

HWDSB

Policy Committee

Thursday, September 13, 2018

Room 340-D

Hamilton-Wentworth District School Board

20 Education Court, P.O. Box 2558

Hamilton, ON L8N 3L1

AGENDA: 9:30 a.m.

1. Call to Order
2. Approval of the Agenda

Draft Policy:

Finance

3. Trustee Honorarium (new, ministry mandated, based on legislation)

Policy Review:

Communications & Community Engagement

4. Privacy and Information Management

5. Adjournment – next policy meeting: October 10, 2018

Information: link(s) to new procedures posted online

- [Privacy Breach Response - procedure](#)

Subject: Trustee Honorarium

Executive Council Member Responsible: Manny Figueiredo, Director



ISSUE

Ontario Regulation 357/06 requires a Trustee Honorarium policy to be created by school boards.

A revised update to the regulation had been provided early on in 2018 regarding an increase to the base amount for Trustee honorarium commencing with the new term on December 1, 2018. However, as of August 24, 2018, that base amount increase has been repealed and will remain at the current rate.

RECOMMENDATION(S)

That the Trustee Honorarium policy be recommended for approval.



Trustee Honorarium

Date Approved: XXXXX

Projected Review Date: XXXXX

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PURPOSE:

Hamilton-Wentworth District School Board will pay an honorarium to its trustees in accordance with the provisions set forth in the Education Act and all other associated regulations.

GUIDING PRINCIPLES:

The Board is committed to:

- Recognizing the responsibilities and duties of trustees by providing an honorarium
- Being compliant with Ontario Regulation 357/06, Honoraria for Board Members

INTENDED OUTCOMES:

Trustees are provided an honorarium for performing their duties associated with being a Board member.

RESPONSIBILITY:

Director of Education
Associate Director, Support Services
Officer, Trustee Services

TERMINOLOGY:

Average Daily Enrolment (ADE): The enrolment on a daily basis over the course of an academic year for both elementary and secondary students.

Honorarium: Payment in recognition of the duties performed as a member of the Board of Trustees with HWDSB.

Term of Office: A Board members' term of office is four years in length, beginning on December 1 of the election year and ending November 30 of the next election year, as described in the Education Act.

Trustee: Trustees are responsible for the operation of the public school system. They are elected in accordance with the Education Act at each municipal election, by the electoral group the board represents. A trustee is responsible, as a member of the board:

- to govern and set policy for the board
- to govern for the provision of curriculum, facilities, human and financial resources for the board
- to advocate for the needs of their communities



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- as a constituency representative, to explain the policies and decisions of the board to residents

Trustees are available to help taxpayers, parents and others to address any issues they may have about the public school system

ACTION REQUIRED:

The Director of Education, with assistance from the Officer of Trustee Services, will automatically adjust the Trustee Honorarium on an annual basis throughout the term of office to reflect the average daily enrolment (ADE) in the calendar year.

Components of the Trustee Honorarium include:

1. Base Amount

As set forth in Ontario Regulation 357/06, the base amount for all Trustees is \$5900 per year beginning on December 1, 2018.

For each year of a term of office beginning on or after December 1, 2010, the amount calculated for a year of the previous term of office, increased by the percentage increase in the Ontario Consumer Price Index as published by Statistics Canada for the period between:

- i. July 1 of the calendar year in which the previous term of office started, and
- ii. June 30 of the calendar year in which the term of office starts

The amount paid to the Chair shall be \$5,000 in addition to the base amount (\$10,900) and the amount paid to the Vice Chair shall be \$2,500 in addition to the base amount (\$8,400).

2. Enrolment Amount

The enrolment amount is calculated on an annual basis. The limit for each year of office is connected to the estimate of the board's average daily enrolment (ADE) of day school students for the previous year.

In addition to the base amount set out above, the enrolment amount paid to every member of the board is 100% of \$1.75 multiplied by the board's ADE.

In addition to the base and enrolment amounts set out above, the amount paid to the Chair shall be the enrolment amount plus the sum of the ADE multiplied by five cents (\$0.05), with a minimum of five hundred dollars (\$500) and a maximum of five thousand dollars (\$5,000).

In addition to the base and enrolment amounts set out above 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), with a minimum of two hundred and fifty dollars (\$250) and a maximum of two thousand five hundred dollars (\$2,500).



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3. Attendance Amount

Ontario Regulation 357/06 sets out that an attendance amount (limited to \$50 per meeting) can 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 the Act.

There are currently four committees that require membership of one or more trustees under the Education Act;

- Audit Committee
- Parent Involvement Committee
- Supervised Alternative Learning Committee
- Special Education Advisory Committee

A trustee, chair or vice chair who is a member of any of the above noted committees is considered to be participating as part of their trustee work and will not receive any additional remuneration.

HWDSB Trustees have elected not to pay this component, noting that attendance at committee is considered part of their Trustee responsibilities.

4. Distance Amount

This component of the calculation for trustee honorarium is not applicable to trustees at HWDSB.

PROGRESS INDICATORS:

Intended Outcome	Assessment
Trustee are provided an honorarium for performing their duties associated with being a board member.	Annually, the calculation for Trustee Honorarium will be reviewed and approved prior to the next year of the term commencing.

REFERENCES:

Government Documents

Ontario Regulation 357/06, Honoraria for Board Members.

Subject: Privacy & Information Management

Executive Council Member Responsible: Manny Figueiredo,
Director



BACKGROUND

This policy is up for its scheduled review.

RECOMMENDATION(S)

That the Privacy & Information Management policy be recommended for approval.



Privacy and Information Management

Date Approved: XXXX

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PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) respects and promotes the protection of privacy of all staff and students. HWDSB collects personal information to support the provision of educational services to its students.

HWDSB is committed to the protection of privacy and complies with all applicable provisions of the *Education Act, R.S.O. 1990, C. E.2*, the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56* (MFIPPA) and all other applicable legislation.

GUIDING PRINCIPLES:

HWDSB is committed to following the globally recognized fair information principles upon which our privacy legislation is built:

- Demonstrating *Accountability* by assuming responsibility for the personal information under HWDSB control and designating an individual or individuals to be accountable for compliance with the remaining principles;
- *Identifying Purposes* for the collection and use of all personal information at the time of collection;
- Obtaining informed *Consent* for the collection, use, or disclosure of personal information except where permitted by law;
- *Limiting Collection* of personal information to what is necessary for the specified purpose;
- *Limiting Use, Disclosure, and Retention* of personal information to the purposes for which it was collected and not retaining longer than necessary to fulfill those purposes.;
- Ensuring the *Accuracy* of the personal information collected, used, retained or disclosed;
- Implementing *Safeguards* that are appropriate to the sensitivity of the personal information to be protected;
- Promoting *Openness* of all policies and procedures relating to the management of personal information;
- Providing *Individual Access*, upon request, by people to their own personal information and responding to their challenges regarding the accuracy of those records; and
- Responding to individuals *Challenging Compliance* of HWDSB with the above principles.

INTENDED OUTCOMES:

- Increase the trust parents, students and the community have in how HWDSB handles personal information;



Privacy and Information Management

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- Minimize the risks associated with improper collection, disclosure and use of personal information, including privacy breaches;
- Help protect the Board from potential liability and legal action;
- Support and strengthen access to information by authorized individuals;
- Create openness, transparency and accountability with the public; and
- Foster a culture of privacy across HWDSB and within departments.

RESPONSIBILITY:

Director of Education
Members of Executive Council

TERMINOLOGY:

Personal Information: as defined in the privacy legislation means recorded information about an identifiable individual in any format, including:

- a) Information relating to the race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of the individual,
- b) Information relating to the education or the medical, psychiatric, psychological, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved,
- c) Any identifying number, symbol or other particular assigned to the individual,
- d) The address, telephone number, fingerprints or blood type of the individual,
- e) The personal opinions or views of the individual except if they relate to another individual,
- f) Correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence,
- g) The views or opinions of another individual about the individual, and
- h) The individual's name as it appears with other personal information relating to the individual or where the disclosure of the name would reveal other personal information about the individual.

Informed Consent: means that the person consenting understands the purpose for which consent is sought, understands the potential consequences of signing the consent form, feels free to consent or not consent, and is given the right to revoke their consent at any time.

Notice of Collection: is a statement provided at the time of the collection of personal information that informs people of the purpose for the collection and how it will be used, the legal authority to collect the information, and the name and contact information of somebody they can contact if they have questions or concerns.



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Retention: means the minimum amount of time to keep a record as determined to be necessary by law or other authority. Original records cannot be destroyed until the retention time has expired. Likewise, records should not be retained longer than the retention time without good reason.

Security: means the protection of personal information regardless of the format in which it is held and includes, but is not limited to, physical measures such as locked filing cabinets and restricted offices, organizational measures such as limited access, and technological measures, such as the use of passwords and encryption.

ACTION REQUIRED:

Hamilton-Wentworth District School Board is committed to upholding the privacy rights of individuals and demonstrating good data stewardship by managing and protecting the personal information entrusted to it, by being transparent about its information practices and by promoting access.

The fair information principles will guide and inform collection, use, retention, disclosure and destruction of information and the requirements therein will be embedded in all related materials and practices.

PROGRESS INDICATORS:

Intended Outcome	Assessment
Increase the trust parents, students and the community have in how HWDSB handles personal information.	Reduction in privacy complaints and concerns.
Minimize the risks associated with improper collection, disclosure and use of personal information, including privacy breaches.	Increased reporting of potential privacy breaches, prompt enactment of privacy breach procedure.
Help protect the Board from potential liability and legal action.	Increased compliance with legislation, and privacy and information management standards.
Support and strengthen access to information by authorized individuals.	Reduced turnaround time in responding to access to information requests.
Create openness, transparency and accountability with the public.	Increased openness and transparency of public information.
Foster a culture of privacy across HWDSB and within departments.	Increased discussion of privacy matters within service areas and schools; increased engagement by staff in privacy activities; Increased inclusion of privacy protection and information



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	management into procedures across the Board and in departments.
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REFERENCES:

Government Documents

Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56
 Education Act, R.S.O. 1990, c. E.2