



# Hastings and Prince Edward District School Board

*A Great Place to Learn and A Great Place to Work!*

Chair of the Board: Carl Pitman

Director of Education: Kathy Soule

## NOTICE OF MEETING

This notice is to confirm that the next regular meeting of the  
**Program and Human Resources Committee** will be held on:

**Tuesday, February 16, 2010**  
commencing at 7:00 p.m.

in the  
**Board Committee Room, Education Centre**  
**156 Ann Street, Belleville, Ontario**

The agenda and supporting documents for this meeting are attached to this notice.

**Monica Walker, Chair**  
Program and Human Resources Committee

**Trish FitzGibbon**  
Superintendent of Education  
Special Education Services

**Jim Williams, Vice-chair**  
Program and Human Resources Committee

**Rob McGall**  
Superintendent of Education  
Human Resources Support Services

**Jan Montgomery**  
Superintendent of Education  
Curriculum Services

**June Rogers**  
Superintendent of Education  
Education Services

**Committee members:** T. Goodfellow, M. Hall, H. Marissen, C. Pitman, M. Walker, J. Williams



# Hastings and Prince Edward District School Board

*A Great Place to Learn and A Great Place to Work!*

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Director of Education: Kathy Soule

## Program and Human Resources Committee PUBLIC AGENDA

Regular meeting of  
February 16, 2010 – 7:00 p.m.  
Board Committee Room, Education Centre

Section	Item	Report No.	Resp.
<b>A</b>	<b>Call to order</b>		
	Delegations / presentations – none		
	Approval of agenda		
	Approval of minutes – January 18, 2010	A-1	
	Business arising from the minutes		
<b>B</b>	<b>Recommendations</b>		
	None		
<b>C</b>	<b>Information</b>		
<b>7:00 p.m.</b>	Adult Education	C-1	RM J. Jarvis
	Bill 168, the Occupational Health and Safety Amendment Act (Violence and Harassment in the Workplace), 2009	C-2	RM
	Policy 18: The Hastings and Prince Edward Learning Foundation	C-3	RM
	Pilot project: North Hastings school group succession planning	C-4	RM
<b>D</b>	<b>Correspondence</b>		
	None		
	<b>Motion to move into closed session</b>		

**Next regular meeting: Monday, March 8, 2010 @ 7:00 p.m.**



**HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD  
PROGRAM AND HUMAN RESOURCES COMMITTEE  
PUBLIC MEETING MINUTES  
Monday, January 18, 2010  
DRAFT**

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**Members present:** T. Goodfellow, M. Hall, H. Marissen, C. Pitman, M. Walker, Chair  
J. Williams

**Student Trustee:** None

**Absent:** None

**Regrets:** None

**Guests:** None

**Resource:** T. FitzGibbon, R. McGall, J. Montgomery, J. Rogers, K. Soule

**Minutes:** C. Reid, Administrative Assistant

**Call to order**

The meeting was called to order at 7:00 p.m.

**Delegations/presentations** - None

**Approval of agenda**

Moved: C. Pitman  
Seconded: M. Hall

**That the agenda be approved, as amended.**

An information item was added regarding Procedure 528: International Student Program.

Carried

**Approval of minutes**

Moved: T. Goodfellow  
Seconded: J. Williams

**That the minutes of the regular meeting of November 9, 2009 be approved.**

Carried

**Business arising from minutes** - None

**Information**

**Timed Item: Board and School Improvement Plans**

Superintendent Montgomery commented on the inclusiveness of the new Board Improvement Plan and recognized the combined efforts of System Principals Colleen DeMille, Ken

Manderville and Cathy Portt. She thanked them and others who worked hard to develop a comprehensive, focused and precise Board Improvement Plan for student achievement. In past years, two plans have been developed, one that addressed elementary student achievement and one that addressed secondary. This year a single, comprehensive plan has been developed that encompasses Kindergarten to Grade 12.

System Principals Colleen DeMille, Ken Manderville and Cathy Portt presented information related to Report No. C-1. They commented that the Board Improvement Plan focuses on four key areas of success for all students: Literacy; Numeracy; Pathways; and Community, Culture and Caring. Appendix A to the report contains definitions of these terms. Each of these areas has an identified SMART (Specific, Measureable, Attainable, Results-Oriented and Time Bound) goal.

It was noted that committees with elementary and secondary representatives were established to develop SMART goals and action steps for each of the four areas. These committees reviewed student achievement data to determine areas of strength in the system and areas of continued need. This information was used to develop Literacy SMART goals focused on applying higher level thinking skills in reading and writing; a Numeracy SMART goal addressing students' ability to communicate their thinking and problem solving in mathematics; a Pathways SMART goal focused on differentiated instruction for students in Grade 7 and 8 and locally developed pathways; and a Community, Culture and Caring SMART Goal aimed at increasing access and use of assistive technology for special education needs from Grades 6 -10.

The System Principals reviewed the strategies that have been implemented to date relating to each of the SMART goals and responded to various questions from committee members regarding gradual release instruction strategy; Premier software as it relates to community libraries; differentiated instruction in relationship to student IEP's; the Three Part Problem Solving Lesson or MAC strategy; and the financial support in place to provide release time for teachers to develop the skills needed to implement the strategies outlined in the plan.

Appendix B to the report contains a summary of the SMART goals and the key strategies being used to attain them. Appendix C to the report contains the entire Board Improvement Plan. Committee members were asked to email any further questions they have to Superintendent Montgomery.

**Timed Item: Leadership Succession Planning and Talent Development Strategy**

Superintendent McGall referred trustees to Report No. C-2 and commented that this initiative is driven by the need to have successful strategies in place to attract and develop passionate, capable and skilled leaders as a way to support student achievement. He noted that this is also a Ministry driven initiative. He referred to the Hastings and Prince Edward District School Board Leadership Development Strategy chart and reviewed the four key components which include succession planning, professional learning, performance appraisal and mentoring.

System Principal Colleen DeMille distributed and reviewed an update regarding the leadership development strategy and highlights of progress to date in the four areas. Committee members inquired about how potential leaders are identified. It was noted that this strategy promotes a targeted approach to identifying future leaders within the district for all leadership roles.

**Recommendations**

**Special Education Advisory Committee Member Appointment**

Superintendent FitzGibbon commented that Regulation 464/978 states that persons appointed to a Special Education Advisory Committee (SEAC) of a board shall hold office during the term

of office of the members of the board and until a new board is organized. If a seat or position on the committee becomes vacant, the board that appointed the person whose seat has become vacant shall appoint a qualified person to fill the vacancy for the remainder of the term. Where a seat has not yet been filled, the alternate for the member, if an alternate exists, shall act in the member's place.

Board Policy 11 states, if the board so chooses, up to two members appointed by the board who are not representatives of a local association, and are not members of the Board or another committee of the board, may become members of the Special Education Advisory Committee. An alternate member does not exist to fill this vacancy. Currently SEAC has one member-at-large appointed and a vacant position currently exists. Mrs. Eve Jelley, has made application to the Director of Education for consideration in filling this vacancy. Mrs. Jelley submitted a letter of interest highlighting her involvement in education, special education and her experiences in raising children with special education needs. Mrs. Jelley has attended the last three meetings as a member of the public audience.

Moved: J. Williams  
Seconded: M. Hall

**That the Program and Human Resources Committee recommend that Hastings and Prince Edward District School Board approve the appointment of Eve Jelley as a Member-at-large on the Special Education Advisory Committee for the remainder of the current Special Education Advisory Committee's term, as contained in the Program and Human Resources Committee Public Session Report No. B-1 dated January 18, 2010.**

Committee members commented that Mrs. Jelley has been very engaged with the Board.

Carried.

## **Information**

### **Early Learning**

Superintendent Montgomery referred to Report No. C-3 and the pamphlet attached, which is a summary of the recommendations of Charles E. Pascal, the Special Advisor on Early Learning. The Ministry of Education has established a five year plan to implement the recommendations of the Pascal report beginning in the school year 2010-2011. Hastings and Prince Edward District School Board was allocated 286 student spaces, which is equivalent to 11 classes at an average of 26 students per class. Each class will be staffed with a full time qualified teacher and early learning educator. Boards will also offer before and after school programs supervised by an early learning educator. Details on the extended day programs are not yet available.

A consultation meeting was held with a number of community partners, noted in Report No. C-3. Based on this consultation a list of potential sites for year one classes was developed and submitted to the Ministry of Education for final approval.

The criteria for site selection included:

- All JK/SK students in the school must be provided with all-day learning;
- Space must be available without requiring new capital construction or renovations;
- The school will remain open over the next five years;
- Students would benefit significantly from the increased learning opportunities offered by the ELP; and
- There will be minimal impact on existing child care and early years programs.

The following seven schools were selected for the eleven classes:

College Street Public School	2 classes
Deseronto Public School	2 classes
Earl Prentice Public School	2 classes
Madoc Township Public School	1 class
North Trenton Public School	1 class
Queen Elizabeth Public School (Trenton)	1 class
Queen Victoria Public School	2 classes

Confirmation of these sites was received on Monday January 11, 2010 with public announcements made on January 12. A board news release was sent to media on Tuesday January 12, and information for inclusion in school newsletters has been sent to all schools.

It was noted that, if parents don't want every day all day learning for their child, they have the option of having their child attend every other day only. Further, it was confirmed that the every day, all day programming is offered to students who live within the boundary of the school. For those schools with only one class, JK and SK will be combined in the same class.

The programming being offered through the Early Learning initiative will replace Best Start programs that may be running in the schools noted above. Best Start programs were paid for by parents. Early Learning programs allow all students to attend all day every day learning at no additional cost to parents. It was noted that extended day learning programs will be paid for by the parents and transportation would be the responsibility of the parent.

A handout was provided to committee members containing questions and answers about the Early Learning Program.

#### **Aboriginal Education/Self-Identification Update**

Superintendent Rogers referred to Report No C-4. In September 2009 parents/guardians of Aboriginal students were provided an opportunity to confidentially self-identify as being of Aboriginal ancestry. Self-identification numbers by school group and ancestry as of January 12, 2010 was provided and reviewed. The following key points were noted:

- 486 elementary students and 23 secondary students voluntarily identified
- The highest number by school group is North Hastings, followed by Moira, then Centennial
- All elementary students were provided an opportunity to self-identify through the Student Information Form completed in September
- Secondary students were provided an opportunity through voluntary self-identification forms distributed in September
- Information is recorded in Maplewood and reported to the Ministry through OnSIS (Ontario Student Information System)
- Enrolment forms are being revised to include self-identification and will be implemented in January 2010; a standard form will be used for both elementary and secondary registration
- A mandatory 'Student Information Form' for secondary schools will be implemented in September 2010
- Both processes above should see numbers increase across the district

The mandate of the Aboriginal Steering Committee is to guide further implementation of this initiative through an awareness campaign, which will include: the development of a poster with student and community involvement; radio ads with student involvement; and community forums and consultations.

Committee members inquired about students identifying themselves as Aboriginal if they are not. It was noted that no proof of ancestry is required. Questions were also raised regarding how the information is shared and with whom. It was noted that the purpose of collecting data is to identify if there are a significant number of Aboriginal students within our district then to look at assessment practices to ensure that strategies related to Aboriginal student learning is being applied across the schools. School or student information is not shared in any way unless there is a specific need.

**Implementation of Bill 157: *Keeping Our Kids Safe at School Act***

Referring to Report No. C-5, Superintendent Rogers noted that Bill 157: *Keeping Our Kids Safe at School Act* becomes effective February 1, 2010 and includes a number of requirements for school boards and principals. The OESC (Ontario Education Services Corporation) has provided an Action Plan for Principals and an Action Plan for Boards to help principals and boards to understand the steps that must be taken to inform staff about the new expectations inherent in the legislation, and adjustments that will need to be made to both school and board policies and procedures. New expectations in Policy/Program Memorandum No. 144: Bullying Prevention and Intervention and Policy/Program Memorandum No. 145: Progressive Discipline and Promoting Positive Student Behaviour will require that the board's current Procedure 373: Bullying Prevention and Intervention and Procedure 377: Progressive Discipline, be revised.

A work group consisting of senior administration and principals has been formed to review/revise current board procedures related to progressive discipline and bullying prevention and intervention to reflect the new legislative and policy requirements as per Bill 157. The draft procedure is being presented to Administrative Council on January 19, 2010 for review and approval. Half-day training sessions will be held at the Education Centre on Friday, January 29, 2010 for school teams consisting of the principal, vice-principal, one teacher and one support staff from each school. Trustees are invited to attend.

A question was raised regarding the unions' position on this legislation. It was noted that a Safe Workplace Panel has been formed with membership from all unions and discussions are ongoing. The panel has been briefed on the impact of Bill 157 and have been invited to attend training sessions.

**Operational Review**

Superintendent McGall referred to Report No. C-6, noting that, as previously reported to trustees the Ministry of Education has selected HPEDSB to participate in Wave IV of the Operational Reviews. The Operational Reviews provide the Ministry of Education and school boards with opportunities to build management capacity, ensure efficient stewardship of resources, share best practices and identify ways for continuous improvement. Wave IV began in September 2009 and will be completed by the end of June 2010. Board staff welcome the opportunity to share practices and receive feedback and best practices from the Ministry in this way.

The review for Hastings and Prince Edward District School Board is scheduled for the week of February 1, 2010. In advance of the actual field work, we have been requested to provide background data and information related to the areas of review. A copy of the Ministry's request for supporting documentation was distributed.

Staff in the affected departments have accumulated the necessary documentation and have posted it on a secure area of the Board's Website. This will allow the Operational Review team to access the documentation in advance of their visit in order to become more familiar with the board. Director Soule thanked Superintendents Rob McGall and Dave Rutherford and

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Administrative Assistants Pauline Hoskin, Della Knights and Connie Reid for their hard work in completing this task.

**Procedure 528: International Student Program**

Director Soule distributed the draft procedure and noted that it was developed to support the structure and formalize the program within the district's administrative procedures. Questions regarding the Homestay Program and the payment of fees were responded to by Director Soule.

**Correspondence** – None

At 8:51 p.m. the Program and Human Resources Committee moved into closed session.



**Decision** \_\_\_\_\_ **Information** **X**

**To:** The Chair and Members of the Program and Human Resources Committee

**From:** Rob McGall, Superintendent of Education, Human Resources Support Services  
Julie Jarvis, Adult Education Coordinator

**Re: Quinte Adult Education**

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**Purpose**

To provide trustees with information regarding the Adult Education Program.

**Background**

The Adult Education Program is another way that Hastings and Prince Edward District School Board achieves its system goal of Success for All Students. The program is available to adults who are 18 years of age and older. The main office is located at Quinte Secondary School with branch offices in Bancroft, Madoc and Trenton. Students can earn their Grade 12 diploma, complete a college/university prerequisite, upgrade their skills or just to take a course for fun. All courses offered are secondary school credits and can be obtained through mature/ PLAR credits; correspondence courses; on-line courses; "Learn While You Earn" co-op; night school courses; summer school courses; and apprenticeship (OYAP) credits.

**Current situation**

In the 2008-2009 school year, the Adult Education Program supported 1,323 learners. The number of students successfully completing their secondary school diploma through Adult Education for the 2008-2009 school year was 107, up from 60 the previous year.

Factors that have contributed to the success of the program include: the addition of over 30 e-Learning courses; the addition of over 20 correspondence courses; "Learn While You Earn" co-op; tutoring sessions; and new community partnerships.

**Appendices**

Quinte Adult Education 2008-2009 Report (to be handed out at the meeting)

For information only.

Respectfully submitted,

**Rob McGall**  
**Superintendent of Education**  
**Human Resources Support Services**

**Julie Jarvis**  
**Adult Education Coordinator**

# PARTNERSHIPS

Ontario Tutors (2 Locations)

eLearn Network (17 Locations)

Babies & Beyond (5 Locations)

Quinte Adult Day School (2 Locations)

Loyalist—Bancroft

Quinte Learning Centre

Job Connect

Career Edge

Ontario Works

Abigail's Centre

## LOCATIONS

Main Office  
Quinte Secondary School

Satellite Offices  
Madoc  
Trenton  
Bancroft

# 2008 - 2009



1,323 Learners



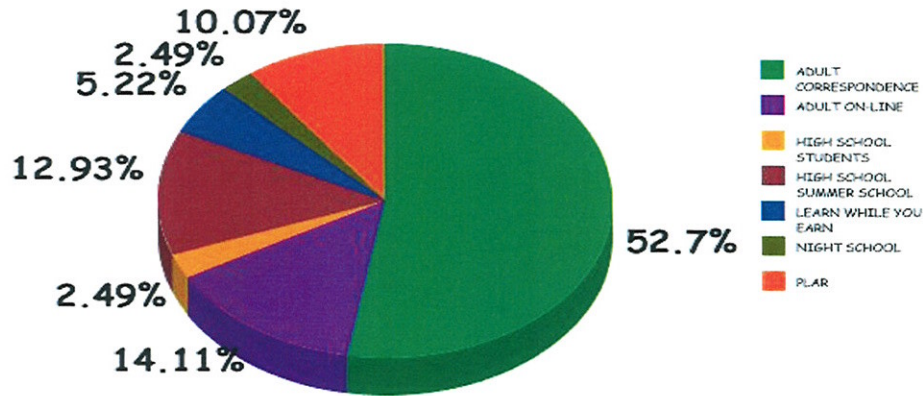
Kathy Soule  
Director of Education

Carl Pitman  
Chair

Robert McGall  
Superintendent

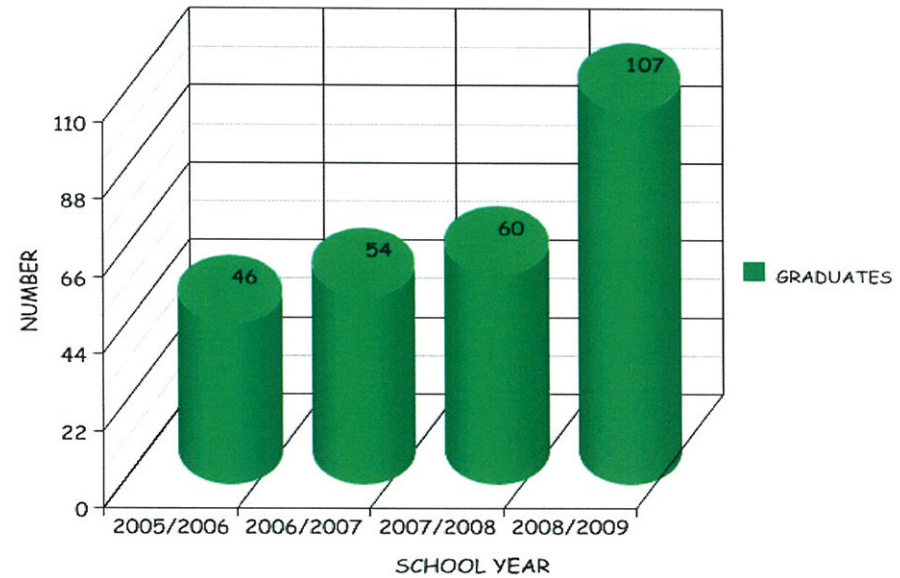
# CREDIT PROGRAM PARTICIPATION

2008/2009 ---- 1323 LEARNERS

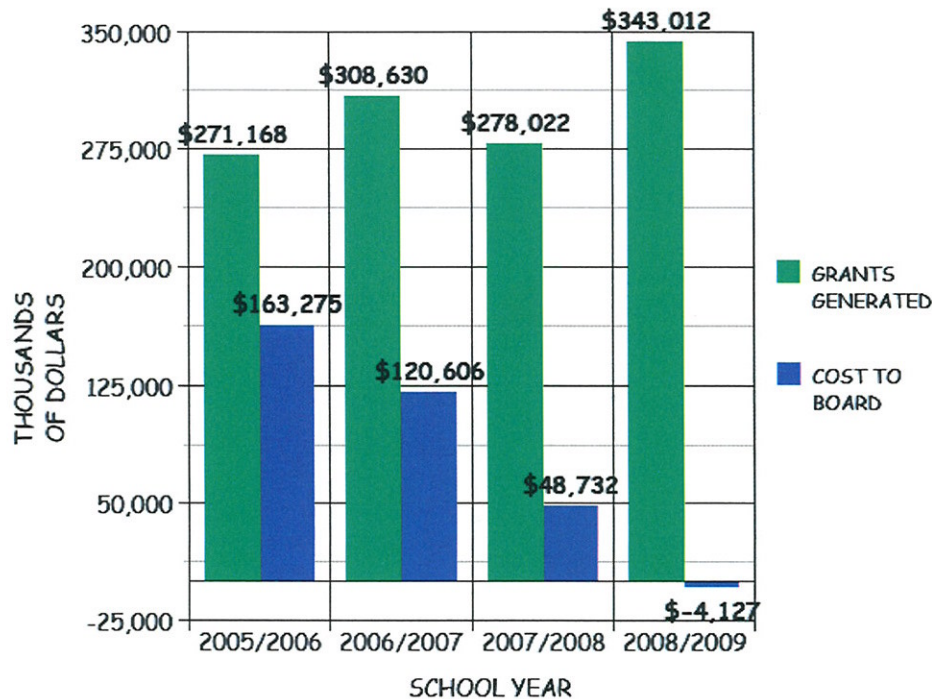


# HIGHLIGHTS

NUMBER OF GRADUATES



GRANTS GENERATED VS COST TO BOARD



## CONTRIBUTING FACTORS:

- Addition of over 30 e-Learning courses
- Addition of over 20 correspondence courses
- Learn While You Earn Co-op
- Tutoring Sessions (Face-to-Face, by email & by phone)
- New Partnerships
- Night School Restrictions
- Downsizing of Madoc Office
- Elimination of PSW Program
- Economic Downturn



Decision \_\_\_\_\_ Information X

**To:** The Chair and Members of the Program and Human Resources Committee

**From:** Rob McGall, Superintendent of Education, Human Resources Support Services

**Re:** **Bill 168, the *Occupational Health and Safety Amendment Act (Violence and Harassment in the Workplace), 2009***

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### **Purpose**

To provide trustees with information regarding the proposed amendments to the *Occupational Health and Safety Act*.

### **Background**

On December 9, 2009, the Ontario Legislature passed Bill 168, the *Occupational Health and Safety Amendment Act (Violence and Harassment in the Workplace), 2009*. Bill 168 will come into force six months after it receives Royal Assent, which is likely to be June 2010. Bill 168 requires employers to develop policies to address workplace violence and harassment and to assess the risk of violence in its workplace.

### **Current situation**

A Safe Workplace Panel has been established to discuss the terms of the new legislation and to review existing training and supports in place to ensure a safe workplace. Membership on the panel includes superintendents with school responsibilities and union presidents.

As a result of the proposed legislation, employers will be required to do the following:

- Designate a workplace coordinator with respect to workplace violence and workplace harassment.
- Prepare and post a workplace violence and workplace harassment policy that mirrors the definition of “workplace violence” and “workplace harassment” as set out in the legislation.
- Perform risk assessments at each workplace location, considering risks such as violence from students or visitors towards workers in the school, parking lot or playground, working alone, summoning assistance, etc.
- Share the results of the risk assessments with the Joint Health and Safety Committee and develop a response to each risk identified.
- Develop a schedule of times the risks assessment and results will be reviewed (i.e. once a year).
  - Develop a workplace violence prevention program that will address the risks identified in the assessment or reassessment, including procedures, training and increased security protocols. The program must also address:
    - How to summon immediate assistance when workplace violence occurs or is likely to occur including when a threat of workplace violence is made;
    - A reporting mechanism for workers to report incidents or threats of workplace violence to the employer or supervisor;
    - A procedure to investigate and deal with incidents, complaints or threats of workplace violence; and any further elements required by regulation.
- Draft a policy on domestic violence defining what the employer believes it is and what programs are available to the employee if they are a victim of domestic violence (i.e. EAP). The policy will require employees to bring domestic violence that may impact them at the workplace to the attention of a specified person so that steps may be taken to assist/protect them while at work.



- Develop a procedure for identifying a person with a history of violence that will define what is a history of violence, what information can be used to assess whether the person has a history of violence and how to address privacy or other legal requirements.
  - The procedure should set out a protocol for how the information will be communicated to workers, require workers to be told about the person to be identified and indicate whether the individual identified should be notified, as well as address what steps should be taken to reduce the risk of violence towards workers (i.e. training, PPE).
- Review any existing work refusal policy to determine if it needs to be updated to address workplace violence. Provide training to all supervisory personnel on how to address a work refusal that is related to workplace violence.
- Establish a clear procedure for workers and supervisors to report and record incidents of workplace violence. Ensure that incidents are reported to the Joint Health and Safety Committee or Health and Safety representative within four days.

### **Appendices**

Bill 168, the *Occupational Health and Safety Amendment Act (Violence and Harassment in the Workplace)*, 2009

For information only.

Respectfully submitted,

**Rob McGall  
Superintendent of Education  
Human Resources Support Services**



1ST SESSION, 39TH LEGISLATURE, ONTARIO  
58 ELIZABETH II, 2009

1<sup>re</sup> SESSION, 39<sup>e</sup> LÉGISLATURE, ONTARIO  
58 ELIZABETH II, 2009

## Bill 168

*(Chapter 23  
Statutes of Ontario, 2009)*

**An Act to amend the  
Occupational Health and Safety Act  
with respect to violence and  
harassment in the workplace  
and other matters**

**The Hon. P. Fonseca**  
Minister of Labour

1st Reading	April 20, 2009
2nd Reading	October 20, 2009
3rd Reading	December 9, 2009
Royal Assent	December 15, 2009

## Projet de loi 168

*(Chapitre 23  
Lois de l'Ontario de 2009)*

**Loi modifiant la  
Loi sur la santé et la sécurité au travail  
en ce qui concerne la violence  
et le harcèlement au travail  
et d'autres questions**

**L'honorable P. Fonseca**  
Ministre du Travail

1 <sup>re</sup> lecture	20 avril 2009
2 <sup>e</sup> lecture	20 octobre 2009
3 <sup>e</sup> lecture	9 décembre 2009
Sanction royale	15 décembre 2009



## EXPLANATORY NOTE

*This Explanatory Note was written as a reader's aid to Bill 168 and does not form part of the law. Bill 168 has been enacted as Chapter 23 of the Statutes of Ontario, 2009.*

The Bill adds Part III.0.1 (Violence and Harassment) to the *Occupational Health and Safety Act*. Subsection 1 (1) of the Act is amended to include definitions of workplace violence and workplace harassment.

Section 32.0.1 of the Act requires an employer to prepare policies with respect to workplace violence and workplace harassment, and to review the policies at least annually.

Section 32.0.2 of the Act requires an employer to develop a program to implement the workplace violence policy. The program must include measures to control risks of workplace violence identified in the risk assessment that is required under section 32.0.3, to summon immediate assistance when workplace violence occurs, and for workers to report incidents of workplace violence. The program must also set out how the employer will deal with incidents and complaints of workplace violence.

Section 32.0.3 of the Act requires an employer to assess the risks of workplace violence and to report the results of the assessment to the joint health and safety committee or to a health and safety representative. If there is no committee or representative, the results must be reported to the workers. The risks must be reassessed as often as is necessary to protect workers from workplace violence.

Under section 32.0.4 of the Act, if an employer is aware or ought to be aware that domestic violence that is likely to expose a worker to physical injury may occur in the workplace, the employer must take every reasonable precaution to protect the worker.

Section 32.0.5 of the Act clarifies that the employer duties in section 25, the supervisor duties in section 27 and the worker duties in section 28 apply, as appropriate, with respect to workplace violence. Section 32.0.5 also requires an employer to provide a worker with information and instruction on the contents of the workplace violence policy and program.

Section 32.0.6 of the Act requires an employer to develop a program to implement the workplace harassment policy. The program must include measures for workers to report incidents of workplace harassment and set out how the employer will deal with incidents and complaints of workplace harassment. Section 32.0.7 requires an employer to provide a worker with information and instruction on the contents of the workplace harassment policy and program.

The Bill amends section 43 of the Act, which deals with a worker's right to refuse work in various circumstances where health or safety is in danger, to include the right to refuse work if workplace violence is likely to endanger the worker.

The Bill adds sections 55.1 and 55.2 to the Act, authorizing inspectors to make orders requiring policies under section 32.0.1 and assessments and reassessments under section 32.0.3 to be in writing or to be posted in the workplace.

The Bill provides for authority to make regulations, including the following:

## NOTE EXPLICATIVE

*La note explicative, rédigée à titre de service aux lecteurs du projet de loi 168, ne fait pas partie de la loi. Le projet de loi 168 a été édicté et constitue maintenant le chapitre 23 des Lois de l'Ontario de 2009.*

Le projet de loi ajoute la partie III.0.1 (Violence et harcèlement) à la *Loi sur la santé et la sécurité au travail*. Le paragraphe 1 (1) de la Loi est modifié pour inclure les définitions de «violence au travail» et de «harcèlement au travail».

L'article 32.0.1 de la Loi exige que l'employeur formule des politiques concernant respectivement la violence au travail et le harcèlement au travail et examine celles-ci au moins une fois l'an.

L'article 32.0.2 de la Loi exige que l'employeur élabore un programme de mise en oeuvre de la politique concernant la violence au travail. Ce programme doit comprendre les mesures à prendre pour contrôler les risques de violence au travail indiqués dans l'évaluation du risque exigée à l'article 32.0.3 et pour obtenir une aide immédiate lorsqu'il se produit de la violence au travail, ainsi que celles que les travailleurs doivent prendre pour signaler les incidents de violence au travail. Il doit également indiquer la manière dont l'employeur compte faire face aux incidents et aux plaintes de violence au travail.

L'article 32.0.3 de la Loi exige que l'employeur évalue les risques de violence au travail et informe le comité ou un délégué à la santé et à la sécurité des résultats de l'évaluation. En l'absence de comité ou de délégué, il faut en informer les travailleurs eux-mêmes. Les risques doivent être réévalués aussi souvent que cela est nécessaire pour protéger les travailleurs contre la violence au travail.

Selon l'article 32.0.4 de la Loi, si un employeur a connaissance, ou devrait raisonnablement avoir connaissance, du fait qu'il peut se produire, dans le lieu de travail, de la violence familiale susceptible d'exposer un travailleur à un préjudice corporel, il doit prendre toutes les précautions raisonnables pour le protéger.

L'article 32.0.5 de la Loi précise que les devoirs de l'employeur prévus à l'article 25, ceux du superviseur prévus à l'article 27 et ceux du travailleur prévus à l'article 28 s'appliquent, s'il y a lieu, à l'égard de la violence au travail. Il exige également que les employeurs fournissent aux travailleurs des renseignements et des directives sur le contenu de la politique et du programme concernant la violence au travail.

L'article 32.0.6 de la Loi exige que l'employeur élabore un programme de mise en oeuvre de la politique concernant le harcèlement au travail. Ce programme doit comprendre les mesures que les travailleurs doivent prendre pour signaler les incidents de harcèlement au travail et énoncer la manière dont l'employeur compte faire face aux incidents et aux plaintes de harcèlement au travail. L'article 32.0.7 exige que l'employeur fournisse aux travailleurs des renseignements et des directives sur le contenu de la politique et du programme concernant le harcèlement au travail.

Le projet de loi modifie l'article 43 de la Loi, lequel porte sur le droit d'un travailleur de refuser de travailler dans des circonstances susceptibles de mettre sa santé ou sa sécurité en danger, pour inclure le droit de refuser de travailler si de la violence au travail est susceptible de le mettre en danger.

Le projet de loi ajoute à la Loi les articles 55.1 et 55.2, lesquels autorisent les inspecteurs à ordonner que les politiques prévues à l'article 32.0.1 et que les évaluations et réévaluations prévues à l'article 32.0.3 soient écrites ou affichées dans le lieu de travail.

Le projet de loi prévoit des pouvoirs réglementaires, notamment :

1. Requiring an employer to designate a workplace coordinator with respect to workplace violence and workplace harassment.
2. In the case of workers with a limited right to refuse work under section 43 of the Act, specifying situations in which a danger to health or safety is inherent in the workers' work or a normal condition of employment.
3. Varying or supplementing subsections 43 (4) to (13) of the Act with respect to workers with a limited right to refuse under section 43 and workers to whom section 43 applies by reason of a regulation made for the purposes of subsection 3 (3) of the Act.
4. Governing the application of the duties and rights set out in Part III.0.1 to the taxi industry.

1. Exiger qu'un employeur désigne un coordonnateur du lieu de travail à l'égard de la violence au travail et du harcèlement au travail.
2. Dans le cas des travailleurs qui ont, en vertu l'article 43 de la Loi, un droit limité de refuser de travailler, préciser les cas où un danger pour la santé ou la sécurité est inhérent au travail d'un travailleur ou constitue une condition normale de son emploi.
3. Modifier ou compléter les paragraphes 43 (4) à (13) de la Loi en fonction des travailleurs qui ont, en vertu de l'article 43, un droit limité de refuser de travailler et des travailleurs auxquels l'article 43 s'applique en raison d'un règlement pris pour l'application du paragraphe 3 (3) de la Loi.
4. Régir l'application, à l'industrie du taxi, des devoirs et des droits prévus à la partie III.0.1.

**An Act to amend the  
Occupational Health and Safety Act  
with respect to violence and  
harassment in the workplace  
and other matters**

Note: This Act amends the *Occupational Health and Safety Act*. For the legislative history of the Act, see the Table of Consolidated Public Statutes – Detailed Legislative History on [www.e-Laws.gov.on.ca](http://www.e-Laws.gov.on.ca).

Her Majesty, by and with the advice and consent of the Legislative Assembly of the Province of Ontario, enacts as follows:

**1. Subsection 1 (1) of the *Occupational Health and Safety Act* is amended by adding the following definitions:**

“workplace harassment” means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome; (“harcèlement au travail”)

“workplace violence” means,

- (a) the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,
- (b) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,
- (c) 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. (“violence au travail”)

**2. Section 25 of the Act is amended by adding the following subsection:**

Same

(3.1) Any explanatory material referred to under clause (2) (i) may be published as part of the poster required under section 2 of the *Employment Standards Act, 2000*.

**3. The Act is amended by adding the following Part:**

**PART III.0.1  
VIOLENCE AND HARASSMENT**

Policies, violence and harassment

**32.0.1** (1) An employer shall,

**Loi modifiant la  
Loi sur la santé et la sécurité au travail  
en ce qui concerne la violence  
et le harcèlement au travail  
et d’autres questions**

Remarque : La présente loi modifie la *Loi sur la santé et la sécurité au travail*, dont l’historique législatif figure à la page pertinente de l’Historique législatif détaillé des lois d’intérêt public codifiées sur le site [www.lois-en-ligne.gouv.on.ca](http://www.lois-en-ligne.gouv.on.ca).

Sa Majesté, sur l’avis et avec le consentement de l’Assemblée législative de la province de l’Ontario, édicte :

**1. Le paragraphe 1 (1) de la *Loi sur la santé et la sécurité au travail* est modifié par adjonction des définitions suivantes :**

«harcèlement au travail» Fait pour une personne d’adopter une ligne de conduite caractérisée par des remarques ou des gestes vexatoires contre un travailleur dans un lieu de travail lorsqu’elle sait ou devrait raisonnablement savoir que ces remarques ou ces gestes sont importuns. («workplace harassment»)

«violence au travail» Selon le cas :

- a) emploi par une personne contre un travailleur, dans un lieu de travail, d’une force physique qui lui cause ou pourrait lui causer un préjudice corporel;
- b) tentative d’employer contre un travailleur, dans un lieu de travail, une force physique qui pourrait lui causer un préjudice corporel;
- c) propos ou comportement qu’un travailleur peut raisonnablement interpréter comme une menace d’employer contre lui, dans un lieu de travail, une force physique qui pourrait lui causer un préjudice corporel. («workplace violence»)

**2. L’article 25 de la Loi est modifié par adjonction du paragraphe suivant :**

Idem

(3.1) Tout document explicatif visé à l’alinéa (2) i) peut faire partie de l’affiche publiée en application de l’article 2 de la *Loi de 2000 sur les normes d’emploi*.

**3. La Loi est modifiée par adjonction de la partie suivante :**

**PARTIE III.0.1  
VIOLENCE ET HARCÈLEMENT**

Politiques : violence et harcèlement

**32.0.1** (1) L’employeur :

- (a) prepare a policy with respect to workplace violence;
- (b) prepare a policy with respect to workplace harassment; and
- (c) review the policies as often as is necessary, but at least annually.

**Written form, posting**

(2) The policies shall be in written form and shall be posted at a conspicuous place in the workplace.

**Exception**

(3) Subsection (2) does not apply if the number of employees regularly employed at the workplace is five or fewer, unless an inspector orders otherwise.

**Program, violence**

**32.0.2** (1) An employer shall develop and maintain a program to implement the policy with respect to workplace violence required under clause 32.0.1 (1) (a).

**Contents**

- (2) Without limiting the generality of subsection (1), the program shall,
- (a) include measures and procedures to control the risks identified in the assessment required under subsection 32.0.3 (1) as likely to expose a worker to physical injury;
  - (b) include measures and procedures for summoning immediate assistance when workplace violence occurs or is likely to occur;
  - (c) include measures and procedures for workers to report incidents of workplace violence to the employer or supervisor;
  - (d) set out how the employer will investigate and deal with incidents or complaints of workplace violence; and
  - (e) include any prescribed elements.

**Assessment of risks of violence**

**32.0.3** (1) An employer shall assess the risks of workplace violence that may arise from the nature of the workplace, the type of work or the conditions of work.

**Considerations**

- (2) The assessment shall take into account,
- (a) circumstances that would be common to similar workplaces;
  - (b) circumstances specific to the workplace; and
  - (c) any other prescribed elements.

**Results**

- (3) An employer shall,

- a) formule une politique concernant la violence au travail;
- b) formule une politique concernant le harcèlement au travail;
- c) examine les politiques aussi souvent que nécessaire, mais au moins une fois par année.

**Formulation par écrit, affichage**

(2) Les politiques sont formulées par écrit et sont affichées dans un endroit bien en vue du lieu de travail.

**Exception**

(3) Le paragraphe (2) ne s'applique pas si le nombre de personnes employées régulièrement dans le lieu de travail est égal ou inférieur à cinq, sauf ordre contraire d'un inspecteur.

**Programme : violence**

**32.0.2** (1) L'employeur élabore et maintient un programme de mise en oeuvre de la politique concernant la violence au travail exigée à l'alinéa 32.0.1 (1) a).

**Contenu**

- (2) Sans préjudice de la portée générale du paragraphe (1), le programme :
- a) inclut les mesures à prendre et les méthodes à suivre pour contrôler les risques indiqués dans l'évaluation exigée aux termes du paragraphe 32.0.3 (1) comme étant susceptibles d'exposer un travailleur à un préjudice corporel;
  - b) inclut les mesures à prendre et les méthodes à suivre pour obtenir une aide immédiate lorsqu'il se produit ou qu'il est susceptible de se produire de la violence au travail;
  - c) inclut les mesures que les travailleurs doivent prendre et les méthodes qu'ils doivent suivre pour signaler les incidents de violence au travail à l'employeur ou au superviseur;
  - d) énonce la manière dont l'employeur enquêtera sur les incidents ou les plaintes de violence au travail et dont il compte y faire face;
  - e) inclut les éléments prescrits.

**Évaluation des risques de violence**

**32.0.3** (1) L'employeur évalue les risques de violence au travail qui peuvent découler de la nature du lieu de travail, du genre de travail ou des conditions de travail.

**Facteurs à prendre en considération**

- (2) L'évaluation tient compte des facteurs suivants :
- a) les circonstances qu'auraient en commun des lieux de travail semblables;
  - b) les circonstances propres au lieu de travail;
  - c) les autres éléments prescrits.

**Résultats**

- (3) L'employeur :

- (a) advise the committee or a health and safety representative, if any, of the results of the assessment, and provide a copy if the assessment is in writing; and
- (b) if there is no committee or health and safety representative, advise the workers of the results of the assessment and, if the assessment is in writing, provide copies on request or advise the workers how to obtain copies.

**Reassessment**

(4) An employer shall reassess the risks of workplace violence as often as is necessary to ensure that the related policy under clause 32.0.1 (1) (a) and the related program under subsection 32.0.2 (1) continue to protect workers from workplace violence.

**Same**

(5) Subsection (3) also applies with respect to the results of the reassessment.

**Domestic violence**

**32.0.4** If an employer becomes aware, or ought reasonably to be aware, that domestic violence that would likely expose a worker to physical injury may occur in the workplace, the employer shall take every precaution reasonable in the circumstances for the protection of the worker.

**Duties re violence**

**32.0.5** (1) For greater certainty, the employer duties set out in section 25, the supervisor duties set out in section 27, and the worker duties set out in section 28 apply, as appropriate, with respect to workplace violence.

**Information**

- (2) An employer shall provide a worker with,
  - (a) information and instruction that is appropriate for the worker on the contents of the policy and program with respect to workplace violence; and
  - (b) any other prescribed information or instruction.

**Provision of information**

(3) An employer's duty to provide information to a worker under clause 25 (2) (a) and a supervisor's duty to advise a worker under clause 27 (2) (a) include the duty to provide information, including personal information, related to a risk of workplace violence from a person with a history of violent behaviour if,

- (a) the worker can be expected to encounter that person in the course of his or her work; and
- (b) the risk of workplace violence is likely to expose the worker to physical injury.

**Limit on disclosure**

- (4) No employer or supervisor shall disclose more per-

- a) informe le comité ou un délégué à la santé et à la sécurité, s'il y en a un, des résultats de l'évaluation et lui en remet une copie, dans le cas d'une évaluation écrite;
- b) informe les travailleurs des résultats de l'évaluation et, dans le cas d'une évaluation écrite, leur en fournit une copie sur demande ou leur indique comment en obtenir des copies, s'il n'y a ni comité ni délégué à la santé et à la sécurité.

**Réévaluation**

(4) L'employeur réévalue les risques de violence au travail aussi souvent que cela est nécessaire pour que la politique afférente visée à l'alinéa 32.0.1 (1) a) et le programme afférent visé au paragraphe 32.0.2 (1) continuent de protéger les travailleurs contre la violence au travail.

**Idem**

(5) Le paragraphe (3) s'applique également à l'égard des résultats de la réévaluation.

**Violence familiale**

**32.0.4** L'employeur qui prend connaissance, ou devrait raisonnablement avoir connaissance, du fait qu'il peut se produire, dans le lieu de travail, de la violence familiale susceptible d'exposer un travailleur à un préjudice corporel prend toutes les précautions raisonnables dans les circonstances pour le protéger.

**Devoirs concernant la violence**

**32.0.5** (1) Il est entendu que les devoirs de l'employeur énoncés à l'article 25, les devoirs du superviseur énoncés à l'article 27 et les devoirs du travailleur énoncés à l'article 28 s'appliquent, selon le cas, à l'égard de la violence au travail.

**Renseignements**

- (2) L'employeur fournit ce qui suit au travailleur :
  - a) des renseignements et des directives adaptés au travailleur sur le contenu de la politique et du programme concernant la violence au travail;
  - b) les autres renseignements ou directives prescrits.

**Fourniture de renseignements**

(3) Le devoir de l'employeur de fournir des renseignements au travailleur conformément à l'alinéa 25 (2) a) et le devoir du superviseur d'informer un travailleur conformément à l'alinéa 27 (2) a) s'entendent notamment du devoir de fournir des renseignements, y compris des renseignements personnels, relatifs au risque de violence au travail de la part d'une personne qui a des antécédents de comportement violent, si les conditions suivantes sont réunies :

- a) selon toute attente, le travailleur rencontrera cette personne dans le cadre de son travail;
- b) le risque de violence au travail est susceptible d'exposer le travailleur à un préjudice corporel.

**Restriction de la divulgation**

- (4) Ni l'employeur ni le superviseur ne doit divulguer,

sonal information in the circumstances described in subsection (3) than is reasonably necessary to protect the worker from physical injury.

**Program, harassment**

**32.0.6** (1) An employer shall develop and maintain a program to implement the policy with respect to workplace harassment required under clause 32.0.1 (1) (b).

**Contents**

(2) Without limiting the generality of subsection (1), the program shall,

- (a) include measures and procedures for workers to report incidents of workplace harassment to the employer or supervisor;
- (b) set out how the employer will investigate and deal with incidents and complaints of workplace harassment; and
- (c) include any prescribed elements.

**Information and instruction, harassment**

**32.0.7** An employer shall provide a worker with,

- (a) information and instruction that is appropriate for the worker on the contents of the policy and program with respect to workplace harassment; and
- (b) any other prescribed information.

**4. (1) Clause 43 (1) (a) of the Act is amended by striking out “clause (3) (a), (b) or (c)” and substituting “clause (3) (a), (b), (b.1) or (c)”.**

**(2) Subsection 43 (3) of the Act is amended by striking out “or” at the end of clause (b) and by adding the following clause:**

- (b.1) workplace violence is likely to endanger himself or herself; or

**(3) Subsection 43 (5) of the Act is repealed and the following substituted:**

**Worker to remain in safe place and available for investigation**

(5) Until the investigation is completed, the worker shall remain,

- (a) in a safe place that is as near as reasonably possible to his or her work station; and
- (b) available to the employer or supervisor for the purposes of the investigation.

**(4) Subsection 43 (6) of the Act is amended by striking out “or” at the end of clause (b) and by adding the following clause:**

- (b.1) workplace violence continues to be likely to endanger himself or herself; or

**(5) Subsection 43 (8) of the Act is repealed and the following substituted:**

**Decision of inspector**

- (8) The inspector shall, following the investigation

dans les circonstances visées au paragraphe (3), plus de renseignements personnels que raisonnablement nécessaire pour protéger le travailleur d'un préjudice corporel.

**Programme : harcèlement**

**32.0.6** (1) L'employeur élabore et maintient un programme de mise en oeuvre de la politique concernant le harcèlement au travail exigée à l'alinéa 32.0.1 (1) b).

**Contenu**

(2) Sans préjudice de la portée générale du paragraphe (1), le programme :

- a) inclut les mesures que les travailleurs doivent prendre et les méthodes qu'ils doivent suivre pour signaler les incidents de harcèlement au travail à l'employeur ou au superviseur;
- b) énonce la manière dont l'employeur enquêtera sur les incidents et les plaintes de harcèlement au travail et dont il compte y faire face;
- c) inclut les éléments prescrits.

**Renseignements et directives : harcèlement**

**32.0.7** L'employeur fournit ce qui suit au travailleur :

- a) des renseignements et des directives adaptés au travailleur sur le contenu de la politique et du programme concernant le harcèlement au travail;
- b) les autres renseignements prescrits.

**4. (1) L'alinéa 43 (1) a) de la Loi est modifié par substitution de «l'alinéa (3) a), b), b.1) ou c)» à «l'alinéa (3) a), b) ou c)».**

**(2) Le paragraphe 43 (3) de la Loi est modifié par adjonction de l'alinéa suivant :**

- b.1) que de la violence au travail est susceptible de le mettre en danger;

**(3) Le paragraphe 43 (5) de la Loi est abrogé et remplacé par ce qui suit :**

**Obligations du travailleur de demeurer dans un lieu sûr et de rester disponible aux fins de l'enquête**

(5) Tant que l'enquête n'est pas terminée, le travailleur :

- a) d'une part, demeure dans un lieu sûr aussi près que raisonnablement possible de son poste de travail;
- b) d'autre part, reste à la disposition de l'employeur ou du superviseur aux fins de l'enquête.

**(4) Le paragraphe 43 (6) de la Loi est modifié par adjonction de l'alinéa suivant :**

- b.1) que de la violence au travail est toujours susceptible de le mettre en danger;

**(5) Le paragraphe 43 (8) de la Loi est abrogé et remplacé par ce qui suit :**

**Décision de l'inspecteur**

- (8) À la suite de l'enquête visée au paragraphe (7),

referred to in subsection (7), decide whether a circumstance described in clause (6) (a), (b), (b.1) or (c) is likely to endanger the worker or another person.

**(6) Subsection 43 (10) of the Act is repealed and the following substituted:**

**Worker to remain in safe place and available for investigation**

(10) Pending the investigation and decision of the inspector, the worker shall remain, during the worker's normal working hours, in a safe place that is as near as reasonably possible to his or her work station and available to the inspector for the purposes of the investigation.

**Exception**

(10.1) Subsection (10) does not apply if the employer, subject to the provisions of a collective agreement, if any,

- (a) assigns the worker reasonable alternative work during the worker's normal working hours; or
- (b) subject to section 50, where an assignment of reasonable alternative work is not practicable, gives other directions to the worker.

**5. Subsection 52 (1) of the Act is amended by striking out "or fire" in the portion before paragraph 1 and substituting "fire or incident of workplace violence".**

**6. The Act is amended by adding the following sections:**

**Order for written policies**

**55.1** In the case of a workplace at which the number of employees regularly employed is five or fewer, an inspector may in writing order that the policies with respect to workplace violence and workplace harassment required under section 32.0.1 be in written form and posted at a conspicuous place in the workplace.

**Order for written assessment, etc.**

**55.2** An inspector may in writing order that the following be in written form:

- 1. The assessment of the risks of workplace violence required under subsection 32.0.3 (1).
- 2. A reassessment required under subsection 32.0.3 (4).

**7. Subsection 70 (2) of the Act is amended by adding the following paragraphs:**

- 15. prescribing elements that any policy required under this Act must contain;
- ...
- 33. prescribing restrictions, prohibitions or conditions with respect to workers or workplaces relating to the risks of workplace violence;
- ...

l'inspecteur décide si une circonstance visée à l'alinéa (6) a), b), b.1) ou c) est susceptible de mettre le travailleur ou une autre personne en danger.

**(6) Le paragraphe 43 (10) de la Loi est abrogé et remplacé par ce qui suit :**

**Obligation du travailleur de demeurer dans un lieu sûr et de rester à la disposition de l'enquêteur**

(10) Tant que l'enquête n'a pas eu lieu et tant que l'inspecteur n'a pas rendu sa décision, le travailleur demeure, pendant ses heures normales de travail, dans un lieu sûr aussi près que raisonnablement possible de son poste de travail et reste à la disposition de l'inspecteur aux fins de l'enquête.

**Exception**

(10.1) Le paragraphe (10) ne s'applique pas si l'employeur, sous réserve des dispositions de la convention collective, le cas échéant :

- a) donne au travailleur un autre travail raisonnable pendant ses heures normales de travail;
- b) sous réserve de l'article 50, donne au travailleur d'autres directives s'il est impossible de lui donner un autre travail raisonnable.

**5. Le paragraphe 52 (1) de la Loi est modifié par substitution de «, d'un incendie ou d'un incident de violence au travail» à «ou d'un incendie» dans le passage qui précède la disposition 1.**

**6. La Loi est modifiée par adjonction des articles suivants :**

**Ordre : politiques écrites**

**55.1** Dans le cas d'un lieu de travail où le nombre de personnes régulièrement employées est égal ou inférieur à cinq, un inspecteur peut ordonner par écrit que les politiques concernant la violence au travail et le harcèlement au travail exigées aux termes de l'article 32.0.1 soient formulées par écrit et affichées dans un endroit bien en vue du lieu de travail.

**Ordre : évaluation écrite**

**55.2** Un inspecteur peut ordonner par écrit que les évaluations suivantes soient écrites :

- 1. L'évaluation des risques de violence au travail exigée au paragraphe 32.0.3 (1).
- 2. La réévaluation exigée au paragraphe 32.0.3 (4).

**7. Le paragraphe 70 (2) de la Loi est modifié par adjonction des dispositions suivantes :**

- 15. prescrire les éléments que doivent comprendre les politiques exigées par la présente loi;
- ...
- 33. prescrire des restrictions, des interdictions ou des conditions à l'égard des travailleurs ou des lieux de travail relativement aux risques de violence au travail;
- ...

50. requiring an employer to designate a person in a workplace to act as a workplace co-ordinator with respect to workplace violence and workplace harassment, and prescribing the functions and duties of the co-ordinator;
51. in the case of a worker described in subsection 43 (2), specifying situations in which a circumstance described in clause 43 (3) (a), (b), (b.1) or (c) shall be considered, for the purposes of clause 43 (1) (a), to be inherent in the worker's work or a normal condition of employment;
52. varying or supplementing subsections 43 (4) to (13) with respect to the following workers, in circumstances when section 43 applies to them:
  - i. workers to whom section 43 applies by reason of a regulation made for the purposes of subsection 3 (3), and
  - ii. workers described in subsection 43 (2).

**8. The Act is amended by adding the following section:**

**Regulations, taxi industry**

**71.** (1) The Lieutenant Governor in Council may make regulations governing the application of the duties and rights set out in Part III.0.1 to the taxi industry.

**Same**

(2) Without limiting the generality of subsection (1), the Lieutenant Governor in Council may make regulations,

- (a) specifying that all or any of the duties set out in Part III.0.1 apply for the purposes of the regulations, with such modifications as may be necessary in the circumstances;
- (b) specifying who shall be considered an employer for the purposes of the regulations and requiring that person to carry out the specified duties;
- (c) specifying who shall be considered a worker for the purposes of the regulations;
- (d) specifying what shall be considered a workplace for the purposes of the regulations.

**Commencement**

**9. This Act comes into force six months after the day it receives Royal Assent.**

**Short title**

**10. The short title of this Act is the *Occupational Health and Safety Amendment Act (Violence and Harassment in the Workplace), 2009*.**

50. exiger qu'un employeur désigne une personne dans un lieu de travail pour agir à titre de coordonnateur du lieu de travail à l'égard de la violence au travail et du harcèlement au travail et prescrire les fonctions et les obligations du coordonnateur;
51. dans le cas d'un travailleur décrit au paragraphe 43 (2), préciser les cas où une circonstance visée à l'alinéa 43 (3) a), b), b.1) ou c) doit être considérée, pour l'application de l'alinéa 43 (1) a), comme étant inhérente au travail d'un travailleur ou comme une condition normale de son emploi;
52. modifier ou compléter les paragraphes 43 (4) à (13) en fonction des travailleurs suivants, dans les circonstances où l'article 43 s'applique à ces derniers :
  - i. les travailleurs auxquels l'article 43 s'applique en raison d'un règlement pris pour l'application du paragraphe 3 (3),
  - ii. les travailleurs visés au paragraphe 43 (2).

**8. La Loi est modifiée par adjonction de l'article suivant :**

**Règlements : industrie du taxi**

**71.** (1) Le lieutenant-gouverneur en conseil peut, par règlement, régir l'application, à l'industrie du taxi, des devoirs et des droits énoncés à la partie III.0.1.

**Idem**

(2) Sans préjudice de la portée générale du paragraphe (1), le lieutenant-gouverneur en conseil peut, par règlement :

- a) préciser que la totalité ou une partie des devoirs énoncés à la partie III.0.1 s'applique dans le cadre des règlements, avec les adaptations nécessaires dans les circonstances;
- b) préciser les personnes qui sont considérées comme étant des employeurs pour l'application des règlements et exiger que ces personnes s'acquittent des devoirs précisés;
- c) préciser les personnes qui sont considérées comme étant des travailleurs pour l'application des règlements;
- d) préciser ce qui est considéré comme étant un lieu de travail pour l'application des règlements.

**Entrée en vigueur**

**9. La présente loi entre en vigueur six mois après le jour où elle reçoit la sanction royale.**

**Titre abrégé**

**10. Le titre abrégé de la présente loi est *Loi de 2009 modifiant la Loi sur la santé et la sécurité au travail (violence et harcèlement au travail)*.**



**Hastings and Prince Edward  
District School Board**

<b>BOARD POLICY NO. 18</b>	
<b>Adopted</b>	DRAFT
<b>Last Revised</b>	
<b>Review Date</b>	

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## **HASTINGS AND PRINCE EDWARD LEARNING FOUNDATION**

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### **1. PURPOSE**

Hastings and Prince Edward District School Board affirms its commitment to enriching the lives of students through the establishment of the Hastings and Prince Edward Learning Foundation.

The Learning Foundation exists to provide all students of the Board with expanded opportunities through fundraising efforts. The Foundation co-ordinates diverse resources to support projects which are of direct benefit to students but are not funded by standard sources.

The Hastings and Prince Edward Learning Foundation accomplishes its mission by working with volunteers, teachers, principals, school staff and donors to provide philanthropic support for an entire spectrum of enhanced learning opportunities for students.

### **2. POLICY**

- 2.1 The Hastings and Prince Edward Learning Foundation is the registered charitable organization of the Hastings and Prince Edward District School Board. The Board recognizes the Hastings and Prince Edward Learning Foundation as a separately incorporated, independent entity governed by a Board of Directors.
- 2.2 All activities of the Learning Foundation must be compatible with the mission, goals, policies and procedures of the Board.
- 2.3 It is the policy of Hastings and Prince Edward District School Board that any donation for charitable purposes other than student bursaries or external agencies such as, but not limited to, The Terry Fox Foundation should be performed through the Learning Foundation.
- 2.4 The Learning Foundation works to develop partnerships with the community to build a funding base that ensures the availability of enhanced learning opportunities for students in Hastings and Prince Edward District School Board schools. The Foundation and its community partners build on existing programs and explore new ideas for projects which are responsive to student needs.
- 2.5 Funding for the Foundation comes from local businesses, grants, community organizations and concerned citizens who want to provide financial or in-kind support for students. The Foundation helps donors achieve their charitable goals in support of student learning.

**3. SPECIFIC POLICY DIRECTIVES**

- 3.1 The Executive Director of the Foundation shall be an employee of the Board. The Learning Foundation shall cover all other administrative compensation costs, including reimbursing the Board for the salaries of staff members other than the Executive Director. The additional staff members shall be considered as Board employees for administrative purposes.
- 3.2 The Learning Foundation shall be located in a Hastings and Prince Edward District School Board facility. The Board shall provide accounting, payroll, and human resources services to the Learning Foundation. This provision is subject to annual review during the Board budget process.
- 3.3 The Learning Foundation shall have a Board of Directors, with the Director of Education and Superintendent of Financial Services (or designates) for Hastings and Prince Edward District School Board serving as mandatory voting members. Community and staff volunteers shall make up the remaining members of the Board of Directors for the Learning Foundation. These shall be appointed in compliance with the Foundation's by-laws.
- 3.4 The operations of the Learning Foundation shall be governed by the by-laws of that corporation.
- 3.5 The Learning Foundation shall be accountable for the quality and effective administration of all projects that it undertakes, and have a business management plan that clearly defines its accountability, risk management, structures, roles and responsibilities.
- 3.6 The Hastings and Prince Edward Learning Foundation shall maintain transparency and accountability of financial reporting and present an annual audited financial report to the Board at fiscal year-end. The Board reserves the right to review the operations of the Learning Foundation following receipt of this annual report.
- 3.7 The Board may at any time re-evaluate its relationship with the Hastings and Prince Edward Learning Foundation.

**Legal References:**

*Education Act, section 171.1(2) Agreements to Cooperate*

**Board References:**

Board Policy No. 1 Board Mission and Goals; The Achievement in Motion System Plan  
Administrative Procedure 182 Sponsorship/Partnership/Fund-Raising; AP 184 Philanthropic Fund-Raising



# Hastings and Prince Edward District School Board

*A Great Place to Learn and A Great Place to Work!*

Chair of the Board: Carl Pitman

Director of Education: Kathy Soule

## SYSTEM MEMO

**2009/10: #70**

**DATE:** February 11, 2010

**TO:** Principals and Vice-principals – North Hastings School Group  
Teachers – North Hastings School Group  
Senior Administration

**FROM:** Rob McGall, Superintendent of Human Resources Support Services  
June Rogers, Superintendent of Education Services  
Sue Taylor, Human Resources Officer - Teaching

**RE: Pilot project: North Hastings school group succession planning**

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### Purpose

To initiate a pilot project to support succession planning in the North Hastings school group.

### Background

Action steps within the AiM system plan support succession planning as a component of the leadership strategy identified within the Employee Excellence goal. Over the past few years there has been a shortage of qualified applicants for vice-principal and principal positions in North Hastings. In some cases, vice-principal positions have been filled with temporary administrators.

### Current situation

A pilot project is being initiated to establish a self-identification process for aspiring leaders interested in school administration, along with an incentive program that will fund up to 50% of the cost of approved courses related to moving an aspiring leader into a position of readiness to apply for vice-principal positions.

The pilot project will make available a maximum of \$5,000 each year for the next two years to support approved applicants who are working on qualifications related to school administration.

### Action required

Interested aspiring leaders are encouraged to submit the attached application form outlining their academic pathway and the course(s) they are currently working on. Forms must be submitted to Sue Taylor in Human Resources Support Services. All applications for support will be reviewed by a panel of superintendents, with successful applicants being notified by their school superintendent. Please note that approved support will only be issued after evidence of successful course completion has been received in Human Resources Support Services.

### Contacts

**Sue Taylor**, Human Resources Officer - Teaching, ext. 2238, [staylor@hpedsb.on.ca](mailto:staylor@hpedsb.on.ca)



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**NORTH HASTINGS SCHOOL GROUP  
SUCCESSION PLANNING**

**APPLICATION FORM**

NAME:		DATE:
SCHOOL/DEPARTMENT:		
COURSE NAME:		
START/END DATES:		
COURSE DESCRIPTION:		
ACADEMIC PATHWAY/COURSE(S) CURRENTLY WORKING ON:		
<b>Support requested</b>		\$
<b>Approved (up to a maximum of 50%)</b>		\$

\_\_\_\_\_  
Applicant's signature

**Applicants are required to submit an original copy of the paid registration receipt  
along with evidence of successful course completion.**

**SUBMIT TO  
SUE TAYLOR, HUMAN RESOURCES SUPPORT SERVICES**