1:00 p.m. five (5) business days before the date of the applicable meeting. A failure to complete the registration requirement will result in the delegation request being denied. All other written materials/presentations of delegates, including revisions to those previously submitted, must be submitted in their final form by noon on the Monday immediately prior to the meeting.

b) The Director/Secretary (or designate) and/or the Chair reserve the right to refuse any delegation to ensure compliance with Applicable Laws, including privacy protection requirements.

c) If the delegate intends to use, or begins to use, the name/title/position of Staff members, or discloses any personal or other confidential information with respect to the Board of Trustees, a Committee or a student or their parent or guardian, the Chair may rule that the delegation is out of order, or may require that the delegation be reconvened in-camera.

d) The public is strongly encouraged to make delegations to the appropriate Committee addressing the matter of concern prior to the matter coming before the Board of Trustees for consideration, to allow Staff to consider and make recommendations to the Board of Trustees in connection with any matter raised in a delegation. For certainty, an individual or group making a delegation to a Committee may register to make the same or substantially similar submission or delegation to the Board of Trustees.

e) Up to five (5) delegations in total may be received by the Board of Trustees or a Committee at any meeting. Notwithstanding the foregoing, the Chair, in consultation with the Director/Secretary, may approve delegations in excess of five (5) if such delegations comply with Section 7.1(a). In circumstances where there are more than five (5) delegations proposed and such additional delegations are not in compliance with Section 7.1(a), a majority of the Board of Trustees present and entitled to vote at a meeting may pass a motion to allow one or more additional delegations or may call an additional meeting. Each delegation will be limited to five (5) minutes unless otherwise determined by the Board of Trustees.

f) Once the delegate has completed their presentation, Trustees shall have an opportunity to ask questions of the delegate. Once Trustee questions to the delegate are completed, the delegate will leave the podium and be seated or, if the delegation occurs in an In-Camera meeting, the delegate will leave the room.
Trustees may ask questions of Staff at an open meeting, but not while the delegate is at the podium. Trustees may ask questions of Staff at an In-Camera meeting, but not while the delegation is present in the room.

g) Delegations deviating from the subject matter set out in the applicable registration form will be ruled out of order, however an individual making a delegation may answer questions asked by Trustees on any topic.

h) During both public and In-Camera Meetings, it is the responsibility of the Chair to stop or caution the delegate if they begin to make specific derogatory comments about any person. The Chair will remind the delegate of the requirement to avoid negative, critical or derogatory words and to focus on their concerns with respect to an issue or decision. If the delegates refuse to comply, the Chair may rule the delegation out of order. If the delegate becomes unruly, the Chair may, in their absolute discretion, remove the delegate(s) from the meeting for improper conduct in accordance with the *Education Act*.

i) If the Board of Trustees refers a matter to Staff in respect of which a submission or delegation is made, the Director/Secretary shall ensure the persons involved in the delegation are informed of the time and date at which the Staff report on the matter is to be reviewed by the Board of Trustees or Committee and information may be shared with the persons involved in the delegation in the discretion of the Director/Secretary.

7.2 **Persons Ineligible to Make Delegations**: Generally, all persons may make a delegation in respect of any Board of Trustees-related matter. However, Staff may not make submissions or delegations to the Board of Trustees or a Committee in respect of the following matters:

a) collective agreements to which the School Board is a party; or

b) employee organizations (of which the speaker is, or is eligible to be, a member).
ARTICLE 8
BY-LAW AMENDMENTS

8.1 **By-law Amendments:** Except when coming to the Board of Trustees as a recommendation from a Committee, no amendment, alteration, or addition to this By-law or the Board of Trustees’ policies may be made unless due notice thereof in writing, setting forth the proposed amendment, alteration, or addition has been given at a Board of Trustees meeting previous to that at which the same comes up for consideration, unless supported by majority of the Trustees as appropriate.

8.2 **Annual Review of By-law:** This By-law shall be reviewed annually by the By-law/Policy Review Committee.

8.3 **Repeal of Prior By-laws:** All previous by-laws of the School Board related to the subject matter hereof are repealed on the enactment of this By-law. Such repeal shall not affect the validity of any act done or right or privilege acquired or obligation or liability incurred under such by-law prior to its repeal. All officers and persons acting under any by-law so repealed shall continue to act as if appointed under this By-law and all resolutions of the Board of Trustees with continuing effect passed under any repealed by-law shall continue to be good and valid except to the extent inconsistent with this By-law, but only until amended or replaced by the Board of Trustees.

8.4 **Suspension of Application of this By-law:** The provisions of this By-law may not be suspended, except for debate on an emergency issue, subject to the provisions of the Applicable Laws. The provision to suspend the rules for an emergency debate requires two-third (2/3) of those Trustees present at a duly called and regularly constituted meeting.
ARTICLE 9
INDEX

9.1 In this By-law, unless the context otherwise requires, the following definitions apply:

a) “Agenda” means a list of items that are to be discussed at a meeting of the Board of Trustees.

b) “Annual Organizational Meeting” means the meeting at which the Chair and the Vice-Chair of the Board of Trustees are elected, and members of Committees are appointed, in each year other than a year in which an Inaugural Meeting is held.

c) “Applicable Laws” means the Education Act, this By-law, the Municipal Conflict of Interest Act and any act, regulation, principle of common law or equity, municipal by-law, or other written requirement of a governmental authority having the force of law applicable to the School Board or the Board of Trustees.

d) “Board and Committee Information Officer” means the recording secretary of the Board of Trustees and custodian of its records (except those records specifically assigned to others such as the treasurer’s books).

e) “Board of Trustees” means the Board of Trustees of the School Board.

f) “By-law” means this procedural by-law of the School Board.

g) “Chair” means the Trustee elected to the position of chairperson of the Board of Trustees, having the duties set forth in Section 2.4.

h) “Code of Conduct” means School Board Policy No. 1.02 entitled “Code of Conduct – Trustees” adopted by the Board of Trustees in accordance with Section 218.2(1) of the Education Act.

i) “Committee” means any committee of the Board of Trustees established in accordance with this By-law.

j) “Committee of the Whole” means a meeting of the Trustees that is not a meeting of the Board of Trustees.

k) “Director/Secretary” means the individual serving as director of education of the Board of Trustees and as secretary of the Board of Trustees.

l) “Education Act” means the Education Act, R.S.O. 1990, c.E.2, as amended, and includes the regulations enacted thereunder.

m) “In-Camera Meeting” means a portion of a meeting of the Board of Trustees or of a Committee that is closed to the public in accordance with the Education Act.
n) “**Inaugural Meeting**” means the meeting following a municipal election at which the Chair and the Vice-Chair of the Board of Trustees are elected.

o) “**Minister**” means the Minister of Education and Minister Responsible for Early Years and Child Care.

p) “**Municipal Conflict of Interest Act**” means the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50, as amended, and includes the regulations enacted thereunder.


r) “**School Board**” means the Dufferin-Peel Catholic District School Board.

s) “**Staff**” means the staff of the School Board.

t) “**Student Trustee**” means a senior secondary student elected pursuant to the Education Act to represent all students of the School Board. A Student Trustee is not a member of the Board of Trustees and is not entitled to exercise a binding vote.

u) “**Trustee**” means a person elected, acclaimed, or appointed to the office of trustee of the Board of Trustees according to the provisions of the Education Act or the Municipal Elections Act.

v) “**Vice Chair**” means the Trustee elected to the position of vice chairperson of the Board of Trustees, having the duties set forth in Section 2.5.
APPENDIX A – THE CHAIR’S ROLE

There is a strong collegial relationship between the [C]hair and the members of the [B]oard [of Trustees]. In electing a fellow trustee to this leadership position, they are placing confidence in the [C]hair to facilitate the [B]oard [of Trustees] in its work. They expect that the [C]hair will:

- ensure that they have the information needed for informed discussion of the agenda items;
- provide leadership and focus with regard to the [B]oard [of Trustees’] mission, vision, multi-year plan and policy-making;
- set a tone for [Board of Trustee] meetings that stimulates respect and focused discussion on the issues;
- ensure that meetings are run effectively and that all voices are heard;
- be impartial in handling the business of the [B]oard [of Trustees] and in professional relationships with all [T]rustees;

1.1 Rules of Order. The Chair or, in their absence, the Vice-Chair shall preside at all meetings.

1.2 Attendance. The Chair shall cause the Board and Committee Information Officer to do the following:

   a) record the names of the Trustees present and absent at the beginning of the meeting as well as when a Trustee leaves or arrives; and

   b) maintain the record of attendance referenced in Section 5.8 of this By-law.

1.3 Chair Participation. Should the Chair elect to take part in any debate or discussion or for any other reason, they shall vacate the position of chair and call upon the Vice-Chair or, if the Vice-Chair is absent, one of the other Trustees to fill their place in the following order until the matter under discussion is decided: Past Chair, chair of Contract and Negotiations Committee, chair of any other Committee. The Vice-Chair or any other Trustee temporarily acting as chair, shall discharge all the duties and enjoy all the rights of the Chair, but not participate in the discussion. Following such discussion, the Chair shall revert to their role.

1.4 Appeal of Chair’s Ruling. A Trustee may appeal the Chair’s ruling. The Trustee may indicate the reason for challenging the Chair, to a maximum time of one (1) minute. No other debate can take place on this item. The Board of Trustees will then vote to sustain or overturn the Chair's ruling by a simple majority and the Director/Secretary shall conduct the vote and assume the Chair until the vote is taken.

APPENDIX B – OBTAINING THE FLOOR

1.1 Obtaining the Floor. Any Trustee desiring to speak shall indicate by an up-raised hand or the words, "Mr. or Madam Chair", and, upon recognition by the Chair who shall call the Trustee by name, the Trustee may then, but not before, proceed to speak. Trustees proceeding to speak before they have been recognized by the Chair shall be considered out-of-order.

a. Multiple Speakers. When two or more Trustees attempt to speak at the same time, the Chair shall name the Trustee who is to speak.

b. Scope of Debate. Every Trustee shall confine themselves to the question in debate and shall avoid all discourteous language and personal references to staff and to other Trustees.

c. Limitation on Floor Time. No Trustee shall have the floor for more than three (3) minutes for the same issue at the discretion of the Chair. Response time to the question is not included in this time. The mover of the original motion, but not any amendment thereto, may have three (3) minutes to reply. The foregoing limitations on time may be extended up to a maximum of an additional three (3) minutes per Trustee speaking on the same issue with the consent of at least a majority of the Trustees present and entitled to vote.

d. No Interruptions. A Trustee, who has the floor, shall not be interrupted, except for questions of privilege or procedural rules of order as set out in Appendix “C”. The Chair will deal with the question of privilege and procedural rules of order before the Trustee, who has the floor, resumes speaking.

e. Discipline. Trustees who resist the rules of the Board of Trustees, disobey the decision of the Chair or of the Board of Trustees on points of order or make any disorderly noise or disturbance, may, unless they make an apology that is accepted by the Chair, be ordered by the Chair to leave their seats for the remainder of the meeting. In case of a refusal to do so, on the order of the Chair, such persons may be removed from the meeting room and Board of Trustees’ office by any police officer or security personnel. The Meeting Rules shall govern all Trustee actions.
APPENDIX C – MOTIONS AND VOTING

A. GENERAL PROCEDURES FOR MOTIONS

1.1 Notices of Motions: Trustees who wish to introduce new business, not on the agenda, shall give notice at one meeting of intention to move a specific motion at the next regular meeting of the Board of Trustees. Such notice requires no seconder and is not, at that time, debateable. The Notice of Motion has the affect of giving notice to the other Trustees, staff and the public of the matter to be considered at the next regular meeting. In the case of urgent and pressing matters, with two-thirds’ consent of Trustees present and eligible to vote, the motion may be dealt with immediately. All motions are to be conducted in accordance with the procedures set out in this Appendix “C” and may only be brought by a Trustee who is entitled to vote on it.

1.2 Motions in Writing. In order to be debated and put to a vote, motions must be in writing, except the following motions:

(a) to receive reports;
(b) to refer;
(c) to postpone;
(d) to lay on the table;
(e) to put the question to a vote;
(f) to file;
(g) to go into Committee of the Whole;
(h) to rise and report;
(i) to adjourn; and
(j) such short oral motions as the Chair may accept.

1.3 Speaking on Proposed Motion. A Trustee may propose a motion and speak to it before it is seconded.

1.4 Motions to be Seconded. Every motion, at a Board of Trustees meeting, shall be seconded and disposed of only by a vote of the Board of Trustees, unless the mover and seconder, by permission of the Board of Trustees, withdraw the motion. No seconder shall be required for motions brought at Committee meetings.

1.5 Request to Read Motion. Any Trustee may request the Board and Committee Information Officer to read the motion under discussion, for information, at any time in the course of the debate, provided that no such request shall be made so as to interrupt another Trustee.

1.6 Motions on the Agenda. Notwithstanding a motion to defer consideration of a matter coming before the Board of Trustees (which is not debatable), a Trustee who submits a notice of motion, which appears on the agenda, shall be given an opportunity to address the Board of Trustees for a period not exceeding three (3) minutes on such notice of motion and, similarly, the Director/Secretary (or their delegate) shall be given an
opportunity to address the Board of Trustees on a report at the time the notice of motion shall be discussed.

1.7 **Division of Motions.** When the motion under consideration contains two or more distinct propositions, any particular proposition, upon the request of any Trustee, may be considered and voted upon separately. A motion cannot be divided unless each part presents a proper question that can be acted upon if none of the other parts are adopted, and unless the effect of adopting all of the parts will be exactly the same as adopting the original motion. A motion cannot be divided if the division violates the exact logical equivalence of the motion. A motion must be divided at the request of a single Trustee where a series of independent resolutions or main motions is offered in one motion.

1.8 **Motions Interrupting Debate.** When a motion is under debate, the only motion in order shall be:

   (a) to adjourn;
   (b) to lay on the table;
   (c) to put the question to a vote;
   (d) to postpone;
   (e) to refer; and
   (f) to amend;

   which shall have precedence as listed above. Motions to adjourn, to lay on the table or to put the previous question shall be decided without debate.

1.9 **Point of Order:** A Trustee may advise the Chair and the Board of Trustees that a rule is being deviated from or being used incorrectly. It is a demand that the Chair rule on the point of order and to correct the deviation. Any Trustee who believes that the Chair has ruled incorrectly on the point of order may appeal the decision of the Chair. The Chair may turn the decision over to the Board of Trustees to decide. The Board of Trustees then debates and votes on the matter.

1.10 **Motions at Committee Meetings:** For certainty, motions passed at Committee meetings, including meetings of the Committee of the Whole, become recommendations to the Board of Trustees for determination.

1.11 **Motions Restricted in In-Camera Meetings.** In-Camera Meetings cannot entertain a motion to refer, to postpone or to table a subject referred to it.
## B. SPECIFIC MOTIONS

<table>
<thead>
<tr>
<th>Type of Motion</th>
<th>Specifics</th>
</tr>
</thead>
<tbody>
<tr>
<td>To amend</td>
<td>A motion to amend is a motion to change a resolution or a motion by adding, striking out or substituting a word or phrase. After a motion is made and seconded, where required, a motion to amend may be made, as well as, a motion to amend the amendment; however, no further motion to amend shall be made until those have been decided. Only one amendment to the motion shall be on the floor at any one time. An amendment modifying the subject of the motion shall be in order, but an amendment in conflict with or relating to a different subject shall not be in order, and should be ruled out of order. Every amendment submitted shall be decided upon or withdrawn before the main question shall be put to a vote, and if the vote on the amendment(s) is decided in the affirmative, the main question as amended shall be put to a vote.</td>
</tr>
<tr>
<td>To reconsider</td>
<td>A motion to reconsider is a motion to review a previous decision and vote on it again. It must be made by a person who voted on the prevailing (winning) side of the motion it seeks to reconsider. A motion to reconsider cannot be moved more than once to reconsider the same motion. After a vote has been taken on any question (except one of indefinite postponement), such vote may, with the consent of two-thirds (2/3) of all Trustees present, be reconsidered at any meeting held thereafter, provided that the notice of motion procedure has been followed. A motion to reconsider made at a previous meeting and decided in the negative, shall not again be entertained for a period of six (6) months, unless approved by two-thirds (2/3) of all Trustees present.</td>
</tr>
<tr>
<td>To adjourn</td>
<td>A motion to adjourn shall be in order, except when a Trustee is speaking, or a vote is being taken, or when the previous question has been called. A motion to only adjourn shall not be open to amendment or debate, but a motion to adjourn to a certain time may be amended and debated. No second motion to adjourn shall be made until some business has been transacted after the first motion has failed.</td>
</tr>
<tr>
<td>Type of Motion</td>
<td>Specifics</td>
</tr>
<tr>
<td>--------------------------------</td>
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</tr>
<tr>
<td>To lay on the table</td>
<td>A motion to lay on the table places a main motion and all pending amendments aside temporarily with the intent of bringing them back for action at a later time in the same meeting. A motion to lay on the table requires a seconder, is not debatable, cannot be amended, and requires a majority vote.</td>
</tr>
<tr>
<td>To put the question to a vote</td>
<td>The motion to put the question to a vote shall preclude all further amendment or debate, and shall be submitted by the Chair in this form: &quot;Shall the main question in debate be now put?&quot; or “Call the vote?” If adopted, the Chair shall at once proceed to put the main question, first putting amendments pending, to the vote of the Board of Trustees.</td>
</tr>
<tr>
<td>To postpone indefinitely</td>
<td>A motion to postpone indefinitely is a motion to reject the main motion. The adoption of this motion kills the main motion for the duration of the session.</td>
</tr>
<tr>
<td>To postpone to definite time</td>
<td>A motion to postpone to a definite time, if passed, would defer consideration of a main motion and all attached motions until a future date. This motion requires two thirds (2/3) vote. At the time to which it is postponed, the matter will be brought up again under unfinished business. This motion will have priority on the next agenda.</td>
</tr>
<tr>
<td>To rescind</td>
<td>A motion to rescind is a motion to nullify a vote taken at a previous meeting. A motion to rescind can be made by anyone, but only if no action has been taken on the vote it seeks to nullify. It requires two-thirds (2/3) vote for adoption.</td>
</tr>
</tbody>
</table>
C. VOTING

1.1 No Further Debate: After the Chair has put a question to a vote, there shall be no further debate. The decision of the Chair as to whether the question has been finally put shall be final.

1.2 Trustee Participation: Each Trustee present at the meeting, either in person or through electronic means, who has not declared a conflict of interest under the Municipal Conflict of Interest Act and/or the Code of Conduct, shall vote on all questions on which the Trustee is entitled to vote. Trustees who have declared a conflict of interest shall remove themselves from the meeting room prior to discussion ensuing.

1.3 Student Trustees: While a Student Trustee is not a member of the Board of Trustees and is not entitled to exercise a binding vote on any matter before the Board of Trustees or its Committees, a Student Trustee is entitled to require that a matter before the Board of Trustees or a Committee on which the Student Trustee sits be put to a recorded vote. In such circumstances, the following shall occur:

(a) A recorded non-binding vote that includes the Student Trustee’s vote; and

(b) A recorded binding vote that does not include the Student Trustee’s vote.

1.4 Majority Vote: Except as otherwise provided in Applicable Laws, an affirmative vote shall require a majority of the votes of the Trustees present either in person or electronically and entitled to vote.

1.5 Method: Every matter considered by the Board of Trustees shall be disposed of by a recorded vote of all Trustees entitled to vote in one of the following ways (preference being given in the following sequence):

(a) by general (or unanimous) consent, in which case the Chair, exercising discretion, states that the motion will be adopted in the absence of objection;

(b) by show of hands, in which case each Trustee entitled to vote raises the Trustee’s own 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 case each Trustee, as able, 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 and counted;

(d) by ballot, in which case each Trustee entitled to vote shall mark on a paper provided by the Director/Secretary, the Trustee’s choice from among the available alternatives, the papers being collected and counted immediately thereafter; and
(e) by an electronic voting method, in which each Trustee shall indicate the Trustee’s choice from among the available alternatives.

For certainty, votes in favour and against shall not be recorded upon any question unless requested by at least one Trustee, and such request shall be made before the Chair calls upon the Trustees to vote upon same.

1.6 **No Further Debate.** After the Chair has put a question to a vote, there shall be no further debate on the issue. The decision of the Chair as to whether the question has been finally put to a vote is final.
PROCEDURAL BY-LAW #1.01

Give me now wisdom and knowledge to go out and come in before this people, for who can rule this great people of yours? 2 Chronicles 1:10

Revised: March-October 2018
Next Review Date: March-October, 2019
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PROCEDURAL BY-LAW

A by-law relating generally to the meeting procedures to be used by the Board of Trustees and its Committees at their meetings, made pursuant to Section 170(1)4 of the Education Act which provides that the School Board Dufferin-Peel Catholic District School Board (DPCDSB) must fix the times and places for meetings of the Board of Trustees and the mode of calling and conducting them.

ARTICLE 1
RULES OF ORDER

1.1 Rules of Order: The procedural rules governing meetings of the Board of Trustees shall be those set out in this By-law, any policies and resolutions of the Board of Trustees and the current edition of Robert’s Rules of Order.

1.2 Order of Precedence: To the extent of a conflict, the superior instrument shall take precedence over the inferior instrument as set out below:

a) Education Act

b) Applicable Laws other than the Education Act and the By-law

c) By-law

d) Code of Conduct

e) Board of Trustees’ Policies and Resolutions

ARTICLE 2
DUTIES

“The elected [Board of Trustees] governs and the [Director/Secretary] manages the [School BoardDPCDSB] on a daily basis. The [Board of Trustees] exercises its role through the adoption of policy, establishing goals, monitoring progress and engaging with its communities. The job of the [Director/Secretary] is to provide leadership in turning the broad directives of the [Board of Trustees] into reality throughout all the operations of the [School BoardDPCDSB]. It is up to the [Director/Secretary], through [their] staff, to develop appropriate procedures and processes to ensure effective implementation of policy and strategic plans.”

“...Trustees will work with other trustees in a spirit of respect, openness, courtesy, and cooperation in spite of differences of opinion that may arise during debate.”

2.1 Board of Trustees: The Board of Trustees is responsible for development of School BoardDPCDSB policies versus their implementation. In addition to any other duties under Applicable Laws, the Board of Trustees shall:

a) promote student achievement and well-being;

b) carry out its role in accordance with the teachings of the Catholic faith;

c) promote a positive school climate that is inclusive and accepting of all pupils, including pupils of any race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability and any other areas identified by the Ontario Human Rights Commission as a protected ground;

d) promote the prevention of bullying;

e) ensure effective stewardship of the School BoardDPCDSB’s resources;

f) deliver effective and appropriate education programs to its pupils;

g) develop and maintain policies and organizational structures that,

1. promote the goals referred to in clauses (a) to (f), and

2. encourage pupils to pursue their educational goals;


2. Ibid., Module 4
h) monitor and evaluate the effectiveness of policies developed by the School Board DPCDSB under clause (g) in achieving the School Board DPCDSB’s goals and the efficiency of the implementation of those policies;

i) develop a multi-year plan aimed at achieving the goals referred to in clauses (a) to (f) (the “Multi-Year Strategic Plan”);

j) annually review the Multi-Year Strategic Plan with the Director/Secretary or the supervisory officer acting as the Director/Secretary; and

k) monitor and evaluate the performance of the Director/Secretary, or the supervisory officer acting as the Director/Secretary, in meeting the following:

1. their duties under Applicable Laws and the Multi-Year Strategic Plan; and

2. other duties assigned by the Board of Trustees.

2.2 **Trustees:** Each Trustee, including each Student Trustee, shall at all times comply with Applicable Laws and the rules governing the conduct of Trustees including governance policies, the Code of Conduct and any resolutions of the Board of Trustees.

2.3 **Director/Secretary:** The Director/Secretary is responsible for the management of the day-to-day operations of the School Board DPCDSB, including the implementation and governance of School Board DPCDSB policies and decisions of the Board of Trustees. In addition to any duties assigned by the Board of Trustees and any other duties under Applicable Laws, the Director/Secretary shall:

a) act as secretary to the Board of Trustees;

b) annually review with and deliver a report to the Board of Trustees regarding the Multi-Year Strategic Plan;

c) ensure that the Multi-Year Strategic Plan establishes the School Board DPCDSB’s priorities and identifies specific measures and resources that will be applied in achieving those priorities and in carrying out its duties under the Education Act, in particular, its responsibility for student achievement set out in section 169.1(1)(f) of the Education Act;

d) implement and monitor the implementation of the Multi-Year Strategic Plan and report quarterly to the Board of Trustees on the status of its implementation;

e) immediately upon discovery bring to the attention of the Board of Trustees any act or omission by the School Board DPCDSB that in the opinion of the Director/Secretary may result in, or has resulted in, a contravention of the Education Act;
f) if the Board of Trustees does not respond in a timely and satisfactory manner to an act or omission brought to its attention under Section 2.3(e), advise the Minister or a Deputy Minister of the Minister of the act or omission;

g) keep a full and correct record of the proceedings of every meeting of the Board of Trustees in the minute book provided for that purpose by the Board of Trustees and ensure that the minutes when confirmed are signed by the Chair or presiding member;

h) transmit to the Ministry of Education copies of reports requested by it;

i) give notice of all meetings of the Board of Trustees to each Trustee by notifying the Trustee personally or in writing or by sending a written notice to their residence;

j) call a special meeting of the Board of Trustees at the written request of the majority of the Trustees;

k) attend all meetings of the Board of Trustees and Committees in person or by designate;

l) prepare or arrange to have prepared by a delegated representative minutes of all meetings of the Board of Trustees and of Committees;

m) keep records or arrange to have records kept as required under Applicable Laws and subject to the directions of the Board of Trustees;

n) conduct the official correspondence on behalf of the Board of Trustees;

o) receive and pass on to the Board of Trustees or the relevant Committee all correspondence, petitions and reports of other officials;

p) prepare, in consultation with the appropriate chair, the draft agenda of all meetings of the Board of Trustees and of all Committees;

q) maintain an up-to-date policy database and make such database accessible to the public via the School BoardDPCDSB's website;

r) have charge of all correspondence, reports and other documents;

s) promulgate all orders, policies and other directions of the Board of Trustees and other matters in accordance with requirements of Applicable Laws and subject to the directions of the Board of Trustees; and

t) bring to the attention of the Board of Trustees any matter in respect of which, in the opinion of the Director/Secretary, may be necessary or useful for the Board of Trustees to be aware.
2.4 **Chair:** In addition to any duties assigned by the Board of Trustees and any other duties under Applicable Laws, the Chair shall:

a) preside over meetings of the Board of Trustees;

b) conduct the meetings in accordance with this By-law;

c) enforce the *Code of Conduct*;

d) establish the Agenda for meetings of the Board of Trustees, in consultation with the Director/Secretary;

e) ensure that Trustees have the information needed for informed discussion of the Agenda items;

f) act as spokesperson to the public on behalf of the Board of Trustees, unless otherwise determined by the Board of Trustees;

g) convey the decisions of the Board of Trustees to the Director/Secretary; and

h) provide leadership to the Board of Trustees in maintaining its focus on the Multi-Year Strategic Plan and the DPCDSB’s mission and vision.

2.5 **Vice Chair:** In addition to any duties assigned by the Board of Trustees and any other duties under Applicable Laws, the Vice Chair shall carry out all duties required of the Chair in the event the Chair is absent or otherwise unable or unwilling to act in that capacity.
ARTICLE 3
COMMITTEES OF THE BOARD

3.1 **Committees**: The Board of Trustees may establish Committees and shall determine the duties of such Committees. The Committees shall be categorized as follows:

   a) Committees, the mandates and terms of reference of which are established by the *Education Act* ("Statutory Committees");
   
   b) Committees whose duties are normally continuous, whether required by statute or otherwise ("Standing Committees") and
   
   c) Committees appointed for specific duties whose mandate shall expire with the completion of the tasks assigned ("Ad Hoc Committees").

**Statutory Committees**: The following Committees are confirmed as the Statutory Committees of the Board of Trustees as at the date this By-law is enacted:

   a) Audit
   
   b) Special Education Advisory
   
   c) Supervised Alternative Learning
   
   d) Discipline
   
   e) Central Committee for Catholic School Councils

**Standing Committees**: The following Committees are confirmed as Standing Committees of the Board of Trustees as at the date this By-law is enacted:

   a) Administration and Finance
   
   b) Faith and Program
   
   c) Contract and Negotiations
   
   d) By-law/Policies Review

3.2 **Functions, Duties, Responsibilities and Powers of Committees**: The functions, duties, responsibilities and powers of all Committees shall be set out in the resolution of the Board of Trustees by which such Committee is established, or in terms of reference adopted by the Board of Trustees in respect of such Committee. At each of its inaugural meetings, each Committee will determine its terms of reference to be recommended to the Board of Trustees for approval. No Committee is authorized to exercise any delegated Board of Trustees authority unless expressly so authorized in the terms of reference or resolution adopted by the Board of Trustees in respect of the Committee.
3.3 **Committee Membership:** The Board of Trustees shall appoint the chair and members of each Committee. All persons appointed to Committees serve at the pleasure of the Board of Trustees. Committee terms of reference shall set out the composition of the Committee, and indicate what Board of Trustees resources are dedicated to support its work.

3.4 **Committee Procedures:** Unless the Board of Trustees adopts a policy or terms of reference, passes a resolution or enacts a by-law governing the Committee procedures generally or the procedures of any particular Committee, each Committee may determine its own procedures, subject to the following:

   a) All Committees, except the Audit Committee, shall be first convened as soon as reasonably possible following the date of the Board of Trustees’ resolution appointing the members to the applicable Committee.

   b) The first meeting of the Audit Committee shall take place no later than September 30 in each year.

   c) At the Annual Organizational Meeting, the Board of Trustees shall elect Trustees as chair and vice-chair of the Committees, one of whom shall be responsible for reporting the Committee’s activities to the Board of Trustees.

   d) At the first meeting of the Audit Committee, in each fiscal year, the members of the Audit Committee shall elect the chair and vice-chair of the Audit Committee for the fiscal year of the Board of Trustees from either Trustees or external members. If, at any meeting of the Audit Committee, the chair and vice-chair are not present, the members present may elect a chair for that meeting.

   e) The process to meet in-camera set forth in Article 6 applies to Committee meetings with necessary modifications, provided that the respective chairs of the Contract and Negotiations Committee and the Audit Committee shall remain the respective chairs for the in-camera meetings of such Committees.

   f) The rules of order described in Article 1 shall apply to Committee meetings.

   g) If a Committee does not determine its own procedures, it shall be subject to the meeting procedures set out in this By-law, with necessary modifications, until changed by the Committee or the Board of Trustees.
ARTICLE 4
THE INAUGURAL/ANNUAL ORGANIZATIONAL MEETING,
ELECTION OF OFFICERS AND APPOINTMENTS

4.1 **Date and Time** : Subject to any statutory requirements, the Inaugural Meeting and each subsequent Annual Organizational Meeting shall be held on the first Tuesday in December at 7:00 p.m., following a 6:00 p.m. mass.

4.2 **Meeting Procedure** : The procedure at the Inaugural Meeting and each subsequent Annual Organizational Meeting shall be as follows:

a) At the Inaugural Meeting (but not subsequent Annual Organizational Meetings), the Director/Secretary shall:

1. read the returns of the election to the Board of Trustees as certified by the municipal clerks;
2. ascertain that the Trustees have met all procedural requirements and are eligible to take office;
3. administer to each Trustee a declaration of office and oath of allegiance; and
4. declare the Board of Trustees to be legally constituted.

b) At the Inaugural Meeting and each Annual Organizational Meeting, the Director/Secretary shall serve as chair of the meeting until the Chair is elected, but the only business to be conducted while the Director/Secretary is so serving is the election of the Chair, which shall be conducted as follows:

1. The Director/Secretary shall appoint three (3) scrutineers, whose names shall be recorded in the minutes;
2. The Director/Secretary shall then call for nominations, which will not require a seconder (and a Trustee may self-nominate).
3. All nominees shall be asked by the Director/Secretary to confirm whether they wish to allow their name to stand in nomination.
4. Confirmed nominees will be invited, in the order they were nominated, to address the Board of Trustees.
5. Trustees may ask questions of each candidate.
6. The election shall then proceed by secret ballot.
7. The Trustee who receives the most votes shall be declared elected, but only if the number of votes received by such Trustee is equal to the majority of the number of the Trustees present at the meeting and entitled to vote.

8. If the condition in Section 4.2(b)(7) is not satisfied, the scrutineers shall announce the result and the name of the Trustee receiving the smallest number of votes shall be dropped. The Board of Trustees shall then proceed to vote anew, to a maximum of three (3) rounds of votes, until the condition in Section 4.2(b)(7) is satisfied. The successful Trustee shall serve as the Chair until the next Inaugural/Annual Organizational Meeting.

9. In the case of an equality of votes, the candidates shall draw lots to fill the position pursuant to subsection 208(8) of the Education Act.

c) The elected Chair shall succeed the Director/Secretary as chair of the meeting.

d) The Chair shall conduct an election for the office of Vice-Chair, chairs and vice-chairs of Committees using the process set out above, with necessary alterations, and deliver their inaugural address to the Board of Trustees.

e) At least every five years, the Board of Trustees shall appoint its auditors for the ensuing one to five years

4.3 **Term of Office:** The term of office for all positions and appointments described in this Article 4 shall be for a period of one year, unless otherwise specified.
ARTICLE 5
PROCEDURES AT MEETINGS OF THE BOARD OF TRUSTEES

5.1  **Quorum:** A majority of Trustees constitutes a quorum.

   a)  If a quorum is not present within 15 minutes after the time appointed for the meeting or it is lost, the Board of Trustees shall not convene and the Director/Secretary shall record the names of the members present.

   b)  Where the Chair has knowledge that a Trustee will arrive within the half hour of the posted commencement time of a meeting, the Chair may unilaterally extend the start time for the meeting beyond the stated 15 minutes to an additional 15 minutes, totaling no more than 30 minutes from the posted commencement time of the meeting. If a quorum is still not present after the additional 15 minutes, the Board of Trustees meeting shall not convene and the Director/Secretary shall record the names of the members present. The Chair may call a recess of up to 15 minutes should quorum be lost or for any other reason as they so determine. In order for the Board of Trustees meeting to be re-called, a quorum must be present.

   c)  Subject to 5.1(a) and (b), the Board of Trustees shall adjourn a convened meeting whenever a quorum is no longer present and the Director/Secretary shall then record the time of adjournment and the names of the members present.

   d)  The foregoing is subject to Section 7(1) of the *Municipal Conflict of Interest Act*.

5.2  **Regular Meetings:** The Board of Trustees may establish dates for its regular meetings, at a place and time determined by the Board of Trustees. Ordinarily, regular meetings shall commence at 7:00 p.m. and adjourn at 11:00 p.m. or upon completion of the item being discussed at 11:00 pm, unless otherwise determined by the Board of Trustees. The Chair may cancel or reschedule a regular meeting by giving notice to all persons entitled to receive notice of the meetings of the Board of Trustees, provided that the Chair may only cancel a regular meeting in extraordinary circumstances, such as when there is a strong indication that quorum would not be present at such meeting.

5.3  **Meeting Materials:** To the extent practicable, on the Friday prior to any meeting of the Board of Trustees, the Chair shall cause the meeting Agenda and all necessary or desirable meeting materials to be delivered by or on behalf of the Director/Secretary to the Trustees and the meeting Agenda to be posted on the School Board DPCDSB’s website for public access. The content of the Agenda shall be determined by the Chair in consultation with the Director/Secretary.
5.4 **Agenda for Regular Meeting:** The Agenda and order of business for regular meetings of the Board of Trustees will normally be as follows:

a) Routine Matters

1. Call to Order and Attendance
2. Acknowledgement of First Nations’ Sacred Territory
3. Opening Prayer
   
   4.1 Declaration of Interest

b) Awards and Presentations

c) Pastor’s Remarks

d) Delegations

e) Updates/Information/Reports from Trustees for Receipt

1. Regular Reports
2. Good News Items

f) Information/Reports from Committees for Receipt

g) Information/Reports from Administration for Receipt

h) Trustee/Committee/Administration Reports Requiring Action

i) Notices of Motion

j) Additional Business

k) Questions Asked of, and by, Board Trustees

l) Declared Interest Items

m) In-Camera Session

n) Rise and Report

o) Future Meetings

p) Adjournment
5.5 **Adding to Agenda**

a) At the discretion of the Chair, a Trustee may add an item to the Agenda for a meeting by submitting a written request for this purpose to the Chair at least seven (7) days in advance of the meeting.

b) The Board of Trustees may include additional items on the Agenda for a meeting by a two thirds (2/3) majority vote of the Trustees present at such meeting.

c) The order of business at any meeting shall be in the same order as on the Agenda for such meeting, but may be changed by a majority vote of the Trustees present at such meeting.

d) No variation of the Agenda during the meeting shall be permitted unless all Trustees are present and unanimously agree to such variation.

5.6 **Special Meetings:** In addition to the Director/Secretary’s duty to call a special meeting pursuant to Section 2.3(n), special meetings of the Board of Trustees may be called at the discretion of the Chair, provided that in all circumstances special meetings may only be held to address matters of a time-sensitive nature which may result in financial loss or other harm to the School Board DPCDSB and to the Board of Trustees or an employee or student of the School Board DPCDSB if the matters are not dealt with before the next scheduled meeting of the Board of Trustees or a Committee. Special meetings require no less than two (2) business days’ notice, unless such minimum notice requirement is waived in writing by the Chair. The notice calling a special meeting shall state the business to be considered thereat, and no other business may be considered at a special meeting, unless all Trustees are present and unanimously agree to consider such business. The Chair may cancel a special meeting by giving notice of cancellation if the Chair deems that the need for the special meeting no longer exists.

5.7 **Consequence of Repeated Absence from Meetings:** In accordance with the *Education Act*, a Trustee is deemed to vacate their seat if they absent themselves from three (3) consecutive regular meetings of the Board of Trustees, unless authorized by a resolution of the Board of Trustees.

5.8 **Record of Attendance:** A register of Trustee attendance at Board of Trustee and Committee meetings will be established and maintained by or on behalf of the Chair. The register will be available to the public upon written request. Attendance records for all meetings shall record instances where Trustees are required to arrive late or leave prior to adjournment. A Trustee absent from a meeting(s) while acting on approved Board of Trustee or School Board DPCDSB business or while serving as an officer of a Trustee association will be recorded as such.
5.9 **Electronic Participation in Meetings:** The Board of Trustees shall allow attendance at meetings by electronic means in accordance with the *Education Act* and *School Board* DPCDSB Policy No. 1.06, as amended or replaced. Trustees acknowledge the importance of meeting in person and accept that participation in meetings through electronic means is not the preferred method of participation.

5.10 **Selection of Chair of Meeting:** If the Chair and the Vice-Chair are both absent from a meeting, or unable or unwilling to act in that capacity, and if quorum is present, the Director/Secretary shall call the meeting to order and the members present shall select a chair of the meeting, who shall preside and act as chair of the meeting, but only until such time as the Chair or Vice-Chair arrives at the meeting or is willing or able to act in that capacity.

5.11 **Director/Secretary Responsible for Meeting Minutes:** The Director/Secretary shall cause the minutes of Board of Trustees and Committee meetings to be recorded and maintained.

5.12 **Content:** Each set of meeting minutes shall contain the following:

   a) the type of meeting (“regular”, “special”, etc.);

   b) the date and place of the meeting;

   c) the names of Trustees, Staff, and guests present, the names of Trustees absent, and the time of arrival, departure and/or re-entry of Trustees not present for the entire meeting;

   d) the minutes of the previous meeting(s) and, where approved, an indication of any changes therein;

   e) disclosure of conflicts of interest;

   f) all motions and points of order and appeals, and the disposition thereof;

   g) the time of adjournment; and

   h) the time, date and place of the next meeting.
ARTICLE 6
IN-CAMERA MEETINGS – BOARD OF TRUSTEES AND COMMITTEES

6.1 **Principle of Open Meetings**: All meetings of the Board of Trustees and, subject to Section 6.2 below, all Committee meetings, shall be open to the public, and no person shall be excluded from a meeting that is open to the public, except for improper conduct as determined by the chair of the meeting in their absolute discretion.

6.2 **In-Camera Meetings - Committees**: A meeting of a Committee, including Committee of the Whole, may be closed to the public, but only to the extent the subject-matter under consideration involves one or more of the following:
   
a) the security of the property of the School Board DPCDSB;

b) the disclosure of intimate, personal or financial information in respect of a Trustee, member of a Committee, an employee or prospective employee of the School Board DPCDSB, or a student or their parent or guardian;

c) the acquisition or disposal of a school site;

d) decisions in respect of negotiation with employees of the School Board DPCDSB; and

e) litigation affecting the School Board DPCDSB.

6.3 **In-Camera Meetings – Board of Trustees and Committees**: A meeting of the Board of Trustees or of a Committee shall be closed to the public when the subject matter under consideration involves an ongoing investigation under the Ombudsman Act respecting the School Board DPCDSB.

6.4 **Persons Entitled to Attend In-Camera Meetings of the Committee of the Whole**: The only persons entitled to attend In-Camera Meetings of the Committee of the Whole are Trustees and the Director/Secretary (except if the subject matter of the In-Camera Meeting of the Committee of the Whole is directly related to the performance of the Director/Secretary, in which case the Director/Secretary is not entitled to attend that portion of the meeting), but the Board of Trustees may invite any person (including appropriate Staff) to participate as guests in In-Camera Meetings of the Committee of the Whole.

6.5 **Private Meetings**: If the In-Camera Meeting of a Committee includes only Trustees and the Director/Secretary, then such meeting shall be referred to as a “Private Meeting-Trustees and Director Only”. If the In-Camera Meeting of the Committee of the Whole includes only the Trustees, then such meeting shall be referred to as a “Private Meeting-Trustees Only”. For certainty, Private Meetings-Trustees Only may only occur when the subject matter of the meeting is the contract or performance of the Director/Secretary, in which case, the Committee may have legal counsel present as determined by a majority of the Trustees. Immediately following the portion of the Private Meeting during which
the contract or performance of the Director/Secretary is discussed, the Chair shall invite
the Director/Secretary to return to the meeting.

6.6 **Process to Meet In-Camera as Committee of the Whole:** When the Board of Trustees
determines it is necessary to meet in-camera:

a) The motion shall be:

“THAT the Board of Trustees meeting be adjourned and the
Trustees immediately convene an In-Camera [or a Private]
Meeting of the Committee of the Whole in respect of
[describe reason for matter to be discussed in-camera, with
reference to the criteria set out above]”.

b) Unless otherwise provided herein with respect to a Committee, the Chair shall
relinquish their role as presiding officer of the meeting and shall call the Vice-Chair
or another Trustee to act as chair.

c) As soon as the In-Camera Meeting of the Committee of the Whole is concluded,
the Board of Trustees shall reconvene, with the Chair acting again as chair of the
meeting of the Board of Trustees.

d) The chair of the In-Camera Meeting of the Committee of the Whole shall present
the report of the meeting of the Committee of the Whole and move its adoption.
The motion shall be:

“THAT the Board of Trustees receive the confidential report
of the Committee of the Whole In-Camera / Private
Meeting [describe reason for matter to be discussed in-
camera with reference to criteria set out above] and
recommend adoption of the recommendations set out
therein”.

6.7 **Confidential Nature of In-Camera Materials:** All materials disclosed to Trustees in
connection with In-Camera Meetings, all deliberations at, all minutes of, and all reports
in respect of In-Camera Meetings are strictly confidential and shall not be disclosed to any
person unless required by Applicable Laws or otherwise authorized by the Board of
Trustees.

6.8 **Minutes of In-Camera Meetings:** Minutes of In-Camera Meetings shall be maintained in
the same format as other Board of Trustees meeting minutes, provided that they shall be
maintained in a segregated manner that protects their confidential nature to ensure they
are only properly disclosed to authorized persons in accordance with Applicable Laws.

6.9 **Student Trustees:** Student Trustees may attend In-Camera Meetings of the Committee of
the Whole and any Committee on which a Student Trustee is appointed, except they are
not entitled to attend In-Camera Meetings convened in respect of matters involving the
disclosure of intimate, personal, or financial information in respect of a Trustee or member of a Committee, an employee or prospective employee, or a student or their parent or guardian, or other matters expressly prohibited by the Education Act.
ARTICLE 7
DELEGATIONS AND SUBMISSIONS

7.1 Delegations and Submissions: The School Board encourages the public to provide advice and information to the Board of Trustees to assist Trustees in making informed decisions. Written and in person delegations to the Board of Trustees may be made in accordance with the following:

a) Subject to Section 7.1(e), delegates are required to register using the prescribed form no later than by 1:00 p.m. five (5) business days before the date of the applicable meeting. A failure to complete the registration requirement will result in the delegation request being denied. All other written materials/presentations of delegates, including revisions to those previously submitted, must be submitted in their final form by noon on the Monday immediately prior to the meeting.

b) The Director/Secretary (or designate) and/or the Chair reserve the right to refuse any delegation to ensure compliance with Applicable Laws, including privacy protection requirements.

c) If the delegate intends to use, or begins to use, the name/title/position of Staff members, or discloses any personal or other confidential information with respect to the Board of Trustees, a Committee or a student or their parent or guardian, the Chair may rule that the delegation is out of order, or may require that the delegation be reconvened in-camera.

d) The public is strongly encouraged to make delegations to the appropriate Committee addressing the matter of concern prior to the matter coming before the Board of Trustees for consideration, to allow Staff to consider and make recommendations to the Board of Trustees in connection with any matter raised in a delegation. For certainty, an individual or group making a delegation to a Committee may register to make the same or substantially similar submission or delegation to the Board of Trustees.

e) Up to five (5) delegations in total may be received by the Board of Trustees or a Committee at any meeting. Notwithstanding the foregoing, the Chair, in consultation with the Director/Secretary, may approve delegations in excess of five (5) if such delegations comply with Section 7.1(a). In circumstances where there are more than five (5) delegations proposed and such additional delegations are not in compliance with Section 7.1(a), a majority of the Board of Trustees present and entitled to vote at a meeting may pass a motion to allow one or more additional delegations or may call an additional meeting. Each delegation will be limited to five (5) minutes unless otherwise determined by the Board of Trustees.

f) Once the delegate has completed their presentation, Trustees shall have an opportunity to ask questions of the delegate. Once Trustee questions to the delegate are completed, the delegate will leave the podium and be seated or, if the delegation occurs in an In-Camera meeting, the delegate will leave the room.
Trustees may ask questions of Staff at an open meeting, but not while the delegate is at the podium. Trustees may ask questions of Staff at an In-Camera meeting, but not while the delegation is present in the room.

g) Delegations deviating from the subject matter set out in the applicable registration form will be ruled out of order, however an individual making a delegation may answer questions asked by Trustees on any topic.

h) During both public and In-Camera Meetings, it is the responsibility of the Chair to stop or caution the delegate if they begin to make specific derogatory comments about any person. The Chair will remind the delegate of the requirement to avoid negative, critical or derogatory words and to focus on their concerns with respect to an issue or decision. If the delegates refuse to comply, the Chair may rule the delegation out of order. If the delegate becomes unruly, the Chair may, in their absolute discretion, remove the delegate(s) from the meeting for improper conduct in accordance with the Education Act.

i) If the Board of Trustees refers a matter to Staff in respect of which a submission or delegation is made, the Director/Secretary shall ensure the persons involved in the delegation are informed of the time and date at which the Staff report on the matter is to be reviewed by the Board of Trustees or Committee and information may be shared with the persons involved in the delegation in the discretion of the Director/Secretary.

7.2 Persons Ineligible to Make Delegations: Generally, all persons may make a delegation in respect of any Board of Trustees-related matter. However, Staff may not make submissions or delegations to the Board of Trustees or a Committee in respect of the following matters:

   a) collective agreements to which the School Board DPCDSB is a party; or

   b) employee organizations (of which the speaker is, or is eligible to be, a member).
ARTICLE 8
BY-LAW AMENDMENTS

8.1 **By-law Amendments:** Except when coming to the Board of Trustees as a recommendation from a Committee, no amendment, alteration, or addition to this By-law or the Board of Trustees’ policies may be made unless due notice thereof in writing, setting forth the proposed amendment, alteration, or addition has been given at a Board of Trustees meeting previous to that at which the same comes up for consideration, unless supported by majority of the Trustees as appropriate.

8.2 **Annual Review of By-law:** This By-law shall be reviewed annually by the By-law/Policy Review Committee.

8.3 **Repeal of Prior By-laws:** All previous by-laws of the School Board DPCDSB related to the subject matter hereof are repealed on the enactment of this By-law. Such repeal shall not affect the validity of any act done or right or privilege acquired or obligation or liability incurred under such by-law prior to its repeal. All officers and persons acting under any by-law so repealed shall continue to act as if appointed under this By-law and all resolutions of the Board of Trustees with continuing effect passed under any repealed by-law shall continue to be good and valid except to the extent inconsistent with this By-law, but only until amended or replaced by the Board of Trustees.

8.4 **Suspension of Application of this By-law:** The provisions of this By-law may not be suspended, except for debate on an emergency issue, subject to the provisions of the Applicable Laws. The provision to suspend the rules for an emergency debate requires two-third (2/3) of those Trustees present at a duly called and regularly constituted meeting.
ARTICLE 9
INDEX

9.1 In this By-law, unless the context otherwise requires, the following definitions apply:

a) “Agenda” means a list of items that are to be discussed at a meeting of the Board of Trustees.

b) “Annual Organizational Meeting” means the meeting at which the Chair and the Vice-Chair of the Board of Trustees are elected, and members of Committees are appointed, in each year other than a year in which an Inaugural Meeting is held.

c) “Applicable Laws” means the Education Act, this By-law, the Municipal Conflict of Interest Act and any act, regulation, principle of common law or equity, municipal by-law, or other written requirement of a governmental authority having the force of law applicable to the School Board DPCDSB or the Board of Trustees.

d) “Board and Committee Information Officer” means the recording secretary of the Board of Trustees and custodian of its records (except those records specifically assigned to others such as the treasurer’s books).

e) “Board of Trustees” means the Board of Trustees of the School Board DPCDSB.

f) “By-law” means this procedural by-law of the School Board DPCDSB.

g) “Chair” means the Trustee elected to the position of chairperson of the Board of Trustees, having the duties set forth in Section 2.4.

h) “Code of Conduct” means School Board DPCDSB Policy No. 1.02 entitled “Code of Conduct – Trustees” adopted by the Board of Trustees in accordance with Section 218.2(1) of the Education Act.

i) “Committee” means any committee of the Board of Trustees established in accordance with this By-law.

j) “Committee of the Whole” means a meeting of the Trustees that is not a meeting of the Board of Trustees.

k) “Director/Secretary” means the individual serving as director of education of the Board of Trustees and as secretary of the Board of Trustees.

l) “DPCDSB” means the Dufferin-Peel Catholic District School Board.

m) “Education Act” means the Education Act, R.S.O. 1990, c.E.2, as amended, and includes the regulations enacted thereunder.

n) “In-Camera Meeting” means a portion of a meeting of the Board of Trustees or of a Committee that is closed to the public in accordance with the Education Act.
“Inaugural Meeting” means the meeting following a municipal election at which the Chair and the Vice-Chair of the Board of Trustees are elected.

“Minister” means the Minister of Education and Minister Responsible for Early Years and Child Care.

“Municipal Conflict of Interest Act” means the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50, as amended, and includes the regulations enacted thereunder.


“School Board” means the Dufferin-Peel Catholic District School Board.

“Staff” means the staff of the School Board.

“Student Trustee” means a senior secondary student elected pursuant to the Education Act to represent all students of the School Board. A Student Trustees is not a member of the Board of Trustees and is not entitled to exercise a binding vote.

“Trustee” means a person elected, acclaimed, or appointed to the office of trustee of the Board of Trustees according to the provisions of the Education Act or the Municipal Elections Act.

“Vice Chair” means the Trustee elected to the position of vice chairperson of the Board of Trustees, having the duties set forth in Section 2.5.
APPENDIX A – THE CHAIR’S ROLE

There is a strong collegial relationship between the Chair and the members of the Board of Trustees. In electing a fellow trustee to this leadership position, they are placing confidence in the Chair to facilitate the Board of Trustees' work. They expect that the Chair will:

- ensure that they have the information needed for informed discussion of the agenda items;
- provide leadership and focus with regard to the Board of Trustees’ mission, vision, multi-year plan and policy-making;
- set a tone for Board of Trustee meetings that stimulates respect and focused discussion on the issues;
- ensure that meetings are run effectively and that all voices are heard;
- be impartial in handling the business of the Board of Trustees and in professional relationships with all Trustees;

1.1 Rules of Order. The Chair or, in their absence, the Vice-Chair shall preside at all meetings.

1.2 Attendance. The Chair shall cause the Board and Committee Information Officer to do the following:

a) record the names of the Trustees present and absent at the beginning of the meeting as well as when a Trustee leaves or arrives; and

b) maintain the record of attendance referenced in Section 5.8 of this By-law.

1.3 Chair Participation. Should the Chair elect to take part in any debate or discussion or for any other reason, they shall vacate the position of chair and call upon the Vice-Chair or, if the Vice-Chair is absent, one of the other Trustees to fill their place in the following order until the matter under discussion is decided: Past Chair, chair of Contract and Negotiations Committee, chair of any other Committee. The Vice-Chair or any other Trustee temporarily acting as chair, shall discharge all the duties and enjoy all the rights of the Chair, but not participate in the discussion. Following such discussion, the Chair shall revert to their role.

1.4 Appeal of Chair’s Ruling. A Trustee may appeal the Chair's ruling. The Trustee may indicate the reason for challenging the Chair, to a maximum time of one (1) minute. No other debate can take place on this item. The Board of Trustees will then vote to sustain or overturn the Chair's ruling by a simple majority and the Director/Secretary shall conduct the vote and assume the Chair until the vote is taken.

3. Ibid., Module 4.
APPENDIX B – OBTAINING THE FLOOR

1.1 **Obtaining the Floor.** Any Trustee desiring to speak shall indicate by an upraised hand or the words, "Mr. or Madam Chair", and, upon recognition by the Chair who shall call the Trustee by name, the Trustee may then, but not before, proceed to speak. Trustees proceeding to speak before they have been recognized by the Chair shall be considered out-of-order.

a. **Multiple Speakers.** When two or more Trustees attempt to speak at the same time, the Chair shall name the Trustee who is to speak.

b. **Scope of Debate.** Every Trustee shall confine themselves to the question in debate and shall avoid all discourteous language and personal references to staff and to other Trustees.

c. **Limitation on Floor Time.** No Trustee shall have the floor for more than three (3) minutes for the same issue at the discretion of the Chair. Response time to the question is not included in this time. The mover of the original motion, but not any amendment thereto, may have three (3) minutes to reply. The foregoing limitations on time may be extended up to a maximum of an additional three (3) minutes per Trustee speaking on the same issue with the consent of at least a majority of the Trustees present and entitled to vote.

d. **No Interruptions.** A Trustee, who has the floor, shall not be interrupted, except for questions of privilege or procedural rules of order as set out in Appendix “C”. The Chair will deal with the question of privilege and procedural rules of order before the Trustee, who has the floor, resumes speaking.

e. **Discipline.** Trustees who resist the rules of the Board of Trustees, disobey the decision of the Chair or of the Board of Trustees on points of order or make any disorderly noise or disturbance, may, unless they make an apology that is accepted by the Chair, be ordered by the Chair to leave their seats for the remainder of the meeting. In case of a refusal to do so, on the order of the Chair, such persons may be removed from the meeting room and Board of Trustees’ office by any police officer or security personnel. The Meeting Rules shall govern all Trustee actions.
APPENDIX C – MOTIONS AND VOTING

A. GENERAL PROCEDURES FOR MOTIONS

1.1 Notices of Motions: Trustees who wish to introduce new business, not on the agenda, shall give notice at one meeting of intention to move a specific motion at the next regular meeting of the Board of Trustees. Such notice requires no seconder and is not, at that time, debateable. The Notice of Motion has the affect of giving notice to the other Trustees, staff and the public of the matter to be considered at the next regular meeting. In the case of urgent and pressing matters, with two-thirds’ consent of Trustees present and eligible to vote, the motion may be dealt with immediately. All motions are to be conducted in accordance with the procedures set out in this Appendix “C” and may only be brought by a Trustee who is entitled to vote on it.

1.2 Motions in Writing. In order to be debated and put to a vote, motions must be in writing, except the following motions:

(a) to receive reports;
(b) to refer;
(c) to postpone;
(d) to lay on the table;
(e) to put the question to a vote;
(f) to file;
(g) to go into Committee of the Whole;
(h) to rise and report;
(i) to adjourn; and
(j) such short oral motions as the Chair may accept.

1.3 Speaking on Proposed Motion. A Trustee may propose a motion and speak to it before it is seconded.

1.4 Motions to be Seconded. Every motion, at a Board of Trustees meeting, shall be seconded and disposed of only by a vote of the Board of Trustees, unless the mover and seconder, by permission of the Board of Trustees, withdraw the motion. No seconder shall be required for motions brought at Committee meetings.

1.5 Request to Read Motion. Any Trustee may request the Board and Committee Information Officer to read the motion under discussion, for information, at any time in the course of the debate, provided that no such request shall be made so as to interrupt another Trustee.

1.6 Motions on the Agenda. Notwithstanding a motion to defer consideration of a matter coming before the Board of Trustees (which is not debatable), a Trustee who submits a notice of motion, which appears on the agenda, shall be given an opportunity to address the Board of Trustees for a period not exceeding three (3) minutes on such notice of motion and, similarly, the Director/Secretary (or their delegate) shall be given an
opportunity to address the Board of Trustees on a report at the time the notice of motion shall be discussed.

1.7 Division of Motions. When the motion under consideration contains two or more distinct propositions, any particular proposition, upon the request of any Trustee, may be considered and voted upon separately. A motion cannot be divided unless each part presents a proper question that can be acted upon if none of the other parts are adopted, and unless the effect of adopting all of the parts will be exactly the same as adopting the original motion. A motion cannot be divided if the division violates the exact logical equivalence of the motion. A motion must be divided at the request of a single Trustee where a series of independent resolutions or main motions is offered in one motion.

1.8 Motions Interrupting Debate. When a motion is under debate, the only motion in order shall be:

(a) to adjourn;
(b) to lay on the table;
(c) to put the question to a vote;
(d) to postpone;
(e) to refer; and
(f) to amend;

which shall have precedence as listed above. Motions to adjourn, to lay on the table or to put the previous question shall be decided without debate.

1.9 Point of Order: A Trustee may advise the Chair and the Board of Trustees that a rule is being deviated from or being used incorrectly. It is a demand that the Chair rule on the point of order and to correct the deviation. Any Trustee who believes that the Chair has ruled incorrectly on the point of order may appeal the decision of the Chair. The Chair may turn the decision over to the Board of Trustees to decide. The Board of Trustees then debates and votes on the matter.

1.10 Motions at Committee Meetings: For certainty, motions passed at Committee meetings, including meetings of the Committee of the Whole, become recommendations to the Board of Trustees for determination.

1.11 Motions Restricted in In-Camera Meetings. In-Camera Meetings cannot entertain a motion to refer, to postpone or to table a subject referred to it.
B. SPECIFIC MOTIONS

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<tr>
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<tr>
<td>To amend</td>
<td>A motion to amend is a motion to change a resolution or a motion by adding, striking out or substituting a word or phrase. After a motion is made and seconded, where required, a motion to amend may be made, as well as, a motion to amend the amendment; however, no further motion to amend shall be made until those have been decided. Only one amendment to the motion shall be on the floor at any one time. An amendment modifying the subject of the motion shall be in order, but an amendment in conflict with or relating to a different subject shall not be in order, and should be ruled out of order. Every amendment submitted shall be decided upon or withdrawn before the main question shall be put to a vote, and if the vote on the amendment(s) is decided in the affirmative, the main question as amended shall be put to a vote.</td>
</tr>
<tr>
<td>To reconsider</td>
<td>A motion to reconsider is a motion to review a previous decision and vote on it again. It must be made by a person who voted on the prevailing (winning) side of the motion it seeks to reconsider. A motion to reconsider cannot be moved more than once to reconsider the same motion. After a vote has been taken on any question (except one of indefinite postponement), such vote may, with the consent of two-thirds (2/3) of all Trustees present, be reconsidered at any meeting held thereafter, provided that the notice of motion procedure has been followed. A motion to reconsider made at a previous meeting and decided in the negative, shall not again be entertained for a period of six (6) months, unless approved by two-thirds (2/3) of all Trustees present.</td>
</tr>
<tr>
<td>To adjourn</td>
<td>A motion to adjourn shall be in order, except when a Trustee is speaking, or a vote is being taken, or when the previous question has been called. A motion to only adjourn shall not be open to amendment or debate, but a motion to adjourn to a certain time may be amended and debated. No second motion to adjourn shall be made until some business has been transacted after the first motion has failed.</td>
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<tr>
<td>Type of Motion</td>
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<tr>
<td>To lay on the table</td>
<td>A motion to lay on the table places a main motion and all pending amendments aside temporarily with the intent of bringing them back for action at a later time in the same meeting. A motion to lay on the table requires a seconder, is not debatable, cannot be amended, and requires a majority vote.</td>
</tr>
<tr>
<td>To put the question to a vote</td>
<td>The motion to put the question to a vote shall preclude all further amendment or debate, and shall be submitted by the Chair in this form: &quot;Shall the main question in debate be now put?&quot; or “Call the vote?” If adopted, the Chair shall at once proceed to put the main question, first putting amendments pending, to the vote of the Board of Trustees.</td>
</tr>
<tr>
<td>To postpone indefinitely</td>
<td>A motion to postpone indefinitely is a motion to reject the main motion. The adoption of this motion kills the main motion for the duration of the session.</td>
</tr>
<tr>
<td>To postpone to definite time</td>
<td>A motion to postpone to a definite time, if passed, would defer consideration of a main motion and all attached motions until a future date. This motion requires two thirds (2/3) vote. At the time to which it is postponed, the matter will be brought up again under unfinished business. This motion will have priority on the next agenda.</td>
</tr>
<tr>
<td>To rescind</td>
<td>A motion to rescind is a motion to nullify a vote taken at a previous meeting. A motion to rescind can be made by anyone, but only if no action has been taken on the vote it seeks to nullify. It requires two-thirds (2/3) vote for adoption.</td>
</tr>
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C. VOTING

1.1 No Further Debate: After the Chair has put a question to a vote, there shall be no further debate. The decision of the Chair as to whether the question has been finally put shall be final.

1.2 Trustee Participation: Each Trustee present at the meeting, either in person or through electronic means, who has not declared a conflict of interest under the Municipal Conflict of Interest Act and/or the Code of Conduct, shall vote on all questions on which the Trustee is entitled to vote. Trustees who have declared a conflict of interest shall remove themselves from the meeting room prior to discussion ensuing.

1.3 Student Trustees: While a Student Trustee is not a member of the Board of Trustees and is not entitled to exercise a binding vote on any matter before the Board of Trustees or its Committees, a Student Trustee is entitled to require that a matter before the Board of Trustees or a Committee on which the Student Trustee sits be put to a recorded vote. In such circumstances, the following shall occur:

(a) A recorded non-binding vote that includes the Student Trustee’s vote; and

(b) A recorded binding vote that does not include the Student Trustee’s vote.

1.4 Majority Vote: Except as otherwise provided in Applicable Laws, an affirmative vote shall require a majority of the votes of the Trustees present either in person or electronically and entitled to vote.

1.5 Method: Every matter considered by the Board of Trustees shall be disposed of by a recorded vote of all Trustees entitled to vote in one of the following ways (preference being given in the following sequence):

(a) by general (or unanimous) consent, in which case the Chair, exercising discretion, states that the motion will be adopted in the absence of objection;

(b) by show of hands, in which case each Trustee entitled to vote raises the Trustee’s own 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 case each Trustee, as able, 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 and counted;

(d) by ballot, in which case each Trustee entitled to vote shall mark on a paper provided by the Director/Secretary, the Trustee’s choice from among the available alternatives, the papers being collected and counted immediately thereafter; and
(e) by an electronic voting method, in which each Trustee shall indicate the Trustee’s choice from among the available alternatives.

For certainty, votes in favour and against shall not be recorded upon any question unless requested by at least one Trustee, and such request shall be made before the Chair calls upon the Trustees to vote upon same.

1.6 No Further Debate. After the Chair has put a question to a vote, there shall be no further debate on the issue. The decision of the Chair as to whether the question has been finally put to a vote is final.
PROCEDURAL BY-LAW #1.01

Give me now wisdom and knowledge to go out and come in before this people, for who can rule this great people of yours? 2 Chronicles 1:10

Revised: October 16, 2018
Next Review Date: October, 2019
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PROCEDURAL BY-LAW

A by-law relating generally to the meeting procedures to be used by the Board of Trustees and its Committees at their meetings, made pursuant to Section 170(1)4 of the Education Act which provides that the Dufferin-Peel Catholic District School Board (DPCDSB) must fix the times and places for meetings of the Board of Trustees and the mode of calling and conducting them.

ARTICLE 1
RULES OF ORDER

1.1 Rules of Order: The procedural rules governing meetings of the Board of Trustees shall be those set out in this By-law, any policies and resolutions of the Board of Trustees and the current edition of Roberts Rules of Order.

1.2 Order of Precedence: To the extent of a conflict, the superior instrument shall take precedence over the inferior instrument as set out below:

a) Education Act

b) Applicable Laws other than the Education Act and the By-law

c) By-law

d) Code of Conduct

e) Board of Trustees’ Policies and Resolutions

ARTICLE 2

DUTIES

“The elected [Board of Trustees] governs and the [Director/Secretary] manages the [DPCDSB] on a daily basis. The [Board of Trustees] exercises its role through the adoption of policy, establishing goals, monitoring progress and engaging with its communities. The job of the [Director/Secretary] is to provide leadership in turning the broad directives of the [Board of Trustees] into reality throughout all the operations of the [DPCDSB]. It is up to the [Director/Secretary], through [their] staff, to develop appropriate procedures and processes to ensure effective implementation of policy and strategic plans.”

“…Trustees will work with other trustees in a spirit of respect, openness, courtesy, and cooperation in spite of differences of opinion that may arise during debate.”

2.1 Board of Trustees: The Board of Trustees is responsible for development of DPCDSB policies versus their implementation. In addition to any other duties under Applicable Laws, the Board of Trustees shall:

a) promote student achievement and well-being;
b) carry out its role in accordance with the teachings of the Catholic faith;
c) promote a positive school climate that is inclusive and accepting of all pupils, including pupils of any race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability and any other areas identified by the Ontario Human Rights Commission as a protected ground;
d) promote the prevention of bullying;
e) ensure effective stewardship of the DPCDSB’s resources;
f) deliver effective and appropriate education programs to its pupils;
g) develop and maintain policies and organizational structures that,
   1. promote the goals referred to in clauses (a) to (f), and
   2. encourage pupils to pursue their educational goals;

2. Ibid., Module 4
h) monitor and evaluate the effectiveness of policies developed by the DPCDSB under clause (g) in achieving the DPCDSB’s goals and the efficiency of the implementation of those policies;

i) develop a multi-year plan aimed at achieving the goals referred to in clauses (a) to (f) (the “Multi-Year Strategic Plan”);

j) annually review the Multi-Year Strategic Plan with the Director/Secretary or the supervisory officer acting as the Director/Secretary; and

k) monitor and evaluate the performance of the Director/Secretary, or the supervisory officer acting as the Director/Secretary, in meeting the following:

1. their duties under Applicable Laws and the Multi-Year Strategic Plan; and

2. other duties assigned by the Board of Trustees.

2.2 Trustees: Each Trustee, including each Student Trustee, shall at all times comply with Applicable Laws and the rules governing the conduct of Trustees including governance policies, the Code of Conduct and any resolutions of the Board of Trustees.

2.3 Director/Secretary: The Director/Secretary is responsible for the management of the day-to-day operations of the DPCDSB, including the implementation and governance of DPCDSB policies and decisions of the Board of Trustees. In addition to any duties assigned by the Board of Trustees and any other duties under Applicable Laws, the Director/Secretary shall:

a) act as secretary to the Board of Trustees;

b) annually review with and deliver a report to the Board of Trustees regarding the Multi-Year Strategic Plan;

c) ensure that the Multi-Year Strategic Plan establishes the DPCDSB’s priorities and identifies specific measures and resources that will be applied in achieving those priorities and in carrying out its duties under the Education Act, in particular, its responsibility for student achievement set out in section 169.1(1)(f) of the Education Act;

d) implement and monitor the implementation of the Multi-Year Strategic Plan and report quarterly to the Board of Trustees on the status of its implementation;

e) immediately upon discovery bring to the attention of the Board of Trustees any act or omission by the DPCDSB that in the opinion of the Director/Secretary may result in, or has resulted in, a contravention of the Education Act;

f) if the Board of Trustees does not respond in a timely and satisfactory manner to an act or omission brought to its attention under Section 2.3(e), advise the Minister or a Deputy Minister of the Minister of the act or omission;
g) keep a full and correct record of the proceedings of every meeting of the Board of Trustees in the minute book provided for that purpose by the Board of Trustees and ensure that the minutes when confirmed are signed by the Chair or presiding member;

h) transmit to the Ministry of Education copies of reports requested by it;

i) give notice of all meetings of the Board of Trustees to each Trustee by notifying the Trustee personally or in writing or by sending a written notice to their residence;

j) call a special meeting of the Board of Trustees at the written request of the majority of the Trustees;

k) attend all meetings of the Board of Trustees and Committees in person or by designate;

l) prepare or arrange to have prepared by a delegated representative minutes of all meetings of the Board of Trustees and of Committees;

m) keep records or arrange to have records kept as required under Applicable Laws and subject to the directions of the Board of Trustees;

n) conduct the official correspondence on behalf of the Board of Trustees;

o) receive and pass on to the Board of Trustees or the relevant Committee all correspondence, petitions and reports of other officials;

p) prepare, in consultation with the appropriate chair, the draft agenda of all meetings of the Board of Trustees and of all Committees;

q) maintain an up-to-date policy database and make such database accessible to the public via the DPCDSB’s website;

r) have charge of all correspondence, reports and other documents;

s) promulgate all orders, policies and other directions of the Board of Trustees and other matters in accordance with requirements of Applicable Laws and subject to the directions of the Board of Trustees; and

t) bring to the attention of the Board of Trustees any matter in respect of which, in the opinion of the Director/Secretary, may be necessary or useful for the Board of Trustees to be aware.

2.4 **Chair:** In addition to any duties assigned by the Board of Trustees and any other duties under Applicable Laws, the Chair shall:

a) preside over meetings of the Board of Trustees;
b) conduct the meetings in accordance with this By-law;

c) enforce the Code of Conduct;

d) establish the Agenda for meetings of the Board of Trustees, in consultation with the Director/Secretary;

e) ensure that Trustees have the information needed for informed discussion of the Agenda items;

f) act as spokesperson to the public on behalf of the Board of Trustees, unless otherwise determined by the Board of Trustees;

g) convey the decisions of the Board of Trustees to the Director/Secretary; and

h) provide leadership to the Board of Trustees in maintaining its focus on the Multi-Year Strategic Plan and the DPCDSB’s mission and vision.

2.5 Vice Chair: In addition to any duties assigned by the Board of Trustees and any other duties under Applicable Laws, the Vice Chair shall carry out all duties required of the Chair in the event the Chair is absent or otherwise unable or unwilling to act in that capacity.
ARTICLE 3
COMMITTEES OF THE BOARD

3.1 Committees: The Board of Trustees may establish Committees and shall determine the duties of such Committees. The Committees shall be categorized as follows:

a) Committees, the mandates and terms of reference of which are established by the Education Act (“Statutory Committees”);

b) Committees whose duties are normally continuous, whether required by statute or otherwise (“Standing Committees”) and

c) Committees appointed for specific duties whose mandate shall expire with the completion of the tasks assigned (“Ad Hoc Committees”).

Statutory Committees: The following Committees are confirmed as the Statutory Committees of the Board of Trustees as at the date this By-law is enacted:

a) Audit
b) Special Education Advisory
c) Supervised Alternative Learning
d) Discipline
e) Central Committee for Catholic School Councils

Standing Committees: The following Committees are confirmed as Standing Committees of the Board of Trustees as at the date this By-law is enacted:

a) Administration and Finance
b) Faith and Program
c) Contract and Negotiations
d) By-law/Policies Review

3.2 Functions, Duties, Responsibilities and Powers of Committees: The functions, duties, responsibilities and powers of all Committees shall be set out in the resolution of the Board of Trustees by which such Committee is established, or in terms of reference adopted by the Board of Trustees in respect of such Committee. At each of its inaugural meetings, each Committee will determine its terms of reference to be recommended to the Board of Trustees for approval. No Committee is authorized to exercise any delegated Board of Trustees authority unless expressly so authorized in the terms of reference or resolution adopted by the Board of Trustees in respect of the Committee.
3.3 **Committee Membership**: The Board of Trustees shall appoint the chair and members of each Committee. All persons appointed to Committees serve at the pleasure of the Board of Trustees. Committee terms of reference shall set out the composition of the Committee, and indicate what Board of Trustees resources are dedicated to support its work.

3.4 **Committee Procedures**: Unless the Board of Trustees adopts a policy or terms of reference, passes a resolution or enacts a by-law governing the Committee procedures generally or the procedures of any particular Committee, each Committee may determine its own procedures, subject to the following:

a) All Committees, except the Audit Committee, shall be first convened as soon as reasonably possible following the date of the Board of Trustees’ resolution appointing the members to the applicable Committee.

b) The first meeting of the Audit Committee shall take place no later than September 30 in each year.

c) At the Annual Organizational Meeting, the Board of Trustees shall elect Trustees as chair and vice-chair of the Committees, one of whom shall be responsible for reporting the Committee’s activities to the Board of Trustees.

d) At the first meeting of the Audit Committee, in each fiscal year, the members of the Audit Committee shall elect the chair and vice-chair of the Audit Committee for the fiscal year of the Board of Trustees from either Trustees or external members. If, at any meeting of the Audit Committee, the chair and vice-chair are not present, the members present may elect a chair for that meeting.

e) The process to meet in-camera set forth in Article 6 applies to Committee meetings with necessary modifications, provided that the respective chairs of the Contract and Negotiations Committee and the Audit Committee shall remain the respective chairs for the in-camera meetings of such Committees.

f) The rules of order described in Article 1 shall apply to Committee meetings.

g) If a Committee does not determine its own procedures, it shall be subject to the meeting procedures set out in this By-law, with necessary modifications, until changed by the Committee or the Board of Trustees.
ARTICLE 4
THE INAUGURAL/ANNUAL ORGANIZATIONAL MEETING,
ELECTION OF OFFICERS AND APPOINTMENTS

4.1 Date and Time: Subject to any statutory requirements, the Inaugural Meeting and each subsequent Annual Organizational Meeting shall be held on the first Tuesday in December at 7:00 p.m., following a 6:00 p.m. mass.

4.2 Meeting Procedure: The procedure at the Inaugural Meeting and each subsequent Annual Organizational Meeting shall be as follows:

a) At the Inaugural Meeting (but not subsequent Annual Organizational Meetings), the Director/Secretary shall:
   1. read the returns of the election to the Board of Trustees as certified by the municipal clerks;
   2. ascertain that the Trustees have met all procedural requirements and are eligible to take office;
   3. administer to each Trustee a declaration of office and oath of allegiance; and
   4. declare the Board of Trustees to be legally constituted.

b) At the Inaugural Meeting and each Annual Organizational Meeting, the Director/Secretary shall serve as chair of the meeting until the Chair is elected, but the only business to be conducted while the Director/Secretary is so serving is the election of the Chair, which shall be conducted as follows:
   1. The Director/Secretary shall appoint three (3) scrutineers, whose names shall be recorded in the minutes;
   2. The Director/Secretary shall then call for nominations, which will not require a seconder (and a Trustee may self-nominate).
   3. All nominees shall be asked by the Director/Secretary to confirm whether they wish to allow their name to stand in nomination.
   4. Confirmed nominees will be invited, in the order they were nominated, to address the Board of Trustees.
   5. Trustees may ask questions of each candidate.
   6. The election shall then proceed by secret ballot.
7. The Trustee who receives the most votes shall be declared elected, but only if the number of votes received by such Trustee is equal to the majority of the number of the Trustees present at the meeting and entitled to vote.

8. If the condition in Section 4.2(b)(7) is not satisfied, the scrutineers shall announce the result and the name of the Trustee receiving the smallest number of votes shall be dropped. The Board of Trustees shall then proceed to vote anew, to a maximum of three (3) rounds of votes, until the condition in Section 4.2(b)(7) is satisfied. The successful Trustee shall serve as the Chair until the next Inaugural/Annual Organizational Meeting.

9. In the case of an equality of votes, the candidates shall draw lots to fill the position pursuant to subsection 208(8) of the Education Act.

c) The elected Chair shall succeed the Director/Secretary as chair of the meeting.

d) The Chair shall conduct an election for the office of Vice-Chair, chairs and vice-chairs of Committees using the process set out above, with necessary alterations, and deliver their inaugural address to the Board of Trustees.

e) At least every five years, the Board of Trustees shall appoint its auditors for the ensuing one to five years.

4.3 **Term of Office:** The term of office for all positions and appointments described in this Article 4 shall be for a period of one year, unless otherwise specified.
ARTICLE 5
PROCEDURES AT MEETINGS OF THE BOARD OF TRUSTEES

5.1 Quorum: A majority of Trustees constitutes a quorum.

a) If a quorum is not present within 15 minutes after the time appointed for the meeting or it is lost, the Board of Trustees shall not convene and the Director/Secretary shall record the names of the members present.

b) Where the Chair has knowledge that a Trustee will arrive within the half hour of the posted commencement time of a meeting, the Chair may unilaterally extend the start time for the meeting beyond the stated 15 minutes to an additional 15 minutes, totaling no more than 30 minutes from the posted commencement time of the meeting. If a quorum is still not present after the additional 15 minutes, the Board of Trustees meeting shall not convene and the Director/Secretary shall record the names of the members present. The Chair may call a recess of up to 15 minutes should quorum be lost or for any other reason as they so determine. In order for the Board of Trustees meeting to be re-called, a quorum must be present.

c) Subject to 5.1(a) and (b), the Board of Trustees shall adjourn a convened meeting whenever a quorum is no longer present and the Director/Secretary shall then record the time of adjournment and the names of the members present.

d) The foregoing is subject to Section 7(1) of the Municipal Conflict of Interest Act.

5.2 Regular Meetings: The Board of Trustees may establish dates for its regular meetings, at a place and time determined by the Board of Trustees. Ordinarily, regular meetings shall commence at 7:00 p.m. and adjourn at 11:00 p.m. or upon completion of the item being discussed at 11:00 pm, unless otherwise determined by the Board of Trustees. The Chair may cancel or reschedule a regular meeting by giving notice to all persons entitled to receive notice of the meetings of the Board of Trustees, provided that the Chair may only cancel a regular meeting in extraordinary circumstances, such as when there is a strong indication that quorum would not be present at such meeting.

5.3 Meeting Materials: To the extent practicable, on the Friday prior to any meeting of the Board of Trustees, the Chair shall cause the meeting Agenda and all necessary or desirable meeting materials to be delivered by or on behalf of the Director/Secretary to the Trustees and the meeting Agenda to be posted on the DPCDSB’s website for public access. The content of the Agenda shall be determined by the Chair in consultation with the Director/Secretary.
5.4 **Agenda for Regular Meeting:** The Agenda and order of business for regular meetings of the Board of Trustees will normally be as follows:

a) **Routine Matters**
   
   1. Call to Order and Attendance
   2. Acknowledgement of First Nations’ Sacred Territory
   3. Opening Prayer
   4. Approval of Agenda
      i) Approval of Calendar Items
   5. Declaration of Interest
   6. Approval of Minutes
      i) Business Arising from the Minutes

b) **Awards and Presentations**

c) **Pastor's Remarks**

d) **Delegations**

e) **Updates/Information/Reports from Trustees for Receipt**
   
   1. Regular Reports
   2. Good News Items

f) **Information/Reports from Committees for Receipt**

g) **Information/Reports from Administration for Receipt**

h) **Trustee/Committee/Administration Reports Requiring Action**

i) **Notices of Motion**

j) **Additional Business**

k) **Questions Asked of, and by, Board Trustees**

l) **Declared Interest Items**

m) **In-Camera Session**

n) **Rise and Report**

o) **Future Meetings**

p) **Adjournment**
5.5 **Adding to Agenda**

a) At the discretion of the Chair, a Trustee may add an item to the Agenda for a meeting by submitting a written request for this purpose to the Chair at least seven (7) days in advance of the meeting.

b) The Board of Trustees may include additional items on the Agenda for a meeting by a two thirds (2/3) majority vote of the Trustees present at such meeting.

c) The order of business at any meeting shall be in the same order as on the Agenda for such meeting, but may be changed by a majority vote of the Trustees present at such meeting.

d) No variation of the Agenda during the meeting shall be permitted unless all Trustees are present and unanimously agree to such variation.

5.6 **Special Meetings:** In addition to the Director/Secretary’s duty to call a special meeting pursuant to Section 2.3(n), special meetings of the Board of Trustees may be called at the discretion of the Chair, provided that in all circumstances special meetings may only be held to address matters of a time-sensitive nature which may result in financial loss or other harm to the DPCDSB and to the Board of Trustees or an employee or student of the DPCDSB if the matters are not dealt with before the next scheduled meeting of the Board of Trustees or a Committee. Special meetings require no less than two (2) business days’ notice, unless such minimum notice requirement is waived in writing by the Chair. The notice calling a special meeting shall state the business to be considered thereat, and no other business may be considered at a special meeting, unless all Trustees are present and unanimously agree to consider such business. The Chair may cancel a special meeting by giving notice of cancellation if the Chair deems that the need for the special meeting no longer exists.

5.7 **Consequence of Repeated Absence from Meetings:** In accordance with the *Education Act*, a Trustee is deemed to vacate their seat if they absent themselves from three (3) consecutive regular meetings of the Board of Trustees, unless authorized by a resolution of the Board of Trustees.

5.8 **Record of Attendance:** A register of Trustee attendance at Board of Trustee and Committee meetings will be established and maintained by or on behalf of the Chair. The register will be available to the public upon written request. Attendance records for all meetings shall record instances where Trustees are required to arrive late or leave prior to adjournment. A Trustee absent from a meeting(s) while acting on approved Board of Trustee or DPCDSB business or while serving as an officer of a Trustee association will be recorded as such.
5.9 **Electronic Participation in Meetings**: The Board of Trustees shall allow attendance at meetings by electronic means in accordance with the *Education Act* and DPCDSB Policy No. 1.06, as amended or replaced. Trustees acknowledge the importance of meeting in person and accept that participation in meetings through electronic means is not the preferred method of participation.

5.10 **Selection of Chair of Meeting**: If the Chair and the Vice-Chair are both absent from a meeting, or unable or unwilling to act in that capacity, and if quorum is present, the Director/Secretary shall call the meeting to order and the members present shall select a chair of the meeting, who shall preside and act as chair of the meeting, but only until such time as the Chair or Vice-Chair arrives at the meeting or is willing or able to act in that capacity.

5.11 **Director/Secretary Responsible for Meeting Minutes**: The Director/Secretary shall cause the minutes of Board of Trustees and Committee meetings to be recorded and maintained.

5.12 **Content**: Each set of meeting minutes shall contain the following:

   a) the type of meeting ("regular", "special", etc.);

   b) the date and place of the meeting;

   c) the names of Trustees, Staff, and guests present, the names of Trustees absent, and the time of arrival, departure and/or re-entry of Trustees not present for the entire meeting;

   d) the minutes of the previous meeting(s) and, where approved, an indication of any changes therein;

   e) disclosure of conflicts of interest;

   f) all motions and points of order and appeals, and the disposition thereof;

   g) the time of adjournment; and

   h) the time, date and place of the next meeting.
ARTICLE 6
IN-CAMERA MEETINGS – BOARD OF TRUSTEES AND COMMITTEES

6.1 Principle of Open Meetings: All meetings of the Board of Trustees and, subject to Section 6.2 below, all Committee meetings, shall be open to the public, and no person shall be excluded from a meeting that is open to the public, except for improper conduct as determined by the chair of the meeting in their absolute discretion.

6.2 In-Camera Meetings - Committees: A meeting of a Committee, including Committee of the Whole, may be closed to the public, but only to the extent the subject-matter under consideration involves one or more of the following:

a) the security of the property of the DPCDSB;

b) the disclosure of intimate, personal or financial information in respect of a Trustee, member of a Committee, an employee or prospective employee of the DPCDSB, or a student or their parent or guardian;

c) the acquisition or disposal of a school site;

d) decisions in respect of negotiation with employees of the DPCDSB; and

e) litigation affecting the DPCDSB.

6.3 In-Camera Meetings – Board of Trustees and Committees: A meeting of the Board of Trustees or of a Committee shall be closed to the public when the subject matter under consideration involves an ongoing investigation under the Ombudsman Act respecting the DPCDSB.

6.4 Persons Entitled to Attend In-Camera Meetings of the Committee of the Whole: The only persons entitled to attend In-Camera Meetings of the Committee of the Whole are Trustees and the Director/Secretary (except if the subject matter of the In-Camera Meeting of the Committee of the Whole is directly related to the performance of the Director/Secretary, in which case the Director/Secretary is not entitled to attend that portion of the meeting), but the Board of Trustees may invite any person (including appropriate Staff) to participate as guests in In-Camera Meetings of the Committee of the Whole.

6.5 Private Meetings: If the In-Camera Meeting of a Committee includes only Trustees and the Director/Secretary, then such meeting shall be referred to as a “Private Meeting - Trustees and Director Only”. If the In-Camera Meeting of the Committee of the Whole includes only the Trustees, then such meeting shall be referred to as a “Private Meeting - Trustees Only”. For certainty, Private Meetings - Trustees Only may only occur when the subject matter of the meeting is the contract or performance of the Director/Secretary, in which case, the Committee may have legal counsel present as determined by a majority of the Trustees. Immediately following the portion of the Private Meeting during which
the contract or performance of the Director/Secretary is discussed, the Chair shall invite the Director/Secretary to return to the meeting.

6.6 **Process to Meet In-Camera as Committee of the Whole:** When the Board of Trustees determines it is necessary to meet in-camera:

a) The motion shall be:

“THAT the Board of Trustees meeting be adjourned and the Trustees immediately convene an In-Camera [or a Private] Meeting of the Committee of the Whole in respect of [describe reason for matter to be discussed in-camera, with reference to the criteria set out above].”

b) Unless otherwise provided herein with respect to a Committee, the Chair shall relinquish their role as presiding officer of the meeting and shall call the Vice-Chair or another Trustee to act as chair.

c) As soon as the In-Camera Meeting of the Committee of the Whole is concluded, the Board of Trustees shall reconvene, with the Chair acting again as chair of the meeting of the Board of Trustees.

d) The chair of the In-Camera Meeting of the Committee of the Whole shall present the report of the meeting of the Committee of the Whole and move its adoption. The motion shall be:

“THAT the Board of Trustees receive the confidential report of the Committee of the Whole In-Camera / Private Meeting [describe reason for matter to be discussed in-camera with reference to criteria set out above] and recommend adoption of the recommendations set out therein”.

6.7 **Confidential Nature of In-Camera Materials:** All materials disclosed to Trustees in connection with In-Camera Meetings, all deliberations at, all minutes of, and all reports in respect of In-Camera Meetings are strictly confidential and shall not be disclosed to any person unless required by Applicable Laws or otherwise authorized by the Board of Trustees.

6.8 **Minutes of In-Camera Meetings:** Minutes of In-Camera Meetings shall be maintained in the same format as other Board of Trustees meeting minutes, provided that they shall be maintained in a segregated manner that protects their confidential nature to ensure they are only properly disclosed to authorized persons in accordance with Applicable Laws.

6.9 **Student Trustees:** Student Trustees may attend In-Camera Meetings of the Committee of the Whole and any Committee on which a Student Trustee is appointed, except they are not entitled to attend In-Camera Meetings convened in respect of matters involving the
disclosure of intimate, personal, or financial information in respect of a Trustee or member of a Committee, an employee or prospective employee, or a student or their parent or guardian, or other matters expressly prohibited by the *Education Act*. 
ARTICLE 7
DELEGATIONS AND SUBMISSIONS

7.1 **Delegations and Submissions:** The DPCDSB encourages the public to provide advice and information to the Board of Trustees to assist Trustees in making informed decisions. Written and in person delegations to the Board of Trustees may be made in accordance with the following:

- **a)** Subject to Section 7.1(e), delegates are required to register using the prescribed form no later than by 1:00 p.m. five (5) business days before the date of the applicable meeting. A failure to complete the registration requirement will result in the delegation request being denied. All other written materials/presentations of delegates, including revisions to those previously submitted, must be submitted in their final form by noon on the Monday immediately prior to the meeting.

- **b)** The Director/Secretary (or designate) and/or the Chair reserve the right to refuse any delegation to ensure compliance with Applicable Laws, including privacy protection requirements.

- **c)** If the delegate intends to use, or begins to use, the name/title/position of Staff members, or discloses any personal or other confidential information with respect to the Board of Trustees, a Committee or a student or their parent or guardian, the Chair may rule that the delegation is out of order, or may require that the delegation be reconvened in-camera.

- **d)** The public is strongly encouraged to make delegations to the appropriate Committee addressing the matter of concern prior to the matter coming before the Board of Trustees for consideration, to allow Staff to consider and make recommendations to the Board of Trustees in connection with any matter raised in a delegation. For certainty, an individual or group making a delegation to a Committee may register to make the same or substantially similar submission or delegation to the Board of Trustees.

- **e)** Up to five (5) delegations in total may be received by the Board of Trustees or a Committee at any meeting. Notwithstanding the foregoing, the Chair, in consultation with the Director/Secretary, may approve delegations in excess of five (5) if such delegations comply with Section 7.1(a). In circumstances where there are more than five (5) delegations proposed and such additional delegations are not in compliance with Section 7.1(a), a majority of the Board of Trustees present and entitled to vote at a meeting may pass a motion to allow one or more additional delegations or may call an additional meeting. Each delegation will be limited to five (5) minutes unless otherwise determined by the Board of Trustees.

- **f)** Once the delegate has completed their presentation, Trustees shall have an opportunity to ask questions of the delegate. Once Trustee questions to the delegate are completed, the delegate will leave the podium and be seated or, if the delegation occurs in an In-Camera meeting, the delegate will leave the room.
Trustees may ask questions of Staff at an open meeting, but not while the delegate is at the podium. Trustees may ask questions of Staff at an In-Camera meeting, but not while the delegation is present in the room.

g) Delegations deviating from the subject matter set out in the applicable registration form will be ruled out of order, however an individual making a delegation may answer questions asked by Trustees on any topic.

h) During both public and In-Camera Meetings, it is the responsibility of the Chair to stop or caution the delegate if they begin to make specific derogatory comments about any person. The Chair will remind the delegate of the requirement to avoid negative, critical or derogatory words and to focus on their concerns with respect to an issue or decision. If the delegates refuse to comply, the Chair may rule the delegation out of order. If the delegate becomes unruly, the Chair may, in their absolute discretion, remove the delegate(s) from the meeting for improper conduct in accordance with the Education Act.

i) If the Board of Trustees refers a matter to Staff in respect of which a submission or delegation is made, the Director/Secretary shall ensure the persons involved in the delegation are informed of the time and date at which the Staff report on the matter is to be reviewed by the Board of Trustees or Committee and information may be shared with the persons involved in the delegation in the discretion of the Director/Secretary.

7.2 **Persons Ineligible to Make Delegations:** Generally, all persons may make a delegation in respect of any Board of Trustees-related matter. However, Staff may not make submissions or delegations to the Board of Trustees or a Committee in respect of the following matters:

a) collective agreements to which the DPCDSB is a party; or

b) employee organizations (of which the speaker is, or is eligible to be, a member).
ARTICLE 8
BY-LAW AMENDMENTS

8.1 **By-law Amendments:** Except when coming to the Board of Trustees as a recommendation from a Committee, no amendment, alteration, or addition to this By-law or the Board of Trustees’ policies may be made unless due notice thereof in writing, setting forth the proposed amendment, alteration, or addition has been given at a Board of Trustees meeting previous to that at which the same comes up for consideration, unless supported by majority of the Trustees as appropriate.

8.2 **Annual Review of By-law:** This By-law shall be reviewed annually by the By-law/Policy Review Committee.

8.3 **Repeal of Prior By-laws:** All previous by-laws of the DPCDSB related to the subject matter hereof are repealed on the enactment of this By-law. Such repeal shall not affect the validity of any act done or right or privilege acquired or obligation or liability incurred under such by-law prior to its repeal. All officers and persons acting under any by-law so repealed shall continue to act as if appointed under this By-law and all resolutions of the Board of Trustees with continuing effect passed under any repealed by-law shall continue to be good and valid except to the extent inconsistent with this By-law, but only until amended or replaced by the Board of Trustees.

8.4 **Suspension of Application of this By-law:** The provisions of this By-law may not be suspended, except for debate on an emergency issue, subject to the provisions of the Applicable Laws. The provision to suspend the rules for an emergency debate requires two-third (2/3) of those Trustees present at a duly called and regularly constituted meeting.
ARTICLE 9
INDEX

9.1 In this By-law, unless the context otherwise requires, the following definitions apply:

a) “Agenda” means a list of items that are to be discussed at a meeting of the Board of Trustees.

b) “Annual Organizational Meeting” means the meeting at which the Chair and the Vice-Chair of the Board of Trustees are elected, and members of Committees are appointed, in each year other than a year in which an Inaugural Meeting is held.

c) “Applicable Laws” means the Education Act, this By-law, the Municipal Conflict of Interest Act and any act, regulation, principle of common law or equity, municipal by-law, or other written requirement of a governmental authority having the force of law applicable to the DPCDSB or the Board of Trustees.

d) “Board and Committee Information Officer” means the recording secretary of the Board of Trustees and custodian of its records (except those records specifically assigned to others such as the treasurer’s books).

e) “Board of Trustees” means the Board of Trustees of the DPCDSB.

f) “By-law” means this procedural by-law of the DPCDSB.

g) “Chair” means the Trustee elected to the position of chairperson of the Board of Trustees, having the duties set forth in Section 2.4.

h) “Code of Conduct” means DPCDSB Policy No. 1.02 entitled “Code of Conduct – Trustees” adopted by the Board of Trustees in accordance with Section 218.2(1) of the Education Act.

i) “Committee” means any committee of the Board of Trustees established in accordance with this By-law.

j) “Committee of the Whole” means a meeting of the Trustees that is not a meeting of the Board of Trustees.

k) “Director/Secretary” means the individual serving as director of education of the Board of Trustees and as secretary of the Board of Trustees.

l) “Education Act” means the Education Act, R.S.O. 1990, c.E.2, as amended, and includes the regulations enacted thereunder.

m) “In-Camera Meeting” means a portion of a meeting of the Board of Trustees or of a Committee that is closed to the public in accordance with the Education Act.
n) “Inaugural Meeting” means the meeting following a municipal election at which the Chair and the Vice-Chair of the Board of Trustees are elected.

o) “Minister” means the Minister of Education and Minister Responsible for Early Years and Child Care.


r) “DPCDSB” means the Dufferin-Peel Catholic District DPCDSB.

s) “Staff” means the staff of the DPCDSB.

t) “Student Trustee” means a senior secondary student elected pursuant to the Education Act to represent all students of the DPCDSB. A Student Trustee is not a member of the Board of Trustees and is not entitled to exercise a binding vote.

u) “Trustee” means a person elected, acclaimed, or appointed to the office of trustee of the Board of Trustees according to the provisions of the Education Act or the Municipal Elections Act.

v) “Vice Chair” means the Trustee elected to the position of vice chairperson of the Board of Trustees, having the duties set forth in Section 2.5.
APPENDIX A – THE CHAIR’S ROLE

There is a strong collegial relationship between the Chair and the members of the Board of Trustees. In electing a fellow trustee to this leadership position, they are placing confidence in the Chair to facilitate the Board of Trustees in its work. They expect that the Chair will:

- ensure that they have the information needed for informed discussion of the agenda items;
- provide leadership and focus with regard to the Board of Trustees’ mission, vision, multi-year plan and policy-making;
- set a tone for Board of Trustee meetings that stimulates respect and focused discussion on the issues;
- ensure that meetings are run effectively and that all voices are heard;
- be impartial in handling the business of the Board of Trustees and in professional relationships with all Trustees;  

1.1 Rules of Order. The Chair or, in their absence, the Vice-Chair shall preside at all meetings.

1.2 Attendance. The Chair shall cause the Board and Committee Information Officer to do the following:

   a) record the names of the Trustees present and absent at the beginning of the meeting as well as when a Trustee leaves or arrives; and

   b) maintain the record of attendance referenced in Section 5.8 of this By-law.

1.3 Chair Participation. Should the Chair elect to take part in any debate or discussion or for any other reason, they shall vacate the position of chair and call upon the Vice-Chair or, if the Vice-Chair is absent, one of the other Trustees to fill their place in the following order until the matter under discussion is decided: Past Chair, chair of Contract and Negotiations Committee, chair of any other Committee. The Vice-Chair or any other Trustee temporarily acting as chair, shall discharge all the duties and enjoy all the rights of the Chair, but not participate in the discussion. Following such discussion, the Chair shall revert to their role.

1.4 Appeal of Chair’s Ruling. A Trustee may appeal the Chair’s ruling. The Trustee may indicate the reason for challenging the Chair, to a maximum time of one (1) minute. No other debate can take place on this item. The Board of Trustees will then vote to sustain or overturn the Chair’s ruling by a simple majority and the Director/Secretary shall conduct the vote and assume the Chair until the vote is taken.

3. Ibid., Module 4.
APPENDIX B – OBTAINING THE FLOOR

1.1 Obtaining the Floor. Any Trustee desiring to speak shall indicate by an up-raised hand or the words, "Mr. or Madam Chair", and, upon recognition by the Chair who shall call the Trustee by name, the Trustee may then, but not before, proceed to speak. Trustees proceeding to speak before they have been recognized by the Chair shall be considered out-of-order.

   a. Multiple Speakers. When two or more Trustees attempt to speak at the same time, the Chair shall name the Trustee who is to speak.

   b. Scope of Debate. Every Trustee shall confine themselves to the question in debate and shall avoid all discourteous language and personal references to staff and to other Trustees.

   c. Limitation on Floor Time. No Trustee shall have the floor for more than three (3) minutes for the same issue at the discretion of the Chair. Response time to the question is not included in this time. The mover of the original motion, but not any amendment thereto, may have three (3) minutes to reply. The foregoing limitations on time may be extended up to a maximum of an additional three (3) minutes per Trustee speaking on the same issue with the consent of at least a majority of the Trustees present and entitled to vote.

   d. No Interruptions. A Trustee, who has the floor, shall not be interrupted, except for questions of privilege or procedural rules of order as set out in Appendix “C”. The Chair will deal with the question of privilege and procedural rules of order before the Trustee, who has the floor, resumes speaking.

   e. Discipline. Trustees who resist the rules of the Board of Trustees, disobey the decision of the Chair or of the Board of Trustees on points of order or make any disorderly noise or disturbance, may, unless they make an apology that is accepted by the Chair, be ordered by the Chair to leave their seats for the remainder of the meeting. In case of a refusal to do so, on the order of the Chair, such persons may be removed from the meeting room and Board of Trustees’ office by any police officer or security personnel. The Meeting Rules shall govern all Trustee actions.
APPENDIX C – MOTIONS AND VOTING

A. GENERAL PROCEDURES FOR MOTIONS

1.1 Notices of Motions: Trustees who wish to introduce new business, not on the agenda, shall give notice at one meeting of intention to move a specific motion at the next regular meeting of the Board of Trustees. Such notice requires no seconder and is not, at that time, debateable. The Notice of Motion has the affect of giving notice to the other Trustees, staff and the public of the matter to be considered at the next regular meeting. In the case of urgent and pressing matters, with two-thirds’ consent of Trustees present and eligible to vote, the motion may be dealt with immediately. All motions are to be conducted in accordance with the procedures set out in this Appendix “C” and may only be brought by a Trustee who is entitled to vote on it.

1.2 Motions in Writing. In order to be debated and put to a vote, motions must be in writing, except the following motions:

(a) to receive reports;
(b) to refer;
(c) to postpone;
(d) to lay on the table;
(e) to put the question to a vote;
(f) to file;
(g) to go into Committee of the Whole;
(h) to rise and report;
(i) to adjourn; and
(j) such short oral motions as the Chair may accept.

1.3 Speaking on Proposed Motion. A Trustee may propose a motion and speak to it before it is seconded.

1.4 Motions to be Seconded. Every motion, at a Board of Trustees meeting, shall be seconded and disposed of only by a vote of the Board of Trustees, unless the mover and seconder, by permission of the Board of Trustees, withdraw the motion. No seconder shall be required for motions brought at Committee meetings.

1.5 Request to Read Motion. Any Trustee may request the Board and Committee Information Officer to read the motion under discussion, for information, at any time in the course of the debate, provided that no such request shall be made so as to interrupt another Trustee.

1.6 Motions on the Agenda. Notwithstanding a motion to defer consideration of a matter coming before the Board of Trustees (which is not debatable), a Trustee who submits a notice of motion, which appears on the agenda, shall be given an opportunity to address the Board of Trustees for a period not exceeding three (3) minutes on such notice of motion and, similarly, the Director/Secretary (or their delegate) shall be given an
opportunity to address the Board of Trustees on a report at the time the notice of motion shall be discussed.

1.7 **Division of Motions.** When the motion under consideration contains two or more distinct propositions, any particular proposition, upon the request of any Trustee, may be considered and voted upon separately. A motion cannot be divided unless each part presents a proper question that can be acted upon if none of the other parts are adopted, and unless the effect of adopting all of the parts will be exactly the same as adopting the original motion. A motion cannot be divided if the division violates the exact logical equivalence of the motion. A motion must be divided at the request of a single Trustee where a series of independent resolutions or main motions is offered in one motion.

1.8 **Motions Interrupting Debate.** When a motion is under debate, the only motion in order shall be:

   (a) to adjourn;
   
   (b) to lay on the table;
   
   (c) to put the question to a vote;
   
   (d) to postpone;
   
   (e) to refer; and
   
   (f) to amend;

   which shall have precedence as listed above. Motions to adjourn, to lay on the table or to put the previous question shall be decided without debate.

1.9 **Point of Order:** A Trustee may advise the Chair and the Board of Trustees that a rule is being deviated from or being used incorrectly. It is a demand that the Chair rule on the point of order and to correct the deviation. Any Trustee who believes that the Chair has ruled incorrectly on the point of order may appeal the decision of the Chair. The Chair may turn the decision over to the Board of Trustees to decide. The Board of Trustees then debates and votes on the matter.

1.10 **Motions at Committee Meetings:** For certainty, motions passed at Committee meetings, including meetings of the Committee of the Whole, become recommendations to the Board of Trustees for determination.

1.11 **Motions Restricted in In-Camera Meetings.** In-Camera Meetings cannot entertain a motion to refer, to postpone or to table a subject referred to it.
## B. SPECIFIC MOTIONS

<table>
<thead>
<tr>
<th>Type of Motion</th>
<th>Specifics</th>
</tr>
</thead>
<tbody>
<tr>
<td>To amend</td>
<td>A motion to amend is a motion to change a resolution or a motion by adding, striking out or substituting a word or phrase. After a motion is made and seconded, where required, a motion to amend may be made, as well as, a motion to amend the amendment; however, no further motion to amend shall be made until those have been decided. Only one amendment to the motion shall be on the floor at any one time. An amendment modifying the subject of the motion shall be in order, but an amendment in conflict with or relating to a different subject shall not be in order, and should be ruled out of order. Every amendment submitted shall be decided upon or withdrawn before the main question shall be put to a vote, and if the vote on the amendment(s) is decided in the affirmative, the main question as amended shall be put to a vote.</td>
</tr>
<tr>
<td>To reconsider</td>
<td>A motion to reconsider is a motion to review a previous decision and vote on it again. It must be made by a person who voted on the prevailing (winning) side of the motion it seeks to reconsider. A motion to reconsider cannot be moved more than once to reconsider the same motion. After a vote has been taken on any question (except one of indefinite postponement), such vote may, with the consent of two-thirds (2/3) of all Trustees present, be reconsidered at any meeting held thereafter, provided that the notice of motion procedure has been followed. A motion to reconsider made at a previous meeting and decided in the negative, shall not again be entertained for a period of six (6) months, unless approved by two-thirds (2/3) of all Trustees present.</td>
</tr>
<tr>
<td>To adjourn</td>
<td>A motion to adjourn shall be in order, except when a Trustee is speaking, or a vote is being taken, or when the previous question has been called. A motion to only adjourn shall not be open to amendment or debate, but a motion to adjourn to a certain time may be amended and debated. No second motion to adjourn shall be made until some business has been transacted after the first motion has failed.</td>
</tr>
<tr>
<td>Type of Motion</td>
<td>Specifics</td>
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<td>------------------------</td>
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<tr>
<td>To lay on the table</td>
<td>A motion to lay on the table places a main motion and all pending amendments aside temporarily with the intent of bringing them back for action at a later time in the same meeting. A motion to lay on the table requires a seconder, is not debatable, cannot be amended, and requires a majority vote.</td>
</tr>
<tr>
<td>To put the question to a vote</td>
<td>The motion to put the question to a vote shall preclude all further amendment or debate, and shall be submitted by the Chair in this form: &quot;Shall the main question in debate be now put?&quot; or &quot;Call the vote?&quot; If adopted, the Chair shall at once proceed to put the main question, first putting amendments pending, to the vote of the Board of Trustees.</td>
</tr>
<tr>
<td>To postpone indefinitely</td>
<td>A motion to postpone indefinitely is a motion to reject the main motion. The adoption of this motion kills the main motion for the duration of the session.</td>
</tr>
<tr>
<td>To postpone to definite time</td>
<td>A motion to postpone to a definite time, if passed, would defer consideration of a main motion and all attached motions until a future date. This motion requires two thirds (2/3) vote. At the time to which it is postponed, the matter will be brought up again under unfinished business. This motion will have priority on the next agenda.</td>
</tr>
<tr>
<td>To rescind</td>
<td>A motion to rescind is a motion to nullify a vote taken at a previous meeting. A motion to rescind can be made by anyone, but only if no action has been taken on the vote it seeks to nullify. It requires two-thirds (2/3) vote for adoption.</td>
</tr>
</tbody>
</table>
C. VOTING

1.1 **No Further Debate**: After the Chair has put a question to a vote, there shall be no further debate. The decision of the Chair as to whether the question has been finally put shall be final.

1.2 **Trustee Participation**: Each Trustee present at the meeting, either in person or through electronic means, who has not declared a conflict of interest under the **Municipal Conflict of Interest Act** and/or the **Code of Conduct**, shall vote on all questions on which the Trustee is entitled to vote. Trustees who have declared a conflict of interest shall remove themselves from the meeting room prior to discussion ensuing.

1.3 **Student Trustees**: While a Student Trustee is not a member of the Board of Trustees and is not entitled to exercise a binding vote on any matter before the Board of Trustees or its Committees, a Student Trustee is entitled to require that a matter before the Board of Trustees or a Committee on which the Student Trustee sits be put to a recorded vote. In such circumstances, the following shall occur:

   (a) A recorded non-binding vote that includes the Student Trustee’s vote; and

   (b) A recorded binding vote that does not include the Student Trustee’s vote.

1.4 **Majority Vote**: Except as otherwise provided in Applicable Laws, an affirmative vote shall require a majority of the votes of the Trustees present either in person or electronically and entitled to vote.

1.5 **Method**: Every matter considered by the Board of Trustees shall be disposed of by a recorded vote of all Trustees entitled to vote in one of the following ways (preference being given in the following sequence):

   (a) by general (or unanimous) consent, in which case the Chair, exercising discretion, states that the motion will be adopted in the absence of objection;

   (b) by show of hands, in which case each Trustee entitled to vote raises the Trustee’s own 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 case each Trustee, as able, 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 and counted;

   (d) by ballot, in which case each Trustee entitled to vote shall mark on a paper provided by the Director/Secretary, the Trustee’s choice from among the available alternatives, the papers being collected and counted immediately thereafter; and
(e) by an electronic voting method, in which each Trustee shall indicate the Trustee’s choice from among the available alternatives.

For certainty, votes in favour and against shall not be recorded upon any question unless requested by at least one Trustee, and such request shall be made before the Chair calls upon the Trustees to vote upon same.

1.6 **No Further Debate.** After the Chair has put a question to a vote, there shall be no further debate on the issue. The decision of the Chair as to whether the question has been finally put to a vote is final.
By-Law/Policies Review Committee Meeting

October 16, 2018

ACCESS TO ELEMENTARY REGIONAL PROGRAMS OF CHOICE: ST. JAMES CATHOLIC GLOBAL LEARNING CENTRE

Strategic Goals: Catholicity; Catholic Community Engagement

Administration/Operational

“Then justice will dwell in the wilderness, and righteousness abide in the fruitful field.”
Isaiah 32:16

BACKGROUND

As a Catholic school board and aligned to Ministry of Education direction, the Dufferin-Peel Catholic District School Board (DPCDSB) models the values of Jesus in the delivery of our Christ-centered programs. Rooted in our Catholic values, as well as in our ecclesial and cultural identity, we maintain a focus on equity and inclusivity. As part of its mission and aligned with the Strategic System Plan, 2014-2019, DPCDSB continues to provide a variety of appropriate programs and services that respond to the emerging needs and trends within its diverse community.

The purpose of this report is to review access to elementary programs of choice, with a focus on the waitlist structure and process at the St. James Catholic Global Learning Centre.

DISCUSSION

In the development of all programs, consideration is given to the impact of such programs in support of the equitable treatment of identified needs in each diverse community. The provision of any program of choice is governed by the need to be mindful of impact across the system.

In response to parent concerns with regards to access to elementary programs of choice, the waitlist structure and process at the St. James Global Learning Centre is being reviewed. Currently, as shown in Appendix A, GAP 418.00 states that students will be placed on a waitlist for the program at St. James for one year only, and that parents/guardians would need to reapply annually should interest in the program continue. Staff were asked to consider amending the waitlist process by, for example, extending the placement on the waitlist, as shown in Appendix B, versus refreshing the waitlist every 12 months.

The review by staff reflects that failing to refresh the waitlist on a yearly basis may lead to a challenge alleging, for example, the violation of human rights by those who would not realistically have a chance
of being admitted to the school if the waitlist was not refreshed regularly. To that end, staff are recommending extending placement on the waitlist to the day after the September reorganization day, versus every 12 months.

THE FOLLOWING RECOMMENDATION IS PROVIDED FOR CONSIDERATION:

1) THAT THE REPORT TO THE BY-LAW/ POLICIES REVIEW COMMITTEE, ACCESS TO ELEMENTARY REGIONAL PROGRAMS OF CHOICE: ST. JAMES CATHOLIC GLOBAL LEARNING CENTRE, BE RECEIVED.

Prepared by: Max Vecchiarino, Superintendent – Policy, Strategy and Global Learning Margaret Beck, Counsel

Submitted by: Max Vecchiarino, Superintendent – Policy, Strategy and Global Learning
1.0 BACKGROUND
The Dufferin-Peel Catholic District School Board (DPCDSB) believes that all students can be successful according to their God-given gifts and abilities. As a caring Catholic community, educators strive to create opportunities for all students to achieve excellence in ways that use those gifts to the fullest extent possible.

The Dufferin-Peel Elementary Catholic Global Learning Programs are regional programs usually offered commencing in kindergarten through to Grade 8 in designated schools. These programs offer students the opportunity to benefit from an experience that focuses on Catholic Global Learning and are affiliated with the International Baccalaureate Program, either pending certification or approval as a certified school.

2.0 ADVERTISEMENT OF PROGRAM
In the fall of each year, the Principal of the designated Elementary Catholic Global Learning Program site will distribute Parent/Guardian information correspondence to all elementary schools within the district, extending an invitation to attend an information evening.

Communication regarding the program will be through the following media sources:

- School Newsletters
- Community Newspapers
- Parish Bulletins
- Board website: Main page/Language Programs
- Voice mail and website at schools designated as Elementary Catholic Global Learning Programs
- Other, as appropriate (social media)

3.0 ADMISSION
Any student eligible to attend a Dufferin-Peel Catholic school who will be in a grade eligible for the Catholic Global Learning Program in the following school year, may choose to go through the process necessary to be admitted. It is recommended that careful discernment
on the part of parents/guardians occur to ensure that applicants are prepared to enter the program.

4.0 REGISTRATION AND RANDOM SELECTION PROCESS

- Registration details will be shared with parents/guardians through the fall information sessions and other communication tools as referenced above.

- Parents/Guardians will be notified in writing of the following:
  - The Catholic Global Learning Program is a regional program with limited spaces.
  - For children applying for the first time in the Dufferin-Peel Catholic District School Board, parents/guardians will be advised to ensure the child has also registered at the Dufferin-Peel Catholic School within the neighbourhood.

- The deadline for submission of applications for Kindergarten will be aligned with the designated dates for kindergarten registration throughout the Board. The deadline for submission of applications for admission to grades 1-8 for the upcoming school year, will follow the kindergarten application submission deadline.

- In the event the number of applications exceeds the number of allotted spaces, applications received by the due date will be subject to the random selection process. Applications from siblings of students currently registered in a Catholic Global Learning Program will also be subject to the random selection process.

- If the number of applications DOES NOT exceed the allotment of pupil spaces in the program, as per information shared at the fall sessions and through other sources of communication, the application will be complete and the Parent/Guardian will be notified of admission by the date specified.

- If the number of applications exceeds the allotment of student spaces, as per information shared at the fall sessions and through other sources of communication, a RANDOM SELECTION PROCESS will be held on the specified date and time and at the specified location.

- Information regarding the status of the application will be communicated within a week of the random selection process results, via the email address or mail address as identified by the parent/guardian.

- The school will generate a waitlist for consideration should spaces become available during the remainder of the school year. The waitlist will be valid for the current school year only.

- In the case of an application by same-age/same grade siblings, the parent/guardian shall submit one application per sibling.
“Go therefore and make disciples of all nations” (Matthew 28:19)

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**By-Law/Policies Review Committee Meeting**

**October 16, 2018**

**POLICY 8.00: VANS/BUSETTES FOR SECONDARY SCHOOLS**

Strategic Goal: Catholic Learning Environment, Catholic Community Engagement

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‘For he will give his angels charge of you to guard you in all your ways.’

_Psalm 91:11_

**BACKGROUND**

Policy 8.00: _Vans/Busettes for Secondary Schools_, was last revised on April 2008. This policy was reviewed because a new General Administrative Procedure (GAP) 803.00: _Vans/Busettes for Secondary Schools_ was created. The Dufferin-Peel Catholic District School Board (DPCDSB) operates a fleet of secondary school vans/busettes to allow authorized personnel to transport students for educational programs supported by the board. In February 2017, the Secondary School Van/Busette procedures came under review after an audit by the Ministry of Transportation (MTO). As a result, the new GAP 803.00 has been written and Policy 8.00 has been amended.

**DISCUSSION**

Policy 8.00: _Vans/Busettes for Secondary Schools_ pertains to DPCDSB’s support of secondary schools to operate board vans and busettes as per all safety regulations outlined by the MTO and the _Highway Traffic Act_.

A biblical quote has been included and there are no budgetary implications as a result of the revisions proposed for Policy 8.00: _Vans/Busettes for Secondary Schools_.

The new GAP 803.00 and accompanying forms are attached hereto (Appendix A).

**THE FOLLOWING RECOMMENDATIONS ARE PROVIDED FOR CONSIDERATION:**

1. THAT THE REPORT TO THE BY-LAW/POLICIES REVIEW COMMITTEE, POLICY 8.00: VANS/BUSETTES FOR SECONDARY SCHOOLS, BE RECEIVED.

2. THAT THE BY-LAW/POLICIES REVIEW COMMITTEE RECOMMEND TO THE BOARD OF TRUSTEES THAT POLICY 8.00: VANS/BUSETTES FOR SECONDARY SCHOOLS, BE APPROVED AND ADOPTED, AS AMENDED.

Prepared by: M. Lewis   Superintendent, Mississauga East Family of Schools

Submitted by: M. Lewis   Superintendent, Mississauga East Family of Schools
The Dufferin-Peel Catholic District School Board allow secondary schools to operate vans or busettes to facilitate curricular and co-curricular activities, with some restrictions, as detailed in General Administrative Procedure 801.00, Out-of-School Programs, specifically Part E, Section 24.00, as amended (March 31, 2008).

REGULATIONS

8.00 Vans for Secondary School

Secondary school Principals, or designate, must ensure that Provincial Traffic Act regulations are followed with regard to the operation and maintenance of school vehicles. Proper documentation must be carried in the vehicle for registration, insurance, and accident reporting.

On an annual basis, secondary school Principals will ensure that only those with a valid class “E” Driver’s License are permitted to drive Board/School-owned vans/busettes (24 passengers or less), regardless of how many passengers and/or how many seats may be in the vehicle at the time. In addition, the Principal, on an annual basis, will review this policy and accompanying regulations with all staff involved with transporting students, using Board/School-owned vehicles (vans and/or busettes).

Schools must seek permission from their family Superintendent, in writing, to operate vehicles for such a purpose.

The acquisition of all school vehicles shall be coordinated by the board’s Purchasing Department in the most cost effective manner.
As soon as acquired, Purchasing Department staff must ensure that Risk Management and Insurance staff are notified for insurance coverage purposes.

All related costs (i.e. acquisition costs, repair, insurance, etc.) shall be charged to the appropriate school's board operating budget.
BOARD POLICY

<table>
<thead>
<tr>
<th>POLICY NUMBER:</th>
<th>8.00</th>
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<tr>
<td>SUBJECT:</td>
<td>Vans/Busettes for Secondary Schools</td>
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<tr>
<td>REFERENCE:</td>
<td>GAP 101.02 Student Accidents; GAP 519.01 Board Insurance – Incident Reports; GAP 502.10 Safety of Pupil – Head Injuries – First Aid Response; GAP 519.01 Board Insurance – Incident Reports; GAP 602.00 Crisis Communication Plan; GAP 716.00 Corporate Vehicle Usage Procedures; GAP 801.00 Out-of-School Programs; GAP 803 VANS/BUSETTES FOR SECONDARY SCHOOLS</td>
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<td>EFFECTIVE DATE:</td>
<td>October 2018</td>
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‘For he will give his angels charge of you to guard you in all your ways.’
Psalm 91:11

The Dufferin-Peel Catholic District School Board supports secondary schools to operate Board vans and busettes as per all safety regulations outlined by the Ministry of Transportation (MTO) and the Highway Traffic Act, to enhance the students’ educational experience.
The Dufferin-Peel Catholic District School Board (DPCDSB) operates a fleet of secondary school vans/busettes to allow authorized personnel to transport students for educational programs supported by DPCDSB. Student safety is always at the forefront when transporting students. Therefore this GAP should be annually reviewed prior to the use of vans/busettes.

The management of these vehicles shall be in accordance with approved policies, procedures, provincial authorities, collective agreements, insurance policy, and applicable legislation. This procedure outlines the duties and responsibilities of staff and the Manager of Health and Safety, Risk Management Insurance Department.

DPCDSB has the right at any time to audit compliance with policies and procedures as they pertain to vehicle use. Failure to comply may result in revocation of driving privileges and disciplinary action.

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- TITLES OF FORMS 2
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TERMS/DEFINITIONS:

VAN
DPCDSB vehicle with maximum seating capacity of 15 passengers including the driver. Vans are only to be used for local driving and on city roads. They are not to be driven on 400 series highways, including the Electronic Toll Route (ETR)-Highway 407, and are only permitted to carry 10 or fewer passengers (including the driver). Secondary schools that are in possession of these types of vehicles must remove the rear seat and not allow passengers or cargo/equipment in this area while carrying passengers.

BUSETTE
DPCDSB vehicle with 24 seats. Busettes can be driven on 400 series highways, including the Electronic Toll Route (ETR)-Highway 407, provided the school agrees to incur all associated fees per use as per DPCDSB procedures.

VAN/BUSETTE STORAGE FOLDER
The storage folder must be physically retained in the vehicle while vehicle is in operation and retained in the main office when busette is not in use. The storage folder must include:

a) the key
b) copy of ownership and insurance
c) copy of Commercial Vehicle Operator’s Registration Certificate (CVOR)
d) GF 121 - Driver’s Daily Log (Hours of Service) Form, School Vans/Busettes
e) GF 120B - Daily Vehicle Inspection Checklist, School Vans/Busettes

VAN/BUSETTE DOCUMENTATION FILE
The file of records that is maintained in the main office of the school. This file includes: (this documentation needs to be retained on file for two years)

a) GF 121 - Driver’s Daily Logs (Hours of Service) Form, School Vans/Busettes
b) GF 120B - Daily Vehicle Inspection Checklist, School Vans/Busettes
c) GF 120C - Vehicle Accident/Incident Reporting Checklist, School Vans/Busettes, as required
d) records of repairs and maintenance (including repairs completed in house by qualified staff)
e) annual inspections/semiannual inspections
f) CVSA inspection reports
g) Ministry of Transportation – Ontario (MTO) roadside/site inspections
h) fuel receipts
i) Gas Card/PIN System Employee Acknowledgement
j) 407 bills, if applicable

TITLES OF FORMS:

- GF 080 - Health & Safety Information and Medical Consent Form
- GF 085 - Field Trip Manifest
- GF 100 - Request for Principal Approval of Out-of-School Event
- GF 110 - Request for Superintendent Approval of Out-of-School Event
- GF 120A - Annual Driver’s Vehicle Acknowledgement, School Vans/Busettes
- GF 120B - Daily Vehicle Inspection Checklist, School Vans/Busettes
- GF 120C - Vehicle Accident/Incident Reporting Checklist, School Vans/Busettes
- GF 121 - Driver’s Daily Log (Hours of Service) Form, School Vans/Busettes
- Petro Canada Gas Card/PIN System Employee Acknowledgement
PART A: VANS/BUSETTES DRIVER AND VEHICLE QUALIFICATIONS & GENERAL INFORMATION

1.00 Only those employees with a valid Class E driver’s license are permitted to drive DPCDSB/school-owned vans/busettes. On an annual basis, the Principal will review this General Administrative Procedure with all staff involved with transporting students using school vehicles (vans/busettes). This information and associated General Forms (GF) shall be documented and maintained in the main office.

1.01 A valid “Class E License” is required to drive any van/busette having seats for not more than 24 passengers regardless of how many passengers and/how many seats may be in the vehicle at the time.

1.02 For each driver, a completed GF 120A - Annual Driver’s Vehicle Acknowledgement, School Vans/Busettes must be sent to the Health and Safety, Risk Management Insurance Department. A Motor Vehicle Record will be obtained for each driver on an annual basis, or at DPCDSB’s discretion. Drivers with eight or more demerit points will lose their E license, six or more demerits will not be allowed to go for the driver’s test. Drivers with a history of traffic violations (three or more in the past three years) may be denied driving privileges. Drivers who require an ignition interlock device in the vehicle due to an impaired driving charge shall not operate a van/busette. It is incumbent upon the employee to notify the Principal if the status of the employee’s license changes.

1.03 Drivers are responsible to maintain and complete the Van/Busette Documentation File which includes:
   a) GF 121 - Driver’s Daily Logs (Hours of Service) Form, School Vans/Busettes
   b) GF 120B - Daily Vehicle Inspection Checklist, School Vans/Busettes
   c) GF 120C - Vehicle Accident/Incident Reporting Checklist, School Vans/Busettes, as required
   d) records of repairs and maintenance (including repairs completed in house by qualified staff)
   e) annual inspections/semiannual inspections
   f) CVSA inspection reports
   g) Ministry of Transportation – Ontario (MTO) roadside/site inspections
   h) fuel receipts
   i) Gas Card/PIN System Employee Acknowledgement
   j) 407 bills, if applicable

1.04 The completed Van/Busette Documentation File shall be retained for two calendar years. All items in 1.03 are to be scanned and will be collected by the Risk Management and Insurance Officer on an annual basis.

1.05 Safety regulations outlined by the Ministry of Transportation and the Highway Traffic Act must be adhered to by all drivers. GF 121 indicates the maximum hours a person can work and drive.

1.06 It is expected that drivers ensure that passengers use seatbelts, where available.

1.07 Secondary School Vans and Busettes are only to be used during reasonable weather conditions. If school busses are cancelled due to inclement weather in the area of travel, then school vans and busettes are not to be used.
1.08 Caution: If the employee is found to be under the influence of drugs or alcohol at any time while (a) operating a DPCDSB vehicle, or (b) involved in an accident, regardless of whether the employee is found at fault or not, the employee shall be subject to disciplinary action. No employee shall use a hand-operated electronic device while driving a vehicle as per Reg. 366/09 of the Ministry of Transportation and the Highway Traffic Act.

1.09 The authorized driver is responsible for any vehicle violation, parking tickets and unauthorized ETR 407 bills. Should DPCDSB pay the ticket to avoid additional charges, such costs would be billed back to the driver responsible for payment.

1.10 If the mode of transportation is by DPCDSB van/busette and the destination is outside of the counties of Peel, Dufferin, Halton, Durham, Niagara, Simcoe, Wellington, York and the Metropolitan Toronto boundary, approval of the Family of Schools Superintendent is required, Request for Principal Approval of Out-of-School Event (GF 100) and/or Request for Superintendent Approval of Out-of-School Event (GF 110).

1.11 Drivers shall adhere to GAP 801.00 Excursions, Out of School Programs and appropriate approval and GF forms.

1.12 A copy of the Itinerary and Field Trip Manifest (GF 085) must be available in the school office in order that the school may contact the Excursion Leader if an emergency arises.

1.13 The van/busette driver or excursion leader, will arrange with the Principal, in advance, for the school to be open at the appropriate time if it is necessary to enter the school after hours or on a weekend in order to pick-up or return equipment. Every effort should be made upon returning to the school for a safe drop off area clear of ice, water, etc.

1.14 The Class E Licensed driver or excursion leader should be able to contact the Principal, Vice-Principal or Supervisory Officer if an emergency arises at any time during the trip, or if the return is delayed.

1.15 DPCDSB, as per GAP 519.01 Board Insurance – Incident Reports, has secured insurance covering collision, theft, fire and other hazards together with public liability. DPCDSB’s insurance covers all DPCDSB-owned/leased vehicles. Insurance is renewed January 1st, new pink slips and license plate stickers need to be placed in/on vehicle.

1.16 Data will be collected by the Health and Safety, Risk Management Insurance Department, e.g. for the annual Commercial Vehicle Operator’s Registration (CVOR) renewal. Actual kilometric travel will be requested.

1.17 Vehicles are not to be used for private/personal use. DPCDSB vehicles are intended for DPCDSB use by assigned drivers and are not intended as a replacement of employees’ personal vehicles.

1.18 Van/Busette drivers must refuel where possible using DPCDSB approved gas card.

1.19 It is recommended that fuel tanks are not left less than ½ full at the completion of each day’s use. All gas card receipts must be filed in the Vans/Busette Documentation Folder. Drivers must follow the Petro Canada Gas Card/PIN System Employee Acknowledgement.

1.20 Principals must annually update and review Petro-Canada Gas Card/PIN System driver gas card PIN numbers, and the identification of individuals who are driving on behalf of the School/DPCDSB. Supply Chain Management should be notified of any changes. Please refer to Supply Chain Management Gas Card Procedures.
1.21 Vans/Busettes are to be stored at the local school in a safe location, deemed appropriate by the Principal, while not in use.

PART B: DAILY VEHICLE INSPECTION CHECKLIST (GF 120B), DRIVER’S DAILY LOG (HOURS OF SERVICE) FORM (GF 121), FIELD TRIP MANIFEST (GF 085)

2.00 The purpose of daily vehicle inspections is to ensure the early identification of vehicle problems and defects before the vehicle is in operation. Van/Busette Drivers must complete the Daily Vehicle Inspection Checklist (GF 120B) prior to each departure.

2.01 Each driver must conduct their own inspection to ensure the original inspection was conducted properly. This helps to ensure that the previous driver did not cause any damage that may not have been recorded properly, for which a subsequent driver could be blamed. The driver must continue to check all systems for defects throughout the day because the condition of the vehicle can change. The driver must also record the defects on the daily inspection report and report any defects to the Principal. (The forms must be retained for two calendar years.)

2.02 It is the responsibility of each driver to complete and sign a Driver’s Daily Log (Hours of Service) Form (GF 121) each time they drive the Van/Busette. The completed forms are to be retained in the Van/Busette Storage Folder during operation. At the end of each day the logs are relocated to the Van/Busette Documentation File located in the school main office. A driver’s hours of service begins at the start of the driver’s work day as per the MTO and the Highway Traffic Act. (The forms must be retained for two calendar years.)

2.03 It is the responsibility of each driver to fill out the Field Trip Manifest (GF 085) each time they drive the Van/Busette. The completed forms are to be retained in the Van/Busette Storage Folder during operation. At the end of each day the forms are relocated to the Van/Busette Documentation File located in the school main office. (The forms must be retained for two calendar years.)

Any documentation (mileage, inspection reports, logs) for a Secondary School Van/Busette must be filled out neatly, accurately and signed consistently by the Class E Licensed driver.

2.04 All Vans/Busettes must display a DPCDSB decal on the vehicle for MTO identification.
PART C: VEHICLE ACCIDENTS AND PROCEDURES IN CASE OF INJURY OR ILLNESS

3.00 In the event of an accident/incident (including involving personal injury, loss of life, or significant vehicle/property damage), it is the driver’s responsibility;

   a) to notify the police (call 911) and/or the Collision Reporting Centre

   b) notify the Principal or Designate immediately following a vehicle accident (or one person from the following list: Appropriate Superintendent of Schools; Superintendent of Planning and Operations; The Director/Associate Director(s).

   c) In addition, the driver is to ensure pertinent information is obtained from all involved parties, and that the GF 120C - Vehicle Accident/Incident Reporting Checklist, School Vans/Busettes, is complete.

   d) Submit all required reports, complete and timely, as per GAP 519.01 – Board Insurance – Incident Reports. This includes the Automobile Accident Report IBC Claim Form Number 1 See GF 120C.

   e) There is a $500 deductible payable by the school in a case of vehicle accident.

3.01 Driver is to refer to GF 120C - Vehicle Accident/Incident Reporting Checklist, School Vans/Busettes:

   a) All possible attention shall be given to the safety of all students/staff present and the maintenance of calm and orderly behaviour by all concerned.

   b) With the aid of the Field Trip Manifest (GF 085), the driver or excursion leader, shall immediately begin the process of identifying all students.

   c) As appropriate, all possible cooperation shall be extended to the police in their investigation.

   d) First Aid is the responsibility of the person nearest the person in need. Medical attention shall be sought, as appropriate to the situation. Do not move the injured student if there is a suspected back or neck injury as this may cause further damage. Documentation should occur.

   e) In case of serious injury or illness, while one person is administering first aid, another person shall notify the emergency response service and the school Principal or Designate. Students are to be removed from any sources of danger.

   f) If injured students are to be sent to the hospital, one adult must accompany the student(s), when possible. Arrangements should be made to meet parents/guardians at a designated medical facility.

   g) When taking students for medical attention bring the Health & Safety Information and Medical Consent Form (GF 080), if completed, for each student.

   h) The Principal or designate will implement the Crisis Communication Plan procedure outlined in GAP 602.00 – Crisis Communication Plan. (Staff will follow GAP 502.10 – Safety of Pupils-Head Injuries-First Aid Response and GAP 101.02 – Student Accidents, as appropriate.)
PART D: SEMI-ANNUAL INSPECTIONS

4.00 Schools are responsible for having each of their vehicles inspected semi-annually by a pre-approved DPCDSB licensed motor-vehicle inspection mechanic. The mechanic checks to ensure that the van/busette is in compliance with all maintenance requirements and component performance standards detailed in the applicable regulations and schedules of the Highway Traffic Act.

4.01 When the vehicle has passed inspection at a motor vehicle inspection station, a sticker decal which indicates the inspection date and expiry date, is applied to the vehicle to identify the successful completion of the inspection. The decal will be placed on the outside lower right corner of the windshield, or right side of the van/busette as close to the front as possible.

4.02 The inspection station must provide inspection certificates and reports. These reports are to be filed in the Van/Busette Documentation File.

4.03 The MTO divides defects into two categories: Major and Minor
   - When a minor defect is identified, the driver must record the defect on the inspection report and report it to the Principal and schedule a repair.
   - When a major defect is identified, the vehicle must not be operated until it is repaired. The Principal is responsible to ensure the vehicle is repaired before further use.

For additional information on minor and major defects, refer to www.mto.gov.on.ca: Module 8, Schedule 5, Daily Inspection of School Purpose Vehicles.

4.04 If a vehicle must be towed or driven by a pre-approved DPCDSB licensed motor-vehicle inspection mechanic, a service plate license plate/permit must be used by the mechanic.

PART E: VAN/BUSETTE PURCHASE/LEASE

5.00 Prior to the acquisition process to purchase or lease a van/busette through Supply Chain Management, Principals must seek approval through the Family of School Superintendent and Superintendent of Finance.

5.01 Purchase of a new vehicle, changes to the plates, or buyout of lease must be reported to the Health and Safety, Risk Management Insurance Department.
6.00 Mindful of provincial health and safety legislation and DPCDSB policy and procedures, these considerations further support students with diverse learning needs, ensuring safe access to excursions supporting learning involving transportation using Secondary School Vans/Busettes. When undertaking excursions involving students, particularly students with differing abilities and/or diverse learning needs, drivers/excursion leaders shall ensure:

- Ensuring excursion protocols and processes are followed as reflected in appropriate General Administrative Policies (GAP 801 – Out-of-School Programs);
- The student’s program and the curriculum connection of the excursion to the program;
- Informing the appropriate administrator and/or the academic resource department head of the educational intent and logistics of the excursion requiring transportation;
- Reviewing the student’s IEP and providing accommodations and modifications as appropriate;
- That attendant staff are aware of the special medical needs identified for the student(s), as well as any accommodations or modifications that may be required;
- Reviewing the student’s safety plan and ensuring appropriate steps have been taken to include necessary materials, equipment and suitably trained support staff are in place;
- School vans/busettes appropriately meet the transporting needs of the student(s);
- The suitability of supports (e.g. human resources, equipment, harness), in supporting the needs of the student while the student is being transported;
- Appropriate staffing ratios to support the diverse needs of the student;
- Planning for the possibility of circumstances beyond their control (e.g. traffic delays, weather conditions, medical emergencies etc.);
- An alternative plan, involving conferring with the Principal or Designate to determine if an excursion should need to be terminated and/or an early return is required;
- A clearly created and communicated plan to all relevant staff, complete with contact phone numbers;
- Reviewing Student Transportation of Peel Region (STOPR) information and contacting the transportation department to confirm any special transportation considerations if vans/busettes are not equipped to transport student(s).
Information is collected under the authority of the Highway Traffic Act (R.S.O. 1990) for the purpose of ensuring compliance with the Ministry of Transportation/Commercial Motor Vehicle Registration and the Ontario School Board Insurance Exchange requirements. Information shall be used for the purpose collected and maintained in confidence in accordance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56. Any questions related to this collection of information may be directed to the Risk Management and Insurance Officer, 905-890-1221.

Routing: ☑ School Copy, ☑ Health & Safety Dept: Risk Management & Insurance Copy (will be retained at DPCDSB only)
# Daily Vehicle Inspection Checklist

## School Vans/Busettes

<table>
<thead>
<tr>
<th>Inspection Information</th>
<th>Vehicle Type:</th>
<th>License Plate:</th>
<th>School:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Inspection Location - City:</strong></td>
<td><strong>Province:</strong></td>
<td><strong>Inspection - Date/Time:</strong></td>
<td></td>
</tr>
</tbody>
</table>

## Pre-Trip Outside Inspection

- Alternating lights, front
- Headlights (low and high beams) directional signals, parking and clearance lights
- Windshield and wipers
- Engine compartment: fluid levels, wiring, belts, hoses and hydraulic brake-fluid leaks (if so equipped)
- Tires (retreads on rear wheels only)
- Wheel nuts, hubs and fasteners
- Exhaust system for leaks
- Directional, stop tail and clearance lights
- Emergency exit
- Alternating lights, rear
- Entrance door
- Body condition and frame
- Fuel system (tank, cap, and for leaks)
- Signs (for cleanliness and legibility)
- Stop arm and pedestrian student safety crossing arm
- Coupling devices, if applicable
- Cargo securement
- Dangerous goods, if present
- Suspension system
- Inspection stickers

## Pre-Trip Inside Inspection

- Steering wheel (for excessive free play)
- Brake pedal reserve and fade
- Brakes/Air brakes for audible air leaks and push rod travel
- Brake booster operation
- Brake-failure warning light
- Parking brake operation
- Interior (for exhaust fumes)
- Signal and hazard lights, switch and pilot
- Alternating lights, switch and signal device
- Interior lights
- Windshield (incl. washer and wipers) and windows
- Mirrors, adjustment and condition
- Defroster and heaters
- Horn, stop arm mechanism
- Driver’s seatbelt and seat security
- Service door and controls
- Passenger’s seat security
- Emergency exit and warning signal
- Floor covering (tripping hazards)
- Fire extinguisher
- First-aid kit, flares or reflectors
- Interior (for cleanliness)
- Driver controls (accelerator pedal, clutch and required gauges)
- Passenger compartment (stanchion padding, damaged steps or floor, damaged or insecure overhead luggage rack or compartment)
- Check accessibility/mobility devices and safety restraints, if applicable

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For further instructions, please refer to GF 120 B side 5 and/or GAP 803.00. Must complete and sign SIDE 2.
# DAILY VEHICLE INSPECTION CHECKLIST

## SCHOOL VANS/BUSETTES

### FINAL CHECK BEFORE DEPARTURE

- Check weather conditions and STOPR information.
- Complete log-book entry: GF 121 - Driver’s Daily Logs (Hours of Service) Form, School Vans/Busettes.
- Completed GF 085 - Field Trip Manifest: Ensure there is a copy of the trip manifest itinerary for the driver and excursion leader.
- GPS/MAP Directions to destination.
- Review the emergency procedures and emergency exits with all passengers.
- Ensure driver awareness of students with diverse learning and/or medical needs.
- Ensure there is a method of communicating with school and emergency services.
- Confirm the driver(s), the destinations, and time guidelines of each excursion before leaving the school.
- Driver ensures all seatbelts are fastened.
- Additional Brake Test: Drive forward and brake to a stop.
- Fuel check: Additional check of all gauges — heat, oil and vacuum, etc.
- Ensure that no one is left on the bus unattended at any time during the trip.
- Ensure Van/Busette is left in a clean state, free from trash and personal items.

### DAILY ROAD CHECK (WHILE DRIVING THE VEHICLE)

- A vehicle should not be driven with major defects. Report all defects to principal.
- Ensure the noise level is below that of distraction. Stay alert to the condition of your vehicle.
- Check the suspension: Broken springs, ruptured air bags and faulty shock absorbers may cause sag, bouncing, bottoming and excessive sway when under way.
- Engine check: Be alert for any unusual engine noises, vibrations or lack of normal responses.
- Check the steering: Look for jerking or excessive play in the system. Power steering should be quiet, and the vehicle should steer easily in turns or when going over bumps. Look for unusual ride or handling.
- Check transmission and clutch.
- Test parking brake: To check this brake, put the vehicle in gear while the parking brake is on. The brake should be able to hold the bus stationary with the transmission in gear and the engine at idle speed. Note: Driving with the parking brake on is the most frequent cause of parking brake failure.
- Check the brakes: Test at low speeds, bringing the vehicle to a complete stop. The vehicle should stop in a straight line. There should be no pulling to one side or excessive noise. Note any extra pedal pressure or sponginess. Do not operate the vehicle until such conditions have been repaired.
- Check tire pressure: Drivers should quickly sense the “thump-thumping” of a flat tire, or one that is underinflated. Keep the right air pressure in the tires to prevent premature tire wear, failure and breakdown. The air pressure in your spare tire should be the same as the pressure in the tire on the vehicle carrying the highest pressure. Again, recognize unusual noises or handling.

### The MTO divides defects into two categories: Major and Minor

- **When a minor defect is identified,** the driver must record the defect on the inspection report and report it to the Principal and schedule a repair.
- **When a major defect is identified,** the vehicle must not be operated until it is repaired. The Principal is responsible to ensure the vehicle is repaired before further use.

---

### RESULTS OF THE INSPECTION:

- ☐ No defects found
- ☑ The following defects found (below)
- ☐ Defects reported to principal

<table>
<thead>
<tr>
<th>Defect(s) Details</th>
<th>Defect(s) Repaired:</th>
<th>Yes</th>
<th>No</th>
<th>Work Order #: (attached)</th>
</tr>
</thead>
<tbody>
<tr>
<td>I declare that the vehicle has been inspected:</td>
<td></td>
<td>Yes: ☑</td>
<td>No: ☐</td>
<td>Date: d/m/y</td>
</tr>
<tr>
<td>Name of Driver/Inspector:</td>
<td>Signature of Driver/Inspector:</td>
<td></td>
<td></td>
<td>Time: a.m./p.m.</td>
</tr>
</tbody>
</table>
### MTO SCHEDULE 5 – DAILY INSPECTION OF SCHOOL PURPOSE VEHICLE MINOR & MAJOR DEFECTS

SCHOOL VANS/BUSETTES

www.mto.gov.on.ca: Module 8, Schedule 5, Daily Inspection of School Purposes Buses (as of May 2018)

<table>
<thead>
<tr>
<th>Systems &amp; Components</th>
<th>Minor Defects</th>
<th>Major Defects</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Part 1. Air Brake System</strong></td>
<td>1. audible air leak. 2. slow air pressure build-up rate.</td>
<td>1. brake is beyond its adjustment limit. (1) 2. air loss rate exceeds prescribed limit. (2) 3. low air warning system fails or system is activated. 4. inoperative service, parking or emergency brake.</td>
</tr>
<tr>
<td><strong>Part 2. Alternating Overhead Lamps</strong></td>
<td>1. a lamp is missing or inoperative. 2. lamps do not alternate. 3. a lamp is not of the proper colour.</td>
<td>When use of lamp is required: 1. a lamp is missing or inoperative. 2. lamps do not alternate. 3. a lamp is not of the proper colour.</td>
</tr>
<tr>
<td><strong>Part 3. Doors and Windows, other than Emergency Exits</strong></td>
<td>1. a window or door fails to open or close securely.</td>
<td>When carrying passengers: 1. door fails to open or close securely. At all times: 1. window fails to provide the required view (16) to the driver as a result of being cracked, broken, damaged, missing, maladjusted, clouded or fogged.</td>
</tr>
<tr>
<td><strong>Part 4. Driver Controls</strong></td>
<td>1. accelerator pedal, clutch, gauges, audible and visual indicators or instruments fail to function properly.</td>
<td>1. accelerator sticking and engine fails to return to idle.</td>
</tr>
<tr>
<td><strong>Part 5. Emergency Exits</strong></td>
<td>1. required alarm is inoperative. (17)</td>
<td>When carrying passengers: 1. window fails to open from inside or close securely. 2. door fails to open freely from inside and outside. 3. a required door alarm is inoperative. (17)</td>
</tr>
<tr>
<td><strong>Part 6. Emergency Flares, Lamps or Reflectors</strong></td>
<td>1. missing or insecure.</td>
<td></td>
</tr>
<tr>
<td><strong>Part 7. Exhaust System</strong></td>
<td>1. exhaust leak, except as described next column</td>
<td>1. leak that causes exhaust gas to enter the occupant compartment.</td>
</tr>
<tr>
<td><strong>Part 8. Exterior Body and Frame</strong></td>
<td>1. insecure or missing body parts. 2. insecure or missing compartment door. 3. damaged frame or body.</td>
<td>1. one or more visibly shifted, cracked, collapsing or sagging frame member.</td>
</tr>
<tr>
<td><strong>Part 9. Fire Extinguisher</strong></td>
<td>1. fire extinguisher missing. 2. the gauge on any required fire extinguisher indicates an empty condition or a complete lack of pressure. (18) 3. fire extinguisher is not securely mounted or stored in a manner that prevents the extinguisher from being a projectile object.</td>
<td>When carrying passengers: 1. fire extinguisher missing. 2. the gauge on any required fire extinguisher indicates an empty condition or a complete lack of pressure. (18)</td>
</tr>
<tr>
<td><strong>Part 10. First Aid Kit</strong></td>
<td>1. required first aid kit is missing. (19) 2. kit is incomplete.</td>
<td>When carrying passengers: 1. required first aid kit is missing. (19)</td>
</tr>
<tr>
<td><strong>Part 11. Fuel System</strong></td>
<td></td>
<td>1. missing fuel tank cap. 2. insecure fuel tank. 3. dripping fuel leak.</td>
</tr>
<tr>
<td><strong>Part 12. General</strong></td>
<td></td>
<td>1. serious damage or deterioration that is noticeable and may affect the vehicle’s safe operation.</td>
</tr>
<tr>
<td><strong>Part 13. Heater / Defroster</strong></td>
<td>1. control or system failure.</td>
<td>1. defroster fails to provide an unobstructed view through the windshield and through the side windows to the left and right of the driver’s seat.</td>
</tr>
<tr>
<td><strong>Part 14. Horn</strong></td>
<td>1. no operative horn.</td>
<td></td>
</tr>
<tr>
<td><strong>Part 15. Hydraulic Brake System</strong></td>
<td>1. brake fluid level is below indicated minimum level.</td>
<td>1. brake boost or power assist is not operative. 2. brake fluid leak. 3. brake pedal fade or insufficient brake pedal reserve. 4. activated (other than anti-lock braking system) warning device. 5. brake fluid reservoir is less than 1/4 full. 6. inoperative service brake or ineffective parking brake.</td>
</tr>
<tr>
<td><strong>Part 16. Inspection Stickers</strong></td>
<td></td>
<td>1. a required sticker is missing, unreadable or is invalid.</td>
</tr>
<tr>
<td><strong>Part 17. Lamps and Reflectors</strong></td>
<td>1. required interior or exterior lamp does not operate or function as intended. (21) 2. required reflector is missing or partially missing. (9)</td>
<td>At all times: 1. vehicle does not have at least one left and one right rear turn signal lamp. 2. vehicle does not have at least one brake lamp. When use of lamps is required: 1. vehicle does not have at least one low-beam headlamp. 2. vehicle does not have at least one tail lamp.</td>
</tr>
<tr>
<td><strong>Part 18. Mirrors</strong></td>
<td>1. a mirror fails to provide the required view to the driver as a result of being cracked, damaged or maladjusted. (22) 2. a mirror has broken or damaged attachments onto vehicle body.</td>
<td>1. a mirror is missing or broken. 3. the glass surface of a mirror has an aggregate non-reflective area exceeding 6.5 square centimetres (1 sq in).</td>
</tr>
<tr>
<td><strong>Part 19. Mobility Device Lift</strong></td>
<td></td>
<td>1. extendable lift, ramp or other passenger-loading device fails to retract.</td>
</tr>
</tbody>
</table>
## Defects

<table>
<thead>
<tr>
<th>Systems &amp; Components</th>
<th>Minor Defects</th>
<th>Major Defects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part 20. Mobility Device Ramp</td>
<td>1. ramp will not attach securely to vehicle when positioned to load or unload passengers in mobility devices or will not remain in the stored position. 2. ramp structure is weak, damaged or worn.</td>
<td></td>
</tr>
<tr>
<td>Part 21. Passenger Compartment</td>
<td>1. stanchion padding is damaged. 2. damaged steps or floor. 3. insecure or damaged overhead luggage rack or compartment.</td>
<td></td>
</tr>
<tr>
<td>Part 22. Pedestrian-Student Safety Crossing Arm</td>
<td>1. the arm is missing or fails to function as intended. When affected position is occupied: 1. required restraint system or component of restraint system is missing.(23) 2. restraint system or component of restraint system is defective. 3. seat is insecure. When affected position is occupied with a mobility device or a passenger in a mobility device: 1. passenger restraint system, mobility device restraint system or component of either system is missing or defective. When affected position or position behind it is occupied: 1. passenger seat or passenger protection barrier is insecure. 2. seat back or passenger protection barrier padding is missing, partially missing or has shifted from position so as not to be effective.</td>
<td></td>
</tr>
<tr>
<td>Part 23. Seats and Seat Belts</td>
<td>1. driver's seat fails to remain in set position. 2. required restraint system or component of required restraint system is defective. 3. restraint system or component of restraint system is defective. 4. seat is insecure. 5. restraint system for passenger in mobility device or mobility device restrain system or component of either system is missing or defective.</td>
<td></td>
</tr>
<tr>
<td>Part 24. Steering</td>
<td>1. steering wheel lash (free-play) is greater than normal. 2. steering wheel is insecure, or does not respond normally. 3. steering wheel lash (free-play) exceeds prescribed limit,(10)</td>
<td></td>
</tr>
<tr>
<td>Part 25. Stop Arm</td>
<td>1. stop arm or stop sign is missing. 2. stop arm or stop sign is damaged so as to significantly affect visibility. 3. will not extend fully or stay fully extended. 4. either light on stop arm is inoperative or lights do not alternate or lights are not red. When use of stop arm or stop sign is required: 1. stop arm or stop sign is missing. 2. stop arm or stop sign is damaged so as to significantly affect visibility. 3. will not extend fully or stay fully extended. 4. either light on stop arm is inoperative or lights do not alternate or lights are not red.</td>
<td></td>
</tr>
<tr>
<td>Part 26. Suspension System</td>
<td>1. air leak in air suspension system. 2. one broken spring leaf. 3. suspension fastener is loose, missing or broken.</td>
<td></td>
</tr>
<tr>
<td>Part 27. Tires</td>
<td>1. damaged tread or sidewall of tire. 2. tire leaking, if leak cannot be heard</td>
<td></td>
</tr>
<tr>
<td>Part 28. Wheels, Hubs, Fasteners and Bearings</td>
<td>1. hub oil below minimum level (when fitted with sight glass). 2. leaking wheel seal. 1. wheel has loose, missing or ineffective fastener. 2. damaged, cracked or broken wheel, rim or attaching part. 3. evidence of imminent wheel, hub or bearing failure.</td>
<td></td>
</tr>
<tr>
<td>Part 29. Windshield Wiper / Washer</td>
<td>1. control or system malfunction. 2. wiper blade is damaged, missing or ineffective. 3. wiper or washer fails to adequately clear the windshield in the areas swept by both wipers. When use of wipers or washer is required: 1. a. control or system malfunction. 2. wiper is damaged, missing or ineffective. 4. wiper or washer fails to adequately clear the windshield in the areas swept by both wipers.</td>
<td></td>
</tr>
</tbody>
</table>
A valid "Class E-License" is required to drive any Dufferin-Peel Catholic District School Board (DPCDSB) Van/Busette.

**Daily Inspections Purpose**
The purpose of the daily vehicle inspection is to ensure that problems and defects have been identified before the vehicle is operated on the highway. Inspections prevent the operation of a vehicle with problems that are likely to cause or contribute to the severity of an accident.

**Brief Overview of Daily Inspection Program**
- Driver conducts an inspection of a vehicle or vehicles before operating them.
- The inspection is conducted with the use of a schedule listing the vehicle components and systems that require inspection.
- Driver completes a report of the inspection.
- The inspection and report are valid for 24 hours.
- Driver carries the inspection schedule and report in the vehicle.
- Driver also records on the report any defects found while enroute and at the end of the trip or day.
- Driver reports defects to the operator at the time they are discovered; the operator must repair the defect immediately, or before the next dispatch, and keep records of repair.

A driver is not permitted to drive a bus, school bus, or a school-purposes vehicle unless the driver or another person has, within the previous 24 hours, conducted an inspection of the vehicle and completed an inspection report. The driver must continue to check all systems throughout the day for defects, because the condition of the vehicle can change. The driver must also record the defects on the daily inspection report. By staying alert, you can spot trouble before it causes a breakdown or collision.

The inspection schedule divides defects into two categories: major and minor. When a minor defect is identified, the driver must record the defect on the inspection report and report it to the operator. Drivers are not permitted to drive a vehicle with a major defect.

Drivers must carry both the current inspection report and the applicable inspection schedule. Electronic reports and schedules are permitted.

The circle check or daily inspection is the minimum inspection that must be performed.

For the full inspection schedules outlining all major and minor defects, which all commercial vehicle drivers are required to complete daily, refer to the Ontario Regulation 199/07 “Commercial Motor Vehicle Inspections“ in the Highway Traffic Act at [www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca).

For additional information on how to perform a daily inspection in accordance with Regulation 199/07, go to [www.ontario.ca](http://www.ontario.ca) and type the following information into the search box: “Trucks and Buses, Commercial Vehicle Operators’ Safety Manual” On the Trucks and Buses page, type “Module 8” in the search box.
The Health & Safety, Risk Management & Insurance (H&S/RMI) Officer is Dufferin-Peel Catholic District School Board’s (DPCDSB) Liaison to OSBIE, the Ontario School Boards’ Insurance Exchange.

- Ontario Acts & Regulations apply. All vehicle accidents, where damages are estimated to be in excess of $1000, are to be reported to the police: [http://www.mto.gov.on.ca/english/safety/topics/reporting.shtml](http://www.mto.gov.on.ca/english/safety/topics/reporting.shtml)
- Under no-fault accident insurance, each driver reports to his/her own insurance company.
- All DPCDSB vehicle accidents must be reported (as per GAP 519.01 Board Insurance Incident Reports).
- If the accident occurs through the work week, DPCDSB staff must report all vehicle incidents (accidents or vandalism) to their Principal or Manager the day of the incident/accident or as soon as possible thereafter.
- The Principal/Manager is required to submit the complete Automobile Accident Report - IBC Claim Form 1 (see Appendix A) form and scan or fax a copy to the H&S/RMI Officer (905-890-4970) within three days of the occurrence.
- All DPCDSB vehicle damages must be reported and repaired.
- The Principals may choose not to claim for repair costs that are under the $500 deductible.
- If the Principal chooses not to make a claim, s/he is to notify the H&S/RMI Officer of the decision at the time the Automobile Accident Report (see Appendix A) is submitted.
- The Automobile Accident Report (see Appendix A) will be filed and OSBIE will be notified that there will be no claim.
- Repair Estimates, if drivable.
- If the repair estimate is under $2,000, have DPCDSB’s approved vendor proceed with the repairs.
- Notify the H&S/RMI Officer when completed.
- Arrange to have the invoice forwarded to Health & Safety, Risk Management & Insurance.
- If over $2,000, the incident becomes an OSBIE Claim, subject to OSBIE approvals.
- Obtain two competitive estimates through DPCDSB’s approved vendor and forward them to the H&S/RMI Officer.
- OSBIE will be notified, and OSBIE may then have an Independent Adjuster contact the Principal directly.
- The auto repair shop is to submit the repair estimate quote and invoice to the H&S/RMI Officer for payment.
- When the repairs have been completed to the Principal’s satisfaction, notify the H&S/RMI Officer.
- DPCDSB is to submit the estimate and the final invoice to the OSBIE for reimbursement less the deductible and the GST.
- Once OSBIE indemnifies DPCDSB, H&S/RMI will reimburse the school/department by debit memo. *An account code to be credited is required.*
- If the vehicle is not drivable, the Police will arrange for the vehicle to be towed to the police compound. The Principal/Manager must then arrange to have the vehicle towed to DPCDSB’s approved auto repair vendor.
- Towing charges are part of the claim, and are to be submitted to the H&S/RMI Officer.
- If an immediate appraisal is required:
  - OSBIE recommends Paragon Appraisals – (905) 790-7777.
  - OSBIE will need to be informed when a Principal initiates the services of Paragon Appraisals (*an approval for payment process*); notify the H&S/RMI Officer.
  - If the accident occurs after hours or on weekends you may contact OSBIE directly (1-800-668-6724).

Note: **Insurance responds on a per occurrence basis. Insurance does not pay for any betterments or improvements except at the expense of the insured.**
If a major accident/incident involving injury, loss of life, or significant vehicle/property damage, occurs during or after school hours, it is the driver’s responsibility to: Maintain calm and orderly behavior and, if appropriate, call 911, with the aid of the manifest, account for all students, cooperate with all emergency responders, van/busette driver and/or excursion leader must contact the principal or designate, or one person from the following list: appropriate Superintendent of schools, Superintendent of planning and operations, The Director / Associate Director(s), Risk Management and Insurance Officer. Van/busette driver must report to the Collision Reporting Centre. Prior to leaving the scene, ensure you obtain all pertinent information from all involved parties.

<table>
<thead>
<tr>
<th>VEHICLE ACCIDENT CHECKLIST</th>
<th>INCIDENT INVOLVING INJURY CHECKLIST</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Identify yourself and show your driver’s license and insurance identification card. Do not discuss DPCDSB’s insurance policy. Do not assume the blame for the accident and, above all, do not agree to any settlement.</td>
<td>□ Note if there are any injuries reported by anyone involved in the accident.</td>
</tr>
<tr>
<td>□ Obtain the following information from all drivers involved:</td>
<td>□ First Aid is the responsibility of the person nearest the person in need. Medical attention shall be sought, as appropriate to the situation. Do not move the injured student if there is a suspected back or neck injury as this may cause further damage. Documentation should occur.</td>
</tr>
<tr>
<td>□ Driver’s name and License information</td>
<td>□ In case of serious injury or illness, while one person is administering first aid, another person shall notify the emergency response service, the school principal or designate. Students are to be removed from any sources of danger.</td>
</tr>
<tr>
<td>□ Address / Telephone Number</td>
<td>□ If injured students are to be sent to the hospital, please be sure to provide the completed ‘Medical Consent Form’ (GF 080).</td>
</tr>
<tr>
<td>□ E-mail or website information if applicable</td>
<td>□ The employee shall also complete the Automobile Accident Report (Appendix A) and scan or fax (905-890-4970) the report to the Health and Safety Department.</td>
</tr>
<tr>
<td>□ Name of the insurance company and policy number (and owner’s name if different from the driver)</td>
<td>□ If an adjuster or any other representative from the other driver’s insurance company, contacts you for a statement (either written or recorded), please refer that person to DPCDSB’s Insurance and Risk Management Officer.</td>
</tr>
<tr>
<td>□ VIN, vehicle year make and model</td>
<td></td>
</tr>
<tr>
<td>□ Vehicle license plate number</td>
<td></td>
</tr>
<tr>
<td>□ In the case of a “do not remain at the scene” get the license plate number and if possible an electronic picture of the plate and vehicle.</td>
<td></td>
</tr>
<tr>
<td>□ If possible, obtain names, addresses and telephone numbers of any witnesses, including name badge number, department name and address of any investigating law enforcement agency. Answer questions from law enforcement factually and avoid commentary.</td>
<td></td>
</tr>
<tr>
<td>□ Do not insist that a citation be issued to the other operator. Despite your opinion, the officer may be trying to decide responsibility for the accident and an overly aggressive attitude on your part may result in a decision against you in any given situation, the officer might ask if you want a citation issued to the operator. If so, answer in the affirmative and explain that this is DPCDSB’s preference.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Driver’s Name</th>
<th>Date:</th>
<th>Time:</th>
<th>Driver’s Signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vehicle Type:</th>
<th>License Plate:</th>
<th>School:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For further instructions, please refer to GF120 C side 1 and/or GAP 803.00.
# AUTOMOBILE ACCIDENT REPORT

<table>
<thead>
<tr>
<th>POLICYHOLDER</th>
<th>AGENT OR BROKER</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME OF INSURED</td>
<td>RESIDENCE PHONE</td>
</tr>
<tr>
<td></td>
<td>BUSINESS PHONE</td>
</tr>
<tr>
<td>HOME ADDRESS</td>
<td>POSTAL CODE</td>
</tr>
<tr>
<td></td>
<td>BUSINESS ADDRESS</td>
</tr>
<tr>
<td>REGISTERED OWNER</td>
<td>ADDRESS</td>
</tr>
<tr>
<td>ACTUAL OWNER</td>
<td>ADDRESS</td>
</tr>
<tr>
<td>MAKE OF VEHICLE</td>
<td>YEAR</td>
</tr>
<tr>
<td>MILEAGE</td>
<td>DESCRIBE DAMAGE</td>
</tr>
<tr>
<td>TAX</td>
<td>IS THE POLICYHOLDER REGISTERED FOR THE GOODS AND SERVICES TAX?</td>
</tr>
<tr>
<td></td>
<td>IF THE ANSWER IS YES, PLEASE STATE: a) Registration Number</td>
</tr>
<tr>
<td>DRIVER</td>
<td>NAME OF DRIVER</td>
</tr>
<tr>
<td>ADDRESS</td>
<td>BUSINESS ADDRESS</td>
</tr>
<tr>
<td>RESIDENCE PHONE - ( )</td>
<td>BUSINESS PHONE - ( )</td>
</tr>
<tr>
<td>DRIVER’S LICENCE NO.</td>
<td>PROVINCE OF ISSUE</td>
</tr>
<tr>
<td>PREVIOUS ACCIDENTS OR CONVICTIONS</td>
<td></td>
</tr>
<tr>
<td>DATE OF ACCIDENT</td>
<td>TIME A.M.</td>
</tr>
<tr>
<td>DAY MONTH YEAR</td>
<td>P.M.</td>
</tr>
<tr>
<td>DARK</td>
<td>LOCATION OF ACCIDENT</td>
</tr>
<tr>
<td>PURPOSE VEHICLE USED FOR AT TIME OF ACCIDENT</td>
<td>WEATHER CONDITIONS</td>
</tr>
<tr>
<td>ROAD CONDITIONS</td>
<td></td>
</tr>
<tr>
<td>YOUR SPEED</td>
<td>DIRECTION</td>
</tr>
<tr>
<td>OTHERS SPEED</td>
<td>DIRECTION</td>
</tr>
<tr>
<td>POLICE INVESTIGATION BY</td>
<td>CHARGES</td>
</tr>
<tr>
<td>HAD YOU TAKEN ANY ALCOHOLIC BEVERAGES</td>
<td>☐ YES</td>
</tr>
<tr>
<td>OR DRUGS PRIOR TO THE ACCIDENT</td>
<td>☐ NO</td>
</tr>
<tr>
<td>WHO WAS RESPONSIBLE FOR THE ACCIDENT - REASON</td>
<td></td>
</tr>
<tr>
<td>DAMAGE TO PROPERTY OF OTHERS</td>
<td>NAME</td>
</tr>
<tr>
<td>ADDRESS</td>
<td>ADDRESS</td>
</tr>
<tr>
<td>YEAR AND MAKE OF VEHICLE</td>
<td>LICENCE NO.</td>
</tr>
<tr>
<td></td>
<td>YEAR AND MAKE OF VEHICLE</td>
</tr>
<tr>
<td>NAME OF INSURER</td>
<td>POLICY NO.</td>
</tr>
<tr>
<td>NAME OF INSURER</td>
<td>POLICY NO.</td>
</tr>
<tr>
<td>DESCRIPTION OF DAMAGE</td>
<td>DESCRIPTION OF DAMAGE</td>
</tr>
<tr>
<td>WHERE CAN VEHICLE BE INSPECTED</td>
<td>WHERE CAN VEHICLE BE INSPECTED</td>
</tr>
<tr>
<td>NAME OF DRIVER</td>
<td>PHONE</td>
</tr>
<tr>
<td>NAME OF DRIVER</td>
<td>PHONE</td>
</tr>
<tr>
<td>ADDRESS</td>
<td>ADDRESS</td>
</tr>
<tr>
<td>DRIVERS LICENCE NO.</td>
<td>PROVINCE OF ISSUE</td>
</tr>
<tr>
<td>DRIVER'S LICENCE NO.</td>
<td>PROVINCE OF ISSUE</td>
</tr>
</tbody>
</table>

75002 (06/91)
## Persons Injured

<table>
<thead>
<tr>
<th>NAME</th>
<th>AGE</th>
<th>ADDRESS</th>
<th>PHONE</th>
<th>Nature of Injuries</th>
<th>Hospital</th>
</tr>
</thead>
</table>

## Details of Accident

**Witnesses**

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
<th>In Which Car?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>☐ Your Car ☐ Other Car #1 ☐ Other Car #2 ☐ Other</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
<th>In Which Car?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>☐ Your Car ☐ Other Car #1 ☐ Other Car #2 ☐ Other</td>
</tr>
</tbody>
</table>

## Description of Accident

(Illustrate position of cars at time of collision. Show skid marks.)

(If any street is more than two-lanes or is one way only, please indicate.)

---

**Date:**  
**Signature of Driver:**

## To be Completed by Policyholder:

**Who is Principal Driver of Your Vehicle?**  
**What is Driver's Relationship to You?**  

**Was Vehicle Being Used with Your Consent?**  
**Lien or Mortgage on Vehicle to:**

**Date:**  
**Signature of Policyholder:**
**GF121**

**DRIVER'S DAILY LOG (HOURS OF SERVICE) FORM**

**SCHOOL VANS/BUSETTES**

<table>
<thead>
<tr>
<th>School:</th>
<th>Vehicle License Plate:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Destination(s):</th>
<th>Date:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name of Driver:</th>
<th>Driver Signature:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name of Co-Driver:</th>
<th>Co-Driver Signature:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Odometer Readings (KM):</th>
<th>Start:</th>
<th>End:</th>
<th>Total Distance Driven:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Midnight</th>
<th>Noon</th>
<th>Midnight</th>
</tr>
</thead>
<tbody>
<tr>
<td>04:00</td>
<td>12:00</td>
<td>20:00</td>
</tr>
<tr>
<td>05:00</td>
<td>13:00</td>
<td>21:00</td>
</tr>
<tr>
<td>06:00</td>
<td>14:00</td>
<td>22:00</td>
</tr>
<tr>
<td>07:00</td>
<td>15:00</td>
<td>23:00</td>
</tr>
<tr>
<td>08:00</td>
<td>16:00</td>
<td>00:00</td>
</tr>
<tr>
<td>09:00</td>
<td>17:00</td>
<td>01:00</td>
</tr>
<tr>
<td>10:00</td>
<td>18:00</td>
<td>02:00</td>
</tr>
<tr>
<td>11:00</td>
<td>19:00</td>
<td>03:00</td>
</tr>
</tbody>
</table>

- **Remarks:** This DPCDSB Busette uses Cycle One: 70 hour maximum on-duty time in a period of 7 days (36 consecutive hour off-duty resets the cycle).
- **Cycle One:**
- **Total hours driver-on-duty/cycle:**

<table>
<thead>
<tr>
<th>Fuel at Finish:</th>
<th>Full</th>
<th>¾ Full</th>
<th>½ Full</th>
<th>Less than ½</th>
</tr>
</thead>
<tbody>
<tr>
<td>Filled with DPCDSB-Approved Gas Card?</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gas receipt placed in the DPCDSB School Van/Busette folder?</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Windows closed?</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inside of vehicle clean?</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Fuel/Window Inspecting Driver:</th>
<th>Signature of Fuel/Window Inspecting Driver:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date of Inspection:</th>
<th>Time of Inspection:</th>
</tr>
</thead>
</table>

*(See reverse for instructions on completing the grid, as required under the Highway Traffic Act, O Reg 555/06)*

**(REV 03.2017)**
INSTRUCTIONS FOR COMPLETING THE HOURS OF SERVICE FORM, AS REQUIRED UNDER THE HIGHWAY TRAFFICE ACT, O.REG. 555/06:

Complete the grid as follows:

1. For each duty status,
   a. Mark the start time and the end time, and
   b. Draw a continuous line between the time markers and duty status;

2. Record the name of each city, town, village or highway location and the province or state where the driver’s duty status changes.

3. If the driver is on duty within a municipality such that a number of periods of driving time being interrupted by a number of periods of other on-duty time of less than one hour each, the periods of driving time may be combined and the periods of other on-duty maybe combined.

4. Enter on the right of the grid the total number of hours of each period of duty status, which total much equal 24 hours.

RETENTION OF RECORDS

Daily Log (Hours of Service) Form and Daily Inspections Reports are to be filed in the “DPCDSB Vans/Busette Documentation File” for two years, after last use.

Daily Log Sheets must be retained in chronological order in the “DPCDSB Vans/Busette Folder” for proceeding 14 days and produced upon request of an enforcement officer. Daily log sheets must be retained for six months in “DPCDSB Vans/Busette Documentation File.”
God is our refuge and strength, 
An ever-present help in trouble.”  Psalm 46:1

The Principal of each school is responsible for establishing and implementing procedures which will safeguard the health and welfare of students who have been injured or taken ill while on school premises.

Each school shall have at least two (2) staff members, including the secretary(s) and custodian(s) who have qualified for an approved First Aid Certificate.

Standard first aid treatment shall be given immediately by a qualified first aider. Do not move the injured student if there is a suspected back or neck injury as this could potentially cause further damage.

A staff member shall report any accidents to the Principal as soon as possible the day of the incident/accident.

**Serious Accident Response**

1. If the accident or illness appears to be of a serious nature, which may require diagnosis and/or treatment by a qualified medical practitioner, the following procedures shall apply in the following order:

   a) An ambulance shall be called immediately (911) to transport the accident victim to a hospital. A staff member shall accompany the victim to the hospital;

   b) For serious accidents/injuries, which occur on Board property during school hours, the parent(s)/guardian(s) of the student or the emergency contact(s) shall be notified immediately.

   c) Emergency Response Services personnel shall be provided with a copy of the Student Index Card Short version information.
d) If a student is admitted to a hospital as a result of an injury/accident, or if the injury/accident results in a serious or fatal injury, the Board’s Risk Management and Insurance Officer, Health and Safety Department will be notified by telephone on the same day as per GAP 519.01.

e) Complete the OSBIE on-line incident report form as soon as possible. Ensure that the red box at the top of the on-line incident report form is checked.

f) OSBIE and the Health & Safety/ Risk Management & Insurance Officer receive copies of on-line OSBIE report forms simultaneously. OSBIE prioritizes reports daily, and will follow-up with the Principal and/or the Health & Safety/Risk Management & Insurance Officer regarding serious or fatal injuries.

**Accidents not of a Serious Nature**

1. If the Principal or his/her delegate believe that the injury or illness may not be of a serious nature, the parent(s)/guardian(s)/emergency contact, should be informed and their instructions acted upon as appropriate.

2. A staff member shall report any accidents to the Principal as soon as possible the day of the incident/accident.

3. An Ontario School Boards’ Insurance Exchange (OSBIE) Incident Report shall be completed and submitted, by the Principal or his/her delegate, to the Risk Management and Insurance Officer, as soon as all relevant information is recorded (e.g. doctor’s diagnosis), within three days.

   a) The report should be completed by the Principal or designate, not by the injured party (See GAP 519.01).

   b) Follow-up information regarding diagnosis is required (e.g. critical injuries - broken bones, loss of consciousness, suspected concussion or spinal cord injuries).

   c) Allegations of negligence and/or mention of litigation should be reported, within three school days, to the Health and Safety Department, Risk Management & Insurance.

4. If an injury to a student has occurred while at school, but has not been discovered until a later time, the Principal, when informed of such injury, shall submit an OSBIE accident report online and inform the Family of Schools’ Superintendent.
GAP
GENERAL ADMINISTRATIVE PROCEDURE

SECTION: 500.00 – SCHOOL ORGANIZATION AND MANAGEMENT
GAP NUMBER: 502.10
SUBJECT: SAFETY OF PUPILS: HEAD INJURIES – FIRST AID RESPONSE
REFERENCE: GAP 101.02 – Accidents; GAP 549.00, CONCUSSIONS
EFFECTIVE: October 3, 1990
REVISED/AMENDED Admin Council, November 28, 2011; May 2013
REPLACES: 502.10
PAGE 1 of 2

Copies of the Dufferin-Peel Catholic District School Board’s Safe, Caring, Inclusive and Healthy School Communities: Poster, First Aid for Head Injuries are regularly provided for placement in the following locations of each school as appropriate: staff room, office, health room, library and gym. (Additional copies can be obtained from the Health & Safety Department.)

A head injury is any trauma that leads to injury of the scalp, skull or brain. The injuries can range from a minor bump on the skull to serious brain injury. There are several types of brain injuries including a concussion and contusion.

**Concussion** is the most common type of brain injury in which the brain is shaken. *

**Contusion** is a bruise on the brain.

Common causes of head injury include traffic accidents, falls, physical assault and accidents at home, work, outdoors or while playing sports.

*Some early **concussion symptoms** may include:
- Confusion
- Dizziness
- Disorientation
- Seizure
- Headache
- Tinnitus
- Memory Loss
- Nausea
- Unconsciousness
- Vomiting
- Unequal Pupil Size
- Vision Changes

1. Advise appropriate staff (classroom teachers, support staff, bus drivers, and others) of any student’s head injury.

2. Principals are required to contact the parent/guardian in the event of a head injury, and to complete the Ontario School Boards’ Insurance Exchange, Incident Report Form (GF027). *(See GAP 101.02, Accidents)*

All head injuries and parent/guardian contact must be logged. *(See GF 046)*

3. Principals are asked to review the contents of the poster with staff so that they are aware of the proper procedures to be followed in the event that a student suffers a head injury in school and/or at school excursions, etc.
The following provides the contents/directions of the Poster: **First Aid for Head Injuries** -

### FIRST AID FOR HEAD INJURIES

**IN THE CASE OF EVERY HEAD INJURY, SEEK IMMEDIATE HELP**

**ALWAYS INFORM PARENT(S)/GUARDIAN(S) OF EVERY HEAD INJURY**

**RESPONSE TO ACCIDENT -**

Always suspect a spinal injury. Any blow to the head strong enough to cause unconsciousness may also cause a cervical spine injury, so treat accordingly.

Do not move a casualty who may have a spinal injury, unless it is necessary to get him or her out of danger.

A casualty who is conscious should be advised not to move.

Loosen tight clothing.

**GIVE NOTHING BY MOUTH**

Never leave an unconscious person alone — **MONITOR AIRWAY, BREATHING, CIRCULATION**

Never leave an unconscious person on his or her back unless injuries prevent you from moving them.

If it is necessary to leave the unconscious person with a suspect spinal injury unattended, immobilize the casualty’s neck and roll the casualty into the **RECOVERY POSITION**.

**SEEK IMMEDIATE MEDICAL HELP**

**IF BLEEDING —**

If the person is bleeding from openings like the nose, mouth or ears, do not stop the bleeding. Position the casualty to permit free drainage. Cover the wound lightly to prevent infection.

Depending on the circumstances and cause of injury – if it’s a simple nose-bleed, pressure must be applied to stop the bleeding. Tilt casualties head forward.

If bleeding occurs from the facial or scalp wounds, treat it as a normal injury. Apply pressure to the bleeding area with the cleanest material available. The hand must be used if nothing else is immediately available.

Remember to treat all casualties for shock: keep them warm and at rest, re-assure them and monitor the breathing and level of consciousness.

**SEEK IMMEDIATE MEDICAL HELP**

**THE ADVICE AND ASSISTANCE OF THE FIRST AID TRAINED STAFF MEMBER SHOULD BE SOUGHT FOR EVERY HEAD INJURY. REFER TO GAP 502.10 and GAP 101.02 FOR ADDITIONAL INFORMATION.**
Incident Reports – Students, Parents/Guardians, Volunteers & Guests

A controlled reporting procedure is maintained for the protection of the Board, Principals, Teachers, etc. Controlled procedures allow the Board’s insurance company to evaluate occurrences and arrange for an adjuster when incidents warrant on-sight investigation. Efficient/controlled procedures will avoid any legal implications involving the late or non-reporting of claims. (See GAP 101.02)

Reporting Procedures

1. It is the responsibility of the Board to ensure incident / accidents are reported to the Ontario School Boards’ Insurance Exchange (OSBIE).

2. An OSBIE incident report must be completed by the schools and submitted on-line for every non-staff injury regardless of the severity, within three (3) days. Documentation is necessary because a claim may not be initiated until months and sometimes years after the date of the incident / accident.

3. If the injury is serious and involves hospitalization or death, check the red box on the top of the OSBIE on-line incident report form. OSBIE and the Risk Management & Insurance Officer receive copies of on-line OSBIE report forms simultaneously. OSBIE prioritizes reports daily, and will follow-up with the Principal and/or the Health and Safety/Risk Management and Insurance Department regarding serious or fatal injuries.

4. The OSBIE Claims Manager decides whether it is necessary for an insurance adjuster to investigate the incident. The Principal will be notified of any potential investigation.

5. An OSBIE Claims Handling Procedures booklet has been issued to each school which includes on-line reporting procedures.

Note: Under no circumstances are incident reports to be released to anyone other than the Health & Safety Department, Risk Management & Insurance Office, Superintendent of Schools, or the Ontario School Boards’ Insurance Exchange. If copies of the incident report are requested by parents or others, please contact the Health & Safety, Risk Management and Insurance Officer for instructions.
6. Staff personal property is not covered by Board insurance, unless it has been requested and used specifically for instructional purposes.

7. Under the Occupier’s Liability Act, the Board owes a Common Law duty to care, to reasonably see that persons entering on the premises, and the property brought onto the premises by those persons, are reasonably safe while on the premises. Should a third party property damage claim arise, contact the Health & Safety Department, Risk Management & Insurance office. (An example might be that a gate is left unlocked and the gate swings into and damages a third party’s vehicle.)

**Note:** Staff Accident Reports are reported on GF 390 report forms (Incident Investigation Report Forms). Employee Injuries must be reported to the Workers’ Compensation Board through the Benefits Department. (See GAPProcedure 310.00)

**Legal Notices-Procedures To Be Followed**

Legal documents typically have time limitations. Should a principal/teacher/staff member or site supervisor receive any legal communication, he or she must notify his/her Superintendent and the Risk Management and Insurance Officer immediately. The original of any lawyer’s letter, statement of claim, or court document alleging negligence must be sent to the Health & Safety Department, Risk Management & Insurance Officer as soon as possible. The Risk Management and Insurance Officer will forward the legal document to the OSBIE Claims Manager who will act to protect the insured interests of the Board and its staff.

If the communication is a telephone call or personal visit from a lawyer representing a person(s) who has sustained injury or property damage, the principal/teacher/staff member/site supervisor must refrain from discussing details of the incident with the lawyer, as the discussion may jeopardize OSBIE’s defense of the claim. Anyone who receives direct oral or written communication from lawyers or others which involves an accident or incident on school property or during an off-site out-of-school program, must immediately refer the matter to the Risk Management and Insurance Officer or in their absence to the Manager of Health and Safety or OSBIE directly (1-800-668-6724).

**See also:**

101.02 Pupils – Accidents
101.03 Pupils – Insurance
310.00 Teaching Staff – Accidents, Workers’ Compensation
An effective crisis communications plan is a critical component of every emergency preparedness program. The importance of this is consistently cited in after-action reports where communication difficulties are noted as a major failing and challenge.¹

Further, in any emergency, there are numerous stakeholders; each with a need for information and each with their own interpretation of the information garnered. These interpretations are influenced by a number of factors². Individuals then use this interpreted information as a basis for their actions and reactions. This must be taken into consideration when developing a crisis communications plan.

A good crisis communications plan greatly increases the Board’s ability to have an effective response and organized recovery from the emergency event.

**Important Note**

This document incorporates standardized IMS terminology. As such, it should be noted that where Incident Commander is used, this is generally the Principal of the school or the Manager of a site. Throughout this plan the board’s **Information Officer** is the **General Manager of Communications and Community Relations** as per the board’s Emergency Response Procedures (GAP 502.01).

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² Factors include those cited in research by Dr. V. Covello, Center for Risk Communications – Mental Noise Theory/Trust Determination Theory.
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I. PLAN OVERVIEW

A. Purpose

The purpose of the Crisis Communications Plan is to promote standardized, efficient and coordinated communications throughout the four phases of emergency management (preparedness/mitigation, planning, response and recovery) and to clearly define responsibilities for those who are charged with executing the plan.

B. Scope

The scope of the Crisis Communications Plan supports the communications procedures used during the response phase of an emergency, including the activation of the Board and/or School/Site Emergency Plans. Accompanying annexes address procedures used during preparedness (mitigation), planning and recovery phases, along with supplemental resources.

It is not the intention of this Plan to duplicate information provided in other sections of the Board and/or School/Site Emergency Response Plans. The Crisis Communications Plan focuses on communications only and is an integral part of the overall plan.

C. Intended Audience

The audience for the Crisis Communications Plan is Board personnel who have responsibilities for implementing and exercising the Crisis Communications Plan or parts thereof. This includes personnel assigned to an Administrative Command Team (ACT) or School/Site Emergency Response Team (SERT) position, general staff, and executive and/or senior administrators.

D. Objectives

The Crisis Communications Plan strategically guides the Board's communications with its stakeholders and the general public during an emergency, through the following objectives:

1. Implement policies and guidelines to alert and direct staff and students of any incident that may threaten their safety or health.

2. Establish a standardized crisis notification network for alerting ACT and SERT members of an incident and activating the Board and/or School/Sites Emergency Response Plans.

3. Institute media relations guidelines, which include designating the Information Officer as the contact person for media.

4. Implement a framework which:
   a. Identifies and prioritizes stakeholders that should be informed about the situation
   b. Communicates accurate and credible information within one hour of an emergency situation occurring
   c. Minimizes rumours and corrects incorrect information about the incident
   d. Restores order and/or confidence for the school and Board
5. Communicate the Board Emergency Response Plan to stakeholders in a manner that does not jeopardize confidentiality on security issues while educating students, staff, parents/guardians and partners on procedural matters.

E. Communication Principles & Policies

To ensure communication is provided in an accurate, consistent and timely manner, the Board adheres to the following policies and principles:

1. Single Source Policy

All information released to the public will be channelled through a single source - the Information Officer.

This presents the Board in a coherent manner, avoids confusion for staff and external stakeholders, and ensures consideration is given to on-going emergency procedures and legal requirements such as privacy legislation.

2. Media Policy

All media inquiries will be directed to the Information Officer, without further comment from the individual receiving the inquiry.

3. Be First - Be Credible Principle

Accurate and credible information will be communicated to affected stakeholders within one hour of an emergency situation occurring.

II. ACTIVATION AND NOTIFICATION PROCEDURES

A. Crisis Notification Network (CNN) - Overview

The Board uses a Crisis Notification Network (CNN) to activate its Emergency Plan, as illustrated in Figure 1.
Figure 1 Crisis Notification Network Overview
B. Notification Details

Notifications are made in the following order, as illustrated in Figure 2.
Incident occurs...

1. If danger is imminent
   a. If active shooter or threat with weapon(s) - initiate Lockdown using fastest safe method.
   b. Call 9-1-1

2. Notify Incident Commander.

3. Incident Commander issues protocol command to staff and students, as needed.

4. Incident Commander notifies/activates School Emergency Response Team (SERT) members.
   a. Notify School Resource Officer (SRO) or internal security, if applicable

5. Incident Commander notifies Family Superintendent and EOC Director.
   a. EOC Director notifies Administrative Command Team (ACT) members
      • Information Officer works in cooperation with the Incident Commander and EOC Director to notify parents/guardians, media and other stakeholders

6. EOC Director notifies Director of Education.

7. Director of Education notifies Board of Trustees and Ministry/Department of Education.

C. Time Guidelines for Notifications

1. If danger is imminent; call 9-1-1 immediately.

2. Staff and students directly affected by the event will be notified immediately.

3. Staff involved in the response will be notified immediately.
   a. Note - Front line staff, such as receptionists, must be alerted and provided with directions on how to handle incoming inquiries

4. Level 1 Notifications: Schools/Sites are required to notify EOC Director (through Family Superintendent (Deputy Director) of incident within eight (8) hours of incident occurring. If incident assessment deems the incident has the potential to escalate to a Level 2 or 3, or if media has inquired about the incident, then notify the EOC Director.

5. Level 2-3 Notifications: Schools/Sites are required to notify EOC Director at time of incident.

6. Parents/guardians of students affected by the incident will be provided with information about an emergency and/or directions for action within one hour (1) of an incident.

7. Stakeholders, not immediately affected by or responding to the event, will be provided with information about the emergency within two (2) hours of a Level 2 or 3 incident.
D. Point of Contact for Notifications

1. Tactical Responders: At time of incident -
   a. The Incident Commander is the on-scene point of contact for all tactical responders, i.e. police, fire, EMS, hazmat, transportation services, etc.
   b. The Operations Chief is the point of contact for all tactical responders during an emergency for the EOC.

Following an emergency, the EOC Director or Incident Commander as applicable (or Planning Chief when activated), will assign Board/school representatives respectively to contact these agencies, as appropriate.

2. Stakeholders: All outgoing communications must be cleared through the Information Officer. The EOC Director must approve all communications prior to information being released.
   a. Media: All media inquiries will be directed to the Information Officer.
   b. Non-Tactical Stakeholders: The Liaison Officer, when activated, serves as the point of contact for parents/guardians, cooperating/assisting agencies, non-tactical agencies and organizations.
   c. Board of Trustees: The Director of Education is the sole communicator with the Board of Trustees. All inquiries or requests for information, to or from the Board, will be channelled through the Director of Education.
   d. Ministry/Department of Education: The Director of Education is the sole communicator with the Ministry/Department of Education. All inquiries or requests for information, to or from the Ministry/Department, will be channelled through the Director of Education.

III. COMMUNICATION CHANNELS

Emergency information is communicated to stakeholders through a variety of channels, as referenced in Table 1.

Many methods require the Information Officer to maintain up-to-date contact lists. The Information Officer is responsible for ensuring contact information is kept current.

The Board will take steps to ensure provisions are made to accommodate special populations (hearing, vision, speech, cognitive, or intellectual limitations as well as limited proficiency in English) through these channels.
## Table 1 Communication Channels

<table>
<thead>
<tr>
<th>Channel</th>
<th>Purpose</th>
<th>How to Access</th>
<th>Notification Goes to</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Phone 9-1-1 - Emergency Services</strong>&lt;br&gt;24-7: year round coverage</td>
<td>If danger is imminent; first responders needed.</td>
<td>Phone 9-1-1&lt;br&gt;Make sure you know how to access an outside line at your site</td>
<td>9-1-1 Services</td>
</tr>
<tr>
<td><strong>Board Emergency Hotline</strong>&lt;br&gt;24-7: year round coverage</td>
<td>Confidential number intended for use by Staff and First Responders either to report an incident or to request assistance in response to an incident. &lt;br&gt;<strong>Primary Use</strong> - SERT uses this number to inform the ACT members of an incident or to request assistance (e.g. active shooter at the school and everybody within the school is in a lock-down).&lt;br&gt;<strong>General Staff</strong> use this number to report an incident, when they cannot reach the school office or school administration team (e.g. the basketball team is coming back from an after-school game and their van has an accident).&lt;br&gt;<strong>First Responders</strong> use this number to inform the Board of a community-based incident or to request assistance from the Board.</td>
<td>Process in development</td>
<td>EOC Director</td>
</tr>
<tr>
<td><strong>Email - Immediate Action/Assistance Needed</strong>&lt;br&gt;24-7: year round coverage</td>
<td>Action or assistance needed. Notify ACT members and Family Superintendent that assistance is needed and action is required by ACT members. Generally used for Level 2/3 incidents. Alternate to Board Emergency Hotline</td>
<td>Process in Development</td>
<td>All ACT members</td>
</tr>
<tr>
<td><strong>Email - Advise of an Incident</strong>&lt;br&gt;Work hour coverage</td>
<td>Notify ACT members and Family Superintendent of an incident. Generally used for Level 1 incidents. Advise Only - no action or assistance needed.</td>
<td>Process in Development</td>
<td>All ACT members</td>
</tr>
<tr>
<td><strong>Email - Site 9-1-1 email</strong></td>
<td>Used to notify school/site staff of emergency incident.</td>
<td>Use Emergency Directory for Contact Information List</td>
<td>Department On-Call Staff Facilities/Maintenance Staff Transportation</td>
</tr>
<tr>
<td><strong>Department Specific Non-Emergency or After-Hour Assistance Numbers</strong>&lt;br&gt;Facilities/Maintenance After Hours&lt;br&gt;Transportation Non-Emergency or After Hours</td>
<td>Contact specific departments after-hours for issues that do not immediately impact staff or students On-call maintenance personnel for after-hours vandalism or other facilities needs/issues. Transportation Department for issues with school buses or roadside assistance.</td>
<td>Use Emergency Directory for Contact Information List</td>
<td>Department On-Call Staff Facilities/Maintenance Staff Transportation</td>
</tr>
<tr>
<td>Channel</td>
<td>Purpose</td>
<td>How to Access</td>
<td>Notification Goes to</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>Staff Hotline (Internal)</td>
<td>Emergency announcements and updates for staff.</td>
<td>System to be notified when activated</td>
<td>Available to all staff</td>
</tr>
<tr>
<td>Only activated when needed.</td>
<td>Line NOT monitored - one-way system and cannot receive/record incoming messages.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Default message - &quot;There currently are no emergencies.&quot;</td>
<td>Maintained by the Information Officer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Hotline (External)</td>
<td>Emergency announcements and updates for external stakeholders.</td>
<td>Board Phone System Access</td>
<td>General Public</td>
</tr>
<tr>
<td>Only activated when needed.</td>
<td>Line NOT monitored - one-way system and cannot receive/record incoming messages.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Default message - &quot;There currently are no emergencies.&quot;</td>
<td>Maintained by the Information Officer</td>
<td></td>
<td></td>
</tr>
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<td>Community Hotline (External)</td>
<td>Emergency announcements and updates for external stakeholders.</td>
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<td>Default message - &quot;There currently are no emergencies.&quot;</td>
<td>Maintained by the Information Officer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Twitter_911 Account</td>
<td>Twitter account only used for Emergency Information.</td>
<td>Board Website</td>
<td>Subscribers</td>
</tr>
<tr>
<td>Social Media Accounts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Board Websites</td>
<td>Emergency announcements and updates posted on all site/Board websites.</td>
<td>Board Website</td>
<td>General Public</td>
</tr>
<tr>
<td>Push technology (Automated notification systems)</td>
<td>Used to push information to stakeholders, sent via third party server to phones/email groups of staff and/or parents/guardians.</td>
<td>Board media and phone communication systems</td>
<td>Subscribers</td>
</tr>
<tr>
<td>Traditional Media: TV, Radio, Newspapers</td>
<td>Traditional media to reach multiple stakeholders. Message is no longer in your control, as media can edit information.</td>
<td>News Releases, News Conferences</td>
<td>General Public</td>
</tr>
<tr>
<td>Two-way Radios</td>
<td>Board wide emergency radio base station used for emergency communication and drills.</td>
<td>School based administrators, Site based supervisors, Plant Department</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Do not use radios when conveying personal information or details, as frequencies can be picked up by outside users.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Back-up system for phones or when wanting to reach multiple recipients.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meetings</td>
<td>Internal Stakeholders - During a prolonged emergency each department shall conduct periodic staff meetings to update staff members who are not involved with the response, answer questions and address concerns on matters pertaining to emergency and response activities.</td>
<td>Staff Meeting, Townhall Meeting, Public Forum, Web Townhall</td>
<td>Internal / External Stakeholders</td>
</tr>
<tr>
<td>Channel</td>
<td>Purpose</td>
<td>How to Access</td>
<td>Notification Goes to</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>--------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>External Stakeholders –</td>
<td>Board may elect to conduct public meetings to further enhance</td>
<td>Information Officer is responsible for organizing these meetings.</td>
<td></td>
</tr>
<tr>
<td>Board</td>
<td>communications efforts to external publics.</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Meetings may serve as an intermediary step or to bring closure to an</td>
<td></td>
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<tr>
<td></td>
<td>incident.</td>
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</tr>
</tbody>
</table>

### IV. ROLES AND RESPONSIBILITIES

A. **Information Officer - General Manager Communications and Community Relations**

B. **Assistant Information Officer – School/Site-based (e.g., Vice Principal)**

C. **Additional Assistance - Communication Team – (Board level team)**

As per the Board Emergency Management Organizational structure, the Information Officer is part of ACT (Administrative Command Team) and reports directly to the Emergency Operations Center Director (EOC Director). One individual, with two alternates, will be appointed by the Board to fill this function.

The Information Officer is also part of each School/Site Emergency Response Team (SERT) within the Board. When serving as a SERT member, the Information Officer reports to the Incident Commander, unless the EOC is activated.

Each school/site has an Assistant Information Officer, who supports the Information Officer.

**There is only ever ONE Information Officer for an incident.**

The Information Officer has an ongoing responsibility to ensure stakeholders are kept up-to-date on matters pertaining to the emergency.

D. **Information Officer – General Manager of Communications and Community Relations**

1. **Primary Responsibilities**
   a. Oversee all communications functions related to the incident
   b. Contact person for media
   c. Provide stakeholders with appropriate information pertaining to the incident
   d. Assume role of Information Officer for both Board and school response teams
   e. Participate as member of Joint Information System with other agencies
2. Authority
   a. Grant or refuse media access to areas within the emergency zone
   b. Use appropriate outside services to provide auxiliary information on news issues related to the emergency

3. Supervises
   a. Assistant Information Officer(s)
   b. Communications Team members

E. Assistant Information Officer – School/Site-based (e.g., Vice Principal)
   1. Primary Responsibilities
      a. Support the functions of the Information Officer
      b. Manage school crisis notification network
      c. Oversee the operations of the school emergency hotlines
      d. Act as the on-site information liaison, as requested by the Information Officer
   2. Authority
      a. Release necessary school information to the Information Officer
      b. Grant or refuse access to areas within the emergency zone to media, under the direction of the Information Officer

F. Additional Assistance – Communications Team

The size and complexity of an incident may demand additional communications resources. To effectively manage erupting issues, the positions list below identify some potential functions. The need to enlist additional personnel will be determined by the Information Officer.

1. Media Assistant – (e.g., Communications Officer)
   Assists in dealing with media related activities and issues such as:
   a. Preparation of briefing notes, press kits; news releases
   b. May distribute fact sheets to media
   c. Sets up interviews, media tours, news conferences, media staging areas
   d. Prioritizing requests according to deadlines
   e. Liaises with media monitoring services, maintains logs and analyzes news

2. Social Media Assistant – (e.g., Communications Officer)
   a. Maintains on-line social media sites
b. Identifies rumours and misinformation

c. Maintains on-line newsroom

3. Administrative Assistance Support – (e.g., Board & Committee Information Officer)

a. Answers and manages telephone and fax lines

b. Refers and/or forwards inquiries to appropriate person

c. Maintains Board Community Hotline and Staff Hotline

d. Coordinates information flow to switchboard operators (school(s) and administrative center)

e. Ensures appropriate proofreading and sign-off of information prior to release

f. Coordinates copying jobs and distribution of information

4. Telephone Trouble-shooter/ Call Centre (e.g., C.E.C. ICT Support)

a. Takes over persistent callers from switchboard operators/receptionist

b. Monitors enquiries to support FAQ development and rumour control measures

5. Translators

a. Instructions and information to be translated into alternate languages as needed/required

V. INCIDENT CLOSURE

Following any emergency, appropriate action must be taken to ensure all stakeholders receive appropriate information and assistance to help bring closure to the incident as well as relief from the effects of the event.

The Information Officer is responsible to ensure appropriate strategies are deployed to bring the incident to closure. These activities may range from, immediate follow-up activities such as a public consultation process, to establishing a memorial tribute, to initiating a public awareness program.

Schools should consult the Information Officer to determine appropriate communications strategies in bringing public closure to an emergency.
VI. MEDIA PROTOCOL

A. Media Contact

The Information Officer is the key contact for media, and as such, all media inquiries are directed to the Information Officer. No other individual may disseminate information to the media on behalf of the Board unless authorized by the Information Officer.

B. Official Statements

Only designated spokespersons are authorized to release official statements, and only after the statement has been cleared by the EOC Director and the Information Officer.

C. Timeliness of Information

The Information Officer shall ensure that media is provided with factual and timely information through news releases, media briefings, news conferences or interviews.

Consideration shall be given to media schedules when releasing information.

It is expected media requests will be attended to in a timely manner. At a minimum, all inquiries shall be acknowledged within 2 hours of receiving the inquiry.

D. Spokespersons

The Information Officer shall secure and prepare appropriate spokespersons to respond to media. Authorized spokespersons will be provided with fact-sheets and prepared statements that reinforce key messages developed by the Information Officer and approved by the EOC Director.

1. Potential spokespersons for the Board are ranked as follows:
   a. Director of Education
      At the request of the Director of Education, the Board Chairperson may be asked to serve as one of the Board spokespersons.
   b. EOC Director
   c. Information Officer
   d. Incident Commander (Principal - Site Manager)
   e. Subject Experts/Department Heads
      (1) When appropriate, subject experts and/department heads will respond to technical questions, as authorized by the Information Officer.
E. Media Escorts

1. During and following an emergency, the Information Officer shall ensure escorts for media at the incident site.

2. As needed, the Information Officer will coordinate media arrival times with police, and relay information from the emergency scene to the Incident Command Post and/or the Emergency Operations Center.

F. Media Staging Areas

If necessary, a media staging area will be established at the incident site. This area will be away from the immediate incident area.

G. Media Interviews with Students and Staff

1. Students

   The media shall not interview students on school property unless the interviews are authorized by the Principal, in concert with the Information Officer, and for students under 18, with consent of the student’s legal guardian.

2. Staff

   Staff may not engage in media interviews related to any emergency situation affecting the Board without prior approval from the Information Officer.

VII. COMMUNICATIONS REGARDING SUDDEN DEATH OR PERSONAL INJURY

All information regarding the death or injury of a student and/or staff member must be handled in a manner which adheres to current privacy legislation.

A. Sudden Deaths

1. The sudden death of a student or staff member occurring on Board property or at a Board-sponsored event falls under the jurisdiction of local law enforcement agency.

   Law enforcement personnel are responsible for notifying next-of-kin of the death and subsequently receiving consent from next-of-kin to release the name(s) of the deceased to the public.

2. The Board will not release the name or any personal information about a deceased student or staff without first receiving clearance from law enforcement personnel and consent from the next-of-kin.

   a. Any release of information will be coordinated through the Information Officer, who will receive approval to do so from the EOC Director. This applies to all communication, whether the communications is in the form of a news release or a memorial in a school or employee newsletter.
b. The decision to release information shall be made jointly by the Director of Education and the EOC Director, in consultation with the Principal/Incident Commander and the Information Officer.

c. Consideration must be given to the type and amount of personal information that is disclosed and whether this information might be an unreasonable invasion of the deceased’s personal privacy or that of a third party.

d. Information in the individual’s personnel file, such as academic records, disciplinary citations, résumés, references, test results, performance appraisals, counselling records, health conditions, or attendance records will not be disclosed.

e. In the event of the death of a staff member while in the employ of the Board, the Board can disclose the individual’s personal information for the purpose of providing information that is necessary for the performance of the duties of other employees.

B. Injuries

1. Generic information regarding the health condition of a student or staff member, as a result of an incident, may be released by the Information Officer providing no person is identified by name and the information would not be construed as an unreasonable invasion of personal privacy.

2. Inquiries regarding the long-term health condition of a student or staff member should be directed to the individual’s next-of-kin or the appropriate health authority.

C. Assistance to Victim Families

Under some circumstances, the family of an injured or deceased student or staff member may ask the Board for assistance to deal with public inquiries, i.e., media, about an incident. The decision to do so should be made by the Director of Education, in consultation with the Information Officer, the EOC Director and the affected school principal.

If the Board agrees to act as spokesperson, then the arrangement should be validated through a written agreement authorizing the Board to act as spokesperson and to release personal information about the individual, as needed or warranted.

VIII. DOCUMENTATION

The Information Officer is required to document all communications activities related to an emergency. This documentation serves several purposes:

- Provide a cross-reference for staff members in attending to their responsibilities
- Monitoring system for assigned tasks to track progress, completion and follow-up
- Allow for smooth shift changes
- Provide a means for information exchange between departments/agencies
- Provide a chronology of communications activities
IX. TRAINING AND EXERCISES

A. Training Activities

1. Information Officer/Assistant Information Officers and communications staff shall be given an orientation to the Board Emergency Response Plan and the Crisis Communications Plan.
   - Individuals assigned to these roles are required to take ICS 100 and 200 training, as outlined in Emergency Response Procedures (GAP 502.01)

2. All staff will receive training on the Crisis Communications Plan, as part of their orientation to the Board Emergency Response Plan.

3. Focus should be placed on how to activate the emergency plan and what communications methods are in place to receive alerts and notifications.

4. Board-Level Training

   Staff assigned duties within the Board Emergency Response Plan shall periodically participate in training sessions designed to prepare staff for their specific responsibilities. Members of ACT will meet to discuss their specific responsibilities, how the roles interact and support each other, and how they will respond to emergency scenarios.

B. Exercises

To ensure a high state of preparedness, the Plan shall be exercised at every practical opportunity and at a minimum as follows:

1. As regulated by Board Policy;

2. Semi-annual emergency notification exercises to confirm contact information;

3. Annual tabletop exercises, preferably in conjunction with other organizations;

4. Bi-annual walk-through drills, whereby individuals perform their response functions;

5. Functional Drills will be conducted upon directive from the Director of Education. These drills test multiple facets of the plan and involve the entire ACT team. Due to the cost of staging such an exercise, the Board will endeavour to collaborate with other agencies in this exercise.

X. EVALUATION, RECOMMENDATIONS AND REPORTING

The Crisis Communications Plan will be reviewed on an annual basis and following any Level 3 emergency, major exercise or as deemed necessary. The EOC Director/Information Officer are responsible for the review and revision of the Plan. Following all operations and exercises, written feedback on deficiencies shall be provided to respective supervisors within 30 days of completion of
the emergency operation/exercise. All deficiencies must be corrected within six months of the emergency operation/exercise. ACT must review the revised plan. When changes are approved, all persons involved in or affected by the Plan shall be notified in writing.

Particular attention must be paid to the contact lists. Contact lists shall be updated and validated at least once every six months, or when significant changes take place. Each staff member is responsible for maintaining their own information and ensuring it is current using HZ Online.

Within 30 days following an emergency, in which the EOC was activated, the EOC Director shall review all actions taken with the intent of determining effectiveness and efficiency of the operation, and recommending changes for the EOC Plan.
XI. GLOSSARY

The intent of these standardized protocols is not to circumvent the authority or judgement of a principal or administrator, but rather to provide guidelines and support to these individuals. Although these protocols have been established as standard procedures, good judgement must be exercised in determining the severity of an incident and applying the various steps of any protocol. No two incidents will be the same - every situation will be unique - you will be required to exercise good judgment under stressful conditions.

9-1-1 phone number used to report an emergency for the purpose of dispatching first responders.

ACT Administrative Command Team. Senior emergency team that staffs the Emergency Operations Center and/or serves to support or augment the school/site emergency response team. Typically compromised of Board office personnel.

Crisis Notification Network (CNN) pre-defined process used to notify stakeholders, including staff and students, of an emergency or status of an emergency.

Crisis a situation or event where a person feels overwhelmed or unable to cope.

Disaster an emergency event that causes widespread destruction to property and/or people.

Board Hotline phone number designated for use by staff and first responders to contact ACT members to report an incident or request assistance in response to an incident.

Emergency Response actions taken to direct stakeholders, and deploy and coordinate resources, services, agencies and personnel in response to an emergency.

Emergency a serious, unexpected, and often dangerous situation requiring immediate action.

EOC Emergency Operations Center. Physical location where ACT (Administrative Command Team) meets to coordinate emergency response and recovery efforts, along with resources. The EOC is not an incident command post; rather, it is the operations center where coordination and management decisions are facilitated.

Evacuation procedure where staff and students evacuate the premises, in a prescribed and rehearsed manner, via prearranged evacuation routes.
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Functional protocols</td>
<td>A specific action implemented in response to an incident, such as a Lock-Down. Functional protocols may be used in a variety of emergency situations.</td>
</tr>
<tr>
<td>Incident</td>
<td>Occurrence or event, natural or human-caused, that requires an emergency response to protect life or property.</td>
</tr>
<tr>
<td>Incident Command System (ICS)</td>
<td>A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries.</td>
</tr>
<tr>
<td>Incident Management System (IMS)</td>
<td>A standardized approach to emergency management encompassing personnel, facilities, equipment, procedures, and communications operating within a common organizational structure. IMS is predicated on the understanding that in any and every incident, there are certain management functions that must be carried out regardless of the number of persons who are available or involved in the emergency response. IMS uses the ICS organizational structure and principles.</td>
</tr>
<tr>
<td>Incident-specific protocols</td>
<td>A set of actions used to address a particular emergency, such as child abduction, and may utilize a combination of functional protocols. Schools must adapt incident-specific protocols to meet the specific needs of their facility (e.g., no locks on classroom doors) and/or staff and students (e.g., hearing impaired students). Adaptations should be based on the school’s risk assessment.</td>
</tr>
<tr>
<td>Lock-Down</td>
<td>Procedure to secure students and staff in classrooms, offices and/or designated spaces during an emergency that requires doors to be locked. No uncontrolled movement in or out of a Lock-Down zone is permitted during a Lock-Down. Lock-Down is typically used for incidents involving acts or threats of violence.</td>
</tr>
<tr>
<td>Off-site Emergency</td>
<td>An emergency that occurs outside Board property or facilities.</td>
</tr>
<tr>
<td>SERT</td>
<td>School/Site Emergency Response Team. Lead team, on-site of the emergency, responsible for directing the response to an incident at their specific site.</td>
</tr>
<tr>
<td>Twitter 911 account</td>
<td>Board-specific twitter account used solely to communicate the status of an emergency. Standard naming convention is Board acronym _911, e.g., xxx_911.</td>
</tr>
</tbody>
</table>
The Dufferin-Peel Catholic District School Board (Board) operates a fleet of vehicles for the purpose of enabling authorized personnel to carry out corporate and maintenance functions supported by the Board. The General Manager of Physical Plant Facilities is responsible for the management of these vehicles in accordance with approved policies, procedures, provincial authorities, collective agreements, insurance policy terms and conditions, and the laws of the land.

The Board has the right at any time to audit compliance with these Rules and Procedures and any other applicable policies, procedures and agreements as they pertain to vehicle use. Failure to meet the conditions of these Rules and Procedures may result in revocation of driving privileges, reassignment to a non-driving position, as well as disciplinary action up to and including termination of employment.

RULES AND PROCEDURES

1. ELIGIBILITY

   Board vehicles assigned to employees are to be used/operated only for the performance of assigned duties and Board business.

   1.1 Board business is defined as an action required as an employee of the Dufferin-Peel Catholic District School Board.

   1.2 All drivers must have a valid license with appropriate class, for the assigned vehicle as per Ministry of Transportation Ontario requirements.

   1.3 On an annual basis, or at the Board’s discretion, all drivers of Board vehicles must consent to a driver’s abstract (Motor Vehicle Record) check which will be coordinated by the General Manager of Physical Plant Facilities. Drivers with nine or more demerits will not be allowed driving privileges. Drivers with a history of traffic violations (three or more traffic violations in the past three years) may be denied driving privileges, at the discretion of the General Manager of Physical Plant Facilities. Costs for abstracts are a department cost. (see Appendix 1)
1.4 All drivers must sign a copy of the Board’s Acknowledgement of Vehicle Usage Procedures. (see Appendix 2)

1.5 Continued eligibility to drive a Board assigned vehicle or driving on Board business requires each driver to maintain a safe and clean driving record. In this regard, the Board reserves the right to review driving records. If a driver has a suspension of their license, it must be reported to the General Manager of Physical Plant Facilities.

1.6 A current list of registered drivers will be kept on file in the Plant Department. For registration, drivers must provide the Plant Department their full name, driver's license number, class of license and signature.

1.7 Only DPCDSB employees who have been authorized by the General Manager of Physical Plant Facilities may operate a Board owned/leased vehicle.

2. INSURANCE

2.1 The Board has secured insurance coverage covering collision, theft, fire and other hazards together with public liability. The Board's insurance covers all Board owned/leased vehicles.

3. MAINTENANCE AND REPAIRS

The Board vehicle must be in safe mechanical condition and the assigned driver shall monitor the condition of the vehicle in accordance with the procedures identified below. It is the driver’s responsibility to have the scheduled maintenance performed at the designated intervals to ensure maximum vehicle performance for safety, operating efficiency and extended life of the vehicle.

3.1 Employees must conform to all traffic laws, signals, and markings, and make proper allowance for adverse weather and traffic conditions while operating the Board vehicle.

3.2 Employees must be courteous at all times, respecting the rights of other drivers and pedestrians while operating the Board vehicle.

3.3 The driver of the assigned Board vehicle is expected to keep the vehicle in a clean, well-maintained condition. The driver is required to complete the “Plant Department Weekly Vehicle Inspection” report. (see Appendix 3)

3.4 Any documentation (mileage, safety inspection report, logbooks) that has been designated for the Board assigned vehicle must be filled out neatly, accurately, and consistently by the driver. All records, logs and documentation must be kept in a safe area of the vehicle in order that it will not be damaged and/or lost.
3.5 All vehicles owned/leased by the Dufferin-Peel Catholic District School Board will be serviced in accordance with the manufacturer's recommendations, the Ministry of Transportation and the Highway Traffic Act.

3.6 Only service centres on a pre-qualified list are authorized to perform repair and maintenance work on Board vehicles. All requests to a pre-qualified service centre for vehicle repairs and maintenance shall be issued by authorized Board personnel only (driver should have proper DPCDSB identification).

3.7 All repair work to Board vehicles estimated to exceed $1,000.00 must be submitted by the supplier and approved by the Board's Maintenance Supervisor-Plant Department via phone, fax or email prior to proceeding with any repair work. The driver must sign a copy of the completed work order or invoice once the work has been completed at the time the vehicle is picked up.

3.8 An invoice is required for each job completed. The following must be clearly outlined on the invoice:
   - Blanket purchase order number
   - DPCDSB work order number
   - DPCDSB Vehicle Number
   - Name of Board employee authorizing repair
   - Breakdown of costs showing materials and labour

3.9 Should a vehicle require minor repairs; such as towing, tire repairs, fuel pumps, water pumps, etc. while on a trip, the driver should first contact his/her immediate supervisor and request instructions. In the event that the supervisor is not available then the driver should contact the General Manager of Physical Plant Facilities. At this point a logical course of action will then be determined.

3.10 All vehicle problems must be reported to Plant Operations and recorded in the vehicle logbook.

3.11 Any items or materials that are transported in a Board assigned vehicle must be properly secured. Vehicles must be washed on a regular basis and kept clean. All garbage is to be removed from the vehicle at the completion of each work week.

4. ACCIDENTS

4.1 A valid insurance card and vehicle registration shall be carried in the vehicle at all times. If the Board vehicle is involved in an accident, you must notify your supervisor immediately and follow the established procedures below which are required by our insurance carrier.

4.2 In the event of an accident, follow these instructions:

   (i) When an accident involves another vehicle, obtain the following information:
    - Driver’s name (and owner’s name if different from the driver)
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- Address
- Telephone number
- Name of insurance company and policy number
- VIN, vehicle year, make and model
- Vehicle license plate number

(ii) If possible, obtain names, addresses and telephone numbers of any witnesses, including name, badge number, department name and address of any investigating law enforcement agency.

(iii) Identify yourself and show your driver’s license and insurance identification card. Do not discuss the Board’s insurance policy. Do not assume the blame for the accident and, above all, do not agree to any settlement.

(iv) Co-operate with the investigating law enforcement officers. Answer their questions factually and avoid commentary beyond that. Do not insist that a citation be issued to the other operator. Despite your opinion, the officer may be trying to decide responsibility for the accident and an overly aggressive attitude on your part may result in a decision against you. In a given situation, the officer might ask if you want a citation issued to the operator. If so, answer in the affirmative and explain that this is the Board’s preference.

(v) Note if there are any injuries reported by anyone involved in the accident.

(vi) It is the employee’s responsibility to notify any local agency (police, etc.) of the accident in addition to notifying your supervisor. The employee shall also complete the attached Automobile Accident Report and fax the report to the Health and Safety Department. (see Appendix 4)

(vii) If an adjuster or any other representative from the other driver’s insurance company contacts the employee for a statement (either written or recorded), refer that person to the Board’s Insurance and Risk Management Officer.

(viii) Caution: If the employee is found to be under the influence of drugs or alcohol at any time while (a) operating a Board vehicle or (b) involved in an accident, regardless of whether the employee is found at fault or not, the employee may be subject to disciplinary action.

5. RULES OF OPERATION

5.1 A current copy of GAP 716.00, Corporate Vehicle Usage Procedures, will be provided to all drivers when they complete a driver abstract and a copy will be kept in each vehicle for future reference.
5.2 The Board may allow employees to drive Board vehicles home at night and on weekends as part of the Physical Plant Facilities On-Call Rotation to expedite efficient response to unusual occurrences and emergency situations.

5.3 Vehicles taken home may be considered a taxable benefit under Revenue Canada Guidelines, where applicable. The employee shall complete daily/monthly logs to document mileage. (see Appendixes 5 and 6)

5.4 When employees take a vehicle home, it is expected that the vehicle is being used for on call or other Board related purposes such as emergency calls. Otherwise the vehicle is to be left over night at the Keaton Centre.

5.5 All vehicles must be parked at the Keaton Centre while the operator is away on vacation/annual leave for more than two weeks, as per the Supervisor directions.

5.6 Board vehicles shall be equipped with a Global Positioning System (GPS) device to ensure the security and safety of both the operator and the vehicle.

5.7 Drivers are expected to operate the vehicle safely so as to not endanger themselves, passengers or other motorists and/or pedestrians. Repeated occurrences of unsafe driving habits such as speeding or dangerous driving may be considered grounds for suspension of driving privileges at the discretion of the General Manager of Physical Plant Facilities.

5.8 Unauthorized Drivers/Passengers - The Board's insurance company vehicle operation authority require that only employees are authorized to drive. Only Board-affiliated passengers will be permitted to be transported in any Board vehicle, unless otherwise specifically approved by the Supervisor or General Manager of Physical Plant Facilities.

5.9 The driver will be responsible for passenger conduct while travelling.

5.10 The driver will be responsible for not transporting more passengers than the seat belt capacity allows in each vehicle.

5.11 The driver will ensure that the vehicle is properly maintained. Maintenance and repairs are to be conducted in accordance with Section 3. Vehicle damage is to be reported to your supervisor as soon as possible.

5.12 Board vehicles shall not congregate at non-Board sites.

5.13 No alcoholic beverages or illegal substances are to be consumed in Board vehicles. Drivers shall not operate Board vehicles while under the influence of alcohol or illegal substances.

5.14 Smoking in Board vehicles is not permitted.

5.15 Drivers under any medical treatment requiring prescription medication that may affect their driving ability shall report to Health Promotion & Wellness.
5.16 The use of radar detection devices is NOT permitted.

5.17 The driver will refuel the vehicle, using the Board approved method of payment.

5.18 Vehicles are not to be used for private/personal use. Board vehicles are intended for Board use by assigned drivers and are not intended as a replacement of employees' personal vehicles.

5.19 All vehicles will exhibit an identification number and Board logo.

5.20 The authorized driver is responsible for any vehicle violation and parking tickets. Should the Board pay the ticket to avoid additional charges, such costs would be billed back to the driver responsible for payment. In the event that the driver does not pay these charges their right to drive Board vehicles may be suspended.

5.21 The authorized driver is responsible for the assigned vehicle.

5.22 All Board vehicles must be parked in a safe/secure location. For those who cannot park vehicles in a safe/secure location, vehicles are to be parked at the Keaton Centre.

5.23 The following procedures shall be followed related to the use of cell phones or other hand held devices:

(i) No employee shall use a hand-operated electronic device while driving a vehicle. (refer to GAP 712.00)

(ii) Before using the device by hand, the person safely drives the vehicle off the roadway and keeps the vehicle stationary while using the device; or the device is a cellular telephone or another electronic device that includes a telephone function and is configured and equipped to allow hands-free use as a telephone and is used in a hands-free manner.

*Exception: A person may use a hand-operated electronic device by hand to call or send a message to a police force, fire department or ambulance service about an emergency.*

5.24 Vehicles must be stocked with only the necessary inventory and equipment. Drivers should be mindful of fuel consumption and remove extra inventory or equipment each day.

**APPENDICES**

APPENDIX 1 - DRIVER’S ABSTRACT
APPENDIX 2 - ACKNOWLEDGEMENT OF BOARD VEHICLE USAGE PROCEDURES
APPENDIX 3 - PLANT DEPARTMENT WEEKLY VEHICLE INSPECTION
APPENDIX 4 - AUTOMOBILE ACCIDENT REPORT
APPENDIX 5 - DAILY VEHICLE LOG
APPENDIX 6 - MONTHLY VEHICLE LOG
REQUEST FOR COPY OF EMPLOYEE’S DRIVER’S LICENCE
(For the purpose of operating Board owned vehicles)

Please submit one copy of your driver’s licence in order that Board administration may verify that it is current and up-to-date according to the legislation for the operation of a commercial motor vehicle.

The Board must collect this information under the Highway Traffic Act (R.S.O. 1990) because it is responsible to ensure that all drivers are properly licensed for the operation of commercial motor vehicles. The purpose for this collection is to comply with the Ministry of Transportation/ Commercial Motor Vehicles Registration and the Ontario School Board Insurance Exchange. The purpose is to ensure that all conditions are met for those employees who operate Board owned vehicles.

Contact person for enquiries about this collection is the General Manager of Physical Plant Facilities.

PLEASE COMPLETE AND RETURN THIS PORTION TO THE GENERAL MANAGER OF PHYSICAL PLANT FACILITIES

NAME OF EMPLOYEE: ________________________________________________

DEPARTMENT:  ________________________________________________

A copy of my driver's licence is attached. I understand that it will be used for the above mentioned purpose only and kept confidential pursuant to the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56.

__________________________________    __________________
Signature        Date

Note: Refusal to submit a copy of your current driver's licence could jeopardize your right to drive a Board owned motor vehicle.
ACKNOWLEDGMENT OF THE CORPORATE VEHICLE USAGE PROCEDURES

I CERTIFY THAT I HAVE READ THE BOARD’S CORPORATE VEHICLE USAGE PROCEDURES (GAP 716.00) AND AGREE TO ABIDE BY ALL THE PROCEDURES IN THIS MANUAL AND I UNDERSTAND MY RESPONSIBILITIES TO DRIVE SAFELY AND MAINTAIN A SAFE VEHICLE.

__________________________                               _______________________________
Employee Name (please print)                                                     Signature

_______________________________
Employee Number

_______________________________
Date

NOTE: The procedures will reviewed on an ongoing basis to ensure current business requirements and that incorporates all health and safety legislation. DPCDSB MANAGEMENT reserve the right to make such changes as required. Staff will be advised of any significant changes.
PLANT DEPARTMENT WEEKLY VEHICLE INSPECTION

<table>
<thead>
<tr>
<th>Make of Vehicle</th>
<th>Vehicle License Plate #</th>
<th>Board Vehicle #</th>
<th>Date and Time of Inspection</th>
<th>Name of Person carrying out Inspection</th>
<th>Signature of Person who carried out inspection</th>
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<tbody>
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<th>Major Problem</th>
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<td>All Lights</td>
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<td>Indicator and Brake Lights</td>
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<tr>
<td>Windshield Washer and Wipers</td>
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<td>Suspension</td>
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<td>Horn</td>
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<td>Drivers Seatbelt</td>
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<td>Drive, Safety Defects Found</td>
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<td>Action taken to rectify defects noted</td>
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<td>Defects Repaired By</td>
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# AUTOMOBILE ACCIDENT REPORT – Page 1

**Health & Safety Dept.:**

<table>
<thead>
<tr>
<th>Insurer</th>
<th>Address</th>
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<tbody>
<tr>
<td>Ontario Sch. Board  Inc.</td>
<td>40 Matheson Blvd West Mississauga, ON L5R 1C8</td>
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<table>
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<tr>
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<td>Dufferin-Peel CDSB</td>
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<td>40 Matheson Blvd West Mississauga, ON L5R 1C8</td>
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</tbody>
</table>

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**Continued over**
AUTOMOBILE ACCIDENT REPORT – Page 2

**NAME** | **AGE** | **ADDRESS** | **PHONE** | **NATURE OF INJURIES** | **HOSPITAL**
--- | --- | --- | --- | --- | ---

**DETAILS OF ACCIDENT**

**NAME:** | **NAME:** | **NAME:**
--- | --- | ---
**ADDRESS:** | **ADDRESS:** | **ADDRESS:**
**PHONE:** | **PHONE:** | **PHONE:**

**IN WHICH CAR:**
- Your Car
- Other Car #1
- Other Car #2

**DESCRIPTION OF ACCIDENT**

(Indicate position of cars at time of collision. Show all marks.)
(If any street is more than two-way or is one-way only, please indicate.)

**SHOW CARS FROM YOU**
- Other

**SHOW STOP OR SLOW SIGNS**
- Each Street

**DATE:**

**SIGNATURE OF DRIVER:**
DAILY VEHICLE LOG

<table>
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<tr>
<th>PURPOSE/DESCRIPTION</th>
<th>LOCATION START</th>
<th>LOCATION END</th>
<th>TOTAL MILEAGE (KMs)</th>
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<tr>
<td>DATE (DD/MM/YY)</td>
<td>START</td>
<td>END</td>
<td>TOTAL MILEAGE (KMs)</td>
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<td>VEHICLE DRIVER NAME</td>
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ON-CALL TOTAL MILEAGE (Kilometers)
MONTHLY VEHICLE LOG

DPCDSB VEHICLE MILEAGE LOG 2014

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<tr>
<th>VEHICLE DRIVER NAME:</th>
<th>VEHICLE #</th>
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<th>MONTH</th>
<th>ON-CALL TOTAL MONTHLY MILEAGE (KM)</th>
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<td>NOVEMBER</td>
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<td>DECEMBER</td>
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<table>
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<tr>
<th>TOTAL MILEAGE (KILOMETERS)</th>
<th>TOTAL MILEAGE (KILOMETERS)</th>
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GAP
GENERAL ADMINISTRATIVE PROCEDURE

SECTION: 800 EXCURSIONS
GAP NUMBER: 801.00
SUBJECT: Out-of-School Programs
REFERENCE: Board Policy 4.04/4.05
EFFECTIVE: March, 1991
REVIEWED/AMENDED March 2007; January 2008; November 2008; February 2013; (June 2014)
REPLACES: 801.00

PART A RATIONALE
1.00 Definition: Out-of-School Programs and Activities
2.00 Educational Goals
3.00 Criteria of Educational Validity

PART B APPROVAL
4.00 Out-of-School Programs Approved by Board Procedure
Programs Offered at Outdoor Education Centre(s)
5.00 Out -of-School Programs Not Officially Approved
Student Holiday Travel
6.00 Approval: Principal
7.00 Approval: Superintendent of Schools
8.00 Approval: Final
9.00 Approval: Associate Director of Instructional Services
10.00 Recording of Staff and Volunteer Supervisors
11.00 Approval: Parental/Guardian
11.07 Retention of Permission Forms
12.00 Record of Out-of-School Events
13.00 Funds for Out-of-School Activities

PART C SUPERVISION
14.00 Supervision Ratios, Supervision by Parent/Guardian/Student
15.00 Emergency Communications
16.00 List of Participants - Manifest - GF085
17.00 Use of Occasional Teachers
18.00 Access to School Building after Hours

PART D SAFETY
19.00 General Safety
20.00 Student Injury or Illness, Procedures
21.00 Health Insurance Outside Canada

PART E TRANSPORTATION
22.00 Transportation Arrangements
23.00 Chartered Bus, Highway Coach, School Van/Busettes
24.00 Public Transportation
25.00 Private Motor Vehicles
26.00 Boat Tours
27.00 Air Travel
28.00 Train Travel
29.00 Student Travel Arrangements: Outside and Inside Canada

PART F CATHOLIC CODE OF CONDUCT
30.00 General Principles
31.00 Student Behaviour on Buses
31.04 Teacher Supervision and Management
32.00 Guidelines for School Bus Safety
33.00 Special Consideration for Overnight Trips
34.00 Special Consideration for Trips outside Canada

PART G OVERSEAS’ EXCURSIONS
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35.01 Introduction
35.02 Overseas’ Excursion Committee
35.03 Eligibility
35.04 Procedures
35.05 Final Decision

PART H RESPONSIBILITY OF CARRIERS, OWNERS AND OPERATORS
36.01 Responsibility of the Bus Company
36.02 Guidelines for Drivers
36.03 Emergency Procedures, Accident Reporting: Driver Responsibility

BOARD FORMS
GF 075 Office Record of Out-of-Classroom Events
GF 080 Health and Safety Information Form and Medical Consent Form
GF 085 Field Trip Manifest
GF 090 Field Trip Checklist for Teachers
GF 095 Field Trip Checklist for Principal
GF 100 Request for Principal Approval of Out-of-School Events
GF 110 Request for Superintendent Approval of Out-of-School Events
GF 115 Parental/Guardian Permission Form for Out-of-School/Extra Curricular Activities
GF 116 Authorization to Transport Students - Volunteer Drivers
GF 117 E Parental/Guardian Permission to Transport Elementary Students in a Private and/or Commercial Vehicle
GF 117 S Parental/Guardian Permission to Transport Self or Others in a Private and/or Commercial Vehicle - Secondary Students
GF 119 Overseas’ Excursions for Elementary and Secondary Schools – Checklist for Principals
GF 119A Overseas’ Excursions for Elementary and Secondary Schools - Personal Record of Student
PRINCIPALS ARE EXPECTED TO REVIEW THIS MATERIAL WITH THEIR STAFF ANNUALLY

PART A: RATIONALE

1.00 DEFINITION: OUT-OF-SCHOOL PROGRAMS AND ACTIVITIES

Out-of-School programs include a wide range of activities such as walking excursions to local sites; visits to the Ontario Science Center, museums and conservation areas; retreat programs at various centers; community service projects; athletic events and tournaments; and extended excursions in this country and beyond its borders. The Board recognizes the educational value of all these experiences and encourages them.

While it is acknowledged that all travel is educational, approval for student travel will only be provided where the primary purpose of the trip is educational rather than recreational.

In providing Out-of-School experiences for students, teachers should consider the past experiences of their students and provide opportunities for learning in their "home" environment before travelling to more distant points. In this way, the student's perspective will be successively enlarged.

2.00 EDUCATIONAL GOALS

The following broad objectives should be considered by a teacher planning any Out-of-School programs or activities:

- To gather data from primary sources
- To obtain direct experiences of a phenomenon, process, operation or enterprise
- To observe practical applications of topics studied in theory
- To provide aesthetic, religious, cultural or athletic experiences

3.00 CRITERIA OF EDUCATIONAL VALIDITY

The educational validity of activities undertaken beyond the school shall be ensured by the Principal/designee according to the following criteria:

a) The experience lies within the competency and/or understanding of the students involved (e.g., staff would consider the special needs of students when planning an out-of-school trip);

b) The experience has a curricular relevance for the group of students concerned;

c) The experience has educational objectives which have been clearly defined by the teacher;

d) The experience has educational value in proportion to the time spent travelling;

e) No equally effective alternative to achieving the objective exists within the normal school organization.
PART B: APPROVAL

The following procedures are provided to facilitate Out-of-School programs and activities, and at the same time:

- ensure the safety and supervision of students
- reduce the liability to teachers and volunteers
- keep parents/guardians fully informed, and
- guarantee the integrity of the program

These procedures are to be read in conjunction with policies and regulations of the Board, as appropriate.

4.00 OUT-OF-SCHOOL PROGRAMS APPROVED BY BOARD PROCEDURE

For Out-of-School Programs incorporating Physical Education, refer to General Administrative Procedure No. 414.00.

Programs offered at Outdoor Education Centre(s)

a) Requests, for bookings at these field centres operated by the Board, should be directed to the Principal of Outdoor Education, early in the calendar year.
b) These excursions, although they are overnight in many cases, require only the approval of the Principal.
c) Arrangements for bus transportation to the Outdoor Centre(s) will be made through the Principal of Outdoor Education.
d) All other procedures for Out-of-School programs apply to excursions to Outdoor Education Centre(s); i.e., permission forms, ratio of pupils to supervisors, etc.
e) Staff of Outdoor Education Centre(s) should not be counted in the supervision ratio for any part of the day.

5.00 OUT-OF-SCHOOL PROGRAMS NOT OFFICIALLY APPROVED

Teachers should not become involved in trips with students from their own school unless the trip is officially approved by the Principal/Vice-Principal/designate.

Staff are deemed by law to have authority over students by virtue of their positions as staff. Staff involved in non-approved trips surrender their legal claim to the Board's Liability Insurance coverage and to Worker's Compensation Benefits. If staff choose to conduct non-approved trips with students from their own or other schools (e.g., March Break Ski Trip, Graduation Parties), then they are advised to take out substantial personal liability insurance policies.

STUDENT HOLIDAY TRAVEL states the Board's position with respect to these non-approved, non-sponsored trips operated by commercial agents.
Policy 4.05
1) Commercial agencies offer student excursions with no formal curricular link during the Christmas break and/or the mid-winter break and/or the summer break.
2) Commercial agencies also offer Ministry-approved credit courses during the Christmas break and/or the mid-winter break and/or the summer break.

The Dufferin-Peel Catholic District School Board and its schools are not sponsors of, and assume no liability for, these commercial trips.

Refer to Board Policy, 4.05 - Student Holiday Travel

6.00 PRINCIPAL APPROVAL

Out-of-School programs, which will be completed within the school day or an extended school day but not continuing overnight, and involving conventional land travel (foot, bus, train, subway, streetcar, car, van, Board-approved taxi, etc.) require the approval of the Principal.

Preliminary Conceptual Approval

If the Principal determines that a proposed trip involves considerable expense to students and parents/guardians, then preliminary approval should be requested from the Superintendent of Schools or Associate Director of Education, as appropriate. No commitment should be made to students and parents/guardians until preliminary approval is obtained.

7.00 SUPERINTENDENT OF SCHOOLS - APPROVAL

A principal will submit a 'REQUEST FOR SUPERINTENDENT APPROVAL OF OUT-OF-SCHOOL EVENT (GF110)' to the appropriate Superintendent of Schools at least three (3) months in advance of the event for trips in the following categories:

a) Overnight - one or more nights (except for events at Outdoor Education Centre(s)
b) Air travel
c) Water travel (not including the Toronto Island Ferry)
d) Unconventional land travel - e.g. bicycle, snowmobile, horse
e) Travel in holiday periods - including weekends
f) Students are drawn from more than one school in the Family of Schools; e.g. athletic tournament

8.00 FINAL APPROVAL

When final approval has been granted, the Superintendent will inform the school. No contract for travel or accommodation will be made until approval has been given by the appropriate Supervisory Officer.

9.00 ASSOCIATE DIRECTOR OF INSTRUCTION - APPROVAL

In the case of overseas travel, see Section 35.00.
10.00 **RECORDING OF STAFF AND VOLUNTEER SUPERVISORS**

It is important that the names of all staff and volunteer supervisors be recorded by the Principal, in order to protect them from liability, for which the Board carries a policy. This also brings into force the Board's Accident Insurance for Volunteer Workers which covers the life of any volunteer while on Board business. Attach a complete list of adult supervisors to the Request for Approval form (GF 100). One individual staff member will be appointed as "EXCURSION LEADER" on any excursion.

11.00 **PARENTAL/GUARDIAN APPROVAL**

11.01 A general consent will be obtained annually giving parental/guardian approval for walking excursions to local sites, school programs offered at an alternate school site which do not involve overnight stays or extended travel. A letter should be sent home containing the details of such activities. It should be typed and signed by the Principal and the teacher or another adult delegated by the Principal.

For all excursions involving Physical Education Activities, refer to General Administrative Procedure No. 414.00.

11.02 The teacher or Principal's delegate will require a signed permission form, 'PARENTAL/GUARDIAN PERMISSION FORM FOR OUT-OF-SCHOOL/EXTRA CURRICULAR ACTIVITIES (GF 115), for each Out-of-School event which requires vehicular transportation.

11.03 For athletic teams, family studies, industrial arts and religion classes, once parental/guardian consent has been obtained for the yearly schedule, students may participate in additional outings or games as long as the parents/guardians are informed in writing. For intramural, interschool or other physical education programs, refer to General Administrative Procedure No. 414.00 for participation and medical information forms.

11.04 Care will be taken in wording permission letters in order to ensure parents/guardians understand the content of the form. This is especially important in the case of children from homes where English is not the primary language.

11.05 Teachers will not deviate from an approved itinerary or program except when required for emergency or safety reasons. If an alternative program or destination is being considered, then this should be part of the original plan which is submitted to the parents/guardians. If a group’s return is significantly delayed, then the teacher will telephone the school and the school will notify the parents/guardians.

11.06 For programs extending overnight, the teacher will seek relevant medical information about each student and also permission to seek medical attention in the event of an emergency. See Board form - 'PARENT/GUARDIAN HEALTH AND SAFETY INFORMATION AND MEDICAL CONSENT FORM' (GF080).

Provision of such information by parents/guardians is voluntary and they should be so advised, while at the same time, they should be made aware that it may be required for the health and safety of the students, and that the information provided will be held in confidence.

The teacher must then ensure that medical information is kept confidential.
11.07 The signed permission forms must be held in a secure location, by the school, for the current school year, plus one year, unless a longer retention period is required, where there has been an incident. This is a requirement for liability insurance.

11.08 A sample of each excursion letter must be retained in the school office with the signed parental/guardian permission forms, the retention of which is as per 11.07.

12.00 RECORD OF OUT-OF-SCHOOL EVENTS

Principals are required to keep office records in the schools of all Out-of-School programs undertaken, including those for which they are the approving officials. (See GF 075).

13.00 FUNDS FOR OUT-OF-SCHOOL ACTIVITIES

13.01 Costs may be subsidized from the "school budget".

13.02 Grants are available from Provincial and Federal Government sources – only where a student exchange is to take place. Within Ontario, contact the Ontario Ministry of Education, Special Projects Branch (416-325-2660).

Within other parts of Canada, for groups of 10 to 25 participants aged from 14 to 22 years, contact: Open House Canada, Department of the Secretary of State Youth Participation Directorate, Ottawa, ON K1A 0M5

13.03 Student Fund Raising projects may be used to provide additional funds. These projects must be undertaken with discretion and only in accordance with Board Policy 4.20, Fundraising.

13.04 Direct charges to students who will participate in a program are permitted for non-curricular or co-curricular activities. Advance planning and restraint are suggested in this area.

13.05 Banking of funds raised by students or collected from students must be done in a school bank account, authorized by a minimum of two signatures - NEVER IN A TEACHER'S PERSONAL ACCOUNT.

13.06 Every effort should be made to ensure that no child is excluded from a class activity because of an inability to pay. Exceptions in the case of foreign travel will be discussed with the Superintendent. (Reminder to the Principal/Vice-Principal/designate that alternative activities must be provided.)

13.07 If any activity is cancelled, monies collected from students will be returned in full.

13.08 For trips where students bear some part or all of the cost, it is expected that a full costing of the out-of-school activity will be presented to the parents/guardians, principal and superintendent when approval is sought.
PART C: SUPERVISION

14.00 SUPERVISION RATIOS

14.01 Out-of-School programs are to be under the supervision of at least one teacher from the school involved.

For any extended excursion in which students of both genders are involved, adult supervisors of both sexes will be present. For any overnight excursion, there will be at least TWO (2) MALE AND TWO (2) FEMALE supervisors. In exceptional cases, an appropriate Supervisory Officer may be requested in writing to waive this requirement. Allowances will be made for groupings which contain students with diverse learning needs.

The principal may delegate, to a team coach or other responsible adult, the responsibility of supervision of students on a bus and/or a Board-approved taxi. However, for students in Grade 4 or higher, and who are participating in an approved school activity, the Principal may deem it appropriate, with parental/guardian approval, for the students to be transported by Board-approved taxi to and/or from the activity, with no teacher/supervisor present. The understanding is that Board-approved taxi companies require their drivers to submit criminal reference checks. There should always be more than one student in a Board-approved taxi at any time.

14.02 Excursions are categorized as follows:

a) Use of Local Sites: These sites are those to which students walk from the school.

b) School Programs offered at a different location: These excursions are regularly scheduled events and may require transportation to the site.

c) Curricular; Extra-Curricular; Co-Curricular Activities: These take place off school property and may require transportation. (e.g., sports tournaments, choir or band rehearsals or performances). These are not of a duration of more than one day or involve overnight or extended travel. Refer to General Administrative Procedure No. 414.00, referencing OPHEA’s Safety Guidelines, for supervision ratios. When supervision ratios (GAP 801.00) differ from Physical Education supervision ratios (GAP 414.00), the stricter of the two ratios will satisfy the supervision criteria.

d) One Day Out-of-School Activities: These are to a facility offering a program and to which transportation is required.

e) Extended Out-of-School Programs within Canada: These involve overnight stays and transportation to the site.

f) Extended Out-of-School Programs outside Canada: These involve overnight stays, transportation to the site and departing Canadian soil.
14.03 Principals shall ensure that all precautions for the safety, comfort and supervision of participating students are taken according to the following minimum schedule.

<table>
<thead>
<tr>
<th>Grade</th>
<th>14.02 a,b,c Local Trips</th>
<th>14.02 d One Day Trips</th>
<th>14.02 e Extended Trips Within Canada</th>
<th>14.02 f Extended Trips Outside Canada</th>
</tr>
</thead>
<tbody>
<tr>
<td>JK/SK/1/2</td>
<td>2 adults/class</td>
<td>1:5</td>
<td>N/R</td>
<td>N/R</td>
</tr>
<tr>
<td>3/4/5/6</td>
<td>1 adult/class</td>
<td>1:10</td>
<td>N/R</td>
<td>N/R</td>
</tr>
<tr>
<td>7/8</td>
<td>1 adult/class</td>
<td>1:15</td>
<td>1:10 *(2 m / 2 f)</td>
<td>N/R</td>
</tr>
<tr>
<td>9 -12/OAC</td>
<td>1 adult/class</td>
<td>1 adult/class</td>
<td>1:15 *(2 m / 2 f)</td>
<td>1.10 *(2 m / 2 f)</td>
</tr>
</tbody>
</table>

Notwithstanding the ratio for Elementary Students, any approved Overseas’ Excursions (Elementary - Grades 6, 7 or 8) shall have a ratio of 1:8 (one supervisor for every 8 students).

14.04 Principals shall ensure that a sufficient number of teachers and/or other staff accompany the students in order that the visit or field trip will be a safe and valid educational experience. Some circumstances will require more instructional staff than others in order that the students obtain the maximum benefit from their excursion.

14.05 It is expected that administrative arrangements will be made within the school to allow proper supervision on out-of-classroom programs. Principals are encouraged to use parents/guardians to assist in the supervision of trips, and when this is done, these parents/guardians should be clearly apprised of the objectives of the trip and the role which the parents/guardians are expected to play. Parents/guardians are also expected to have completed a Criminal Record Check (CRC), including a Vulnerable Sector Screening Check. Elementary schools may use senior high school students as resource personnel on trips, but these students must be used as resource personnel only, and not as supervisory personnel.

15.00 **EMERGENCY COMMUNICATIONS**

15.01 An itinerary of each trip must be available in the school office in order that the Principal may contact the Excursion Leader if an emergency arises.

15.02 The EXCURSION LEADER should be able to contact the Principal, Vice-Principal or Supervisory Officer if an emergency arises at any time during the trip, or if a return is delayed, using an available cellular phone.

15.03 If students are billeted in homes, then the host family must have information which will allow them to contact the Excursion Leader at any time.
16.00 **LIST OF PARTICIPANTS - FIELD TRIP MANIFEST** *(GF 085)*

When a group of students leaves the school on an approved trip, a list of all students and staff in the group, in each vehicle, must be prepared. One copy will be left in the school office, one copy must accompany the group with the Excursion Leader, and one copy will be provided to the bus driver (in a confidential, sealed envelope). The telephone numbers are those at which the parent/guardian may be reached.

16.01 If a medical alert is noted for any student, a “**PARENT/GUARDIAN HEALTH AND SAFETY INFORMATION FORM AND MEDICAL CONSENT FORM**” *(GF 080)* will be completed and maintained in a confidential envelope by the Excursion Leader.

17.00 **USE OF OCCASIONAL TEACHERS**

17.01 Occasional Teachers may not be specifically hired as additional supervisors for field trips or educational visits.

17.02 For day trips only, the Principal of the school may deploy Occasional Teachers to supervise students on field trips or educational visits. The Occasional Teacher will not be designated as the “Excursion Leader”.

17.03 **Occasional Teachers at Outdoor Education Centre(s)**

A supply teacher may replace a teacher absent for the day of the outing provided that the other visiting teacher has completed the preparatory workshop. The teacher who is absent is expected to provide plans and make preparation similar to a day plan for Occasional Teachers who are coming into the school.

18.00 **ACCESS TO SCHOOL BUILDING AFTER HOURS**

The Excursion Leader, for any excursion, will arrange with the Principal, in advance, for the school to be open at the appropriate time if it is necessary to enter the school after hours or on a weekend in order to pick up or return equipment.
PART D: SAFETY

19.00 GENERAL SAFETY

For all Out-of-School Programs involving Physical Education Activities, refer to General Administrative Procedure No. 414.00.

19.01 Before any out-of-school program, the teacher/Excursion Leader must:

a) Instruct the students in appropriate safety procedures;

b) Ensure that a cell phone is available and that the school has a record of the contact information;

c) Be familiar with the location of the closest medical facilities, particularly when travelling outside of urban areas;

c) Review General Administrative Procedure 514.02 - 4.6 (b).

20.00 PROCEDURES IN CASES OF STUDENT INJURY OR ILLNESS

In cases of major accidents, the Principal will implement the crisis communication procedure outlined in GAP 602.00.

1) All possible attention shall be given to the maintenance of calm and orderly behaviour by all concerned.

2) The teacher or excursion leader shall immediately begin the process of identifying all students with the aide of the manifest.

3) All possible cooperation shall be extended to the police in their investigation, if as appropriate.

4) If injured students are to be sent to the hospital, at least one adult must go with them.

5) The person designated by the principal as having overall charge of the trip shall:

   a) be responsible for the general organization at the scene of the accident;

   b) inform the proper authorities, for example, the principal and/or police, of any ad hoc arrangements made, such as changing buses, having students transported to an unscheduled site, etc.

If a major accident occurs after school hours, the teacher or excursion leader must call the local police and then contact the principal or one person from the following list at the board office (905) 890-1221, or Peel Regional police (905) 453-3311:

   a) Appropriate Superintendent of Schools

   b) Superintendent of Planning and Operations

   c) The Director / Associate Director(s)

20.01 First Aid is the responsibility of the person nearest the person in need. Medical attention should be sought, as appropriate to the situation. Documentation of response to take place, also as appropriate.
20.02 In case of serious injury or illness, while one responsible person is administering first aid, have another person notify the emergency response service, the school and the family. Students are to be removed from sources of danger.

20.03 Avoid all unnecessary moving of a seriously injured or ill person.

20.04 When taking a student for medical attention, be sure to take along the 'MEDICAL CONSENT FORM' - (GF 080) if a student has completed one and, in each case, the student information.

20.05 All staff are encouraged to undergo training in first aid.

21.00 **Health Insurance outside Canada**

Because of the high cost of health services in other countries, parents/guardians should be advised to take out a health insurance policy which will cover their children when they are on a school tour in the United States or overseas.

**PART E: TRANSPORTATION**

22.00 **TRANSPORTATION ARRANGEMENTS**

This particular section of the General Administrative Procedures deal with matters pertaining to transportation on school excursions. In particular, Section 23.00 TYPES OF BUSES - DISTANCE RESTRICTIONS addresses the use of school vans/busettes within particular jurisdictions only. Implicit in this procedure is the expectation that these vehicles are not to be used outside specific geographic boundaries. Please review the limitations.

22.01 All transportation arrangements are to be made by the school well in advance of the planned activity and confirmed as the date approaches.

22.02 Transportation to and from the board operated Outdoor Education Centre(s) will be made through the school principal.

22.03 **Cancellations** - If it becomes necessary for the school to cancel already approved trips, or the requirement is reduced, the bus company should be advised as soon as possible.

22.04 **Promptness** - All buses are committed to regular runs. Requests should be planned with these times in mind so that the driver will be allowed sufficient time for the next assignment. It is important that groups be ready to leave and return at the time indicated on the bus requisition. That time is used as a basis for the driver’s next trip.

23.00 **TYPES OF BUSES - DISTANCE RESTRICTIONS**

23.01 School buses are recommended to be used when the destination is within the counties of Peel, Dufferin, Halton, Simcoe, Wellington, York and the Metropolitan Toronto boundary. Secondary school busettes (24 passengers or less including the driver), as appropriate, may also be used when the destination is within these areas.
23.02 Highway coaches or secondary school busettes (24 passengers or less including the driver), as appropriate, are recommended when the destination is beyond the areas designated in 23.01.

23.03  
   a) Secondary school vans (having a maximum seating capacity of 15 passengers including the driver) are only permitted to carry 10 or fewer passengers (including the driver). In order to ensure this practice, secondary schools that are in possession of those types of vehicles must remove the rear seat and not allow passengers or cargo/equipment in this area.

   b) Secondary school vans (having a maximum seating capacity of 15 passengers including the driver) are only to be used for local driving and on city roads. They are not to be driven on highways or at highway speeds. They are only to be used during reasonable weather conditions.

   c) Approval to use highway coaches or secondary school busettes when the destination is beyond the areas designated in 23.01 must be sought from the appropriate Supervisory Officer.

   d) Ensure that board/school-owned vans/busettes (as defined above) are used only during reasonable weather conditions. If the school board has cancelled bus transportation, no school vehicles are to be used to transport students in the area(s) of the cancellation.

   e) On an annual basis, the principal will ensure that only those with a valid class "E" driver's license are permitted to drive board/school-owned vans/busettes (24 passengers or less, including driver) regardless of how many passengers and/or how many seats may be in the vehicle at the time. In addition, the principal, on an annual basis, will review this General Administrative Procedure with all staff involved with transporting students using school vehicles (vans and/or busettes).

   f) The Van/Busette Inspection Report and Log (GF 121) is to be used by all secondary schools on a daily basis.

   g) The Plant Department's Daily Vehicle Inspection and Plant Weekly Vehicle Inspection Forms (GF 291 and GF 292) are to be used by all drivers of Plant and Maintenance Department vehicles, as appropriate to the vehicle.

23.04 **Approved Carriers**

The board retains the right to approve all carriers/taxi companies used for student transportation. A listing of approved carriers/taxi companies is provided by the board and is updated as appropriate.

23.05 For transportation requirements or extended excursions, the carriers/taxi companies will be approved when the detailed plans are presented to the appropriate Superintendent for approval.
23.06 **Bus Safety**

a) In all matters relating to safety, the bus driver will consult with the excursion leader. However, it is ultimately the driver who has the authority to take the action which he/she considers appropriate to eliminate any hazard.

b) A supervisor on each bus will carry a passenger manifest and each bus will be numbered.

c) On trips of more than 40 kilometers, efforts will be made to restrict loading to 48 passengers in the interest of safety.

d) When parent/guardian volunteers accompany a school class, they should be advised regarding their own pre-school age children that:
   * Infants in arms will not be transported
   * The principal's permission is required for the transportation of older pre-school age children

e) **Travel in Inclement Weather**: From time to time, a group of students is delayed by weather conditions which create a hazard to safe travel particularly on the highway. The teacher has the ultimate responsibility for the safety of the students and must make the decision not to proceed. In order to avoid conflict with the driver of a chartered bus, the board will underwrite the additional costs generated by such a delay. Costs would also be underwritten if the police close the highway.

23.07 **Carrying Luggage**

a) A chartered highway coach has under-bus luggage compartments and should be used when large suitcases and boxes are involved.

b) All hard containers such as boxes and suitcases which could cause injury in the event of even a minor accident will not be carried on seats inside the bus and must go into the under-bus luggage compartments.

c) A limited number of soft objects, such as sleeping bags, small handbags and small soft duffel bags, may be carried on the bus and held on the lap - not piled loosely on the seats. No large musical instruments such as kettle drum, cello, base violin, tuba, and French horn will be carried inside the bus. The aisle and rear emergency doors are not to be blocked in any way.

d) The weight limitation of the bus, as licensed, must be observed and not exceeded.

24.00 **PUBLIC TRANSPORTATION**

For students in the junior, intermediate or senior divisions, public transportation may be an alternative to a school bus.
To arrange special supervision for school classes using the regular service for their field trips, the excursion leader should notify the Municipal Transit Office about one week in advance giving the following information:

Date and time of trip;
Origin, destination and route;
Number in the group and grade levels involved.

Brampton Transit  905-874-2999
Mississauga Transit  905-615-4636
Toronto Transit  416-393-4639
GO Transit  416-869-3200

25.00  
**PRIVATE MOTOR VEHICLES**

25.01  While the board does not encourage the use of privately owned automobiles in the transportation of pupils, in the event they are used, teachers and other adult (non-student) volunteer drivers must have the principal's authorization in writing and the completed OSBIE Volunteer Driver Authorization Form before transporting students for various school activities. A copy of the approved form is the board’s GF 116 - 'AUTHORIZATION TO TRANSPORT STUDENTS - VOLUNTEER DRIVERS'

25.02  When a school group is staying in a remote area, teachers are advised to have a vehicle available for the emergency transport of students in the event of a medical emergency.

25.03  Persons transporting students in private motor vehicles should be sure that their Public Liability insurance coverage is valid and current. The Board, however, maintains an Excess Liability Insurance, which covers all employees and volunteers who are transporting students within Canada and the United States, on behalf of the Board, to a limit of $20,000,000 in excess of the regular insurance carried by the employee. This policy comes into effect if a judgement arises against that employee or volunteer resulting from use of his/her vehicle and is in excess of his/her personal coverage.

25.04  Senior high school students, over age 18, may seek parental/guardian permission to travel off school property as the driver of their own vehicle. Students are not permitted to transport other students during board-approved excursions.

Permission will be sought only for school sponsored activities such as physical education program or Theology program components which are conducted at another facility in the community. Permission is not granted or implied for travel to and from school or during school hours to partake in activities which are not curricular, co-curricular or extra-curricular.

Permission will be sought using GF 117S. The description of the activity is to be completed by the teacher. The description of the activity, location and date should be as specific as possible. It must be renewed each semester.
26.00 **BOAT TOURS**

Boat Tours are to be taken only on vessels which have a valid passenger ship Inspection Certificate issued by the Steamship Inspection Service of the Canadian Department of Transport.

Principals can obtain current information on specific tour boat operators by telephoning the District Surveyor. All boat tours require a ‘**REQUEST FOR SUPERINTENDENT APPROVAL OF OUT-OF-SCHOOL EVENT**’ to be completed (*GF 110)*.

The Toronto Island Ferry and the Toronto Harbour Cruise Boats do not require approval in this form as they are operated by public carriers.

27.00 **AIR TRAVEL**

Any air travel requires completion of the form **REQUEST FOR SUPERINTENDENT APPROVAL OF OUT-OF-SCHOOL EVENT (GF 110)**.

28.00 **TRAIN TRAVEL**

Via Rail information is available at: 1-888-842-7245.

29.00 **STUDENT TRAVEL ARRANGEMENTS**

29.01 **Outside Canada**
Arrangements for travel outside Canada must be purchased from an *Ontario Registered Travel Agent*. Under the Travel Industry Act, a teacher is in breach of the law when acting as a sales agent for such travel without being licensed to do so.

29.02 **Inside Canada**
For out-of-school events which involve extended travel inside Canada, it is recommended that a Registered Travel Agent be used.

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**PART F: CATHOLIC CODE OF CONDUCT**

30.00 **GENERAL PRINCIPLES**

* Students shall maintain the same standard of behaviour and decorum on a trip as those expected from them in school.

* A teacher, on a bus or other means of transportation, employed for a field trip, has the authority to maintain discipline.
* Teachers and Principals shall discuss those means of discipline which have been found to be effective on field trips.

* Under no circumstances shall an action be taken which would place a student in jeopardy (such as sending a student home unaccompanied).

31.00 STUDENT BEHAVIOUR ON BUSES

31.01 On long trips, students should have activities of an educational nature, such as looking for landmarks, geographical features, etc. to occupy at least some of their time when they are in transit.

31.02 The following specific rules apply to students when they are on an excursion unless a teacher directs differently:

* Students shall not leave their seats without permission while the bus is in motion;

* Students' books, parcels, etc. shall be placed on the floor near the feet or held on their lap;

* Students and adults shall not talk to the driver except in the case of an emergency;

* Students shall obey promptly all directions from the teacher and/or the adult in charge;

* Students shall be made aware of exits and routines;

• Students should express their gratitude appropriately to those persons who helped them with the organization and completion of the excursion or outing.

A teacher, on a bus, or other means of transportation employed for a field trip is in charge of discipline.

31.03 DISCIPLINARY ACTION

In order to maintain order and decorum, a teacher may employ normal means of discipline such as:

• reminding students of the expectations of the school
• use of closer supervision of a student
• assigning of seats
• reporting a student to the Principal or parents/guardians
• if it can be done safely, having another adult return a student to the school.

Note: Under no circumstances should a teacher take such disciplinary action, which would place the student in jeopardy such as sending a student home unaccompanied without parental/guardian permission.
31.04 **TEACHER SUPERVISION AND MANAGEMENT**

a) Younger students will have name tags and older students should carry identification. (The teacher will decide which is appropriate.)

b) At each gathering point; e.g. boarding a bus after a stop, at a restaurant, etc., a check shall be made to ensure that all members of the party are accounted for. Keep all bus manifests accurate.

c) Adults who are assisting on the excursion shall seat themselves in a location which facilitates proper supervision of the students.

An arrangement which has been found effective is as follows:

a) If one adult - at back of bus
b) If two adults - at back of bus - in centre position
c) If three adults - at back of bus - in centre position - at front of bus

d) Students shall remain with the group for the total excursion unless they have expressed written permission from their parents/guardians to do otherwise.

e) If a student is missing, the Excursion Leader shall inform the police and any other appropriate authority, and as soon as possible, phone the principal or vice-principal at his/her school or residence. The teacher shall act on the instructions of the principal or vice-principal and ensure the safety, comfort and return of the rest of the group. (*See also GAP 502.12*)

32.00 **GUIDELINES FOR SCHOOL BUS SAFETY**

Guidelines for school bus safety are to be reviewed by teachers and students before each excursion if buses are used.

a) All adults on the bus should be prepared to:

* assist students to leave the bus by the emergency exits
* know the location of the manifest
* be responsible for calling for help from persons listed on the manifest
* shut off the bus engine or use the radio in cases where the driver is disabled

b) Standees are not permitted on buses.

c) Procedures for the methodical loading of the bus should be reviewed. Students shall be aware of emergency leaving procedures. Students seated nearest the point of danger are to leave first. The rest should follow seat by seat in sequential order.

d) Students are to know the "Behavioural Guidelines" and be aware that they are to follow them. (*See 31.00*)
e) The teacher on the bus is the person responsible for all aspects of student behaviour on the bus.

f) For bus transportation of school teams to sporting events, the Excursion Leader shall be responsible for preparing a passenger list which may, in effect, be a revised pre-printed team list.

g) In the event that several buses are being used for an excursion, students shall be instructed to use the designated numbered bus only.

h) Non-essential baggage may be permitted with the permission of the Excursion Leader.

i) Adults accompanying an excursion shall offer all possible help to the driver in an attempt to make the trip as safe as possible.

j) In the event of a bus only being partly loaded, the front portion of the bus should be used.

k) The number of passengers allocated to each bus shall not exceed the Manufacturer’s Rated Seating Capacity and the correct loading of buses is the responsibility of the carrier.

33.00 SPECIAL CONSIDERATION FOR OVERNIGHT TRIPS

a) For each overnight trip, once the excursion has been approved in principle by the principal or superintendent, an elementary school principal shall inform parents/guardians and the appropriate Supervisory Officer of the intended excursion and its purpose. The principal will then establish a committee comprised of the principal, the teachers involved, parents/guardians and appropriate resource personnel. Plans for the excursion shall be reviewed by the committee.

b) For each overnight trip, a secondary school principal shall give the parents/guardians of students involved and the appropriate Supervisory Officer an opportunity to discuss and review proposed plans and relevant information about such trips in advance of final plans.

c) Where an excursion includes a Sunday, the teacher’s plan shall specify participation in the Holy Mass or Sunday liturgy for all students and supervisors.

d) For out-of-town trips and overnight excursions, all arrangements will be made by the school. The appropriate Supervisory Officer will be informed about the planned trip before any commitments are made; e.g. hotel, bus, site reservations.

e) A detailed itinerary, complete with stopping places, addresses and telephone numbers, will be prepared and given to the parents/guardians, students, and bus driver(s).

f) Expectations for student behaviour on overnight trips shall be clarified with parents/guardian and students jointly as well as the consequences that may result from misbehaviour.
g) A list of parent's/guardian's home and business telephone numbers will be prepared and given to the Excursion Leader of each bus or group.

h) All necessary forms will be obtained for all students and particularly those for whom a medical alert is entered on the trip manifest. These forms will be kept confidential and used for emergencies only.

i) A complete list of all adult supervisors, to include a minimum of two male and two female supervisors, will be submitted to the appropriate Supervisory Officer along with the Request for Approval(s).

34.00 **SPECIAL CONSIDERATION FOR TRIPS OUTSIDE CANADA**

In addition to all considerations mentioned above, the following must be considered:

a) Legal considerations for entry to, exit from, and residence in, the other country should be explained to parents/guardians and students. Ensure that full entry/exit requirements for each student are met (visa requirements may differ according to the student's nationality and passport).

b) The excursion leader shall require that all students purchase sufficient medical, trip cancellation and luggage insurance prior to departure as well as other applicable insurance policies deemed necessary to ensure sufficient coverage.

c) The excursion leader shall contact the International Association for Medical Assistance to Travellers (I.A.M.A.T.) for an updated listing of world-wide "English speaking medical services". http://www.iamat.org/

d) The excursion leader should carry the address and telephone number of appropriate Canadian Embassies and Consulates as they are available within the framework of the tour.

e) A master list of passport numbers, traveler’s cheques, and ticket numbers shall be prepared with one set carried by the excursion leader and one set left with the school.

f) Any air travel requires completion of the form GF110, Request for Superintendent Approval of Out-of-School Event.

g) All trips outside of Canada and the United States require approval of the Associate Director – Instructional through the Overseas Excursions Committee.
PART G: OVERSEAS’ EXCURSIONS FOR ELEMENTARY AND SECONDARY SCHOOLS

35.00 -

35.01 INTRODUCTION

The policies and procedures relating to trips as outlined in GAP 801.00 shall apply to Overseas’ Excursions, except as modified in this document.

35.02 OVERSEAS’ EXCURSION COMMITTEE

An Overseas’ Excursion Committee shall be established by the Associate Director of Instructional Services, on an annual basis.

The Committee will:
- Designate two secondary principals or two elementary principals, depending on the grade level of the proposed excursion;
- Review annually, the policies and procedures for Overseas’ Excursions and make appropriate recommendations;
- Hear proposals for Overseas’ Excursions and make recommendations to the Associate Director of Instructional Services;
- Hear proposals for Overseas’ Excursions from principals in conjunction with their excursion leader teacher twice in each school year.

35.03 ELIGIBILITY

All secondary schools are eligible to apply for Overseas’ Excursions.

Elementary schools are eligible to apply for Overseas’ Excursions for grades six to eight students only. Any exceptions to this must be recommended by the Overseas’ Excursions Committee and approved by the Associate Director of Instructional Services.

35.04 PROCEDURES

a) All Overseas’ Excursions are initiated at the school and must receive initial sanction from the principal.
b) The principal shall inform the Superintendent of Schools. In concert they may readdress the proposal and if necessary, veto it.
c) If there is an agreement to proceed, the principal will arrange a meeting with the students and parents/guardians to explain the rationale for the excursion, provide an overview, outline the procedures and address any questions or concerns they may have.
d) If at this point there is agreement to proceed, the principal will prepare and present the proposal to the Overseas’ Excursions Committee for recommendation to the Associate Director of Instructional Services.
The proposal must address the following:

- Trip rationale
- Itinerary
- Costs, payment schedule and source of funds
- Excursion leader
- Appropriate forms: personal Record of Student and Checklist for Principal
- Other appropriate information
- Supervision

e) The Associate Director of Instructional Services will approve or not approve the proposed Overseas' Excursion.
f) If approved, the principal will proceed to finalize the arrangements for the trip and keep the Superintendent of Schools apprised of all details.
g) The Associate Director of Instructional Services will report on all approved or non-approved Overseas' Excursions to the appropriate Standing Committee of the Board.

35.05 FINAL DECISION

The final decision with respect to Overseas' Excursions rests with the Associate Director of Instructional Services. A report on all proposals received will be forwarded to the appropriate Standing Committee of the Board by the Associate Director of Instructional Services.

SECTION H: RESPONSIBILITIES OF CARRIERS, OWNERS AND OPERATORS

36.00 -

* TO BE COMMUNICATED BY THE SCHOOL PRINCIPAL *

36.01 RESPONSIBILITY OF THE BUS COMPANY

a) The company shall ensure that all vehicles used for bus excursions are licensed, insured and maintained under all guidelines as established by the Highway Traffic Act, the Public Vehicle Act and the Ministry of Transportation and Communications.

b) The company shall ensure that the operators of such vehicles are licensed under all Guidelines as established by the Ministry of Transportation and Communications.

c) The company shall ensure that all arrangements are confirmed and documented prior to the trip departure.

d) The company shall attempt to comply with the Board's request that all vehicles used for bus excursions be radio equipped.
e) The company shall notify the Manager, Transportation Department, immediately if any problem should arise concerning a bus excursion; i.e. accident, time problem, lost students, etc.

f) The company shall provide to bus drivers copies of the attached guidelines as outlined by the Dufferin-Peel Catholic District School Board for bus excursions. *(GF 085)*

g) The driver shall be responsible for the safety of the bus and its passengers.

h) Before going to the school for the trip, the driver shall comply with all regulations and guidelines pertaining to the Ministry of Transportation and Communications Log Book; i.e., visual and manual inspection and signed affidavit thereof.

i) The driver shall operate the bus to conform with the *Highway Traffic Act* and *Public Vehicle Act* at all times.

j) The driver shall start the bus in motion only when all rules of safe conduct have been complied with and after explaining how to evacuate the bus in case of accident.

36.02 **GUIDELINES FOR DRIVERS**

a) All students are properly seated on school buses (secondary schools, 48 including chaperone; elementary schools, 60 including chaperone).

b) The noise level is below that of distraction.

c) Where applicable, seat belts are fastened.

d) All objects or materials are placed under seats.

e) The driver(s) shall not smoke, eat, drink, or use foul language while operating or while transporting students.

f) The driver(s) should ask or be made aware of students with special needs who are taking the trip. The Excursion Leader shall notify the company and driver before the trip commences.

g) The driver(s) shall ask or be given a manifest of all passengers and students travelling on their vehicle.

h) The driver(s) shall ensure that no one is left on the bus unattended at any time during the trip.

i) The driver(s) shall be made aware of all the destinations and time guidelines of each excursion before leaving the school.

j) Drivers should make at least two chaperones aware of the radio and how it is operated in case of emergency.
a) Secure the scene by placing flares a minimum of 100 feet in front and minimum of 100 feet to the rear and one flare 10 feet out from the centre of the vehicle. Activate 4 way hazard flashers; assess possible fire or injury.

b) Remain at the scene - do not leave for any reason.

c) Report the accident to local police and your dispatcher who shall in turn notify the proper authorities at the School Board.

d) Render first aid, or delegate someone qualified, if necessary.

e) Get and give information. Write down all pertinent facts regarding the accident, names, addresses, telephone numbers. In cases of personal injury, try to note those injured by checking the trip manifest.

f) At the first opportunity, refer to GAP 519.01, and submit an Ontario School Board Insurance Exchange (OSBIE) accident report.

........
## BOARD POLICY

<table>
<thead>
<tr>
<th>POLICY NUMBER:</th>
<th>8.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUBJECT:</td>
<td>Vans/Busettes for Secondary Schools</td>
</tr>
</tbody>
</table>
| REFERENCE:     | GAP 101.02 Student Accidents;  
                 | GAP 502.10 Safety of Pupil – Head Injuries – First Aid Response;  
                 | GAP 519.01 Board Insurance – Incident Reports;  
                 | GAP 602.00 Crisis Communication Plan;  
                 | GAP 716.00 Corporate Vehicle Usage Procedures;  
                 | GAP 801.00 Out-of-School Programs;  
                 | GAP 803.00 Vans/Busettes for Secondary Schools |
| EFFECTIVE DATE: | **October 2018** |

‘For he will give his angels charge of you to guard you in all your ways.’
Psalm 91:11

The Dufferin-Peel Catholic District School Board supports secondary schools to operate Board vans and busettes as per all safety regulations outlined by the Ministry of Transportation (MTO) and the *Highway Traffic Act*, to enhance the students’ educational experience.
‘For he will give his angels charge of you to guard you in all your ways.’
Psalm 91:11

The Dufferin-Peel Catholic District School Board (DPCDSB) operates a fleet of secondary school vans/busettes to allow authorized personnel to transport students for educational programs supported by DPCDSB. Student safety is always at the forefront when transporting students. Therefore this GAP should be annually reviewed prior to the use of vans/busettes.

The management of these vehicles shall be in accordance with approved policies, procedures, provincial authorities, collective agreements, insurance policy, and applicable legislation. This procedure outlines the duties and responsibilities of staff and the Manager of Health and Safety, Risk Management Insurance Department.

DPCDSB has the right at any time to audit compliance with policies and procedures as they pertain to vehicle use. Failure to comply may result in revocation of driving privileges and disciplinary action.

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<td>8</td>
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</table>
TERMS/DEFINITIONS:

VAN
DPCDSB vehicle with maximum seating capacity of 15 passengers including the driver. Vans are only to be used for local driving and on city roads. They are not to be driven on 400 series highways, including the Electronic Toll Route (ETR)-Highway 407, and are only permitted to carry 10 or fewer passengers (including the driver). Secondary schools that are in possession of these types of vehicles must remove the rear seat and not allow passengers or cargo/equipment in this area while carrying passengers.

BUSETTE
DPCDSB vehicle with 24 seats. Busettes can be driven on 400 series highways, including the Electronic Toll Route (ETR)-Highway 407, provided the school agrees to incur all associated fees per use as per DPCDSB procedures.

VAN/BUSETTE STORAGE FOLDER
The storage folder must be physically retained in the vehicle while vehicle is in operation and retained in the main office when busette is not in use. The storage folder must include:
- a) the key
- b) copy of ownership and insurance
- c) copy of Commercial Vehicle Operator’s Registration Certificate (CVOR)
- d) GF 121 - Driver’s Daily Log (Hours of Service) Form, School Vans/Busettes
- e) GF 120B - Daily Vehicle Inspection Checklist, School Vans/Busettes

VAN/BUSETTE DOCUMENTATION FILE
The file of records that is maintained in the main office of the school. This file includes: (this documentation needs to be retained on file for two years)
- a) GF 121 - Driver’s Daily Logs (Hours of Service) Form, School Vans/Busettes
- b) GF 120B - Daily Vehicle Inspection Checklist, School Vans/Busettes
- c) GF 120C - Vehicle Accident/Incident Reporting Checklist, School Vans/Busettes, as required
- d) records of repairs and maintenance (including repairs completed in house by qualified staff)
- e) annual inspections/semiannual inspections
- f) CVSA inspection reports
- g) Ministry of Transportation – Ontario (MTO) roadside/site inspections
- h) fuel receipts
- i) Gas Card/PIN System Employee Acknowledgement
- j) 407 bills, if applicable

TITLES OF FORMS:

- GF 080 - Health & Safety Information and Medical Consent Form
- GF 085 - Field Trip Manifest
- GF 100 - Request for Principal Approval of Out-of-School Event
- GF 110 - Request for Superintendent Approval of Out-of-School Event
- GF 120A - Annual Driver’s Vehicle Acknowledgement, School Vans/Busettes
- GF 120B - Daily Vehicle Inspection Checklist, School Vans/Busettes
- GF 120C - Vehicle Accident/Incident Reporting Checklist, School Vans/Busettes
- GF 121 - Driver’s Daily Log (Hours of Service) Form, School Vans/Busettes
- Petro Canada Gas Card/PIN System Employee Acknowledgement
PART A: VANS/BUSETTES DRIVER AND VEHICLE QUALIFICATIONS & GENERAL INFORMATION

1.00 Only those employees with a valid Class E driver’s license are permitted to drive DPCDSB/school-owned vans/busettes. On an annual basis, the Principal will review this General Administrative Procedure with all staff involved with transporting students using school vehicles (vans/busettes). This information and associated General Forms (GF) shall be documented and maintained in the main office.

1.01 A valid “Class E License” is required to drive any van/busette having seats for not more than 24 passengers regardless of how many passengers and/how many seats may be in the vehicle at the time.

1.02 For each driver, a completed GF 120A - Annual Driver’s Vehicle Acknowledgement, School Vans/Busettes must be sent to the Health and Safety, Risk Management Insurance Department. A Motor Vehicle Record will be obtained for each driver on an annual basis, or at DPCDSB’s discretion. Drivers with eight or more demerit points will lose their E license, six or more demerits will not be allowed to go for the driver’s test. Drivers with a history of traffic violations (three or more in the past three years) may be denied driving privileges. Drivers who require an ignition interlock device in the vehicle due to an impaired driving charge shall not operate a van/busette. It is incumbent upon the employee to notify the Principal if the status of the employee’s license changes.

1.03 Drivers are responsible to maintain and complete the Van/Busette Documentation File which includes:
   a) GF 121 - Driver’s Daily Logs (Hours of Service) Form, School Vans/Busettes
   b) GF 120B - Daily Vehicle Inspection Checklist, School Vans/Busettes
   c) GF 120C - Vehicle Accident/Incident Reporting Checklist, School Vans/Busettes, as required
   d) records of repairs and maintenance (including repairs completed in house by qualified staff)
   e) annual inspections/semiannual inspections
   f) CVSA inspection reports
   g) Ministry of Transportation – Ontario (MTO) roadside/site inspections
   h) fuel receipts
   i) Gas Card/PIN System Employee Acknowledgement
   j) 407 bills, if applicable

1.04 The completed Van/Busette Documentation File shall be retained for two calendar years. All items in 1.03 are to be scanned and will be collected by the Risk Management and Insurance Officer on an annual basis.

1.05 Safety regulations outlined by the Ministry of Transportation and the Highway Traffic Act must be adhered to by all drivers. GF 121 indicates the maximum hours a person can work and drive.

1.06 It is expected that drivers ensure that passengers use seatbelts, where available.

1.07 Secondary School Vans and Busettes are only to be used during reasonable weather conditions. If school busses are cancelled due to inclement weather in the area of travel, then school vans and busettes are not to be used.
1.08 Caution: If the employee is found to be under the influence of drugs or alcohol at any time while (a) operating a DPCDSB vehicle, or (b) involved in an accident, regardless of whether the employee is found at fault or not, the employee shall be subject to disciplinary action. No employee shall use a hand-operated electronic device while driving a vehicle as per Reg. 366/09 of the Ministry of Transportation and the Highway Traffic Act.

1.09 The authorized driver is responsible for any vehicle violation, parking tickets and unauthorized ETR 407 bills. Should DPCDSB pay the ticket to avoid additional charges, such costs would be billed back to the driver responsible for payment.

1.10 If the mode of transportation is by DPCDSB van/busette and the destination is outside of the counties of Peel, Dufferin, Halton, Durham, Niagara, Simcoe, Wellington, York and the Metropolitan Toronto boundary, approval of the Family of Schools Superintendent is required, Request for Principal Approval of Out-of-School Event (GF 100) and/or Request for Superintendent Approval of Out-of-School Event (GF 110).

1.11 Drivers shall adhere to GAP 801.00 Excursions, Out of School Programs and appropriate approval and GF forms.

1.12 A copy of the Itinerary and Field Trip Manifest (GF 085) must be available in the school office in order that the school may contact the Excursion Leader if an emergency arises.

1.13 The van/busette driver or excursion leader, will arrange with the Principal, in advance, for the school to be open at the appropriate time if it is necessary to enter the school after hours or on a weekend in order to pick-up or return equipment. Every effort should be made upon returning to the school for a safe drop off area clear of ice, water, etc.

1.14 The Class E Licensed driver or excursion leader should be able to contact the Principal, Vice-Principal or Supervisory Officer if an emergency arises at any time during the trip, or if the return is delayed.

1.15 DPCDSB, as per GAP 519.01 Board Insurance – Incident Reports, has secured insurance covering collision, theft, fire and other hazards together with public liability. DPCDSB’s insurance covers all DPCDSB-owned/leased vehicles. Insurance is renewed January 1st, new pink slips and license plate stickers need to be placed in/on vehicle.

1.16 Data will be collected by the Health and Safety, Risk Management Insurance Department, e.g. for the annual Commercial Vehicle Operator’s Registration (CVOR) renewal. Actual kilometric travel will be requested.

1.17 Vehicles are not to be used for private/personal use. DPCDSB vehicles are intended for DPCDSB use by assigned drivers and are not intended as a replacement of employees’ personal vehicles.

1.18 Van/Busette drivers must refuel where possible using DPCDSB approved gas card.

1.19 It is recommended that fuel tanks are not left less than ½ full at the completion of each day’s use. All gas card receipts must be filed in the Vans/Busette Documentation Folder. Drivers must follow the Petro Canada Gas Card/PIN System Employee Acknowledgement.

1.20 Principals must annually update and review Petro-Canada Gas Card/PIN System driver gas card PIN numbers, and the identification of individuals who are driving on behalf of the School/DPCDSB. Supply Chain Management should be notified of any changes. Please refer to Supply Chain Management Gas Card Procedures.
1.21 Vans/Busettes are to be stored at the local school in a safe location, deemed appropriate by the Principal, while not in use.

**PART B: DAILY VEHICLE INSPECTION CHECKLIST (GF 120B), DRIVER’S DAILY LOG (HOURS OF SERVICE) FORM (GF 121), FIELD TRIP MANIFEST (GF 085)**

2.00 The purpose of daily vehicle inspections is to ensure the early identification of vehicle problems and defects before the vehicle is in operation. Van/Busette Drivers must complete the *Daily Vehicle Inspection Checklist (GF 120B)* prior to each departure.

2.01 Each driver must conduct their own inspection to ensure the original inspection was conducted properly. This helps to ensure that the previous driver did not cause any damage that may not have been recorded properly, for which a subsequent driver could be blamed. The driver must continue to check all systems for defects throughout the day because the condition of the vehicle can change. The driver must also record the defects on the daily inspection report and report any defects to the Principal. (The forms must be retained for two calendar years.)

2.02 It is the responsibility of each driver to complete and sign a *Driver’s Daily Log (Hours of Service) Form (GF 121)* each time they drive the Van/Busette. The completed forms are to be retained in the *Van/Busette Storage Folder* during operation. At the end of each day the logs are relocated to the *Van/Busette Documentation File* located in the school main office. A driver’s hours of service begins at the start of the driver’s work day as per the MTO and the *Highway Traffic Act*. (The forms must be retained for two calendar years.)

2.03 It is the responsibility of each driver to fill out the *Field Trip Manifest (GF 085)* each time they drive the Van/Busette. The completed forms are to be retained in the *Van/Busette Storage Folder* during operation. At the end of each day the forms are relocated to the *Van/Busette Documentation File* located in the school main office. (The forms must be retained for two calendar years.)

Any documentation (mileage, inspection reports, logs) for a Secondary School Van/Busette must be filled out neatly, accurately and signed consistently by the Class E Licensed driver.

2.04 All Vans/Busettes must display a DPCDSB decal on the vehicle for MTO identification.
PART C: VEHICLE ACCIDENTS AND PROCEDURES IN CASE OF INJURY OR ILLNESS

3.00 In the event of an accident/incident (including involving personal injury, loss of life, or significant vehicle/property damage), it is the driver’s responsibility;

a) to notify the police (call 911) and/or the Collision Reporting Centre

b) notify the Principal or Designate immediately following a vehicle accident (or one person from the following list: Appropriate Superintendent of Schools; Superintendent of Planning and Operations; The Director/Associate Director(s).

c) In addition, the driver is to ensure pertinent information is obtained from all involved parties, and that the GF 120C - Vehicle Accident/Incident Reporting Checklist, School Vans/Busettes, is complete.

d) Submit all required reports, complete and timely, as per GAP 519.01 – Board Insurance – Incident Reports. This includes the Automobile Accident Report IBC Claim Form Number 1 See GF 120C.

e) There is a $500 deductible payable by the school in a case of vehicle accident.

3.01 Driver is to refer to GF 120C - Vehicle Accident/Incident Reporting Checklist, School Vans/Busettes:

a) All possible attention shall be given to the safety of all students/staff present and the maintenance of calm and orderly behaviour by all concerned.

b) With the aid of the Field Trip Manifest (GF 085), the driver or excursion leader, shall immediately begin the process of identifying all students.

c) As appropriate, all possible cooperation shall be extended to the police in their investigation.

d) First Aid is the responsibility of the person nearest the person in need. Medical attention shall be sought, as appropriate to the situation. Do not move the injured student if there is a suspected back or neck injury as this may cause further damage. Documentation should occur.

e) In case of serious injury or illness, while one person is administering first aid, another person shall notify the emergency response service and the school Principal or Designate. Students are to be removed from any sources of danger.

f) If injured students are to be sent to the hospital, one adult must accompany the student(s), when possible. Arrangements should be made to meet parents/guardians at a designated medical facility.

g) When taking students for medical attention bring the Health & Safety Information and Medical Consent Form (GF 080), if completed, for each student.

h) The Principal or designate will implement the Crisis Communication Plan procedure outlined in GAP 602.00 – Crisis Communication Plan. (Staff will follow GAP 502.10 – Safety of Pupils-Head Injuries-First Aid Response and GAP 101.02 – Student Accidents, as appropriate.)
PART D: SEMI-ANNUAL INSPECTIONS

4.00 Schools are responsible for having each of their vehicles inspected semi-annually by a pre-approved DPCDSB licensed motor-vehicle inspection mechanic. The mechanic checks to ensure that the van/busette is in compliance with all maintenance requirements and component performance standards detailed in the applicable regulations and schedules of the *Highway Traffic Act*.

4.01 When the vehicle has passed inspection at a motor vehicle inspection station, a sticker decal which indicates the inspection date and expiry date, is applied to the vehicle to identify the successful completion of the inspection. The decal will be placed on the outside lower right corner of the windshield, or right side of the van/busette as close to the front as possible.

4.02 The inspection station must provide inspection certificates and reports. These reports are to be filed in the *Van/Busette Documentation File*.

4.03 The MTO divides defects into two categories: Major and Minor
- When a minor defect is identified, the driver must record the defect on the inspection report and report it to the Principal and schedule a repair.
- When a major defect is identified, the vehicle must not be operated until it is repaired. The Principal is responsible to ensure the vehicle is repaired before further use.

For additional information on minor and major defects, refer to [www.mto.gov.on.ca: Module 8, Schedule 5, Daily Inspection of School Purpose Vehicles](http://www.mto.gov.on.ca).

4.04 If a vehicle must be towed or driven by a pre-approved DPCDSB licensed motor-vehicle inspection mechanic, a service plate license plate/permit must be used by the mechanic.

PART E: VAN/BUSETTE PURCHASE/LEASE

5.00 Prior to the acquisition process to purchase or lease a van/busette through Supply Chain Management, Principals must seek approval through the Family of School Superintendent and Superintendent of Finance.

5.01 Purchase of a new vehicle, changes to the plates, or buyout of lease must be reported to the Health and Safety, Risk Management Insurance Department.
6.00 Mindful of provincial health and safety legislation and DPCDSB policy and procedures, these considerations further support students with diverse learning needs, ensuring safe access to excursions supporting learning involving transportation using Secondary School Vans/Busettes. When undertaking excursions involving students, particularly students with differing abilities and/or diverse learning needs, drivers/excursion leaders shall ensure:

- Ensuring excursion protocols and processes are followed as reflected in appropriate General Administrative Policies (GAP 801 – Out-of-School Programs);
- The student’s program and the curriculum connection of the excursion to the program;
- Informing the appropriate administrator and/or the academic resource department head of the educational intent and logistics of the excursion requiring transportation;
- Reviewing the student’s IEP and providing accommodations and modifications as appropriate;
- That attendant staff are aware of the special medical needs identified for the student(s), as well as any accommodations or modifications that may be required;
- Reviewing the student’s safety plan and ensuring appropriate steps have been taken to include necessary materials, equipment and suitably trained support staff are in place;
- School vans/busettes appropriately meet the transporting needs of the student(s);
- The suitability of supports (e.g. human resources, equipment, harness), in supporting the needs of the student while the student is being transported;
- Appropriate staffing ratios to support the diverse needs of the student;
- Planning for the possibility of circumstances beyond their control (e.g. traffic delays, weather conditions, medical emergencies etc.);
- An alternative plan, involving conferring with the Principal or Designate to determine if an excursion should need to be terminated and/or an early return is required;
- A clearly created and communicated plan to all relevant staff, complete with contact phone numbers;
- Reviewing Student Transportation of Peel Region (STOPR) information and contacting the transportation department to confirm any special transportation considerations if vans/busettes are not equipped to transport student(s).
Under the Highway Traffic Act (R.S.O. 1990) the Dufferin-Peel Catholic District School Board (DPCDSB) is responsible to ensure that all drivers are properly licensed for the operation of commercial motor vehicles. To verify that it is current and valid according to the legislation for the operation of a commercial motor vehicle prior to becoming a DPCDSB busette driver, please attach a copy of your “E class” driver’s licence to this form.

Please return this completed form (with copy of your current and valid “E-Class” Licence attached) to your principal and the risk management and insurance officer.

**DRIVER’S ACKNOWLEDGEMENT**

<table>
<thead>
<tr>
<th>I currently possess a valid driver’s licence.</th>
<th>Driver’s Initials:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lic.# ___________________________ Class ______ Exp. ___________________________</td>
<td>Driver’s Initials:</td>
</tr>
</tbody>
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<table>
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<tr>
<th>I am aware that a Motor Vehicle Record (MVR)/Driver’s Abstract will be requested by DPCDSB each year, or at DPCDSB’s discretion, and at DPCDSB cost.</th>
<th>Driver’s Initials:</th>
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<table>
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<tr>
<th>I understand my responsibilities to drive safely and maintain a safe vehicle as per the Ministry of Transportation Highway Traffic Act.</th>
<th>Driver’s Initials:</th>
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<table>
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<tr>
<th>I have reviewed the entire GAP 803.00 Vans/Busettes for Secondary Schools and agree to abide by all procedures.</th>
<th>Driver’s Initials:</th>
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<table>
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<tr>
<th>I understand that the DPCDSB has a zero tolerance policy regarding drugs and alcohol while operating a DPCDSB vehicle.</th>
<th>Driver’s Initials:</th>
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<table>
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<tr>
<th>I agree to report all traffic violations to my school Principal immediately, including private vehicle operation violations. Principal will inform the risk management and insurance officer.</th>
<th>Driver’s Initials:</th>
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<tr>
<th>I am aware of vehicle accident reporting procedures.</th>
<th>Driver’s Initials:</th>
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<tr>
<th>I am aware that the cost of any violations/tickets infractions is my sole responsibility.</th>
<th>Driver’s Initials:</th>
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<tr>
<th>I am aware and understand that DPCDSB vehicles are not to be used for personal business.</th>
<th>Driver’s Initials:</th>
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</thead>
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<table>
<thead>
<tr>
<th>I have attached a photocopy of my current and valid “E-Class” Licence to the back of this form.</th>
<th>Driver’s Initials:</th>
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<table>
<thead>
<tr>
<th>Driver’s Name:</th>
<th>Employee #:</th>
</tr>
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<tbody>
<tr>
<td>Driver’s Signature:</td>
<td>Date:</td>
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</table>

<table>
<thead>
<tr>
<th>Principal’s Name:</th>
<th>School:</th>
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<tbody>
<tr>
<td>Principal’s Signature:</td>
<td>Date:</td>
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</tbody>
</table>
# Daily Vehicle Inspection Checklist

## School Vans/Busettes

**Inspection Information**

<table>
<thead>
<tr>
<th>Vehicle Type:</th>
<th>License Plate:</th>
<th>School:</th>
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**Inspection Location - City:**

<table>
<thead>
<tr>
<th>Province:</th>
<th>Inspection - Date/Time:</th>
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## Pre-Trip Outside Inspection

- Alternating lights, front
- Headlights (low and high beams) directional signals, parking and clearance lights
- Windshield and wipers
- Engine compartment: fluid levels, wiring, belts, hoses and hydraulic brake-fluid leaks (if so equipped)
- Tires (retreads on rear wheels only)
- Wheel nuts, hubs and fasteners
- Exhaust system for leaks
- Directional, stop tail and clearance lights
- Emergency exit
- Alternating lights, rear
- Entrance door
- Body condition and frame
- Fuel system (tank, cap, and for leaks)
- Signs (for cleanliness and legibility)
- Stop arm and pedestrian student safety crossing arm
- Coupling devices, if applicable
- Cargo securement
- Dangerous goods, if present
- Suspension system
- Inspection stickers

## Pre-Trip Inside Inspection

- Steering wheel (for excessive free play)
- Brake pedal reserve and fade
- Brakes/Air brakes for audible air leaks and push rod travel
- Brake booster operation
- Brake-failure warning light
- Parking brake operation
- Interior (for exhaust fumes)
- Signal and hazard lights, switch and pilot
- Alternating lights, switch and signal device
- Interior lights
- Windshield (incl. washer and wipers) and windows
- Mirrors, adjustment and condition
- Defroster and heaters
- Horn, stop arm mechanism
- Driver's seatbelt and seat security
- Service door and controls
- Passenger's seat security
- Emergency exit and warning signal
- Floor covering (tripping hazards)
- Fire extinguisher
- First-aid kit, flares or reflectors
- Interior (for cleanliness)
- Driver controls (accelerator pedal, clutch and required gauges)
- Passenger compartment (stanchion padding, damaged steps or floor, damaged or insecure overhead luggage rack or compartment)
- Check accessibility/mobility devices and safety restraints, if applicable

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*For further instructions, please refer to GF 120 B side 5 and/or GAP 803.00. Must complete and sign SIDE 2*
### DAILY VEHICLE INSPECTION CHECKLIST

**SCHOOL VANS/BUSETTES**

#### FINAL CHECK BEFORE DEPARTURE
- Check weather conditions and STOPR information.
- Complete log-book entry: GF 121 - Driver’s Daily Logs (Hours of Service) Form, School Vans/Busettes.
- Completed GF 085 - Field Trip Manifest: Ensure there is a copy of the trip manifest itinerary for the driver and excursion leader.
- GPS/MAP Directions to destination.
- Review the emergency procedures and emergency exits with all passengers.
- Ensure driver awareness of students with diverse learning and/or medical needs.
- Ensure there is a method of communicating with school and emergency services.
- Confirm the driver(s), the destinations, and time guidelines of each excursion before leaving the school.
- Driver ensures all seatbelts are fastened.
- Additional Brake Test: Drive forward and brake to a stop.
- Fuel check: Additional check of all gauges — heat, oil and vacuum, etc.
- Ensure that no one is left on the bus unattended at any time during the trip.
- Ensure Van/Busette is left in a clean state, free from trash and personal items.

#### DAILY ROAD CHECK (WHILE DRIVING THE VEHICLE)
- A vehicle should not be driven with major defects. Report all defects to principal.
- Ensure the noise level is below that of distraction. Stay alert to the condition of your vehicle.
- Check the suspension: Broken springs, ruptured air bags and faulty shock absorbers may cause sag, bouncing, bottoming and excessive sway when under way.
- Engine check: Be alert for any unusual engine noises, vibrations or lack of normal responses.
- Check the steering: Look for jerking or excessive play in the system. Power steering should be quiet, and the vehicle should steer easily in turns or when going over bumps. Look for unusual ride or handling.
- Check transmission and clutch.
- Test parking brake: To check this brake, put the vehicle in gear while the parking brake is on. The brake should be able to hold the bus stationary with the transmission in gear and the engine at idle speed. Note: Driving with the parking brake on is the most frequent cause of parking brake failure.
- Check the brakes: Test at low speeds, bringing the vehicle to a complete stop. The vehicle should stop in a straight line. There should be no pulling to one side or excessive noise. Note any extra pedal pressure or sponginess. Do not operate the vehicle until such conditions have been repaired.
- Check tire pressure: Drivers should quickly sense the “thump-thumping” of a flat tire, or one that is underinflated. Keep the right air pressure in the tires to prevent premature tire wear, failure and breakdown. The air pressure in your spare tire should be the same as the pressure in the tire on the vehicle carrying the highest pressure. Again, recognize unusual noises or handling.

The MTO divides defects into two categories: Major and Minor

- **When a minor defect is identified,** the driver must record the defect on the inspection report and report it to the Principal and schedule a repair.
- **When a major defect is identified,** the vehicle must not be operated until it is repaired. The Principal is responsible to ensure the vehicle is repaired before further use.

#### RESULTS OF THE INSPECTION:
- [ ] No defects found
- [ ] The following defects found (below)
- [ ] Defects reported to principal

<table>
<thead>
<tr>
<th>Defect(s)</th>
<th>Details</th>
<th>Defect(s) Repaired:</th>
<th>Yes [ ]</th>
<th>No [ ]</th>
<th>Work Order #: (attached)</th>
</tr>
</thead>
<tbody>
<tr>
<td>I declare that the vehicle has been inspected:</td>
<td></td>
<td>Date: d/m/y</td>
<td>Time: a.m./p.m.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name of Driver/Inspector: ____________________________
Signature of Driver/Inspector: ________________________
<table>
<thead>
<tr>
<th>Systems &amp; Components</th>
<th>Minor Defects</th>
<th>Major Defects</th>
<th>Minor Defects</th>
<th>Major Defects</th>
</tr>
</thead>
</table>
2. slow air pressure build-up rate. | 1. brake is beyond its adjustment limit.  
2. air loss rate exceeds prescribed limit.  
3. low air warning system fails or system is activated.  
4. inoperative service, parking or emergency brake. | | |
| Part 2. Alternating Overhead Lamps | 1. a lamp is missing or inoperative.  
2. lamps do not alternate.  
3. a lamp is not of the proper colour. | When use of lamp is required:  
1. a lamp is missing or inoperative.  
2. lamps do not alternate.  
3. a lamp is not of the proper colour. | | |
| Part 3. Doors and Windows, other than Emergency Exits | 1. a window or door fails to open or close securely. | When carrying passengers:  
1. door fails to open or close securely.  
2. window fails to provide the required view.  
3. door fails to open freely from inside and outside.  
4. a required door alarm is inoperative. | | |
| Part 4. Driver Controls | 1. accelerator pedal, clutch, gauges, audible and visual indicators or instruments fail to function properly. | 1. accelerator sticking and engine fails to return to idle. | | |
| Part 5. Emergency Exits | 1. required alarm is inoperative. | When carrying passengers:  
1. window fails to open from inside or close securely.  
2. door fails to open from inside and outside.  
3. a required door alarm is inoperative. | | |
| Part 6. Emergency Flares, Lamps or Reflectors | 1. missing or insecure. | | | |
| Part 7. Exhaust System | 1. exhaust leak, except as described next column | 1. leak that causes exhaust gas to enter the occupant compartment. | | |
| Part 8. Exterior Body and Frame | 1. insecure or missing body parts.  
2. insecure or missing compartment door.  
3. damaged frame or body. | 1. one or more visibly shifted, cracked, collapsing or sagging frame member. | | |
2. the gauge on any required fire extinguisher indicates an empty condition or a complete lack of pressure.  
3. fire extinguisher is not securely mounted or stored in a manner that prevents the extinguisher from being a projectile object. | When carrying passengers:  
1. fire extinguisher missing.  
2. the gauge on any required fire extinguisher indicates an empty condition or a complete lack of pressure. | | |
| Part 10. First Aid Kit | 1. required first aid kit is missing.  
2. kit is incomplete. | | | |
2. insecure fuel tank.  
3. dripping fuel leak. | | | |
| Part 12. General | 1. serious damage or deterioration that is noticeable and may affect the vehicle’s safe operation. | | | |
| Part 13. Heater / Defroster | 1. control or system failure. | 1. defroster fails to provide an unobstructed view through the windshield and through the side windows to the left and right of the driver’s seat. | | |
| Part 14. Horn | 1. no operative horn. | | | |
| Part 15. Hydraulic Brake System | 1. brake fluid level is below indicated minimum level. | 1. brake boost or power assist is not operative.  
2. brake fluid leak.  
3. brake pedal fade or insufficient brake pedal reserve.  
4. activated (other than anti-lock braking system) warning device.  
5. brake fluid reservoir is less than 1/4 full.  
6. inoperative service brake or ineffective parking brake. | | |
| Part 16. Inspection Stickers | 1. a required sticker is missing, unreadable or is invalid. | | | |
| Part 17. Lamps and Reflectors | 1. required interior or exterior lamp does not operate or function as intended.  
2. required reflector is missing or partially missing. | At all times:  
1. vehicle does not have at least one left and one right rear turn signal lamp.  
2. vehicle does not have at least one brake lamp. When use of lamps is required:  
1. vehicle does not have at least one low-beam headlamp.  
2. vehicle does not have at least one tail lamp. | | |
| Part 18. Mirrors | 1. a mirror fails to provide the required view to the driver as a result of being cracked, damaged or maladjusted.  
2. a mirror has broken or damaged attachments onto vehicle body. | 1. a mirror is missing or broken.  
2. the glass surface of a mirror has an aggregate non-reflective area exceeding 6.5 square centimetres (1 sq in). | | |
<p>| Part 19. Mobility Device Lift | 1. extendable lift, ramp or other passenger-loading device fails to retract. | | | |</p>
<table>
<thead>
<tr>
<th>Systems &amp; Components</th>
<th>Minor Defects</th>
<th>Major Defects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part 20. Mobility Device Ramp</td>
<td>1. ramp will not attach securely to vehicle when positioned to load or unload passengers in mobility devices or will not remain in the stored position. 2. ramp structure is weak, damaged or worn.</td>
<td></td>
</tr>
<tr>
<td>Part 21. Passenger Compartment</td>
<td>1. stanchion padding is damaged. 2. damaged steps or floor. 3. insecure or damaged overhead luggage rack or compartment.</td>
<td></td>
</tr>
<tr>
<td>Part 22. Pedestrian-Student Safety Crossing Arm</td>
<td>1. the arm is missing or fails to function as intended.</td>
<td></td>
</tr>
<tr>
<td>Part 23. Seats and Seat Belts</td>
<td>1. driver's seat fails to remain in set position. 2. required restraint system or component of required restraint system is missing.(23) 3. restraint system or component of restraint system is defective. 4. seat is insecure. 5. restraint system for passenger in mobility device or mobility device restrain system or component of either system is missing or defective.</td>
<td></td>
</tr>
<tr>
<td>Part 24. Steering</td>
<td>1. steering wheel lash (free-play) is greater than normal. 2. steering wheel is insecure, or does not respond normally. 3. steering wheel lash (free-play) exceeds prescribed limit.(10)</td>
<td></td>
</tr>
<tr>
<td>Part 25. Stop Arm</td>
<td>1. stop arm or stop sign is missing. 2. stop arm or stop sign is damaged so as to significantly affect visibility. 3. will not extend fully or stay fully extended. 4. either light on stop arm is inoperative or lights do not alternate or lights are not red.</td>
<td>When use of stop arm or stop sign is required: 1. stop arm or stop sign is missing. 2. stop arm or stop sign is damaged so as to significantly affect visibility. 3. will not extend fully or stay fully extended. 4. either light on stop arm is inoperative or lights do not alternate or lights are not red.</td>
</tr>
<tr>
<td>Part 26. Suspension System</td>
<td>1. air leak in air suspension system. 2. one broken spring leaf. 3. suspension fastener is loose, missing or broken.</td>
<td>1. damaged (patched, cut, bruised, cracked to braid or deflated) air bag. 2. cracked or broken main spring leaf or more than one broken spring leaf. 3. part of spring leaf or suspension is missing, shifted out of place or is in contact with another vehicle component. 4. loose U-bolt. 5. broken spring on other than a leaf spring system.</td>
</tr>
<tr>
<td>Part 27. Tires</td>
<td>1. damaged tread or sidewall of tire. 2. tire leaking, if leak cannot be heard</td>
<td>1. flat tire. Tire leaking, if leak can be felt or heard tire tread depth is less than wear limit.(11) 2. tire is in contact with another tire or any vehicle component other than mud-flap. 3. tire is marked “Not for highway use”. 4. tire has exposed cords in the tread or outer sidewall area</td>
</tr>
<tr>
<td>Part 28. Wheels, Hubs, Fasteners and Bearings</td>
<td>1. hub oil below minimum level (when fitted with sight glass). 2. leaking wheel seal.</td>
<td>1. wheel has loose, missing or ineffective fastener. 2. damaged, cracked or broken wheel, rim or attaching part. 3. evidence of imminent wheel, hub or bearing failure.</td>
</tr>
<tr>
<td>Part 29. Windshield Wiper / Washer</td>
<td>1. control or system malfunction. 2. wiper blade is damaged, missing or ineffective. 3. wiper or washer fails to adequately clear the windshield in the areas swept by both wipers.</td>
<td>When use of wipers or washer is required: 1. a. control or system malfunction. 2. wiper is damaged, missing or ineffective. 3. wiper or washer fails to adequately clear the windshield in the areas swept by both wipers.</td>
</tr>
</tbody>
</table>
A valid “Class E-License” is required to drive any Dufferin-Peel Catholic District School Board (DPCDSB) Van/Busette.

**Daily Inspections Purpose**

The purpose of the daily vehicle inspection is to ensure that problems and defects have been identified before the vehicle is operated on the highway. Inspections prevent the operation of a vehicle with problems that are likely to cause or contribute to the severity of an accident.

**Brief Overview of Daily Inspection Program**

- Driver conducts an inspection of a vehicle or vehicles before operating them.
- The inspection is conducted with the use of a schedule listing the vehicle components and systems that require inspection.
- Driver completes a report of the inspection.
- The inspection and report are valid for 24 hours.
- Driver carries the inspection schedule and report in the vehicle.
- Driver also records on the report any defects found while enroute and at the end of the trip or day.
- Driver reports defects to the operator at the time they are discovered; the operator must repair the defect immediately, or before the next dispatch, and keep records of repair.

A driver is not permitted to drive a bus, school bus, or, a school-purposes vehicle unless the driver or another person has, within the previous 24 hours, conducted an inspection of the vehicle and completed an inspection report. The driver must continue to check all systems throughout the day for defects, because the condition of the vehicle can change. The driver must also record the defects on the daily inspection report. By staying alert, you can spot trouble before it causes a breakdown or collision.

The inspection schedule divides defects into two categories: major and minor. When a minor defect is identified, the driver must record the defect on the inspection report and report it to the operator. Drivers are not permitted to drive a vehicle with a major defect.

Drivers must carry both the current inspection report and the applicable inspection schedule. Electronic reports and schedules are permitted.

The circle check or daily inspection is the minimum inspection that must be performed.

For the full inspection schedules outlining all major and minor defects, which all commercial vehicle drivers are required to complete daily, refer to the Ontario Regulation 199/07 “Commercial Motor Vehicle Inspections” in the Highway Traffic Act at [www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca).

For additional information on how to perform a daily inspection in accordance with Regulation 199/07, go to [www.ontario.ca](http://www.ontario.ca) and type the following information into the search box: “Trucks and Buses, Commercial Vehicle Operators’ Safety Manual”. On the Trucks and Buses page, type “Module 8” in the search box.
The Health & Safety, Risk Management & Insurance (H&S/RMI) Officer is Dufferin-Peel Catholic District School Board’s (DPCDSB) Liaison to OSBIE, the Ontario School Boards’ Insurance Exchange.

- Ontario Acts & Regulations apply. All vehicle accidents, where damages are estimated to be in excess of $1000, are to be reported to the police: http://www.mto.gov.on.ca/english/safety/topics/reporting.shtml
- Under no-fault accident insurance, each driver reports to his/her own insurance company.
- All DPCDSB vehicle accidents must be reported (as per GAP 519.01 Board Insurance Incident Reports).
- If the accident occurs through the work week, DPCDSB staff must report all vehicle incidents (accidents or vandalism) to their Principal or Manager the day of the incident/accident or as soon as possible thereafter.
- The Principal/Manager is required to submit the complete Automobile Accident Report - IBC Claim Form 1 (see Appendix A) form and scan or fax a copy to the H&S/RMI Officer (905-890-4970) within three days of the occurrence.
- All DPCDSB vehicle damages must be reported and repaired.
- The Principals may choose not to claim for repair costs that are under the $500 deductible.
- If the Principal chooses not to make a claim, s/he is to notify the H&S/RMI Officer of the decision at the time the Automobile Accident Report (see Appendix A) is submitted.
- The Automobile Accident Report (see Appendix A) will be filed and OSBIE will be notified that there will be no claim.
- Repair Estimates, if drivable.
- If the repair estimate is under $2,000, have DPCDSB’s approved vendor proceed with the repairs.
- Notify the H&S/RMI Officer when completed.
- Arrange to have the invoice forwarded to Health & Safety, Risk Management & Insurance.
- If over $2,000, the incident becomes an OSBIE Claim, subject to OSBIE approvals.
- Obtain two competitive estimates through DPCDSB’s approved vendor and forward them to the H&S/RMI Officer.
- OSBIE will be notified, and OSBIE may then have an Independent Adjuster contact the Principal directly.
- The auto repair shop is to submit the repair estimate quote and invoice to the H&S/RMI Officer for payment.
- When the repairs have been completed to the Principal’s satisfaction, notify the H&S/RMI Officer.
- DPCDSB is to submit the estimate and the final invoice to the OSBIE for reimbursement less the deductible and the GST.
- Once OSBIE indemnifies DPCDSB, H&S/RMI will reimburse the school/department by debit memo. An account code to be credited is required.
- If the vehicle is not drivable, the Police will arrange for the vehicle to be towed to the police compound. The Principal/Manager must then arrange to have the vehicle towed to DPCDSB’s approved auto repair vendor.
- Towing charges are part of the claim, and are to be submitted to the H&S/RMI Officer.
- If an immediate appraisal is required:
  - OSBIE recommends Paragon Appraisals – (905) 790-7777.
  - OSBIE will need to be informed when a Principal initiates the services of Paragon Appraisals (an approval for payment process); notify the H&S/RMI Officer.
  - If the accident occurs after hours or on weekends you may contact OSBIE directly (1-800-668-6724).

Note: Insurance responds on a per occurrence basis. Insurance does not pay for any betterments or improvements except at the expense of the insured.
If a major accident/incident involving injury, loss of life, or significant vehicle/property damage, occurs during or after school hours, it is the driver’s responsibility to: Maintain calm and orderly behavior and, if appropriate, call 911, with the aid of the manifest, account for all students, cooperate with all emergency responders, van/busette driver and/or excursion leader must contact the principal or designate, or one person from the following list: appropriate Superintendent of schools, Superintendent of planning and operations, The Director / Associate Director(s), Risk Management and Insurance Officer. Van/busette driver must report to the Collision Reporting Centre. Prior to leaving the scene, ensure you obtain all pertinent information from all involved parties.

**VEHICLE ACCIDENT CHECKLIST**

- Identify yourself and show your driver’s license and insurance identification card. Do not discuss DPCDSB’s insurance policy. Do not assume the blame for the accident and, above all, do not agree to any settlement.
- Obtain the following information from all drivers involved:
  - Driver’s name and License information
  - Address / Telephone Number
  - E-mail or website information if applicable
  - Name of the insurance company and policy number (and owner’s name if different from the driver)
  - VIN, vehicle year make and model
  - Vehicle license plate number
- In the case of a “do not remain at the scene” get the license plate number and if possible an electronic picture of the plate and vehicle.
- If possible, obtain names, addresses and telephone numbers of any witnesses, including name badge number, department name and address of any investigating law enforcement agency. Answer questions from law enforcement factually and avoid commentary.
- Do not insist that a citation be issued to the other operator. Despite your opinion, the officer may be trying to decide responsibility for the accident and an overly aggressive attitude on your part may result in a decision against you in any given situation, the officer might ask if you want a citation issued to the operator. If so, answer in the affirmative and explain that this is DPCDSB’s preference.

**INCIDENT INVOLVING INJURY CHECKLIST**

- Note if there are any injuries reported by anyone involved in the accident.
- First Aid is the responsibility of the person nearest the person in need. Medical attention shall be sought, as appropriate to the situation. Do not move the injured student if there is a suspected back or neck injury as this may cause further damage. Documentation should occur.
- In case of serious injury or illness, while one person is administering first aid, another person shall notify the emergency response service, the school principal or designate. Students are to be removed from any sources of danger.
- If injured students are to be sent to the hospital, please be sure to provide the completed ‘Medical Consent Form’ (GF 080).
- The employee shall also complete the Automobile Accident Report (Appendix A) and scan or fax (905-890-4970) the report to the Health and Safety Department.
- If an adjuster or any other representative from the other driver’s insurance company, contacts you for a statement (either written or recorded), please refer that person to DPCDSB’s Insurance and Risk Management Officer.

<table>
<thead>
<tr>
<th>Driver’s Name</th>
<th>Date:</th>
<th>Time:</th>
<th>Driver’s Signature:</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Vehicle Type:</th>
<th>License Plate:</th>
<th>School:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

For further instructions, please refer to GF120 C side 1 and/or GAP 803.00.
## APPENDIX A

### AUTOMOBILE ACCIDENT REPORT

#### INSURER

<table>
<thead>
<tr>
<th>Agent or Broker</th>
<th>Policy Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

#### POLICYHOLDER

<table>
<thead>
<tr>
<th>Name of Insured</th>
<th>Residence Phone</th>
<th>Policy Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Home Address</th>
<th>Postal Code</th>
<th>Business Address</th>
<th>Postal Code</th>
</tr>
</thead>
<tbody>
<tr>
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#### VEHICLE

<table>
<thead>
<tr>
<th>Registered Owner</th>
<th>Address</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Actual Owner</th>
<th>Address</th>
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<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Make of Vehicle</th>
<th>Year</th>
<th>Model</th>
<th>Serial No.</th>
<th>Licence Plate No. &amp; Province</th>
</tr>
</thead>
<tbody>
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<table>
<thead>
<tr>
<th>Mileage</th>
<th>Describe Damage</th>
<th>Estimate of Damage</th>
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<tbody>
<tr>
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</table>

#### TAX

<table>
<thead>
<tr>
<th>Is the policyholder registered for the Goods and Services Tax?</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Yes</td>
</tr>
<tr>
<td>□ No</td>
</tr>
</tbody>
</table>

If the answer is Yes, please state:

- a) Registration Number
- b) Percent Recoverable

#### DRIVER

<table>
<thead>
<tr>
<th>Name of Driver</th>
<th>Age</th>
<th>State Any Physical Disabilities</th>
<th>How Long Driving</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>Business Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<table>
<thead>
<tr>
<th>Residence Phone - ( )</th>
<th>Business Phone - ( )</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Driver's Licence No.</th>
<th>Province of Issue</th>
</tr>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Date of Accident</th>
<th>Day</th>
<th>Month</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day</td>
<td></td>
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<tr>
<td>Month</td>
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<td>Year</td>
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</table>

<table>
<thead>
<tr>
<th>Time</th>
<th>Daylight</th>
<th>Dusk</th>
<th>Dark</th>
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</thead>
<tbody>
<tr>
<td>A.M.</td>
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<tr>
<td>P.M.</td>
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</tbody>
</table>

#### LOCATION OF ACCIDENT

<table>
<thead>
<tr>
<th>Purpose Vehicle Used for at Time of Accident</th>
<th>Weather Conditions</th>
<th>Road Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

#### YOUR SPEED | DIRECTION | OTHERS SPEED | DIRECTION
<table>
<thead>
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<table>
<thead>
<tr>
<th>Police Investigation by</th>
<th>Charges</th>
</tr>
</thead>
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</tbody>
</table>

#### HAD YOU TAKEN ANY ALCOHOLIC BEVERAGES OR DRUGS PRIOR TO THE ACCIDENT

- □ Yes
- □ No

<table>
<thead>
<tr>
<th>Who was responsible for the accident - Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

#### DAMAGE TO PROPERTY OF OTHERS

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
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<td></td>
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<table>
<thead>
<tr>
<th>Address</th>
<th>Address</th>
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<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Year and Make of Vehicle</th>
<th>Licence No.</th>
<th>Year and Make of Vehicle</th>
<th>Licence No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Insurer</th>
<th>Policy No.</th>
<th>Name of Insurer</th>
<th>Policy No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Description of Damage</th>
<th>Description of Damage</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Where can vehicle be inspected</th>
<th>Where can vehicle be inspected</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Driver</th>
<th>Phone</th>
<th>Name of Driver</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<table>
<thead>
<tr>
<th>Address</th>
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<tbody>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Drivers Licence No.</th>
<th>Province of Issue</th>
<th>Driver's Licence No.</th>
<th>Province of Issue</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

75002 (06/91) Continued over
<table>
<thead>
<tr>
<th>PERSONS INJURED</th>
<th>NAME</th>
<th>AGE</th>
<th>ADDRESS</th>
<th>PHONE</th>
<th>NATURE OF INJURIES</th>
<th>HOSPITAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

**DETAILS OF ACCIDENT**

<table>
<thead>
<tr>
<th>WITNESSES</th>
<th>NAME:</th>
<th>NAME:</th>
<th>NAME:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ADDRESS:</td>
<td>ADDRESS:</td>
<td>ADDRESS:</td>
</tr>
<tr>
<td></td>
<td>PHONE:</td>
<td>PHONE:</td>
<td>PHONE:</td>
</tr>
</tbody>
</table>

**IN WHICH CAR?**
- [ ] YOUR CAR
- [ ] OTHER CAR #1
- [ ] OTHER CAR #2
- [ ] OTHER

**DESCRIPTION OF ACCIDENT**

(Illustrate position of cars at time of collision. Show skid marks.)
(If any street is more than two-lanes or is one way only, please indicate.)

![Diagram of accident scene]

DATE: ____________________
SIGNATURE OF DRIVER: ____________________

**TO BE COMPLETED BY POLICYHOLDER:**

<table>
<thead>
<tr>
<th>WHO IS PRINCIPAL DRIVER OF YOUR VEHICLE?</th>
<th>WHAT IS DRIVER’S RELATIONSHIP TO YOU?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WAS VEHICLE BEING USED WITH YOUR CONSENT?</th>
<th>LIEN OR MORTGAGE ON VEHICLE TO:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

DATE: ____________________
SIGNATURE OF POLICYHOLDER: ____________________
| Time             | 0   | 1   | 2   | 3   | 4   | 5   | 6   | 7   | 8   | 9   | 10  | 11  | 12  | 13  | 14  | 15  | 16  | 17  | 18  | 19  | 20  | 21  | 22  | 23  | 24   | Total Hours |
|------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|--------|
| Off Duty Time    |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |      |        |
| Other than time |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |      |        |
| Other than time |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |      |        |
| Midnight         |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |      |        |

Remarks: This DPCDSB Busette uses Cycle One: 70 hour maximum on-duty time in a period of 7 days (36 consecutive hour off-duty resets the cycle).

<table>
<thead>
<tr>
<th>Cycle One</th>
<th>Total hours driver-on-duty/cycle:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Fuel at Finish:

- Full
- ¾ Full
- ½ Full
- Less than ½

Filled with DPCDSB-Approved Gas Card?

- Yes
- No

Gas receipt placed in the DPCDSB School Van/Busette folder?

- Yes
- No

Windows closed?

- Yes
- No

Inside of vehicle clean?

- Yes
- No

Name of Fuel/Window Inspecting Driver:

Signature of Fuel/Window Inspecting Driver:

Date of Inspection:

Time of Inspection:

(See reverse for instructions on completing the grid, as required under the Highway Traffic Act, O Reg 555/06)
INSTRUCTIONS FOR COMPLETING THE HOURS OF SERVICE FORM, 
AS REQUIRED UNDER THE HIGHWAY TRAFFICE ACT, O.REG. 555/06:

Complete the grid as follows:

1. For each duty status,
   a. Mark the start time and the end time, and
   b. Draw a continuous line between the time markers and duty status;

2. Record the name of each city, town, village or highway location and the province or state where the driver’s duty status changes.

3. If the driver is on duty within a municipality such that a number of periods of driving time being interrupted by a number of periods of other on-duty time of less than one hour each, the periods of driving time may be combined and the periods of other on-duty maybe combined.

4. Enter on the right of the grid the total number of hours of each period of duty status, which total much equal 24 hours.

RETENTION OF RECORDS

Daily Log (Hours of Service) Form and Daily Inspections Reports are to be filed in the “DPCDSB Vans/Busette Documentation File” for two years, after last use.

Daily Log Sheets must be retained in chronological order in the “DPCDSB Vans/Busette Folder” for proceeding 14 days and produced upon request of an enforcement officer. Daily log sheets must be retained for six months in “DPCDSB Vans/Busette Documentation File.”
**BACKGROUND**

The *Education Act* stipulates that every Board of Trustees monitor and evaluate the performance of the Director of Education. To that end, the Board of Trustees will engage in an annual performance planning and review process with the Director of Education.

The main intent of the process is to provide helpful, objective feedback to the Director of Education, in order to optimize future performance.

**DISCUSSION**

This Proposed Policy and related General Administrative Procedure (Appendices A and B) inform the overall Board processes related to the performance review of the Director of Education. A biblical quote has been included and there are no budgetary implications.

**THE FOLLOWING RECOMMENDATIONS ARE PROVIDED FOR CONSIDERATION:**

1. **THAT THE REPORT, *PROPOSED POLICY: PERFORMANCE REVIEW – DIRECTOR OF EDUCATION*, BE RECEIVED.**

2. **THAT THE BOARD BY-LAW/POLICIES REVIEW COMMITTEE RECOMMEND TO THE BOARD OF TRUSTEES THAT PROPOSED POLICY: *PERFORMANCE REVIEW – DIRECTOR OF EDUCATION*, BE APPROVED AND ADOPTED.**

Prepared by: M. Mazzorato  Director of Education

Submitted by: M. Mazzorato  Director of Education
“In the same way, let your light shine before others, so that they may see your good works and give glory to your Father in heaven.” – Matthew 5:16

As per the Education Act,

169.1 (1) Every board shall,

(h) monitor and evaluate the performance of the Director of Education or the supervisory officer acting as the Board’s Director of Education, in meeting,

   (i) his or her duties under this Act or any policy, guidelines or regulation made under the multi-year plan ... required in Section 169.1 (1) (f), and

   (ii) any other duties assigned by the Board of Trustees. (Education Act, Ontario)

Annually, the Board of Trustees will engage in a performance planning and review process of the Director of Education intended to:

- ensure accountability for the effective leadership and management of the school system;
- provide the Director of Education with concrete feedback from the elected Board on his/her performance to be used as a basis for his/her personal development in the role.

The main intent of the process is to provide helpful, objective feedback to the Director of Education in order to optimize future performance.
“In the same way, let your light shine before others, so that they may see your good works and give glory to your Father in heaven.” – Matthew 5:16

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(ii) any other duties assigned by the Board of Trustees. (Education Act, Ontario)

Annually, the Board of Trustees will engage in a Performance Review Process to approve the Director of Education’s goals and objectives for the coming year and assess performance.

GUIDING PRINCIPLES

The performance planning and review process will be guided by the following principles:

I. It benefits students based on the shared responsibility of the Director of Education and the elected Board of Trustees for improving student achievement;

II. It strengthens the organization, making it more cohesive, viable, accountable and proactive in serving the needs of students and the broader school board community;

III. It is based on the Director of Education’s job description and clearly aligned with the annual goals of the Dufferin-Peel Catholic District School Board’s multi-year strategic plan;

IV. It is founded on quantitative and qualitative evidence (data) agreed upon in advance by the Board of Trustees and the Director of Education and collected for the purpose of informing the performance review process;

V. It is a mutual learning opportunity to affirm successful practices and to improve areas of identified need;

VI. It is results-oriented and reflects a continuous improvement focus for both the Director of Education and the Board of Trustees;
VII. It is characterized throughout by a process that is well understood and communicated to stakeholders while respecting the confidentiality of individual inputs and findings within the professional process of the conduct of the review; and

VIII. It provides a structured opportunity for the Director of Education to receive feedback and it identifies concerns in a timely and supportive way to facilitate resolution.

PERFORMANCE PLANNING AND REVIEW PROCESS

The performance planning and review process for the Director of Education provides for six steps.

Step One: Establishing the Performance Planning and Review Process

For each review, the Board of Trustees will identify members of a Performance Review Committee (the Committee). The Committee will include the Chair, Vice-Chair and at least three additional trustees. The Chair of the Board of Trustees will chair the Committee. The Committee will be responsible for facilitating the performance planning and review process.

Step Two: Establishing the Terms of the Director’s Performance Planning and Review

The performance of the Director of Education is affected by individual competencies and efforts, and by the conditions and demographics of the district. The performance planning and review process should be designed to allow flexibility to recognize these individual circumstances and needs.

One of the most significant aspects of the performance planning and review process is the open communication, collaboration and discussion that leads to “an agreed upon process.” This collaborative approach allows both the Director of Education and the Board of Trustees to be clear about all aspects of the process before the Director of Education performance planning and review process begins.

Based on input from all trustees, the Committee and the Director of Education will meet to discuss mutually agreed upon criteria, including:

i. what specific evidence will be collected;
ii. who will be involved; and, 
iii. how information will be collected.

Based on these discussions, the Committee will draft the detailed terms of the performance review including the written goals and objectives provided by the Director of Education, areas to be reviewed and anticipated time-line required at each step to complete the process.

Once a mutual agreement on the terms of the performance planning and review has been reached, the Committee will present the terms of the performance planning and review to the Board of Trustees for approval.
Step Three: Director of Education’s Report

The Director of Education will prepare a report which includes the goals and objectives that were set for the identified period, as well as indications of the results obtained. This report will be used for reference throughout the process and presented to the Committee.

Step Four: Information Gathering

The Committee in collaboration with the Director of Education will collect information from various sources intended to inform the evaluation. This step will also include the Director of Education’s self-evaluation. The assistance of a skilled facilitator, at the sole discretion of the Board of Trustees, may be used.

Step Five: Preparation of Final Report

The Director of Education performance planning and review process culminates with a report from the chair of the Committee that is written on behalf of the Committee to be presented to the Board of Trustees and the Director of Education. The Committee compiles the information gathered throughout the process and prepares the final Performance Planning and Review Report. The objective report will be based on the agreed evidence gathered, highlight the evaluation of achievements for the past year as well as proposed goals and objectives for the coming year.

Step Six: Presentation to the Board of Trustees

The Committee submits the final Report to the Board of Trustees for review and approval in Private Session as a Committee of the Whole. The Board of Trustees will only disclose the evaluation process publicly, but not the results.