



April 13, 2026

# Policy & Governance Standing Committee

## Notice of Meeting

The Policy & Governance Standing Committee Meeting of the Waterloo Region District School Board will be held in the Boardroom, Building 2, 1<sup>st</sup> Floor, 51 Ardel Avenue, Kitchener, Ontario, on April 13, 2026, at 6:00 p.m.

### AGENDA

#### Call to Order

#### Territorial Acknowledgement and O Canada

#### Approval of Agenda

#### Announcements

#### Declarations of Pecuniary Interest

#### Delegations

#### Staff Follow Up

#### Reports

01 Board Policy 4010 - Video Surveillance In Schools

08 Board Policy 5002 - Leave-Of-Absence: Employees Seeking Or Holding Elected Office

12 Board Policy 5009 - Travel, Meals And Hospitality Expenditures – Staff

#### Board Reports

#### Question Period for Members (5 minutes)

#### Rise & Reconvene in a Working Meeting

Questions relating to this agenda should be directed to Stephanie Reidel, Manager of Corporate Services  
519-570-0003, ext. 4336, or [Stephanie.Reidel@wrdsb.ca](mailto:Stephanie.Reidel@wrdsb.ca)



# Report to Policy & Governance Standing Committee

April 13, 2026

## Subject: Board Policy 4010 - Video Surveillance In Schools

### Recommendation

That the Policy & Governance Standing Committee recommend approval of Board Policy 4010 - Video Surveillance In Schools as presented at the April 13, 2026 Policy & Governance Standing Committee meeting.

### Status

Recommended changes include:

- Housekeeping changes for consistent policy formatting & changes to policy titles
- Links added for Legal and Related References

The following steps have occurred:

- Reviewed using the Human Rights and Equity Review Guide
- Reviewed by Leadership Council
- Reviewed for legislative updates, consistent language and AODA considerations

### Background

The policy was reviewed through the Policy Review Process.

### Financial implications

There are no known financial implications of the policy changes.

### Communications

Policies will be updated on the internal and external websites after approval by the Board of Trustees at the monthly Board meeting.

**Prepared by:** S. Reidel, Manager of Corporate Services on behalf of the Policy & Governance Standing Committee in consultation with Leadership Council.



## VIDEO SURVEILLANCE IN SCHOOLS

Legal References:	<a href="#"><u>Municipal Freedom of Information and Protection of Privacy Act</u></a> <a href="#"><u>Education Act, Section 300.0.1 and 301 (2) 5</u></a> <a href="#"><u>Ontario Human Rights Code</u></a>
Related References:	<a href="#"><u>Board Policy 6000 – Safe Schools</u></a> <a href="#"><u>Board Policy 1014 - Privacy Protection and Access to Information</u></a> <a href="#"><u>Board Policy 1015 - Records Information Management</u></a> <a href="#"><u>Administrative Procedure 1100 – Privacy Protection and Access to Information</u></a> <a href="#"><u>Administrative Procedure 3085 – Safe Welcome Program</u></a> <a href="#"><u>Administrative Procedure 3100 - Video Surveillance Cameras in Schools</u></a> <a href="#"><u>Guidelines for Using Video Surveillance Cameras in Schools - Ontario Information and Privacy Commissioner, 2015</u></a>
Effective Date:	April 2004
Revisions:	April 2017, October 2018, October 18, 2021; <b>April 13, 2026</b>
Reviewed:	

### 1. Purpose Preamble

- 1.1. The Waterloo Region District School Board (WRDSB) promotes a safe and secure learning environment in the best interest of students, staff and the general public.
- 1.2. The collection of personal information, including the images captured on a video surveillance system installed within any WRDSB site is governed by the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA).
- 1.3. The WRDSB further commits that personal information will not be used or disclosed for purposes other than those for which it was collected except with the consent of the individual or as required by law and will be disposed of when it is no longer needed and in accordance with MFIPPA and the WRDSB Retention Schedule.

It is the policy of the Waterloo Region District School Board (WRDSB) that:

- 1.1 the promotion of a safe and secure learning environment is in the best interest of students, staff and the general public;
- 1.2 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;
- 1.3 the utilization of video surveillance systems is to complement, not to replace, other means to create a safe and secure learning environment.
- 1.4 the video surveillance system will collect, use, retain and dispose of personal information in the course of meeting its statutory duties and responsibilities. The WRDSB is committed to the protection of privacy of individuals with respect to personal information that is in its custody and/or under its control.
- 1.5 personal information (video images) collected by the WRDSB, will have a specific purpose and will be kept in a secure manner. The WRDSB further commits that personal information will not be used or disclosed for purposes other than those for which it was collected except with the consent of the individual or as required by law and will be disposed of when it is no longer needed and in accordance with MFIPPA and the WRDSB Retention Schedule.

## 2. Definitions

- 2.1 Covert Surveillance - the use of a concealed video without an audio track for non-routine investigative purposes.
- 2.2 Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) - means the legislation that governs access to and the privacy of WRDSB records containing personal information.
- 2.3 Overt Surveillance - the unconcealed use of video for monitoring purposes or to record activities for historical review.
- 2.4 Personal Information - recorded information about an identifiable individual as per MFIPPA.
- 2.5 Retention Schedule - is a list of all the record classifications and their corresponding retention periods. The schedule also identified which records are deemed vital, which are archival, and who is the responsible department or official record holder.
- 2.6 Video Surveillance Systems - 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).

## 3. Application

- 3.1. the utilization of video surveillance systems is to complement, not replace other means of creating a safe and secure learning environment.
- 3.2. the video surveillance system will collect, use, retain and dispose of personal information in accordance with its statutory duties and responsibilities. The WRDSB is committed to the protection of privacy of the personal information of any individuals in its custody and/or under its control.
- 3.3. personal information (video images) collected by the WRDSB, will have a specific purpose and will be kept in a secure manner in accordance with Board Policy 1015 - Records Information Management.

### ~~Authority~~

- ~~3.1 The Coordinating Superintendent of Human Resources & Equity Services has overall responsibility for the WRDSB video surveillance program.~~
- ~~3.2 The following personnel are authorized to utilize/access the video surveillance system in the discharge of their duties:~~
  - ~~3.2.1 Principals~~
  - ~~3.2.2 Vice Principals~~
  - ~~3.2.3 Health, Safety and Security Management Employees~~

### ~~4. Application/Scope~~

- ~~4.1 This policy applies to the operation of any video system installed within any WRDSB site for the purpose of surveillance:~~
  - 3.4. Overt video surveillance equipment shall be used in public areas of its schools and facilities when it is deemed necessary in order to:
    - 3.4.1. Enhance the safety and well-being of students, staff and the community;
    - 3.4.2. Protect WRDSB property and equipment against theft or vandalism;
    - 3.4.3. Aid in identifying intruders and of persons breaking the law;
    - 3.4.4. Support implementation of the Ministry of Education's Safe Welcome Program.

- 3.5. The WRDSB reserves the right to consider and employ lawful "covert surveillance" on a case by case basis in consultation with the appropriate Supervisory Officer. Covert video surveillance shall only be used in specific, limited circumstances as an investigative tool related to criminal or illegal activity.
- 3.6. The video taping of school events such as graduation, theatrical productions or other similar events by the parents and families of students is not addressed by this policy. See Administrative Procedure ~~4000-1100~~ – **Privacy Protection and Access to Information Protection of Student Personal Information (Including Student/Voice Recordings)**.
- 3.7. Authorized videotaping for educational, instructional and/or research purposes ~~is~~ **are** not addressed by this policy. See Administrative Procedure ~~4000-1100~~.

## 5. — Guidelines

- 3.8. Notice signs shall be installed at all properties with video surveillance systems, in accordance with the notification requirements of 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.
- 3.9. The closed circuit television (CCTV) system within WRDSB facilities may operate continuously. All recorded images are the property of the WRDSB.
- 3.10. Cameras will not monitor areas where students and staff have an expectation of privacy, such as change rooms and washrooms.
- 3.11. Where applicable and appropriate, this policy shall be incorporated into training and orientation programs of the WRDSB.
- 3.12. **The Associate Director, Business Services has responsibility for video surveillance at the WRDSB.**



Waterloo Region  
District School Board

## Board Policy 4010

# VIDEO SURVEILLANCE IN SCHOOLS

Legal References:	<i>Municipal Freedom of Information and Protection of Privacy Act Education Act, Section 300.0.1 and 301 (2) 5 Ontario Human Rights Code</i>
Related References:	<i>Board Policy 6000 – Safe Schools Administrative Procedure 1100 – Privacy Protection and Access to Information Administrative Procedure 3085 – Safe Welcome Program Administrative Procedure 3100 - Video Surveillance Cameras in Schools Guidelines for Using Video Surveillance Cameras in Schools - Ontario Information and Privacy Commissioner, 2015</i>
Effective Date:	<i>April 2004</i>
Revisions:	<i>April 2017, October 2018, October 18, 2021</i>
Reviewed:	

## 1. Preamble

It is the policy of the Waterloo Region District School Board (WRDSB) that:

- 1.1 the promotion of a safe and secure learning environment is in the best interest of students, staff and the general public;
- 1.2 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;
- 1.3 the utilization of video surveillance systems is to complement, not to replace, other means to create a safe and secure learning environment.
- 1.4 the video surveillance system will collect, use, retain and dispose of personal information in the course of meeting its statutory duties and responsibilities. The WRDSB is committed to the protection of privacy of individuals with respect to personal information that is in its custody and/or under its control.
- 1.5 personal information (video images) collected by the WRDSB, will have a specific purpose and will be kept in a secure manner. The WRDSB further commits that personal information will not be used or disclosed for purposes other than those for which it was collected except with the consent of the individual or as required by law and will be disposed of when it is no longer needed and in accordance with MFIPPA and the WRDSB Retention Schedule.

## 2. Definitions

- 2.1 Covert Surveillance- the use of a concealed video without an audio track for non-routine investigative purposes.

- 2.2 Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) - means the legislation that governs access to and the privacy of WRDSB records containing personal information.
- 2.3 Overt Surveillance - the unconcealed use of video for monitoring purposes or to record activities for historical review.
- 2.4 Personal Information- recorded information about an identifiable individual as per MFIPPA.
- 2.5 Retention Schedule - is a list of all the record classifications and their corresponding retention periods. The schedule also identified which records are deemed vital, which are archival, and who is the responsible department or official record holder.
- 2.6 Video Surveillance Systems -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).

### 3. Authority

- 3.1 The Coordinating Superintendent of Human Resources & Equity Services has overall responsibility for the WRDSB video surveillance program.
- 3.2 The following personnel are authorized to utilize/access the video surveillance system in the discharge of their duties:
  - 3.2.1 Principals
  - 3.2.2 Vice-Principals
  - 3.2.3 Health, Safety and Security Management Employees

### 4. Application/Scope

- 4.1 This policy applies to the operation of any video system installed within any WRDSB site for the purpose of surveillance.
- 4.2 Overt video surveillance equipment shall be used in public areas of its schools and facilities when it is deemed necessary in order to:
  - 4.2.1 Enhance the safety and well-being of students, staff and the community;
  - 4.2.2 Protect WRDSB property and equipment against theft or vandalism;
  - 4.2.3 Aid in identifying intruders and of persons breaking the law;
  - 4.2.4 Support implementation of Ministry of Education's Safe Welcome Program.
- 4.3 The WRDSB reserves the right to consider and employ lawful "covert surveillance" on a case by case basis in consultation with the appropriate Supervisory Officer. Covert video surveillance shall only be used in specific, limited circumstances as an investigative tool related to criminal or illegal activity.
- 4.4 The video taping of school events such as graduation, theatrical productions or other similar events by the parents and families of students is not addressed by this policy. See Administrative Procedure 1090 – Protection of Student Personal Information (Including Student/Voice Recordings).
- 4.5 Authorized videotaping for educational, instructional and/or research purposes are not addressed by this policy. See Administrative Procedure 1090.

### 5. Guidelines

- 5.1 Notice signs shall be installed at all properties with video surveillance systems, in accordance with the notification requirements of 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.
- 5.2 The closed circuit television (CCTV) system within WRDSB facilities may operate continuously. All recorded images are the property of the WRDSB.
- 5.3 Cameras will not monitor areas where students and staff have an expectation of privacy, such as change rooms and washrooms.

- 5.4 Where applicable and appropriate, this policy shall be incorporated into training and orientation programs of the WRDSB.



# Report to Policy & Governance Standing Committee

April 13, 2026

## Subject: Board Policy 5002 - Leave of Absence: Employees Seeking or Holding Office

### Recommendation

That the Policy & Governance Standing Committee recommend approval of Board Policy 5002 - Leave of Absence: Employees Seeking or Holding Office as presented at the April 13, 2026 Policy & Governance Standing Committee meeting.

### Status

Recommended changes include:

- Housekeeping changes for consistent policy formatting
- Clarification provided for seeking election as a school board trustee

The following steps have occurred:

- Reviewed using the Human Rights and Equity Review Guide
- Reviewed by Leadership Council
- Reviewed for legislative updates, consistent language and AODA considerations

### Background

The policy was reviewed through the Policy Review Process.

### Financial implications

There are no known financial implications of the policy changes.

### Communications

Policies will be updated on the internal and external websites after approval by the Board of Trustees at the monthly Board meeting.

**Prepared by:** S. Reidel, Manager of Corporate Services on behalf of the Policy & Governance Standing Committee in consultation with Leadership Council.



## LEAVE-OF-ABSENCE: EMPLOYEES SEEKING OR HOLDING ELECTED OFFICE

Legal References:	<a href="#">Canada Elections Act</a> <a href="#">Election Act, R.S.O. 1990</a> <a href="#">Municipal Elections Act</a>
Related References:	<del>2014</del> <a href="#">2022 Candidates' Guide for Ontario Municipal and School Board Elections Request for Leave of Absence HR-01-500</a>
Effective Date:	February 23, 1998
Revisions:	March 7, 2016, June 12, 2017
Reviewed:	November 19, 2018, January 24, 2022, <b>April 13, 2026</b>

### 1. Purpose

- 1.1 The Waterloo Region District School Board (**WRDSB**) recognizes that it is the right of employees to fulfill their roles as citizens of the community, including running for public office and encourages employees to participate in public service.

### 2. Application

- 2.1 It is the policy of the **WRDSB** ~~Waterloo Region District School Board~~ that an employee who is a candidate in a Federal or Provincial Election will take leave-of-absence without pay from the time the candidate's nomination is filed and ending on voting day. If elected to office, they shall be considered as being on leave of absence without pay from the date of their election to the date of the next Federal or Provincial election so long as they remain in office.
- 2.2 A leave of absence will be considered, at the discretion of the Director of Education, for any staff member who seeks election as or is elected to the office of municipal councilor, ~~or municipal mayor or school board trustee~~ in compliance with all relevant legislation.
- 2.3 A leave of absence will be considered, at the discretion of the Director of Education, for any staff member who seeks election as school board trustee in compliance with all relevant legislation.
  - 2.3.1 If elected, the employee must resign prior to the elected start date.



Waterloo Region  
District School Board

## Board Policy 5002

# LEAVE-OF-ABSENCE: EMPLOYEES SEEKING OR HOLDING ELECTED OFFICE

Legal References:	<i>Canada Elections Act</i> <i>Election Act, R.S.O, 1990</i> <i>Municipal Elections Act</i>
Related References:	2014 Candidates' Guide for Ontario Municipal and School Board Elections <i>Request for Leave of Absence HR-01-500</i>
Effective Date:	<i>February 23, 1998</i>
Revisions:	<i>March 7, 2016, June 12, 2017</i>
Reviewed:	<i>November 19, 2018, January 24, 2022</i>

1. The Waterloo Region District School Board recognizes that it is the right of employees to fulfill their roles as citizens of the community, including running for public office and encourages employees to participate in public service.
2. It is the policy of the Waterloo Region District School Board that an employee who is a candidate in a Federal or Provincial Election will take leave-of-absence without pay from the time the candidate's nomination is filed and ending on voting day. If elected to office, they shall be considered as being on leave of absence without pay from the date of their election to the date of the next Federal or Provincial election so long as they remain in office.
3. A leave of absence will be considered, at the discretion of the Director of Education, for any staff member who seeks election as or is elected to the office of municipal councilor, municipal mayor or school board trustee in compliance with all relevant legislation.



# Report to Policy & Governance Standing Committee

April 13, 2026

## Subject: Board Policy 5009 - Travel, Meals And Hospitality Expenditures – Staff

### Recommendation

That the Policy & Governance Standing Committee recommend approval of Board Policy 5009 - Travel, Meals And Hospitality Expenditures – Staff as presented at the April 13, 2026 Policy & Governance Standing Committee meeting.

### Status

Recommended changes include:

- Housekeeping changes for consistent policy formatting
- Removal of duplicate language to simplify policy
- Changes made to reflect updates to related procedures

The following steps have occurred:

- Reviewed using the Human Rights and Equity Review Guide
- Reviewed by Leadership Council
- Reviewed for legislative updates, consistent language and AODA considerations

### Background

The policy was reviewed through the Policy Review Process.

### Financial implications

There are no known financial implications of the policy changes.

### Communications

Policies will be updated on the internal and external websites after approval by the Board of Trustees at the monthly Board meeting.

**Prepared by:** S. Reidel, Manager of Corporate Services on behalf of the Policy & Governance Standing Committee in consultation with Leadership Council.



# TRAVEL, MEALS AND HOSPITALITY EXPENDITURES – STAFF

Legal References:	<a href="#"><u>Education Act, R.S.O. 1990, c. E.2: Section 171(1)17. Powers of Boards: Membership Fees and Travelling Expenses</u></a> <a href="#"><u>Section 286(1)(i) Duties of Supervisory Officers: Supervise Business</u></a> <a href="#"><u>Broader Public Sector Expenses Directive (Effective January 1, 2020)</u></a> <a href="#"><u>Ministry Memo 2006:B15 – School Board Expenditure Guidelines</u></a> <a href="#"><u>Ministry Memo 2009:B8 – Trustee Expense Guideline</u></a>
Related References:	<a href="#"><u>Administrative Procedure 4380 – Expense Reimbursement</u></a> <a href="#"><u>Administrative Procedure 4381 - Travel and Meals Expenditures</u></a> <a href="#"><u>Administrative Procedure 4382 - Hospitality Expenditures</u></a> <a href="#"><u>Administrative Procedure 4383 - In-Service Expenditures</u></a> <a href="#"><u>FS-19-AS5 Request for Reimbursement of Expense Reimbursement</u></a>
Effective Date:	March 2007
Revisions:	June 16, 2014, March 7, 2016, January 21, 2019, <b>April 13, 2026</b>
Reviewed:	June 19, 2017, March 21, 2022

## 1. ~~Preamble~~ Purpose

~~The policy that follows outlines the role and responsibilities of staff and their supervisors when travel, meals, hospitality expenditures or other out of pocket expenses made by an employee are to be paid or reimbursed.~~

### ~~Travel, Meals and Hospitality Expenditures~~

- 1.1 ~~It is the policy of the~~ **The** Waterloo Region District School Board (WRDSB) ~~will to~~ pay or reimburse employees for out-of-pocket expenses incurred while on board business as outlined in the ~~Administrative Procedure 4380 Travel, Meals and Hospitality Expenditures.~~
- 1.2 ~~The WRDSB will reimburse employees for travel, meals, accommodation expenses, other business expenses and hospitality expenditures incurred in carrying out their responsibilities while representing the interest of students, the community or the WRDSB.~~

## 2. Application

- 2.1 ~~All expenses to be reimbursed must be reasonable and relevant to the business activity of the WRDSB. The expenditures must be reasonable and transparent, with appropriate accountability and relate to the goals and objectives of the WRDSB.~~
- 2.2 For an expense to be paid or reimbursed it must have the appropriate authorizations and approvals as set out in **administrative procedures referenced above** ~~Administrative Procedure 4380 Travel, Meals and Hospitality Expenditures.~~
- 2.3 The WRDSB assumes no obligation to reimburse expenses that do not comply with this policy or **administrative procedures referenced above** ~~Administrative Procedure 4380.~~



## TRAVEL, MEALS AND HOSPITALITY EXPENDITURES – STAFF

Legal References:	<i>Education Act: Section 171(1)17. Powers of Boards: Membership Fees and Travelling Expenses</i> <i>Section 286(1)(i) Duties of Supervisory Officers: Supervise Business</i> <i>Broader Public Sector Expenses Directive (Effective April 1, 2011)</i> <i>Ministry Memo 2006:B15 – School Board Expenditure Guidelines</i> <i>Broader Public Sector Accountability Act, 2010</i>
Related References:	<i>Administrative Procedure 4380 – Travel, Meals and Hospitality Expenditures</i> <i>FS-19-AS5 Request for Reimbursement of Expenses</i>
Effective Date:	<i>March 2007</i>
Revisions:	<i>June 16, 2014, March 7, 2016, January 21, 2019</i>
Reviewed:	<i>June 19, 2017, March 21, 2022</i>

### 1. Preamble

- 1.1 The policy that follows outlines the role and responsibilities of staff and their supervisors when travel, meals, hospitality expenditures or other out-of-pocket expenses made by an employee are to be paid or reimbursed.

### 2. Travel, Meals and Hospitality Expenditures

- 2.1 It is the policy of the Waterloo Region District School Board (WRDSB) to pay or reimburse employees for out-of-pocket expenses incurred while on board business as outlined in the [Administrative Procedure 4380 Travel, Meals and Hospitality Expenditures](#).
- 2.2 The WRDSB will reimburse employees for travel, meals, accommodation expenses, other business expenses and hospitality expenditures incurred in carrying out their responsibilities while representing the interest of students, the community or the WRDSB.
- 2.3 All expenses to be reimbursed must be reasonable and relevant to the business activity of the WRDSB. The expenditures must be reasonable and transparent, with appropriate accountability and relate to the goals and objectives of the WRDSB.
- 2.4 For an expense to be paid or reimbursed it must have the appropriate authorizations and approvals as set out in [Administrative Procedure 4380 Travel, Meals and Hospitality Expenditures](#).
- 2.5 The WRDSB assumes no obligation to reimburse expenses that do not comply with this policy or Administrative Procedure 4380.