



Halton District School Board

HALTON DISTRICT SCHOOL BOARD

Meeting will be livestreamed from www.hdsb.ca

J.W. Singleton Education Centre, 2050 Guelph Line, Burlington, ON

Public Session Agenda – Wednesday, September 5, 2018

Public Session: 7 p.m. (*Private Session precedes Public Session*)

PUBLIC SESSION AGENDA

1.0 Opening

- 1.1 Welcome, Call to Order and Attendance
- 1.2 Declaration and Oath of Allegiance – new Trustee and Student Trustees
Milton (Wards 1, 6, 7 & 8) Trustee-elect Reza Ali Chaudhry
Student Trustees Connor Clark and Kevin Meng
- 1.3 Motion to Move into Private Session
- 1.4 Rise into Public Session
- 1.5 Acknowledgement of Traditional Lands
- 1.6 Declarations of Possible Conflict of Interest
- 1.7 Approval of the Agenda

2.0 Delegations/Presentations to the Board

- 2.1 Inspire Award Presentations
- 2.2 Delegations
- 2.3 Presentations
- 2.4 Acknowledgement by the Chair of Delegations and Presentations

3.0 Consent Agenda Items

- 3.1 Approval of Consent Agenda Action Items
 - 3.1.1 Minutes of the Halton District School Board Meeting, June 20, 2018 *page 2*
 - 3.1.2 Minutes of the Halton District School Board Special Meeting, June 29, 2018 *page 10*
 - 3.1.3 Minutes of the Halton District School Board Special Meeting, July 25, 2018 *page 14*
- 3.2 Receipt of Consent Agenda Information Items
 - 3.2.1 Order Paper *page 16*
 - 3.2.2 Administrative Procedure Update (*S. Miller*) – Report 18107 *page 22*

4.0 Ratification/Action

- 4.1 Approval of Business Transacted in Private Session
- 4.2 **For Action: September 5, 2018**

5.0 Communication to the Board

- 5.1 Student Trustee Reports
- 5.2 **For Action: September 19, 2018**
 - 5.2.1 Trustee Expense Policy (*A. Collard*) – Report 18108 *page 27*
 - 5.2.2 2018-19 LTAP School Boundary Review (*D. Renzella*) – Report 18109 *page 33*
 - 5.2.3 Correspondence: Ministry of Education Consultations (*all Trustees*) – Report 18110 *page 41*
- 5.3 **For Information: September 5, 2018**
- 5.4 Notice(s) of Motion
- 5.5 Director's Report
- 5.6 Communication from the Chair
- 5.7 Committee Reports
- 5.8 Trustee Questions and Comments

6.0 Adjournment

- 6.1 Motion to Adjourn

Halton District School Board

Public Session: Wednesday, June 20, 2018 – 7 p.m.

Present: K. Amos, A. Collard, D. Danielli, T. Ehl Harrison, K. Graves, J. Gray, A. Grebenc,
A. Harvey Hope, J. Oliver (late), R. Papin, L. Reynolds, D. Metropolitan

Regrets: M. Mansoor

1 Opening

1.1 Call to Order

The Chair called the meeting to order at 6:04 p.m. noting the imminent arrival of J. Oliver and the attendance via phone for public session of M. Mansoor.

M18-0121 L. Reynolds / R. Papin

Be it resolved that the Halton District School Board move into Private Session. **Carried Unanimously.**

The Board rose from Private Session at 7:16 p.m.

The Chair called Public Session to order at 7:26 p.m. noting June 21 as National Indigenous Peoples Day.

D. Danielli recognized Halton's rich history and modern traditions of many First Nations and Métis. On behalf of the Board, acknowledgement and thanks was given to the Mississaugas of the New Credit First Nation for sharing their traditional territory.

J. Oliver arrived at 7:35 p.m.

On a point of personal privilege, Trustee K. Graves spoke to her upcoming move from Halton, thus making her ineligible to continue as a trustee. She thanked her trustee colleagues and the administrators she has worked with at the Halton District School Board, as well as her constituents in Milton. She indicated her last day as a trustee will be July 20.

The Chair indicated the following amendments to the agenda: a presentation (item 2.3); moving Student Trustee Report to 2.4 due to exam schedules; and a new item 5.2.2 Trustee Vacancy.

M18-0122 A. Collard / K. Amos

Be it resolved that the Halton District School Board approve the agenda as amended. **Carried Unanimously.**

1.2 Declarations of Possible Conflict of Interest

The Chair reminded Trustees of the requirement to declare any potential conflicts of interest.

2 Delegations/Presentations to the Board

2.1 Inspire Awards

The Chair welcomed recipients of the Inspire Awards, inviting trustees to assist with the presentations. Congratulations were extended to:

Melissa Turkstra, Teacher, White Oaks Secondary School

Loralee Dick, Teacher, Gladys Speers Public School

The following Inspire Award recipients were also recognized: (receiving their awards at their schools)

Krista McGrath, Angelika Henning, irene Giannaris, Sylvia Richards – General Secretaries at Craig Kielburger Secondary School

Anne Elliott, Senior Secretary, Craig Kielburger Secondary School

Linda Robin, Guidance Secretary, Craig Kielburger Secondary School

Darci Walker, Library Technician, Craig Kielburger Secondary School

John Bosco, Principal, Charles Beaudoin Public School

Laz DaSilva, Custodian, Ryerson Public School

Sabrina Ramdeholl, Parent, Falgarwood Public School

Nicola Jandrew, Parent, Falgarwood Public School

Tara McMinn, Teacher, Dr. Frank J. Hayden Public School

Chris Hall, Teacher, Georgetown District High School

2.2 Delegations

There were no delegations for this agenda.

2.3 Presentations

K. Amos presented OPSBA's 2018 Jack A. MacDonald Award to Dasha Metropolitansky, stating Dasha exemplifies the award criteria for student nominees as "a student who has earned a sound academic record and has shown outstanding service and leadership in his or her community." Trustees also extended their congratulations to Dasha on receiving the award.

2.4 Acknowledgement by the Chair

The Chair thanked and congratulated all award recipients.

5.1 Student Trustee Reports

M. Mansoor and D. Metropolitansky spoke to their experiences during their terms as Student Trustees. Both highlighted accomplishments achieved in their term of office, and expressed thanks and appreciation to their trustee colleagues and staff who supported them in their journey. Trustees echoed their appreciation to the student trustees and presented them with a token of appreciation.

3 Consent Agenda Items

3.1 Approval and Receipt of the Consent Agenda Items

M18-0123 J. Gray / R. Papin

Be it resolved that the Halton District School Board approve the Consent Agenda Action items and receive the Information Items for June 6, 2018.

Carried Unanimously.

4 Ratification / Action

4.1 Approval of Business Transacted in Private Session

M18-0124 T. Ehl Harrison / A. Collard

Be it resolved that the Halton District School Board approve the resolutions from the Halton District School Board meeting in Private Session, June 20, 2018 respecting: Negotiations (Report 18098).

Carried Unanimously.

M18-0125 T. Ehl Harrison / K. Graves

Be it resolved that the Halton District School Board approve the resolutions from the Halton District School Board meeting in Private Session, June 20, 2018 respecting: Property Matters (Report 18099).

Carried Unanimously.

M18-0126 T. Ehl Harrison / A. Grebenc

Be it resolved that the Halton District School Board approve the resolutions from the Halton District School Board meeting in Private Session, June 20, 2018 respecting: Property Matters (Report 18100).

Carried Unanimously.

M18-0127 T. Ehl Harrison / A. Collard

Be it resolved that the Halton District School Board approve the resolutions from the Halton District School Board meeting in Private Session, June 20, 2018 respecting: Legal Matters.

Carried Unanimously.

4.2 For Action: June 20, 2018

4.2.1 Education Development Charges

D. Renzella introduced Jack Ammendolia (Watson & Associates) and Brad Teichman (Overland LLP) who spoke to Report 18095 and the impact of the Ministry of Education decision to not authorize the EDC background study at this time, which leads to the inability to approve the Board's 2018 Education Development By-law.

J. Ammendolia reviewed the constant communication with the Ministry from December 2017 to ensure the process would not be impeded. However, a mid-May decision to push any Ministry approvals until after the election, and then a mid-June decision to not approve the background study until a new legislature has been sworn in, has left the Halton Board in a financially challenging and unprecedented position regarding the collection of EDCs.

Trustees expressed their frustration about the delay, understanding there is no ability of the Board to collect EDCs in the interim.

Trustees were informed of the significant financial impact the decision would have exclusively on the Halton District School Board, an impact of approximately \$127,000 per day or \$2.8 million per month. A delay of six weeks in having the background study approved to allow the Board to proceed with passing the EDC by-law could result in a loss to the Board of \$4.5 million.

For both the Halton District School Board and the Halton Catholic District School Board, as both are dealing with the same EDC by-law timelines, the delay from the Ministry of Education not approving the background study could result in a combined loss of approximately \$5 million a month in EDCs. B. Teichman confirmed this was not recoverable retroactively, and would be a loss to the Board.

A. Grebenc confirmed the inability to purchase land will have an impact on new school construction, and as an end result having an effect on students in classrooms.

Trustees also expressed their frustration at this impasse, despite reassurances from the Ministry many times during the past six months that the background study was completed to satisfaction and there should be no difficulty in receiving approval. They also expressed frustration at the inability to extend the current by-law, approve a new by-law especially as the summer months are peak construction time, and the resulting loss of significant revenue as a result of the Ministry's inaction.

S. Miller commented on similar assurances offered by the Ministry to the Directors of Education at the Halton Catholic District School Board and Halton District School Board. He indicated the Ministry had anticipated passage of the background study, allowing the Boards to pass their respective EDC by-laws without issue. He commented on the Ministry's change of message in the past two weeks, halting any opportunity for Boards to pass by-laws.

Discussion ensued regarding sending correspondence to the Ministry staff as well as incoming MPPs to inform them of the urgency of this matter. It was suggested the municipalities, Halton region, and outgoing MPPs also be included in the correspondence.

K. Amos commented on the need to proceed further than a letter to the Ministry and other partners, and asked the Board to consider an in-person meeting with incoming MPPs as well as Ministry officials.

M18-0128 K. Amos / J. Oliver

Be it resolved that the Halton District School Board direct the Chair to write a joint letter with the Halton Catholic District School Board, to all levels of government including outgoing and incoming MPPs, Premier-elect Ford and local municipalities and Halton region, imploring the Ministry of Education to pass the Background Study in order to allow the passage of the new Education Development Charge By-law. **Carried Unanimously.**

T. Ehl Harrison asked for clarification regarding the impact of the Halton District School Board to continue to purchase property. J. Ammendolia and B. Teichman commented on the current \$18 million deficit in the Board's EDC account, and with no income stream to fund any loan, this would make borrowing unlikely for purchasing any future properties.

M18-0129 T. Ehl Harrison / K. Amos

Be it resolved that the Halton District School Board invite the HCDSB and Halton municipalities and Halton Region, to hold a joint meeting with incoming MPPs as well out-going MPPs to resolve this EDC issue immediately. **Carried Unanimously.**

A. Harvey Hope asked the impact to the general revenue or operational budget if the Board was required to purchase land. S. Miller and L. Veerman commented on the significant impact to students through program and other cuts making this option not viable.

K. Graves asked why the Ministry was not providing approvals for the Background Studies, required for the Boards to proceed to approve their respective EDCs by-law.

J. Ammendolia commented on assurances given by the Ministry that the background study was complete and there were no issues, told that a change in the governing body would not have an impact, however in mid-June was told it was a political matter and authorization wouldn't be given until the new government was sworn in.

He indicated the Assistant Deputy Minister's office was positioned to give appropriate approvals, and was assured the election wouldn't have an impact. Similar assurances were given by the Capital Services Branch the week of June 10. It was made clear there were no issues with background study; but the phone call from the Capital Services Branch on Friday, June 15 indicated no approvals would be forthcoming until new Minister and cabinet was sworn in. The Halton Catholic District School Board is in the same position as is the Toronto Catholic District School Board (its by-law expires June 30). Simcoe County and Simcoe Muskoka Catholic also received notification they would not receive approvals at this time, but their by-law does not expire until the fall which mitigates any immediate financial impact to their board.

J. Gray suggested this is indeed a crisis, as the financial loss caused by the delay in approving an EDC by-law does not reflect the continued increase in land costs, and this would significantly increase the \$4.87m loss per month. J. Ammendolia said the \$4.87 million estimate was calculated on new EDC by-law rates and land values calculated for the background study, so it won't reflect increases in land costs. It also doesn't reflect the paydown of current debt or interest costs, nor does it take into account the push by developers to complete builds during this period where there's no by-law in place for Board's to collect education development charges.

D. Renzella commented on the provincial capital priorities fund for land acquisition, stating it is estimated to have only \$33 million to address provincial need. Boards have to complete an application process to access. This would be taking money from the general revenue stream rather than from developers, and there are no guarantees that an application for funds would be successful (given other boards in same situation).

When asked whether the current by-law be extended. Brad Teichman commented the by-law has a "five year maximum", and there is no mechanism to legally extend the by-law.

K. Graves asked if it was likely the incoming government or Minister would react to this crisis to allow the Halton District School Board to hold a special board meeting next week to approve a 2018 Education Development Charge Bylaw. J. Ammendolia and B. Teichman indicated this was unlikely.

A. Grebenc commented on the need for public awareness, and suggested a media release be issued. T. Ehl Harrison commented on the need to make it understandable for the general public.

M18-0130 A. Grebenc / A. Collard

Be it resolved that the Halton District School Board prepare a media release to increase public awareness regarding the 2018 Education Development Charge By-law and background study issue, and its impact on students. **Carried Unanimously.**

S. Miller expressed his appreciation to Jack Ammendolia, Brad Teichman and Dom Renzella for ensuring the preparation of all documents including the background study and draft 2018 EDC by-law, as well as all procedures and protocols were followed to the last detail as per the Ministry's requirements – this despite the Ministry's refusal to authorize necessary approvals.

A. Collard left the room.

4.2.2 *Halton District School Board Network Filter*

G. Truffen spoke to Report 18094 (revised), and responded to trustee questions.

M18-0131 L. Reynolds / R. Papin

Be it resolved that the Halton District School Board rescind Motion M14-0133, in light of the Board's increased efforts to filter pornographic websites and their proxies within all of the Halton District School Board's networks. **Carried Unanimously.**

4.2.3 2018-2019 Draft Budget

A. Collard returned to the room. The Chair called attention to Report 18090.

L. Veerman responded to trustee questions regarding land purchase in light of the absence of an EDC by-law, and the challenge of continual needs relating to urgent and critical renewal as well as deferred maintenance projects.

M18-0132 A. Harvey Hope / K. Amos

Be it resolved that the Board of Trustees approve the 2018/2019 Halton District School Board PSAB Operating Budget in the amount of \$763,306,167 and that the Superintendent of Business Services and Treasurer be authorized to proceed with the expenditure of funds as outlined in Appendix A.

Be it resolved that the Board of Trustees approve the 2018/2019 Halton District School Board PSAB Capital Budget in the amount of \$88,770,131 and that the Superintendent of Business Services and Treasurer be authorized to proceed with the expenditure of funds as outlined in Appendix B. **Carried Unanimously.**

4.2.4 Long-Term Accommodation Plan

D. Renzella spoke to Report 18075 (revised) and responded to trustee questions regarding the Program and Accommodation Guidelines and timing for any studies; communication to the public and interested agencies regarding the LTAP following approval.

K. Amos asked if there were any proposed timelines for the submission of capital priorities. D. Renzella and S. Miller commented on the unusual timelines this past year which may result in some schools not opening on time. They indicated with the change in government, these timelines may be repeated again this year.

R. Papin asked for information regarding a suggestion made by a member of the public regarding moving classes into Nelson High School. S. Miller indicated this was highly unlikely given the current implementation of the Burlington PAR. D. Renzella indicated this was a suggestion surfaced by a community member and was not put forward nor being considered by the Board.

K. Graves asked about boundary reviews that may impact Milton, and confirmed the new high school would be the next one undertaken in that area. D. Renzella referenced others that could proceed in other areas of the Board, with a list coming forward in the fall.

M18-0133 R. Papin / K. Amos

Be it resolved that the Halton District School Board approve the 2017/2018 Long Term Accommodation Plan (LTAP); and THAT staff be directed to submit the updated LTAP to the Ministry of Education and further that all entities identified on Community Planning Partnerships notification be advised that the LTAP has been approved and direct them to the Board's website to review the electronic document. **Carried Unanimously.**

4.2.5 Special Education Plan

The Chair highlighted Report 18102 and referenced the earlier report presented to the Board (Report 18050) highlighting proposed amendments to the Special Education Plan.

M18-0134 A. Collard / L. Reynolds

Be it resolved that the Halton District School Board approve the Special Education Plan 2018-2019, contingent on approval of the 2018-2019 Budget, with two final amendments as outlined in Report 18102. **Carried Unanimously.**

4.2.6 Operational Plan 2018-19

J. Hunt Gibbons and T. Salmini spoke to the proposed Operational Plan for 2018-19 (Report 18067 – revised), and responded to trustee questions.

M18-0135 K. Amos / D. Danielli

Be it resolved that the Halton District School Board approve the Operational Plan for 2018-19, as outlined in Report 18067. **Carried Unanimously.**

5 Communication to the Board

5.1 Student Trustee Reports

M. Mansoor and D. Metropolitansky spoke to their experiences during their terms as Student Trustees. Both highlighted accomplishments achieved in their term of office, and expressed thanks and appreciation to their trustee colleagues and staff who supported them in their journey. Trustees echoed their appreciation to the student trustees and presented them with a token of appreciation.

5.2 *For Action: September 5, 2018*

5.2.1 *Correspondence to Minister of Education re: Education Finance Issues*

T. Ehl Harrison spoke to Report 18103 and with K. Amos, responded to trustee questions.

M18-0136 K. Graves / D. Danielli

Be it resolved that the Halton District School Board extend beyond 10 p.m.

Carried Unanimously.

M18-0137 A. Collard / K. Amos

Be it resolved that the Halton District School Board waive the rules to deal with this matter this evening.

Carried Unanimously.

M18-0138 T. Ehl Harrison / K. Amos

Be it resolved that the Chair of the Board write a letter to the newly appointed Minister of Education sharing the HDSB Fair Funding infographic, and outlining additional specific concerns and impacts related to the current budgeting cycle, including but not limited to the negative impact of the new cash flow timing change, and requesting transparency in all funding formulae and the specific assumptions and data used in allocation calculations.

Carried Unanimously.

5.2.2 *Trustee Vacancy*

A. Grebenc distributed Report 18104 outlining a proposed timeline and process to appoint an interim trustee, required due to K. Graves's resignation from the Board, effective July 20, 2018. She highlighted the restrictions under the Municipal Elections Act, necessitating an appointment of an interim trustee.

A. Grebenc indicated the report would be added to the online version of the agenda package.

M18-0139 A. Harvey Hope / R. Papin

Be it resolved that the Halton District School Board waive the rules to deal with this matter this evening.

Carried Unanimously.

D. Danielli asked questions regarding the timing, to consolidate interviews as much as possible, whether interviews would be held in public session (vs. in private session as outlined in #9). It was agreed to amend the outline #9 to state "Applicants will be interviewed by a Committee, with candidates being video recorded."

D. Danielli indicated item #10 would change as well starting with "Names and addresses..." (removing the reference to Private Session).

L. Reynolds asked if there was a concern regarding the summer timing. A. Grebenc spoke to the 90 day timeframe to appoint an interim trustee. She indicated sharing the information prior to the end of school would be helpful and launch the month-and-a-half process in order to have the new trustee sworn in the first meeting in September.

M18-0140 D. Danielli / J. Gray

Be it resolved that the Halton District School Board fill, by appointment, the vacancy created by the resignation of the trustee for Milton Wards 1, 6, 7, 8; and THAT the Board adopt the appointment process used to fill the Milton Trustee vacancy detailed revised Report 18104 (revised).

Carried Unanimously.

5.4 *Notice(s) of Motion*

There were no Notices of Motion.

5.5 *Director's Report*

S. Miller spoke to the 47 schools certified as EcoSchools for 2017-18. He recognized the 11 schools who earned "Silver", the 26 schools who earned "Gold" and the 10 schools that earned "Platinum" status.

S. Miller also spoke to the number of schools that received certification under Ophea's "Healthy Schools" program. Out of the 72 boards who had certified schools, 8.5% of the schools are Halton schools. He recognized Bruce Trail and Ryerson Public Schools for earning "Bronze"; EJ James, Pine Grove, Pineview, Tecumseh, Tiger Jeet Singh Public Schools and White Oaks Secondary School for earning "Silver", and Bruce T Lindley, Captain R. Wilson, Clarksdale, Forest Trail, King's Road, Oakwood, Palermo, Sunningdale and Tom Thomson Public Schools as well as Milton District, Nelson and TA Blakelock High Schools for earning "Gold".

S. Miller also asked J. Newton to speak to the "People's Champ Award" presented to Milton District High School music teacher Christopher Carson-Foster. He was presented with the award by the musical group the "Arkells" when the band dropped in to MDHS to honour their music teacher, and spend the afternoon with music students at the school.

S. Miller reminded trustees of the Board's Retirement Dinner, slated for Thursday, June 21. The Board will be honouring 146 retirees this year.

S. Miller indicated while this is the last regular Board meeting of the school year, he is hopeful there is another meeting soon to resolve EDC issue.

S. Miller commented on the success achieved by Melissa Sneddon as the first female Referee Assistant for international soccer tournaments. Melissa, a Grade 10 Civics and Canadian History teacher at Iroquois Ridge High School, was awarded a regular competition match as well as a semi-final game with the Under 17 CONCACAF Women's Championship in Costa Rica recently, and went on to be appointed to the final gold medal match between USA and Mexico (a game that was "technically straight forward, but difficult mentally and physically because of the 97 degree weather without factoring the humidity!). S. Miller commented on Melissa's hopes of getting some qualifying games next year, and participating in the Central America and Caribbean Games in July.

S. Miller commented on the art display through the summer at the Oakville Town Hall, featuring works of art created by Halton District School Board teachers.

R. Papin left the meeting at 10:23 p.m.

A. Collard left the meeting at 10:35 p.m.

5.6 *Communications from the Chair*

A. Grebenc commented on feedback to the Fair Funding infographic and shared that information with trustees as well as her summary of the meetings and efforts in this initiative.

A. Grebenc commented on this as the final regular Board meeting of this school year. She recognized all the transitions, graduations, departures and welcomes, and indicated her anticipation of another amazing year.

5.7 *Committee Reports*

There were no committee reports.

5.8 *Trustee Questions and Comments*

J. Gray spoke to today's Special Track Meet; expressed her thanks to S. Miller and S. Podrebarac for their attendance at the Crossing Guard appreciation day.

L. Reynolds asked for an update on the implementation of the Burlington PAR and what has been spent so far on the various projects. S. Miller commented on the architects hired for designs to integrate students into new schools; tenders issued for work undertaken, and other related expenditures. He commented on the approximate \$10 million in Ministry funding provided for Nelson and \$4 million in Ministry funding provided for MM Robinson, and said additional specifics could be provided at a future date. L. Veerman and T. Blackwell echoed these comments. M. Puccetti provided timelines for awarding of tenders for work at MM Robinson and Nelson High Schools. S. Miller also spoke to training and other staff costs in the transition plans. He also highlighted the I-STEM initiative at Aldershot, and program moves to Burlington Central High School.

D. Danielli commented on a social justice presentation at Boyne Public School and initiatives to support these causes initiated by the students. She also spoke to the success of the Destiny Campbellville Bursary process.

K. Amos spoke to the recent "Python's Pit" dramatic arts performances at the Burlington Performing Arts Centre, with many of the top performers from Halton District School Board schools. She also expressed her appreciation to fellow trustee colleague K. Graves, wishing her success in her adventures as she retires from being a trustee.

J. Oliver commented on the tragic loss of a teacher at Abbey Park. She highlighted the work of Bob Hepburn, and the tributes and displays of gratitude from students presented in the school's library. J. Oliver commented on her Pride ribbon which she was wearing in honour of the work Mr. Hepburn had done with the school's LGBT community.

6 Adjournment

M18-0141 J. Gray / K. Graves

Be it resolved that the Board adjourn at 10:43 p.m.

Carried Unanimously.

Recorder's Signature:

Chair's Signature:

Halton District School Board
SPECIAL BOARD MEETING

Public Session: Friday, June 29, 2018 – 2 p.m.

Present: K. Amos, A. Collard (phone), D. Danielli, T. Ehl Harrison, K. Graves (phone), J. Gray (phone), A. Grebenc, A. Harvey Hope (phone), J. Oliver, R. Papin, L. Reynolds (phone)

Regrets:

1 **Opening**

1.1 **Call to Order**

The Chair called the meeting to order at 2:09 p.m. noting the attendance via phone of A. Collard, K. Graves, J. Gray, A. Harvey Hope and L. Reynolds.

The Chair also welcomed L. Veerman, M. Puccetti and D. McFadden, as well as guests Brad Teichman, Overland LLP, and Jack Ammendolia, Watson and Associates.

A. Grebenc recognized Halton's rich history and modern traditions of many First Nations and Métis. On behalf of the Board, acknowledgement and thanks was given to the Mississaugas of the New Credit First Nation for sharing their traditional territory.

1.2 **Approval of the Agenda**

M18-0142 K. Amos / R. Papin

Be it resolved that the Halton District School Board approve the agenda for the Special Board meeting, June 29, 2018 as distributed. **Carried Unanimously.**

1.3 **Declarations of Possible Conflict of Interest**

The Chair reminded Trustees of the requirement to declare any potential conflicts of interest.

2 **Ratification/Action**

2.1 **Education Development Charges**

S. Miller expressed his appreciation to the trustees for attending this special meeting to deal with this meeting. He indicated the Board had followed the process to create a new by-law, however without the authorization of the provincial government approving the background study, the Board was unable to proceed with the passing of a new by-law. He indicated the existing by-law expired June 24, and the timing of the provincial election created the issue with the government authorizing the background study to allow the Board to move forward with the by-law. The lack of a by-law meant the Board was unable to collect EDCs since its expiry date, amounting to a loss of approximately \$127,000 per day. For the period of time between the by-law expiry date and the date of enforcement for a new by-law (five days following the passing of the by-law by the Board), the loss to the Halton District School Board would be approximately \$635,000.

S. Miller indicated the by-law, if approved today, would be at the current rates, and this still represents a loss to the Board. The background study identified new rates for a new by-law, and with the Board unable to collect these new rates, it represents a loss of approximately \$1.2 million.

S. Miller reiterated the provincial government's approval of the background study is contingent on Board approving a 1-year term for its new by-law, and maintaining the existing rates of the current EDC bylaw (not the new rates set out in the background study).

A. Collard confirmed the response from BILD citing support for the originally proposed EDC rates. She also expressed frustration about the inability of the Board to recover funds lost during the time period where the by-law had lapsed.

B. Teichman and J. Ammendolia commented on efforts to investigate means to recover any funds from the 10-day period from when the by-law had expired. J. Ammendolia indicated the next by-law that will follow this one-year term will reflect market values. He reiterated this was what the ministry was prepared to do at this point – allow the Board to collect the reduced rate (based on the previous by-law), or collect nothing.

K. Amos confirmed the by-law would come into effect five days following the Board's motion (vs. five business days).

K. Amos inquired about municipalities collecting funds in the interim, but B. Teichman confirmed municipalities are not allowed to collect EDCs for any permits issued effective June 24.

B. Teichman also indicated the Halton Catholic District School Board approved their EDC by-law last night based on the same terms (previous rates, one year term).

T. Ehl Harrison indicated her desire to bring forward two additional motions, to deal with the potential recovery of lost funds, and also to continue communication with the Ministry. She asked if a tally of incremental losses to date was being kept. She also inquired about the potential to collaborate with the HCDSB and municipalities to request Halton's development community remit the EDCs that were lost during the time when no EDC by-law was in effect.

K. Graves asked if the 2018 background study was being used in the passing of the one-year EDC by-law, and if it could be used for further revisions. J. Ammendolia indicated the background study can only be used for one year for the passage of a by-law during that time. He stated the background study was effective March 2018, so will remain in effect to March 2019. He suggested recovery of lost funds might necessitate a new background study to incorporate the new rates.

J. Oliver commented on the unfortunate manner in which the process has unfolded, because all the steps necessary were completed adequately and on time by the Board. She indicated her support for the one-year by-law, saying it's better than taking a wait and see approach that might result in additional losses. She indicated her support in tracking any incremental losses.

A. Harvey Hope echoed concerns specifically regarding the reflection of market value rates in EDC rates. She asked if there was a way to track the cost of the background study.

J. Ammendolia indicated municipalities had been asked to continue to provide monthly reports for the period when the Board's EDC by-law was not in place, allowing the amounts that would have been collected under the EDC by-law to be trackable.

R. Papin indicated her support for the motion, and confirmed the HCDSB approved a similar motion to approve their by-law a day earlier.

K. Amos asked about timing to revisit the EDC by-law, and if consideration of a new by-law could occur within the year. J. Ammendolia indicated the Board has "up to one year" to make changes to the by-law, and during this time there will be ongoing dialogue with Ministry.

K. Amos expressed thanks to Jack and Brad on their advocacy in this matter, and to staff for their efforts as well as the municipal and community partners.

A. Grebenc echoed her appreciation to municipalities, region and community partners.

M18-0143 K. Amos / R. Papin

Be it resolved that a further public meeting is not necessary in regard to the Education Development Charges By-law.

Be it resolved that the Halton District School Board enact an Education Development Charge By-law (as attached to Report 18105 – Appendix A) to apply to the Region of Halton;

THAT the By-law levy an education development charge on both residential and non-residential development and that the percentage of the growth-related net education land cost that is to be funded by charges on non-residential development be 15%.

THAT the Board's By-law be in the form attached hereto with the following figures inserted:

- in Section 9, \$4,364.00 as the education development charge on each dwelling unit in a residential development;
- in Section 12, \$1.11 as the education development charge per square foot of gross floor area applied to non-residential development (\$ 11.95 per square metre).

THAT the Board's By-law come into force on July 4, 2018 and have a maximum term of up to one year.

Carried Unanimously.

S. Miller commented on the challenges of this process, thanking trustees for their work in getting the Board to this point. He also expressed his appreciation to Brad Teichman and Jack Ammendolia, as well as the Board's business and planning staff for their efforts.

T. Ehl Harrison indicated her intent to put forward an additional motion regarding a request of developers to voluntarily contribute the lost EDCs.

K. Amos confirmed the EDC rates identified as "current" are the rates from 2017, and will remain in effect for the one-year by-law for 2018.

K. Graves asked if recognition could be given to those who would voluntarily remit EDCs.

B. Teichman suggested the request can be made, however voluntary remittance may be optimistic. L. Veerman indicated donations can be made to the Board as well.

T. Ehl Harrison suggested it was worth bringing forward the motion as the EDCs are funds used in support of students, and trustees' communities expect the Board to pursue this matter. She suggested creativity for whatever mechanisms could potentially work.

A. Grebenc commented on the importance of developer funds to support land purchases for new schools. She suggested it was unfortunate that the developers who have these charges built in to the cost of their units would not remit these fees.

L. Reynolds asked for information about tax receipts for voluntary donations to the Board.

D. Danielli left the meeting at 2:50 p.m.

J. Gray asked if developers would end up paying later anyway. J. Ammendolia suggested those who filed for building permits would not have paid, however those who waited would end up paying the EDC.

M18-0144 T. Ehl Harrison / J. Oliver

Be it resolved that Halton District School Board collaborate with the Halton Catholic District School Board and Municipal Partners to explore and identify the appropriate process and/or mechanism(s) to request that the development community voluntarily remit, using the current formula, Education Development Charges (EDCs) during the period of time where no EDC by-law is in force, including retroactively to June 24, 2018 and to such time as a new by-law is enacted.

Carried Unanimously.

A. Grebenc passed the gavel to speak to a motion regarding communication with the Minister.

J. Ammendolia indicated the debriefing of the Minister would likely occur during the summer, with September bringing a renewed effort and a new plan of action for the Board.

A. Harvey Hope requested trustees be cognizant of the municipal election and timelines.

J. Gray asked if a phrase "at the earliest" would be appropriate in the motion, suggesting "the end of October" for a report returning to the Board could be an end date as an earlier date was preferred. A. Collard also raised her concerns with timing of the municipal election. K. Graves echoed concerns about the timing of this matter, suggesting it should be a priority of the incoming government.

A. Grebenc commented on the motivation of staff to bring this matter to the attention of the Ministry, and to bring the EDC levels up to those in the proposed background study (and proposed in the original by-law presented in June). She suggested staff an earlier report would be welcomed. S. Miller indicated that was the intent of staff – to move on this in a timely manner.

J. Gray asked if trustees would continue their campaign with municipal and community partners while this process continues, or leave the discussions between the Directors and the Ministry as directed by Board motion. S. Miller commented on the highly successful campaign conducted by trustees, suggesting parents and communities should also be thankful as students will benefit. He suggested discussions, as identified in the Board motion, be between the minister and staff to further this cause.

M18-0145 A. Grebenc / J. Oliver

Be it resolved that Halton District School Board direct the Director to continue to work with the Halton Catholic DSB, and the Ministry of Education and the newly appointed Minister of Education to move the EDC levels within our by-law to the levels proposed in the March 2018 EDC background study that was submitted to the Ministry on March 13, 2018, with a report to Board no later than October 31, 2018.

Carried Unanimously.

J. Gray asked about the timing of future EDC by-laws to ensure the sequencing of work does not coincide with the renewal or amendment of an EDC by-law. Jack commented that the five-year cycle for EDCs was now offset to the four-year election cycle.

3 Communication to the Board

3.1 *Director's Report*

S. Miller offered congratulations to the newly appointed Minister of Education, Lisa Thompson (Huron Bruce).

He indicated he had information matters that required the Board to move into Private Session.

M18-0146 K. Amos / R. Papin

Be it resolved that Halton District School Board move into Private Session at 3:15 p.m.

Carried Unanimously.

On a motion from L. Reynolds, the Board rose into Public at 3:25 p.m.

3.2 *Communications from the Chair*

A. Grebenc provided an update to trustees regarding the appointment process to fill the vacancy left by Trustee Kim Graves' resignation is now underway with the application and timelines posted online.

3.3 *Trustee Questions and Comments*

There were no Trustee questions/comments

4 Adjournment

M18-0147 J. Gray / K. Graves

Be it resolved that the Board adjourn at 3:28 p.m.

Carried Unanimously.

Recorder's Signature:

Chair's Signature:

Halton District School Board
SPECIAL BOARD MEETING

Public Session: Wednesday, July 25, 2018 – 7:30 p.m.

Present: K. Amos, A. Collard, D. Danielli, T. Ehl Harrison, J. Gray, A. Grebenc, A. Harvey Hope,
J. Oliver, R. Papin, L. Reynolds

Regrets:

1 Opening

1.1 Call to Order

The Chair called the meeting to order at 7:30 p.m.

1.2 Acknowledgement of Traditional Lands

A. Collard recognized Halton's rich history and modern traditions of many First Nations and Métis. On behalf of the Board, she acknowledged and thanked the Mississaugas of the New Credit First Nation for sharing their traditional territory.

1.3 Declarations of Possible Conflict of Interest

The Chair reminded Trustees of the requirement to declare any potential conflicts of interest.

1.4 Approval of the Agenda

M18-0148 J. Gray / A. Collard

Be it resolved that Halton District School Board approve the agenda for the Special Board Meeting of July 25, 2018. **Carried Unanimously.**

2 Ratification/Action

2.1 Appointment of Trustee – re: Trustee Vacancy Milton Wards 1, 6, 7 and 8

A. Grebenc spoke to the interview/application process this afternoon for the vacancy in Milton Ward 1, 6, 7 and 8, created with the departure of K. Graves.

M18-0149 D. Danielli / A. Collard

Be it resolved that Reza Ali Chaudhry of Milton, Ontario be appointed as the Halton District School Board Trustee Designate for Milton Wards 1, 6, 7 and 8; and THAT Reza Ali Chaudhry be sworn in as Halton District School Board Trustee for Milton Wards 1, 6, 7 and 8 at the Regular Board meeting on September 5, 2018, with his term in office commencing that evening and concluding November 30, 2018. **Carried Unanimously.**

M18-0150 A. Grebenc / L. Reynolds

Be it resolved that Halton District School Board destroy the ballots from the appointment process, July 25, 2018. **Carried Unanimously.**

M18-0151 A. Grebenc / R. Papin

Be it resolved that the video of the interview and deliberations for the trustee appointment process for Milton be publicly posted on the Halton District School Board website.. **Carried Unanimously.**

A. Harvey Hope asked for information on how the on-boarding process would occur for the new trustee. S. Miller confirmed the IT staff has established the necessary technology and supports; additional support has also been offered by the Board's legal counsel and the Director.

A. Grebenc also confirmed communication would occur with trustees throughout the upcoming weeks, and an invitation would be extended to A. Chaudhry to attend the summer leadership conference.

3 Communication to the Board

3.1 Director's Report

S. Miller commented on the exemplary candidates who put their names forward as applicants for the Milton trustee vacancy.

3.2 Communications from the Chair

A. Grebenc also commented on the difficult decision that faced the trustees with the exemplary candidates who put their names forward to take on the interim trustee role (Milton).

3.3 *Trustee Questions and Comments*

K. Amos expressed her appreciation for the statement issued regarding the Physical and Health Education curriculum.

K. Amos indicating she would be bringing notices of motion this fall regarding indigenous education and urging the government to provide a plan to offer and fund inclusive education opportunities for all students.

D. Danielli expressed her appreciation to Kevin Raposo for his technical support, recognizing he will be taking next year to pursue educational goals.

L. Reynolds asked for information regarding the province's cancellation of the sustainable energy initiatives. S. Miller indicated there was no impact to Halton District School Board schools.

J. Gray spoke to correspondence received from MPP Ted Arnott expressing concern from a Halton Hills constituent regarding fair funding. She expressed optimism that public awareness about the funding inequities would continue to spread. A. Grebenc provided trustees with an update regarding her conversation with MPP Ted Arnott, suggesting a meeting would be likely this fall.

4 **Adjournment**

M18-0152 J. Gray / J. Oliver

Be it resolved that the Board adjourn at 7:51 p.m.

Carried Unanimously.

Recorder's Signature:

Chair's Signature:

**Halton District School Board
ORDER PAPER – PUBLIC SESSION
Wednesday, September 5, 2018**

(Items shaded/in bold have been completed and will be deleted from the list prior to the next edition.)

Motion #	Resolution	Responsibility
M12-0204	Be it resolved that...the Board develop a governance process to monitor School Generated Funds including School Council Funds and school businesses, and refer this item to the Policy, By-law & Governance Cmte.	Policy, By-law & Governance Committee
M13-0073	Be it resolved that in recognition of the role of SEAC and the motions passed at the SEAC Meeting of April 2, 2013 and conversations at the table this evening, that the HDSB defer the Assessment of Gifted Entry/Gifted Screening Process Review, and that the Board direct the Director to: 1. develop and implement a consultation plan to seek input from SEAC, parents of gifted students, teachers and school staff on improving our gifted assessment process.	Director of Education
M13-0171	Be it resolved that the Halton District School Board approve a structure for Board policy that includes governance policies and framework policies as per the appendices to Report 13083.	Policy, By-law & Governance Committee
M13-0172	Be it resolved that the Halton District School Board approve a structure for admin procedures and supporting guidelines, implementation handbooks, and protocols as contemplated in Report 13083.	Director of Education
M14-0158	Be it resolved that the HDSB consider the following option related to the establishment of a second entry point (Grade 5) for French Immersion: Option C (Defer the decision on second FI entry point): Defer the decision regarding a second FI entry point until we have implemented Primary Core French.	Director of Education
M15-0071	Be it resolved that HDSB support HSTS utilizing a third-party consultant to undertake a bell time analysis study for elementary and secondary schools, in order to find route efficiencies and determine the financial impacts or cost savings, and; THAT prior to the analysis being undertaken, study parameters will be established jointly by the Halton DSB and the Halton Catholic DSB; and THAT the cost of undertaking a bell time analysis study be provided to trustees for approval.	SO/Business
M16-0045	Be it resolved that the Halton District School Board authorize staff to work with the City of Burlington and Nelson User Group to develop a fundraising plan as outlined in the HDSB Community Funding of Facility Enhancements Administrative Procedure regarding proposed enhancements to the sports facilities at Nelson High School.	SO/ Facility Services
M16-0097	Be it resolved that the Halton District School Board create an ad hoc committee to create a public awareness campaign, “Fix the Finances”, to raise awareness about how the HDSB is financed and repercussions of funding reductions and create an action plan to return to the Board for approval by the October 19 Board meeting.	Chair, Trustees Deferred to November 2016
M16-0099	Be it resolved that Halton District School Board refer to the Policy, By-law and Governance Committee, the creation of a policy that incorporates the concepts regarding internal processes and public concerns identified in the administrative procedure.	Policy, By-law & Governance Committee
M16-0132	Be it resolved that the HDSB appoint the architectural firm of Hossack and Associates Architects Inc. to prepare the design and tender documents for the proposed new elementary school, ERA 118 (Oakville NE #2 PS) to be built in the Oakville area for September 2018. In the event Ministry approval is not received for this project all expenses incurred for design and development of tender documents be funded through Close the Gap.	Facility Services

Motion #	Resolution	Responsibility
M16-0111	<ol style="list-style-type: none"> 1. Be it resolved that the Halton District School Board adopt Option 6, Grade 2 Entry to the French Immersion program at 100% intensity in existing single & dual track schools, as outlined in Report 16096. 2. Be it resolved that this model begin in Grade 2 of school year 2018/19. Entry into Grade 1 of our current FI model will cease after the 2016/17 school year and the 2017/18 Grade 1 cohort will be English program only. 3. Be it resolved that students enrolled in our current FI model be grand-parented and allowed to complete elementary school in the current model. 	Director of Education
M16-0133	Be it resolved that the Halton District School Board appoint the architectural firm of Hossack and Associates Architects Inc. to prepare the design and tender documents for the proposed new secondary school, SRA 104 (Milton SW #1 HS) to be built in Milton area for September 2019. In the event Ministry approval is not received for this project, all expenses incurred for design and development of tender documents be funded through Close the Gap.	Facility Services
M17-0021	Be it resolved that the HDSB undertake a review of the existing Executive Limitations, Governance Process and Board-Director Relationship policies with a view to rescinding or revising them under the current governance structure, and THAT the HDSB reformat and direct the Board's existing policies under either the "Framework" or "Governance" categories of the current governance structure.	Chair/Trustees
M17-0059	Be it resolved that the Board of Trustees obtain a written legal opinion from Miller Thomson regarding the proposed changes to the Director's Job Description, and Executive Limitations and Delegation of Authority Policies and that Miller Thomson be provided with copies of the current and proposed Director's Job Description, and Executive Limitations and Delegation of Authority Policies, and the Director of Education's Contract, and be given the opportunity to confer with the Board of Trustees to discuss their findings. Be it further resolved that the decision regarding the changes to the Director's Job Description, and Executive Limitations and Delegation of Authority Policies be deferred until such time as the legal opinion has been obtained and any recommendations resulting from it have been discussed by the Board of Trustees and the Director of Education.	Chair of the Board
M17-0088	Be it resolved that the Halton District School Board close Robert Bateman High School, effective June 30, 2020. a) Effective September 1, 2019, the Halton District School Board revise the existing catchment area for Robert Bateman HS to redirect English program students entering Grade 9 to Nelson HS; b) Effective September 1, 2020, the HDSB revise the existing catchment area for Robert Bateman HS to redirect the Grade 10, 11 and 12 English program students to Nelson HS.	Director of Education
M17-0091	Be it resolved that the Halton District School Board close Lester B. Pearson High School, effective June 30, 2018. a) Effective September 1, 2018, the Halton District School Board revise the existing catchment area for Lester B. Pearson High School to redirect students to M.M. Robinson High School.	Director of Education
M17-0092	Be it resolved that, effective September 1, 2018, the HDSB revise the existing Dr. Frank J. Hayden Secondary School French Immersion program boundary, to redirect students entering Grade 9 French Immersion to MM Robinson HS. Grade 10, 11, and 12 FI students will be grandparented at Dr. Frank J. Hayden Secondary School until graduation.	Director of Education

Motion #	Resolution	Responsibility
M17-0094	Be it resolved that, effective September 1, 2018, the Halton District School Board designate the English and French Immersion catchment areas for the “Evergreen Community” to M.M. Robinson High School.	Director of Education
M17-0097	Be it resolved that, as part of implementation of any PAR-related changes, the Board direct the Director that the responsible Superintendent develop and deliver a consultation and communications plan to engage with affected and interested stakeholders in an early and ongoing way	Director of Education
M17-0103	Be it resolved that the Halton District School Board authorize staff to proceed with the selection process for an architectural firm(s) to prepare the design details and project manage the facility modifications needed to address the Burlington Secondary Program and Accommodation Review (PAR) outcomes for MM Robinson and Nelson High Schools.	Facility Services
M17-0133	Be it resolved that the Halton District School Board appoint the firm of Snyder Architects Inc. as the architect for the transition of educational programs project into Nelson High School and MM Robinson High School as per their response to RFP-17-258	Facility Services
M17-0181	Be it resolved that the Halton District School Board authorize staff to tender and award the 2017-2018 Facility Services Projects, Operations and Maintenance, either individually or combined, as outlined in Report 17134.	Superintendent of Facility Services
M17-0184	Be it resolved that the Halton District School Board approve the continuation of the Close the Gap program, as outlined and THAT specific projects be undertaken as follows, funded subject to these cost estimates and budget availability: <ul style="list-style-type: none"> • air conditioning and electrical upgrades to second and third floor area of schools, \$5,180,000 • Support for installation of elevators to address building accessibility, \$6,000,000 • Support the development and installation of a turf field at White Oaks SS, \$1,200,000 	Superintendent of Facility Services
M18-0007	Be it resolved that the Halton District School Board accept the tender from Golden Gate Contracting Inc. in the amount of \$689,861 as contained in Tender No. RFT 17-286 for the construction and renovation of a parent and child centre at Oakwood Public School in Oakville, Ontario; and that the budget be approved as presented in Private Session Report 18010.	Superintendent of Facility Services
M18-0009	Be it resolved that the Halton District School Board authorize the Director to proceed with hiring a parliamentarian to review the Board’s revised by-laws, and to coordinate with legal counsel for a similar review of the by-laws with an expenditure of approximately \$5,000.	Director of Education
M18-0010	Be it resolved that the Halton District School Board authorize the Director to proceed with a review of the draft Fundraising Policy by legal counsel, no later than mid-February with an expenditure of approximately \$2,000.	Director of Education
M18-0034	Be it resolved that the Halton District School Board employ Miller Thomson as legal counsel to undertake a review of its governance policies, with a view to developing a compendium of documents that reflect best practices and provide a sound, concise and consistent reference for its Board of Trustees. The project, not to exceed \$5,000 will commence in February 2018 with anticipated completion by April 2018 for presentation to the Board.	Director of Education
M18-0034	Be it resolved that the Halton District School Board adjust the boundaries for the elementary schools in Milton as outlined in Scenario 10c and detailed in Report 18020, effective September 2018.	Director of Education

Motion #	Resolution	Responsibility
M18-0045	Be it resolved that the Halton District School Board accept the tender from Tri-Green Construction Ltd. in the amount of \$573,000.00 as contained in Tender No. RFT 18-20 for the retrofit facilitating a community hub at Harrison PS, Georgetown with the budget as outlined in Report 18045.	Superintendent of Facility Services
M18-0047	Be it resolved that the Halton District School Board develop and implement an Innovation-STEM (I-STEM) program option at Aldershot High School effective September 2019 beginning with students entering Grade 9..	Director of Education
M18-0087	Be it resolved that the Halton District School Board approve the use up to \$5,000 of the "Reserve Account for Trustee Professional Development" for DiSC training or comparable alternative training for Trustees who are elected for the 2018-22 term, with training recommended to occur early in 2019.	Chair
M18-0092	Be it resolved that the Halton District School Board approve the appointment of Sparkrock as the successful proponent for the implementation of the Human Resources/Payroll information system and that the appropriate signing authorities be authorized to execute all documents required to complete the transaction; and THAT the Halton District School Board ratify all motions from Private Session regarding the implementation of the Sparkrock system, as outlined in Private Session Report 18076.	Director, Superintendent of Business; Exec Officer, HR
M18-0095	Be it resolved that the HDSB authorize the Chair to write the CFUW (Canadian Federation of University Women) in Halton's municipalities, to request the opportunity to pose education-based questions for their all candidate evenings.	Chair
M18-0103	Be it resolved that the Board accept the recommendations provided by Miller Thomson and Associates regarding the Director's Job Description and the Delegation of Authority and Executive Limitations Policies; and Be it further resolved that the Board authorize the Director to employ the services of Miller Thomson and Associates to produce the operational leadership policy recommended in Report 18073, as soon as is practical, for subsequent approval by the Board of Trustees.	Director
M18-0104	Be it resolved that the Board accept the recommendations provided by Miller Thomson and Associates regarding the Policy Framework Policy, and the Policy and Procedure numbering format; and Be it further resolved that the Board authorize the Director to employ the services of Miller Thomson and Associates to produce the Policy Framework Policy as recommended in Report 18074, as soon as is practical, for subsequent approval by the Board of Trustees.	Director
M18-0115	Be it resolved that the Halton District School Board accept the tender from Starfleet Construction in the amount of \$900,144 as contained in Tender No.RFT 18-70 for the construction and renovation of a childcare and capital renewal improvements at Brant Hills Public School in Burlington, Ontario subject to final Ministry confirmation of the funding. Be it resolved that the Halton District School Board approve a budget of \$1,091,381, including HST, for the construction of a childcare and capital renewal improvements at Brant Hills Public School. This project is to be financed as follows: Schools First – Child Care Capital Retrofit Funding of \$771,381 (as allocated by the Ministry in December 2017 pending final approval to proceed), Renewal Funding of \$20,000 and School Condition Improvement Funding of \$300,000.	Director
M18-0116	Be it resolved that the Halton District School Board approve the audit plan (attached to Report 18082 as Appendix A) for the fiscal year ending August 31, 2018, prepared by the Board's external auditors, Deloitte LLP; and	Director

Motion #	Resolution	Responsibility
	Be it resolved that the Halton District School Board approve the 2018-19 Regional Internal Audit Plan which includes audits of Special Education (scope to be determined) and Continuing Education, and follow-up reviews of the Entity Level Assessment, Information Technology, Back-up Disaster Recovery and Information Technology Vulnerability and Security Assessment be approved by the Board of Trustees.	
M18-0117	Be it resolved that the Halton District School Board direct the scope of the Special Education Internal Audit to be presented to SEAC for information, and return to the Board for approval.	Director
M18-0018	Be it resolved that the Halton District School Board approve \$1,475,000 from 2018-2019 Capital Renewal funds to update facilities at Aldershot High School to deliver the I-STEM regional program.	Director
M18-0019	Be it resolved that the Halton District School Board approve the action plan outlined in Report 18087 to share the information for the Fair Funding for Students Campaign.	Chair of the Board
M18-0131	Be it resolved that the Halton District School Board rescind Motion M14-0133 in light of the Board's increased efforts to filter pornographic websites and their proxies within all of the Halton District School Board's networks.	Director / Superintendent of Education (InfoTech)
M18-0132	Be it resolved that the Board of Trustees approve the 2018/2019 Halton District School Board PSAB Operating Budget in the amount of \$763,306,167 and that the Superintendent of Business Services and Treasurer be authorized to proceed with the expenditure of funds as outlined in Appendix A. Be it resolved that the Board of Trustees approve the 2018/2019 Halton District School Board PSAB Capital Budget in the amount of \$88,770,131 and the Superintendent of Business Services and Treasurer be authorized to proceed with the expenditure of funds as outlined in Appendix B	Director Superintendent of Business
M18-0133	Be it resolved that the Halton District School Board approve the 2017/2018 Long Term Accommodation Plan (LTAP); and THAT staff be directed to submit the updated LTAP to the Ministry of Education and further that all entities identified on Community Planning Partnerships notification be advised that the LTAP has been approved and direct them to the Board's website to review the electronic document	Director / Superintendent of Business
M18-0134	Be it resolved that the Halton District School Board approve the Special Education Plan 2018-2019, contingent on approval of the 2018-2019 Budget, with two final amendments as outlined in Report 18102	Director
M18-0135	Be it resolved that the Halton District School Board approve the Operational Plan for 2018-19, as outlined in Report 18067.	Director
M18-0138	Be it resolved that the Chair of the Board write a letter to the newly appointed Minister of Education sharing the HDSB Fair Funding infographic, and outlining additional specific concerns and impacts related to the current budgeting cycle, including but not limited to the negative impact of the new cash flow timing change, and requesting transparency in all funding formulae and the specific assumptions and data used in allocation calculations.	Chair
M18-0143	Be it resolved that a further public meeting is not necessary in regard to the Education Development Charges By-law. Be it resolved that the Halton District School Board enact an Education Development Charge By-law (as attached to Report 18105 – Appendix A) to apply to the Region of Halton;	Director

Motion #	Resolution	Responsibility
	<p>THAT the By-law levy an education development charge on both residential and non-residential development and that the percentage of the growth-related net education land cost that is to be funded by charges on non-residential development be 15%.</p> <p>THAT the Board's By-law be in the form attached hereto with the following figures inserted:</p> <ul style="list-style-type: none"> • in Section 9, \$4,364.00 as the education development charge on each dwelling unit in a residential development; • in Section 12, \$1.11 as the education development charge per square foot of gross floor area applied to non-residential development (\$ 11.95 per square metre). <p>THAT the Board's By-law come into force on July 4, 2018 and have a maximum term of up to one year.</p>	
M18-0144	Be it resolved that Halton District School Board collaborate with the Halton Catholic District School Board and Municipal Partners to explore and identify the appropriate process and/or mechanism(s) to request that the development community voluntarily remit, using the current formula, Education Development Charges (EDCs) during the period of time where no EDC by-law is in force, including retroactively to June 24, 2018 and to such time as a new by-law is enacted.	Director
M18-0145	Be it resolved that Halton District School Board direct the Director to continue to work with the Halton Catholic DSB, and the Ministry of Education and the newly appointed Minister of Education to move the EDC levels within our by-law to the levels proposed in the March 2018 EDC background study that was submitted to the Ministry on March 13, 2018, with a report to Board no later than October 31, 2018.	Director
M18-0148	<p>Be it resolved that Reza Ali Chaudhry of Milton, Ontario be appointed as the Halton District School Board Trustee Designate for Milton Wards 1, 6, 7 and 8; and</p> <p>THAT Reza Ali Chaudhry be sworn in as Halton District School Board Trustee for Milton Wards 1, 6, 7 and 8 at the Regular Board meeting on September 5, 2018, with his term in office commencing that evening and concluding November 30, 2018.</p>	Chair of the Board

PENDING REPORTS – September 5, 2018

Motion & Date	Resolution	Presentation Date
M12-0088	<p>Be it resolved that the HSDB direct the Director to provide a full and complete list of all policies and admin procedures noting :</p> <p>a) whether or not the policy/admin procedure has been adopted by board motion,</p> <p>b) the date that the policy/admin procedure was last reviewed,</p> <p>c) the date that the policy/admin procedure is next scheduled to be reviewed and</p> <p>d) whether or not the policy/admin procedure suggests an impact to roles and/or responsibilities of trustees or board of trustees (directly or through referenced policy/admin procedure).</p>	June / Sept. 2012 Review of policies undertaken (on-going)
M16-0112	Be it resolved that an annual report be added to the report schedule (starting in 2018), outlining the percentage/number of Gr.1 students in each elementary school registered for French Immersion or English programs for the following year, and that this report highlight any schools where fewer than 20 students have registered for the Gr.2 English program and any schools where registration percentages for FI have increased from prior years, and provide an action plan to address the enrolment in those schools. This report will be brought to the Board of Trustees prior to staffing deadlines.	2018 Interim report proposed February/March 2017

Halton District School Board

Report Number: 18107

Date: August 28, 2018

FOR INFORMATION

TO: The Chair and Members of the Halton District School Board

FROM: Stuart Miller, Director of Education

RE: Administrative Procedure Update

Background:

This report is the next regular update of Administrative Council's ongoing review of all administrative procedures, and the first for the 2018-19 school year.

Minor changes noting the terminology of silica-free clay (PSH 400 and PSH 700) have been noted in these two procedures. The procedures are appended for your convenience with changes noted in bold.

Admin Procedure Name	Revisions / Additional Info
Clay Handling and Storage – Curriculum Delivery	
Handling and Cleaning Clay in Classrooms	

Respectfully submitted,

*Stuart Miller
Director of Education*

Topic:	Clay Handling and Storage – Curriculum Delivery
Effective:	June 2014
Cross-Reference:	Handling and Cleaning of Clay in Classrooms
Review/Revision Date:	June 2018
Responsibility:	Executive Officer of Human Resources

INTENDED PURPOSE:

This procedure applies to the following clay bodies: **PSH 400 and PSH 700.**

PROCEDURES:**General**

- Follow all general handling procedures as detailed in *Handling Clay and Cleaning in Classrooms Administrative Procedure*.
- Complete safety training with students to ensure understanding of hazards.
- Ensure Material Safety Data Sheets are readily available and reviewed prior to use.
- Use silica based clay only for work that is to be fired. Where possible, use **silica-free** alternates such as Crayola Model Magic, PSH ONE, Amaco Self-Harding Moist Clay or Mexican Pottery Clay.
- Never use clays in carpeted areas.
- Wet wipe drying shelves/racks after sculptures are removed for firing.
- Wet down tables/desks prior to any movement in the classroom to minimize dust.
- Loose hair should be tied back, shirt sleeves rolled up and smocks worn over clothing where available.
- All broken or discarded pieces of fired material must be discarded in a sealed plastic bag.

Handling

- Never allow dry sanding. If edges or surfaces need to be smoothed, use a damp disposable cloth or paper towel.
- Cover all work surfaces with newspaper or newsprint. Use a spray bottle containing water to dampen the paper. Place the work boards (e.g. plastic trays, masonite board) on top of the paper.

Staff and Student Clean-Up

- Only wet mop to clean up clay dust and debris. Sweeping generates airborne dust. Standard vacuum bags are not fine enough to trap the silica dust. The use of a standard vacuum will cause the fine particles to become airborne when they pass through the vacuum bag and filter.
- Always use wet disposable towels or cloths to damp clean all tools and classroom surfaces. Ensure tools and surfaces have no remaining residue. Never clean using dry wipes.
- Wipe down slip container lids and edges used during the class with a wet cloth.
- Notify caretaking staff that silica based clay will be used. Caretaking staff shall follow procedures for cleaning art rooms.
- Be sure that all students clean their hands and under their nails thoroughly with soap and water before they leave the classroom.

Storage and Disposal

- Always store leftover clay in a labeled wet pail or plastic bag. Add water to keep the clay moist at all times.
- Dispose of all cleaning cloths, paper towels and wet newspaper or newsprint in sealed plastic garbage bags.
- Clay stored in cupboards should be covered in plastic to prevent drying and accidental release of particles.

Topic:	Handling and Cleaning Clay in Classrooms
Effective:	June 2014
Cross-Reference:	Clay Handling and Storage – Curriculum Delivery
Review/Revision Date:	June 2020
Responsibility:	Executive Officer of Human Resources

INTENDED PURPOSE:

To define procedures for the handling and cleaning of **silica containing** clay (**PSH 400 and PSH 700**) in classrooms.

This procedure does not apply to silica-free clay.

PREAMBLE:

Clay is a general term including many combinations of one or more clay minerals with traces of metal oxides and organic matter. Geologic clay deposits are mostly composed of phyllosilicate minerals containing variable amounts of water trapped in the mineral structure. Clay used in sculpting has been manufactured/processed for that purpose. Clay is a concern as it contains silica in various concentrations, depending on the product used. Silica is a designated substance in the province of Ontario. Assessment of the clays used at HDSB has revealed no exposure risk to staff when handled properly. Current HDSB procedures are sufficient in handling clay and a control program specific to silica is not required. As with any controlled product always refer to the **MSDS/SDS** for the exact composition, precautions and first aid procedures.

Irrespective of silica content in the **silica containing** clay used, these procedures must be adhered to at all times to protect worker and occupant safety.

Any process that involves **silica containing** clay may involve exposure to silica dust. Dusts are most likely to be generated during the cleaning up of dried clay during afternoon caretaking cleaning routines. To minimize airborne dust exposure, never dry sweep floors in art rooms at any time. Use only wet mopping and hosing methods.

PROCEDURES:

General Procedure

All employees and students should:

Always:

- Clear up spillages before they dry out (if possible). See Accidental Spillage/Release section for how to clean up dried spills.
- At the end of each class, wipe all surfaces with a wet cloth/paper towel.
- Wash your hands thoroughly with soap before leaving the room.

Never:

- Dry sweep
- Dry scrape problem areas
- Eat or drink in classrooms using clay

Handling Clay

The following measures are to be taken by staff when handling/manipulating clay:

- Upon receipt of a clay shipment, informed staff receiving the shipment shall inspect the shipment for excessive dust accumulation. If observed, wipe down the boxed of clay with a damp cloth prior to being brought into the building.
- Ensure clay waste receptacles are sealed/covered at all times.
- Tables and shelves are to be moistened with a spray bottle prior to storing sculptures.
- Moisten sculptures before transport.
- In order to keep clay moist between classes and before completion, wrap entire sculpture in plastic and store.
- Ensure proper hand washing, including under the nails after handling clay.
- Ensure wet methods are used for cleaning tools and surfaces. Clean all tools thoroughly before storing.
- Ensure the **Material Safety Data Sheet (MSDS)/Safety Data Sheet (SDS)** has been reviewed prior to use.
- Ensure proper housekeeping within the classroom.
- Teachers are to review Clay Handling and Storage – Curriculum Delivery Administrative Procedure for additional requirements.

Any questions on the process for handling clay should be directed to the Board's Instructional Program Leader for Art or the Health and Safety Department.

Cleaning Procedures

- It is expected that the educational programs using **silica containing clay** will be limited to as few rooms as possible and that staff and students clean up wet clay as soon as possible and leave the room in a clean and tidy condition at the end of the instructional day. **No silica containing clay is to be used in a portable classroom.** The teaching staff should communicate in advance with the caretaking staff that this program will be taking place so that the caretaking department can make arrangements for prioritized cleaning of the room.
- The cleaning of these rooms will be modified when the clay unit is being delivered. Only wet cleaning methods on surfaces will be performed at this time.

Room Condition Expectations (prior to cleaning)

- Student tabletops/desks have been cleared of instructional materials.
- Excess instructional materials have been cleaned up, stored and/or disposed of.
- Items are stored properly in their designated location(s).

During the clay unit, in the specified rooms, the teacher and students will clean up wet clay spills and caretaking staff will provide daily cleaning after hours. After hours cleaning will include wet wiping desks and wet mopping floors. Dry cleaning methods (ie. dry cloth wiping or sweeping) will not take place at this time.

Accidental Spillage/Release

Where dried clay has fallen and broken apart the potential for silica dust to become airborne exists. Should this occur, follow these steps in order:

Small Spill (a small sculpture):

- Move students away from the spill and restrict access to the area.
- **Teacher must don N95 respirator that was provided to them. N95 respirators must be ordered through the Instructional Program Leader for Art.**

- **Note: Teacher must have been fit tested before using N95 respirator. If teacher in the room was unsuccessfully fit tested, another teacher who was successfully fit tested should be assigned to clean up the spill.**
- Teacher wets down spill with a spray bottle.
- Collect spilled material and dispose of in a plastic garbage bag. Seal and place in waste receptacle.

Large Spill (large sculpture, multiple small sculptures or dropped box of open clay):

- Clear the room immediately.
- Shut down mechanical ventilation.
- Call Health and Safety Department.
- Clean up to be performed by Facilities Services staff.

DO NOT re-enter the room until the all clear has been given by the Health & Safety Department.

Halton District School Board

Report Number: 18108

Date: August 28, 2018

FOR DECISION

TO: The Chair and Members of the Halton District School Board
FROM: Amy Collard, Chair: Policy, By-law & Governance Committee
RE: **Trustee Expenses**

Recommendation

Be it resolved that the Halton District School post the revised Trustee Expense Policy, as appended to Report 18108, on the Board website for a period of 25 days, soliciting public input, and that the policy and any input return to the Board for consideration at the first Board meeting in October, 2018.

Background

The current Trustee Expense Policy was reviewed at the Committee of the Whole meeting held on June 13. A number of small items requiring an update were identified.

Changes affecting section 4.1 of the Trustee Expense Policy include:

- Fax technology has been replaced with scanner technology in keeping with today's technology standards
- CHATT is no longer used and has been deleted
- Chrome browser access is required and has been added

Changes affecting section 4.9 of the Trustee Expense Policy include:

- In recognition of the fact that HDSB Trustees may be elected to serve on the Executive Board of OPSBA, this position has been added to the list of positions that might require additional professional development funding.

Changes affecting Schedule 1 of the Trustee Expense Policy include:

- In recognition of the diverse range of learning and work styles that may require differentiation in technology, tablets have been added as an alternative to laptops.
- Removal of the chart showing examples of cell phone and internet costs. These charts are necessary in reports detailing why periodic changes are required but serve no purpose in the Schedule itself and they have resulted in some confusion.

Housekeeping changes throughout the Trustee Expense Policy include:

- Consistent use of the term 'Board of Trustees' to reduce any confusion between the terms 'Halton District School Board' and 'Board'.
- PD has been changed to Professional Development to ensure clarity.
- Corrected use of e.g. and i.e.
- Corrected a list formatting issues.

Respectfully submitted,

*Amy Collard
Chair – Policy, By-law and Governance Committee
Halton District School Board Trustee
Ward 5, Burlington*

BOARD GOVERNANCE POLICY

Adopted	October 21, 2015
Review Date <i>(annually: September)</i>	<i>(Revised/New) M15-0186 Oct. 21, 2015 (Revised) M15-0067 April 1, 2015 (Reviewed) November 19, 2014 (Revised) 14-0199 September 3, 2014 (NEW) M12-0005 January, 11 2012</i>

TRUSTEE EXPENSES

1. OBJECTIVE

The Board recognizes the need to reimburse trustees for expenses reasonably incurred in carrying out their role as trustee. In addition, the Board recognizes that trustees must be equipped properly so they may consult with and contact their constituents.

2. DEFINITIONS

2.1 Board: The Board of Trustees including Members of the Board elected or appointed in accordance with the Ontario Municipal Elections Act, and Student Trustees elected or appointed in accordance with the Ontario Education Act and Halton District School Board Policy. Duties and responsibilities of the Board are defined under the Ontario Education Act, Ontario Municipal Act, and Ontario Regulation.

2.2 Days: Consistent with Board practice, all references to “days” refer to calendar days, unless otherwise specified.

3. POLICY STATEMENT

The Halton District School Board is committed to an organizational culture that is consistent with the guiding principles which frame our Strategic Plan.

4. SPECIFIC DIRECTIVES

4.1 Trustees, including student trustees, upon their election and in accordance with the limits set out in Schedule 1, shall be equipped with:

- Computer equipment including peripherals (printer/**scanner**). Additional equipment may be purchased as an office supplies expense per sections 4.5 and 4.6, or acquired in accordance with section 4.3 Exceptions, below.
- Software in accordance with the Board standard for administrators (Office Suite, Chrome Browser, email etc.).
- High speed home internet access.
- A mobile communication device (i.e. Blackberry, iPhone etc.) and communication plan.
- Trustees can choose to use their personal phone and receive reimbursement up to a maximum of the standard communication plan used by the Board.
- In addition, trustees (excluding student trustees) may be equipped with a home office phone (land line).

4.2 All equipment will be purchased in accordance with the Board’s Purchasing Administrative Procedure. The Superintendent of Education (Information Technology) will have authority for determining the computer, peripherals and software, as well as the high speed internet and mobile communication packages provided. The Superintendent of Education (Information

Technology) will review the reasonableness of Schedule 1 as needed. Revisions to Schedule 1 must be approved by the **Board of Trustees**.

4.3 Exceptions:

Where a trustee may incur additional costs or ongoing expenses that exceed the limits of Schedule 1 as a result of disability or special need, these expenses will be covered by the HDSB.

Where a trustee must incur additional costs or ongoing expenses due to the geographic location of their residence, or other circumstance beyond their control, such extraordinary expenses must be approved by the Board in accordance with this policy.

4.4 Given the rate at which technology currently depreciates, equipment purchased at the start of the trustee's term of office will not need to be returned to the Board at the end of the term or upon the trustee's retirement. However, all service contracts will end commensurate with the end of the trustee's term. The residual value will be determined by the Superintendent of Education (Information Technology). The residual value if any will be reported on the Trustee's T4.

4.5 In addition, each trustee, on an annual basis, will have access to a \$5,000.00 travel, personal professional development and office supplies account. This account may be used to reimburse the trustee for expenses reasonably incurred in carrying out their role as trustee.

4.6 The following expenses are those which are recognized by the Board as appropriate trustee expenses:

- transportation - including mileage at the current Board rate (see 4.8 below);
- professional development / conferences;
- functions whose purpose is the welfare of Halton District School Board students, such as but not limited to those hosted by the Halton Learning Foundation, the Halton Industry Education Council, or Halton Food for Thought;
- meals, reimbursed at the current Board rate;
- office supplies (filing cabinet, stationery, technology etc.);
- constituent meeting expenses (coffee, refreshments);
- mailings, photocopying;
- child care costs for dependent children which would allow Trustees to attend scheduled meetings, events and/or functions of the Halton District School Board; and
- other expenses.

4.7 Any other extraordinary or unusual expenses incurred by a Trustee in carrying out their role, which they feel should be paid by the Board must be pre-approved by the Board, and will not be charged against the Trustee's account, but rather the Board's account.

4.8 Trustee claims for travel within Ontario by automobile or public transit to:

- HDSB sites and events
- OPSBA Events and Meetings
- Meetings or events which the Trustee attends as a representative of the Board

may exceed \$1,000.00 in a fiscal year (pro-rated to \$750.00 in the first nine months of the term and \$250.00 in the final three months of the term). Any travel expenditure above the \$1,000.00 threshold for attending the meetings and events listed above will not be charged against the Trustee's account, but rather the Board's account.

Travel within Ontario by other modes of transportation (e.g. train, airplane) to the events specified above, up to the amount equivalent to travel by automobile, as verified with appropriate documentation shall be included in the \$1,000.00 threshold. These expenses will be submitted to the Board using the HDSB Trustee Transportation Claim Form.

Travel to conferences, meetings or events not specified above shall not be included in the \$1,000.00 threshold but may be brought to the **Board of Trustees** for consideration and will be submitted using the HDSB Trustee Conference Expense Form.

- 4.9 Where a Trustee or Trustees incur appropriate expenses as a representative of the Board, they will not be charged against the Trustee's account, but rather the Board's account. All such expenses must be approved by the Board. For planning purposes, where such expenses are predictable, they should be approved as early in the fiscal year as possible. Examples include but are not limited to: Ministry of Education/OPSBA Trustee orientation and professional development for all Trustees; OPSBA AGM for the Board's OPSBA Director(s) **and any Halton District School Board Trustee elected to the Executive Committee of OPSBA**; OSTA-AECO conferences for the Student Trustee Mentor(s); audit training for members of the HDSB Audit Committee.
- 4.10 Where the approval or allocation of any expense is disputed, the **Board of Trustees** is recognized as the final authority for the approval or allocation of that expense.
- 4.11 Trustees will make best efforts to submit claims for expenses within one (1) month of their occurrence and in the fiscal year in which the expense occurred. Expenses submitted after the fiscal year end cut-off will be reflected in the following fiscal year.
- 4.12 A monthly statement of an individual Trustee's detailed expenses (conferences, transportation, meals, etc.) shall be provided to that Trustee electronically.
- 4.13 Trustee expenses that are in excess of, or not allowed by, HDSB policy may be claimable on individual Trustee personal tax returns using the Board provided T2200 form.
- 4.14 Unused portions of an individual Trustee's expense budget, on an annual basis, shall roll-over to the next year. At the end of the term of the Board, unused portions of the Trustee expense budget shall be allocated to a Reserve Account for the purpose of future Trustee professional development. The use of these Reserve Account funds will be decided by the incoming Board of Trustees by Board resolution. Trustees will receive an annual statement of the Reserve Account within 90 days of the start of the next fiscal year.
- 4.15 Payment of a Trustee's claims exceeding the total amount budgeted per Trustee over the term of the Board, will be decided on a case-by-case basis by the Board of Trustees.
- 4.16 An annual summary of Trustee expenses will be reported as an information item by the Superintendent of Business.

A Trustee expense report will be posted to the Board's website annually by December 31 following the end of the fiscal year. The report will include expense totals by Trustee in each of the following categories:

- Travel (eg. mileage, parking, tolls)
- OPSBA Conferences
- Other Professional Development
- Meeting Expenses (e.g. hospitality)
- Supplies
- Other Expenses (e.g. child minding)

Board paid:

- Telecommunications (e.g. monthly service fees)
- Technology (e.g. hardware)
- Board Leadership and Mandatory Training
- Prior Term Reserve for PD
- Travel over \$1,000

- 4.17 Trustee Expenses fall under the Broader Public Sector Accountability Act, 2010 (BPSAA) and must meet the Expenses and Procurement Standards detailed therein.

5. RESPONSIBILITIES

- 5.1 Board
 - 5.1.1 Approves Schedule 1 prior to the new term of a Board or when changes are recommended by the Superintendent of Education (Information Technology)
- 5.2 Superintendent of Education (Information Technology)
 - 5.2.1 Determines and recommends limits in Schedule 1 - Trustee Information and Communications Technology Limits
- 5.3 Superintendent of Business Services
 - 5.3.1 Provides support for Trustee expense reporting;
 - 5.3.2 Reports on Trustee expenses.

6. EXTERNAL REFERENCES

- 6.1 [Ontario Education Act](#)
- 6.2 [Broader Public Sector Accountability Act, 2010](#)
- 6.3 [Accessibility for Ontarians with Disabilities Act, 2005](#)

7. HALTON DISTRICT SCHOOL BOARD REFERENCES

- 7.1 Purchasing Administrative Procedure
- 7.2 Schedule 1 - Trustee information technology and communications expense limits, appended Halton District School Board Policy GOV-03H Trustee Expenses

8. REVISION HISTORY

- 8.1 Reviewed June 2018 to ensure current hardware and software being used is reflected (4.1), add clarity regarding approval by Board of Trustees (4.2, 4.9, 4.10), remove outdated reference (Revision History), update Schedule 1 to reflect the need to differentiate by including the option of a tablet instead of a laptop, and general housekeeping.
- 8.2 Reviewed June 2015 to clarify travel expense covered by the Board (4.8), preferred timing of expense claims (4.11), and public reporting details (4.16).
- 8.3 Final review by PB&G on November 12, 2014 and Board on November 19, 2014 integrating feedback re expenses incurred on behalf of the Board, and the receipt of the annual statement of the Reserve Account to “within 90 days” of the start of the next fiscal year; definition of “days”; recognition of functions whose purpose is the welfare of Halton DSB students as an appropriate Trustee expense.
- 8.4 Revised September 24, 2014 - Policy reformatted and revised for use with Schedule 1 - Trustee information technology and communications expense limits. Revised to ensure that the rights of Trustees with special needs or extraordinary circumstances are respected, and where possible to remove barriers to their effective representation of their community. Revised to include the realization of a taxable benefit equal to the residual value of any technology retained by Trustee upon their retirement from the school board.
- 8.5 Revised January 2012 - The original draft of the Trustee Expenses Policy was presented at the December 7, 2011 Board meeting. Revisions were suggested, and the revised version of the policy is attached to this report for the Board’s consideration.

This Policy should be reviewed on an ongoing basis to ensure it reflects any changes to the Broader Public Sector Accountability Act, 2010 (BPSAA).



Governance Process Policy: Schedule	
Adopted	November 19, 2014
Last Revised	March 2015, January 2017
Review Date	January 2018

TRUSTEE EXPENSES -- SCHEDULE 1

*(effective December 1, 2014; revised **September 2018**)*

The following options are available as outlined in item 4.1:

- Computer equipment including peripherals:
 - Apple MacBook Air
 - Apple MacBook Pro
 - Apple iMac
 - Windows laptop
 - Windows desktop
 - tablet
 - Other devices approved for use in Halton District School Board schools or administrative offices

The following reimbursements are recalculated as required.

All reimbursements include taxes and other charges.

- high speed home internet access for reimbursement - **\$90.00/month**
- communication plan reimbursement (mobile device) – **\$107.35/month**

Halton District School Board

Report Number: 18109
Date: August 28, 2018

FOR DECISION

TO: The Chair and Members of the Halton District School Board
FROM: S. Miller, Director of Education
RE: **2018-19 LTAP School Boundary Review**

Background:

The 2017/2018 Long Term Accommodation Plan (LTAP) provided enrolment projections for 2018 to 2027 for each Elementary and Secondary Review Area (ERA and SRA) in the Board as well as for each elementary and secondary school within the system.. The LTAP provides the opportunity to identify school boundary review initiatives as result of the construction of new schools and ongoing accommodation pressures in existing review areas. In order to proceed, trustees must approve the initiation and undertaking of school boundary reviews.

RECOMMENDATIONS:

1. ***Be it resolved that the Halton District School Board direct staff to undertake a school boundary review for the new Oakville NE #2 ps, with an expected completion date of no later than February 2019.***
 2. ***Be it resolved that the Halton District School Board direct staff to undertake a school boundary review for the Evergreen community north of Dundas St, and new developments located on Thomas Alton Blvd and Valera Road with an expected completion date of no later than February 2019.***
 3. ***Be it resolved that the Halton District School Board direct staff to undertake a school boundary review for ERA 102 (which include John T. Tuck PS, Pauline Johnson PS, Ryerson PS and Tecumseh PS) with an expected completion date of no later than February 2019.***
 4. ***Be it resolved that the Halton District School Board direct staff to undertake a school boundary review for the new Milton SW #1 hs, with an expected completion date of no later than June 2019.***
 5. ***Be it resolved that the Halton District School Board direct staff to undertake an elementary and school boundary review for the Samuel Curtis Estates subdivision (ERA 111), which will include schools in ERA 103 (Pineland PS and Mohawk Garden and SRA 100 (Nelson HS), as well as schools in ERA 112 (Eastview PS, Gladys Speers PS, Pine Grove PS) and SRA 102 (TA Blakelock HS); with an expected completion date of no later than February 2019.***
-

Discussion:

The 2017/2018 Long Term Accommodation Plan (LTAP) provided enrolment projections for 2018 to 2027 for each Elementary and Secondary Review Area (ERA and SRA) in the Board as well as for each elementary and secondary school within the system. The LTAP provides the opportunity to identify school boundary review initiatives that are to be undertaken as a result of ongoing capital initiatives or as a result of new development and/or enrollment pressures on schools.

1. *New – Oakville NE #2 ps Boundary Review*

The Board received Capital Priorities funding approval for a new Oakville elementary school to be constructed on Post Road, north of Dundas Street and east of Sixth Line. The school is projected to open September 2019. In the 2017-18 LTAP, it was noted the primary basis in the

Halton District School Board

Capital Priorities Business Case for the new school was to accommodate new growth north of Dundas; as well as provide accommodation relief to schools, River Oaks PS and Oodenawi PS. As such the 2017/2018 LTAP identified and recommended to undertake a school boundary review in the Fall of 2018. It is the expectation that this boundary review will be completed by the end of February 2019.

2. Redirection of the Evergreen Community and new developments located on Thomas Alton Blvd and Valera Road.

The Evergreen community located north of Dundas Street between Appleby Line and Tremaine Road is anticipated to receive secondary plan approval this year, at which time a development of approximately 906 units will likely proceed. It is prudent to assign a school to this area prior to the sale and construction of housing. This area is currently directed to M.M. Robinson HS, but there are no schools assigned for elementary school students.

The 2017/2018 LTAP identified that Alton Village PS will continue to grow in enrolment and could exceed OTG building and portable capacity for the next six years. For September 2018, there will be a maximum 12 portables on site. Any additional portables on site will require additional site plan approval from the City. There are two developments located within the Alton Village PS boundary located at:

- 4853 Thomas Alton Blvd. An OMB settlement agreement has been approved for 601 units. (21 medium-density units and 580 high-density units)
- 4880 Valera Road. A zoning application has been received from the City of Burlington for 414 units. (70 medium-density units and 344 high-density units)

Since a boundary review is recommended for the Evergreen community it is recommended to partially address enrolment pressure at Alton Village PS at the same time prior to the sale/construction of these new units in the catchment. Should this boundary review be approved current students will not be impacted. It is the expectation that this boundary review will be completed by the end of February 2019.

3. ERA 102 - Enrolment Imbalance

John T. Tuck PS and Pauline Johnson PS will remain over 100% OTG utilization and will require portables over the next ten years. Ryerson PS and Tecumseh PS utilization is anticipated to remain low (under 60%) which has the potential to trigger a Program and Accommodation Review. A boundary review to rebalance the enrolments in ERA 102 among its schools will provide relief to John T. Tuck PS and potentially increase enrolments above the 60% OTG usage for the remaining schools. It is the expectation that this boundary review will be completed by the end of February 2019.

4. New – Milton SW #1 hs

The Board received Capital Priorities funding approval for a new Milton secondary school to be constructed Bronte St., south of Louis St. Laurent Blvd. The school is projected to open in 2020/2021. In the 2017-2018 LTAP, it was noted that the primary basis in the Capital Priorities Business Case for the new school, was to accommodate new growth south of Louis St. Laurent Blvd as well as provide accommodation relief Milton DHS and Craig Kielburger HS. As such the 2017-2018 LTAP identified and recommended to undertake a school boundary review commencing in January of 2019. It is the expectation that this boundary review will be completed by the end of June 2019.

5. Samuel Curtis Estates (SW Oakville) Redirection

The 2017-18 LTAP identified an area in ERA 111, that currently directs students to attend schools in Burlington (ERA 103 - Mohawk Gardens PS and Pineland PS; SRA 100 - Nelson HS and Robert Bateman HS). This area is commonly known as "Samuel Curtis Estates", located at the SE corner of Burloak Drive and Lakeshore Road, and was the first residential development

Halton District School Board

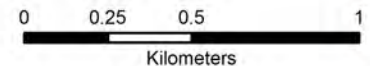
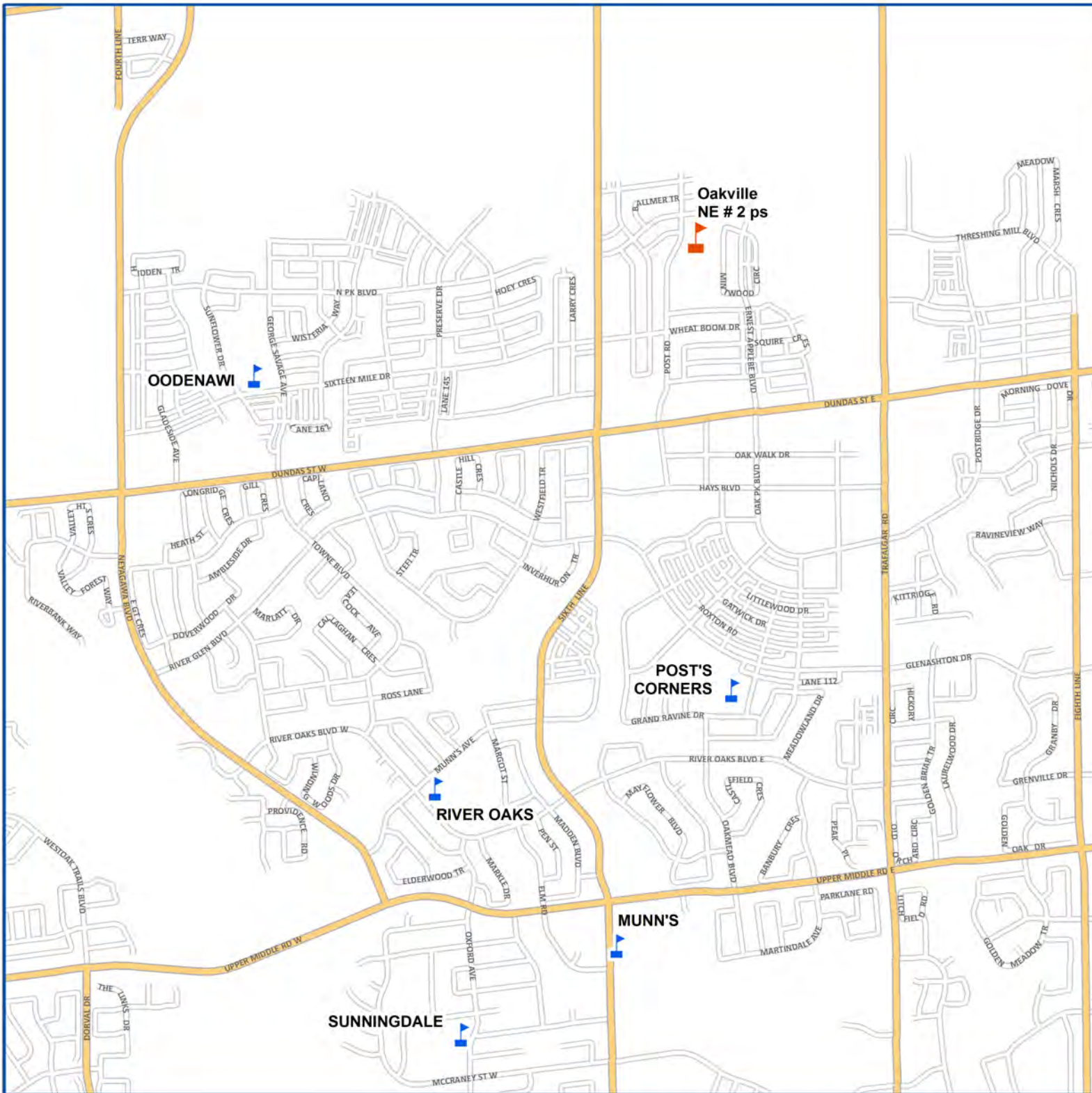
in this area. Approximately 20 years later, residential development occurred within the Petro Canada lands that are located to the north and to the east of Samuel Curtis Estates.

Historically, this area has been directed to Burlington schools because of proximity to existing Burlington schools and relative isolation from the existing residential in the review area. With the recent development of the Petro Canada lands (now known as the “Lakeshore Woods” community), there has been interest in redirecting public school students from Burlington to Oakville schools. Currently those English program students in the Lakeshore Woods community attend Gladys Speers PS for JK to Grade 6 and Eastview PS for Grade 7 and 8; while FI students attend Pine Grove PS (Grade 2 to Grade 8). As of October 31, 2017, there are 9 students attending Mohawk Gardens PS, 17 students attending Pineland PS, 6 students attending Nelson HS and 5 students attending Robert Bateman HS. Therefore the 2017-2018 LTAP identified that consideration should be given to the potential redirection of that area to elementary and secondary schools in Oakville. The boundary review will be completed by the February 2019.

Respectfully submitted,

*Stuart Miller
Director of Education
Halton District School Board*

Oakville NE # 2 ps



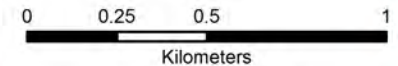
The current street network was provided by the Regional Municipality of Halton and the Region assumes no responsibility or liability for its use or accuracy.

Proposed roads are subject to change.

It is the intention of the HDSB to provide up-to-date and accurate information, and reasonable efforts have been made by the HDSB to verify the information, however a degree of error or change is inherent. This information is distributed 'as is' without warranty. HDSB assume no legal liability or responsibility for the accuracy, completeness, or usefulness of any information. If you require additional information please contact the Planning Department at 905-335-3663.



Evergreen Community and Developments on Thomas Alton Blvd and Velera Rd

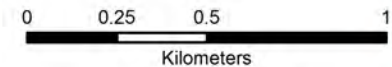
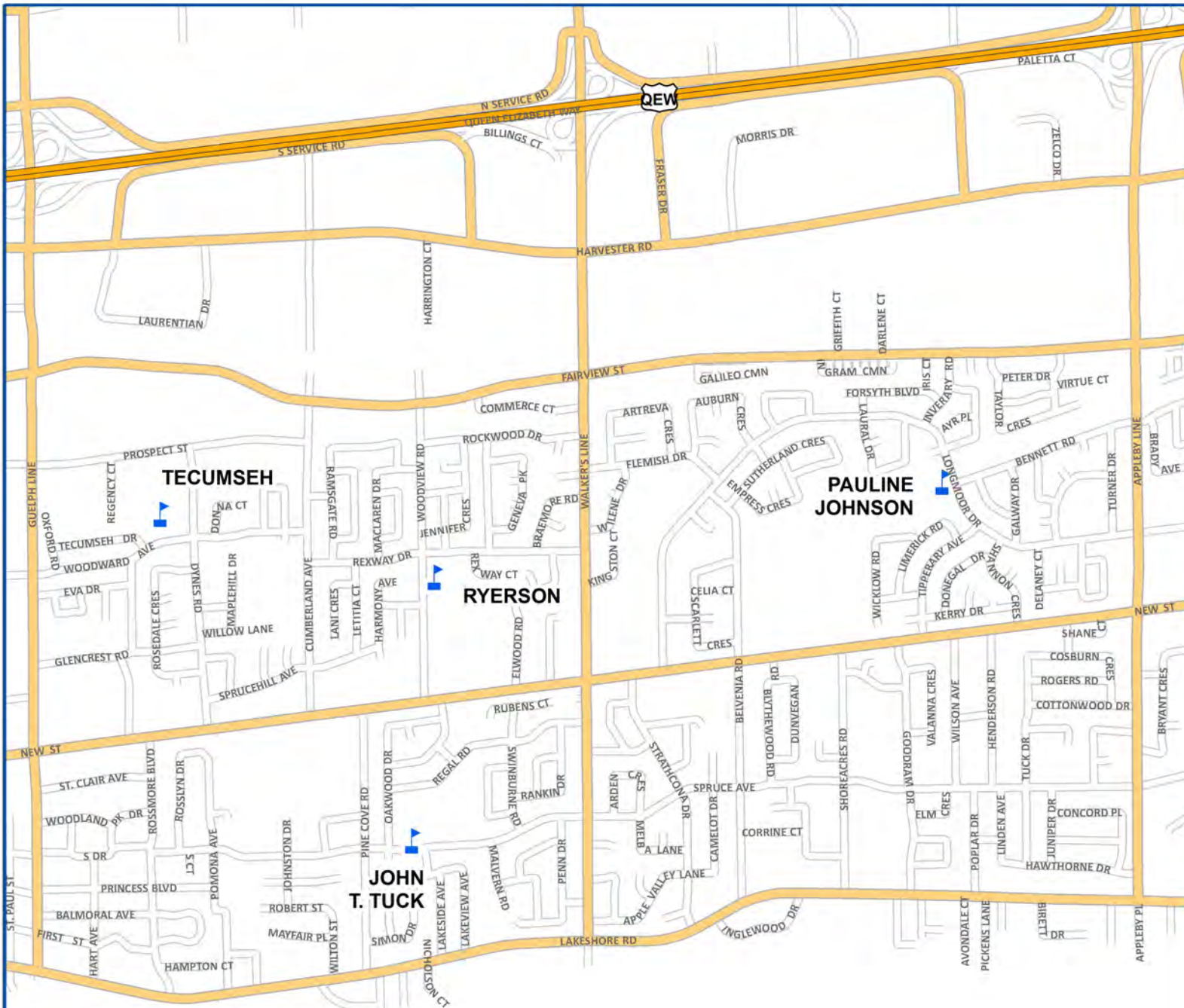


The current street network was provided by the Regional Municipality of Halton and the Region assumes no responsibility or liability for its use or accuracy.

Proposed roads are subject to change.

It is the intention of the HDSB to provide up-to-date and accurate information, and reasonable efforts have been made by the HDSB to verify the information, however a degree of error or change is inherent. This information is distributed "as is" without warranty. HDSB assume no legal liability or responsibility for the accuracy, completeness, or usefulness of any information. If you require additional information please contact the Planning Department at 905-335-3663.

ERA 102



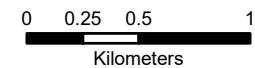
The current street network was provided by the Regional Municipality of Halton and the Region assumes no responsibility or liability for its use or accuracy.

Proposed roads are subject to change.

It is the intention of the HDSB to provide up-to-date and accurate information, and reasonable efforts have been made by the HDSB to verify the information, however a degree of error or change is inherent. This information is distributed "as is" without warranty. HDSB assume no legal liability or responsibility for the accuracy, completeness, or usefulness of any information. If you require additional information please contact the Planning Department at 905-335-3663.



Milton SW # 1 hs

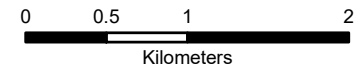
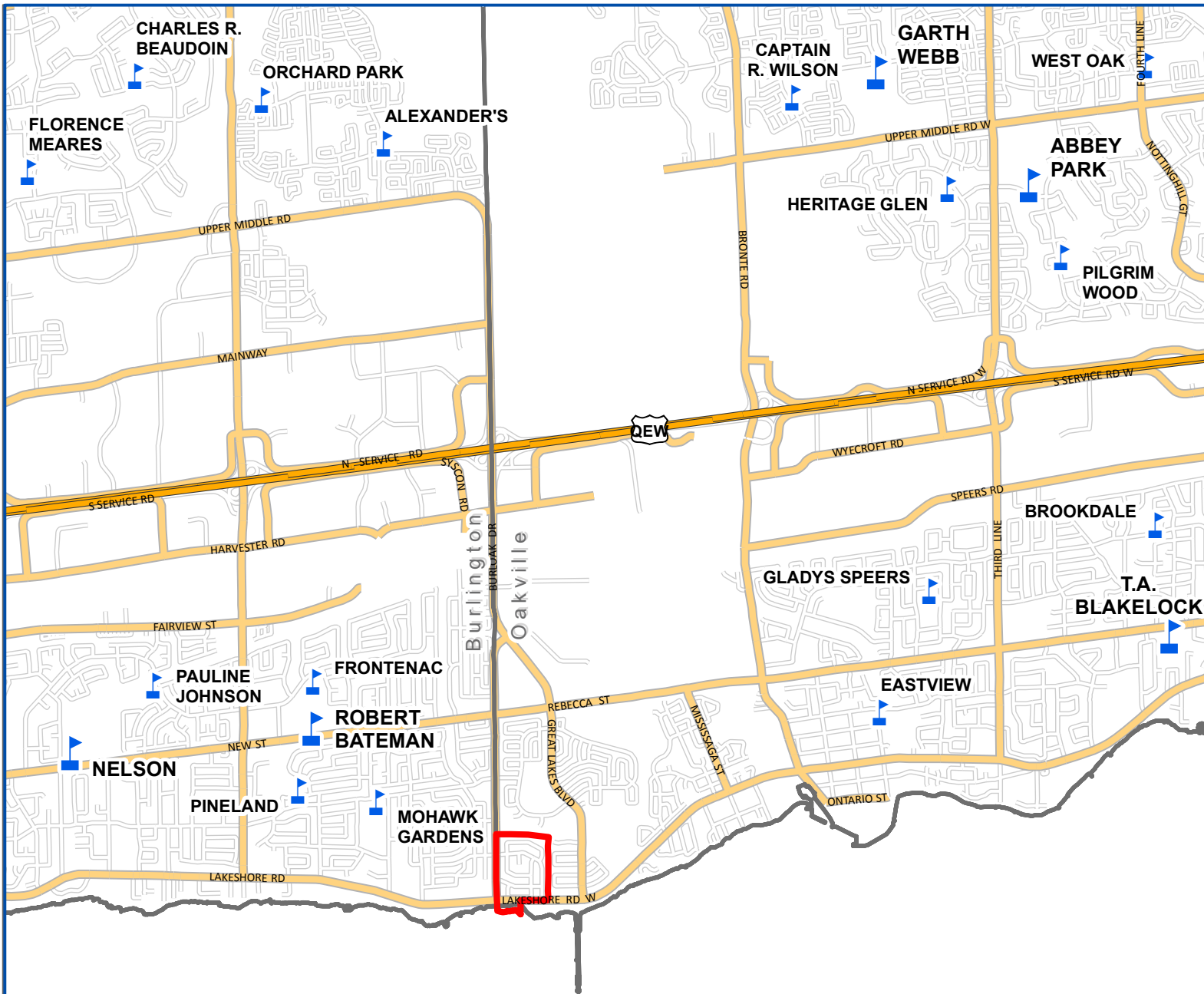


The current street network was provided by the Regional Municipality of Halton and the Region assumes no responsibility or liability for its use or accuracy.

Proposed roads are subject to change.

It is the intention of the HDSB to provide up-to-date and accurate information, and reasonable efforts have been made by the HDSB to verify the information, however a degree of error or change is inherent. This information is distributed "as is" without warranty. HDSB assume no legal liability or responsibility for the accuracy, completeness, or usefulness of any information. If you require additional information please contact the Planning Department at 905-335-3663.

Samuel Curtis Estates



The current street network was provided by the Regional Municipality of Halton and the Region assumes no responsibility or liability for its use or accuracy.

Proposed roads are subject to change.

It is the intention of the HDSB to provide up-to-date and accurate information, and reasonable efforts have been made by the HDSB to verify the information, however a degree of error or change is inherent. This information is distributed "as is" without warranty. HDSB assume no legal liability or responsibility for the accuracy, completeness, or usefulness of any information. If you require additional information please contact the Planning Department at 905-335-3663.

Halton District School Board

Report Number: 18110
Date: August 28, 2018

FOR DECISION

TO: The Chair and Members of the Halton District School Board
FROM: T. Ehl Harrison, Vice-Chair of the Board
The Chair and Members of the Halton District School Board
RE: **Correspondence re: Ministry of Education Consultations**

Background:

Whereas, on August 22, 2018, the Ontario Ministry of Education announced a “thorough province-wide consultation with parents to obtain input about their children’s education”, beginning in September including “an online survey, telephone town halls in every region of Ontario, and a submission platform that will allow interested individuals and groups to present detailed proposals to the Ministry” (*Source: News Release, August 22, 2018, Ontario's Government for the People Respecting Parents by Holding Unprecedented Consultation into Education Reform*); and,

Whereas, on the same day, the Ministry of Education launched “a dedicated submission platform — *FortheParents.ca* — that parents can use to report any concerns”. This platform gives two opportunities for submissions: 1) “To express concerns about the curriculum currently being taught in my child’s classroom”; and, 2) to address “another issue”. The second opportunity links people directly to the complaints process of the Ontario College of Teachers (*Source: fortheParents.ca*); and,

Whereas, according to the IAP2 (*International Association for Public Participation, an international leader in the practice of public participation*), two of the core values of public participation include that “Public participation promotes sustainable decisions by recognizing and communicating the needs and interests of **all participants**, including decision makers” and “Public participation **seeks out and facilitates the involvement of those potentially affected by or interested in a decision**” (*emphasis added; Source: International Association for Public Participation, Core Values found at www.iap2.org/page/corevalues*); and,

Whereas on August 22, 2018, the Ministry of Education’s press release opens with the statement that “Parents from across Ontario will finally have the opportunity to have their voices heard on the kind of curriculum their children are taught in school”. Further, the Minister is quoted as looking forward to a “robust discussion.” These statements seem to indicate that comments from ALL parents would be welcome and invited, but omits other stakeholders; and,

Whereas, since “Vibrant communities and a prosperous society are built on the foundation of a strong education system” (*Source: Ministry of Education, Who We Are found at www.edu.gov.on.ca/eng/about/howweare.html*) it is suggested that **ALL** students, the education system and indeed society would be well served by a “thorough province-wide” consultation that is inclusive of **ALL** stakeholders and their diverse opinions; and,

Whereas, since the HDSB supports equity, inclusion and sustainable decision making, at least two concerns can be identified with the fortheParents.ca platform. First, “for the parents” takes as its target audience **parents**. To ensure sustainable decision making that supports all students, the opportunity to involve **ALL** interested and affected stakeholders should be taken. Second, “for the parents” provides the opportunity to express only one type of comment (i.e. **issues**). The opportunity should be taken to engage in a transparent and meaningful discussion that uncovers a diversity of opinions (i.e. issues, support and all points in between) about the curriculum so that a robust decision making process may follow, with outcomes that stand the test of time.

Halton District School Board

RECOMMENDATION:

Be it resolved that the Board of Trustees direct the Chair to write a letter to the Ministry of Education, copying the Ontario Public School Board Association and all Ontario Public School Board Chairs, to request that inclusion-related enhancements (such as inviting diverse comments from the full range of education stakeholders) be implemented for the on-line platform “fortheparents.ca” and carried forward to all aspects of the province-wide public consultation taking place regarding the Ontario Curriculum, and to offer support in this regard, as appropriate, and to request a response.

Respectfully submitted,

T. Ehl Harrison, Vice-Chair of the Board

on behalf of the Chair and Trustees of the Halton District School Board:

- A. Grebenc, Chair of the Board; Burlington Trustee, Wards 3, 6*
- K. Amos, Oakville Trustee, Wards 5, 6*
- A. Collard, Burlington Trustee, Ward 5*
- A. Chaudhry, Milton Trustee, Wards 1, 6, 7, 8*
- D. Danielli, Milton Trustee, Wards 2, 3, 4, 5*
- J. Gray, Halton Hills Trustee*
- A. Harvey Hope, Oakville Trustee, Ward 3*
- J. Oliver, Oakville Trustee, Ward 4*
- R. Papin, Burlington Trustee, Ward 4*
- L. Reynolds, Burlington Trustee, Wards 1, 2*