



Office of the Director

Jim McCuaig Education Centre
2135 Sills Street Thunder Bay ON P7E 5T2
Telephone (807) 625-5131 Fax (807) 622-0961

BOARD ADVISORY COMMITTEE

**Tuesday, February 11, 2025
Jim McCuaig Education Centre**

Sherri-Lynne Pharand
Director of Education

Donica LeBlanc
Chair

AGENDA

**PUBLIC SESSION
7:30 P.M. – in the Board Room**

	<u>Resource Person</u>	<u>Pages</u>
1. Call to Order		
2. Disclosure of Conflict of Interest		
3. Approval of the Agenda		
4. Resolve into Committee of the Whole – Closed Session – N/A		
5. COMMITTEE OF THE WHOLE – Closed Session – N/A		
6. Land Acknowledgement		Verbal
7. Delegations/Presentations		
8. Confirmation of Minutes		
8.1 Board Advisory Committee Meeting - January 14, 2025	D. LeBlanc	1-4
9. Business Arising from the Minutes		

Trustees (Chair and Vice-Chair) and presenters of reports will be available
for comment after the Board Meeting.

LAKEHEAD DISTRICT SCHOOL BOARD

MATTERS NOT REQUIRING A DECISION

- | | | | |
|------|---|-----------|-------|
| 10. | Information Reports | | |
| 10.1 | School Year Calendar 2025-2026 (021-25) | H. Harris | 5-9 |
| 10.2 | Attendance Report (022-25) | J. Lower | 10-14 |
| 11. | First Reports | | |

MATTERS FOR DECISION:

- | | | | |
|------|--|----------------|-------|
| 12. | Postponed Reports | | |
| 13. | Ad Hoc and Special Committee Reports | | |
| 14. | New Reports | | |
| 14.1 | Policy Review – 6070 Video Surveillance (019-25) | M. Probizanski | 15-24 |
| | <p>It is recommended that the Board Advisory Committee refer the following to the Board for approval:</p> <p><i>“That Lakehead District School Board approve 6070 Video Surveillance Policy, Appendix A to Report No. 019-25.”</i></p> | | |
| 14.2 | Policy Review – 2010 Policy Development and Review (023-25) | S. Pharand | 25-32 |
| | <p>It is recommended that the Board Advisory Committee refer the following to the Board for approval:</p> <p><i>“That Lakehead District School Board approve 2010 Policy Development and Review, Appendix A to Report No. 023-25.”</i></p> | | |
| 14.3 | Policy Review – 7080 Health and Safety (020-25) | K. Alaksa | 33-42 |
| | <p>It is recommended that the Board Advisory Committee refer the following to the Board for approval:</p> <p><i>“That Lakehead District School Board approve 7080 Health and Safety Policy, Appendix A to Report No. 020-25.”</i></p> | | |

<p>Trustees (Chair and Vice-Chair) and presenters of reports will be available for comment after the Board Meeting.</p>

15. New Business
16. Notices of Motion
17. Information and Inquiries
18. Adjournment

Trustees (Chair and Vice-Chair) and presenters of reports will be available
for comment after the Board Meeting.

LAKEHEAD DISTRICT SCHOOL BOARD

LAKEHEAD DISTRICT SCHOOL BOARD

MINUTES OF BOARD ADVISORY COMMITTEE

Board Room/Microsoft Teams
Jim McCuaig Education Centre

2025 JAN 14
7:30 p.m.

TRUSTEES PRESENT:

Donica LeBlanc (Chair)
Ellen Chambers (virtual)
Pat Johansen
Ron Oikonen (virtual)
George Saarinen
Trudy Tuchenhausen
Ryan Sitch, Trustee

Scottie Wemigwans (Indigenous Trustee)
Leah Vanderwey
Emily Drake (Indigenous Student
Trustee)
Morgann De Franceschi, Student
Trustee

ABSENT WITH REGRETS:

SENIOR ADMINISTRATION:

Sherri-Lynne Pharand, Director of Education
Kirsti Alaksa, Superintendent of Business
Heather Harris, Superintendent of Education
Jane Lower, Superintendent of Education
Michelle Probizanski, Superintendent of Education
Nick Sacevich, Associate Superintendent and Math/IT Lead

PUBLIC SESSION:

1. **Approval of Agenda**

Moved by Trustee Saarinen

Seconded by Trustee Tuchenhausen

"THAT the Agenda for Board Advisory Committee Meeting, January 14, 2025, be approved."

CARRIED

2. Resolve into Committee of the Whole- Closed Session

Moved by Trustee Vanderwey

Seconded by Trustee Sitch

“THAT we resolve into Committee of the Whole – Closed Session with Trustee LeBlanc in the chair to consider the following:

- *Confirmation of Committee of the Whole – Closed Session Minutes*
 - *November 12, 2024*
- *Personnel Matter*
- *Personnel Matter*
- *Legal Matters*

and that this meeting shall not be open to the public pursuant to Section 207 (2) of the Education Act as amended.”

CARRIED

COMMITTEE OF THE WHOLE – CLOSED SESSION:

3. Committee of the Whole – Closed Session

All Committee of the Whole Closed Session items were dealt with in their entirety.

PUBLIC SESSION:

4. Delegations/ Presentations

Trustee Recognition Award – Rose Benvenuto-Valente

Trustee Saarinen, on behalf of the Board, presented Rose Benvenuto-Valente, Student Support Professional (SSP), Kingsway Park Public School, with the Trustee Recognition Award. Rose was recognized for her exceptional dedication to both the students and the school communities of Kingsway Park Public School and Hyde Park Public School.

5. Confirmation of Minutes

Moved by Trustee Johansen

Seconded by Trustee Vanderwey

“THAT the Board Advisory Committee approve the minutes of the Board Advisory Committee Meeting, November 12, 2024.”

CARRIED

MATTERS NOT FOR DECISION:

6. Information Reports

6.1 The Arts (010-25)

Superintendent Harris introduced Kali Bernst, Principal of Program and Indigenous Education, who introduced Ms. Walter Rowan and the Kingsway Park Choir to perform a song for the Board. Kali Bernst presented the Arts report following the performance. All trustees' questions were addressed.

6.2 Health and Safety Semi-Annual Report (009-25)

Superintendent Alaksa introduced Kyle Ulvang, Health and Safety Officer, who presented the report. All trustees' questions were addressed.

6.3 Miiniwewinan: Indigenous Education Advisory Committee Meeting Minutes – November 7, 2024

Superintendent Harris presented the minutes to the Board. All trustees' questions were addressed.

MATTERS FOR DECISION:

7. New Reports

Miiniwewinan: Indigenous Education Advisory Committee Terms and Conditions (012-25)

Moved by Trustee Johansen

Seconded by Trustee Chambers

It is recommended that the Board Advisory Committee refer the following to the Board for approval:

“THAT Lakehead District School Board approve the Terms and Conditions for Miiniwewinan: Indigenous Education Advisory Committee.”

CARRIED

8. New Business

Input Submission to the Ministry of Finance RE: Ontario Budget 2025

Moved by Trustee Johansen

Seconded by Trustee Sith

It is recommended that the Board Advisory Committee refer the following to the Board for approval:

“THAT Lakehead District School Board authorize administration to submit, on behalf of the Board of Trustees, input to the 2025 Ontario Budget through the Budget consultation submission portal, with requested changes”

CARRIED

9. Information and Inquires

9.1 Trustee LeBlanc informed the Board that the following events were attended by trustees, and Senior Administration.

- December 27, 2024 – Lakehead Public Schools IB Graduation at Superior Collegiate and Vocational Institute- Trustee Tuchenhausen brought greetings from the Board;
- January 6, 2025 – Trustee Informal Session PD – Governance -with Marion Thomson Howell; and
- January 13, 2025 – Lakehead Public Schools Kindergarten Night at École Elsie McGill Public School.

9.2 Indigenous Student Trustee Drake introduced the incoming Indigenous Student Trustee, Eryn, Genno, who's term begins on January 31, 2025.

9.3 Trustee Saarinen, Student Trustee DeFranceschi, and Indigenous Student Trustee Drake participated in a virtual Grade 8 Reach-Ahead class on January 7, 2025. They informed the Board about their discussion with the students regarding the roles of student trustees and what to anticipate when transitioning to secondary school at Lakehead public schools.

10. Adjournment

Moved by Trustee Saarinen

Seconded by Trustee Tuchenhausen

"THAT we do now adjourn at 8:42 p.m."

CARRIED

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2025 FEB 11
Report No. 021-25

TO THE CHAIR AND MEMBERS OF
THE BOARD ADVISORY COMMITTEE - Public Session

RE: SCHOOL YEAR CALENDAR 2025-2026

1. Background

Regulation 304 of the Education Act outlines the requirements for school year calendars and professional activity days for school boards.

2. Situation

2.1 Regulation 304 indicates that the school year shall consist of a minimum of 194 school days, of which at least three days must be designated as professional activity (PA) days. In addition, school boards may designate up to four extra days as professional activity days. Criteria and topics for professional activity days and communication guidelines are described in PPM 151. Up to 10 days may be designated for exams

2.2 The School Year Calendar Committee is comprised of the following individuals who provided input on behalf of their constituent groups:

Heather Harris	Lakehead District School Board;
Dave Paddington	LETO;
Anthony Jeethan	Human Rights and Equity Advisory;
Jamie Smith	Communications Supervisor;
Nancy Nix	Lakehead Elementary Occasional Teachers;
John Delorey	OSSTF Teachers;
Kari Simpson	OSSTF Student Support Persons;
Shelley Crupi	OSSTF Early Childhood Educators;
Jana Matikainen	COPE;
Rod McGee	CUPE;
Dawn-Marie Francis	Parent Involvement Committee;
Brittany Kennedy	Parent Involvement Committee;
Nikki Marks	OPC (Elementary);
Meghan Smelow	OPC (Secondary);
Leah Vanderwey	Trustee;
Corey Deganaïs	LPS, Elementary Principal;
Alina Cameron	Special Education Advisory Committee;
Suzanne Posthumus	Special Education Advisory Committee; and
Morgann DeFranceschi	Student Trustee.

- 2.3 The committee met on December 16, 2024, and January 22, 2025, with the responsibility to provide input on a school year that best serves the educational needs of our students and is least disruptive to the community of Thunder Bay.

Discussion focused on the dates for school opening and closing, professional activity days, and the need to balance the instructional days between the two secondary school semesters and the elementary school terms.

- 2.4 The School Year Calendar Committee intends to make all members of our school community and community-at-large aware of the school year calendar through various modes of communication once approval is received from trustees.
- 2.5 Each year, as is our practice, we consulted with co-terminus school boards regarding their school year calendar.
- 2.6 Professional activity days devoted to provincial education priorities for elementary and secondary will be as follows:

Elementary Professional Activity Days
1. September 2, 2025
2. September 26, 2025
3. November 14, 2025
4. January 30, 2026
5. February 27, 2026
6. May 1, 2026
7. June 12, 2026

Secondary Professional Activity Days
1. September 2, 2025
2. September 26, 2025
3. November 14, 2025
4. January 29, 2026
5. February 27, 2026
6. May 1, 2026
7. June 26, 2026

- 2.7 Proposed school year calendars for the 2025-2026 school year are attached.
- Elementary School Year Calendar - Appendix A
 - Secondary School Year Calendar - Appendix B

3. RECOMMENDATIONS

It is recommended that the Board Advisory Committee refer the following to the Board for approval;

“That Lakehead District School Board:

1. Approve the proposed 2025-2026 elementary school year calendar, including the opening and closing dates and professional activity days, as described in Appendix A of Report No. 021-25.
2. Approve the proposed 2025-2026 secondary school year calendar, including the opening and closing dates, professional activity days and examination days, as described in Appendix B of Report No. 021-25.”

Respectfully submitted,

HEATHER HARRIS
Superintendent of Education

SHERRI-LYNNE PHARAND
Director of Education



2025-2026 ELEMENTARY

SEPTEMBER 2025

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER 2025

SUN	MON	TUE	WED	THU	FRI	SAT
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NOVEMBER 2025

SUN	MON	TUE	WED	THU	FRI	SAT
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DECEMBER 2025

SUN	MON	TUE	WED	THU	FRI	SAT
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JANUARY 2026

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FEBRUARY 2026

SUN	MON	TUE	WED	THU	FRI	SAT
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15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH 2026

SUN	MON	TUE	WED	THU	FRI	SAT
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APRIL 2026

SUN	MON	TUE	WED	THU	FRI	SAT
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MAY 2026

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JUNE 2026

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21	22	23	24	25	26	27
28	29	30				

First Day of School for Students
Wednesday September 3, 2025

Holidays & Breaks *(Schools Closed)*

Labour Day September 1, 2025
Thanksgiving Day October 13, 2025
Family Day February 16, 2026
Good Friday April 3, 2026
Easter Monday April 6, 2026
Victoria Day May 18, 2026

Winter Break
December 22, 2025 - January 2, 2026

March Break
March 16 - 20, 2026

Professional Activity Day (PA Day)

(Students do not attend school)
Tuesday September 2, 2025
Friday September 26, 2025
Friday November 14, 2025
Friday January 30, 2026
Friday February 27, 2026
Friday May 1, 2026
Friday June 12, 2026

Final Day of School for Students
Friday June 26, 2026



2025-2026 SECONDARY

SEPTEMBER 2025

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
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OCTOBER 2025

SUN	MON	TUE	WED	THU	FRI	SAT
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NOVEMBER 2025

SUN	MON	TUE	WED	THU	FRI	SAT
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DECEMBER 2025

SUN	MON	TUE	WED	THU	FRI	SAT
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JANUARY 2026

SUN	MON	TUE	WED	THU	FRI	SAT
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FEBRUARY 2026

SUN	MON	TUE	WED	THU	FRI	SAT
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MARCH 2026

SUN	MON	TUE	WED	THU	FRI	SAT
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APRIL 2026

SUN	MON	TUE	WED	THU	FRI	SAT
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MAY 2026

SUN	MON	TUE	WED	THU	FRI	SAT
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24 30	25	26	27	28	29	30

JUNE 2026

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

First Day of School for Students
Wednesday September 3, 2025

Holidays & Breaks *(Schools Closed)*

Labour Day September 1, 2025
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Good Friday April 3, 2026
Easter Monday April 6, 2026
Victoria Day May 18, 2026

Winter Break
December 22, 2025 - January 2, 2026

March Break
March 16 - 20, 2026

Professional Activity Day (PA Day)

(Students do not attend school)

Tuesday September 2, 2025
 Friday September 26, 2025
 Friday November 14, 2025
 Thursday January 29, 2026
 Friday February 27, 2026
 Friday May 1, 2026
 Friday June 26, 2026

Final Day of School for Students
Thursday June 25, 2026

Examination Periods
 January 22 - 28, 2026
 June 19 - 25, 2026

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2025 FEB 11
Report No. 022-25

TO THE CHAIR AND MEMBERS OF
THE BOARD ADVISORY COMMITTEE - Public Session

RE: Attendance Report

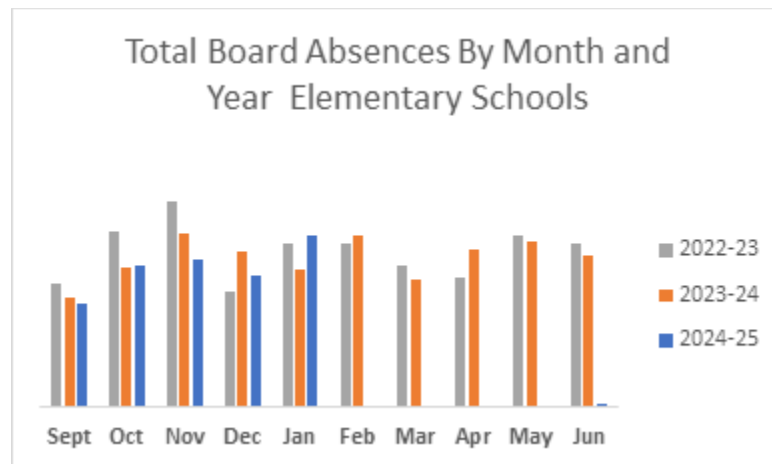
1. Background

- 1.1 Lakehead District School Board (LDSB), in accordance with the LDSB Student Achievement Plan, aims to increase by 10% the number of students in Grades 1-8 whose individual attendance rate is equal or greater than 90% through parent/family engagement, proactive supports, the implementation of a tiered system of response and the regular use of data to identify and address attendance issues.
- 1.2 Chronic absence is defined as a student missing 10% or more days of school including all absences regardless of whether they are excused or unexcused. Missing 10% or more of school days is correlated with lower achievement in literacy and numeracy. (*Statistics Canada, 2017*).
- 1.3 There is a strong relationship between annual absenteeism rate of students and their academic success. Research shows that missing 10% or more of school days leads to lower academic achievement; increased disengagement; and difficulty mastering literacy and numeracy skills (*Ontario Institute for Studies in Education*). Absenteeism can impact graduation rates, transition to post-secondary education, and future career choices.

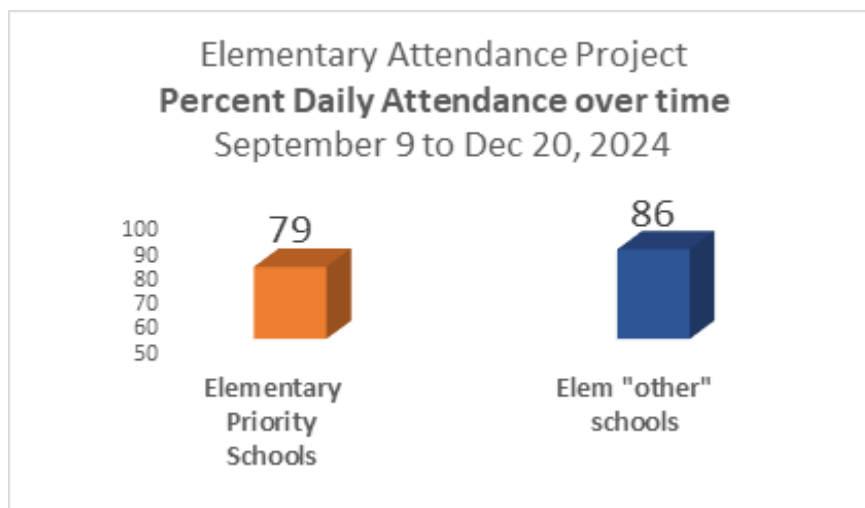
2. Situation

- 2.1 While there are some positive trends in the Board, there continues to be a need to focus on attendance as students who attend school regularly are more likely to reach their full potential. Chronic absenteeism from school can be a serious impediment to a student's educational performance and well-being.
- 2.2 Elementary attendance rate is calculated by the total number of days attended by active students in Grades 1-8 in a school year, as a percentage of the total number of instructional days for all active students, within a school year. Secondary attendance rate is calculated by the total number of classes attended as a percentage of the total classes registered for each course record, within a school year.
- 2.3 In 2022-2023, elementary attendance rate at LDSB resulted in 24.6% of students in Grades 1-8 attending 90% or more and 43.2 % attending 80-89.9% of the instructional days (*Ministry of Education, Education Analytics Branch*).

- 2.4 Tracking elementary school absences by month overtime will help LDSB staff gain valuable insights into attendance patterns to inform decision making and guide actions and school wide approaches to promote improved attendance.



- 2.5 In 2023-2024, LDSB elementary students attended 43.5% of the instructional days. Current data in 2024-2025 indicates that 49.4% of LDSB students, Grades 1-8, have attended 90% of the 2024-2025 instructional days.
- 2.6 Lakehead District School Board has identified six elementary schools that are “priority” schools based on attendance data. Additional support is provided to these “priority” schools who are in the early stages of developing a plan to improve student and parent engagement. Based on data, there is a clear relationship between income and absenteeism. Students residing in low poverty/high income neighbourhoods have lower absenteeism rates and vice versa.
- 2.7 The graph below indicates the percentage of elementary students, Grades K-8, who attended instructional days between September 9, 2024 and December 20, 2024. This is a comparison between the identified six attendance priority elementary schools and all elementary schools at LDSB.

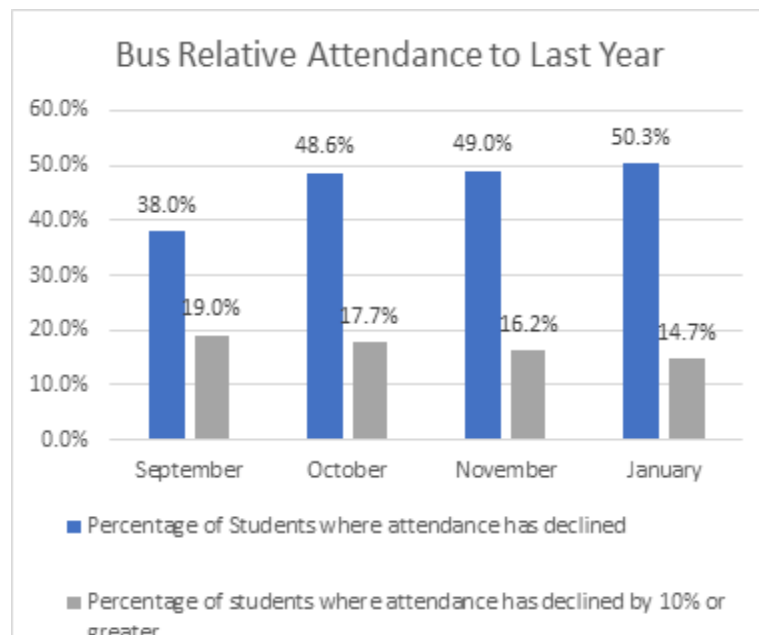


- 2.8 In 2022-2023, LDSB secondary schools had a course attendance level where 27.9% LDSB students in Grades 9-12 attended 90% or higher. The provincial attendance rate for secondary students in 2022-2023 was 36%.
- 2.9 In 2022-2023, Grade 9 students had the highest percentage of class attendance (29.7%) and Grade 12 students the lowest (27.2%).
- 2.10 Secondary school administrators have established a school attendance committee to improve attendance. Educators examine and respond to attendance trends and address absenteeism before it becomes chronic which leads to a range of school related problems. Improving attendance rates, particularly in Grade 9, will help students build the academic foundational skills and skills to be successful in all subject areas. Students who attend school regularly have a greater sense of belonging and engagement in learning which is required for success.

3. Significant Barriers to School Attendance

- 3.1 There are a range of barriers which interfere with regular and consistent school attendance. Lakehead District School Board staff met to identify some of the root causes interfering with regular attendance at schools. Some of the barriers identified include:
- child care issues;
 - transportation;
 - family structure changes;
 - moving homes;
 - mental health;
 - physical health; and
 - individual or family relationship issues.

- 3.2 Attendance data for LDSB students who had access to bus transportation in 2023-2024 but do not have bus transportation in 2024-2025 is reviewed during the school year, as LDSB continues to monitor how transportation may be impacting student attendance at school.



4. Preventative Practices that have a Positive Impact

Lakehead District School Board educators reviewed the attendance referral process, identify root causes of attendance, such as academic difficulties, disengagement, social emotional issues or other barriers. Sharing effective practices and prompt attention to attendance aims to prevent further disengagement from school. Preventative practices resulting in attendance improvement include:

- culturally relevant and responsive curriculum;
- experiential and land-based learning opportunities;
- community partners working with students and staff;
- parent engaged in school facilitated events and activities;
- regular monitoring of attendance data and a school wide approach to promote attendance;
- welcoming and safe school environments;
- non punitive outreach to students and parents/guardians; and
- strength-based timetables and opportunities for credit acquisition.

5. Next Steps

- 5.1 Data analysis identifies schools, cohorts of students, and individual students who are in need of targeted support. We will continue to meet regularly with administrators and staff to review attendance data and to monitor supports and interventions to ensure improvements are made in student attendance.

5.2 Provide focus schools with support as they develop strategies for:

- a multi-tiered approach to improve attendance;
- parent engagement;
- building community partnership;
- expanded learning opportunities for students;
- positive transition from elementary to secondary schools;
- celebrating success and recognizing good attendance; and
- communication and messaging to students and families about attendance.

6. Conclusion

Lakehead District School Board believes that students who attend school regularly are more engaged in learning, have a greater opportunity to access school and community resources, have a greater sense of belonging, and are more likely to reach their full potential. We believe that reciprocal and respectful relationships with students, families, community partners along with safe and inclusive learning environments are foundational to student presence, engagement and success.

Student attendance requires consistent attention and collective action. Lakehead District School Board will continue to work collaboratively with administrators and educators to share and implement strategies that improve student attendance and parent engagement.

Respectfully submitted,

JANE LOWER
Superintendent of Education

SHERRI-LYNNE PHARAND
Director of Education

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2025 FEB 11
Report No. 019-25

TO THE CHAIR AND MEMBERS OF
THE BOARD ADVISORY COMMITTEE - Public Session

RE: POLICY REVIEW – 6070 VIDEO SURVEILLANCE

1. Background

- 1.1 On December 10, 2024, the draft policy and procedures was distributed to constituent groups for review and comment with input to be received by January 22, 2025.

2. Situation

- 2.1 There was no constituent input received.
- 2.3 The revised policy is attached as Appendix A and the revised procedures as Appendix B.
- 2.3 Upon final approval, the policy will be distributed according to Board procedures.

RECOMMENDATION

It is recommended that the Board Advisory Committee refer the following to the Board for approval;

“That Lakehead District School Board approve 6070 Video Surveillance Policy, Appendix A to Report No. 019-25.”

Respectfully submitted,

MICHELLE PROBIZANSKI
Superintendent of Business

SHERRI-LYNNE PHARAND
Director of Education

STUDENT SERVICES DRAFT February 11, 2025 VIDEO SURVEILLANCE POLICY	6000 6070
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1. Rationale

Lakehead District School Board (**LDSB**) is responsible for the safety and security of students, staff, visitors and the protection of Board property.

2. Policy

It is the policy of Lakehead District School Board **LDSB** to utilize video surveillance on school board property to ensure the safety of students and staff, as a deterrent to negative behaviour (i.e., theft or vandalism), and to monitor unauthorized individuals on board property.

3. Guiding Principles

- 3.1 The promotion of a safe and secure learning environment is in the best interest of students, staff and the general public.
- 3.2 The utilization of video surveillance systems is as a complement, not to replace other means to create a safe and secure learning environment.
- 3.3 Cameras will not monitor areas where students and staff have an expectation of privacy, such as change rooms and washrooms.
- 3.4 Cameras will only be used for intended purposes.
- 3.5 The Board **Lakehead District School Board** shall maintain control of and responsibility for the video surveillance system at all times.

STUDENT SERVICES**6000**

DRAFT February 11, 2025

VIDEO SURVEILLANCE POLICY**6070**4. Review

This policy shall be reviewed according to 2010 Policy Development and Review Policy.

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
Transportation Policy and Procedure 3040	February 22, 2005	Education Act, <i>R.S.O, 1990, C.E.2</i>
	<u>Date Revised</u>	Safe Schools Act, <i>2000</i>
	January 21, 2012 February 28, 2017	Guideline for Video Surveillance and Cameras in Schools (Ontario Information and Privacy Commissioner, <i>2003</i>)

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DRAFT February 11, 2025		
VIDEO SURVEILLANCE PROCEDURES	6070	

1. Policy

It is the policy of Lakehead District School Board (**LDSB**) to utilize video surveillance on school board property, to ensure the safety of students and staff, as a deterrent to negative behaviour (i.e., theft or vandalism), and to monitor unauthorized individuals on Board property.

2. Definitions

For the purpose of this policy and corresponding procedures:

- 2.1 Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) means the legislation that governs access to and the privacy of Board records containing personal information.
- 2.2 Personal Information is recorded information about an identifiable individual collected and disclosed in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).
- 2.3 Reception Equipment refers to the equipment or device used to retrieve, whether wired or wirelessly, or record the personal information collected through a video surveillance system, including a camera or video monitor or any other video, audio, physical, or other mechanical, electronic or digital device.
- 2.4 Retention Period is the period of time during which a specific record or record series must be kept before records in that series may be disposed of.
- 2.5 Retention Schedule is a list of all the record classifications and their corresponding retention periods. The schedule also identifies which records are deemed vital, which are archival, and who is the responsible department or official record holder.
- 2.6 Video Surveillance Systems is a video, physical or other mechanical, electronic or digital surveillance system or device that enables continuous or periodic video recording, observing or monitoring of individuals in school buildings and on school property. (In schools this would usually include analog video, digital and closed-circuit camera systems.)

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3. Guiding Principles

- 3.1 This procedure applies to all **LDSB** staff who collect, use, retain, and disclose personal information related to students and Board employees, and to operations and procedures in all facilities within the ~~Lakehead District School Board~~ **LDSB**.
- 3.2 This procedure applies to the operation of any video system installed on any ~~Board~~ **LDSB** site for the purpose of surveillance.
- 3.3 The video taping of school events such as graduation, theatrical productions or other similar events by the parents/guardians and families of students is considered acceptable and is not addressed by this procedure.
- 3.4 Authorized videotaping for educational, instructional and/or research purposes are considered acceptable and are not addressed by this procedure.
- 3.5 The Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) governs the collection of personal information, including the images captured on a video surveillance system.
- 3.6 The following personnel are authorized to implement video surveillance systems in the discharge of their duties:
 - 3.6.1 principals/vice principals (or a person designated by the principal);
 - 3.6.2 superintendents; and
 - 3.6.3 director of education.
- 3.7 Notice signs shall be installed at all properties with video surveillance systems, in accordance with the notification requirements of the MFIPPA. Signs will be prominently displayed so the public has reasonable and adequate warning that surveillance is or may be in operation before entering the area.
- 3.8 The closed circuit television (CCTV) system within ~~Board~~ **LDSB** facilities may operate continuously. All recorded images are the property of the ~~Board~~ **LDSB**.

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3.9 Cameras will only be used when administration has indicated that surveillance is necessary.

3.9.1 In determining the need for surveillance, administration may consider the following:

- a history of incidents;
- the physical circumstances of the school; and
- whether surveillance would be effective in dealing with or preventing future incidents.

3.10 Cameras will only be used for the following intended purposes:

3.10.1 video surveillance cameras will be used to monitor/record for the safety of students, staff and visitors;

3.10.2 video surveillance cameras will be used as a deterrent to destructive acts;

3.10.3 video surveillance records may be used as evidence in any disciplinary action brought against any student arising out of the students conduct and for the enforcement of school rules;

3.10.4 video surveillance records may be used as evidence for any criminal act; and

3.10.5 video surveillance shall not be used to monitor employee performance.

3.11 Schools will ensure that proper procedures are followed regarding disclosure retention, disposal and security of video surveillance records.

4. Planning Criteria For Video Surveillance Systems

Any agreements between ~~Lakehead District School Board~~ **LDSB** and service providers must indicate all video surveillance programs are under the Board's custody and control and are subject to these policies and procedures.

5. Design, Installation and Operation of Video Surveillance Equipment

5.1 The equipment will be installed in such a way that it only monitors those spaces that have been identified as requiring video surveillance. Cameras should not be directed to look through the windows of adjacent properties.

5.2 Equipment will not monitor the inside of areas where students, staff and the public have a higher expectation of privacy, such as in change rooms or washrooms.

5.3 Reception equipment should be kept in a strictly controlled access area. Only controlling personnel, or those authorized in writing, should have access to the controlled access area and reception equipment.

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- 5.4 Video monitors should not be in the position that enables public viewing of the images displayed.
- 5.5 Video recorded material shall be stored in a controlled access location outside of public view. Only designated personnel will have access to this location and to video recorded material.

6. Confidentiality

- 6.1 Access to the personal information collected under a video surveillance system on a given site is only afforded to ~~Board~~ **LDSB** authorized employees and contracted service providers with specific duties pertaining to the supervision, operation and maintenance of the system and for the proper, secure storage and destruction of video recordings regardless of the software medium used to store images.
- 6.2 Any agreements between ~~the Board~~ **LDSB** and service providers shall state that the records dealt with or created while delivering a video surveillance program are under the Board's control and are subject to the MFIPPA.

7. Formal Access Request Process

- 7.1 All requests for video records should be directed to the appropriate superintendent for processing.
- 7.2 A person requesting access to a record should make a request in writing and submit it to the appropriate superintendent. The individual requesting the information must:
- 7.2.1 provide sufficient detail, such as the approximate time and date, the location, if known, of the incident, to enable an experienced employee of ~~Lakehead District School Board~~ **LDSB**, upon reasonable effort, to identify the record; and
- 7.2.2 at the time of making the request, pay the prescribed fees as provided for under the MFIPPA.

~~The Board~~ **Lakehead District School Board** may levy additional fees to prepare and redact, as per the MFIPPA, any information that is outside of the scope of the request.

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8. Access: Law Enforcement

- 8.1 If access to a video surveillance record is required for the purpose of a law enforcement investigation, the requesting police officer shall make a request in writing to the appropriate superintendent or designate. The superintendent or designate will provide the recording for the specified date and time of the incident. A copy of the request will be kept by ~~Lakehead District School Board~~ **LDSB** according to the records retention schedule.
- 8.2 The superintendent or designate, will record the following information:
- 8.2.1 the date and time of the original, recorded incident including the designated name/number of the applicable camera and DVR. (For example: Westgate CVI, main hallway, camera 1);
- 8.2.2 the time and date the record was copied and provided to the requesting police officer; and
- 8.2.3 the name and title of the individual who made the copy for the requesting police officer.

9. Viewing Images

When recorded images from the cameras must be viewed by law enforcement or for investigative reasons, this must only be completed by an individual(s) authorized by ~~Lakehead District School Board~~ **LDSB** in a private, controlled area that is not accessible to other staff and/or visitors.

10. Retention, Secure Storage, Access To, and Disposal of Video Records:

- 10.1 Video recorded material on a portable device, that is encrypted, which may contain elements of proof shall be stored in a locked, secure location to ensure integrity of information, and to be available should law enforcement request them. Access to recorded material shall be limited to the principal/vice principal (or person designated by the principal), or a superintendent.
- 10.2 Access to the digital video recorder (DVR) should be limited to the principal/vice principal (or person designated by the principal) and/or a superintendent.

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- 10.3 A portable device on which video recorded material is stored (including a computer drive, CD ROM, USB drive, or any other device used to store video recorded material) must be labeled and securely stored and, in accordance with the record retention schedule, be securely disposed of in such a way that the personal information cannot be reconstructed or retrieved.
- 10.4 If video recorded material on a portable device is required as part of an ongoing school investigation, it shall be retained for a least one year and in accordance with the records retention schedule.
- 10.5 Whenever video recorded material is used as part of an investigation or disciplinary action involving a student, the student and his/her parent/guardian shall be permitted to view the recorded material in question with school personnel. However, the confidentiality of others must be protected.
- 10.6 Principals shall respond to any inadvertent disclosures of personal information. Any breach of this policy shall be reported to the appropriate superintendent.

11. Training:

- 11.1 All staff who have access to video surveillance will receive training in accordance with the roles and responsibilities under this policy.
- 11.2 All staff at sites which have video surveillance will receive training on video surveillance, ~~the Board~~ **LDSB's** obligations, their responsibilities under the MFIPPA, and how and if they may access video footage.

12. Covert Surveillance

Notice signs shall be installed at all properties with video surveillance systems, in accordance with the notification requirements of the MFIPPA. Signs will be prominently displayed so the public has reasonable and adequate warning that surveillance is or may be in operation before entering the area. Any exception to this, such as specific investigation into criminal conduct, must be authorized by the appropriate superintendent. It must be demonstrated that covert surveillance is necessary to the success of the investigation, and the need for such surveillance outweighs the privacy interest of the persons likely to be observed. Covert surveillance should only be used as a last resort. Covert surveillance should only occur for limited periods of time. Covert surveillance is not otherwise permitted.

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13. Review

These procedures will be reviewed in accordance with 2010 Policy Development and Review Policy.

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
	February 22, 2005	Education Act, <i>R.S.O. 1990, c.E.2</i>
	<u>Date Revised</u>	Safe Schools Act, <i>2000</i>
	January 24, 2012	Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), <i>R.S.O 1990, c.M.56</i>
	February 28, 2017	Personal Health Information Protection Act (PHIPA), <i>2004, S.O.2004, c.3, Sched. A</i>
		Ontario Student Records
		Guideline for Video Surveillance and Cameras in Schools (Ontario Information and Privacy Commissioner), <i>2003</i>
		Privacy and Information Management (PIM) Toolkit

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2025 FEB 11
Report No. 023-25

TO THE CHAIR AND MEMBERS OF
THE BOARD ADVISORY COMMITTEE – Public Session

RE: POLICY REVIEW – 2010 POLICY DEVELOPMENT AND REVIEW

1. Background

1.1 It is the policy of Lakehead District School Board that policies will be developed/reviewed in accordance with 2010 Policy Development and Review Policy.

1.2 The 2010 Policy Development and Review was last revised on May 8, 2018.

2. Situation

2.1 At the June 25, 2024, Regular Board Meeting, the 2010 Policy Development and Review Policy was approved for review on the 2024-2025 policy development and review schedule.

2.2 On December 10, 2024, the draft policy and procedures were posted on the Board website and distributed to constituent groups for review and comment with input to be received by January 22, 2025.

2.3 There was no input received from constituent groups.

2.4 The revised policy is attached as Appendix A and the revised procedures as Appendix B.

2.5 Upon final approval, the policy will be distributed according to board procedures.

RECOMMENDATION

It is recommended that the Board Advisory Committee refer the following to the Board for approval:

“That Lakehead District School Board approve 2010 Policy Development and Review, Appendix A to Report No. 023-25”.

Respectfully submitted,

SHERR-LYNNE PHARAND
Director of Education

PROCESS FOR POLICY DEVELOPMENT	2000
DRAFT FEBRUARY 11, 2025	
POLICY DEVELOPMENT AND REVIEW POLICY	2010

1. Rationale

Carefully developed and well-constituted policy statements provide a framework for decision-making for the effective operation of the system. Effective policies ensure decisions reflect the responsibility to promote student achievement and well-being, to ensure effective stewardship of the Board's resources and to deliver effective and appropriate education programs to pupils.

It is the intent of this policy to set out a process of policy development/review which will provide for thoroughness and consistency in approach, formulation, and format. It must be recognized, however, that public policy is highly complex, and the process of policy development must allow for flexibility in recognizing the variables of any situation and relevance to the changing environment.

2. The Policy

It is the policy of Lakehead District School Board that policy will be developed/reviewed in accordance with the 2010 Policy Development and Review Policy.

3. Definitions

3.1 Policy: A set of organizational statements, values and perspectives, adopted by Lakehead District School Board, to direct a course of action.

3.2 Procedure: Supporting documentation that prescribes specific courses of action necessary to support Lakehead District School Board policies.

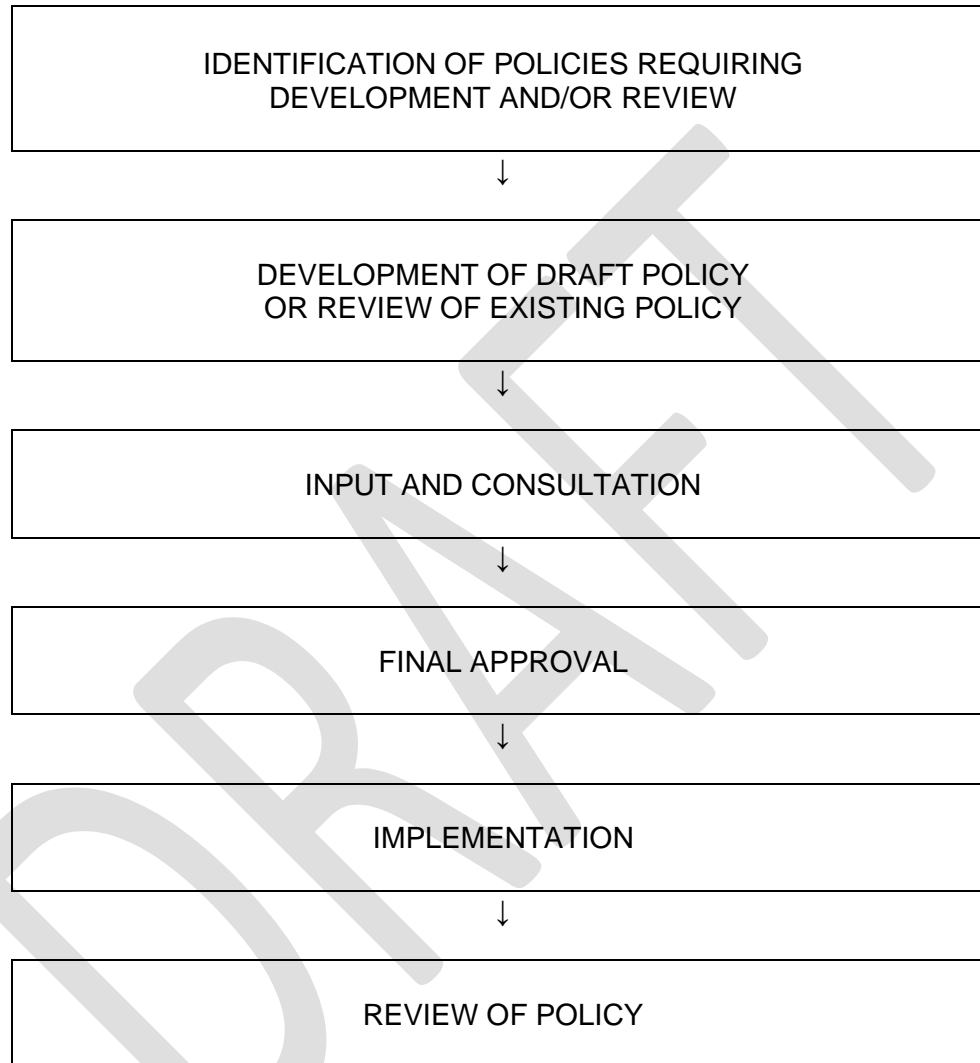
3.3 Practice: Recommended actions that guide the handling of routine situations.

3.4 Constituent(s): Groups or individuals including but not limited to committees of the Board, employee groups and public.

3.5 Consultation: The act of consulting or conferring; deliberation of two or more persons on some matter, with a view to a decision.

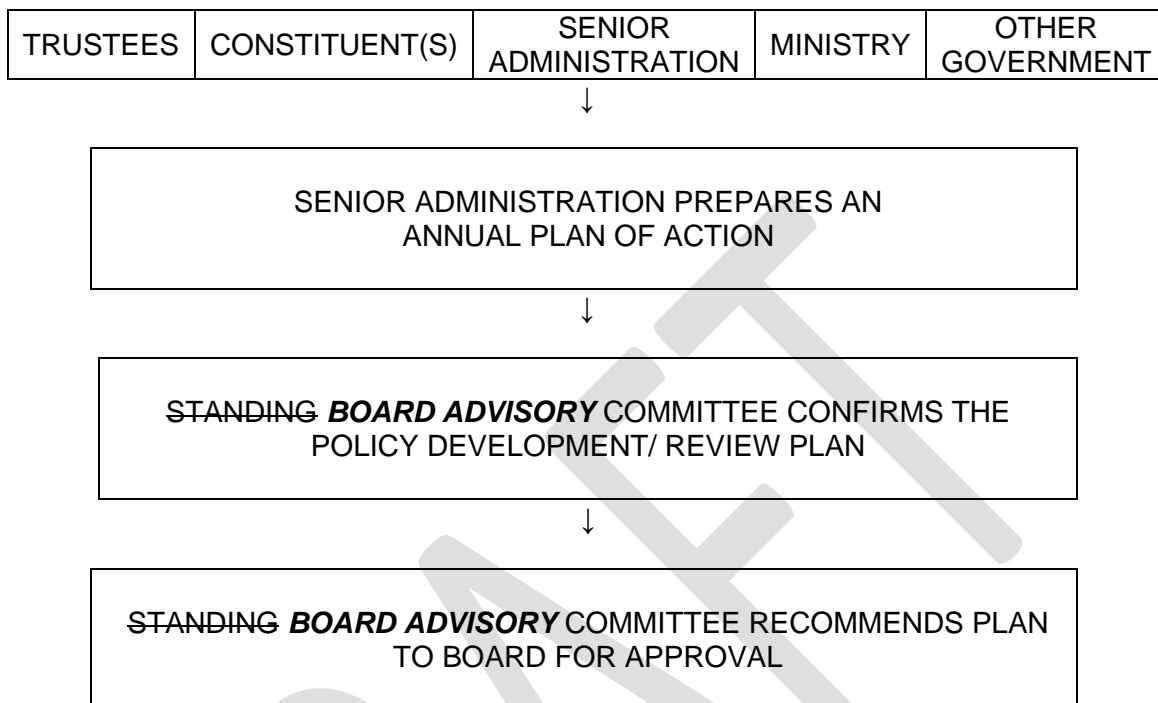
PROCESS FOR POLICY DEVELOPMENT**2000****DRAFT FEBRUARY 11, 2025****POLICY DEVELOPMENT AND REVIEW POLICY****2010**4. The Model for Policy Development

The diagram illustrates the major phases of the model.



PROCESS FOR POLICY DEVELOPMENT	2000
DRAFT FEBRUARY 11, 2025	
POLICY DEVELOPMENT AND REVIEW POLICY	2010

5. Identification of Policies Requiring Development and/or Review



- 5.1 The identification of the need for development of a Board policy, or the review or revision of an existing Board policy, may be initiated by the following groups by contacting the director of education/secretary to the Board:
- trustee(s);
 - constituent(s);
 - senior administration;
 - Ministry of Education; and
 - other Governments (Federal, Provincial, Municipal).
- 5.2 All policy initiation requests are received through the director of education/secretary to the Board.
- 5.3 Senior administration prepares an annual plan of action that outlines the process for managing policies for development and for review.
- 5.4 The ~~Standing~~ **Board Advisory** Committee considers policies annually for development or review.
- 5.5 The ~~Standing~~ **Board Advisory** Committee will recommend all policies to be reviewed or developed to the Board for approval.

PROCESS FOR POLICY DEVELOPMENT	2000
DRAFT FEBRUARY 11, 2025	
POLICY DEVELOPMENT AND REVIEW POLICY	2010

6. Extenuating Circumstance Clause

Notwithstanding the provisions of this policy, where circumstances arise which, in the opinion of the Board, require immediate action in the best interest of the overall management of the school system, the Board may, with the support of the majority of trustees, alter the details of the policy.

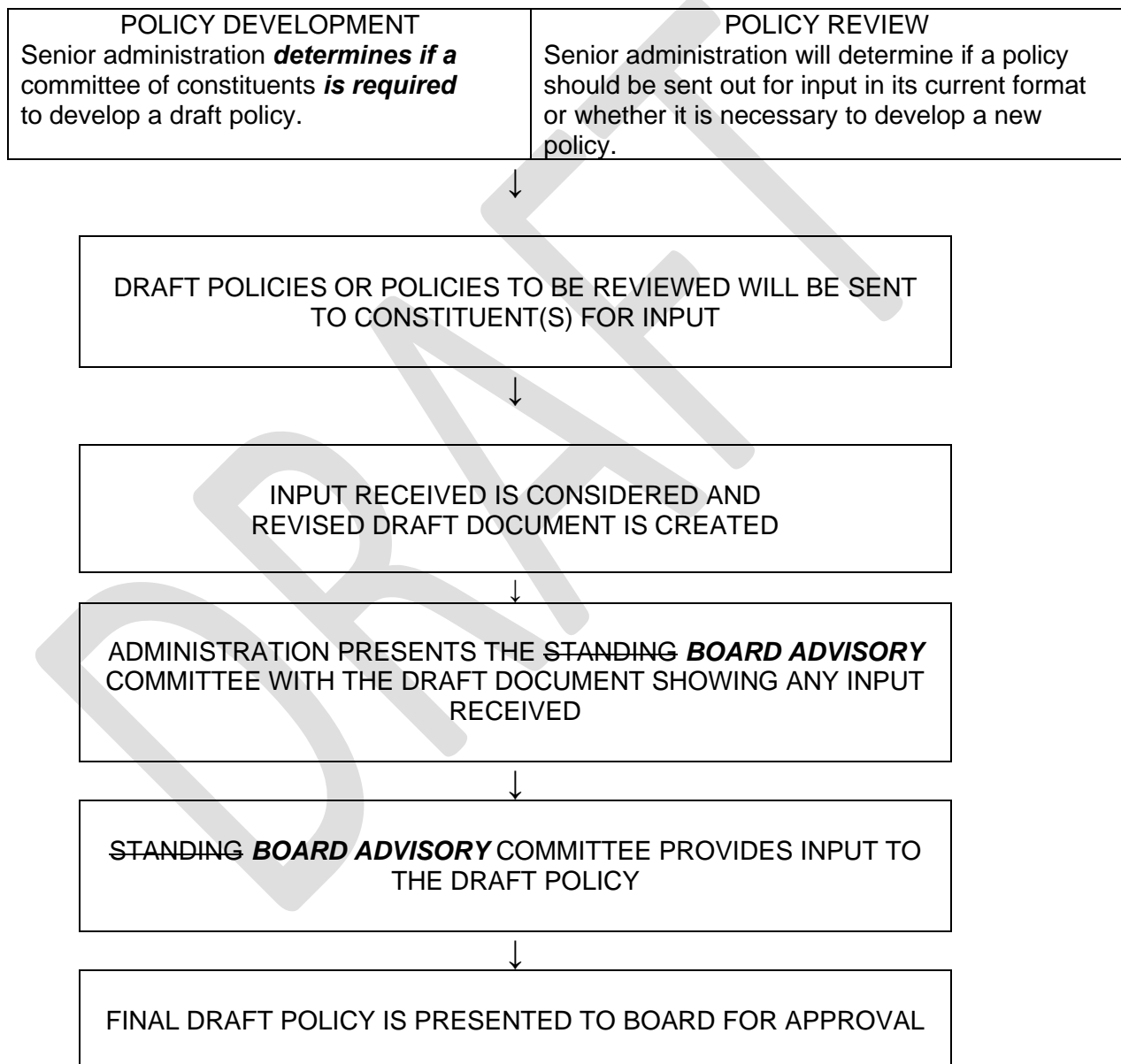
7. Review

This policy shall be reviewed in accordance with 2010 Policy Development and Review Policy.

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
	June 11, 1997	
	<u>Date Revised</u>	
	November 27, 2007	
	May 24, 2011	
	May 22, 2018	

PROCESS FOR POLICY DEVELOPMENT**2000****DRAFT FEBRUARY 11, 2025****POLICY DEVELOPMENT AND REVIEW
PROCEDURES****2010**1. The Policy

It is the policy of Lakehead District School Board that policy will be developed/reviewed in accordance with the 2010 Policy Development and Review Policy.

2. Development and/or Review of Draft Policy, Input and Consultation, and Final Approval

2000

POLICY DEVELOPMENT AND REVIEW PROCEDURES

2010

- 2.1 Senior administration develops and/or reviews policies outlined in the Annual Policy Development and Review Plan, and recommends a plan of action.
- 2.2 Policies approved by the Board for development or review will be sent to constituent(s) for consultation and input. Administration collects, collates and analyzes all input and prepares a draft of the policy under review or development.
- 2.3 ~~Standing~~ **Board Advisory** Committee receives revised draft policy and a summary of constituent(s) input.
- 2.4 ~~Standing~~ **Board Advisory** Committee provides input to the draft policy.
- 2.5 Senior administration submits a revised draft policy along with a summary of the input to the Board for discussion and final approval.
- 2.6 If adopted, the policy becomes official.

POLICY CODED, CROSS REFERENCED, AND DATED FOR REVIEW



IDENTIFY THOSE RESPONSIBLE FOR IMPLEMENTATION



ACTION PLANS ARE DEVELOPED IF REQUIRED



COMMUNICATED THROUGHOUT SYSTEM

PROCESS FOR POLICY DEVELOPMENT	2000
DRAFT FEBRUARY 11, 2025	
POLICY DEVELOPMENT AND REVIEW PROCEDURES	2010

- 3.1 All policies must be coded and included in the policy manual **updated on the Board website.**
- 3.2 It must be clearly stipulated who is responsible for implementation.
- 3.3 Those responsible ~~must~~ **may** develop action plans and procedures, where appropriate, to implement the intended outcomes of the policy statement.
- 3.4 The specifics of implementation must be dealt with at the suitable organizational level(s).
- 3.5 All constituent groups must be notified of the new policy.

4. Policy Review

- 4.1 A specified review date will be established for all policies.
- 4.2 The ~~Standing~~ **Board Advisory** Committee shall annually review the status of current policies.

5. Review

These procedures shall be reviewed in accordance with 2010 Policy Development and Review Policy.

<u>Cross Reference</u>	<u>Date Received</u>	<u>Legal Reference</u>
	June 11, 1997	
	<u>Date Revised</u>	
	March 29, 2000	
	June 12, 2001	
	November 27, 2007	
	May 24, 2011	
	May 22, 2018	

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2025 FEB 11
Report No. 020-25

TO THE CHAIR AND MEMBERS OF
THE BOARD ADVISORY COMMITTEE - Public Session

RE: POLICY REVIEW – 7080 HEALTH AND SAFETY

1. Background

- 1.1 On December 10, 2024, the draft policy and procedures was distributed to constituent groups for review and comment with input to be received by January 22, 2025.

2. Situation

- 2.1 Administration presented the Health and Safety Policy and Procedures at the December 18, 2024, Special Education Advisory Committee meeting.
- 2.2 There was no constituent input received.
- 2.3 The policy is attached as Appendix A and the revised procedures as Appendix B.
- 2.4 Upon final approval, the policy will be distributed according to Board procedures.

RECOMMENDATION

It is recommended that the Board Advisory Committee refer the following to the Board for approval;

“That Lakehead District School Board approve 7080 Health and Safety Policy, Appendix A to Report No. 020-25.”

Respectfully submitted,

KYLE ULVANG
Health and Safety Officer

KIRSTI ALAKSA
Superintendent of Business

SHERRI-LYNNE PHARAND
Director of Education

PERSONNEL AND EMPLOYEE RELATIONS**7000****DRAFT FEBRUARY 11, 2025****HEALTH AND SAFETY POLICY****7080**1. Rationale

Lakehead District School Board (**LDSB**) is committed to providing and maintaining a safe, healthy working environment for its employees and all others under Board direction.

It is the responsibility of all employees and non-Board personnel to ensure that they comply with the provisions of the Occupational Health and Safety Act (OHSA) R.S.O. 1990 and Regulations, and all Board policies, procedures and practices associated with Health and Safety.

2. Policy

2.1 It is the policy of Lakehead District School Board **LDSB** to:

2.1.1 provide a safe and healthy environment for staff;

2.1.2 provide training necessary to meet or exceed standards of the OHSA and Regulations; and

2.1.3 eliminate or reduce injuries, accidents, illnesses, and near misses.

2.2 The Board will develop and maintain written health and safety practices which will conform to the best of current practices and meet or exceed standards as outlined under the OHSA and Regulations.

2.3 Health and safety concerns will take precedence over expedience.

2.4 Accident prevention is an operational responsibility, and it demands executive direction and control.

2.5 All employees and non-Board personnel must assume responsibility for accident prevention.

PERSONNEL AND EMPLOYEE RELATIONS**7000****DRAFT FEBRUARY 11, 2025****HEALTH AND SAFETY POLICY****7080****3. Guidelines**

- 3.1 In order to prevent injury or illness associated with the work environment, all employees of the Board shall:
- 3.1.1 comply with the current OHSA, Environmental Protection legislation, Safe Drinking Water Act and any other related codes and regulations;
 - 3.1.2 follow currently accepted safety standards and practices; and
 - 3.1.3 demonstrate by attitude and example that safety is an integral part of every function of the Board.
- 3.2 All employees, supervisors, managers, principals, superintendents, director of education, and trustees shall be responsible for adhering to the Health and Safety Policy and Procedures.
- 3.2.1 All employees are responsible to:
- follow safe work procedures;
 - know and comply with all Board safety practices;
 - report any injury or illness immediately to their supervisor;
 - identify and report immediately any potentially hazardous practices and conditions to their supervisor;
 - cooperate with joint health and safety committee initiatives; and
 - use and maintain personal protective equipment.
- 3.2.2 All supervisors, managers, superintendents, director of education, and trustees are responsible to:
- identify and report immediately any potentially hazardous practices and conditions;
 - promote safety awareness in workers;
 - ensure that all employees are trained in proper safety procedures, and are competent to perform their respective tasks;
 - ensure that employees work safely;
 - ensure that safe and healthy work conditions are maintained;
 - correct any potentially hazardous practices and conditions;
 - report and investigate all accidents or incidents;
 - evaluate health and safety performance of all staff;
 - motivate and support staff in their health and safety activities; and
 - ensure that employees are provided with personal protective equipment, as required.

PERSONNEL AND EMPLOYEE RELATIONS**7000****DRAFT FEBRUARY 11, 2025****HEALTH AND SAFETY POLICY****7080**4. Review

This policy shall be reviewed in accordance with 2010 Policy Development and Review Policy.

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
Procedures 7080 "Health and Safety"	January 21, 1992	Occupational Health and Safety Act, RSO 1990
Procedures 7040 "Violence in the Workplace"	<u>Date Revised</u> June 24, 2003 April 26, 2011 April 25, 2017	Safe Drinking Water Act 2002
Procedures 7030 "Harassment and Human Rights"		Environmental Protection Act

PERSONNEL AND EMPLOYEE RELATIONS**7000**

DRAFT FEBRUARY 11, 2025

HEALTH AND SAFETY PROCEDURES**7080**1. Policy

1.1 It is the policy of Lakehead District School Board (**LDSB**) to:

1.1.1 provide a safe and healthy environment;

1.1.2 provide training necessary to meet or exceed standards of the Occupational Health & Safety Act (OHSA) and Regulations; and

1.1.3 eliminate or reduce injuries, accidents, illnesses, and near misses.

1.2 The **Lakehead District School** Board will develop and maintain written health and safety practices which will conform to the best of current practices and meet or exceed standards as outlined under the OHSA and Regulations.

1.3 Health and safety concerns will take precedence over expedience.

1.4 Accident prevention is an operational responsibility, and it demands executive direction and control.

1.5 All employees and non-Board personnel must assume responsibility for accident prevention.

2. Categories

All health and safety concerns are categorized in the following seven ways:

2.1 serious accidents/critical injury;

2.2 environmental concerns;

2.3 work refusals;

2.4 inspection items;

2.5 worker concerns;

2.6 regulatory inspections; and

2.7 workplace supervisor.

PERSONNEL AND EMPLOYEE RELATIONS**7000**

DRAFT FEBRUARY 11, 2025

HEALTH AND SAFETY PROCEDURES**7080**3. Definitions

- 3.1 Serious Accident/Critical Injury - any accident which causes injury to a person at a workplace whereby ~~he/she~~ **they** ~~is~~ **are** disabled from performing ~~his/her~~ **their** usual work or requires medical attention, or as defined by Ontario Regulation 834 (Critical Injury). Medical attention refers to those injuries requiring the attention of a physician. To be consistent with the Workplace Safety and Insurance Board (WSIB), disabled will be defined as total or partial disability of the worker restricting ~~him/her~~ **them** from performing ~~his/her~~ **their** usual work beyond the day of injury.
- 3.2 Environmental Concern - any situation in which health and safety problems may arise as a result of a change in the working environment; i.e., Indoor Air Quality (IAQ), mould.
- 3.3 Work Refusal - any situation in which the worker refuses to work because ~~he/she~~ **they** believe ~~he/she~~ **they** ~~is~~ **are** likely to endanger himself/herself or other workers.
- 3.4 Inspection Item - any item which the inspection team has placed on the Inspection Recording Form.
- 3.5 Worker Concern - any item which is an obvious health and safety concern and can be corrected immediately at the building level, or any item which is not clearly definable as a health and safety concern, but the worker has reason to suspect **it** might be.
- 3.6 Regulatory Inspection - any visit by a Ministry of Labour inspector, Ministry of Environment inspector, fire inspection, Health Inspection Department (Health Unit) for purposes of a health and safety inspection.
- 3.7 Workplace Supervisor - refers to the individual in charge of the building. The following is a list of locations and Workplace Supervisor titles at each:
- Schools - principal or designate;
 - **Maintenance** Shops- supervisor or designate; and
 - Education Centre – department manager/supervisor or designate.
- 3.8 Workplace Joint Health and Safety Worker Representative - the individual appointed by the workers of the workplace to act as a contact person for all health and safety matters and to coordinate workplace inspections. This representative will investigate serious accidents, work refusal, and accompany Minister of Labour during inspections.

PERSONNEL AND EMPLOYEE RELATIONS**7000****DRAFT FEBRUARY 11, 2025****HEALTH AND SAFETY PROCEDURES****7080****4. Reporting Procedures**

- 4.1 If an issue surfaces which cannot be resolved through the following reporting procedures, or confusion exists as to how the matter should be resolved, contact the Board health and safety officer and/or the appropriate Joint Health and Safety Committee (**JHSC**) co-chair representing workers.
- 4.2 Serious Accidents/Critical Injury
- 4.2.1 Contact the workplace supervisor.
- 4.2.2 The workplace supervisor will contact the Board's **LSDB's** health and safety officer and ~~Joint Health and Safety Committee~~ **JHSC** worker representative.
- 4.2.3 The Board's health and safety officer will contact appropriate administration.
- 4.2.4 Where the ~~Joint Health and Safety Committee~~ **JHSC** worker representative deems an investigation necessary, the appropriate administration will arrange for such, as soon as possible. Reports will be filed as per Sections 25 and 26 of the Act and Sections 5 and 6 of the Regulations for Industrial Establishments.
- 4.3 Environmental Concern
- 4.3.1 Contact the workplace supervisor.
- 4.3.2 The workplace supervisor will contact the Board's **LSDB's** health and safety officer and ~~Joint Health and Safety Committee~~ **JHSC** worker representative.
- 4.3.3 The **Lakehead District School** Board's health and safety officer will contact appropriate administration.
- 4.3.4 Based on an immediate assessment of the situation, a plan of action will be developed which may include an inspection and further investigation.
- 4.3.5 The **Lakehead District School** Board's health and safety officer will implement and monitor the plan of action.
- 4.3.6 Upon completion of the plan of action, the Board's **LSDB's** health and safety officer will give a report to the:
- workplace supervisor;
 - workplace health and safety representative;
 - superintendent in charge of the workplace; and
 - **JHSC** ~~Joint Health and Safety Committee~~.

PERSONNEL AND EMPLOYEE RELATIONS**7000**

DRAFT FEBRUARY 11, 2025

HEALTH AND SAFETY PROCEDURES**7080**

4.3.7 The ~~Lakehead District School~~ Board's health and safety officer will contact the workplace supervisor, and the workplace health and safety representative of the workplace involved three months after the completion of the plan of action to determine if any additional follow-up is necessary.

4.4 Work Refusal

4.4.1 Contact the workplace supervisor.

4.4.2 The workplace supervisor will contact the Board's **LDSB's** health and safety officer, and the appropriate ~~Joint Health and Safety Committee~~ **JHSC** worker representative.

4.4.3 The workplace supervisor, the Board's **LDSB's** health and safety officer and the ~~Joint Health and Safety Committee~~ **JHSC** worker representative will investigate in the presence of the worker and decide what action must be taken.

4.4.4 If the issue is not resolved to the satisfaction of the worker, the Ministry of Labour will be called to investigate as per Section 43 (Part v) of the Occupational Health and Safety Act (OHSA).

4.5 Inspection Items

4.5.1 The inspection team will place **input** all inspection items ~~on~~ **in** the **online** inspection recording form and bring them to **to be reviewed by** the workplace supervisor for review and assignment of work.

4.5.2 A copy of the monthly inspection will be printed and placed on the JHSC bulletin board in the staff room

4.5.3 Follow-up to ensure the action items are completed will be the responsibility of the workplace ~~Joint Health and Safety Committee~~ **JHSC** representative and workplace supervisor.

4.6 Worker Concerns

4.6.1 Contact the workplace supervisor and the workplace ~~Joint Health and Safety Committee~~ **JHSC** representative who will take the appropriate action.

4.6.2 If the issue is unresolved after 15 working days, the workplace ~~Joint Health and Safety Committee~~ **JHSC** representative will notify the Board's **LDSB's** health and safety officer for a decision.

4.6.3 If after five working days the issue is still not resolved, the workplace ~~Joint Health and Safety Committee~~ **JHSC** representative will contact the area superintendent responsible for the decision.

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4.7.1 The workplace supervisor will report all regulatory inspections immediately to the Board's LDSB's health and safety officer who will take the appropriate action.

5. Programs/Practices

5.1 **Lakehead District School** The Board's health and safety program shall be implemented through programs and practices which are subject to review and revision from time to time. These programs and practices may include, but are not limited to:

5.1.1 ~~Joint Health and Safety Committee~~ **JHSC** guidelines and workplace inspections;

5.1.2 *Programs:* Asbestos Management, Chemical Disposal, Employee Assistance, First Aid/CPR Training, Health Management, ~~Hepatitis B Immunization~~, Infection Control, Silica Control, Workplace Safety and Insurance Board (WSIB) Management, Workplace Hazardous Materials Information System (WHMIS);

5.1.3 *Practices:* Confined Space, Due Diligence, Emergency Response Guide, Ergonomics, Fall Protection and Prevention, First Aid Stations, Health and Safety Reporting, Indoor Air Quality, Lock Out – Tag Out, PCB Management, Safe Lifting, Fire Safety, Transportation of Dangerous Goods;

5.1.4 *Safety Manuals:* New Employee Orientation, Employee Handbook, Physical Education, Science Safety, Technical Safety; and

5.1.5 *Requirements:* Health and Safety Certification, Workplace Inspection, new employee orientation, Violence in the Workplace, WHMIS.

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These procedures shall be reviewed in accordance with 2010 Policy Development and Review Policy.

<u>Cross Reference</u>	<u>Date Received</u>	<u>Legal Reference</u>
Policy 7080 "Health and Safety"	June 24, 2003	Occupational Health and Safety Act, RSO 1990
Policy 7040 "Violence in the Workplace"	<u>Date Revised</u> April 26, 2011	Safe Drinking Water Act 2002
Policy 7030 "Harassment and Human Rights"	April 25, 2017	Environmental Protection Act