



October 11, 2022

Regular Board Meeting Package

VIRTUAL MEETING

KEEWATIN-PATRICIA DISTRICT SCHOOL BOARD

REGULAR BOARD MEETING # 9

| | |
|--|--|
| Tuesday, October 11, 2022 Time: 7:00 pm CST | Virtual Meeting (Google Link for internal use only) |
| AGENDA | |

- | | | |
|----|--|--------------|
| 1. | Call to Order | Chair |
| 2. | Roll Call | Exec Asst |
| | Observers may participate by submitting questions regarding the agenda items presented at the meeting this evening to the following email address 'questions@kpdsb.ca'. Questions will be responded to under the agenda item, Observer Comments. | Chair |
| 3. | Approval of Agenda for October 11, 2022 Δ | Chair |
| 4. | Declaration of Conflict of Interest | Chair |
| 5. | Business Arising from Committee of the Whole | Chair |
| 6. | Confirmation of Minutes | Chair |
| | 6.01 – Regular Board Meeting September 13, 2022 Δ | |
| 7. | Presentations/Delegations | Chair |
| 8. | Presentation of Reports and Accompanying Motions | Chair |
| | 8.01 Education Students Come First | |
| | A. Students Come First – “ <i>Forest School: A Day in the Life of a Kindergarten Student</i> ” - Keewatin Public School | S. Bailey |
| | B. Indigenous Education Lead Report 2022-2023 Δ | S. Bailey |
| | 8.02 Executive Committee Report | G. Tucker / |
| | A. Student Trustees' Reports | D. McDonald |
| | B. #210, Expenses of Trustees and Appointed Members Δ | R. Findlay |
| | • Appendix A Δ | |
| | • Expense Report and Claim Forms Δ | R. Findlay |
| | C. #211 Policy - Trustee Honoraria Δ | Chair |
| | D. Board Meeting Schedule 2022-2023 Δ | |
| | 8.03 Finance / Audit | |
| | A. By-Law # 70 - Tax Levy 2023 Δ | R. Findlay |
| | 8.04 Human Resources | |
| | A. Employee Recognition Update | C. Radbourne |
| | • Acknowledgement of 25 Years of Service | |

- | | |
|---|-----------|
| B. #704 Policy – Non-Union Staff Terms and Conditions of Employment Δ | S. Bailey |
| C. #705 Policy – Health and Safety Δ | S. Bailey |
| D. #711 Policy – Workplace Violence Δ | S. Bailey |

8.05 Operations R. Findlay

- A. #602 – Travel, Meeting and Hospitality Expenses Δ
- Appendix A Δ
 - Expense Report and Claim Forms Δ

8.06 Committee Updates

- | | |
|--|------------|
| A. Early Years Advisory Committee - NIL | |
| B. Audit and Finance Committee | R. Findlay |
| C. Indigenous Education Advisory Committee – NIL | |
| D. Ontario Public School Boards' Association – NIL | |
| E. Parent Involvement Committee – NIL | |
| F. Special Education Advisory Committee | C. Moore |
| G. Supervised Alternative Learning – NIL | |

9. Correspondence

10. New Business and Notices of Motion

11. Observer Comments

- | | |
|---|-------|
| 12. Next Meeting Date: November 8, 2022 | Chair |
| • Inaugural Board Meeting at Dryden High School | |

- | | |
|-----------------|-------|
| 13. Adjournment | Chair |
|-----------------|-------|

Δ indicates an attachment included in the meeting package

REGULAR BOARD MEETING #8

Item 6.02 –Minutes
June 29, 2022
Motion 199-22

Moved by: Barb Gauthier
Seconded by: David Cornish
THAT the minutes of June 29, 2022, Special Board Meeting,
having been duly circulated, be confirmed

Defeated _____ Carried X

Item 6.03 – Minutes
August 30, 2022
Motion 200-22

Moved by: Gerald Kleist
Seconded by: Marilyn Duncalfe
THAT the minutes of August 30, 2022, Special Board
Meeting, having been duly circulated, be confirmed

Defeated _____ Carried X

Item 8.01A – Students’
Come First
Motion 201-22

Moved by: David Cornish
Seconded by: Roger Griffiths
THAT the Students Come First Presentation be received.

Defeated _____ Carried X

Students Come First Presentation – “KPDSB Extended Learning Programs:
Spring/Summer 2022” was presented by P.J. Brunton (Early Years, Literacy and NTIP
Administrator), S. Caldwell-Bennett (VVPS Vice-Principal), S. Norlock (Secondary
School Effectiveness Administrator), H. Szumowski (Rapid Response Northern
School Team Administrator)

Item 8.01B – Student
Trustee
Motion 202-22

Moved by: Barb Gauthier
Seconded by: Marilyn Duncalfe
THAT the Student Trustee verbal reports be received.

Defeated _____ Carried X

Item 8.01C – 2021-22
Awards and
Scholarships
Motion 203-22

Moved by: Roger Griffiths
Seconded by: Gerald Kleist
THAT the reports on the 2021-2022 Award and Scholarship
Recipients be received.

Defeated _____ Carried X

Item 8.01D – Trustee
Attendance
Motion 204-22

Moved by: Barb Gauthier
Seconded by: Eric Bortlis
THAT the reports on the 2021-2022 Trustee Attendance at
meetings of the Board be received.

Defeated _____ Carried X

- Item 8.02E – Orientation Moved by: Eric Bortlis
Seconded by: Barb Gauthier
Motion 205-22 THAT the Trustee Orientation Retreat verbal report be received.

Defeated _____ Carried X
- Item 8.01F – Orientation Moved by: Roger Griffiths
Seconded by: Dave Cornish
Motion 206-22 THAT travel and accommodations for trustees attending the Trustee Orientation Retreat in Dryden, Ontario, dated October 28-29 2022, be approved.

Defeated _____ Carried X
- Item 8.01 Moved by: Dave Cornish
Seconded by: Eric Bortlis
Motion 207-22 THAT the Elections Compliance Audit Committee report be received.

Defeated _____ Carried X
- Item 8.01 – Elections Compliance Audit Committee Report Moved by: Bob O'Donohue
Seconded by: Gerald Kleist
Motion 208-22 THAT the Keewatin-Patricia District School Board approve the Compliance Audit Committee Agreement with the Rainy River District School Board, Kenora Catholic District School Board, and Northwest Catholic District School Board; and the Director of Education be authorized to execute the agreement on behalf of the Board.

Defeated _____ Carried X
- Item 8.01 Moved by: Eric Bortlis
Seconded by: Darrin Head
Motion 209-22 THAT the Keewatin-Patricia District School Board appoint Laura Mills, Alison Smith, and Meghan Cox to the Compliance Audit Committee to serve the Keewatin-Patricia District School Board for the term of office commencing November 15, 2022.

Defeated _____ Carried X
- Correspondence NONE

New Business and
Notice of Motions

NONE

Observer Comments

Observers may participate by submitting questions regarding the agenda items presented at the meeting this evening, to the following email address 'questions@kpdsb.ca'. Questions will be responded to under the agenda item, Observer Comments.

Next Meeting Date

Tuesday, October 11, 2022.

Item 13 - Adjournment

Moved by: Darrin Head
Seconded by: Barb Gauthier
Motion 210-22 THAT the meeting adjourn at 7:47pm.

Defeated _____ Carried X .

Date

Chair, C. Marcino

Date

Secretary, Christy Radbourne

Indigenous Education Lead Report 2022-2023 School Year

Over the course of the 2021 - 2022 school year, the work of the Indigenous Education Lead, Len Gardner, was defined by goals identified in the KPDSB Board Improvement and Equity Plan and the Board Action Plan for Indigenous Education. There were many accomplishments made, as well as next steps identified that will serve as a guide for goal setting for the 2022 – 2023 school year, in an effort to continue the commitment to building Indigenous ways of learning and addressing education inequality issues facing First Nation, Métis, and Inuit students.

Achievement

In order to improve achievement outcomes for Indigenous students at KPDSB, there were a variety of programs, initiatives or activities initiated or continued during the 2021-2022 school year.

One example of these initiatives was the Culturally Responsive and Relevant Pedagogy (CRRP) in Math that took place in spring of 2022. Open Roads Public School in partnership with Lakehead University and provincial and local Indigenous artists, helped students to connect mathematical processes and curriculum expectations by learning loom beading. This project introduced students to the Indigenous practice of beading, and embedded math concepts such as, coding, patterning, and other numeracy skills.

Indigenous Student Mental Health Well Being and Engagement

Student Voice:

Indigenous student voice opportunities have become embedded through many school practices, including examples such as talking circles, student-led dialogues, and through relationship-building activities.

CRRP Ministry Pilot Project:

Sioux Mountain PS, Open Roads PS, and Lillian Berg PS were part of implementing Culturally Responsive and Relevant Pedagogy that began by gathering student voices on inclusion and equity in relation to safe and inclusive school environments. Students spoke about feeling safe and supported and felt that Indigenous culture was valued by the schools. Concerns were also identified about times when they felt less safe, such as during unstructured times during the school day and outside at nutrition breaks. The students shared that when concerns were reported to Principals that they felt supported.

Mental Health Supports:

In addition to the many KPDSB mental health supports, KPDSB schools are reaching out to invite local elders in to help support students. The models of elder support vary between schools and might include elders in residence, or daily invites to support classroom learning, provide cultural support, or participate in school activities alongside students.

Other Indigenous Education Initiatives

- KPDSB has made commitments to reconciliation efforts to minimize systemic racism and the effects of colonialism through the work of the Equity committee and by developing new policies and procedures to guide this commitment.
- Outdoor learning classrooms and experiential learning opportunities are being developed at schools across the board.
- A KPDSB CRRP Website was created to provide educators and schools across the system with resources, guidelines, and connections with local, regional, and national content. The focus on First Nation, Métis, and Inuit cultural content is available for staff to support Indigenous pedagogies in the classroom.
- The grade 11 English course option, Contemporary Aboriginal Voices (NBE), is offered in all KPDSB secondary schools as the mandatory English requirement. This course includes vetted Indigenous texts by Indigenous authors and provides students with learning opportunities using Indigenous pedagogy. Teachers of the NBE course are provided with training to effectively deliver the course.

Although not an exhaustive list, these provide examples of the good work being done across the system to accomplish the goals as set out in the Board Improvement and Equity Plan and Board Action Plan for Indigenous Education and helps to inform the next steps.

Respectfully submitted by:

Shannon Bailey
Superintendent of Education



Policy Section: **Trusteeship and the Board**

200

Policy Name: **Expenses of Trustees and Appointed Members**

210

**Draft for
Oct 11/22**

Policy Statement

It is the policy of the Keewatin-Patricia District School Board (KPDSB) that Trustees and appointed non-Trustee members of KPDSB committees be reimbursed for reasonable, authorized expenses incurred ~~while in the course of~~ fulfilling their duties on behalf of the KPDSB.

Rationale

The Education Act permits the KPDSB to reimburse Trustees and non-Trustee members of KPDSB committees for:

- a) Travel expenses to attend KPDSB and committee meetings;
- b) Out-of-pocket expenses for other travel authorized by the KPDSB; and/or
- c) Other out-of-pocket expenses reasonably incurred in connection with carrying out the responsibilities of a KPDSB Trustee or committee member.

Given the large geographic area and remote location of the KPDSB, it is necessary for Trustees and committee members to incur travel and other expenses to participate effectively and to carry out their responsibilities on behalf of the KPDSB.

Guidelines

1. Scope

This policy applies to the following individuals: elected Trustees, Student Trustees, Trustees appointed to represent the interests of First Nation students, appointed non-trustee members of KPDSB committees, and School Council members. This

Cross Reference

Policies:

602, Travel, Meeting and Hospitality Expenses

607, Procurement; 616, Signing Authorities

703, Recognition of Employees

Date Adopted: 13/10/2009

Date Revised: 10/05/2011; 09/10/2012;

131/05/2014; 11/11/2014;

14/11/2017; 14/01/2020;

25/01/2022

Review By: 2026

Education Act

policy does not apply to employees of the KPDSB or volunteers acting under the direction of KPDSB employees (*as per Policy 602*). This policy applies to all expenses of the Trustees and appointed members, whether they are paid out-of-pocket and claimed for reimbursement, paid by KPDSB procurement card, or direct billed to the KPDSB.

2. Claims for Reimbursement of Personal Expenses

- a) Claims for reimbursement of expenses, with original receipts attached, must be submitted to the appropriate approving authority using the designated expense claim form. Where a personal credit or debit card was used, the itemized/detailed sales slip must be provided. The approving authority will determine the amount of reimbursement to be made **based** on the ~~basis of~~ policy guidelines and rates approved by the KPDSB.
- b) With respect to the above requirement for original receipts, where original receipts are not available because they have been submitted to the Ministry of Education, or other funding agency, photocopies of receipts will be accepted at the discretion of the approving authority.
- c) Expense claims should be submitted on a timely basis. Individuals may not be reimbursed for expenses submitted more than two (2) months after the end of the month in which they were incurred.
- d) Approving authorities for claims for reimbursement of expenses are as follows:

| CLAIMANT | CERTIFIES POLICY COMPLIANCE | APPROVES PAYMENT |
|-----------------------|--|-----------------------|
| KPDSB Chair | Supt. of Business | Director of Education |
| Trustee | KPDSB Chair | KPDSB Chair |
| Committee Member | KPDSB Chair | KPDSB Chair |
| School Council Member | School Principal <i>or</i> Supt. of Education | Supt. of Education |

- e) If there is a discrepancy between the amount claimed as a personal expense and the amount paid as a reimbursement, KPDSB will provide an explanation for the discrepancy in amounts to the claimant via email.

3. Cash Advances

- a) Except as noted below, cash advances are not provided for the purpose of travel and meeting expenses. Trustees and individuals who are expected to regularly incur travel and meeting expenses may be provided with a KPDSB purchasing card to reduce their personal cash outlays in the performance of their duties.
- b) ~~In order to~~ **To** avoid financial hardship, a cash advance may be granted to an individual that has been authorized to incur travel and meeting expenses, upon the approval of the Director of Education or Designate (i.e., a Student Trustee, or committee member traveling to a conference outside the jurisdiction of the KPDSB).

4. KPDSB-Issued Purchasing Cards

- a) In recognition of the need to Trustees in our jurisdiction to incur significant expenses for travel, meals, and other items to carry out their duties, Trustees may be issued KPDSB purchasing cards with a credit limit of \$5,000.00.
- b) Trustees accepting KPDSB purchasing cards will be required to sign the standard Cardholder Agreement. Trustees must submit detailed card receipts to the Chair of the Board or Designate with explanations on a monthly basis. For all KPDSB purchasing card transactions, itemized/detailed sales slips must be provided in order to complete the monthly reconciliations. Trustees not in compliance will have their cardholder privileges revoked.
- c) KPDSB purchasing card charges, with original receipts attached, must be submitted with a detailed description on a monthly basis to the Chair of the Board or Designate.

5. Direct Billing to KPDSB and Direct Payments by KPDSB

- a) The Director of Education or appropriate Superintendent may authorize the following, provided other required authorizations are in place:
 - i) Direct payment of registration fees on behalf of an individual for a specific event;

- ii) Purchase of travel tickets on behalf of an individual for a specific event; and/or
 - iii) Purchase of standard equipment, supplies, and services for Trustees (i.e., computer, printer, etc.).
- b) Processing of any direct billings and payments must be approved by the Director of Education or the appropriate Superintendent.
- c) The KPDSB is to be reimbursed for any ineligible expenses included in direct billings.
6. Travel and Meals
- a) Reasonable out-of-pocket and automobile per-kilometer expenses for authorized travel may be claimed for reimbursement and the amounts paid are subject to maximums and/or rates established by KPDSB resolution (*as per Appendix A*).
 - b) Travel within the jurisdiction of the KPDSB may be by KPDSB-owned vehicle, personal vehicle, or rental vehicle. Individuals using personal vehicles will receive a per-kilometer amount for authorized travel (*as per Appendix A*). Individuals claiming a per-kilometer amount may not claim vehicle operating expenses (i.e., gasoline, repairs, etc.) for the trip. The KPDSB will not reimburse fines for traffic and/or parking violations. Individuals shall not use a KPDSB purchasing card to buy gasoline for a personal vehicle.
 - c) It is expected that individuals traveling for KPDSB business will use the most cost-effective means of travel (such as sharing vehicles, using KPDSB vehicles, obtaining reduced airfares, etc.). If a personal vehicle is used, the approving authority may determine that the amount eligible for reimbursement is the lesser of the regular amount per kilometer plus other allowable expenses and the applicable commercial fares. Approving authorities may limit reimbursement amounts where this practice has not been followed.
 - d) Amounts claimed for accommodation, commercial transportation, registrations, and miscellaneous expenditures must be supported by original invoices or receipts. Amounts claimed for meals are subject to maximums established by the KPDSB and receipts are required (*as per Guideline 2. a*). Meals cannot

be claimed in situations where a meal is provided at no expense to the individual (i.e., as part of a conference package). A Meal allowance may be chosen in lieu of actual cost (*as per Appendix A*). Detailed receipts are not required for the allowance, but a personal expense claim must be submitted with proper authorization.

- i) Costs incurred for single accommodation in a standard room will be authorized.
 - ii) Alternatively, a maximum of \$30.00 per night is allowed for accommodation (including any means) for private stays with family or friends (including those that may be KPDSB employees) at a location other than the claimant's principal residence. Instead of a receipt, you must submit a written explanation identifying the host and the number of days you stayed. The \$30.00 value may be given in the form of a small gift (which must be accompanied by a receipt) or by cash, or cheque. Note that this is an exception to *Guideline 8.e*) (gifts of appreciation) below.
- e) Certain expenses may be paid for directly from KPDSB accounts (i.e., airfare). Individuals are expected to pay all other travel and meal expenses and claim reimbursement for approved amounts (less any amounts charged to KPDSB purchasing card).
- f) Meal expenses can be claimed for reimbursement if:
- i) The individual is required to remain overnight at a location other than their home; or
 - ii) The individual is required to be more than 40km from their home or normal work location at the regular mealtime.

Where a claimant is eligible to claim for more than one meal per day the maximum amounts for each meal may be combined. For example, the claimant could claim over the maximum amount on one meal, and less than the maximum amount on another meal so long as the total claimed does not exceed the combined maximum. Alternatively, the meal limits for two or more meals may be combined to form a maximum amount for a single meal (i.e., breakfast and lunch may be combined to be claimed as "brunch"). Note that the claimant must not combine maximum amounts for ineligible meals, such as

- when a meal is provided at no cost to the claimant as part of a conference or meeting.
- g) Reasonable personal telephone expenses to the individual's home community can be claimed provided the individual is required to remain overnight at a location other than their home. Individuals are encouraged to use calling cards to limit the cost to the KPDSB and maximize available calling time.
 - h) Reasonable gratuities for meals, taxis, hotel room services, and porters may be incurred. Examples of reasonable amounts for gratuities are:
 - i) 15% on a restaurant meal
 - ii) 15% on a taxi fare
 - iii) \$5.00 for housekeeping for up to two (2) nights in a hotel, up to \$10.00 for a longer stay
 - iv) \$2.00-\$5.00 per bag for a porter
 - i) Alcoholic beverages are not an eligible expense under this policy (*see Policy 602, re alcohol, in connection with hospitality events*).
 - j) Authorization:
 - i) Trustees:
Travel to meetings and other travel on KPDSB business, including incurring related meal expenses, within the jurisdiction of the KPDSB is deemed to be authorized. Travel outside the jurisdiction of the KPDSB must be authorized by specific KPDSB resolution.
 - ii) Chair of the Board:
Travel to meetings and other KPDSB related travel within the jurisdiction of the KPDSB is deemed authorized. Travel outside the jurisdiction of the KPDSB on the business of KPDSB is deemed to be authorized. The Chair of the Board will keep the KPDSB informed concerning outside travel.
 - iii) School Council members and Non-Trustee Committee Members:
Travel to regularly scheduled committee meetings is deemed to be authorized. Any other travel or meal expenses must be authorized by specific KPDSB resolution.

7. Meeting Expenses

- a) In some situations, it may be more efficient and/or economical to locate a meeting in an outside facility and/or to provide meals for meeting participants (i.e., in conjunction with KPDSB or committee meetings). These situations must be authorized in advance by the Chair of the Board or Director of Education.
- b) Invoices for meeting accommodation and related meals must be approved by the authorizing official.

8. Other Expenses

a) Office Expenses

Trustees may procure and claim reimbursement for the following items:

| Reimbursement Items | Maximum within the four-year term | Maximum/year in years of term |
|---|--|--------------------------------------|
| One of: laptop or tablet computer with WIFI and 10" or larger screen (excluding cellular data services) * | \$1,000.00 | NIL |
| Printer or Multi-function Device | \$500.00 | NIL |
| Internet | N/A | \$1,600.00 |
| Office services and supplies | N/A | \$500.00 |

* *Does not apply to Student Trustees as they are provided devices by the schools.*

Reasonable office expenses that exceed the limits set out in the chart above may be approved for payment by the appropriate approving authority at their discretion in accordance with Guideline 2 (d).

The claims approval process shall be in accordance with *Guideline 2*. Once a monthly claim amount for internet service has been submitted and approved, this amount shall be paid monthly until the yearly maximum is reached or the KPDSB is advised that the service has been discontinued. Trustees must submit a new claim for internet service each year of their term.

Trustees also have the option of using their KPDSB purchasing card to pay for office expenses provided they comply with the above limits.

Trustees may request the Director of Education or Designate to arrange for the purchase of any of the above goods or services on their behalf by the KPDSB in which case the KPDSB will choose the supplier and the goods or services to be purchased in consultation with the trustee.

All Trustees shall be provided with necessary technical support upon request to the Learning Technology Manager.

Non-consumable items are considered to be the property of the KPDSB during the Trustee's term of office. At the end of the full term of office, items shall become the property of the Trustee. Trustees who resign prior to the end of their full term shall turn in all KPDSB property to the Director of Education or Designate.

b) Cell Phone Allowance

Upon request, Trustees may be provided with a cell phone allowance of \$50.00 per month during their term of office. As a condition of receiving the allowance, Trustees must provide their personal cell phone number and agree that they may be contacted by the other Trustees and KPDSB staff on KPDSB business at reasonable hours.

Cell phone allowance will be treated as a taxable benefit and the KPDSB will issue T2200 tax forms to **allow** ~~permit~~ Trustees in receipt of the allowance to claim the expenses of their personal cell phone.

Requests for any other equipment, supplies, or services by individuals may be considered and approved by the KPDSB at its discretion.

c) Child Care

Trustees may claim out-of-pocket expenses for childcare (dependent children twelve (12) and under) incurred as a result of attending meetings or conferences on behalf of the KPDSB. The total amount claimed cannot exceed \$50.00 per day, or \$500.00 per year (**November 15** ~~December 4~~ to November **14** ~~30~~).

d) Miscellaneous

Individuals seeking reimbursement for any other type of expense should obtain approval from the KPDSB, preferably in advance. Unless KPDSB approval is

obtained by specific resolution, the claim shall be denied. For clarification, the following expenses are deemed ineligible:

- i) Donations and ~~funds~~ **fund**raising events of other organizations;
 - ii) Loss of wages or vacation time;
 - iii) Political activities or events; and/or
 - iv) Household expenses
- e) KPDSB funds are not to be used to provide gift certificates, coupons, or gifts of appreciation (such as promotional items, clothing, food, prizes, etc.) for employees in any circumstances, other than those identified in Policy 703 (i.e., retirement gift) or in *Guideline 6.e) (ii)* above. If KPDSB funds are used for any of these reference items, the Trustee will be responsible for personal repayment of these costs.

9. Budgeting and Reporting

- a) A budget for Trustee expenses shall be prepared and approved as part of the annual budget process for the KPDSB. The budget shall include provisions for:
- i) Membership fees;
 - ii) Travel, accommodation, and meal costs;
 - iii) Meeting costs;
 - iv) Professional development including Trustee conferences;
 - v) Equipment costs;
 - vi) Cell phone and internet costs;
 - vii) Advertising costs for KPDSB and committee meetings; and
 - viii) Miscellaneous costs including awards, condolences, etc.
- b) An annual report on actual expenses incurred versus budget shall be presented to the KPDSB and posted to the KPDSB website following the approval of the annual financial statements of the KPDSB.

10. Audit

The Superintendent of Business is responsible for the periodic review and audit or travel and meeting expenditures to ensure adherence to this policy. The results of the review and audit shall be reported to the Audit Committee.

DRAFT October 11, 2022

APPROVED RATES FOR EXPENSE CLAIM PURPOSES

Mileage Claims (rate per km)

The per-kilometre rate is based on the amounts considered reasonable by the Canada Revenue Agency (CRA) as prescribed in section 7306 of the Income Tax Regulations. This Regulation sets out the reasonable allowance rates for:

| | |
|---|--------|
| For the The first 5,000 business kilometers claimed per year | \$0.54 |
| For any Any additional business kilometers in that year | \$0.48 |

Note: The reporting year for trustees is **November 15th December 1st** to November **14th 30th**

The reporting year for all others is September 1st to August 31st

Claims For Meals (Includes gratuities and gross taxes)

| | | |
|-----------|----------------|-----------------------------------|
| Breakfast | Maximum amount | \$15.00 |
| Lunch | Maximum amount | \$25.00 \$20.00 |
| Dinner | Maximum amount | \$50.00 |

Note: If more than one meal per day is eligible to be claimed, limits may be combined.

Claims For Meal Allowance (Receipts not required)

| | |
|-----------|-----------------------------------|
| Breakfast | \$10.00 |
| Lunch | \$15.00 \$12.50 |
| Dinner | \$22.50 |

Personal Telephone Expenses (guideline 6.g))

To a maximum of \$5.00 per day

- Except for individuals who receive a board cell phone allowance or who are provided with a board-owned cell phone. They may use their cell phone for this purpose.

Child Care Expenses (Trustees only)

| | |
|---|----------|
| Maximum amount that can be claimed per day | \$50.00 |
| Maximum amount that can be claimed per year | \$500.00 |

VISA Related Expenses associated with Expense Claim

Name/Title of Claimant

Enter all **VISA expenses** associated with attached Expense Claim. **Do not attach purchasing card receipts.**

Meal Limits: B-\$15, L-**\$25** \$20, S-\$50 Claim actual costs.

****All receipts required to claim meals**

Meal Allowance B-\$10, L-~~\$15~~ \$12.50, S-\$22.50 - no receipts required

[illegible]

Total VISA Expenses

Policy Statement

It is the policy of Keewatin-Patricia District School Board to recognize the importance and value of providing honoraria for Trustees, as set out in Ontario Regulation 357/06, 'Honoraria for Board Members'.

Rationale

Ontario Regulation 357/06, 'Honoraria for Board Members' requires district school boards to establish a policy with respect to the level of honoraria for members prior to the commencement of the term of office. The policy must identify which of the designated components will be paid to Trustees and the amount of each component that will be paid.

Definitions

"Year of Term of Office"

- ~~In 2018, 2019, and 2020, the year of a member's term of office begins on December 1 and ends on the following November 30. O. Reg. 292/18, s.2.~~
- ~~In 2021, the year of a member's term of office begins on December 1 and ends on the following November 14. O. Reg. 292/18, s.2.~~
- Beginning in 2022, the a year of a member's term of office begins on November 15 and ends on the following November 14. O. Reg. 292/18, s.2.

"Average Daily Enrolment (ADE)"

- The Board's Average Daily Enrolment is the number for the school board fiscal year (September 1 to August 31) that ends in the calendar year in which the year of the term of office begins.

Components of Honoraria

The Board shall establish a policy, on or before October 15 of the calendar year in which the term of office begins, with respect to which of the following components it will pay during the term of office:

1. The base amount for the year;
2. The enrolment amount for the year;
3. The attendance amounts payable to the member for the year; and
4. The distance amounts payable to the member for the year. *O. Reg. 292/18, s.2.*

Base Amount

- For each member of the Board, for each year of the term of office beginning on **November 15, 2022** ~~December 1, 2018~~, the base amount paid shall be \$5,900.00.
- The amount paid to the Chair shall be the base amount (above) plus \$5,000.00.
- The amount paid to the Vice-Chair shall be the base amount (above) plus \$2,500.00.

Enrolment Amount

- For each member of the Board, the enrolment amount paid shall be one hundred percent (100%) of the calculation described in Ontario Regulation 357/06 (**Section 6**).
- ***The enrolment amount shall be calculated anew in each year of a member's term of office.***
- ~~▪ The amount paid to the Chair shall be the enrolment amount (above) plus the sum of the Average Daily Enrolment (ADE) multiplied by five cents (\$0.05).~~
- ~~▪ The amount paid to the Vice-Chair shall be the enrolment amount (above) plus the sum of the ADE multiplied by two and one-half cents (\$0.025).~~

Attendance Amounts

- A Trustee, Chair, or Vice-Chair who is a member of a Special Education Advisory Committee (SEAC), Supervised Alternative Learning Committee (SAL), Audit Committee, and/or Parent Involvement Committee (PIC) shall ~~not receive any~~ **be eligible to receive** additional honoraria for attending any meeting of the committee that they attend.

Distance Amount

- The distance amount component of the honorarium as outlined in Ontario Regulation 357/06 is an amount that does not exceed the limit of \$50.00. The distance amount may be paid for attending in person at any meeting of the Board or of a regular committee of the Board (SEAC, SAL, Audit, PIC). The distance amount applies if on the day of the meeting the distance between the member's residence and the place where the meeting is held (one way) is more than two hundred (200) kilometers. A Board member may receive the distance amount only once in respect of any day.

Service for a Partial Year

- The honorarium paid to a Board member for a partial year is determined by prorating, according to the time served, the base amount, and the enrolment amount for a Board member who serves a full year.

Changes to this Policy

- The Board may, at any time, change this policy such that a component is not paid for a year, the amount of a component to be paid is lowered for a year, or the percentage of the enrolment limit to be paid is lowered for a year.
- If the Board changes this policy, it may restore the original policy at any time.

Appendix 1

For the term of office beginning **November 15, 2022** ~~December 1, 2018~~, and ending November 14, ~~2022~~ **2026**, the components of Trustee honoraria will be calculated according to Ontario Regulation 357/06 as amended from time to time, and as set out in the table below:

| Item | Description of Component of Honoraria | Amount or Percentage Paid |
|------|--|--|
| 1. | Base amount for Trustees* | \$5,900.00 |
| 2. | Additional Base Amount for Chair | \$5,000.00 |
| 3. | Additional Base Amount for Vice-Chair | \$2,500.00 |
| 4. | Enrolment amount for Trustees, Chair, and Vice-Chair* | 100% |
| 5. | Attendance amount for regulated committee meetings (SEAC, SAL, Audit, PIC) | \$0.00 \$50.00 per meeting |
| 6. | Distance Amount for Board and regulated committee meetings in excess of 200 km (one way) from member's residence | \$50.00 per day |

** Ontario Regulation 357/06, Section 9: Enrolment of the Board for a year of a term of office is based on the estimate of the Board's average daily enrolment (ADE) for the school board fiscal year that ends in the calendar year in which the term of office begins as per the estimates submitted to the Ministry.*

Français

Education Act

ONTARIO REGULATION 357/06 HONORARIA FOR BOARD MEMBERS

Consolidation Period: From December 1, 2018 to the [e-Laws currency date](#).

Last amendment: 436/18.

Legislative History: 163/07, 190/10, 164/11, 57/12, 81/14, 190/14, 292/18 (as am. by 436/18), 436/18.

This is the English version of a bilingual regulation.

Purpose

1. This Regulation sets out the method for calculating the limits on honoraria paid under section 191 of the Act. O. Reg. 357/06, s. 1; O. Reg. 57/12, s. 1.

Components of honorarium

2. (1) For a term of office beginning in 2006 or later, the honorarium for a member of a district school board, in respect of any year of his or her term of office, shall consist of such of the following components as the board determines, subject to section 4;

1. The base amount for the year.
2. The enrolment amount for the year.
3. The attendance amounts payable to the member for the year.
4. The distance amounts payable to the member for the year. O. Reg. 357/06, s. 2 (1).

(2) In 2018, 2019 and 2020, the year of a member's term of office begins on December 1 and ends on the following November 30. O. Reg. 292/18, s. 2.

(3) In 2021, the year of a member's term of office begins on December 1 and ends on the following November 14. O. Reg. 292/18, s. 2.

(4) Beginning in 2022, a year of a member's term of office begins on November 15 and ends on the following November 14. O. Reg. 292/18, s. 2.

3. REVOKED: O. Reg. 190/10, s. 1.

Policy re honorarium components

4. (1) For a term of office beginning in 2006 or later, the board shall establish a policy, on or before October 15 of the calendar year in which the term of office begins, with respect to,

- (a) which components listed in paragraphs 1 to 4 of subsection 2 (1) it will pay during the term of office;
- (b) for the base amount, the attendance amount and the distance amount, if the component will be paid, the amount of the component to be paid to a member for each year of the term of office, determined in accordance with sections 5, 7 and 8; and
- (c) for the enrolment amount, if it will be paid, the percentage to be applied in calculating the enrolment amount limit for a member for each year of the term of office. O. Reg. 357/06, s. 4 (1); O. Reg. 163/07, s. 2 (1); O. Reg. 190/10, s. 2 (1).

(2) The board may, at any time, change its policy under subsection (1) such that a component is not paid for a year, the amount of a component to be paid is lowered for a year, or the percentage to be applied in calculating the enrolment amount limit is lowered for a year. O. Reg. 163/07, s. 2 (2).

(3) If the board changes its policy for a year under subsection (2), it may restore the original policy made under subsection (1) at any time before the end of the period to which the policy applies. O. Reg. 163/07, s. 2 (2).

(4) REVOKED: O. Reg. 190/10, s. 2 (2).

Base amount

5. (1) The base amount for a member for a year of a term of office is an amount that does not exceed the base amount limit determined under subsection (2), (3) or (4), as the case may be. O. Reg. 357/06, s. 5 (1).

(2) For a member other than the chair or vice-chair, the base amount limit for the year is \$5,900. O. Reg. 436/18, s. 1.

(3) For the chair, the base amount limit for the year is determined by adding \$5,000 to the amount determined under subsection (2). O. Reg. 357/06, s. 5 (3).

(4) For the vice-chair, the base amount limit for the year is determined by adding \$2,500 to the amount determined under subsection (2). O. Reg. 357/06, s. 5 (4).

Enrolment amount

6. (1) The enrolment amount for a member for each year of a term of office is an amount determined for that year that does not exceed the enrolment amount limit. O. Reg. 163/07, s. 4 (1).

(1.1) The enrolment amount shall be calculated anew in each year of a member's term of office. O. Reg. 163/07, s. 4 (1).

(1.2) The enrolment amount limit is determined by multiplying the percentage determined by the board for the year under clause 4 (1) (c) or subsection 4 (2) or (3), as the case may be, by the amount determined for the member under subsection (2), (3) or (4), as the case may be. O. Reg. 163/07, s. 4 (1).

(2) For a member other than the chair or vice-chair, determine an amount as follows:

1. Multiply the enrolment of the board for the year as determined under section 9, by \$1.75.
2. Divide the number determined under paragraph 1 by the number of members determined for the board under subclause 58.1 (2) (k) (i) or subsection 58.1 (10.1) of the Act, as the case may be. O. Reg. 357/06, s. 6 (2); O. Reg. 163/07, s. 4 (2).

(3) For the chair, add the amount determined under subsection (2) to the amount determined as follows:

1. Multiply the enrolment of the board for the year as determined under section 9 by 5 cents.
2. Determine the greater of,
 - i. the amount determined under paragraph 1, and
 - ii. \$500.
3. Determine the lesser of,
 - i. the amount determined under paragraph 2, and
 - ii. \$5,000. O. Reg. 357/06, s. 6 (3); O. Reg. 163/07, s. 4 (3).

(4) For the vice-chair, add the amount determined under subsection (2) to the amount determined as follows:

1. Multiply the enrolment of the board for the year as determined under section 9 by 2.5 cents.
2. Determine the greater of,
 - i. the amount determined under paragraph 1, and
 - ii. \$250.
3. Determine the lesser of,
 - i. the amount determined under paragraph 2, and
 - ii. \$2,500. O. Reg. 357/06, s. 6 (4); O. Reg. 163/07, s. 4 (4).

Attendance amount

7. (1) The attendance amount is an amount that does not exceed the attendance amount limit of \$50. O. Reg. 357/06, s. 7 (1).

(2) The attendance amount may be paid to a member for attending any meeting of a committee of the board that is required to be established by an Act or a regulation made under an Act. O. Reg. 357/06, s. 7 (2).

Distance amount

8. (1) The distance amount is an amount that does not exceed the distance amount limit of \$50. O. Reg. 357/06, s. 8 (1).

(2) For a board member described as follows, the distance amount may be paid to the member for attending in person at any meeting of the board or of a committee of the board that is required to be established by an Act or a regulation made under an Act:

1. The board member is a member of a board that has,

- i. a board area greater than 9,000 square kilometres, as set out in Table 1 of Ontario Regulation 412/00 (Elections to and Representation on District School Boards) made under the Act, as that regulation reads on the day that the board makes its determination under section 4, or
 - ii. a dispersal factor of greater than 25, as set out in Table 5 of Ontario Regulation 412/00 (Elections to and Representation on District School Boards) made under the Act, as that regulation reads on the day that the board makes its determination under section 4.
2. On the day of the meeting, the distance between the member's residence and the place where the meeting is held is more than 200 kilometres. O. Reg. 357/06, s. 8 (2); O. Reg. 163/07, s. 5; O. Reg. 292/18, s. 4.
- (3) A board member may receive the distance amount only once in respect of any day. O. Reg. 357/06, s. 8 (3).

Enrolment

9. For the purposes of section 6, the enrolment of the board for a year of a term of office is the estimate of the board's day school average daily enrolment that was,

- (a) determined for the purposes of the regulation made under section 234 of the Act in respect of calculating average daily enrolment for the school board fiscal year that ends in the calendar year in which the year of the term of office begins; and
- (b) submitted to the Ministry together with the estimates required by clause 232 (6) (c) of the Act. O. Reg. 163/07, s. 6; O. Reg. 164/11, s. 1.

Service for a partial year

10. (1) The honorarium for a board member who serves for a partial year is determined in accordance with this section. O. Reg. 357/06, s. 10 (1); O. Reg. 190/10, s. 3.

(2) The base amount is an amount that does not exceed the base amount limit for the partial year, which is determined by prorating, according to the time served, the base amount for a board member who serves for a full year. O. Reg. 163/07, s. 7.

(2.1) The enrolment amount is an amount that does not exceed the enrolment amount limit for the partial year, which is determined by prorating, according to the time served, the enrolment amount for a board member who serves for a full year. O. Reg. 163/07, s. 7.

(3) The attendance amount and the distance amount are determined in accordance with sections 7 and 8, with necessary modifications. O. Reg. 357/06, s. 10 (3).

11. REVOKED: O. Reg. 190/10, s. 4.

Honorarium for members of school authorities

12. (1) A school authority may pay to its members an honorarium at the same rate and on the same conditions as the allowance being paid to its members on December 1, 1996. O. Reg. 357/06, s. 12 (1).

(2) If a school authority was paying an amount as an additional allowance to its chair or vice-chair on December 1, 1996, the school authority may pay that amount as an additional honorarium to its chair or vice-chair, at the same rate and on the same conditions as applied on December 1, 1996. O. Reg. 357/06, s. 12 (2).

PART II (s. 13) REVOKED: O. Reg. 292/18, s. 6.

TABLE 1 REVOKED: O. Reg. 190/10, s. 5.

Français

Back to top



Schedule for the Year 2022-2023

Regular Board Meetings and Committee of the Whole Meetings

DRAFT for October 11, 2022
Regular Board Meeting

❖ Indicates Face-to-Face meetings

NOTE: The schedule is contingent on the Ministry of Education's announcement January 2023.

| Date | Type of Meeting | Region | Meeting Location |
|--------------------|---------------------|--------------------|------------------|
| November 8, 2022 | Regular - Inaugural | Dryden High School | Dryden |
| November 22, 2022 | C of W | Virtual | Dryden |
| December 13, 2022 | Regular | Virtual | Kenora |
| January 10, 2023 | Regular | Virtual | Kenora |
| January 24, 2023 | C of W | Virtual | Dryden |
| February 14, 2023 | Regular | Virtual | Kenora |
| February 28, 2023 | C of W | Virtual | Dryden |
| March 7, 2023 | Regular | Sioux Mountain PS | Sioux Lookout |
| March 28, 2023 | C of W | Virtual | Dryden |
| April 11, 2023 | Regular | Virtual | Kenora |
| April 25, 2023 | C of W | Virtual | Dryden |
| May 9, 2023 | Regular | Red Lake DHS | Red Lake |
| May 23, 2023 | C of W | Lillian Berg PS | Vermilion Bay |
| June 13, 2023 | Regular | Virtual | Kenora |
| June 27, 2023 | C of W | Virtual | Dryden |
| September 12, 2023 | Regular | Virtual | Kenora |
| September 26, 2023 | C of W | Virtual | Dryden |
| October 10, 2023 | Regular | Virtual | Kenora |
| October 24, 2023 | C of W | Virtual | Dryden |

KEEWATIN-PATRICIA DISTRICT SCHOOL BOARD

October 11, 2022

NOTICE OF MOTION

THAT the verbal report on By-law #70 be received.

THAT By-law #70, being a by-law to authorize the tax levy for 2023, be taken as read a first time.

THAT By-law #70, being a by-law to authorize the tax levy for 2023, be taken as read a second time.

THAT the rules of order be suspended to allow third and final reading of By-law #70.

THAT By-law #70, being a by-law to authorize the tax levy for 2023, be taken as read a third time and finally passed.

KEEWATIN-PATRICIA DISTRICT SCHOOL BOARD

BY-LAW #70

BEING A BY-LAW TO PROVIDE FOR THE 2023 TAX LEVY IN LOCALITIES WITHIN
THE AREA JURISDICTION OF KEEWATIN-PATRICIA DISTRICT SCHOOL BOARD

Whereas subsection 257.7(1) of the Education Act (Act) requires the Board to levy the
tax rates prescribed under section 257.12 of the Act;

And whereas Ontario Regulation 400/98 prescribes the tax rates under subsection
257.12(1) of the Act;

Now therefore the Board enacts as follows:

The rates set out in Regulation 400/98 for 2023 are hereby levied in localities within the
area of jurisdiction of the Board on the property indicated in section 257.7 of the Act.

READ A FIRST TIME THIS 11th DAY OF October 2022

READ A SECOND TIME THIS 11th DAY OF October 2022

READ A THIRD TIME AND FINALLY PASSED

THIS 11th DAY OF October 2022

Chair of the Board

Secretary to the Board



Policy Section: **Personnel/Employee Matters**

700

Policy Name: **Non-Union Staff Terms and Conditions of Employment**

704

**Draft -
Oct 11/22
Board**

Policy Statement

It is the policy of the Keewatin-Patricia District School Board (KPDSB) that the terms and conditions of employment for all positions of the KPDSB not covered by Collective Agreements or ~~individual personal services contracts~~ **Non-Union Terms and Conditions** shall be established by the KPDSB.

Rationale

These positions are not covered by agreement or contract.

Definitions

“Management” is managers and supervisors with formal people management accountabilities, including responsibility for hiring, termination, conducting performance appraisals, guiding the work of others, and managing resources. Positions include Assistant Manager of Facility Planning and Development, Finance Manager, General Manager, Transportation Services, Human Resources Manager, **Learning Technology Manager**, Assistant Manager of Facility Operations and Maintenance, **Facilities Project Coordinator**, and Mental Health Leader.

“Professional” is an individual contributor(s) or team member(s) with responsibility in a professional discipline or technical specialty. Positions include Payroll and Benefits Officer, Procurement and Payables Officer, Speech Language Pathologist, Applied Behavioural Analysis Leader, Events Service Coordinator, Human Resources Officer, ~~Learning Technology Administrator~~, Student Counsellor, ~~Aboriginal~~ **Indigenous** Family Case Manager, Communications and Strategic Branding Officer (Communications and Media Administrator), ~~Database Administrator~~, First Nations, Métis, and Inuit (FNMI) Graduation Coach, Transportation Officer, **and Indigenous Lead**.

“Support” is an individual contributor(s) who delivers clerical and administrative support to KPDSB. Positions include Accounting Technician, ~~KPDSB LUA and Trillium/OnSIS Coordinator~~, **Student Information System (SIS) Officer**, ~~Administrative Assistant~~, and Executive Assistant.

Cross Reference
Policies
702, Employee Performance Appraisal
710, Attendance Support

Date Adopted: 12/10/1999
Dates Revised: 08/04/2003; 09/11/2004; 01/09/2005;
13/06/2006; 14/10/2008; 12/05/2009; 08/06/2010; 11/10/2011;
08/11/2013; 12/04/2016; 14/11/2017; 09/10/2018; 12/05/2020

Review By: 2024

“Casual/Part-Time Staff” positions include Lunch Hour Supervisor, Student Nutrition Program Provider, Markers, Home Instructor, Students, DRTCC Services I and II, DRTCC Student, Academic Tutor, Student Success Support Staff, ~~HCSA Support Coach~~, Summer Learning Program Staff, Casual and replacement staff **for the following:** Education Assistants, Early Childhood Educators, Administrative Assistants, Library **Assistants**, ~~Site Monitor~~, **and** Clerical, ~~and other staff necessary to replace absent personnel~~, as well as other similar casual positions.

Compensation

It is the policy of the KPDSB to establish salary, benefits, and working conditions that are fair and competitive in accordance with the following guidelines:

1. Salaries for all classifications of employees covered by this Policy will be in accordance with the Non-Union Salary Grid and the Casual/Part-Time Salary Grid adopted by the KPDSB to be effective September 1, 2019, and on a go-forward basis in accordance with the term, or duration, of the current Collective Agreements, or as per Ministry Legislation.
2. Compensation changes shall be effective September 1.
3. Compensation changes may consider, where appropriate, factors such as:
 - Staff compensation for other Boards of similar size;
 - Staff compensation for other Boards in Northwestern Ontario;
 - Compensation for similar positions in the local and provincial markets where such positions are recruited from those markets;
 - Internal comparisons within the KPDSB to employee groups (i.e., Bargaining Units, policy, personal service contracts, etc.);
 - **Re-evaluation of Compensation Strategy via a Third-Party Agency**
 - Other relevant information as may be available (i.e., O.A.S.B.O., O.P.S.O.A., O.P.S.B.A. survey (if available), etc.);
 - Local, regional, and provincial wage increase trends; and/or
 - Other factors including the financial capacity of the KPDSB.
4. The Human Resources Department shall, as part of this mandate, be responsible for compensation adjustments for all staff covered by this policy in accordance with the Budget approved by the KPDSB.



Policy Section: **Personnel/Employee Matters**

700

Policy Name: **Non-Union Staff Terms and
Conditions of Employment**

704

**Draft -
Oct 11/22
Board**

5. Compensation proposals and recommendations, together with support information, will be submitted by the Human Resources Department to the Senior Administration Team for review.



Policy Section: **Personnel/Employee Matters**

Policy Name: **Health and Safety**

700

705

**Oct 11/22
Board**

Policy Statement

It is the policy of the Keewatin-Patricia District School Board (KPDSB) to fulfill its responsibilities under the Occupational Health and Safety Act and make every effort to provide and promote a safe and healthy working and learning environment. Further, it is the policy of the KPDSB to:

- Take every reasonable precaution to prevent personal injury and to provide and maintain a safe and healthy working environment for all of its employees and students;
- Comply with all applicable health and safety legislation, including the annual review of this policy;
- Institute and maintain, on an ongoing basis, training and education, as well as health and safety programs;
- Demonstrate the KPDSB's commitment to achieve the objective of the Occupational Health and Safety Act, R.S.O., or successors;
- Eliminate or reduce injuries, accidents, illness, and near misses; and
- Operate in compliance with the Occupational Health and Safety Act with specific regard to Section 25 Duties of Employers and Section 26 Additional Duties of Employers.

Rationale

The Occupational Health and Safety Act is built upon the principle that employees and employers must act together to ensure a healthy and safe workplace environment.

The KPDSB is committed to the health and safety of its employees and students. Protection of employees and students in the areas of health and safety of the working and learning environment is a major continuing objective.

Unless otherwise stated, the phrase "the Act" shall mean the Occupational Health and Safety Act, R.S.O., or successor.

Cross Reference
Occupational Health and Safety Act
HR Protocols (SharePoint)
Policies
321, Safe and Supportive Schools
711, Workplace Violence
715, Substance Use by Employees and Volunteers
716, Use of Medical Cannabis
Procedure
321, Safe and Supportive Schools

Date Adopted: 13/06/2000
Date Reviewed: 18/05/2004; 11/12/2007;
10/02/2009; 12/01/2010; 10/05/2011;
08/05/2012; 12/02/2013; 13/05/2014;
12/05/2015; 13/10/2015; 13/06/2017;
11/06/2019; 10/11/2020; 08/06/2021
Dates Revised: 12/06/2018

Review: ANNUALLY

Guidelines

1. Duties of the Supervisor

The Act sets out certain specific duties for supervisors. A supervisor means a person who has charge of a workplace or has authority over a worker. A supervisor shall ensure that a worker:

- Works in the manner and with the protective devices, measures, and procedures, as required by the Act and its regulations;
- Uses or wears the equipment, protective devices, or clothing that the worker's employer requires to be used or worn;
- Is aware of the existence of any potential or actual danger to the health and safety of the worker of which the supervisor is aware;
- Where so prescribed is provided with written instructions as to the measures and precautions to be taken for the protection of the worker; and
- Takes every precaution reasonable in the circumstances for the protection of the worker.

2. Duties of the Worker

Workers also have several general duties under the Act. Workers must take responsibility for their own health and safety at the workplace insofar as they are able.

a) Under the Act a worker shall:

- Work in compliance with the provisions of the Act and its regulations;
- Use or wear the equipment, protective devices, or clothing that the worker's employer requires to be used or worn;
- Report to their employer or supervisor the absence of, or defect, in any equipment or protective device of which the worker is aware and which may endanger themselves or another worker; and
- Report to their employer or supervisor any contravention of the Act or its regulations or the existence of any hazard of which they are aware.

b) No worker shall:

- Remove or make ineffective any protective device required by the regulations or by their employer, without providing an adequate temporary protective device

and when the need for removing or making ineffective the protective device has ceased, the protective device shall be replaced immediately;

- Use or operate any equipment, machine, device, or thing, or work in a manner that may endanger themselves or another worker; or
- Engage in any prank, contest, feat of strength, unnecessary running, or rough and boisterous conduct.

3. A Central Safety Steering Committee comprised of all Bargaining Unit Presidents, the Assistant Manager of Facilities Operations and Maintenance, a Principal representative, and a Human Resources Officer shall be established by the Human Resources Manager. The Committee will oversee safety matters on a system wide basis.

- a) The site based Joint Occupational Health and Safety Committees shall operate in compliance with the Act and the applicable KPDSB Procedure(s).

4. Employees shall attend required Occupational Health and Safety Training programs.

5. This Policy is to be posted in all schools and offices on the Occupational Health and Safety board under the terms and conditions of the Act.



Policy Section: **Personnel/Employee Matters**

Policy Name: **Workplace Violence**

700

711

**Oct 11/22
Board**

Policy Statement

The Keewatin-Patricia District School Board (KPDSB) recognizes that violence and the threat of violence are serious hazards to its employees and is committed to preventing and controlling such risks in its workplace. This includes situations where an employee may be exposed to domestic violence while at work. This Policy applies to all KPDSB employees and includes, but is not limited to, all visitors, contractors, vendors, and delivery persons.

Rationale

As part of the internal responsibility system, individuals engaging in unsafe activity will be held accountable for their actions. This, together with Safe Schools Legislation, means that violent and potentially violent activity will be investigated by the KPDSB and will be acted upon in a manner that protects members of the school community in the workplace. Violent behaviour which increases the risk of violence in the workplace will not be tolerated.

Definitions

As defined by the Occupational Health and Safety Act, “**Workplace Violence**” is the exercise or attempted exercise of physical force by a person against a worker, in a workplace, that causes, or could cause, physical injury to the worker, 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. Workplace violence can include but is not limited to, threatening behaviour, verbal or written threats, harassment, verbal abuse, and physical attacks. This definition of workplace violence is broad enough to include acts that would constitute offences under Canada’s Criminal Code.

The “Workplace” is 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 Policy.

Cross Reference

Ontario Occupational Health & Safety Act

HR Procedure: OW-10

Policies

705, Health and Safety

708, Respectful Working and Learning Environment: Conflict Prevention and Resolution

709, Workplace Harassment

715, Substance Use by Employees and Volunteers

717, Accountability

Procedures

709, Workplace Harassment

717, Accountability

Date Adopted: 14/09/2010

Dates Reviewed: 13/10/2015; 09/04/2019;
10/11/2020; 08/06/2021

Dates Revised: 06/03/2012; 14/05/2013;
12/05/2015; 06/03/2018

Review By: Annually

Guidelines

1. There are expectations for all parties in the workplace:

- a) Managers and supervisors are responsible for ensuring that the workplace is safe and workers are protected from hazards. To this end, they must, on behalf of the employer, ensure employees are familiar with the Workplace Violence and Harassment Program Procedure (OW-10). This includes recognizing and communicating to others where hazards related to violence may exist, immediately investigating incidents, and establishing measures to prevent recurrences.
- b) Employees are responsible for reporting any hazard, which includes potentially violent circumstances of which they are aware. Employees are also responsible for cooperating in investigations and participating in associated training.

2. Domestic Violence

Any employee experiencing violence outside of the workplace (i.e., domestic violence) that may create a risk of danger to themselves or others in the workplace, is encouraged to report such violence so that the KPDSB can take reasonable preventive steps.

Workers who have information that they, or a fellow worker, are subject to domestic violence that may expose them, or their fellow workers, to physical injury in the workplace have a responsibility to inform their immediate supervisor.

3. No Reprisal

This Policy prohibits reprisal against employees who have made good-faith complaints or provided information regarding a complaint or incident of workplace violence.



Policy Section: **Business and Administrative Matters**

600

Policy Name: **Travel, Meeting, and Hospitality Expenses**

602
Draft for
Oct 11/22

Policy Statement

It is the policy of the Keewatin-Patricia District School Board (KPDSB) that individuals be reimbursed for reasonable and authorized travel, meeting, and hospitality expenses incurred **while in the course of** fulfilling their duties on behalf of KPDSB.

Rationale

The widespread geographical area of KPDSB makes it necessary for Trustees, employees, and others to travel between locations within the KPDSB **jurisdiction to**, ~~in order to~~ carry out their responsibilities. The location of the KPDSB requires travel to centres outside the area for training purposes and to participate in conferences and meetings relevant to the operations of the KPDSB.

The Education Act permits KPDSB to reimburse Trustees, teachers, or officials of the KPDSB for out-of-pocket expenses reasonably incurred on specific business of the KPDSB.

Guidelines

1. General Provisions

- a) This policy applies to the following individuals, employees of the KPDSB, or volunteers acting under the direction of KPDSB employees. This policy does not apply to elected Trustees and Trustees appointed to represent the interests of Indigenous students (except with the respect to *Guideline 6 Hospitality*), student Trustees, appointed non-Trustee members of KPDSB committees, or School Council members (see KPDSB Policy 210).
- b) Only authorized travel on KPDSB business will be eligible for reimbursement of expenses. Authorization of travel by designated KPDSB officials within the parameters of this policy is deemed to constitute authorization by the KPDSB.

Cross References

Education Act

Policies

210, Expenditures of Trustees and Appointed Members

501, School Councils and Parent Involvement Committee

703, Recognition of Employees

Date Adopted: 26/05/1998

Dates Reviewed: 28/05/2022; 08/02/2005;
08/11/2005; 06/03/2007; 04/03/2008;

10/11/2009; 05/10/2011

Dates Revised: 09/10/2013; 09/02/2016;
14/01/2020

Review By: 2024

- c) Only reasonable expenses may be claimed for reimbursement, charged to purchasing cards, or direct billed to KPDSB, and the amount(s) paid are subject to maximums and/or rates established by KPDSB Resolution (see *Appendix A*). In setting rates, the KPDSB will consult with external sources such as the ~~Canadian Automobile Association~~, Canada Revenue Agency, other School Boards, the Ontario Public Services, etc.
- d) Travel within the jurisdiction of the KPDSB shall be by KPDSB owned vehicle or, where a KPDSB owned vehicle is unavailable, by personal vehicle or rental vehicle. Individuals using personal vehicles will receive a per-kilometer amount for authorized travel beyond normal home-to-work travel. If a KPDSB owned vehicle is available and an individual chooses to use a personal vehicle instead, reimbursement will be limited to ten (10) cents per kilometer.

Individuals claiming a per-kilometer amount may not claim vehicle operating expenses (i.e., gasoline, repairs, etc.) for the trip. The KPDSB will not reimburse fines for traffic and/or parking violations. Individuals opting to accept reimbursement of gasoline costs only shall claim them on an expense claim form and shall not use a KPDSB purchasing card to buy gasoline for a personal vehicle.

- e) It is expected that individuals travelling for KPDSB business will use the most cost-effective means of travel (i.e., sharing vehicles, using KPDSB vehicles, obtaining reduced fares, etc.). If a personal vehicle is used the approving authority may determine the amount eligible for reimbursement is the lesser of the regular per-kilometer amount plus other allowable expenses and the applicable commercial fares. Approving authorities may limit reimbursement amounts where this practice has not been followed.
- f) Amounts claimed for accommodation, commercial transportation, registrations, meals, and miscellaneous expenditures must be supported by original invoices or receipts. Amounts claimed for meals are subject to maximums established by the KPDSB, and receipts are required (as per *Guideline 1.g*). Meals cannot be claimed in situations where a meal is provided at no expense to the individual (i.e., as part of a conference package, etc.). A meal allowance may be chosen in lieu of actual cost (as per *Appendix A*). Detailed receipts are not required for the allowance; however, a personal expense claim must be submitted with proper authorization.
 - i) Costs incurred for single accommodation in a standard room will be authorized.
 - ii) Alternatively, a maximum of thirty dollars (\$30.⁰⁰) per night is allowed for accommodation (including any meals) for private stays with family or friends (including those that may be KPDSB employees) at a location other than the

claimant's principle residence. Instead of a receipt, the claimant must submit a written explanation identifying the host and the number of days stayed.

The thirty dollars (\$30.⁰⁰) value may be given in the form of a small gift (which must be accompanied by a receipt), or by cash, or cheque. Note that this is the only exception to *Guideline 1.m Gifts of Appreciation*.

- g) Claims for reimbursement of expense, with required original receipts attached, must be submitted to the appropriate approving authority using the designated expense claim form. Where a personal credit or debit card was used, the itemized/detailed sales slip must be provided. The approving authority will determine the amount of reimbursement to be made **based** on the ~~basis of~~ policy guidelines and rates approved by the KPDSB.
- h) Unless arrangements for direct billing of certain expenditures have been authorized, individuals are expected to pay all travel expenses with their purchasing card or claim reimbursement for approved amounts.
- i) Expense claims must be submitted on a timely basis. Individuals may not be reimbursed for expenses submitted more than two (2) months after the end of the month in which they were incurred.
- j) Meal expenses can be claimed for travel within the jurisdiction of the KPDSB if:
 - i) Authorized by the Director of Education or appropriate supervisor;
 - ii) The employee is required to remain overnight at a location other than their home; and/or
 - iii) The employee is required to be more than forty (40) km from their designated work location at the regular mealtime.

Where a claimant is eligible to claim for more than one (1) meal for any day, the maximum amounts for each meal may be combined. For example, the claimant could claim over the maximum amount on one (1) meal, and less than the maximum amount on another meal so long as the total claimed does not exceed the combined maximum. Alternatively, the meal limits for two (2) or more meals may be combined to form a maximum amount for a single meal (i.e., breakfast and lunch may be combined to be claimed as 'brunch', etc.). Note that the claimant must not combine maximum amounts for ineligible meals, such as when a meal is provided at no cost to the claimant as part of a conference or meeting.

- k) Reasonable personal telephone expenses to the claimant's home community can be claimed on the approval of the Director of Education or direct supervisor provided the

individual is required to remain overnight at a location other than their home, except for individuals who receive a KPDSB cell phone allowance or who are provided a KPDSB owned cell phone. They may use their cell phone for this purpose. Individuals are encouraged to use calling cards to limit the cost to the KPDSB and maximize available calling time.

- l) Alcoholic beverages are not eligible expenses in connection with travel and meetings (see *Guideline 6 re Alcohol in Connection with Hospitality Events*).
- m) ~~KPSB~~ **KPDSB** funds, including funds allocated **for School Parent** Council, are not to be used to provide gift certificates, coupons, or gift cards of appreciation (i.e., promotional items, clothing, food, prizes, etc.) for employees in any circumstances, other than those identified in KPDSB Policy 703 (i.e., retirement gift) or in *Guideline 1.f(ii)* above. If KPDSB funds are used for any of these referenced items, the employee will be responsible for personal repayment of these costs.
- n) With respect to the above requirement for original receipts, *Guideline 1.f*, where original receipts are not available because they have been submitted to the Ministry of Education, or other funding agency, photocopies of receipts will be accepted at the discretion of the Superintendent of Business.
- o) Reasonable gratuities for meals, taxis, hotel room service, and porters may be incurred. Examples of reasonable amounts for gratuities are:
 - i) Fifteen percent (15%) on a restaurant meal
 - ii) Fifteen percent (15%) on a taxi fare
 - iii) Five dollars (\$5.⁰⁰) for housekeeping for up to two (2) nights in a hotel and up to ten dollars (\$10.⁰⁰) for a longer stay
 - iv) Two to five Dollars (\$2.⁰⁰ - \$5.⁰⁰) per bag for a porter

2. Specific Provisions

a) Director of Education

- i) Travel to meetings and other KPDSB related travel within the jurisdiction of the KPDSB is deemed to be authorized. Travel outside of the jurisdiction of the KPDSB on the business of the KPDSB is deemed to be authorized. The Director of Education will keep the KPDSB informed concerning outside travel.
- ii) Expense claims must be submitted to the KPDSB Chair or Vice-Chair for approval.

b) Superintendents

- i) Travel to meetings and other KPDSB related travel within the jurisdiction of the KPDSB is deemed to be authorized. Travel outside the jurisdiction of the KPDSB must be authorized by the Director of Education.
- ii) Expense claims must be submitted to the Director of Education, or Designate, for approval.

c) Principals, Vice-Principals, and Managers

- i) Travel to meetings and other KPDSB related travel within the jurisdiction of the KPDSB is deemed to be authorized. Travel outside of the jurisdiction of the KPDSB must be authorized by the appropriate Superintendent.
- ii) Expense claims must be submitted to the appropriate Superintendent for approval.

d) Employees Required to Travel Inside **KPDSB Jurisdiction System**

A number of employees are required to travel within the system on a regular basis to carry out their normal duties (i.e., learning technology technicians, retention support facilitators, special assignment teachers, maintenance personnel, etc.).

- i) It is the responsibility of the appropriate Superintendent, or Designate, to authorize travel and the method of travel (i.e., KPDSB vehicle, rental vehicle, or personal vehicle, etc.).
- ii) Expense claims must be submitted to the appropriate Superintendent, or Designate, for approval.

e) Other Individuals Not Employed by the KPDSB

- i) To be eligible for reimbursement, travel by other individuals must be on KPDSB, or school, business and be preauthorized by the KPDSB Director of Education, Superintendent, Principal, or Manager.
- ii) Expense claims must be submitted to the Director of Education, or Designate, or to the appropriate Superintendent, Principal, or Manager depending on the level at which the travel was authorized.



Policy Section: **Business and Administrative Matters**

600

Policy Name: **Travel, Meeting, and Hospitality Expenses**

602
Draft for
Oct 11/22

3. Meeting Expenses

In some situations, it may be more efficient and/or economical to locate a meeting in an outside facility and/or to provide meals for meeting participants. These situations must be authorized in advance by the Director of Education or Superintendent as appropriate.

Invoices for meeting accommodation and related meals must be approved by the authorizing official.

Where a breakfast, lunch, or dinner meeting is held to facilitate the attendance of employees who are required to be present for the purposes of the meeting, those employees who would otherwise be ineligible to incur a meal expense at that time may have their meal covered by the KPDSB. Such meetings may be authorized only by the Director of Education, Superintendent, Principal, or Manager.

Expenses for a group, including meal expenses, can only be incurred and/or claimed by the most senior employee present to ensure that individuals are not approving their own expenses.

4. Direct Billing to KPDSB and Direct Payments by KPDSB

a) The appropriate level of authority may authorize the following specific cases:

- i) Direct payment of registration fees on behalf of an individual for a specific event;
- ii) Purchase of travel tickets on behalf of an individual for a specific event; and/or
- iii) Direct billing to the KPDSB of accommodation and meal charges for a specific person for a specified period (letter must be issued).

b) Processing of any direct billings and payments must be approved by the Director of Education or the appropriate Superintendent.

c) The KPDSB is to be reimbursed for any ineligible expenses included in direct billings.

5. Cash Advances

a) Except as noted in 5.b, cash advances are not provided for the purpose of travel and meeting expenses. Employees who are expected to regularly incur travel and meeting expenses may be provided with a KPDSB purchasing card to reduce their personal cash outlays in the performance of their duties. For all purchasing card transactions, the itemized/detailed sales slip must be retained on file along with the credit card slip/

- b) ~~In order to~~ **To** avoid financial hardship, a cash advance may be granted to an individual that has been authorized to incur travel and meeting expenses, upon the approval of the Director of Education, or Designate.

6. Hospitality

- a) Hospitality is the provision of food, beverages, accommodation, amenities, transportation, or gifts at KPDSB's expense to persons other than Trustees and employees.

Hospitality at KPDSB's expense may only be extended by a Trustee, Director of Education, Superintendent, Principal, or Manager. Authority for incurring hospitality expenses rests with the KPDSB official responsible for the budget account that will fund the hospitality. In the case of Trustees, approvals will be obtained in accordance with KPDSB Policy 210 – Guideline 2.d.

- b) Hospitality involving alcohol, without the provision of meals, may only be extended by the Director of Education (i.e., reception functions, etc.).
- c) Hospitality should be extended in an economical, consistent, and appropriate way when it will facilitate KPDSB business or is considered desirable as a matter of courtesy.
- d) Hospitality may be extended on behalf of KPDSB when:
- i) Recognizing individuals for outstanding achievement or contributions to the KPDSB (i.e., volunteers, etc.);
 - ii) Engaging representatives of other KPDSBs, the Broder Public Sector, industry, public interest groups, or unions in discussion on official matters;
 - iii) Providing individuals from provincial, national, or international organizations and charitable organizations with an understanding and appreciation of the workings of the KPDSB; and/or
 - iv) Sponsoring or attending formal conferences related to the goals of KPDSB.
- e) Token gifts of appreciation, valued at up to one-hundred-dollars (\$100.⁰⁰), may be extended to persons who are not attached to KPDSB in exchange for pro bono services. Gift values above one-hundred-dollars (\$100.⁰⁰) must be justified and approved by a Superintendent or the Director of Education.
- f) Reimbursement for hospitality expenses must be claimed using Form F2: Expense Report and Claim. Original invoices and receipts must be provided. Claims for



Policy Section: **Business and Administrative Matters**

600

Policy Name: **Travel, Meeting, and Hospitality Expenses**

602
Draft for
Oct 11/22

hospitality expenses must clearly identify the purpose of the hospitality and the names of the beneficiaries and their roles.

7. Audit

The Superintendent of Business is responsible for the periodic review and audit of travel and meeting expenditures to ensure adherence to this policy. The results of the review and audit shall be reported to the Audit Committee.

DRAFT October 11, 2022

APPROVED RATES FOR EXPENSE CLAIM PURPOSES

MILEAGE CLAIMS (rate per km)

The per-kilometre rate is based on the amounts considered reasonable by the Canada Revenue Agency (CRA) as prescribed in section 7306 of the Income Tax Regulations. This Regulation sets out the reasonable allowance rates for:

- For the **The** first 5,000 business kilometers claimed per year \$0.54
- For any **Any** additional business kilometers in that year \$0.48

Note: The reporting year for trustees is **November 15th** ~~December 1st~~ to November **14th** ~~30th~~

The reporting year for all others is September 1st to August 31st

Exception: Where a board vehicle was available and was not used \$0.10

CLAIMS FOR MEALS (Includes gratuities and gross taxes)

| | | |
|-----------|----------------|-----------------------------------|
| Breakfast | Maximum amount | \$15.00 |
| Lunch | Maximum amount | \$25.00 \$20.00 |
| Dinner | Maximum amount | \$50.00 |

Note: If more than one meal per day is eligible to be claimed, limits may be combined.

CLAIMS FOR MEAL ALLOWANCE (Receipts not required)

| | |
|-----------|-----------------------------------|
| Breakfast | \$10.00 |
| Lunch | \$15.00 \$12.50 |
| Dinner | \$22.50 |

PERSONAL TELEPHONE EXPENSES (guideline 1.11)

To a maximum of \$5.00 per day

Except for individuals who receive a board cell phone allowance or who are provided with a board-owned cell phone. They may use their cell phone for this purpose.

KPDSB Expense Report and Claim (Policy 602)

Name/Title of Claimant _____

Mailing Address (with Postal Code)

Enter all expenses and attach receipts as required. Enter Board VISA expenses on **2nd page** of this form. **Do not attach Board VISA receipts.**

Meal Limits: B-\$15, L-~~\$20~~ **\$25**, S-\$50 Claim actual costs.

****All receipts required to claim meals**

Meal Allowance B-\$10, L-~~\$12.50~~ **\$15, S-\$22.50 - no receipts required**

[illegible]

DRAFT - expense claim for reporting
October 11, 2022

| | |
|-------------------------------|--|
| Total kms this claim | |
| Cumulative kms - prior claims | |
| Cumulative kms to date | |

| | |
|----------------------------------|--|
| Total Out-of-Pocket Expenses (A) | |
|----------------------------------|--|

Vehicle Per-Kilometre Rates are based on the CRA prescribed rate in Section 7306 of the Income Tax Regulations. for: \$0.54/km for up to 5,000 km/yr & \$0.48/km for excess kms; \$0.10/km for personal vehicle used when PDSB vehicle available

Kms @ **\$0.61**
~~\$0.54~~

Kms @ **\$0.55**
~~\$0.48~~

$$\begin{array}{r} \times \$0.54 \\ \$0.61 = \end{array}$$
$$\times \cancel{\$0.48}$$
$$\text{\textcolor{red}{\$0.55}} =$$

Total Vehicle Claim (B)

Total Expense Claim (A + B)

Less (Identify)_____

Balance due to Claimant (or to KPDSB)

This is to certify that the expenses reported herein were incurred on KPDSB business.

Date _____

|x|

Signature of Claimant

APPROVAL FOR PAYMENT

X

Signature

After obtaining approval, forward via email to Finance (Kenora) for reimbursement

Accounting Distribution (*Balance due to claimant* amount above)

Account Code

Amount

KPDSB Expense Report and Claim (Policy 602)
VISA Related Expenses Associated with Expense Claim

Name/Title of Claimant _____

Enter all **VISA expenses** associated with attached Expense Claim. **Do not attach purchasing card receipts.**

Meal Limits: B-\$15, L-~~\$20~~ **\$25**, S-\$50 Claim actual costs.
 **All receipts required to claim meals
Meal Allowance B-\$10, L-~~\$12.50~~ **\$15, S-\$22.50 - no receipts required**

****All receipts required to claim meals**

Meal Allowance B-\$10, L-~~\$12.50~~ **\$15, S-\$22.50 - no receipts required**

[illegible]

DRAFT - expense claim for Visa reporting
October 11 2022

Total VISA Expenses