

POLICY DEVELOPMENT COMMITTEE MEETING

JUNE 17, 2025

Boardroom at 6:30 p.m.

IF YOU ARE UNABLE TO ATTEND IN PERSON, [CLICK HERE TO JOIN VIA VIDEO CONFERENCE](#)

Chairperson: Kathleen Tanguay

Trustees/Members who are unable to attend the meeting
are asked to please notify Sarah Baker,
Administrative Assistant at sbarker@pvnccdsb.on.ca .

A. Call to Order

- | | |
|---|----------------|
| 1. Opening Prayer | Trustee Leahy |
| 2. Land Acknowledgement | Trustee Martin |
| 3. Approval of Agenda | |
| 4. Declarations of Conflict of Interest | |
| 5. Approval of the Minutes of the Meeting on Tuesday, April 8, 2025 | |
| 6. Business Arising from the Minutes | |

Page 3

B. Recommended Actions/Presentations

C. Information Items

1. Administrative Procedures:

C.1.a) R.A. Page 10

C.1.a) Administrative Procedure #206 - Admission to Catholic Schools

C.1.b) Administrative Procedure #311 - Research Requests

C.1.c) Administrative Procedure #508 - Workplace Harassment
Prevention

C.1.d) Administrative Procedure #509 - Workplace Violence Prevention

C.1.e) Administrative Procedure #612 - Reimbursement for Expenditures
Incurred on Board Business

C.1.f) Administrative Procedure #614 - Sponsorships (New)

C.1.g) Administrative Procedure #619 - Playground Equipment Installation and Maintenance

C.1.h) Administrative Procedure #809 - Occupational Health and Safety

C.1.i) Administrative Procedure #1208 - Video Surveillance Systems at Board Facilities

D. Next Meeting

1. Policy Development Committee Meetings for 2025-2026:

- Tuesday, October 21 2025, 6:30 p.m.
- Tuesday, January 20, 2026, 6:30 p.m.
- Tuesday, April 21, 2026, 6:30 p.m.
- Tuesday, June 16, 2026, 6:30 p.m.

E. Conclusion

1. Closing Prayer

Trustee Connolly

2. Adjournment

The Minutes of the Policy Development Committee meeting held on Tuesday, April 8, 2025 at 6:30 p.m. in the Boardroom and by Google meet (*)

PRESENT

Trustees: Trustee Leahy, Trustee Durst , Board Chairperson MacKenzie, Trustee Martin(*), Trustee Tanguay (Committee Chairperson), Trustee Heitzner (Senior Student Trustee)(*), Trustee Peios (Junior Student Trustee)(*).

Absent/Regrets: Trustee Connolly, Superintendent Armstrong.

Administration: Director O'Sullivan, Superintendent Di Ianni(*), Superintendent Heuchert, Superintendent Kahler, Superintendent Selby, Superintendent Piggott.

Guests:

Recorder: Mrs. Sarah Barker.

A. Call to Order

Chair Tanguay called the meeting to order at 6:28 pm.

1. Opening Prayer

Board Chairperson MacKenzie led the Policy Development Committee in Opening Prayer.

2. Land Acknowledgment

Trustee Leahy provided a land acknowledgement that respectfully acknowledges that the land on which we gather and learn daily is the traditional and treaty territory of the Mississauga Anishinaabe and that we make this acknowledgement to honor our relationship with the Williams Treaty First Nations of Alderville, Curve Lake, Hiawatha and Scugog Island.

Motion: Moved by Trustee Durst, seconded by Trustee Leahy, that the Policy Development Committee excuse Trustee John Connolly for the Tuesday, April 8, 2025, meeting.

Carried.

3. Approval of Agenda

Motion: Moved by Trustee Leahy, seconded by Board Chairperson MacKenzie, that the Policy Development Committee accept the Agenda for the Tuesday, April 8, 2025 meeting, with the addition of the revised Board Bylaws being added to Informational Items, after C.1.

Carried.

4. Declarations of Conflicts of Interest

There were no conflicts of interest.

5. Approval of the Minutes of the Policy Development Committee on Tuesday, January 21, 2025.

Motion: Moved by Trustee Leahy, seconded by Board Chairperson MacKenzie, that the Policy Development Committee minutes from Tuesday, January 21, 2025 be accepted.

Carried.

6. Business Arising from the Minutes

There was no business arising from the minutes.

B. Recommended Actions/Presentations:

There were no actions or presentations.

C. Information Items

1. Administrative Procedures:

- C.1.a) Administrative Procedure #303 - Prior Learning Assessment and Recognition (PLAR) (New)
- C.1.b) Administrative Procedure #309 - Cooperative Education and Other Forms of Experiential Learning
- C.1.c) Administrative Procedure #510 - Conflicts of Interest
- C.1.d) Administrative Procedure #513 - Reporting Children in Need of Protection
- C.1.e) Administrative Procedure #706 - Service Animals in Schools
- C.1.f) Administrative Procedure #812 - Scent Awareness
- C.1.g) Administrative Procedure #826 - School Community Events (New)
- C.1.h) Administrative Procedure #1301 - Student Eligibility

Trustee Tanguay addressed the committee to ask if there were any questions or concerns regarding the Administrative Procedures presented in the Agenda. Trustee Durst requested C.1.h) Administrative Procedure #1301 - Student Eligibility, be separated from the motion for a question, and C.1.g) Administrative Procedure #826 - School Community Events (New), be separated for discussion.

Motion: Moved by Board Chairperson MacKenzie, seconded by Trustee Leahy, that the Policy Development Committee recommend to the Board that items C.1. a) through C.1.f), be received and posted as presented.

Carried.

- C.1.a) Administrative Procedure #303 - Prior Learning Assessment and Recognition (PLAR)(New)

That Administrative Procedure #303, Prior Learning Assessment and Recognition (PLAR), be received and posted as revised under Directional Policy #300, Student Achievement and Well-Being.

C.1.b) Administrative Procedure #309 - Cooperative Education and Other Forms of Experiential Learning

That Administrative Procedure #309, Cooperative Education and Other Forms of Experiential Learning, be received and posted as revised under Directional Policy #300, Student Achievement and Well-Being.

C.1.c) Administrative Procedure #510 - Conflicts of Interest

That Administrative Procedure #510, Conflicts of Interest, be received and posted as revised under Directional Policy #500, Employee Relations.

C.1.d) Administrative Procedure #513 - Reporting Children in Need of Protection

That Administrative Procedure #513, Reporting Children in Need of Protection, be received and posted as revised under Directional Policy #500, Employee Relations.

C.1.e) Administrative Procedure #706 - Service Animals in Schools

That Administrative Procedure #706, Service Animals in Schools, be received and posted as revised under Directional Policy #700, Equity and Inclusive Education.

C.1.f) Administrative Procedure #812 - Scent Awareness

That Administrative Procedure #812, Scent Awareness, be received and posted as revised under Directional Policy #800, Healthy Schools and Workplaces.

C.1.g) Administrative Procedure #826 - School Community Events

There were questions and discussions regarding the removal of bouncy castles from the approved activity list in Appendix B presented in Administrative Procedure #826 - School Community Events. This Appendix is derived from Administrative Procedure #305 - Out of School Activities, but being used for Administrative Procedure #826 - School Community Events for consistency. PVNC Catholic had made a decision that the risk of dental injuries, concussions and fatalities would not outweigh the benefit of having a bouncy castle at a community event. Safety was the main priority.

C.1.h) Administrative Procedure #1301 - Student Eligibility

The committee discussed the changes to PVNC Catholic's eligibility for transportation, and how it is directly related to budget pressures. There was concern regarding this change being a barrier for some PVNC Catholic families, and this should be approached with an equity lens. There were discussions regarding a possible phased-in approach to making the changes, but it was discussed that the budget pressures need to be addressed immediately. It was discussed that the budget should not be focused on transportation at the risk of taking funds away from education as the priority. These changes have already been passed by PVNC Catholic's coterminous boards, and will standardize eligibility amongst the consortiums.

Motion: Moved by Board Chairperson MacKenzie, seconded by Trustee Martin, that the Policy Development Committee recommend to the Board that item C.1. g), be received and posted as presented.

Carried.

C.1.g) Administrative Procedure #826 - School Community Events

That Administrative Procedure #826, School Community Events, be received and posted as revised under Directional Policy #800, Healthy Schools and Workplaces.

Motion: Moved by Trustee Leahy, seconded by Board Chairperson MacKenzie, that the Policy Development Committee recommend to the Board that item C.1. h), be received and posted as presented.

Carried.

C.1.h) Administrative Procedure #1301 - Student Eligibility

That Administrative Procedure #1301, Student Eligibility, be received and posted as revised under Directional Policy #1300, Student Transportation.

2. Revised Board Bylaws

Stephen O'Sullivan, Director of Education, thanked all members for their work to date on revising the Board Bylaws.

Some of the changes made include hyperlinks being added directly in the document, and changes to language to promote consistency. There were highlighted sections in the document that identified impactful changes that were discussed. These discussions will continue.

D. Next Meeting:

1. Policy Development Committee meetings for 2024-2025:

- Tuesday, June 17, 2025, 6:30 p.m.

E. Conclusion

1. Closing Prayer

Trustee Durst led the committee in closing prayer.

2. Adjournment



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DRAFT **Minutes**

Motion: Moved by Trustee Leahy, seconded by Trustee Martin,
that the Policy Development Committee meeting be adjourned at 7:39 p.m.

Carried.

Kathleen Tanguay
Committee Chairperson
/sb

Sean Heuchert
Superintendent of Business
and Finance

Policy Development Committee:

Administrative Procedures:

Recommended Action:

That the Policy Development Committee recommend to the Board that items C.1.a) through C.1.i) be received and posted as presented:

C.1.a) Administrative Procedure #206 - Admission to Catholic Schools

That Administrative Procedure #206, Admission to Catholic Schools, be received and posted as revised under Directional Policy #200, Catholic Education.

C.1.b) Administrative Procedure #311 - Research Requests

That Administrative Procedure #311, Research Requests, be received and posted as revised under Directional Policy #300, Student Achievement and Well-Being.

C.1.c) Administrative Procedure #508 - Workplace Harassment Prevention

That Administrative Procedure #508, Workplace Harassment, be received and posted as revised under Directional Policy #500, Employee Relations.

C.1.d) Administrative Procedure #509 - Workplace Violence Prevention

That Administrative Procedure #509, Workplace Violence Prevention, be received and posted as revised under Directional Policy #500, Employee Relations.

C.1.e) Administrative Procedure #612 - Reimbursement for Expenditures Incurred on Board Business



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to ensure equity
and well-being.*

That Administrative Procedure #612, Reimbursement for Expenditures Incurred on Board Business, be received and posted as revised under Directional Policy #600, Stewardship of Resources.

C.1.f) Administrative Procedure #614 - Sponsorships (New)

That Administrative Procedure #614, Sponsorships, be received and posted as revised under Directional Policy #600, Stewardship of Resources.

C.1.g) Administrative Procedure #619 - Playground Equipment Installation and Maintenance

That Administrative Procedure #619, Playground Equipment Installation and Maintenance, be received and posted as revised under Directional Policy #600, Stewardship of Resources.

C.1.h) Administrative Procedure #809 - Occupational Health and Safety

That Administrative Procedure #809, Occupational Health and Safety, be received and posted as revised under Directional Policy #800, Healthy Schools and Workplaces.

C.1.i) Administrative Procedure #1208 - Video Surveillance Systems at Board Facilities

That Administrative Procedure #1208, Video Surveillance Systems at Board Facilities, be received and posted as revised under Directional Policy #1200, Records and Information.

Administrative Procedure Report to the Policy Development Committee

Meeting Date: Tuesday, June 17th, 2025

Presented by: Sheila Piggott, Superintendent

Subject: Administrative Procedure 206 - Admission to Catholic Schools

Background:

PVNC Catholic is continuously monitoring ways in which we can make our Administrative Procedures inclusive and reflective to all family situations. Given the uptake in Multilingual Language Learner students and International students registering at PVNC Catholic schools, we have amended the current Administrative Procedure 206 to reflect all possible registrations.

Summary of Draft Administrative Procedure:

The key changes to this Administrative Procedure include:

1. New Section 2 titled "Age Requirement to attend PVNC Catholic Schools" which also outlines 12 different acceptable documents establishing proof of age.
2. New Section 5 "Proof of Address" for Designated Boundary.
3. New Section 7 "International Students Admission Requirements"
4. New Section 8 "Guardianship Requirements"
5. New Section 9 "International Fee-Paying Students"
6. New Section 10 "Application/Registration Procedures for International Fee-Paying Students"
7. New responsibilities added for Board of Trustees
8. New responsibilities added for Superintendents of Schools and System Portfolios
9. New responsibilities added for Managers/Supervisors
10. New responsibilities added for Communication Services
11. New responsibilities added for Principals and Vice-Principals



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12. New responsibilities added for International Student Department/ Multilingual Lingual Learner Teachers
13. New responsibilities added for Staff
14. New responsibilities added for Students
15. New responsibilities added for Parents
16. New Progress Indicators
17. Seven new links listed under “References”

Attachments:

- ☐ [Draft Administrative Procedure for consideration.](#)
- ☐ [Link to previous version of the Administrative Procedure.](#)
- ☐ [Appendix A: Pupil of the Board or Fee Paying students](#)
- ☐ [Appendix B: MOE Memo 2024 SB 16 Updated Guidance on Policies and Supporting Documentation related to Pupil Residency and Eligibility Status for Tuition Exemption](#)
- ☐ [Appendix C: MOE Memo 2018 SB 08 Clarification of Policies and Supporting Documentation to Confirm Pupil Residency and Eligibility Status](#)
- ☐ [Appendix D: MOE Enrolment Register Instructions for Elementary and Secondary Schools 2024-2025 School Year](#)



BOARD ADMINISTRATIVE PROCEDURE	
Administrative Procedure	Administrative Procedure Number
Admission to Catholic Schools	206
Directional Policy	
200 - Catholic Education	

Title of Administrative Procedure:

Admission to Catholic Schools

Date Approved:

June 17, 2025

Projected Review Date:

2028

Directional Policy Alignment:

Catholic schools provide Catholic and non-Catholic students the opportunity to learn within the context of the Catholic worldview where faith and reason meet. In this pursuit, all students admitted to Catholic schools draw upon the teachings of the Church and, in doing so, the history of Catholic Education in the province of Ontario.

Alignment with Multi-Year Strategic Plan:

The Admission to Catholic Schools Administrative Procedure embodies our Vision for creating a culture of faith, hope and love to ensure equity and well-being and our Mission to accompany our students as we strive for excellence in Catholic Education. This Administrative Procedure supports the Board's [Strategic Plan: Building a Community that Accompanies](#), as it is rooted in our Inspiring Faith pillar goal to enhance connections between the home, school, parish and community in order to provide outreach and see the face of God in each person we serve.

Moreover, as reflected in [Renewing the Promise, 2018](#) each person in a Catholic school practices accompaniment by helping students realize their own unique story is given greater meaning and purpose in knowing and living the story we share in Christ. Our faith is about an encounter with God — an incredible love story that inspires faith and joy. This directly ties to our Valuing Relationships pillar goal which cites that we will create an environment in all workplaces that has at its core “the art of accompaniment,” keeping Jesus at the centre of our community as we model ministry, acceptance and love.

[PVNCCDSB Board Vision, Mission and Strategic Priorities](#)

Action Required:

Within the context of Catholic Education the promise of a true encounter of Jesus can and does take place, each and every day, within our Catholic schools. Together, we commit to renew that promise as we work together to strengthen our Catholic schools as communities that exemplify, in word and in deed, the Good News of Jesus Christ. We believe by providing excellence in Catholic Education in this region of the province we contribute to the best possible education for all students in this province ([This Moment of Promise](#)) whether they are Catholic or non Catholic. In doing so, however, the distinctive nature of Catholic character and culture that pervades the Catholic school community must be maintained.

1. Admission to Catholic Elementary Schools for Roman Catholic Students

- (a) All elementary school-aged students having the right of attendance will be admitted to the geographically appropriate school under the jurisdiction of the Board. Subject to space availability, enrolment/registrations at a school may be restricted, and it may be necessary to direct a student to another Catholic elementary school within the jurisdiction.
- (b) A student will be admitted by the principal of an elementary school when the parents/guardians submit evidence that a student has the right to attend a Catholic school. Evidence includes the following:
 - (i) a Roman Catholic baptismal certificate for the child or one or both legal parents or guardians;
 - (ii) direction of taxes to the Catholic School Board; principals will ensure that parents/guardians complete the direction of taxation forms if they cannot provide direct evidence at the time of registration;

- (iii) proof of age of student through Birth Certificate or, if it is not available, through a Roman Catholic Baptismal Certificate.
- (c) Catholic parents/guardians whose children have the right of attendance but whose children have not received the sacrament of Roman Catholic Baptism will be provided with our Religion and Family Life program information, along with encouragement for Catholic Baptism.
- (d) The principal of an elementary school will admit a student who is a ward of the Children's Aid Society where a Roman Catholic Baptismal Certificate is received.

2. Age Requirement to attend PVNC Catholic Schools

- (a) Children may register for Year 1 of Kindergarten in September of the calendar year in which they turn four years of age.
- (b) A student will be enrolled in Year 2 Kindergarten in September of that calendar year during which the student becomes five years of age.
- (c) Some students with intellectual disabilities are eligible to attend school until June of the year in which they turn 21 years of age.
- (d) After the age of 21, students are directed to Continuing and Adult Education programs or online learning. An OSSD can still be earned through these channels.
- (e) A student that turns 18 years of age has reached the legal age of majority and is considered an adult. Admission to school is at the Principal's discretion. If the student has not graduated from secondary school in their origin country they should be registered providing the school can accommodate required courses and the like.
- (f) Acceptable documents establishing proof of age include:
 - (i) Birth Certificate
 - (ii) Canadian Passport
 - (iii) Canadian Citizenship Card or Certificate
 - (iv) Record of Landing (IMM 1000)
 - (v) Confirmation of Permanent Residence (IMM 5292)
 - (vi) Permanent Residence Card
 - (vii) Consideration of Eligibility (IMM 1442)

- (viii) Acknowledgement of Refugee Claim (IMM 1442) or Notice of Decision letter for refugee claimants
- (ix) Convention Refugee Determination Division Letter
- (x) Temporary Resident permit
- (xi) Registered Indian Status
- (xii) Secure Certificate of Indian Status (SCIS)

(g) A Catholic Baptismal Certificate is not an acceptable document establishing a child's proof of age.

3. Admission to Catholic Elementary Schools of Children of Other Faiths

The principal of an elementary school may, in certain circumstances, admit students of another faith who do not enjoy a statutory right to attend, subject to the provisions of this Administrative Procedure.

(a) This is at the discretion of the principal who will take into account the following considerations when making a decision:

- (i) the enrolment capacity of the school and, in particular, the class(es) to which the child(ren) would be assigned (e.g. primary class size cap).
- (ii) the reasons given by the parents/guardians for their request to register their child(ren) in a Catholic school;
- (iii) the level of support which the parents/guardians can provide to the student to foster the practice of their own faith and the support they are willing to provide in relation to the teachings of the Church presented at school; and
- (iv) the age of the child(ren) and particular grade level(s) involved.

(b) The principal will provide the parents/guardians with information outlining the Religion and Family Life programs which can be found in the information posted on the Board website.

(c) Where a principal has concerns about an admission request, he or she will forward the request to the appropriate Superintendent of Schools.

4. Admission to Catholic Secondary Schools

(a) Subject to Board policies regarding transportation and school boundaries, any secondary school-aged student within the Board's jurisdiction may choose to attend a Catholic secondary school [[Education Act](#), Section 42(1)]

- (b) All secondary school-aged students and their parents/guardians must accept and recognize the distinctive Catholic character and culture that pervades the Catholic secondary school community and must be willing to support its purpose, goals, and expectations. This includes enrolment in a Religion and Family Life course during each year of secondary school.

5. Proof of Address (Designated Boundary Requirements)

- (a) For proof of address, the school may refer to any two of the following (current) documents:
 - (i) lease or deed,
 - (ii) utility bill (hydro, gas, water),
 - (iii) residential cable tv/internet or telephone bill,
 - (iv) property tax bill,
 - (v) purchase and sale agreement, mortgage statement, insurance policy. It is important to note that bills for proof of address must bear the name of the legal parent/guardian and mailed to the registration address.
 - (vi) Original correspondence from a government agency or legal clinic may be accepted as a second proof of address document.
- (b) For further clarification, a Driver's licence and cell phone bills are not acceptable for proof of address.
- (c) The principal has the sole discretion to seek further documentation if he or she has reason to doubt the authenticity of any document presented to the school. Any registration decisions based on false or misleading documentation can be changed or rescinded at any time by the school Principal or Superintendent of Schools.
- (d) Principals should be mindful that some students are in precarious housing situations and may not be able produce the proper proof of address documentation. In such situations, please contact the International Students Department or Superintendent of Schools for further assistance.

6. Admission of Students Out of Designated Boundaries and PVNC Catholic District to attend a school other than a designated school:

A legal parent/guardian or, a student in the case where a student is 18 years of age or older, may apply to attend a school other than the designated school. If approved by the Superintendent of Schools, parents assume the responsibility for transportation of their child to the receiving school.

- General criterion for consideration of these requests by the Superintendent of Schools are as follows:

1. Availability of space
2. Childcare arrangements
3. Sibling considerations
4. Educational program consideration
5. Compassionate grounds

Application process:

- (a) The parent/guardian will contact the school to discuss the feasibility of a transfer.
- (b) Following discussion, should the parent/guardian wish to proceed with the transfer, he or she will apply in writing to the respective Superintendent of Schools stating the rationale for the request for transfer.
- (c) The application will be reviewed by the Superintendent of Schools, in consultation with the affected principals.
- (d) The Superintendent of Schools will make a determination, in consultation with the principal, regarding the application and admittance to the receiving school.
- (e) The Superintendent of Schools will reply in writing to the parent/guardian.
- (f) If the request is denied, the decision is final; there is no appeal process.

Where an approval has been provided by the Superintendent of Schools, it is not necessary to make the request annually to attend the receiving Elementary school. The student will be expected to attend the designated geographically appropriate Catholic Secondary School for registration in Grade 9. Should a parent/guardian wish for their child to attend a different Catholic Secondary School, a new Out of Boundary request is required. Administration reserves the right to revoke an out of boundary approval at the end of any school year.

7. International Student Admission Requirements

- (a) Schools should directly register students who are Canadian citizens (if a student was not born in Canada, but is a Canadian citizen, school staff need to contact the International Students Department (ISD) for support).
- (b) Schools must contact the ISD if a student has permanent resident status in Canada.
- (c) All students new to Canada (refugee claimants, students without documentation or dependents of work permit holders, or holders of the authorization under the Immigration and Refugee Protection Act (Canada) to study in Canada as a full-time student at a university, college or institution in

Ontario) must be referred to the International Students Department at the Catholic Education Centre, to verify their eligibility for admission as fee-paying or non-fee-paying students, and for receipt of a school admission letter, where applicable.

- (d) Schools should not register the student without confirmation from the International Students Department as the student may need to pay tuition fees.
- (e) Under subsection 49(6) of the Education Act, PVNC Catholic is required to charge the maximum tuition fee to all persons admitted to a Board's school who are temporary residents or are in possession of a study permit. Exemptions from these tuition fees are set out under subsection 49(7) of the Education Act. (If the Parent or Guardian is on a study permit and is attending school full time, and their documentation indicates that they have dependents and the dependents are also granted permission to be in Canada. School staff will gather documentation and share with the International Students Department.)
- (f) A student has the right to register at a school operated by PVNC Catholic if they meet the eligibility requirements specified in the Education Act and its regulations, such as age, parent or guardian (as defined in section 18 of the Education Act), school attendance, boundary, residency status and immunization. Under the Education Act, parents/guardians have a legal duty to provide evidence that the student has a right to attend school.
- (g) The student must comply with the Immunization of School Pupils Act, R.S.O. 1990, c. I.1 (the "Immunization of School Pupils Act").

8. Guardianship Requirements

- (a) Unless the context requires otherwise, a reference in this Administrative Procedure to custody of a child, including lawful/legal custody of a child, refers to decision-making responsibility with respect to the child.
- (b) Sections 33 (elementary school) and 36 (secondary school) of the Education Act provide that a person is qualified to attend school if both the person and the person's parent or guardian resides in the Board attendance area. The Education Act defines "guardian" as "a person who has lawful custody of a child, other than the parent of the child" (s. 1 of the Education Act).
- (c) If a student has an Ontario address, but the parents live elsewhere, the Ontario Ministry of Education (the "Ministry") will look for an Ontario court order transferring decision-making responsibility (formerly custody) from the parent(s) to a guardian.

- (i) The guardian must live in the Board jurisdiction in which the student wants to attend school.
- (ii) The guardian is assuming full responsibility for the care, well-being and education of the student, and the student is residing with the guardian throughout the custody period, and the agreement is in place between the parents of the student and guardian that sets out all of the above, as well as the respective responsibilities of the parents and guardian.
- (iii) Students who are 16 or 17 years of age and who have withdrawn from parental control may register without the normal requirement that their parent/guardian must be a resident in the PVNC Catholic area. Withdrawal from parental control means that the young person is self-sufficient and is not reliant on either parent or on a guardian for support. In this case, the school should be dealing with the student directly. The student also does not require a legal guardianship document in order to register.
- (iv) Occasionally, at the time of school registration, a student under 18 years may be residing with an adult who is neither their parent nor guardian, as a result of family disruption or other extenuating circumstances. The principal has the discretion to allow such a student to register in the school while legal guardianship arrangements are being made, and to monitor the progress of those arrangements until completion. The principal may refer exceptional cases to the Superintendent of Schools for decision.
- (v) A transfer of decision-making responsibility may not be used to circumvent the school boundary restrictions, or the Education Act provisions regarding tuition fees.
- (vi) False or misleading documentation or failure to complete the arrangements in a timely manner may result in the registration decisions being changed or rescinded, or the student being demitted from the school.

9. International Fee-Paying Students

- (a) Students who have a study permit, and international students who are not exempt from tuition as set out under subsection 49(7) of the Education Act, may apply to attend PVNC Catholic Schools.
- (b) Tuition fees will not cover such costs as medical insurance, uniforms, transportation, or school activity fees.

- (c) Current tuition fees, and information, including the application form, can be found on the Board website, under Programs and Services, International Students.

10. Application/Registration Procedures For International Fee-Paying Students

(a) School Board Responsibilities

- (i) At the time of the inquiry, the Principal of Continuing and Adult Education (or designate) is to obtain the following documentation (translated into English):
 - Completed International Student Application Form;
 - Student transcripts or records (translated)
- (ii) The Principal of Continuing and Adult Education is to inform the family/student that English as a Second Language and/or Special Education programming will not be provided.
- (iii) The Principal of Continuing and Adult Education (in consultation with the school principal) is to determine whether or not to approve an application for an international student, considering:
 - availability of space in the school;
 - the student's educational background;
 - academic standing, as indicated in their transcripts (which are to be translated);
 - any other consideration in discussion with the school principal.
- (iv) Once it has been confirmed that the student will be registered, the Principal of Continuing and Adult Education will provide:
 - the Controller of Finance with the completed application form. The Finance department will then prepare an invoice for tuition fees and forward it to the Principal of Continuing and Adult Education;
 - the family/student with the invoice (with instructions for completing the payment), the school's registration package, including the registration form. The family/student will be advised that registration will not be finalized until all information/documentation has been received by the Principal

of Continuing and Adult Education, and receipt of tuition fees has been confirmed.

- (v) Following confirmation of the payment of fees, the completed registration form and the collection of all supporting documents, the Principal of Continuing and Adult Education (or designate) will issue a Letter of Acceptance. This letter is required for the student to obtain a student visa/study permit in their home country. A copy of the Letter of Acceptance will also be sent to the school.
 - (vi) The Principal of Continuing and Adult Education (or designate) will provide the enrolling school Principal with the complete registration package, a copy of the Letter of Acceptance, and the study permit.
- (b) School Responsibilities
- (i) The school Principal should direct all International Student enquiries to the Principal of Continuing and Adult Education.
 - (ii) The School Principal will discuss any concerns that they are aware of initially with the Principal of Continuing and Adult Education. Concerns may be:
 - availability of space in the school
 - anything deemed pertinent that has been gleaned from initial meeting
 - (iii) Before the student attends, the school will receive the following from Principal of Continuing and Adult Education:
 - Registration Form
 - Proof of up-to-date immunization
 - Proof of health insurance in Canada
 - Child's Catholic Baptismal Certificate (elementary students only)
 - Notarized Custodianship Declaration (Parent and Custodian Declaration) – sample Declaration Forms are available from the Citizenship and Immigration Canada website at <https://www.canada.ca/en/services/immigration-citizenship.html>
 - Study Permit
 - Other student data as required in student information system.
- (c) Family/Student Responsibilities

- (i) Contact the Principal of Continuing and Adult Education to request enrollment and complete the application process.
 - (ii) Once possibility of enrolment is confirmed, and the registration package has been provided, family is to forward payment, in full, including non-refundable application fee, to Controller of Finance. Payment is accepted by certified cheque, money order, or bank wire payment, payable to the "PVNC Catholic District School Board". A Letter of Acceptance will not be provided until the payment has been received.
 - (iii) Submit a complete registration package, which will include all necessary information and documentation to the Principal of Continuing and Adult Education, as directed.
 - (iv) Provide copy of study permit to the Principal of Continuing and Adult Education.
- (d) Finance Department Responsibilities
- (i) Issue invoice for tuition fees.
 - (ii) Notify the Principal of Continuing and Adult education that the person or company has paid the tuition fee.

Responsibilities:**The Board of Trustees is responsible for:**

- Reviewing, and ensuring alignment with Directional Policy 200 Catholic Education;
- Understanding, and communicating with members of the community, the content of this administrative procedure;
- Assigning responsibility to the Director of Education for operationalizing and managing this Administrative Policy;
- Monitoring and holding the Director of Education accountable respecting the implementation and operational details of this administrative procedure;
- Reviewing this administrative procedure as part of the regular policy and procedures review cycle.

The Director of Education is responsible for:

- Ensuring the implementation of and compliance with this Administrative Procedure.

Superintendents of Schools and System Portfolios are responsible for:

- Collaboratively leading the development of procedures and practices aligned with consistent implementation of this administrative procedure;
- Providing leadership and working collaboratively with the Director and Superintendents, Managers, Supervisors, Principals and Vice-Principals, Federations, Unions, and non-union groups, to build capacity of all staff in their knowledge and understanding and implementation of admission eligibility ;
- Developing strategies for supporting parents/guardians at the system level in their knowledge and understanding of admission eligibility;
- Working collaboratively with central staff to develop practices and procedures that align with admission eligibility;
- Providing updates to the Board on the implementation and impact of admission eligibility;
- Ensuring principals are consistent with the application of this Administrative Procedure;
- Reviewing requests for admission to a Catholic school, where the matter has been referred by a principal.
- Ensuring documentation regarding transfer requests and approvals are provided to principals and parents and are appropriately kept for future reference.

Managers/Supervisors are responsible for:

- Providing leadership, management and support for the members of their departments in the knowledge, understanding, and the implementation of the requirements for admission of students
- Working collaboratively with Senior Administration to develop administrative procedures that align with requirements for admission of students.

Communications Services is responsible for:

- Working collaboratively with the Senior Administration to develop a system-wide communications plan focused on building knowledge and understanding with PVNC Catholic school communities and partners of admission requirements for students, to support its effective implementation.

Principals and Vice-Principals are responsible for:

- Providing leadership, management, and support for the members of their school communities in the knowledge, understanding, and the implementation of requirements for admission of students;
- Communicate admission eligibility requirement changes to school staff;
- Reviewing requests for admission to a Catholic school in alignment with this Administrative Procedure;
- Ensuring school staff members understand this Administrative Procedure and are requesting the appropriate supporting documentation from parents;
- Meeting with parents/guardians of students of another faith to ensure that they understand the expectations included in this administrative procedure.
- Communicate with or facilitate communication between school staff and the International Students Department regarding documentation requirements for students new to Canada;
- Ensuring that Multilingual Learner Teachers are invited to intake meetings for students born outside of Canada;
- Ensuring the Superintendent of Schools is fully aware of any parental concerns or issues that may be contributing to a request to transfer to another school, prior to the decision being made by the Superintendent.
- Ensure an updating of Parent/Guardian/Student status in regards to residency;

International Students Department / Multilingual Learner Teachers are responsible for:

- Working collaboratively with all members of the school community to successfully implement the requirements for admission of students;
- Multilingual Learner Teachers are responsible for attending all intake meetings for students that are born outside of Canada;
- International Students Department is the main contact for international students and fee paying students.

Staff are responsible for:

- Working collaboratively with all members of the school community to successfully implement the requirements for admission of students;
- Reviewing registration documents, including Roman Catholic baptismal certificates, to ensure that students are eligible for admission;

- Filing an Out of Boundary approval in the student's Ontario Student Record file;
- Ensuring that Multilingual Learner Teachers are invited to intake meetings for students born outside of Canada;
- Being proactive and self-directed in building their knowledge and understanding of the requirements of admission eligibility, by engaging in professional learning opportunities provided both within the school and centrally;
- Implementing practices and strategies to ensure a positive school climate, free from discrimination and harassment, where all members of the community feel safe, included and accepted.

Students are responsible for:

- Becoming active participants in the experience of Catholic education through healthy relationships, and positive interactions with all members of the school community.

Parents are responsible for:

- Providing current and accurate documentation to support the registration application as outlined by PVNC Catholic;
- Updating the school when documentation/status has changed;
- Providing proof of Roman Catholic baptism of either the student and/or one of the legal parents or guardians;
- Meeting with the Principal or Vice-Principal when the student is of another faith;
- Accept and recognize the distinctive Catholic character and culture that pervades the Catholic school community and be willing to support its purpose, goals, and expectations;
- Contacting the appropriate principals to discuss criteria and rationale when considering a request to transfer their child from their designated school to another school;
- To attend a school out of your area, an of boundary request must be submitted in writing to Superintendent of Schools.
- Assuming the responsibility for transportation of their child to the receiving school when requesting an out of boundary request from their designated school.
- Contributing to a positive school climate through healthy relationships and positive interactions with all members of the school community;

Progress Indicators:

- Students registered in the Board's elementary and secondary schools accept and recognize the distinctive nature of Catholic character and culture that pervades the Catholic school community and are willing to support its purpose, goals, and expectations;
- Students bring the best of themselves to the society in which they live, in fulfillment of the Ontario Catholic Graduate Expectations;
- All employees are aware of, and implement, their roles in this administrative procedure;
- Participation of staff in professional development;
- Review and development of procedures and practices regarding admission eligibility requirements of students to ensure a shared understanding and consistent approach to admission requirements.

Definitions:

- Legal Guardian - A person who has lawful custody of a child, other than the parent of the child; includes anyone who has received into his or her home a person, other than his or her own child, of compulsory school age and that person resides with him or her or is in his or her care. Education Act 2006, c. 28, s. 4.
- Roman Catholic Baptismal Certificate - A certificate issued from a Roman Catholic parish which indicates the person has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the Holy See of Rome.
- Right of Attendance - The right of attendance defined in the Education Act means that all elementary school-aged children of parents/guardians who are eligible (Roman Catholic baptismal certificate - parent and/or child) and who direct their taxes in support of a Catholic School Board are eligible to attend a Catholic school.
- Designated School - The designated school is the school which the student would normally be eligible to attend based on residence location.

- Receiving School - The receiving school is the school to which the applicant has requested a transfer, and be enrolled in as an out-of-boundary student.

References:

- [Ontario Education Act](#)
- [Catholic Education Directional Policy 200](#)
- [Renewing the Promise: A Pastoral Letter for Catholic Education](#)
- [Transportation Administration Procedure 1301: Student Eligibility](#)
- [Administrative Procedure 901 - Safe Arrivals](#)
- [Enrolment Registration Instructions for Elementary and Secondary Schools 2024-2025](#)
- [Immigration and Citizenship Canada](#)
- [Immigration and Refugee Protection Act \(Canada\)](#)
- [Immunization of School Pupils Act](#)
- [Ontario Ministry of Education](#)
- [The Ontario Schools, Kindergarten to Grade 12: Policy and Program Requirements, 2024](#)
- [Appendix A: Pupil of the Board or Fee Paying students](#)
- [Appendix B: MOE Memo 2024 SB 16 Updated Guidance on Policies and Supporting Documentation related to Pupil Residency and Eligibility Status for Tuition Exemption](#)
- [Appendix C: MOE Memo 2018 SB 08 Clarification of Policies and Supporting Documentation to Confirm Pupil Residency and Eligibility Status](#)
- [Appendix D: MOE Enrolment Register Instructions for Elementary and Secondary Schools 2024-2025 School Year](#)

Administrative Procedure Report to the Policy Development Committee

Meeting Date: Tuesday, June 17th, 2025

Presented by: Sean Heuchert, Superintendent

Subject: Administrative Procedure - Research Requests

Background: AP 311 - Research Requests is being brought forward as part of the regular Administrative Procedure Review cycle.

Summary of Draft Administrative Procedure:

The key changes to this Administrative Procedure include:

- Update Approved and Review Dates
- Update Directional Policy Alignment
- Align terminology with Tri-Council Policy Statement (TCPS) - i.e. "Research Ethics Board Committee"
- Updated role title of lead Superintendent to "Superintendent - Research"
- Updated TCPS to latest version (2022)
- Added language for Policy and Program Memorandum 149 - Protocol for partnerships with external agencies for provision of services by regulated health professionals, regulated social service professionals, and paraprofessionals
- Added IT oversight of technologically based research methods
- Research Ethics Board Committee chaired by Superintendent - Research and consists of Director and all Superintendents
- Appendices updated to Google Docs (Will be hyperlinked to PDF version when posted)

These changes reflect updates in procedural details, alignment with current policies, and enhancements in the evaluation and oversight processes for research requests within the Board.

Attachments:

- ☐ [Draft Administrative Procedure for consideration.](#)
- ☐ [Link to previous version of the Administrative Procedure.](#)
- ☐ [Appendix A](#)
- ☐ [Appendix B](#)
- ☐ [Appendix C](#)
- ☐ [Appendix D](#)



BOARD ADMINISTRATIVE PROCEDURE	
Administrative Procedure Research Requests	Administrative Procedure Number 311
Directional Policy 300 - Student Achievement and Well-being	

Title of Administrative Procedure:

Research Requests

Date Approved:

June 17, 2025

Projected Review Date:

2030

Directional Policy Alignment:

The Peterborough Victoria Northumberland and Clarington Catholic District School Board will maximize, to the extent possible, the achievement and well-being of all students in a learning environment that is anchored in the teachings of the Gospel, Catholic Social Teachings, and the Catholic Graduate Expectations. To that end, research undertaken by the board will consider and observe these foundations.

Alignment with Multi-Year Strategic Plan:

This Administrative Procedure aligns with the Board's current strategic priorities by ensuring that all research activities conducted within the Board's jurisdiction support the overarching goals of student achievement and well-being. This procedure mandates that research requests are carefully reviewed and approved to ensure they contribute positively to the educational environment and align with the Board's vision, mission, and strategic priorities. By aligning research activities with the multi-year strategic plan, the

Board aims to enhance educational outcomes, promote equity, and support the holistic development of students.

[PVNCCDSB Board Vision, Mission and Strategic Priorities](#)

Action Required:

The search for knowledge about ourselves and the world around us is a fundamental human endeavour. Research is a natural extension of this desire to understand and to improve the world in which we live. (Tri-Council Policy Statement 2, 2014)

Research, for the purposes of this administrative procedure and the students served by this board, refers either to studies designed to add to the existing body of research knowledge or to studies designed to provide information for decision-making.

Research does not refer to the necessary collection of data required by administration, the Ministry of Education, or teacher federations or associations.

Given the above, any research request must be purposeful and of value to the students, staff, and parents of PVNC Catholic. It must adhere to and demonstrate the strictest principles of ethical research and uphold the dignity and worth of the human being, with a particular focus on this duty as it relates to children and their privacy.

Guidelines for Research Requests

All proposals for research will be submitted in writing to the Office of the Director of Education using the **APPLICATION FOR PERMISSION TO CONDUCT A RESEARCH STUDY IN PETERBOROUGH VICTORIA NORTHUMBERLAND AND CLARINGTON CATHOLIC DISTRICT SCHOOL BOARD SCHOOLS** ([Appendix A](#)).

The application will be reviewed and evaluated by the Superintendent - Research. If the application form is incomplete, the request to conduct research will not proceed. Evaluation of the Proposal will be conducted by the PVNC Catholic Research Ethics Board Committee.

Evaluation of Proposal

The following criteria will be used for the purposes of evaluating the proposed research study:

- Educational value of the research as it relates to education and the benefits of PVNC Catholic students, staff, and administration;
- Research purpose as it relates to contributing to an existing body of research and its relevance to any demographic information sought;
- Impact on regular school and classroom activities and system timelines;
- Research Ethical Board (REB) submission (for institutions with REB board) and approval;
- Ethical research practices;
- Where technical measures are in place to facilitate research and/or store research materials, such measures have been vetted by the Board's Information Technology Services team;
- Municipal Freedom of Information/Protection of Privacy Act adherence;
- Concurrence of the principal(s) of the schools indicated;
- Research institution, relevance, and relationship to the board (employee, former student, parent);
- Researcher's curriculum vitae;
- Relevance and appropriateness for students, staff, parents and guardians;
- Respect for persons, welfare, and justice. No research shall endeavour to collect information for which no appropriate follow up and supports are in place for student well-being and safety;
- If proposals involve regulated health professionals and their roles in schools, consideration must be given to the requirements set out in PPM 149.

The decision of the PVNC Catholic REB committee is final and not subject to appeal.

Proposal Acceptance

If a proposal meets the evaluation criteria, the committee will issue a Letter of Approval on behalf of the board indicating the following:

- Project approval subject to the conditions outlined;
- School and/or committee sharing of results;
- Commencement and completion dates for research approval: research will not commence prior to October 1 or after June 1 in any school year;
- Direction of contact with the principal including arrangements to be made;
- Completion of required forms: Appendix B and C;
- Completion and submission of required Police Criminal Reference Vulnerable Sector Check for all participants who will be on board property;

- Copy of parental consent letters by researcher.

Parental Consent Letter by Researcher

For the purposes of this administrative procedure, consent means “free (or voluntary), informed and ongoing consent.” (TCPS 2, 2022). Parents and guardians must be made aware of this option, which also must clearly be communicated to any participating students, and parents must provide written consent to the researcher and to the board (Appendix D) once approval has been given for their child to participate. The following must be included in the researcher’s letter to parents and guardians:

- Nature of ongoing consent and its relationship to withdrawing from the research at any time, without reason and without consequence;
- Research purpose;
- Researcher’s name, qualifications, and telephone number for any questions arising;
- Requirements of participating students including duration, time, and scheduling at the convenience of the teacher and class;
- The information that is to be collected and its origins (individual or groups);
- Types of video/audio or electronic research gathering procedures;
- How the research results will be reported in ways that ensure the complete confidentiality of the student, including the assurance the research will not appear in any school records;
- Safe storage and destruction of research and the timelines for this process;
- Date of project approval, which has been granted by the Peterborough Victoria Northumberland and Clarington Catholic District School Board.

Proposal Rejection

If a proposal does not meet the evaluation criteria, a letter will be issued on behalf of the board, including the reasons for the decision.

Proposal Cancellation

Should the required forms, including the Municipal Freedom of Information/Protection of Privacy Research Agreement Form, not be received prior to the proposed scheduled commencement of research, the proposal will be cancelled immediately, and the researcher and participating principal notified as soon as possible.

Responsibilities:**The Board of Trustees is responsible for:**

- Ensuring alignment with the Student Achievement and Well-being Directional Policy.
- Reviewing the Research Requests administrative procedure as part of its regular policy and procedure review cycle.

The Director of Education is responsible for:

- Supporting the implementation and compliance with this Administrative Procedure
- Assigning the Research portfolio to a Superintendent
- Referring research requests to the Superintendent responsible for Research

Superintendent - Research is responsible for:

- Overseeing the development, implementation, and compliance of this administrative procedure
- Chairing the Research Ethics Board committee for all research requests

Superintendents of Schools and System Portfolios are responsible for:

- Resourcing and supporting this administrative procedure as it relates to their individual portfolios and/or Family of Schools.

Principals and Vice-Principals are responsible for:

- With the approval and support of the board, considering and overseeing the research implementation, with a particular focus on the operations and impact on the Catholic school community.
- Facilitating parental consent for research requests

Staff are responsible for:

- With the approval and support of the board and school principal, supporting this administrative procedure.

Progress Indicators:

- Yearly collection of letters of approval or rejection by the Superintendent - Research.
- Yearly communication to the Director of Education with respect to the outcome of research requests.

Definitions:

- **Consent:** An indication of agreement by an individual, or their authorized third party, to become a participant in a research project. The term “consent” means “free (or voluntary), informed and ongoing consent.” (TCPS 2, 2022)
- **Tri-Council Policy Statement (TCPS):** Refers to the Canadian Standards for Ethical Conduct for Research Involving Humans. It is a joint policy of the three federal research funding agencies (CIHR, NSERC, SSHRC) and applies to research conducted under their auspices. The standards have been widely adopted by organizations conducting research in Canada.
- **Research Ethics Board (REB):** Refers to the governing body that grants research requests arising from various institutions. Its approval processes take into consideration the ethical collection, purpose, storage, and value of research proposals to safeguard the rights and welfare of participants. The PVNC Catholic Research Ethics Board Committee will be chaired by the Superintendent - Research and will consist of the Board’s Senior Administration.

References:

- [Administrative Procedure 1202 - Protection of Privacy](#)
- [Administrative Procedure 1207 - Freedom of Information](#)
- [Directional Policy 300 - Student Achievement and Well-being](#)
- [Education Act, RSO 1990](#)
- [Policy and Program Memorandum 149 - Protocol for partnerships with external agencies for provision of services by regulated health professionals, regulated social service professionals, and paraprofessionals](#)
- [Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans – TCPS 2 \(2022\)](#)
- [Municipal Freedom of Information Act/Protection of Privacy Act, 1990](#)

Related Forms:

- [Application Guidelines for Research Requests, PVNC: Appendix A](#)
- [Research Agreement: Appendix B](#)
- [Code of Ethics for Researchers: Appendix C](#)
- [Parental Consent Form \(Board\) Appendix D](#)



Peterborough Victoria
Northumberland and Clarington
Catholic District School Board

APPLICATION FOR PERMISSION TO CONDUCT A RESEARCH STUDY IN PETERBOROUGH VICTORIA NORTHUMBERLAND AND CLARINGTON CATHOLIC DISTRICT SCHOOL BOARD SCHOOLS

Office Use

Research Application No: _____

Date Received: _____

1. Applicants Name: _____

Phone Number: _____

Address: _____

Email: _____

Name of Institution/Agency: _____

Position Held: _____

Department: _____

2. Name of Staff Advisor: _____

Phone Number: _____

3. Title of Proposed Research: _____

4. Check Where Applicable:

Undergraduate Thesis ☐

Masters Thesis ☐

Doctoral Thesis ☐

Other ☐

5. If this is a funded research project, by whom is it funded? _____

6. Brief Description of the project: _____

7. Purpose of the Study: *(A statement of the problem and each hypothesis to be tested is required.)* _____

8. Research Design and Methodology: *(Sampling procedure, how each hypothesis will be tested, ect.)* _____

9. Description of any methods to be used: *(ie. Interviews, recording, video)* _____

10. Proposed commencement and end date: _____

11. Proposed data analysis: _____

12. Number of students required for sample: _____ Grade Level: _____

Special Facilities: _____

Information from school records: _____

13. Length of time of school involvement: *(Specify which months, the number of times you wish to be in the school, and length of each session.)* _____

14. How is the teaching or other staff to be involved? _____

15. Justification for requesting access to schools: *(ie. Why is it necessary to conduct this study in the school system as opposed to your clubs of random dwelling sampling? Why should this study be of interest to the Board?)*

16. What is the direct benefit to students and/or staff or Board, for example, through presentation, materials, feedback, ect?: _____

17. When can the committee expect to receive your completed report? _____

I have attached the following information:

- ☐ A copy of the instrument to be used.
- ☐ A copy of the advisor letter to parents that includes the voluntary nature of participating in this research.
- ☐ A copy of the consent letter to be signed by parent/guardian or student who is 18 years of age or older.
- ☐ A copy of the curriculum vitae of the lead researcher, including recent publications.
- ☐ A copy of the REB and/or approval.

Agreement: I hereby make application to conduct the research project or survey described in the attached materials. I have read and understood the Code of Ethics for Researchers and TCPS (2) 2014, and agree to be bound by the terms of the Municipal Freedom of Information/Protection of Privacy Agreement, which I understand must be completed PRIOR to the commencement of any research. I furthermore agree that the decision of the Research Request Committee is final.

Date: _____ Signature: _____

Information Collection Authorization: Personal information on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to determine eligibility for research projects. The information will be stored in Learning Support Services. Any questions with respect to this information should be directed to the Supervisory Officer - Learning Support Services.

Users: Principal, Manager of Communications and Freedom of Information/Protection of Privacy

COPIES TO: 1. PRINCIPAL 2. SUPERVISORY OFFICER



RESEARCH AGREEMENT

This agreement is made between _____, referred to hereinafter as the researcher, and the Peterborough Victoria Northumberland and Clarington Catholic District School Board, hereinafter referred to as the Board.

The researcher has requested access to the following records and/or information that contains personal information and are in the custody of under the control of the Board: (describe below)

The researcher understands and promises to abide by the following terms and conditions:

1. The researcher will not use the information gathered for any other purpose other than the following research purpose unless the researcher has the Board's written permission to do so: (describe below)

2. The researcher will give access to personal information in a form in which the individual to whom it relates can be identified only to the following persons: (name the persons below)

3. Before disclosing personal information to persons mentioned above, the researcher will enter into an agreement with those persons to ensure that they will not disclose it to any other person.

4. The researcher will destroy, by shredding, all individual identifiers in the information by the following date:

5. The researcher will keep the information in a physically secure location to which access is given only to the researcher and to the persons mentioned above.

6. The researcher will ensure that no personal information will be used or disclosed in a form in which the individual to whom it relates can be identified without the expressed written authority of the Board.

7. The researcher will notify the institution in writing immediately upon becoming aware that any conditions set out in the agreement have been breached.

Signed at _____ this _____ day of _____, 20 _____.

Researcher: _____

Board Representative: _____

CODE OF ETHICS FOR RESEARCHERS

The researcher must abide by the following Code of Ethics:

1. The research procedure shall not be harmful in any way to the subject(s) participating.
2. The researcher will be under the jurisdiction of the Board, the indicated school(s) administration and the supervisory officer in charge of the school/Catholic Education Centre, in terms of their conduct, while working in the indicated school(s) of the Education Centre.
3. The data collected in the performance of the research will be kept in strict confidence. No names of persons tested, their test results, or the names of the teachers, principals, or schools, shall be mentioned or attention be unduly attracted to them during the course of or following the research undertaken unless authorized by the Manager of Communications and Freedom of Information/Protection of Privacy. General or specific results as would be used for research papers for scientific journals will be accepted.
4. The researcher shall not, in any way, attempt to attract the interest of the media to their research unless expressly authorized by the Manager of Communications and Freedom of Information/Protection of Privacy. If the researcher is contacted by representatives of the media, the researcher is bound to say nothing in regards to the research unless the researcher has been given the expressed written consent of the Manager of Communications and Freedom of Information/Protection of Privacy.
5. Research that is not supporting or facilitating the operation of the Board is subject to the discretion of the supervisory officer. If the supervisory officer and the principal(s) of the indicated school(s) reject the use of school facilities for the researcher, the decision is final. The researcher understands and agrees that there is no appeal process.
6. In accordance with this research Policy, any researcher that is undertaking research in this Board that identifies the Peterborough Victoria Northumberland and Clarington Catholic District School Board in any manner whatsoever, must obtain prior written permission of the Board for the use of the data.
7. The researcher agrees to provide the Board with one complete copy of the complete research report and ten (10) copies of a condensed version (executive summary) by _____ (date).
8. The researcher agrees to notify the Board of any future publications that refer to this research.
9. The researcher agrees to conform to the time requirements outlined in the application including both the starting and finishing dates.
10. The researcher has read and complies with the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans.
11. The research will not undertake any activity without prior written approval by the Board.

Date: _____

Signature: _____

Information Collection Authorization: Personal information on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to determine eligibility for research projects. The information will be stored in Learning Support Services. Any questions with respect to this information should be directed to the Supervisory Officer - Learning Support Services.

Users: Principal, Manager of Communications and Freedom of Information/Protection of Privacy

COPIES TO: 1. PRINCIPAL 2. SUPERVISORY OFFICER



Peterborough Victoria
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Catholic District School Board

PARENTAL CONSENT FORM

I have read and understood the request for my son/daughter to participate in the research study.

I have read the researcher's parental consent letter.

I have discussed it with my son/daughter and,

- ☐ I give permission for my son/daughter to participate
- ☐ I do not give permission for my son/daughter to participate

Name of Student (please print): _____

Name of Parent/Guardian (please print): _____

Date: _____

Signature of Parent/Guardian: _____

Name of Student (if 18 years or older)(please print): _____

Signature of Student (if 18 years or older): _____

Information Collection Authorization: Personal information on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to determine eligibility for research projects. The information will be stored in Learning Support Services. Any questions with respect to this information should be directed to the Supervisory Officer - Learning Support Services.

Users: Principal, Manager of Communications and Freedom of Information/Protection of Privacy

COPIES TO: 1. PRINCIPAL 2. SUPERVISORY OFFICER

Administrative Procedure Report to the Policy Development Committee

Meeting Date: Tuesday, June 17th, 2025
Presented by: Darren Kahler, Superintendent
Subject: AP 508 - Workplace Harassment Prevention

Background:

This Administrative Procedure is up for review on its annual review cycle as required by the Occupational Health and Safety Act.

Summary of Draft Administrative Procedure:

The key changes to this Administrative Procedure include:

- Added a section in Action Required - better defining what workplace harassment is under both the Ontario Human Rights Code and the Occupational Health and Safety Act;
- Under Rights of Complainants, Respondents and Witnesses clarifying what information complainants will be provided following the conclusion of an investigation;
- Under definitions - added definition of harassment per the Ontario Human Rights Code;
- Under definitions - added definition of workplace harassment per the Occupational Health and Safety Act;
- Removed various references - not relevant.
- Appendix A changes include:
 - Clarifying that respondents receive a summary of a complaint;
 - Clarifying that investigations are most often conducted by HR staff



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*Creating a culture of
faith, hope and love
to ensure equity
and well-being.*

- Added specific steps an investigator may need to take to ensure safety of all involved;
- Added that the investigator will provide expectations to all parties around confidentiality, interaction with others involved;
- Added potential need for investigator to meet with complainant(s) again to provide reply evidence

Attachments:

- ☒ [Draft Administrative Procedure for consideration.](#)
- ☒ [Link to previous version of the Administrative Procedure.](#)



BOARD ADMINISTRATIVE PROCEDURE	
Administrative Procedure	Administrative Procedure Number
Workplace Harassment Prevention	508
Directional Policy	
500 - Employee Relations	

Title of Administrative Procedure:

Workplace Harassment Prevention

Date Approved:

June 17, 2025

Projected Review Date:

2026

Directional Policy Alignment:

This Administrative Procedure aligns with the Employee Relations Directional Policy. The Peterborough Victoria Northumberland and Clarington Catholic District School Board (PVNC Catholic) will ensure that all employees act, and are seen to be acting, in the best interest of the students they serve as they conduct themselves and perform their duties with integrity and professionalism in light of our Catholic faith.

Alignment with Multi-Year Strategic Plan:

The Workplace Harassment Prevention Administrative Procedure supports the Board's Multi-Year Strategic Plan to inspire faith, value relationships, nurture mental health & well-being, ensuring equity and maximizing resources.

[PVNCCDSB Board Vision, Mission and Strategic Priorities](#)

Action Required:

1.0 What is Harassment?

Under the Ontario Human Rights Code, harassment is defined as conduct or a vexatious course of conduct that includes, among other things, disparaging comments (i.e., inappropriate gender related comments), distribution of discriminatory materials, behaviour intended to incite hatred or other verbal or physical conduct of a nature which is known, or ought reasonably to have been known, to be unwelcome when such conduct involves any of the following prohibited grounds of discrimination:

- Age
- Ancestry, colour, race
- Citizenship
- Ethnic origin
- Place of origin
- Creed (religion)
- Disability
- Family Status
- Marital status (including single status)
- Gender identity, gender expression
- Record of offences (in employment only)
- Sex (including pregnancy and breastfeeding)
- Sexual orientation

The definition is further expanded under the Occupational Health and Safety Act as engaging in a course of vexatious comment or conduct against a worker in a workplace, including virtually through the use of information and communications technology, that is known or ought reasonably to be known to be unwelcome.

2.0 How to Deal with an Issue in the Workplace

If you are experiencing issues in the workplace, there are some things that may be done in advance of filing a harassment complaint.

2.1 Speak to the Person

If you feel able to do so, advise the person the behaviour is unwelcome verbally or in written communication to stop the behaviour. In many cases, when the offender is aware their conduct is unwelcome and will not be tolerated the behaviour will stop. Harassment and discrimination

negatively affects everyone. Bystanders are also encouraged to speak up and ask an offender to stop.

Some of the things an employee may say to another employee that might stop the behaviour include:

- I don't want you to do/say that
- Please stop doing or saying that
- It makes me uncomfortable when you do/say that
- I don't find it funny when you do/say that

2.2 Document the Conduct

Take notes of the offensive conduct by writing down what happened, the time and date(s) when it happened and the names of those who were present. Write down what was said by all parties.

2.3 Involve a Union / Association Representative

If an employee is part of a union or association, a union or association representative may be a good person to get advice from and/or intervene on your behalf. This could involve use of the Joint Protocol for Enhancing Positive Relationships in the Workplace.

3.0 Confidentiality:

3.1

Procedural fairness requires that the respondent to a complaint be apprised of the nature of the complaint and by whom it has been made so that they have an opportunity to respond to the allegations. A summary of the Workplace Harassment Formal Complaint will be shared with employee respondents to a complaint should the complaint meet the threshold assessment. The disclosure of witness names and statements to the parties may also be necessary.

3.2

All correspondence and other documents generated under these Procedures must, subject to the [Municipal Freedom of Information and Protection of Privacy Act](#), be marked "PRIVATE AND CONFIDENTIAL" and be stored in a locked and secure file in Human Resource Services.

3.3

The Board may be required to provide information obtained during an investigation to an outside agency such as, but not limited to, police services, court or tribunal that has the right to require information otherwise protected by the Municipal Freedom of Information and Protection of Privacy Act.

4.0 Misuse of Complaint Process and Reprisals:

4.1

If there is a determination on a balance of probabilities that a complaint has been filed in bad faith, the complaint process will discontinue and disciplinary action will occur.

4.2

Reprisals against individuals because they have reported a complaint are strictly forbidden. Alleged reprisals will be investigated as formal complaints and, if substantiated, are subject to the same consequences as complaints of harassment.

5.0 Rights of Complainants, Respondents and Witnesses:

5.1

Nothing in this Procedure denies or limits access to other avenues of redress available under the law or through the filing of a grievance or through progressive discipline. Where there is such an occurrence, this process will cease until the parties and their respective representatives have met with the Superintendent of Schools/Human Resource Services to determine whether a formal investigation must proceed or whether the complainant wishes to proceed under another process. Multiple processes will not be permitted to proceed concurrently.

5.2

Prior to initiating any complaint and throughout the complaint process, complainants have a right to assistance and support in the form of a union or association representative, if applicable.

5.3

Each employee has the right and is encouraged to contact his or her union/association for assistance and advice throughout this process.

5.4

The complainant is free to commence the complaint procedure at the formal stage outlined herein (see Appendix A). The complainant is also free to discontinue a complaint at any time. The Board, however, may deem the circumstances worthy of further investigation and initiate its own action.

5.5

As required by the Occupational Health and Safety Act, the complainant will be informed, in writing, of the results of the investigation and of any corrective action that has been taken or that will be taken as a result of the investigation including which respondents have been found to have engaged in harassment (in the case of multiple respondents) and the corrective action the Board will take.

Responsibilities:**The Board of Trustees is responsible for:**

- Reviewing this Administrative Procedure to ensure its alignment with the Employee Relations Directional Policy.
- Reviewing the Workplace Harassment Prevention Administrative Procedure as part of its regular policy and procedures review cycle in consultation with the JHSC committee.

The Director of Education is responsible for:

- Designating resources for ensuring the implementation of and compliance with this Administrative Procedure.
- Reviewing the Administrative Procedure with respect to workplace harassment as often as necessary, but at least annually.

Superintendent of Human Resource Services is responsible for:

- Determining the process by which the investigation will be conducted based on the specific circumstances.
- Consulting with the Joint Health & Safety Committee with respect to this Administrative Procedure as often as necessary, but at least annually.
- Ensuring the Board is compliant with the Occupational Health & Safety Act as it relates to workplace harassment.

Human Resource Services is responsible for:

- Ensuring that employees are informed of this Administrative Procedure and how it can be accessed.
- Reviewing this Administrative Procedure at orientations for all employees.

Principals, Vice-Principals, Managers and Supervisors are responsible for:

- Notifying Human Resource Services of workplace harassment incident complaints.
- Posting this Administrative Procedure at a conspicuous place in the workplace.
- Addressing and attempting to resolve disputes in a timely fashion.
- Maintaining confidentiality in the complaint process.

Board employees are responsible for:

- Initiating complaints if the employee believes they are the target of harassment or has witnessed harassment directly, have received reports of harassment incidents, or have reasonable grounds to suspect that harassment is occurring.
- Ensuring all matters are confidential, whether the employee is complainant, respondent, or any other way involved with the complaint, unless legally required to report.
- Giving consideration to use of the [Joint Protocol for Enhancing Positive Relationships in the Workplace](#) in an effort to resolve the matter before a formal complaint.
- Submitting workplace harassment complaint forms and supporting documents (if required) to Human Resource Services.

Progress Indicators:

- PVNCCDSB will continue to provide a work environment in which all workers are treated with respect and dignity.
- Workplace harassment complaints will be addressed and resolved in a timely fashion.

Definitions:

Harassment - The Code defines harassment as “engaging in a course of vexatious [annoying or provoking] comment or conduct which is known or ought reasonably to be known to be unwelcome.”

Workplace Harassment - The definition is further expanded under the Occupational Health and Safety Act as engaging in course of vexatious comment or conduct against a worker in a workplace, including virtually through the use of information and communications technology, that is known or ought reasonably to be known to be unwelcome

Workplace Sexual Harassment -

- a) engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- b) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome;

Workplace - any place where employees perform work or work-related duties or functions. Schools and school-related activities, such as extra-curricular activities and excursions, comprise the workplace, as do Board offices and facilities. Conferences and training sessions fall within the ambit of this Administrative Procedure.

Reprisal - any act of retaliation, either direct or indirect.

Supervisory and Managerial Personnel - include principals, vice-principals, managers, supervisors, superintendents, and directors.

Time Limits - set out in the Board's Administrative Procedure; can be extended if, upon the determination of the Board and/or Superintendent of Human Resource Services, or designate, there is an appropriate reason for doing so, or if both parties agree. The Board adopts the one year time frame prescribed by the Human Rights Code and the Board may, at its discretion, decide not to deal with the complaint when the facts upon which the complaint is based occurred more than one (1) year before the complaint was filed.

Balance of Probabilities - more likely than not to have occurred. It means that it is probable, i.e., the probability that an event happened is more than 50%.

Related Documents:

[APPENDIX A – Formal Resolution Process](#)

[APPENDIX B – Workplace Harassment Formal Complaint Form](#)

[APPENDIX C – Workplace Harassment Complaint Process Flow Chart](#)

References:

- [Canadian Charter of Rights and Freedom](#)
- [Ontario Human Rights Code, R.S.O. 1990, c.H.19](#)
- [Ontario Occupational Health and Safety Act, R.S.O. 1990, c.O.1](#)
- [Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56](#)
- [PVNCCDSB Joint Protocol for Enhancing Positive Relationships in the Workplace](#)
- [Bill 132, Sexual Violence and Harassment Action Plan Act \(Supporting Survivors and Challenging Sexual Violence and Harassment\), 2016](#)
- [AP701 - Equity & Inclusive Education](#)

Complaint Process

To file a Workplace Harassment complaint, the form (Appendix B) shall either be placed in a sealed envelope marked private and confidential, and forwarded to the Superintendent of Human Resources Services or sent to the Superintendent of Human Resource Services directly. The Superintendent of Human Resource Services will have the discretion to refer a complaint to the appropriate supervisor and the parties.

a) Respondents to a Claim

Individuals who are named as respondents in a complaint have a right to know in a timely manner that they are the subject of a complaint, who the complainant is, what the allegations are, and what approach to a resolution is being considered. In particular, a respondent has a right to know the specifics of an allegation, including times, dates, and alleged conduct. Respondents will be given a summary of the complaint and given time to prepare a full and complete response to the allegation

Teachers are also advised to refer to the statutory requirements when making a report in accordance with Section 18.1 (b) of the Teaching Profession Act.

b) Threshold Assessments

All reports filed under the Workplace Harassment Prevention Policy will be subject to an immediate threshold assessment to determine whether the alleged conduct would, if proven, meet the definition of workplace harassment.

If the Board, following this threshold assessment, determines that the report filed:

- would not, if true, meet the definition of workplace harassment;
- does not provide sufficient details of the alleged harassment, provided the complainant is given notice that insufficient details have been provided and given reasonable time to provide sufficient details; or
- is vexatious, frivolous or trivial, has not been made in good faith or would, if investigated, constitute an abuse of the Workplace Harassment Prevention Policy, the complainant and respondent will be advised and no further action will be taken under the Workplace Harassment Prevention Policy.

c) Investigation & Resolution

Complaints require an investigation of the complainant's allegations. Investigators will most often be Human Resource Services staff.

Personnel who conduct the investigation will ensure that the following steps are taken as soon as possible:

- take appropriate measures to ensure the safety of all parties during the investigation, in particular, the complainant. This may require reassignment of employees during the process, a safety plan, etc;
- advise the complainant(s), respondent(s), and witnesses of expectations during the investigation as it relates to interaction with each other, confidentiality, etc;
- notify the complainant(s), the respondent(s), and witness(es) that they are entitled to support and assistance throughout the process;
- notify the complainant(s) and respondent(s) that a mediated resolution can be explored at any time during the process;
- interview the complainant(s) and/or the third party reporting the complaint;
- inform the respondent(s) of the allegations, ensure that the respondent has a summary of the complaint and provide an opportunity for response;
- interview the respondent(s);
- interview witness(es);
- if necessary, interview the complainant(s) again to provide an opportunity for reply to the respondent(s) and/or witness(es);
- come to conclusions about whether a specific incident did or did not occur based on a balance of probabilities (The question of whether behaviour is objectionable will be assessed using objective standards.);
- provide a written summary of the findings and conclusions to the complainant and to the respondent and give them an opportunity to respond to same; and
- take appropriate action(s) to resolve the situation and advise the complainant.

If the respondent declines to participate in the investigative process, the investigation will still proceed. The respondent should be encouraged to participate in the interest of a balanced and fair process.

d) The standard of proof to be applied is the balance of probabilities.

Appendix A

- e) In the event a complaint is not substantiated, no further action will be taken, subject to the section on maintaining records. In cases where the complaint is found to be trivial, vexatious, or an abuse of the process, in which case the complainant may be subject to disciplinary action as outlined in section 1.13 (h) below. However, if there is a need to restore a positive learning or working environment or if the complainant and/or respondent require a restorative process, appropriate steps will be taken to meet such needs.

Follow-up possibilities:

- counselling for the parties;
- application of strategies to restore a positive learning/working environment;
- mediation;
- specific training for the complainant or respondent;
- workshops for the staff and/or others in the school/workplace regarding their rights and responsibilities;
- permanent separation of respondent and complainant from each other; and/or
- restorative measures.

f) **Disciplinary Actions**

Employee Respondents - There may be discipline imposed as appropriate and consistent with the circumstances. The principles of progressive discipline will be applied in dealing with disciplinary actions under this Policy. These would include the following possibilities:

- verbal warning;
- written reprimand;
- suspension with pay;
- suspension without pay; or
- dismissal from employment with the Board.

Other User Respondents - Actions must be determined as appropriate for the individual situation and may include such responses as a letter of disapproval and caution or warning, a revoking of permits or contracts, an issuing of a trespass warning, or other remedies as provided by the common law and/or the appropriate legislation. The involvement of the Superintendent of Schools/Human Resource Services is recommended in these cases.

g) **Mediated Resolution**

Appendix A

Mediation involves an unbiased third party acting as a facilitator in direct communication between the parties who voluntarily agree to enter into this process. It is an opportunity to resolve disputes in a respectful manner. It provides the opportunity to generate a variety of options for resolution and contributes to restoring the working relationship between the parties.

Where there is already a complaint being investigated under these Procedures, at any time during the investigation the parties may agree to hold the investigation in abeyance and attempt to achieve a mediated resolution.

Mediation is appropriate when all parties agree that a mutually agreeable solution is achievable and desirable. The investigator will request approval to mediate and if both the respondent and complainant are agreeable, Human Resource Services will arrange for a suitable mediator.

Meetings required for mediation sessions will be scheduled as soon as possible and, where practical, in a time and place convenient for the complainant, the respondent, and the mediator.

When matters are resolved through mediation, the complainant and the respondent will sign a memorandum of agreement outlining the terms to which they have agreed. Supervisory and managerial personnel will ensure that the terms that the parties have agreed to have been met.

Mediation is voluntary and the complainant or the respondent may choose to withdraw at any time.

h) **Review**

In the event a complainant or respondent to a complaint has one or both of the specific concerns listed below, a request may be made to the Director of Education to convene a review within ten working days of the final decision. A reviewer will be appointed by the Director of Education.

The grounds for review are:

- the investigators did not comply with the procedures; or

Appendix A

- new evidence has become known after the final decision but before the expiry of the ten working days limitation period for requesting a review.

No review of the final decision will be undertaken with regard to the claim that the conclusions drawn by the investigator(s) based on findings of fact were incorrect. The reviewer will report his or her findings to the Director of Education who will affirm or amend a final decision or require that a new investigation be undertaken.



WORKPLACE HARASSMENT COMPLAINT FORM

Complainant Information

Discrimination and/or harassment was directed towards

Name of Complainant: _____

Title/Position: _____ Worksite: _____

Additional Information: _____

Supervisor/Manager's Name: _____

Supervisor Title/Position: _____ Supervisor Work Phone: _____

Respondent Information

Discrimination and/or harassment was directed by

Name of Respondent: _____

Title/Position: _____ Worksite: _____

Initiator Information

Complete this section only if the employee who initially identified the offensive behaviour is different from the complainant

Name of Person Making the Report (if different from above): _____

Title/Position: _____ Worksite: _____

Pre-Step

Was the respondent advised that the behaviour was unwelcome? ☐ Yes ☐ No

Date Complainant advised Respondent that the behaviour was unwelcome: _____

Complaint

Describe the alleged discrimination/harassment. Set out all facts, in chronological order, on which the complaint is based. Include dates, times, locations, the identity of witnesses, and a description of the steps already taken to resolve the matter. Attach additional pages if necessary.

Resolution Requested

Explain the resolution you believe would resolve this matter.

I acknowledge having read the Workplace Harassment Prevention Administrative Procedure. I hereby certify that to the best of my knowledge the above-mentioned information is true, accurate and complete. I understand that making false or frivolous allegations is in violation of this policy and is subject to disciplinary sanctions.

Initiator/Complainant Signature:_____ Date: _____

INSTRUCTIONS FOR SUBMITTING THIS FORM:
PLACE THIS FORM IN A SEALED ENVELOPE MARKED “PRIVATE AND CONFIDENTIAL” AND FORWARD TO THE SUPERINTENDENT OF SCHOOLS/HUMAN RESOURCE SERVICES.

INFORMATION COLLECTION AUTHORIZATION:
The personal information contained on this form has been collected under the authority of the Occupational Health and Safety Act, the Municipal Freedom of Information and Protection of Privacy Act, and the Personal Health Information Privacy Act, and will be used to prevent and investigate incidents of workplace violence. This form will be used by the Supervisor of the department, Legal Counsel and the Ministry of Labour staff. The form will be handled with the strictest confidence, stored in a locked and secure file cabinet in the School Administrator's Office and retained for a three year period. Questions pertaining to the collection of this information should be directed to the Superintendent of Human Resources.






COPIES: 1. Superintendent of Human Resource Services 2. Employee's Supervisor 3. Complainant

Appendix C



Workplace Harassment Complaint Process Flow-chart

This flow-chart provides an overview of major steps in the workplace harassment complaint process. Persons seeking further information regarding the complaint process are advised to refer to Workplace Harassment Prevention Administrative Procedure.

THE COMPLAINANT IS FREE TO DISCONTINUE A COMPLAINT AT ANY TIME.

INCIDENT 	<ul style="list-style-type: none"> • A person engages in a course of vexatious comment or conduct against a worker in their workplace that is known or ought reasonably to be known to be unwelcome.
PRE-STEP SPEAK UP *This step is optional 	<ul style="list-style-type: none"> • Bring the matter to the attention of the alleged harasser. Inform them that the behavior is unwelcome and must stop immediately. Document the event details and the communication. Consult with union/association representation. Consider utilizing the Joint Protocol for Enhancing Positive Relationships in the Workplace.
COMPLAINT DOCUMENTATION AND NOTIFICATION 	<ul style="list-style-type: none"> • File a written complaint outlining the particulars of the allegation and the initial attempted resolutions. • The complaint is recorded on the Workplace Harassment Complaint Form (Appendix B) and is submitted to the Superintendent of Human Resource Services. • The Superintendent of Human Resource Services may refer a complaint to the appropriate supervisor and the parties.
THRESHOLD ASSESSMENT 	<ul style="list-style-type: none"> • The Superintendent of Human Resource Services or designate will conduct a Threshold Assessment to ensure that the alleged conduct, if proven, would meet the definition of workplace harassment. • If the complaint meets the threshold assessment, the Superintendent of Human Resource Services will assign an investigator. • The investigator will provide a summary of the complaint to the complainant, respondent, and their supervisory officer(s) should the complaint meet the threshold assessment.
INVESTIGATION 	<ul style="list-style-type: none"> • An investigation of the complainant's allegations will be completed. • The respondent will be given an opportunity to respond to the allegations. • Interviews will be conducted and conclusions will be drawn based on the balance of probabilities.

Appendix C

REPORT AND CONCLUSION 	<ul style="list-style-type: none"> • A written summary of the findings and conclusions will be provided to the complainant and the respondent. They will be given an opportunity to respond. • Appropriate actions will be taken to resolve the issue. The complainant will be provided with reasonable details on the actions taken.
REVIEW 	<p>If within ten working days of the final decision a complainant or respondent to a complaint has grounds for review, a reviewer will be appointed by the Director of Education.</p> <ul style="list-style-type: none"> • The findings of the review will be reported to the Director of Education who will affirm or amend the final decision or require that a new investigation be undertaken.
MEDIATED RESOLUTION	<ul style="list-style-type: none"> • At any time during the complaint investigation, and at the agreement of both the complainant and respondent, the Board will provide a suitable mediator to attempt to resolve the concerns. • Any investigation into the allegations will be held in abeyance while mediation is ongoing. Mediation is voluntary and the complainant or respondent may choose to withdraw at any time.

Administrative Procedure Report to the Policy Development Committee

Meeting Date: Tuesday, June 17th, 2025
Presented by: Darren Kahler, Superintendent
Subject: AP 509 - Workplace Violence Prevention

Background:

This Administrative Procedure is up for its annual review as required by the Occupational Health and Safety Act.

Summary of Draft Administrative Procedure:

The key changes to this Administrative Procedure include:

- Updated alignment with Multi Year Strategic Plan;
- No other changes are being made to this AP.

Attachments:

- ☒ [Draft Administrative Procedure for consideration.](#)
- ☒ [Link to previous version of the Administrative Procedure.](#)



BOARD ADMINISTRATIVE PROCEDURE	
Administrative Procedure	Administrative Procedure Number
Workplace Violence Prevention	509
Directional Policy	
500 - Employee Relations	

Title of Administrative Procedure:

Workplace Violence Prevention

Date Approved:

June 17, 2025

Projected Review Date:

2026

Directional Policy Alignment:

This Administrative Procedure aligns with the Employee Relations Directional Policy by identifying the expectations and requirements that employees will follow in relation to matters of workplace violence. The Peterborough Victoria Northumberland and Clarington Catholic District School Board (PVNC Catholic) will ensure that all employees engage with students appropriately and perform training to support this requirement.

Alignment with Multi-Year Strategic Plan:

The Workplace Violence Prevention Administrative Procedure supports the Board's Multi-Year Strategic Plan to value relationships and nurture mental health & well-being.

[PVNCCDSB Board Vision, Mission and Strategic Priorities](#)**Action Required:**

The Occupational Health & Safety Act defines workplace violence as the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker; an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; and/or a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

1. What to do if you Experience Workplace Violence

Summon Immediate Assistance - If an employee is involved in a violent incident the immediate steps they should take to reduce risk of injury are:

- a. Where possible, remove oneself and others under your care (i.e. students) from the situation;
- b. Summon assistance from a supervisor, principal or designate, or a nearby staff member;
- c. If needed, call 911 or request that a colleague call 911 when faced with imminent danger; and
- d. Report the incident to the supervisor, principal or designate at the earliest possible opportunity.

Refer to Section 3 Reporting and Investigating Incidents of Workplace Violence for further detail.

2. Domestic Violence Awareness and Response

- a. Employees are encouraged to inform their Principal/Supervisor if they are experiencing domestic violence outside of the workplace or become aware of domestic violence that may create a risk to themselves or others in the workplace (whether the notifying employee is the victim or not).

- b. When a Principal/Supervisor is informed of an employee experiencing domestic violence, the Principal/Supervisor will gauge the nature and extent of the threat and take actions (as deemed appropriate) to protect employees and students, under the advice of their Superintendent and Human Resource Services, regardless of whether the threat of domestic violence is from a co-worker or from someone outside of the workplace. Actions may include, but are not limited to:
 - i. A [Notification of Potential Risk form \(HR32\)](#) to appropriate employees
 - ii. Informing Police
 - iii. Requesting restraining orders / trespass orders
 - iv. Provision/ development of an employee safety plan
- c. When possible, Principals/Supervisors are to make available to all employees information about supports available for victims of domestic violence (i.e. Employee and Family Assistance Plan, community counseling, support groups, shelters, and the Police). When possible, Principals/Supervisors will remind potential victims of domestic violence in the workplace of these resources. See Appendix B for a list of resources.
- d. In all circumstances, a Principal/Supervisor must tell the victim that if they feel at risk of physical harm, whether inside or outside the workplace or at home, the employee should contact the Police.
- e. Additionally, the Principal/Supervisor shall ensure that the workplace violence program is reviewed with the employee when the Principal/Supervisor becomes aware of the risk of domestic violence.

3. Reporting and Investigating Incidents of Workplace Violence

- a. By an Employee against another Employee of the Board:
 - i. All incidents of workplace violence by an employee against another employee must be immediately reported to the employee's Principal/Supervisor.
 - ii. The Principal/Supervisor will determine if immediate action is necessary and shall consult with their Superintendent or the Superintendent of Human Resource Services. This may include removing the employee from the presence of the alleged aggressor if it is safe to do so.

- iii. The employee reporting the matter will be required to complete an [HR5 - Accident/Incident form](#).
- iv. Upon receipt of the HR5, the Principal/Supervisor will investigate the allegations in consultation with Human Resource Services. Such investigation may include interviewing and/or obtaining statements from individuals with knowledge of the events in question and reviewing any other relevant supporting materials. The employee being accused of workplace violence will be made aware of, and provided the opportunity to respond to, the allegations against them during the course of the investigation.
- v. If the employee has concerns with respect to their Principal/Supervisor subjecting them to workplace violence, the employee will contact the Superintendent of Human Resource Services to report the incident. In the event that the employee has concerns with respect to their Principal/Supervisor, alternative arrangements with respect to the investigation process outlined above will be undertaken.

b. By a Student against an Employee of the Board:

- i. All incidents of workplace violence by a student against an employee must be immediately reported to the employee's Principal/Supervisor.
- ii. The employee will be required to complete an [HR5 - Accident/Incident form](#) to report the matter. The employee may also be required to complete a Safe Schools Form 20.
- iii. The Principal/Supervisor will investigate the specifics of the reported incident and respond to the HR5 with any steps taken to prevent a recurrence. This may include the creation/amendment of a student safety plan, use of personal protective equipment, creation/communication of a [Notification of Potential Risk form \(HR32\)](#), debriefing with the employee, or other action as deemed necessary by the Principal/Supervisor or other appropriate action outlined in Board [AP 912 Supporting Positive Student Behaviour - Safety for All](#).
- iv. It is recognized that enhanced measures may be required for students identified with special needs presenting symptomatic behaviours where there is a risk of injury for employees. When a violent incident occurs, the staff may be involved with reviewing and altering the Safety Plan as per Board [AP 912 Supporting Positive Student Behaviour - Safety for All](#).

- c. By a Third Party (e.g. parent, visitor, contractor, etc.) against an Employee of the Board:
- i. All incidents of workplace violence by a third party against an employee must be immediately reported to the employee's Principal/Supervisor.
 - ii. The Principal/Supervisor will determine if immediate action is necessary and shall consult with their Superintendent or the Superintendent of Human Resource Services.
 - iii. The employee will be required to complete an [HR5 - Accident/Incident form](#) to report the matter.
 - iv. When a threat of workplace violence exists, the Principal/Supervisor or designate will convene a meeting with appropriate stakeholders to ensure the safety of an employee from workplace violence. Actions to mitigate the risks posed to the employee could include the creation of a [Notification of Potential Risk form \(HR32\)](#), contacting police, limiting access to the workplace, establishing a work alone plan, etc.

4. Notification of Potential Risk from a person with a History of Violent Behaviour

The Principal/Supervisor will ensure that employees have been provided with sufficient information, which may include personal information related to a risk of workplace violence, if:

- a. The worker can be expected to encounter that person in the course of their work; and
- b. The risk of workplace violence is likely to expose the worker to physical injury.

The Principal/Supervisor will use [Notification of Potential Risk form \(HR32\)](#), attached as Appendix A, to ensure appropriate disclosure to affected employee(s) of persons with a history of violence posing a potential threat to employee safety as soon as they become aware of a potential risk.

A record of [Notification of Potential Risk form \(HR32\)](#) is to be completed and stored in a confidential manner in the Principal/Supervisor's office. Each employee meeting the criteria set out in the paragraph above must review the form annually and sign off that they are aware of the information identified on the form. This includes occasional and supply staff as well as support services staff who may be expected to encounter the person while on school premises. It will be the Principal/Supervisor's responsibility to ensure this disclosure is made to each affected employee.

5. Workplace Violence Risk Assessments

a. Risk Assessments:

The Board will ensure each work location completes a risk assessment respecting the potential for violent incidents at that work location and during work activities within the Board's jurisdiction during employment-related events and activities.

During this process, an assessment will be made of the risks of workplace violence that may arise from:

- the nature of the workplace
- the type of work
- the conditions of work

The assessment will consider circumstances common to other school boards and circumstances specific to the PVNC Catholic District School Board.

The results of risk assessments and risk reassessments will be shared with the members of the PVNCCDSB's Multi Site Joint Health and Safety Committee.

b. Risk reassessments:

A reassessment of the risks of workplace violence will be undertaken as often as is necessary to ensure that the workplace violence policy and program continues to protect workers from workplace violence. Changes or events within the Board that may warrant a reassessment may include: an increase in the number, frequency or severity of workplace violence incidents for that specific workplace; a change in the physical environment of the workplace; a change in the student population of a school or a change in curriculum or scheduling, to determine if such change could impact the potential for workplace violence.

Risk reassessments will be completed a minimum of once every three (3) years. Consideration should be given to a risk reassessment being completed when a new Principal/Supervisor is appointed to the school/department.

Completed risk assessments will identify workplace violence risks as well as measures and procedures taken to control the identified risks within the workplace.

The results of risk assessments and risk reassessments will be shared with the members of the PVNCCDSB's Multi Site Joint Health and Safety Committee.

c. Controlling the Risk of Workplace Violence -

Measures and procedures to control the risks of workplace violence could include (but are not limited to):

- Identifying a means to summon immediate assistance, if required. Measures and procedures to summon immediate assistance should be appropriate given the specific circumstances.
- Video Surveillance in accordance with Administrative Procedure AP 1208
- Violence Threat Risk Assessment Process (Police School Board Protocol)
- Maintaining community policing relationships
- Work Alone Procedures
- HR 32 Notification of Potential Risk of Injury from a Person with a History of Violence
- Workplace Violence Risk Assessments and Reassessments
- Adherence to Safe and Accepting Schools Administrative Procedures and other applicable school board policies, regulations or programs
- Employee training in Workplace Violence Prevention (including domestic violence)
- Establishing and maintaining controlled access to school buildings
- Provision and maintenance of communication systems such as phones, walkie-talkies and public address systems
- Regular maintenance and repairs of facilities
- Consideration to barriers and other measures

6. Work Refusals

The *Occupational Health and Safety Act* (the "OHSA") allows workers the right to refuse work where the worker has reason to believe that workplace violence is likely to endanger himself or herself. Should a situation of work refusal arise, the requirements of the OHSA (process outlined in the [PVNCCDSB Work Refusal Process](#)) will apply.

Regulation 857- Teachers, made under the OHSA states that Part V of the OHSA (Work Refusals) does not apply to teachers, as defined in the *Education Act*, where the circumstances are such that the life, health or safety of a student is in imminent jeopardy.

7. Support for Employees

The Board recognizes the trauma that may come from a violent incident in the workplace. The Board is committed to the health and well being of our employees. Principals and Supervisors will ensure debriefs happen as soon as possible and employees are provided information so they can access necessary support. See [Appendix B](#) for a list of resources available.

Responsibilities:

The Board of Trustees is responsible for:

- Ensuring this Administrative Procedure aligns with the Employee Relations Directional Policy.
- Reviewing the Workplace Violence Prevention Administrative Procedure as part of its regular policy and procedures review cycle.

The Director of Education is responsible for:

- Designating resources for ensuring the implementation of and compliance with this Administrative Procedure.
- Ensuring annual review of this Administrative Procedure to ensure compliance with the provisions of the Occupational Health and Safety Act

Superintendent of Human Resource Services is responsible for:

- Consulting with Principals/Supervisor when evaluating workplace violence incidents.
- Ensuring the Joint Health & Safety Committee is informed if a person is killed, critically injured, disabled from performing their usual work, or requires medical attention due to workplace violence.
- Ensuring the Joint Health and Safety Committee is advised of the results on any workplace violence assessment/ reassessment and provided a copy if it is in writing

Superintendents are responsible for:

- Ensuring that the relevant employees under their direction have been provided with sufficient information, which may include personal information related to a risk of workplace violence, if:

- the employee can be expected to encounter that person in the course of his or her work; and
- the risk of workplace violence is likely to expose the employee to physical injury. This is accomplished by ensuring [HR Form 32 Notification of Potential Risk \(Appendix A\)](#) is completed and disclosed to affected employees.

Principals, Vice-Principals, Managers and Supervisors are responsible for:

- Reassessing the risk of workplace violence as required by this Administrative Procedure
- Identifying and providing the means by which employees may summon immediate assistance.
- Determining if immediate action is necessary to address a workplace violence report through consultation with their Superintendent or Human Resource Services. This may include removing the employee from the presence of the alleged aggressor if it is safe to do so.
- Liaising with the Superintendent of Human Resource Services with respect to workplace violent incident reports.
- Posting this Administrative Procedure at a conspicuous place in the workplace.
- Addressing and attempting to resolve disputes in a timely fashion.
- Maintaining confidentiality in the investigation process.
- Imposing discipline as appropriate and consistent with the circumstances.
- Ensuring that the relevant employees under their direction have been provided with sufficient information, which may include personal information related to a risk of workplace violence, if:
 - the employee can be expected to encounter that person in the course of his or her work; and
 - the risk of workplace violence is likely to expose the employee to physical injury.

This is accomplished by ensuring [HR Form 32 Notification of Potential Risk \(Appendix A\)](#) is completed and disclosed to affected employees.

- Reviewing [HR Form 32 Notification of Potential Risk \(Appendix A\)](#) annually with affected employees.

Joint Health and Safety Committee is responsible for:

- Reviewing this Administrative Procedure on an annual basis.
- Receiving and reviewing the results of an assessment of workplace violence risks or the results of a reassessment.

All Board employees are responsible for:

- Ensuring they advise their Principal/Supervisor if they are victims of workplace violence.
- Completing assigned training on Workplace Violence Prevention (including domestic violence)
- Adhering to the Employee Relations directional policy and conducting themselves and performing their duties with integrity and professionalism by refraining from any act of workplace violence
- Completing a Safe Schools Form 20 where applicable.

Progress Indicators:

- Workplace violence reports will be addressed and resolved in a timely fashion.
- Employees will complete assigned training in workplace violence prevention.
- Workplace violence risk assessments and reassessments will be completed at required frequencies and shared with the Joint Health and Safety Committee
- Employees will have a means to summon immediate assistance for workplace violence incidents

Definitions:

Conditions of the Work - The conditions of work refer to other aspects such as the time of work, whether workers move from location to location, work alone, or work in isolated or remote workplaces.

Nature of the Workplace - The nature of the workplace refers to the physical aspects of the workplace and may include but is not limited to schools, school yards, school board offices, field trip locations, non-traditional classrooms, and third-party spaces, and any other place that a worker performs work for the school board.

Type of Work - The type of work refers to the activities workers perform and the type of people with whom workers interact such as students, co-workers, agencies, parents, volunteers, and other members of the community, either individually or in groups. Activities could include, but are not limited to, classroom teaching, assisting students outside the classroom, non-academic work, recess, lunch support and field trips. These are a few examples of the different settings where work is performed and school boards must assess all types of work for the risk of workplace violence.

Workplace - any place where employees perform work or work-related duties or functions. Schools and school-related activities, such as extra-curricular activities and excursions, comprise the workplace, as do Board offices and facilities. Conferences and training sessions fall within the ambit of this Administrative Procedure.

Workplace Violence - is the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker; an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; and/or a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

Related Documents:

[Appendix A - HR Form #32 – Notification of Potential Risk of Injury](#)
[Appendix B- List of Resources for Victims of Workplace/ Domestic Violence](#)
[PVNCCDSB Work Refusal Process](#)
[AP 912 Supporting Positive Student Behaviour - Safety for All.](#)

References:

[Ontario Human Rights Code, R.S.O. 1990, c.H.19](#)
[Ontario Occupational Health and Safety Act, R.S.O. 1990, c.O.1](#)
[Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56](#)
[PVNCCDSB Joint Protocol for Enhancing Positive Relationships in the Workplace](#)
[Workplace Violence in School Boards, A Guide to the Law](#)



NOTIFICATION OF POTENTIAL RISK OF INJURY

Identifying Information

Name: _____

Classroom: _____

Location: _____

School: _____

Location: _____

Insert Picture of Person

Brief Description of Behaviour That Presents A Risk

Safety Strategies and Triggers

Do

- _____
- _____
- _____
- _____

Do Not

- _____
- _____
- _____
- _____

Emergency and Intervention Strategies

- School Staff

☐ School Administrator(s)

☐ Teacher(s)

☐ EA/ASD(s)

☐ Guidance Counsellor(s)

☐ Other
- Board Office Staff

☐ Psychologist

☐ Special Education Consultant

☐ SERT

☐ Other

Notification of Potential Risk of Injury Record

Employees signature indicates that the employee has reviewed this form: (Principal/Designate has checked all that apply)

- ☐ the risk of injury with respect to the above person
- ☐ incident reporting procedures
- ☐ the nature of the behaviour that may present a risk of immediate assistance if injury
- ☐ procedures to ascertain necessary
- ☐ safety strategies and triggers of behaviour
- ☐ a safety plan is on file in the OSR
- ☐ emergency and intervention strategies

Date	Employee Name	Position	Employee Signature	Principal Signature

☐ Additional list of names attached

INFORMATION COLLECTION AUTHORIZATION:
The personal information contained on this form has been collected under the authority of the Occupational Health and Safety Act, the Municipal Freedom of Information and Protection of Privacy Act, and the Personal Health Information Privacy Act, and will be used to prevent and investigate incidents of workplace violence. This form will be used by the Supervisor of the department, Legal Counsel and the Ministry of Labour staff. The form will be handled with the strictest confidence, stored in a locked and secure file cabinet in the School Administrator's Office and retained for a three year period. Questions pertaining to the collection of this information should be directed to the Superintendent of Human Resources.

COPIES: 1. School Administrator 2. Superintendent of School

- ☐ the risk of injury with respect to the above person
- ☐ incident reporting procedures
- ☐ the nature of the behaviour that may present a risk of immediate assistance if injury
- ☐ procedures to ascertain necessary
- ☐ safety strategies and triggers of behaviour
- ☐ a safety plan is on file in the OSR
- ☐ emergency and intervention strategies

[illegible]

Community Resources for Victims of Violence

Board Employee & Family Assistance Program

<https://humanacare.com/>

1 800-661-8193

Federal

[Stop Family Violence](#)

<https://www.canada.ca/en/public-health/services/health-promotion/stop-family-violence.html>

Provincial

Getting Help if you are experiencing Violence

<https://www.ontario.ca/page/get-help-if-you-are-experiencing-violence#section-0>

Local

Peterborough and County

Four County Crisis Response, Community Mental Health Program

<https://cmhahkpr.ca/programs-services/four-county-crisis/>

City of Kawartha Lakes

Kawartha Haliburton Victim Services

<https://victim-services.org/>

Northumberland

Victim Services Peterborough, Northumberland

<http://victimservicespn.ca/>

Durham Region/Clarington

[Durham Region - Domestic Violence Resources](#)

Help Lines

Assaulted Women's Helpline - 1-866-863-051

Talk4Healing Aboriginal Women's Helpline - 1-855-554-4325

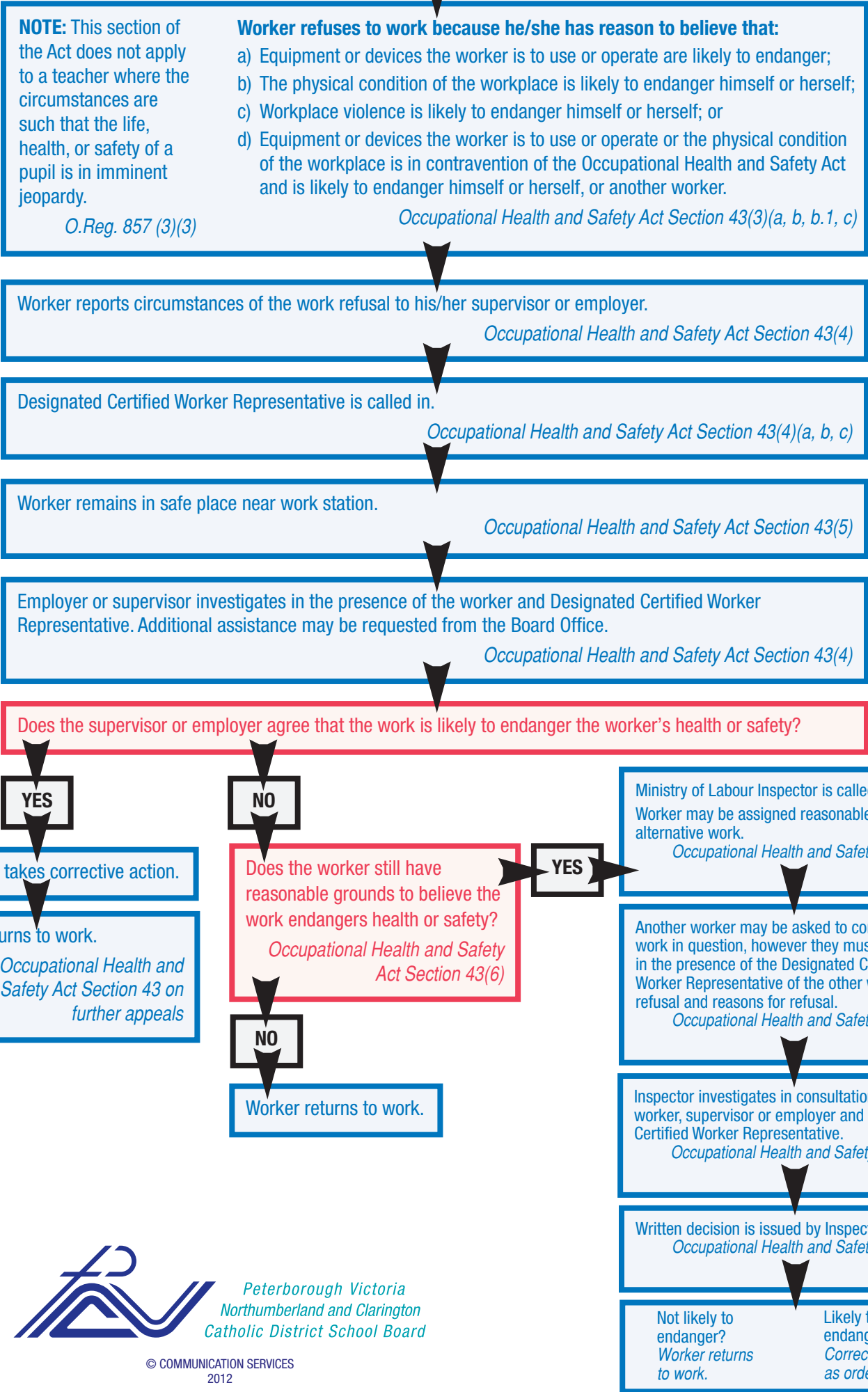
THE WORK REFUSAL PROCESS

Page 80

PRE-STEP: Worker reports to his or her employer or supervisor

- a) The absence of or defect in any equipment or protective device of which the worker is aware and which may endanger himself, herself, or another worker.
 - b) Any contravention of the Occupational Health and Safety Act or Regulations or the existence of any hazard of which he or she knows.
- Occupational Health and Safety Act Section 28(1)(c) and (d)*

IF A FAVOURABLE AND TIMELY SOLUTION CANNOT BE REACHED THEN WORKER PROCEEDS WITH THE FOLLOWING WORK REFUSAL STEPS.
For additional detail see Occupational Health and Safety Act Section 43



Administrative Procedure Report to the Policy Development Committee

Meeting Date: Tuesday, June 17th, 2025

Presented by: Sean Heuchert, Superintendent

Subject: AP - 612 Reimbursement of Expenditures Incurred on Board Business

Background:

This Administrative Procedure is being reviewed as part of the customary review cycle.

Summary of Draft Administrative Procedure:

The key changes to this Administrative Procedure include:

1. Updated alignment with current Multi-Year Strategic Plan
2. Changed the wording around carpooling, added carpooling is strongly encouraged
3. Deleted the reference to the Board mileage chart to calculate the distance between sites. Travel distances will be calculated using a navigation tool (i.e. Google Maps)
4. Under the accommodation section changed the wording of 4.3 to, private stays with friends or family is acceptable. A maximum allowance of \$30 per night is allowed. In lieu of a receipt, a written explanation must be submitted.
5. Under Reimbursement Procedure/Authorization of Claims added claims totalling less than \$2.00 will not be reimbursed
6. For Primary Work Location definition added that the Superintendent of Human Resources or their designate will determine the employee's primary work location.
7. Appendix B, point 13, 14 & 15, changed wording under Travelled by the Director/Superintendent to add in, if more than 1 representative, Director approval is required



*Creating a culture of
faith, hope and love
to ensure equity
and well-being.*

8. Appendix C Meal Reimbursement Rates have been increased. Breakfast \$14, Lunch \$20 and Dinner \$36
9. Increased the reasonable gratuity for a restaurant meal to 18%

Attachments:

- ☐ [Draft Administrative Procedure for consideration.](#)
- ☐ [Link to previous version of the Administrative Procedure.](#)
- ☐ [Appendix A](#)
- ☐ [Appendix B](#)
- ☐ [Appendix C](#)



BOARD ADMINISTRATIVE PROCEDURE	
Administrative Procedure Reimbursement of Expenditures Incurred on Board Business	Administrative Procedure Number 612
Directional Policy 600 – Stewardship of Resources	

Title of Administrative Procedure:

Reimbursement of Expenditures Incurred on Board Business

Date Approved:

June 17, 2025

Projected Review Date:

2030

Directional Policy Alignment:

This Administrative Procedure aligns with the Stewardship of Resources Directional Policy – 600 by ensuring that employees understand the expectations regarding incurring and reporting travel, meals and other reasonable expenditures while carrying out their employment duties in order to provide fiscal accountability and to ensure the effective use of resources entrusted to the Board.

Alignment with Multi-Year Strategic Plan:

The Reimbursement of Expenditures Incurred on Board Business procedure supports our multi-year strategic plan by establishing procedures and processes regarding expenditures incurred on Board business that are fair and transparent, as well as ensuring accountability and value for money in order to guide the oversight of public funds.

[PVNCCDSB Board Vision, Mission and Strategic Priorities](#)**Action Required:**Purpose and Scope

This procedure details the process and rules regarding the reimbursement and approval of reasonable expenditures incurred while travelling on Board business.

1. Accountability Framework

When approving travel and expense claims approvers are accountable for their decisions, which should:

- 1.1. Ensure his or her employees are incurring and/or claiming expenses that are appropriate in relation to performing their duties, support the program objectives of the department or school, and maximize the benefits to the Board
- 1.2. Provide approval only for claims that include all appropriate documentation (i.e. original itemized receipts)
- 1.3. Not approve their own expenses
- 1.4. Consider whether the request is:
 - 1.4.1 able to stand up to scrutiny from external parties;
 - 1.4.2 properly explained and documented;
 - 1.4.3 fair, equitable, reasonable and appropriate

2. Travel on Board Business

- 2.1 It is expected that the majority of travel will occur within the Province of Ontario. Where travel outside of the Province of Ontario is considered, pre-approval must be obtained from the immediate supervisor. Where international travel is considered, pre-approval must be obtained from the Director of Education. For international travel by the Director of Education, pre-approval by the Board of Trustees is required. Pre-approvals must be in writing and attached to the expense claim in order to be reimbursed. All travel must receive prior approval.

- 2.2 The mode of transportation (Air/Rail/Bus/Personal Use Vehicle/Rental Car) should be based on the most economical and practical way to travel. Carpooling is strongly encouraged. It is the expectation of the Board that all employees will carpool when travelling to the same destination. If employees are unable to carpool, a written explanation detailing the business rationale of why carpooling was not pursued is to be documented and submitted with the claim for reimbursement. Excessive mileage should be avoided where practical by renting a vehicle. Where the distance to an event exceeds 500 kilometers, reimbursement to employees will be the lesser of costs via public carrier, and the per kilometer rate calculation. It is the responsibility of the claimant to provide documentation outlining the various cost alternatives. If a car is to be rented, the expected option is a compact or economy class.
- 2.3 Employees using their own vehicle to travel on Board business will be reimbursed by the Board at the approved kilometer rate, upon submission of a monthly travel expense claim. The rate will be published in Appendix A, Reimbursement for Expenses Incurred on Board Business - Expense Guidelines and Approved Rates.
- 2.4 Kilometer reimbursement includes the distance traveled to destinations in a personal vehicle while on Board business. The following guidelines apply when calculating kilometers traveled. See Appendix B for guidance on whether travel is reimbursable or not.
- 2.4.1 The cost of travel from home to your primary work location is considered a personal expense by Canada Revenue Agency, therefore no claim should be made for home to primary work location.
- 2.4.2 If your home to primary work location distance is the same or greater than the distance travelled to an alternate work location, no claim should be made.
- 2.4.3 The basis of reimbursement is the daily incremental kilometers travelled over and above the kilometers travelled from home to primary work location and primary work location to home.
- 2.4.4 Travel distances will be calculated using a navigation tool (i.e. Google Maps)
- 2.4.5 All distances claimed for reimbursement shall be determined by the shortest route

- 2.5 The rate per kilometer paid relieves the Board of any further responsibility for costs or expenses resulting from accidents, fines, or other extraordinary costs incurred while the vehicle is being operated on Board business.
- 2.6 Where necessary and approved by the employee's supervisor, reimbursement will be made for travel on toll highways (i.e. Highway 407) for travel to locations outside of the Board jurisdiction.

3. Meals

- 3.1 It is recognized from time-to-time, when on Board business, it is necessary for employees to incur costs for meals subject to the meal reimbursement rates and guidelines in Appendix C - Meal Reimbursement Rates.
- 3.2 Meal expenses for a group of employees can only be paid and claimed by the most senior employee present. The most senior employee in attendance shall pay the bill to ensure proper expense authorization occurs.
- 3.3 Meal expenses may not be claimed where a registration fee already provides for meals.
- 3.4 Expenses must be accompanied by the original itemized receipts to support claims.
- 3.5 Employees travelling with other family members will request a separate receipt/bill for their own meal
- 3.6 When an employee's attendance at after hour meetings is required, and it is not feasible for the employee to go home in between, the employee is eligible to claim a meal in accordance with the Board's reimbursement rate outlined in Appendix C - Meal Reimbursement Rates.

4. Accommodation

- 4.1 Where accommodation is required employees will be reimbursed for hotel accommodation in a single standard room.
- 4.2 Reasonable room, parking and telephone/internet costs will be recognized for reimbursement.

- 4.3 Private stays with friends or family is acceptable. A maximum allowance of \$30 per night is allowed. In lieu of a receipt, a written explanation must be submitted.

5. Expenses not Eligible for Reimbursement

- 5.1 Alcoholic refreshment charges
- 5.2 The cost of snacks and coffee at non meal times
- 5.3 Penalties for traffic or parking violations
- 5.4 Expenses of a personal nature (entertainment, movie rentals, dry cleaning, and other sundries)
- 5.5 Charges for the use of recreational/fitness facilities, unless a mandatory charge by the facility
- 5.6 Charges incurred by a family member
- 5.7 Donation to charities
- 5.8 Event charges for the benefit of any political party
- 5.9 Non-business related activities occurring solely for the benefit of Board staff (i.e. office social events, retirement parties and holiday lunches)
- 5.10 See Appendix B for detailed Business versus Personal Travel Guidance

6. Expenses for External Consultants and Other Contractors

- 6.1 External Consultants and other contractors will not be reimbursed for any hospitality, incidental or food expenses including the following: meals, snacks and beverages; gratuities; personal telephone calls

7. Reimbursement Procedure/Authorization of Claims

- 7.1 Timely submission of expenses is an important accountability factor and impacts future spending decisions and budget review. Expenses must be submitted for payment on a timely basis using the Travel Expense Form found on the Board's Intranet site under Forms - FIN 01.

- 7.2 Expense Claims are to be submitted within one month of the expenses being incurred, except at the end of the fiscal year when claims are to be submitted within two weeks of the fiscal year end. Expense claims that are not submitted within this timeframe require a written explanation and then approval by the Superintendent of Business and Finance. In the event that an employee is leaving the employ of the Board, the employee is required to submit all outstanding claims prior to their last day of work.
- 7.3 All claims are to be signed by the claimant and appropriate approvals of the expenses must be obtained from a higher ranking employee. (for example, immediate supervisor); the Chair of the Board will approve travel, meals and hospitality claims initiated by the Director of Education. Expenses for a group of employees can only be claimed by the most senior employee present so that expenses cannot be claimed by an individual that are incurred by his/her approver.
- 7.4 Claimants are required to repay any overpayments that may have been made in error. These are considered a debt owing to the Board. Repayment arrangements will be determined by the Finance department and methods may include a deduction from payroll.
- 7.5 If attending a conference, a copy of the conference program/agenda will be attached to the expense claim in order to support meal claims.
- 7.6 Claims for reimbursement totalling less than \$2.00 will not be reimbursed.

Responsibilities:

The Board of Trustees is responsible for:

- Ensuring alignment with the Stewardship of Resources Directional Policy
- Reviewing the Reimbursement of Expenditures Incurred on Board Business Administrative Procedure as part of its regular policy and procedures review cycle.

The Director of Education is responsible for:

- Overseeing implementation of and compliance with the Reimbursement for Expenses Incurred on Board Business Procedure

Superintendents of Schools and System Portfolios are responsible for:

- Ensuring employees who they supervise are aware of the requirements under this Administrative Procedure
- Ensure prior approvals for expenses have been obtained appropriately
- Ensure expenses of the staff they supervise are meeting the expectations of this administrative procedure prior to the approval of claims

All Employees are responsible for:

- Understanding and complying with this Administrative Procedure
- Obtaining the appropriate approval before incurring expenses
- To submit original, itemized receipts with all claims
- To provide explanation (business rationale) where required if claim receipts are not adequate
- To submit claims at a minimum on a monthly basis
- To submit all travel expenses for the previous fiscal year by September 15th
- To submit any claims for expenses, if leaving employment or taking a leave of absence, prior to departure

Financial Services responsible for:

- Monitoring claims for compliance with this Administrative procedure. Financial Services will return any non-compliant claims to the person authorizing the claim for reimbursement for further action or follow-up.

Progress Indicators:

- Expense claims adhere to this procedure
- Proper approvals are obtained

Definitions:

Home - The Employees home address

Primary Work Location - Employees are assigned a primary work location for the purpose of the distance travelled calculation. Generally, the primary work location is the

school or site that an employee is assigned to or coincides with where the majority of their work assignment is completed or service is provided. Centrally assigned positions may provide service to one or more families of schools, and are generally assigned to the Catholic Education Centre for primary work location purposes. The Superintendent of Human Resources or their designate will determine the employee's primary work location. The address of an employee will be determined from the Employee's record in the Human Resources Department.

Related Documents:

[Appendix A – Reimbursement for Expenses Incurred on Board Business – Expenses Guidelines and Approved Rates](#)

[Appendix B - Business and Personal Travel Guidance](#)

[Appendix C - Meal Reimbursement Rates](#)

[FIN-01 - Travel Expense Form](#)

[Administrative Procedure 611 - Expenditure Guidelines:
Hospitality/Honorariums/Recognition/Meeting Costs](#)

References:

[Broader Public Sector Expenses Directive](#)

[Administrative Procedure 610 - Purchasing](#)

Reimbursement for Expenses Incurred on Board Business – Expense Guidelines and Approved Rates

The rate of kilometer reimbursement will be aligned with the Canada Revenue Agency (CRA) allowable rates.

Reimbursement Rate (\$CAD)(*)
<p>For travel dates effective January 1, 2025:</p> <ul style="list-style-type: none"> • \$0.72 per kilometer for the first 5,000 kilometers per calendar year and • \$0.66 per kilometer after 5,000 kilometers

(*) Rates will be periodically reviewed by the Board

It is the responsibility of the employee to keep track of kilometres driven and report and claim reimbursement accurately using the Travel Expense Form

Mileage claims should be segregated by calendar year to ensure compliance with the CRA mileage rate.

See Appendix B for guidance and examples of the types of travel that are reimbursable

Approved Board business travel includes:

- Employees travelling between work sites, according to Board approved assignments (includes itinerant staff, but not employees who have accepted more than one part-time position)
- Employees (and community volunteers) travelling to meetings as a member of Board approved committees
- Employees travelling to meetings convened by the Director of Education and Superintendents
- Employees travelling within the Board's jurisdiction on business with the approval of their Supervisor
- Employees travelling outside the Board's jurisdiction, with the approval of their Supervisor

Business and Personal Travel Guidance

This table assists with processing employee reimbursements that are considered business travel and identifies what budget covers the expense.

Item #	Description	Additional Notes	Reimbursable (Yes or No)	Budget Category
1.	Travel between home and primary work location		No	N/A
2.	Unauthorized travel		No	N/A
3.	Professional development and conferences at Board's request with Supervisors approval, as part of employee's job function		Yes	Dept. Budget
4.	In-Service (PA day or non-PA day) at Board's request as part of employees job function	Normal mileage claim procedure unless transportation is being provided	Yes	Dept. Budget
5.	Conferences and educational courses/seminars for employee's personal development or accreditation	Examples: Masters, AQ Courses, SOQP courses	No	N/A
6.	Board meeting travel	School staff requested to attend meeting	Yes	Central Budget
		CEC Staff	No	N/A
7.	Bank and post office travel	School Staff	Yes	Central Budget
		CEC Staff	Yes	Dept. Budget
8.	Staff social events	Examples include but are not limited to: retirements, Christmas functions, staff social events	No	N/A



9.	School Events- Catholic school council meetings, prom, graduation, sacraments	Travelled by Principal, Teachers, Council members	No	N/A
10.	Board organized Catholic school council events	Examples: Annual Conference, CPEC meetings	Yes	Central Budget
11.	Travel related to sporting events, teams, clubs, excursions, tournaments	Transportation provided to the event	No	N/A
		Principal approved: coach or supervisor only in their own vehicle	Yes	School Budget
12.	Employees requested by the Board to travel to work outside their work calendar (weekends and holidays)	Travel to alternate work location follows the policy guidelines of incremental kilometer reimbursement	Yes	Dept. Budget
		Travel to primary work location	No	N/A
13.	Funeral visitation/attendance – For current/active employee of the Board (superordinate, subordinate or colleague)	Travelled by all Board employees	No	N/A
		Travelled by the immediate supervisor: Principal/Manager – one representative of the Board	Yes	Dept. Budget
		Travelled by the Director/Superintendent - If more than 1 representative, Director approval required	Yes	Dept. Budget
14.	Funeral visitation/attendance for a current student	Travelled by Principal/Assigned Teacher Travelled by the Director/Superintendent - If more than 1 representative, Director approval required	Yes	School Budget/ Dept. Budget
15.	Funeral visitation/attendance for retirees and related family of all Board employees	Travelled by all Board employees	No	N/A
		Travelled by the Director/Superintendent - If more than 1 representative, Director approval required	Yes	Dept. Budget

Meal Reimbursement Rates

Meals are reimbursed at the following rates:

Meal	Meal Limit (\$ CAD) (*)
Breakfast	\$14
Lunch	\$20
Dinner	\$36

(*) Rates will be periodically reviewed by the Board

Meal Expenses for Travel Outside the Jurisdiction of the Board

- Tax and gratuities are included in the meal rates. A reasonable gratuity for a restaurant meal is 18%
- The rates are not an allowance. They are for individual meals – you must have eaten the meal to be able to submit a claim for reimbursement.
- When more than one meal is claimed for any day, you may allocate the combined maximum rates between the meals. For example, if you will be eating both breakfast and lunch, the combined rate is \$34.00. This now becomes the maximum rate for the two meals, regardless of what you spend on each meal.
- Receipts must contain itemized details. Credit card slips, debit slips and hotel charges that are not accompanied by a detailed receipt are not sufficient for reimbursement. - Meal amounts may not be claimed where meals are provided as part of a meeting or a conference.
- Meal reimbursement may not be claimed for breakfast when leaving from home in the morning to attend an out of town conference or meeting
- Meal reimbursement may not be claimed for dinner on the day that the employee is returning home from an out of town conference or meeting
- For travel in the United States or other international countries, meal reimbursements must not exceed the Canadian equivalent and meal limits (\$CAD) still apply - Where a corporate credit card has been used, excess charges or ineligible charges in relation to the meal guidelines will be recovered from employees.

Meal Expenses Within the Jurisdiction of the Board

Meals will not be eligible for reimbursement when an employee is travelling within the Board jurisdiction to an alternate Board/School location during the day, except as allowed by the CUPE collective agreement or in Administrative Procedure 611.

As per the CUPE collective agreement, any CUPE member required to work a full shift outside the community to which he/she is normally assigned shall be entitled to a meal allowance which has been established by Board approval at \$7.00.

When a meal allowance is claimed on a frequent and regular basis it will be considered a taxable benefit as per Canada Revenue Agency.

Administrative Procedure Report to the Policy Development Committee

Meeting Date: Tuesday, June 17th, 2025

Presented by: Sean Heuchert, Superintendent

Subject: AP 614 - Sponsorships

Background:

Administrative Procedure 614 - Sponsorships is a new Administrative Procedure governing sponsorships within the Board. This procedure aligns with the Board's Directional Policy 600 - Stewardship of Resources and supports the Board's strategic priorities of maximizing resources, ensuring equity, and valuing relationships. The AP emphasizes the importance of leveraging sponsorships to enhance educational programs and activities while maintaining ethical standards and ensuring that sponsorships do not create disparities among students or schools.

Summary of Draft Administrative Procedure:

The key points for this Administrative Procedure include:

- Alignment with the Directional Policy (Stewardship of Resources) and the Board's Strategic Priorities;
- Acknowledges the existence of corporate sponsorship and the need for guidelines;
- Only accepts contributions from sponsors whose values align with the common good as defined by the Institute for Catholic Education (ICE) and rejects sponsorships from enterprises related to alcohol, tobacco, drugs, or those deemed harmful to youth;
- Ensures that sponsorships do not adversely impact the Board's standing and reputation in the community;



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faith, hope and love
to ensure equity
and well-being.*

- Reserves the Board's right to review and revise or terminate sponsorship arrangements if necessary;
- Examples included to provide clarity on when this Administrative Procedure comes into play; and,
- Clearly outlines the responsibilities of staff in supporting and implementing this Administrative Procedure.

Attachments:

- ☐ [Draft Administrative Procedure for consideration.](#)



BOARD ADMINISTRATIVE PROCEDURE	
Administrative Procedure	Administrative Procedure Number
Sponsorships	614
Directional Policy	
600 - Stewardship of Resources	

Title of Administrative Procedure:

Sponsorships

Date Approved:

June 17, 2025

Projected Review Date:

2030

Directional Policy Alignment:

This Administrative Procedure aligns with the purpose of the Stewardship of Resources Directional Policy - 600 by ensuring that sponsorships are utilized effectively to enhance educational programs and activities. This includes leveraging sponsorships to provide additional resources, such as funding, materials, and expertise, which can support the school's mission and goals.

Alignment with Multi-Year Strategic Plan:

The Administrative Procedure supports the Board's strategic priorities of Maximizing Resources, Ensuring Equity, and Valuing Relationships. Sponsorships will be managed to maximize their impact on student learning and well-being, ensuring that resources are allocated efficiently and responsibly. The Administrative Procedure will ensure equity by setting guidelines to ensure that sponsorships do not create disparities among students or schools. By emphasizing the importance of building and maintaining positive relationships with sponsors, students, parents, staff, and the community the Administrative Procedure supports valuing relations, including establishing clear

communication channels, setting expectations for sponsor involvement, and recognizing the contributions of sponsors.

[PVNCCDSB Board Vision, Mission and Strategic Priorities](#)

Action Required:

1.0 Background

The Peterborough Victoria Northumberland and Clarington Catholic District School Board acknowledges that corporate sponsorship and advertising are prevalent in public and community life, and have been present in schools for many years. The Board believes that schools within its jurisdiction should have the opportunity to leverage these corporate activities to gain additional resources and services. However, it also emphasizes the necessity of establishing guidelines to define standards and appropriate procedures. This Administrative Procedure sets out these standards and procedures to be followed when considering and implementing sponsorship arrangements.

2.0 Guidelines for Sponsorships

2.1. Alignment with Catholic Education and the Board's Mission

- 2.1.1. The Board shall support contributions or donations from corporate sponsors whose ethical and political values correspond to the common good as defined in Ontario Catholic Education and the Corporate Sector published by the Institute for Catholic Education: "The essence of Catholic education is the pursuit of the common good in light of the Sacred Scripture and the teachings of the Church. The expression of the common good implies a state of being, a way of life whereby people are granted complete accessibility to those conditions required to achieve self-perfection and social harmony. The common good balances harmoniously the recognition, respect, and interests of the human person with the needs and expectations of the community. The common good is the sum total of those conditions of social life by which individuals, families, and groups can achieve their own fulfillment in a relatively thorough and ready way." (Gaudium quoted in Hill, p. 31);

- 2.1.2. Commercial enterprises identified with products that relate to alcohol, tobacco, drugs or other enterprises deemed by the Superintendent of Business and Finance to be harmful to the health and/or morals of youth will not be accepted as sponsors;
- 2.1.3. The Board will not enter into any sponsorship arrangement if the association with the prospective sponsor might adversely impact upon the Board's standing and reputation in the community.
- 2.1.4. Local businesses or regional branches of corporations that have been found guilty of unethical or illegal practices will be denied approval for sponsorship in schools.
- 2.1.5. The Board reserves the right at any time to review and, if deemed appropriate, require that the terms of a sponsorship arrangement be revised or terminated.
- 2.1.6. Sponsorships are not donations. The Board will not issue sponsors an official donation receipt.

2.2. Examples of Sponsorships

- 2.2.1. Funds provided to support an afterschool sports team. Advertising would be limited to the sponsor's name on the permission slip home and/or the company's name on team shirts/uniforms if it complies with the OFSAA Uniform Sponsorship Policy;
- 2.2.2. Funds provided to support an extra-curricular activity. Advertising would be limited to the sponsor's name/logo on the permission slip home, displayed at the event or mentioned in the event program/newsletters;
- 2.2.3. A company provides free products or equipment for use at a school event. Advertising would be limited to the sponsor's name/logo displayed at the event and a mention in the event program/newsletters;
- 2.2.4. A company who sponsors the Board's annual parent conference. Advertising would be limited to the sponsor's name/logo displayed on promotional materials (e.g. website, social media adverts, flyers), the event's print materials (e.g. signs, program) and mention during the event.

2.3. Sponsorship Procedures

- 2.3.1. Sponsors may provide money, goods or services;
- 2.3.2. Sponsors may support school teams, bands, clubs, drama productions, and other school activities, as well as board-wide events, programs and activities;
- 2.3.3. A [Sponsorship Approval form \(Appendix A\)](#) must be submitted to the Superintendent of Business and Finance for all levels of Sponsorships;
- 2.3.4. The Principal shall consult with staff and the School Council prior to the Sponsorship Approval form being submitted;
- 2.3.5. When a sponsorship is for the benefit of more than one school, the terms of the sponsorship will be agreed upon by the sponsor and the Family of School Superintendents for each school;
- 2.3.6. When a sponsorship is contemplated to subsidize an Out of School Activity, the approved sponsorship form shall be submitted with the appropriate Out of School Activity Form in [Administrative Procedure 305](#) and will be listed as an “Anticipated Source of Revenue” on the approval form appropriate for the category of activity;
- 2.3.7. Commercial sponsorship on school uniforms shall comply with the requirements of the governing body’s requirements for the sport and the Ontario Federation of School Athletic Associations (OFSAA) Uniform Sponsorship Policy;
- 2.3.8. There can be no pressure to compel the students or school community to support any commercial enterprise;
- 2.3.9. No cash may be paid or personal benefit given to any employee of the Board, player, team coach, club/activity sponsor or volunteer. No employee of the Board, player, team coach, club/activity sponsor, or volunteer may be paid cash or derive personal benefit from the Sponsorship. No sponsorship funding may be used in any way to entice or reward any employee of the Board, athlete, coach or volunteer to recruit players for the school.
- 2.3.10. No sponsorship shall allow for the right of exclusivity in respect of the product received by the school or Board. Board purchasing procedures must be followed regardless of a sponsorship arrangement.
- 2.3.11. No sponsorship shall allow for naming rights. For further clarity, no School or Board property, in whole or in part, may be named for a sponsor;

- 2.3.12. Board websites (any site in the pvnccdsb.on.ca domain) and social media accounts are permitted to include a text-based link or a banner graphic linking to a sponsor's website in accordance with the agreed duration of the sponsorship. The Manager of Strategic Communications must approve the text-based link and/or banner;
- 2.3.13. The use of the Board logo and properties on all materials, including print, web and social media, must meet the requirements set out in brand guidelines and receive approval from the Manager of Strategic Communications;
- 2.3.14. All resources provided through corporate sponsorship must be evaluated for bias, according to the same standards used in the selection of all curriculum resources, before they may be used in a school; and,
- 2.3.15. It would be appropriate for the school principal to send a thank you card or letter to a sponsor.

3.0 Responsibilities:

The Board of Trustees is responsible for:

- Ensuring alignment with the Stewardship of Resources Directional Policy
- Reviewing this Administrative Procedure as part of its regular review cycle.

The Director of Education is responsible for:

- Ensuring the implementation and compliance of this Administrative Procedure, including the designation of resources

Superintendents of Schools and System Portfolios are responsible for:

- Ensuring Principals are aware and consistent with the application of this Administrative Procedure
- Reviewing Sponsorship Approvals that apply to multiple schools

The Superintendent of Business and Finance is responsible for:

- Reviewing and Approving Sponsorship Approval forms
- Ensuring alignment of sponsors with the guidelines in this Administrative Procedure

Principals are responsible for:

- Providing leadership, management, and support for the members of their school communities in their knowledge, understanding, and the implementation of the Sponsorships Administrative Procedure
- Consulting with Staff and Catholic School Council where appropriate and/or required.

Staff are responsible for:

- Ensuring they are knowledgeable about the requirements and parameters outlined in this administrative procedure

Progress Indicators:

- Number of Sponsorship requests and subsequent approvals/denials annually

Definitions:

- **Sponsorship**
An agreement between the Board, a school and a company or community based organization, through which the sponsor provides financial or resource support in exchange for advertising opportunities within the school or Board.
- **Donation**
A voluntary gift made by an individual or group for philanthropic reasons which may be in the form of cash, goods or services.

References:

- [Appendix A - Sponsorship Form](#)
- [Administrative Procedure 305 - Out of School Activities](#)
- [Administrative Procedure 607 - Fundraising in Schools](#)
- [Directional Policy 600 - Stewardship of Resources](#)
- [Ontario Catholic Education and the Corporate Sector - Institute for Catholic Education](#)
- [General Uniform Policy - Ontario Federation of School Athletics Associations](#)
- [Sponsorship \(Canada Revenue Agency\)](#)

Sponsorship Approval

School Name: _____

Contact Name: _____ (Principal/Board Staff)

Please complete and submit this form to the Superintendent of Business & Finance, for all sponsorships **PRIOR** to accepting a sponsorship as per Administrative Procedure 614 - Sponsorships. **Attach all documentation pertaining to this sponsorship that will assist in the approval or renewal process.** Please note that sponsorships include the exchange of public recognition (advertising) for the corporation/community partner; therefore these transactions are not considered to be donations and thereby, not eligible for income tax receipts.

1. Sponsor (Corporation/Community partner name):

2. Specifics of proposed financial contribution or gift in kind by sponsor:

3. Term of Sponsorship: One-time only ☐ **OR** From: _____ To: _____ (5 year maximum)

4. Describe the purpose of the Sponsorship:

5. Summarize the conditions/terms of the Sponsorship agreement (if any):

6. Describe how the educational opportunities of students will be enhanced:

Date Submitted: _____ Principal Signature: _____

Family of Schools Superintendent Signature: _____ Date: _____

This section is for use by the Superintendent of Business & Finance of the Board only:

Final Approval (check): Granted _____ Not Approved: _____ Reason: _____

Final Authorization: _____ Date: _____

Administrative Procedure Report to the Policy Development Committee

Meeting Date: Tuesday, June 17th, 2025

Presented by: Sean Heuchert, Superintendent

Subject: AP - 619 Playground Equipment Installation and
Maintenance

Background:

AP - 619 Playground Equipment Installation and Maintenance is being brought forward as part of the regular Administrative Procedure Review cycle.

Summary of Draft Administrative Procedure:

The key changes to this Administrative Procedure include:

- Update of Directional Policy and Strategic Priority alignment statements
- Updating of numbering (replacing 1st and 2nd level bullets with numbering for ease of reference)
- Removed monthly inspection logging requirement
- Deleted references to Appendix A - Inspection Log, logs completed electronically
- Updated language for online logging (deleted reference to paper logs or logbooks)
- Added Consultation in the Accessibility requirements as required under the Integrated Accessibility Standards Regulation
- Additional and Updated References

Attachments:

- ☐ [Draft Administrative Procedure for consideration.](#)
- ☐ [Link to previous version of the Administrative Procedure.](#)



BOARD ADMINISTRATIVE PROCEDURE	
Administrative Procedure	Administrative Procedure Number
Playground Equipment Installation and Maintenance	619
Directional Policy	
600 – Stewardship of Resources	

Title of Administrative Procedure:

Playground Equipment Installation and Maintenance

Date Approved:

June 17, 2025

Projected Review Date:

2030

Directional Policy Alignment:

Alignment with Directional Policy 600 - Stewardship of Resources is achieved by ensuring that the installation and maintenance of playground equipment is conducted in a manner that promotes safe and positive play experiences. It outlines the Board's obligations for current and future playground structures, emphasizing the importance of physical activity and a safe environment for students.

Alignment with Multi-Year Strategic Plan:

This Administrative Procedure aligns with the Strategic Priority of Ensuring Equity by promoting a culture of belonging and safety, which is crucial for inclusive playground designs that cater to all students, including those with special needs. It also aligns with the board's commitment to ecological sustainability in playground construction and maintenance. The Administrative Procedure also supports our Mental Health &

Well-being priority by creating healthy environments for safe and positive play experiences.

[PVNCCDSB Board Vision, Mission and Strategic Priorities](#)

Action Required:

Application:

This procedure applies to all school sites and all school playground equipment whether provided by the Board as part of a capital project, or purchased with funds donated to the Board as part of a local school initiative. School playground equipment includes structural equipment (e.g. shade structure).

Elements of diversity, accessibility, flexibility, child-scale, sensory stimulation and safety will be included in the schoolyard design. Playground equipment suitable for students with special needs shall be considered when the selection is made.

Funding of new play structures, the upgrading of existing structures (new parts), major repair of existing elements and replenishment of ground cover is the responsibility of the local school community.

1. New Equipment and Playground areas:

- 1.1. All schools and school communities are responsible for raising the funds for the purchase and installation of playground equipment. Once installed, the Board assumes the ownership for the play structure and equipment and the responsibility for maintaining the structure as set out in this administrative procedure.
- 1.2. The Principal shall act as the school's primary resource person for the duration of the project. The principal, in co-operation with the Manager of Purchasing, Planning and Facilities Administration, staff from Facility Services and the community representatives, shall prepare a development proposal incorporating the following:
 - Plan for location of equipment
 - Type of material
 - Estimate of costs (including site preparation and installation plan)
 - Timeline
 - Financing plan

- 1.3. The proposal shall adhere to the following guidelines. New equipment and playground areas should:
- Be closely related to the existing site
 - Not interfere with large open play space areas
 - Be designed to elicit a wide variety of responses and appeal to children's sense of creativity
 - Have a variable environment in terms of texture, levels and heights as a means of providing for individual differences
 - Provide the opportunities for both individual and group activity
- 1.4. The design, construction and installation of playground equipment must conform to the standards from the Canadian Standards Association CSA-Z614, Children's Playspaces and Equipment in effect at the time of installation. A current copy of the standard may be obtained from the Superintendent of Business and Finance.
- 1.5. The Board's Facility Services Department must be included in the planning and installation process. It is recommended that a third party qualified and/or certified person work with school committees (at their cost) during design and installation and, if possible, would coordinate site specific concerns with appropriate Board staff.
- 1.6. Although the Board accepts design standards of reputable manufacturers, it has restricted certain design aspects:
- Wood structural members are not acceptable
 - Platform height not to exceed six (6) feet
 - Swings not to exceed eight (8) feet
 - Wood fibre with a current International Play Equipment Manufacturing Association (IPEMA) certificate is the minimum standard be used for the protective surface.
 - Plastic border material or pressure treated wood shall be used as the material for the enclosure of the protective surface.
 - The Board reserves the right to restrict other design aspects as deemed appropriate.

1.7. In order to support students with disabilities, installations must reflect:

- Minimum accessibility requirements as outlined in the Ontario Building Code and the Integrated Accessibility Standards (Ontario Regulation 413/12 sections 80.18 to 80.20)
- Accessibility specifications for element with the play space which must include consultation with people with disabilities and/or the Boards "Accessibility for All" committee
- Requirements for accessible routes within and leading to the play structure

2. Existing Equipment

- 2.1. The Board will provide resources for minor maintenance (e.g. approximate value of \$500 for items such as removal of protrusions, removal of equipment pieces). It is the responsibility of the school community to fund extensive maintenance repairs (including from vandalism), the supply of required replacement parts and ground cover. Facility Services will assist school principals regarding contractors available to make authorized repairs.
- 2.2. School council/parent groups are responsible for consideration of a plan for replacement based on the expected life of the equipment.
- 2.3. Additions to existing playground equipment must be approved by the Board's Facility Services Department prior to any in-depth planning.

3. Natural Play Areas

- 3.1. The board promotes the importance of providing all students with the opportunity to play in the natural world. Loose parts play with natural elements such as sticks, pinecones, logs, stumps, mud kitchens, sound or water walls, learning gardens etc. provide experiences for further exploration and open-ended play. Natural playscapes provide unlimited opportunities for inclusiveness and creativity, are gender-neutral and accessible to a wide range of ages and abilities.
- 3.2. Careful consideration must be made when offering natural materials to students. Principals and staff must carefully consider students' competencies and provide due diligence in inspections, supervision and safety when providing loose parts to students.

- 3.3. Any natural materials that are permanently installed must follow the new equipment protocol. This would include loose parts that get frozen into the ground in the winter.
- 3.4. Objects higher than 36" tall must be barricaded off if frozen into the ground. The suggestion would be to limit loose parts to under 36" tall to avoid this situation.

4. Inspection Procedures

- 4.1. Where weather conditions have resulted in an inability to complete adequate inspections, the principal shall place the play structures off-limits for use.
 - 4.1.1. Daily Visual Inspections: A visual inspection shall be performed on all playground equipment used by students by the Principal or designate at least once each school day. This inspection is intended to identify obvious safety concerns and needed repairs, such as glass, broken boards, loose or missing handrails or anything that could cause injury to a student. When a deficiency is identified in the daily inspection, the Principal shall follow the steps set out in this procedure. A daily maintenance log must be kept on record.
 - 4.1.2. Annual Inspections will be facilitated by the Facility Services Department: A detailed annual inspection of playground equipment located on Board property shall be performed each year by an inspector who has received appropriate training in the inspection and maintenance of playground equipment. Using these reports, the Principal, through consultation with Facility Services department and the school council, can prepare recommendations as to whether the equipment is adequate, or should be removed, renovated or upgraded. In the event the school community cannot provide sufficient funds for the required repairs and maintenance of the playground equipment, the Board will reserve the right to decommission the structure. The inspection findings and actions shall be recorded and kept on file in the Facility Services Department for two years. Repairs that have been identified will be completed as soon as possible after the report is received.

5. Maintenance and Repairs

- 5.1. When a staff member identifies a safety concern or an item in need of repair, it shall be reported immediately to the Principal (or designate) who will notify the Facility Services Department immediately. When a defect is reported it shall be repaired as soon as possible, and, in the interim, the Principal shall make the equipment out of bounds to students.
- 5.2. When repairs are made on site, the Facility Services staff are to log the work completed and retain it on file. The work order for repairs completed by the facilities staff will be the record of repair.
- 5.3. Should a repair that involves a safety hazard take more than one day to complete, the children shall be prevented from using the equipment through the use of appropriate fencing and a “keep off” warning sign.
- 5.4. When the cost to repair a piece of playground equipment is excessive, the Manager of Facility Services, after consulting with the school principal, may decide that the equipment should be taken out of service and removed from the school grounds.

6. Equipment on Local Recreation Authority Property

- 6.1. In some cases, playground equipment that is used by the students of a school is located on non-Board property adjacent to the school property. In these cases the daily inspection procedures shall be carried out by the Principal or designate, as detailed above and the Principal shall follow the same procedures for reporting a concern to Facility Services.
- 6.2. The Principal shall make the equipment out of bounds to students until the equipment is repaired.
- 6.3. Facility Services shall advise the local recreation authority of the need to repair playground equipment located on recreation property and shall monitor the progress of repairs and advise the School Principal when the repairs are completed.

7. Finance

- 7.1. All schools are responsible for raising funds for the purchase of playground equipment, and the funds must be in place prior to the commitment to purchase and install of the equipment. (Schools may apply centrally for funds of up to \$15,000 to support the cost of ground cover suitable and in accordance with accessibility requirements for play structures.)

- 7.1.1. The Board standard ground cover is Engineered Wood Fiber (EWF) that meets the requirements for accessibility in CSA Standard Z416 and is installed as recommended by the International Play Equipment Manufacturers Association. Central funds will only be used to purchase the standard ground cover.
- 7.1.2. Cribbing for ground cover will include an accessible ramp if necessary for accessibility.
- 7.2. The Principal must notify the Manager of Purchasing, Planning and Facilities Administration of the school's plans (i.e. type of equipment, cost, fundraising projects, etc.) during the planning stage and submit a plan for review.
- 7.3. When the school is ready to send collected funds to the Board, the Principal shall notify the Finance department.

8. General/Procurement

- 8.1. The Principal, on behalf of the parent groups, should contact the Board's Manager of Purchasing, Planning and Facilities Administration before requesting information from the manufacturers/suppliers to avoid unnecessary legal issues. For example, when contacting a manufacturer, tender should not be requested, but rather an estimate.
- 8.2. Once the project is ready to proceed, the Manager of Purchasing, Planning and Facilities Administration will ensure that the correct purchasing process is used (i.e. quotes, request for proposal, request for tender, etc.)
- 8.3. Installations by volunteers is not permitted.

9. On-Going Use of Playground Equipment

- 9.1. Each school should conduct playground safety sessions to reduce the risk of student injury, outlining the playground rules applicable to the specific location. This should include discussion of appropriate footwear to be worn while playing on the structures.
- 9.2. These sessions should be held for students and staff at the beginning of each school year. In addition, on an annual basis, the Principal will determine the impact that winter conditions are having on the playground equipment. The following winter conditions can impact on the ability to

complete appropriate inspections and make equipment that is otherwise in compliance with CSA standard Z416, unsafe for use:

- 9.2.1. At temperatures below 0°C, very few types of protective ground surfacing remain resilient enough to offer any degree of protection to a falling child – regardless of depth. If the ground cover is frozen, the play equipment cannot be operated safely and the playground must be closed.
- 9.2.2. Snow build-up can cause two problems on a play structure – play surfaces can become very slippery, and it can create suffocation hazards if the openings at the end of tube slides or similar structures become closed in by drifting snow
- 9.2.3. Ice or freezing rain can make play surfaces, hand grips and stairways very slippery, increasing the risk of slip and fall injuries.
- 9.2.4. Where weather conditions have resulted in an inability to complete adequate inspections, the Principal shall place the play structures off-limits for use.

Responsibilities:

The Board of Trustees is responsible for:

- Ensuring alignment with the Stewardship of Resources Directional Policy;
- Reviewing this Administrative Procedure as part of its regular review cycle.

The Director of Education is responsible for:

- Ensuring the implementation and compliance of this Administrative Procedure, including the designation of resources.

Superintendents of Schools and System Portfolios are responsible for:

- Ensuring staff are aware of this Administrative Procedure.

Manager of Facility Services is responsible for:

- Ensuring a third party qualified and/or certified person is involved during design and installation;

- Ensuring all play structures and equipment are installed by an approved manufacturer;
- Facilitating the recorded annual inspection for each school every spring of each year;
- Ensuring repairs completed by Facilities staff are logged in the record of repair.

Manager of Purchasing and Administrative Services is responsible for:

- Working collaboratively with Principals to ensure purchasing processes are adhered to; and,
- Ensuring all manufacturers installing playground equipment on Board property provide proof of insurance coverage for a minimum of two million dollars, liability insurance with the Board named as co-insured, as well as a certificate of good standing from Workplace Safety and Insurance Board.

Principals (or designate) are responsible for:

- Performing daily visual inspections;
- Maintaining the daily maintenance log book;
- Reporting safety concerns or items in need of repair to the Manager of Facilities;
- Preventing children from using equipment when repair involves a safety hazard and takes more than one day to complete;
- Notifying the Superintendent of Business and Manager of Purchasing of plans to purchase equipment;
- Conducting playground safety sessions at the beginning of each school year;
- Forwarding collected funds to accounting; and,
- Ensuring school councils are aware of the details of this Administrative Procedure.

Staff are responsible for:

- Reporting safety concerns or items in need of repair to their Principal (or designate).

Students are responsible for:

- Reporting safety concerns or items in need of repair to a staff member.

Progress Indicators:

- Compliance with Canadian Standards Association standards for Children's Playground Equipment and Surfacing (CSA Z614).
- Compliance with the Integrated Accessibility Standards (O.Reg 413/12) made under the Accessibility for Ontarians with Disabilities Act.

Definitions:

- Engineered Wood Fiber (EWF) - a playground surfacing material made from ground wood fibers, often recycled and engineered to be more durable and safer than natural wood chips. It's often called Engineered Wood or Composite Wood. EWF is popular for playgrounds because it is cost-effective, provides good shock absorption, and meets the basic accessibility requirements of the Accessibility for Ontarians with Disabilities Act

References:

- [Accessibility Directorate of Ontario - Ontario Playgrounds for Kids with Disabilities](#)
- [Accessibility for Ontarians with Disabilities Act](#)
- [Canadian Standards Association - Children's Playground Equipment and Surfacing](#)
- [Directional Policy 600 - Stewardship of Resources](#)
- [Integrated Accessibility Standards - O. Reg. 413/12](#)
- [International Play Equipment Manufacturers Association - Installation for Engineered Wood Fiber \(EWF\) to meet ADA Requirements](#)

Administrative Procedure Report to the Policy Development Committee

Meeting Date: Tuesday, June 17th, 2025

Presented by: Darren Kahler, Superintendent

Subject: AP 809 - Occupational Health and Safety

Background: This Administrative Procedure is up for review on its annual review cycle as required by the Occupational Health and Safety Act.

Summary of Draft Administrative Procedure:

The key changes to this Administrative Procedure include:

There are no changes being made to this Administrative Procedure.

Attachments:

- ☒ [Draft Administrative Procedure for consideration.](#)
- ☒ [Link to previous version of the Administrative Procedure.](#)



BOARD ADMINISTRATIVE PROCEDURE	
Administrative Procedure Occupational Health and Safety	Administrative Procedure Number 809
Directional Policy 800 - Healthy Schools and Workplaces	

Title of Administrative Procedure:

Occupational Health and Safety

Date Approved:

June 17, 2025

Projected Review Date:

2026

Directional Policy Alignment:

This Administrative Procedure aligns with the Healthy Schools and Workplaces Directional Policy. The Board recognizes that the health and well-being of our staff is foundational to their success. A healthy environment involves being respectful of one another's social, emotional, spiritual and physical well-being. We all have a collective responsibility to create healthy work environments to keep our staff safe.

Alignment with Multi-Year Strategic Plan:

The Board is committed to providing a safe and healthy working environment for all employees and shall comply with the responsibilities placed upon employers by the Occupational Health and Safety Act.

[PVNCCDSB Board Vision, Mission and Strategic Priorities](#)

Action Required:

The Board will take every precaution reasonable to protect the health and safety of employees. This shall be accomplished by ensuring the development of health and safety policies, procedures and programs to support this objective.

As workplace health and safety is a joint responsibility, the Peterborough Victoria Northumberland and Clarington Catholic District School Board (PVNC Catholic) and all of its employees are to act in compliance with the requirements of the Occupational Health and Safety Act.

The Board recognizes and endorses the Internal Responsibility System philosophy, whereby all workplace parties share the responsibility for health and safety. The Occupational Health and Safety Act defines responsibilities for the employer, the supervisor, employees, and the Multi-workplace Joint Health and Safety Committee.

Responsibilities:**The Board of Trustees is responsible for:**

- Reviewing this Administrative Procedure to ensure its alignment with the Healthy Schools and Workplaces Directional Policy;
- Reviewing the Occupational Health and Safety Administrative Procedure as part of its regular policy and procedures review cycle.

The Director of Education is responsible for:

- Designating resources for the implementation of and compliance with this Administrative Procedure;
- Reviewing this Administrative Procedure annually;
- Providing a semi-annual report on health and safety issues at a regular meeting of the Board.

Superintendent of Human Resource Services is responsible for:

- Implementing and operationalizing this Administrative Procedure;
- Ensuring the appointment of 'competent persons' as principals, managers and supervisors as defined under the Occupational Health and Safety Act and required within Section 25 (2)(c) of the same;
- Ensuring the provision of health and safety orientation sessions for all new hires or those transferring to new roles;

- Maintaining and supporting the Multi-Workplace Joint Health and Safety Committee (hereinafter referred to as the JHSC);
- Ensuring the JHSC establishes a Terms of Reference and maintains Ministry of Labour, Training and Skills Development approval of such.

Superintendents, Principals, Managers and Supervisors are responsible for:

- Ensuring compliance with health and safety training, legislation, policy, procedures and programs;
- Receiving health and safety concerns, investigating the concerns, and responding with appropriate corrective actions;
- Advising staff of potential hazards in their place of employment;
- Investigating accidents and taking steps to prevent recurrence.

Workers are responsible for:

- Protecting personal health and safety by working in compliance with legislation and with safe work practices and procedures established by the board;
- Immediately reporting to their supervisor any safety hazards of which they become aware.

Joint Health and Safety Committee is responsible for:

- Adhering to the responsibilities delegated under the Occupational Health and Safety Act and contained within the Multi-Site JHSC Terms of Reference approved by the Ministry of Labour, Training and Skills Development.

Progress Indicators:

- Ensuring the JHSC reports periodically to Director as defined in the Terms of Reference;
- Addressing and resolving Occupational Health and Safety concerns in a timely fashion.

Definitions:

Competent Person - as defined in the Occupational Health and Safety Act, a Competent person means a person who,

- a) is qualified because of knowledge, training and experience to organize the work and its performance,

- b) is familiar with the (Occupational Health and Safety) Act and the regulations that apply to the work, and
- c) has knowledge of any potential or actual danger to health or safety in the workplace.

Worker - as defined under the Occupational Health and Safety Act

References:

[Ontario Occupational Health and Safety Act, R.S.O. 1990, c.O.1](#)

Terms of Reference – Joint Health and Safety Committee

Administrative Procedure Report to the Policy Development Committee

Meeting Date: Tuesday, June 17th, 2025

Presented by: Galen Eagle, Manager of Communications

Subject: AP 1208-Video Surveillance Systems at Board Facilities

Background:

Administrative Procedure 1208 – Video Surveillance Systems at Board Facilities establishes the requirements and responsibilities for the use of video surveillance equipment on Board property. The procedure outlines standards for the collection, use, disclosure, retention, and security of personal information obtained through video surveillance, ensuring compliance with privacy legislation and promoting safe, secure, and inclusive learning and working environments. This Administrative Procedure has been updated as part of the Board's regular policy and procedure review cycle.

Summary of Draft Administrative Procedure:

- Updated Directional Policy alignment
- Updated Multi-Year Strategic Plan alignment.
- Added requirement for a Privacy Impact Assessment (PIA) before new surveillance installations or significant system changes.

- Clarified covert surveillance approval process: Director of Education approval required, and the decision must consider necessity and reasonableness.
- Modernized technology references to include cloud-based systems.
- Specified MFIPPA Section 32 as the legal basis for disclosure of recordings.
- Tightened internal access restrictions to video recordings (limited to authorized personnel).
- Streamlined language for clarity and consistency throughout.
- Updated legislative references and phrasing.
- Incorporated periodic review of surveillance operations into the *Use of Video Surveillance Equipment* section
- Removed specific retention period, deferring to the Board's Records and Information Management Classification and Retention Schedule (CRS).
- Clarified and formatted responsibilities without altering substantive role assignments.
- Standardized and updated definitions to reflect current terminology and privacy standards.
- Added the Information and Privacy Commissioner of Ontario's 2015 Guidelines for the Use of Video Surveillance to the References section to confirm alignment with sector best practices.

Attachments:

- ☐ [Draft Administrative Procedure for consideration.](#)
- ☐ [Link to previous version of the Administrative Procedure.](#)



BOARD ADMINISTRATIVE PROCEDURE	
Administrative Procedure Video Surveillance Systems at Board Facilities	Administrative Procedure Number 1208
Directional Policy 1200 - Records and Information Management	

Title of Administrative Procedure:

Video Surveillance Systems at Board Facilities

Date Approved:

June 17, 2025

Projected Review Date:

2030

Directional Policy Alignment:

This Administrative Procedure supports Directional Policy 1200 – Records and Information Management (RIM) by establishing clear expectations for the use, security, retention, and disclosure of personal information collected through video surveillance. It aligns with the Board’s commitment to privacy, accountability, and maintaining a safe and secure environment.

Alignment with Multi-Year Strategic Plan:

This Administrative Procedure supports the Board’s Multi-Year Strategic Plan by promoting safe, secure, and inclusive learning environments through responsible information management and privacy protection.

[PVNCCDSB Board Vision, Mission and Strategic Priorities](#)

Action Required:

Purpose

The Board utilizes video surveillance systems as a tool to promote a safe and secure learning and working environment for students, staff, and community members. Video surveillance is also used to protect Board property and deter vandalism or criminal activity.

Legislative and Administrative Authorities

The collection, use, disclosure, retention, and disposal of personal information through video surveillance shall comply with the Education Act and the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and other applicable legislation. All disclosure of personal information will be made in accordance with Section 32 of MFIPPA.

Privacy Impact Assessment (PIA)

Prior to the installation of new video surveillance systems or significant changes to existing systems, a Privacy Impact Assessment (PIA) shall be conducted to ensure compliance with privacy legislation and best practices.

Use of Video Surveillance Equipment

Video surveillance shall be conducted only for purposes that are consistent with the Board's duties and responsibilities. Surveillance equipment shall not be used to monitor the work performance of staff or for any purpose not outlined in this Administrative Procedure.

The operation of video surveillance systems will be reviewed periodically to ensure the purpose remains justifiable and practices remain compliant with MFIPPA and this Administrative Procedure.

Privacy Protection and Access to Personal Information

Access to video surveillance footage shall be strictly limited to authorized personnel who require access to fulfill their duties. All requests for access to recordings by external parties must comply with MFIPPA and will be reviewed by the Board's Freedom of Information Officer.

Covert Surveillance

Covert surveillance shall only be used in exceptional circumstances where less intrusive measures have failed or are impractical. To ensure that any covert surveillance is both necessary and reasonable, it requires the prior approval of the Director of Education.

Access and Review

Individuals requesting access to their personal information captured by video surveillance will be accommodated in accordance with MFIPPA, subject to applicable exemptions.

Use of Recordings

Video surveillance recordings may be used as evidence in disciplinary, legal, or law enforcement proceedings. Any use beyond the original collection purpose requires compliance with privacy legislation and Board policies.

Retention, Secure Storage, and Disposal

Recorded footage shall be retained only as long as necessary to fulfill its original purpose or as required by law. Recordings shall be stored securely, including in cloud-based environments where appropriate, with access restricted to authorized personnel. Disposal of recordings will be conducted securely and in accordance with the Board's Records and Information Management Classification and Retention Schedule (CRS).

Signage

Clear and visible signage shall be posted at all locations where video surveillance is active. Signage shall include a statement notifying individuals of the surveillance, the purpose of collection, the legal authority, and contact information for inquiries.

Responsibilities:**The Board of Trustees is responsible for:**

- ensuring alignment of this administrative procedure with the Student Achievement and Well-Being Policy;

- reviewing this administrative procedure as part of its regular policy and procedure review cycle.

The Director of Education is responsible for:

- providing leadership and designating resources to ensure the implementation of and compliance with this administrative procedure.
- approving any use of covert surveillance in accordance with the criteria outlined in this Administrative Procedure.

Superintendents of Schools and System Portfolios are responsible for:

- Providing oversight to ensure compliance with this Administrative Procedure across schools and departments.
- Supporting Principals and other site administrators in responding to privacy concerns or incidents related to video surveillance.
- Approving, or recommending for approval, any significant changes to video surveillance systems in consultation with Facilities, IT, and the Freedom of Information Officer.

Principals and Vice-Principals are responsible for:

- Ensuring that video surveillance equipment at their site operates in compliance with this Administrative Procedure and applicable legislation.
- Controlling access to video surveillance equipment and recordings, authorizing only those staff members who require access for their duties.
- Responding to and documenting any requests for access to video recordings, consulting with the Freedom of Information Officer as needed.
- Reporting any equipment malfunctions, suspected misuse, or potential privacy breaches to appropriate Board departments.

Manager of Strategic Communications is responsible for:

- Reviewing and responding to requests for access to video surveillance recordings in accordance with MFIPPA and Board policy.
- Providing guidance to Principals, Supervisory Officers, and other staff on matters relating to privacy, access, and disclosure.

Information Technology (IT) Staff is responsible for:

- Maintaining video surveillance equipment to ensure proper function and security.
- Assisting in the secure storage and deletion of video recordings in accordance with Board policy and the Records and Information Management Classification and Retention Schedule (CRS).
- Supporting Principals and site administrators in technical matters related to video surveillance systems.

Progress Indicators:

- Ongoing compliance with privacy legislation (MFIPPA) and the Board's Records and Information Management Classification and Retention Schedule.
- Periodic review of video surveillance practices to ensure continued alignment with this Administrative Procedure and evolving privacy standards.
- Effective response to access requests and privacy concerns related to video surveillance.

Definitions:

- **Personal Information**
Information about an identifiable individual, including recorded video images where an individual's identity is apparent or can be determined. Defined under the [Municipal Freedom of Information and Protection of Privacy Act \(MFIPPA\)](#).
- **Video Surveillance**
The use of electronic devices to monitor and/or record activities on Board property for safety, security, and property protection purposes.
- **Video Recording**
Any captured visual record generated by a video surveillance system, including stored images or footage.
- **Covert Surveillance**
The use of video surveillance conducted without the knowledge of the individuals being monitored, typically employed in exceptional circumstances where less intrusive measures have been ineffective or are impractical.

- **Privacy Impact Assessment (PIA)**

A process used to evaluate the privacy implications of new or significantly changed technologies, systems, or programs that collect, use, or disclose personal information.

References:

- [Municipal Freedom of Information and Protection of Privacy Act \(MFIPPA\)](#)
- Peterborough Victoria Northumberland and Clarington Catholic District School Board Records and Information Management Classification and Retention Schedule (CRS)
- [Directional Policy -1200 Records and Information Management](#)
- [Information and Privacy Commissioner of Ontario, Guidelines for the Use of Video Surveillance, 2015](#)