

Policy and Procedure Framework

Board Policy

Policy Adopted: December 2015 (M15-0220)

Revision Date: June 2024

Responsibility: Board of Trustees

1. Rationale

This policy was developed in support of legislative requirements under subsections 169.1(1)(d) and (e) of the Education Act which require the Board:

- To develop and maintain policies and organizational structures that promote its educational goals; and
- To monitor and evaluate the effectiveness of policies developed by the Board.

2. Objective

To clarify the intent and purpose of policies and procedures, and the process by which they are drafted, approved, and reviewed.

3. Application and Scope

This policy applies to all Trustees and staff involved in the development, review and revision of policies and procedures.

4. Policy

A policy is a broad statement of intent, governing principles and expectations that reflect the goals of the HDSB. Policies provide the framework within which procedures are developed.

Policies are drafted by the Director or designate, or the Board of Trustees as appropriate.

Policies go into effect upon adoption by the Board of Trustees.

Policies shall provide direction and guidance in matters of governance and system administration, and shall specify:

- What the strategic direction prescribed is; and
- Why it is necessary.

Policies shall be drafted to reflect statutory, regulatory and Ministry of Education requirements, and shall align with and inform the Multi-Year Plan.

Policies shall be reviewed every four years at a minimum.

5. Procedure

Procedures provide a detailed description of:

- How the policy will be operationalized;
- When the prescribed steps must be taken;
- Who shall be responsible for implementation and oversight; and
- What specific actions are required to comply with the policy.

There are two types of procedures: Governance and Administrative.

Governance procedures prescribe the activities of Trustees, are developed by Trustees and take effect upon adoption by the Board of Trustees. They shall be reviewed every four years at a minimum to ensure they provide the necessary guidance to meet the needs of the Board of Trustees to govern effectively.

Administrative procedures prescribe operational activities, and are developed by the Director or designate. Administrative procedures are provided to Trustees for information. They shall be reviewed every four years at a minimum by the Director or designate to ensure they provide the necessary guidance to meet the needs of system leaders to operationalize the applicable policy.

6. General

The Director and the Board of Trustees shall share responsibility for ensuring policies and procedures are furthermore reviewed in response to changes in legislation, regulation, Ministry policy or direction, or resolution of the Board.

Policies and Procedures shall include:

- Cross-reference(s) to the applicable companion policy(ies) or procedure(s);
- Cross-reference(s) to applicable statutes, regulations, PPM's and other Ministry policies, guidelines or directives;
- Cross-reference(s) to applicable industry documents or resources, as needed;
- Date of adoption, date(s) of amendments (if any) and the related motion number, and subsequent review date, specifying month and year; and
- General nature of revisions made.

Policies shall only include definitions that are not contained within this Policy.

Policies and procedures shall be archived and made available to the public on the Board's website upon approval by the Board of Trustees or Director, as the case may be.

7. Consultation with School Councils

Should School Councils choose to offer input on any policies and guidelines related to:

- student behaviour,
- safety, and
- discipline

School Boards have a duty to consider their recommendations (s302.8 of the Act).

Furthermore, School Boards have a duty to solicit the views of School Councils regarding policies, guidelines and procedures related to:

- Conduct of persons in schools;

Policy and Procedure Framework

Board Policy

- Appropriate dress for students; and
- Student achievement (including allocation of funding)

as well as policies, guidelines and procedures specifically governing school councils:

- Fundraising activities of school councils;
- Conflict resolution for internal school council disputes; and
- Reimbursement of expenses incurred by members and officers of school councils. (O.Reg. 612/00)

Whether input from School Councils was offered or solicited, they will be advised of any actions taken.

Related Board Policies and Governance Procedures

Equity and Inclusion Policy

Related Board Administrative Procedures

Not applicable

Related Legislation and Industry Documents

[Education Act: sections 169.1-171 Duties and Powers of Boards](#)

[Education Act: section 283 Chief Executive Officer](#)

[Education Act: section 302.8 Board Policies and Guidelines](#)

[Education Act, R.S.O. 1990, c. E.2](#)

O. Reg. 612/00

Policy Due for Review: November 2027

Revision History

- June 2024 - Targeted Review (to update Policy template requirements, remove reference number requirement, formatting and housekeeping changes)
- November 2023 - Comprehensive Review
- April 2019 - Comprehensive Review

Appendix - Policy and Procedure Definitions

“Act” means the Education Act, R.S.O. 1990, c.E.2 as amended from time to time; and includes, unless the context otherwise necessarily requires, Ontario Regulations made under the Education Act, and Ministry of Education policies and guidelines made thereunder.

“Bias” means and includes an inclination; bent; preconceived opinion; and a predisposition to decide a cause or an issue in a certain way, which does not leave the mind perfectly open to objectively treat all matters fairly and equally.

“Board” means the Board of Trustees of the Halton District School Board.

“Broader Public Sector Procurement Directive” or “BPS Procurement Directive” means the Broader Public Sector Procurement Directive issued by the Management Board of Cabinet, effective July 1, 2011, as same may be amended from time to time.

“Chair” means Chair of the Board of Trustees, except where otherwise indicated as meaning chair of any committee of the Board.

“Committee” means any statutory, standing, ad-hoc or advisory committee established by the Board.

“Conflict of interest” means and includes a situation in which financial or other personal considerations have the potential to compromise or bias professional judgment and objectivity. An apparent conflict of interest is one in which a reasonable person would think that the Trustee’s judgment is likely to be compromised.

A conflict of interest may exist when the decisions and/or actions of Trustees during the course of exercising their duties are affected by or perceived by another party or person to be affected by the Trustee’s personal, financial or business interests or the personal,

financial or business interests of a relative, friend, and/or business associate of the Trustee.

“Director of Education” means Chief Education Officer, Chief Executive Officer and Secretary of the Halton District School Board.

“Internal Health & Safety Management System” means the “health and safety management system”, as defined in the Occupational Health and Safety Act, R.S.O. 1990, c. O.1; “a coordinated system of procedures, processes and other measures that is designed to be implemented by employers in order to promote continuous improvement in occupational health and safety”.

“Member” means a Trustee of the Halton District School Board.

“Private Session” means a meeting of a Committee of the Whole Board or other committee of the Board closed to the public.

“Presiding Officer” means the person chairing a meeting of the Board or committee of the Board.

“Public Session” means meetings of the Board and meetings of the Committee of the Whole Board or other committees of the Board that are open to the public as required by section 207(1) of the Act.

“Student Trustee” means a person elected as a student trustee in accordance with section 55 of the Education Act, R.S.O., 1990, c.E.2 and any regulation thereunder.

“Trustee” means a Trustee of the Board.

“Vice-Chair” means the Vice-Chair of the Board of Trustees, except where otherwise indicated as meaning Vice-Chair of any committee of the Board.