



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Agenda
Catholic Education Center
322 Fairview Drive
Brantford, ON N3T 5M8

**Policy Committee
Tuesday, March 9, 2010 3:00
Board Room**

- 1. Call to Order**
 - 1.1 Opening Prayer – Bonnie McKinnon, Chair of the Policy Committee
 - 1.2 Attendance

- 2. Routine Matters**
 - 2.1 Approval of the Agenda
 - 2.2 Declaration of Interest
 - 2.3 Approval of Minutes from the Committee of the Whole – February 16, 2010 Pages 2-3
 - 2.4 Business Arising from Minutes

- 3. Presentations and Delegations: Nil**

- 4. Committee and Staff Reports**
 - 4.1 Revised Policy: Purchasing Pages 4-21
Presenter: Wally Easton, Associate Director

 - 4.2 Review of Board By-laws Pages 22-45
Presenter: Cathy Horgan

 - 4.3 Update on Schedule of Policies – TO BE DISTRIBUTED
Presenter: Cathy Horgan, Director of Education

- 5. Moment of Silent Reflection**

- 6. Adjournment**

Next meeting: Tuesday, March 9, 2010 3:00 pm, CEC



**Policy Committee
Tuesday, February 16, 2010
Trustees' Lounge**

Present: Bonnie McKinnon (Chair), Cliff Casey, Bill Chopp, Dan Dignard, Wally Easton, Cathy Horgan, June Szeman

Absent: Nil

1. Opening Prayer

The meeting opened with a prayer led by Bonnie McKinnon.

2. Approval of the Agenda

Moved by: Dan Dignard

Seconded by: June Szeman

THAT the Policy Committee approve the agenda for the February 16, 2010 meeting.

Carried

3. Approval of Minutes

Moved by: Dan Dignard

Seconded by: June Szeman

THAT the Policy Committee approve the minutes from the January 19, 2010 meeting.

Carried

4. Discussion Items

4.1 Revised Policy: Admission of Students

Director of Education Cathy Horgan reviewed the revised draft of the Admissions Policy.

Discussion occurred and no changes had be made to the draft policy that had been vetted.

Moved by: June Szeman

Seconded by: Dan Dignard

THAT the Policy Committee recommends the Committee of the Whole refer the Revised Policy on Admission of Students to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried



4.2 Policy: Educational Partnerships

Superintendent of Education Bill Chopp reviewed the Policy: Educational Partnerships. This policy was developed due to PPM 149 which requires the review and/or development of a local protocol for partnerships between external agencies and school boards. This policy meets the requirements set out by the Ministry and the Board is in full compliance of the mandate.

Moved by: June Szeman

Seconded by: Dan Dignard

THAT the Policy Committee recommend the Committee of the Whole refer the Educational Partnerships Policy to the Brant Haldimand Norfolk Catholic District School Board for approval.
Carried

4.3 Revised Policy: Employee Expense

Associate Director Wally Easton reviewed the changes to the Employee Expense Policy. Previously, the policy for expense reimbursement included employees and trustees, but the Ministry has stated the policy for trustees should be separate from that for employees. The primary changes made to the policy were to delete any reference to trustees.

Moved by: Dan Dignard

Seconded by: June Szeman

THAT the Policy Committee recommend the Committee of the Whole refer the Employee Expense Reimbursement policy to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

4.4 Update on Schedule of Policies

Director of Education Cathy Horgan reviewed the document of policies to be developed or revised and the timelines.

5. Moment of Silent Reflection

6. Adjournment

Moved by: Dan Dignard

Seconded by: June Szeman

THAT the Policy Committee adjourn the meeting of February 16, 2010.

Carried

Next Meeting: Tuesday, March 9, 2010 at 3:00 pm - Trustees' Lounge

**REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC
DISTRICT SCHOOL BOARD POLICY COMMITTEE**

Prepared by: G. Wallace Easton, Associate Director, Corporate Services & Treasurer
Presented to: Policy Committee
Submitted on: March 9, 2010
Submitted by: Cathy Horgan, Director of Education & Secretary

REVISED PURCHASING POLICY

Public Session

BACKGROUND INFORMATION:

The majority of the changes to the Purchasing policy are a result of the new *Supply Chain Guidelines* issued by the provincial government last fall. As a result, the requirements for competitive procurement have increased substantially. These guidelines become effective for the broader sector on March 31, 2010.

DEVELOPMENTS:

The policy and administrative procedures were reviewed by Senior Administration, all principals and managers. Appendix A contains a copy of the policy and administrative procedures. The changes made to the policy are indicated in red.

RECOMMENDATION:

THAT the Policy Committee recommend the Committee of the Whole refer the Revised Purchasing policy to the Brant Haldimand Norfolk Catholic District School Board for approval.



Brant Haldimand Norfolk Catholic District School Board

PURCHASING POLICY

Adopted:	24/09/03	Policy No:	700.1
Revised:	24/04/08	Policy Category:	Finance

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board, and its staff, shall endeavour to purchase goods and services in the required quantity and quality, at the right price and availability, to ensure best value and greatest benefit to our students, staff and taxpayers.

Policy Statement:

The Brant Haldimand Norfolk Catholic District School Board will purchase, rent or lease all goods and services with the lowest total cost of ownership. Factors to be considered when determining the lowest total cost of ownership should be (but not limited to) price, quality, service, delivery, operating, maintenance and disposal costs. In doing so, the Board will ensure all transactions are:

- done in an efficient and cost-effective manner
- ensure transparency and accountability
- protect the Board's financial interests
- ensure compliance with all statutory and regulatory laws through open competition, where appropriate
- adheres to socially acceptable and legal standards for fair labour practices.

Glossary of Key Policy Terms:

Total Cost of Ownership:	The sum of all costs (direct and indirect) associated with the acquisition of goods and/or services; this includes, but is not limited to, delivery, maintenance, operational, service, down time, etc.
Transparency:	An openness/willingness to accept public scrutiny that diminishes the capacity for an agency to practice or harbour potentially unacceptable policies/practices.
Economies of Scale:	Increasing efficiencies in the acquisition of goods and services through common product/service specifications where feasible.

Statutory/Regulatory/Related Board Policy Linkages:

Education Act, Section 217
 Agreement on Internal Trade
 Municipal Freedom of Information & Protection of Privacy Act
 Ontario-Quebec Procurement Agreement
 BPS Supply Chain Guidelines (Ministry of Finance)
 Criminal Background Checks
 Employee Expense Reimbursement Policy
 Ontario Regulation 612/00 School Councils
 Professional Standards & Conflict of Interest Policy for Employees
 Purchasing Terms and Conditions
 Public Service of Ontario Act, 2006
 School Funds Policy

Brant Haldimand Norfolk Catholic District School Board

ADMINISTRATIVE PROCEDURES: Purchasing

Adopted:	24/09/03	Policy No:	700.1
Revised:	22/04/08	Policy Category:	Finance

The following administrative procedures apply to all staff involved in the purchase of goods and services on behalf of the Board as well as all purchases of goods and services from school generated funds.

1. PURCHASING THRESHOLDS

The following dollar thresholds (including applicable taxes) indicate the purchasing process to be followed by all staff for goods and services not already on a quotation, tender, and/or contract awarded through the Board's Purchasing Department or a collaborative purchasing effort done on behalf of the Board. Note: The Facilities Department may operate under different thresholds based on the unique requirements within that department.

1.1 Quotations & Competitive Procurements

1.1.1 The purchase of goods and services shall be made in accordance with the following:

- | | |
|------------------------------|---|
| \$0 to \$2,000 | May be requisitioned/purchased without quotation at the discretion of the individual (or designate) with budget authority. Sound judgement shall be exercised by the individual when determining if quotations should be obtained regardless of this value range. |
| \$2,001 to \$25,000 | May be requisitioned/purchased by the individual with budget authority only after receiving a minimum of three (3) vendor quotes (fax, email, or written). |
| \$25,001 to \$100,000 | The Purchasing Department (or designate) to issue an invitational competitive procurement (Tender, RFQ or RFP) to a minimum of three (3) suppliers. Bid notices shall, at minimum, be advertised on the Board's website. |
| \$100,000 + | The Purchasing Department to issue open competitive bid document (Tender, RFQ, or RFP). Bids shall be advertised on a nationally recognized electronic bulletin board. |

The Facilities Department shall follow the purchasing process for goods and services (including applicable taxes) that are not already on a quotation, tender and/or contract awarded through the Purchasing Department or a collaborative purchasing effort done on behalf of the Board as outlined below:

- | | |
|-----------------------|---|
| \$0 to \$5,000 | May be requisitioned/purchased without quotation at the discretion of the individual (or designate) with budget authority. Sound judgement shall be exercised by the individual when determining if quotations should be obtained regardless of this value range. |
|-----------------------|---|

\$5,001 to \$25,000	May be requisitioned/purchased by the individual with budget authority (or designate) only after receiving a minimum of three (3) vendor quotes (fax, email, or written).
\$25,001 to \$100,000	The Purchasing Department (or designate) to issue an invitational competitive procurement (Tender, RFQ or RFP) to a minimum of three (3) suppliers. Bid notices shall be advertised on the Board's website at minimum.
\$100,000 +	The Purchasing Department to issue open competitive procurement document (Tender, RFQ or RFP). Bids shall be advertised on a nationally recognized electronic bulletin board.

- 1.1.2 All quotations received are to be on file and maintained along with a copy of the purchase order by the initiating department and/or school.
- 1.1.3 It is the department and/or school's responsibility to determine if the required goods and/or services are already available on a quotation, tender and/or contract awarded through the Purchasing Department (or a collaborative purchasing effort done on behalf of the Board).
- 1.1.4 The Purchasing Department may decide to purchase any goods or services through a formal or informal quotation process, regardless of the estimated dollar value.
- 1.1.5 Where the unit cost of an item is less than \$2,001, but the quantity required exceeds a total value of \$2,001, three (3) vendor quotes are still required as per the above thresholds.

i.e.: one (1) utility table = \$250 = no quotation
ten (10) utility tables = \$2,500 = three (3) quotes required

A division of requirements into multiple purchases to reduce the estimated value of a single purchase and avoid the application of the above thresholds is not permitted.

1.2 Competitive Procurement

There are two (2) main types: Information Gathering and Purchasing

1.2.1 Information Gathering

1.2.1.1 Request for Information (RFI)

The purpose of an RFI is to gather general supplier or product information. This mechanism may be used when the Board is researching a contemplated procurement and has not yet determined what characteristics the ideal solution would have. RFIs normally contribute to the final version of a subsequent Request for Proposal (RFP).

1.2.1.2 Request for Expression of Interest (RFEI)

The purpose of an RFEI is to gather information on supplier interest in an opportunity or information on supplier capabilities/qualifications. This mechanism may be used when the Board wishes to gain a better understanding of the capacity of the supplier community to provide the services or solutions needed. Information collected in an RFEI can also facilitate selecting the best procurement process for a follow-up competitive process.

Note: A response to an RFI or RFEI must not pre-qualify potential suppliers and must not influence their chances of being the successful supplier on any subsequent opportunity.

1.2.1.3 Request for Supplier Qualifications (RFSQ)

The purpose of an RFSQ is to gather information on supplier capabilities and qualifications, with the intention of creating a list of pre-qualified suppliers or a Vendor of Record (VOR). This mechanism may be used either to identify qualified candidates in advance of expected future competitions or to narrow the field for an immediate need. The purpose of this process is to reduce subsequent effort devoted to the competitive process (i.e., bid preparation on the part of suppliers and evaluation on the part of the Board).

Note: The terms and conditions of the RFSQ must contain specific language to disclaim any obligation on the part of the Board to actually call on any supplier to supply such goods or service as a result of the pre-qualification. No Contract A or Contract B shall be formed between the Board and the pre-qualified suppliers as a result of this process.

1.2.2 Purchasing

1.2.2.1 Request for Proposal (RFP)

The purpose of this document is to request suppliers to provide solutions for the delivery of complex goods, services or construction or to provide alternative options or solutions. It is a process that uses predefined evaluation criteria in which price is not the only factor.

1.2.2.2 Request for Tender (RFT)

The purpose of this document is to request suppliers' bids to provide goods, services or construction based on stated delivery requirements, performance specifications, terms and conditions. An RFT usually focuses the evaluation criteria predominantly on price and delivery requirements. This document may also be called a Request for Quotation (RFQ) where the organization has described exactly what needs to be purchased and the evaluation is made solely on price.

1.2.2.3 Vendor of Record (VOR) / Preferred Suppliers List

The purpose of a VOR is to establish a procurement arrangement authorizing the Board to select from one or more pre-qualified vendor(s), typically by way of a formal second-stage process, for a defined period on terms and conditions, including pricing, as set out in the particular VOR agreement. VORs/Preferred Suppliers Lists are used to reduce costs to the Board through the establishment of strategic relationships with a small group of suppliers.

- 1.2.3. The goal of competitive procurement is to achieve the highest number of quality bids possible, so as to maximize the organization's ability to achieve better value for money. The Board shall provide a minimum response time of 15 calendar days for all competitive procurements with the exception of urgent and/or emergency procurements.**
- 1.2.4 All competitive procurements issued by the Board will have a pre-defined closing date and time during normal business hours (Monday to Friday, excluding provincial and national holidays). All submissions received after the closing date and time will not be considered.**
- 1.2.5 All competitive bid documents shall outline bid protest procedures for suppliers to follow in the event of a dispute. The process outlined will be compliant with the bid protest procedures in the AIT and the Ontario-Quebec Procurement Agreement.**

1.2.6 Evaluation of Competitive Procurements

- 1.2.6.1 Competitive procurements must establish evaluation criteria and methodology/process to be used in evaluating a supplier's submission (including the method to resolve a tie score). The Board shall outline these criteria and processes, where applicable, in the competitive bid documents. Any mandatory criteria shall be clearly defined. Once the competitive process has begun, the above cannot be changed or altered.**
- 1.2.6.2 For those competitive procurements requiring an evaluation team, the Board will attempt to select and confirm each member's participation prior to issuing the competitive bid documents.**
- 1.2.6.3 All members of the evaluation team must be aware of the restrictions related to confidential information shared through the competitive process and refrain from engaging in activities that may create or appear to create a conflict of interest. (see section 3 – Conflict of Interest)**
- 1.2.6.4 The Board shall require all members of the evaluation team to sign a conflict-of-interest declaration and non-disclosure agreement.**
- 1.2.6.5 Each member of the evaluation team must evaluate all supplier submissions. All notes, records, etc., must be auditable, fair, factual, and fully defensible as these are subject to public scrutiny.**
- 1.2.6.6 The Board shall select only the highest ranking submission(s) that have met all criteria set out in the original competitive bid document. Unless expressly requested in the competitive bid document, the Board will not consider alternative strategies or solutions proposed by a supplier.**
- 1.2.6.7 In accordance with the Agreement on Internal Trade (AIT), the Board shall refrain from any discrimination or preferred treatment in awarding a contract to the preferred supplier from the competitive process in an effort to avoid potential bid protests or disputes from proponents.**

1.2.7 Contract Award

- 1.2.7.1** Once the competitive process is complete and the preferred supplier has been selected, the Board will send a formal contract award letter to initiate the process.
- 1.2.7.2** A signed written contract must be made between the Board and the successful supplier prior to the provision of the goods and/or services and before construction commences. The Board shall obtain supplier signatures before obtaining signatures from either the Director of Education or the Associate Director, Corporate Services & Treasurer.
- 1.2.7.3** The form of contract released with the competitive bid document is the only form of contract that will be finalized between the Board and the successful supplier.
- 1.2.7.4** The contract shall include the term of the agreement (and any optional extensions that were in the competitive bid document), appropriate cancellation and/or termination clauses and a dispute resolution process to be followed throughout the life of the contract if required. Changes to the term of the agreement initially set out in the competitive bid document must first be approved by the appropriate approval authority, within the Board, as these are considered non-competitive procurements.
- 1.2.7.5** The Board will post, in the same manner as the competitive bid was posted, the name(s) of the successful supplier(s) only after the contract has been awarded and signed.
- 1.2.7.6** The award notification shall include the name(s) of the successful supplier(s), the agreement start and end dates, including any options for extension.
- 1.2.7.7** All suppliers who participated in the competitive process will be allowed 60 days following award notification to exercise their entitlement to a debriefing.
- 1.2.7.8** All procurement documents and any other pertinent information relating to the competitive process shall be retained, in recoverable form, for a period of seven years. The Purchasing Department shall be responsible for the process involving what documents will be stored and where they will be stored.

1.3 Non-Competitive Procurement

In certain circumstances, it may not always be practical nor feasible to obtain competitive quotes/bids from vendors. The following outlines allowable exceptions to the above thresholds:

- 1.3.1 **Single Source** – When an unforeseen urgency and/or emergency exists that places risk to the health and welfare of students and/or staff, or risk of damage to Board property, obtaining goods and/or services from one supplier, regardless of value, is acceptable. Documentation describing the rationale for this type of purchase must be completed and approved by the appropriate approval authority as this may be used as supporting documents in the case of a competitive dispute.
- 1.3.2 **Sole Source** – When only one supplier is available for the goods and/or services required. Examples of this type of purchase are: to ensure compatibility with existing products, to recognize exclusive rights (license, copyright/patents), to retain a warranty, to purchase real property, to maximize exceptionally advantageous circumstances (bankruptcy/receivership sales), and to make newspaper/magazine/periodical subscriptions. Documentation describing the rationale for this type of purchase must be completed and approved by the appropriate approval authority as this may be used as supporting documents in the case of a competitive dispute.

1.4 Approval Authority Levels

Approval authority levels identify the approval required for various dollar levels of purchasing. The following approval levels must be obtained for all purchases prior to conducting the purchase and must be adhered to for all goods and services based on total estimated value of the purchase.

1.4.1 The following approval levels are subject to funds available in an approved budget:

- i) less than \$2,000 Director of Education/Superintendent/Principal Manager/Consultant (individual with budget responsibility)
- ii) \$2,001 to \$10,000 Manager of Finance
- iii) \$10,001 to \$50,000 Associate Director, Corporate Services & Treasurer
- iv) Over \$50,000 Board of Trustees

The Manager of Facilities shall approve Facilities Department related purchases with a value up to \$10,000.

- 1.4.2 Mileage, out-of pocket and/or professional development expenses must be made in accordance with our Employee Expense Reimbursement policy. Individuals cannot approve their own expenses.
- 1.4.3 Any project, not specifically referred to in the budget that exceeds \$25,000, shall require Board approval, even if the cost of the item is within budget limits.

- 1.4.4 Emergency purchases are permitted with the approval of the Director of Education, Associate Director, Corporate Services & Treasurer (or designate) in consultation with the Chair of the Board. Emergency purchases may be defined as those necessary to avoid any potential loss of life, property or financial burden.
- 1.4.5 Contracts are to be entered into only after consultation with the Purchasing Department along with approval from the Director of Education, Associate Director – Corporate Services & Treasurer (or designate). Contracts must be signed only by the Director of Education or the Associate Director – Corporate Services & Treasurer.
- 1.4.6 Credit applications and vendor accounts are to be processed/set-up by the Purchasing Department.
- 1.4.7 Written notification must be received a minimum 30 days in advance of any price increases.

2. UNAUTHORIZED PURCHASES

- 2.1 Any purchases made in the Board's name, without authority or validation, will be considered an obligation of the person making the purchase and not an obligation of the Board.
- 2.2 No person is authorized to make a purchase and charge it to an account unless he/she is the individual responsible for the budget, has complied with purchasing thresholds listed above and/or has authorized the Purchasing Department to do so on his/her behalf.
- 2.3 Personal purchases are strictly prohibited. This includes, but is not limited to, those placed on purchase order, through a petty cash fund, through a purchasing card and/or on an employee/Board member meal and travel expense report.
- 2.4 Verbal orders are prohibited except with prior approval from the Associate Director – Corporate Services & Treasurer.

3. CONFLICT OF INTEREST

- 3.1 **A conflict of interest exists where the decision(s) made and/or actions taken in the exercise of duties by a Board employee, Trustee, member of a statutory committee or council of the Board, including School Council members, could be, or could be perceived to be, affected by the personal, financial or business interest of that person or that person's family or business associates. It is important to note that a conflict of interest exists whether or not decisions are affected by a personal interest; a conflict of interest implies only the potential for bias, not likelihood.**
- 3.2 **All staff involved in procurement activities are responsible and accountable for using good judgement and must:**
 - 3.2.1 **Declare and disclose in writing any conflict of interest in a purchasing decision to their supervisor.**
 - 3.2.2 **Avoid situations which may present a conflict of interest while dealing with persons or organizations doing business or seeking to do business with the Board.**

3.3 School council members are governed by their individual school council's conflict of interest by-laws (as required by Ontario Regulation 612/00).

3.4 Education Act, section 217 (1-4)

3.4.1 A Board employee shall not sell, directly or indirectly, any goods or services to the Board on behalf of an organization for which he/she has a direct or indirect interest.

3.4.2 A Board employee shall not purchase and/or recommend any goods or services to the Board for purchase from an organization in which another Board employee has a direct or indirect interest.

3.4.3 Penalty – Every person who contravenes the Education Act is guilty of an offence and on conviction is liable to a fine of not more than \$1,000.

4. CODE OF ETHICS

4.1 All Board staff involved in procurement related activity shall be guided by the Ontario Public Buyers' Association (OPBA) Code of Ethics (<https://www.opba.ca/chapters/nigp-opba/documents/codeofethics04.pdf>) and the Purchasing Management Association of Canada (PMAC) Code of Ethics (<http://www.pmac.ca/PDF/Code%20of%20Ethics.pdf>).

4.2 In accordance with the above Codes of Ethics, Board staff shall conduct all procurement related activity based on the following:

- i) highest standard of integrity in all business relationships within and outside of the Board**
- ii) highly demonstrated level of respect for each other and the environment**
- iii) consideration for the interests of the Board and its students in all transactions**
- iv) transparency and fairness in obtaining the best value for public funds**
- v) demonstrated responsible, efficient and effective manner of using public resources**
- vi) avoidance of any activity that may create, or appear to create, a conflict of interest**
- vii) gifts and/or gratuities in excess of reasonable hospitality will not be accepted**
- viii) seek counsel from the Purchasing Department as required**
- ix) compliance with laws in the Province of Ontario and Canada**
- x) buy without prejudice in order to achieve maximum value for money**
- xi) avoidance of one's authority being used for personal gain**

5. CRIMINAL BACKGROUND CHECKS

5.1 In accordance with Board Policy 300.15, Section B, *Criminal Background Checks for Service Providers*, all vendors will be required to comply with the regulation. A copy of the Board's policy, *Criminal Background Checks* is available on the Board's website www.bhncdsb.ca

6. ENVIRONMENTAL PURCHASING

6.1 The Board will make every reasonable effort to consider environmentally responsible and sustainable products and services as part of the purchasing decision. This will include, but not be limited to, landfill diversion, waste reduction, energy efficiency, ability to be recycled, reusability and supplier selection.

7. DISPOSAL OF BOARD ASSETS

- 7.1 The Board will endeavour to re-use existing resources elsewhere in the system wherever possible. It must be recognized that in our environmentally conscious society, disposal of surplus or obsolete goods can be expensive. When resources are no longer viable for use, every effort will be made to ensure disposal is both environmentally responsible and cost effective. Should outside agencies be contracted for disposal, they must comply with any applicable government regulation(s).
- 7.2 **All furniture and equipment considered surplus will be relocated/disposed of by the Purchasing Department in consultation with the Facilities Department and/or Information Technology Department.**
- 7.3 **The Purchasing Department shall have the authority to sell, exchange, trade-in or otherwise dispose of all goods declared surplus or obsolete where it is cost effective and in the best interest of the Board to do so.**
- 7.4 **The sale of Real Property shall be in accordance with Ontario Regulation 444/98.**

8. COOPERATIVE PURCHASING

- 8.1 **The Board will actively participate in cooperative purchasing ventures with other school boards and other branches of government or their agencies of public authorities to obtain maximum value for money through economies of scale and/or shared services. This may also include the Board utilizing a piggy-back clause to existing Ministry or government services contracts and/or other cooperative groups. The Board reserves the right to exercise any of the above providing these ventures adhere to the Board's policies and procedures and serve the best interests of the Board.**
- 8.2 **The Purchasing Department is an active member of the Grand River Purchasing Cooperative (GRPC) that meets quarterly to explore and/or manage all opportunities for collaborative purchasing.**

9. STANDARDIZATION

- 9.1 The Board will standardize goods and services wherever possible in an effort to ensure an acceptable level of quality as well as to increase cost and service efficiencies.
- 9.2 All computer-related products (desktops, laptops, printers, monitors, etc.) shall be purchased only after consulting with the Information Technology Department and/or the Purchasing Department to obtain the recommended product and the appropriate vendor information.
- 9.3 **Centralized Purchases**
 - 9.3.1 In order to ensure uniformity across the Board, the **Purchasing Department** will oversee the purchase and/or lease of office furniture, classroom furniture, office equipment and wireless communications.

10. GEOGRAPHIC PREFERENCE

10.1 Agreement on Internal Trade/Ontario-Québec Procurement Agreement

- 10.1.1 The Board will endeavour to provide equal access to qualified suppliers in consideration of the Agreement on Internal Trade, 1997 and the Ontario-Québec Procurement Agreement.
- 10.1.2. The Board shall advertise all opportunities for goods and services valued at (pre-tax) \$100,000 or greater on the Board's website www.bhncdsb.ca and a nationally recognized electronic bulletin board available within Canada.

11. FREEDOM OF INFORMATION

- 11.1 All vendor quotations/bids submitted become the property of the Brant Haldimand Norfolk Catholic District School Board and are subject to the *Municipal Freedom of Information and Protection of Privacy Act*.
- 11.2 Any information supplied by the vendor that is considered confidential must be clearly identified as such by the vendor.
- 11.3 Although the Act provides for some protection for third party business interests, the Brant Haldimand Norfolk Catholic District School Board cannot guarantee that any information provided to the Board can be held in confidence.

12. FAIR LABOUR PRACTICES

- 12.1 **The Board supports the rights of all workers and will therefore strive to ensure that all suppliers of student and staff uniforms, as well as spirit wear, provide the necessary assurances that the items are manufactured under safe, just and healthy conditions.**

13. PURCHASE ORDERS

- 13.1 All purchases for goods and services must be made using the Board's standard purchase order form.

Exceptions are as follows:

- i) Purchase is made with petty cash funds **(for purchases less than \$100)**
- ii) Purchase is made using a Board purchase card
- iii) Purchase is authorized by the Manager of Facilities/Manager of Finance, Supervisor of Accounting or the Purchasing Department, in situations where it is not appropriate or feasible to issue a purchase order
- iv) Retail store purchases

14. RETAIL STORE PURCHASES

- 14.1 The Board will, from time-to-time, make purchases through local retail stores to satisfy emergency and/or time-sensitive requirements. Board employees requiring this type of purchase are encouraged, where possible, to purchase through stores which provide the Board with open terms (i.e., invoice the Board for payment later) and/or in which blanket orders are in place.
- 14.2 Transactions will be made in accordance with the Board's purchasing thresholds listed above.
- 14.3 All invoices/original cash register receipts must be approved by the appropriate individual with budget responsibility (i.e., Manager/Principal/Superintendent).
- 14.4 Purchases of this nature will be monitored at regular intervals by the Purchasing Department to ensure value-for-money and policy adherence.

15. FACILITIES DEPARTMENT

- 15.1 The Facilities Department will issue purchase orders and/or blanket orders to pre-qualified contractors on an *as required* basis. Each contractor will have an estimated dollar limit per work order which must be approved by the Manager of Facilities.
- 15.2 The above circumstances are conducted with the understanding that in some situations, it is not practical to obtain three quotations in advance of the work being performed (see Section 1.3.4 – Emergency Purchases).
- 15.3 Blanket orders will be issued by the Facilities Department to companies for general contracting services based on **competitive procurements as outlined in section 1 – Purchasing Thresholds.**
- 15.4 All invoices must show the purchase order number/blanket order number along with a description of the work performed. The Manager of Facilities will approve the invoices for payment.

A. ROLE OF PERSONNEL INVOLVED IN THE PURCHASING PROCESS

1. Originator

- Ensure items are purchased at the lowest possible price, are of an adequate quality for the intended purpose and the purchase order is completed properly.
- Purchase from existing tenders and quotations, wherever possible.

2. Superintendents/Principals/Consultants/Managers

- Responsible for the purchase of goods and services related to their areas of responsibility as listed in their cost centre budget statements.
- Ensure that the items are necessary and that sufficient funds are available within their budgets.
- Approve acquisitions up to \$2,000.

3. Purchasing Department

- Tender, evaluate and recommend the purchase/rental/lease of Board-approved capital equipment.
- Ensure compliance with Board purchasing policies and procedures by all departments and schools.
- Provide support to Board staff with sourcing information for all purchasing needs.
- Monitor vendor performance.
- Amend/update purchasing policy and procedures as necessary.

4. Accounting Clerks

- Ensure the purchase order is properly completed.
- Ensure the budget account is correct.
- Ensure that all extensions are added correctly.

5. Supervisor of Accounting

- Review monthly budgets and provide monthly reports to schools.
- Ensure the budget allocation is not exceeded. When a budget has been exceeded, inform the Manager of Finance or the Associate Director, Corporate Services & Treasurer.
- Act as a resource/back-up to the Accounting Clerks.
- Ensure compliance with Board purchasing procedures and guidelines.

6. Manager of Finance

- Develop, implement, monitor and maintain appropriate purchasing controls.
- Approve acquisitions up to \$10,000.

7. Associate Director, Corporate Services & Treasurer

- Ensure adherence to all Board policies, relating to the purchasing process.
- Approve acquisitions up to \$50,000.

8. Director of Education

- The Director of Education, or the Director's designate, will be responsible for the purchase of goods and services related to the Director's Office, as well as those pertaining to the Board of Trustees.

9. **Board of Trustees**

- Approve acquisitions over \$50,000.

B. PURCHASING

1. **Issuing Purchase Orders**

Purchase orders may be initiated (subject to approval authority) by the following personnel:

- Department Heads
- Principals/Vice-Principals
- Consultants
- Manager of Facilities
- Manager of Finance
- Manager of Human Resources
- Custodial/Maintenance Supervisors
- Supervisor of Accounting
- Purchasing Department
- Superintendents
- Associate Director, Corporate Services & Treasurer
- Director of Education

Purchase orders must be properly and fully completed by the issuer, and approved and signed by his/her supervisor, prior to submission to the Board Office for processing. The issuer must ensure that the proper account code has been listed on the purchase order.

Purchase orders are to be issued for all purchases of equipment, supplies and services over \$100. Purchases under \$100 may be made with Petty Cash funds.

2. **Processing Purchase Orders**

Purchase orders approved by the Principal (purchase order less than \$2,000, **including applicable taxes**) may be submitted directly to the vendor from the school. In such cases, the Board Office copy (yellow) should be forwarded to the Board Office. Once the goods are received, the Receiving Report (pink) should be completed, signed and forwarded to the Board Office.

Purchase orders for more than \$2,000 must be forwarded to the Board Office for approval. The school should retain the School's Copy (green). After approval, the Receiving Report (pink) will be returned to the school pending receipt of goods.

3. **Purchase Discounts**

Purchase discounts should be utilized, when available. Every effort should be made by all staff to ensure invoices are approved and Receiving Reports are forwarded to the Board Office in a timely manner to allow discounts to be taken.

Where the total discount is less than \$10, the Manager of Finance will decide whether the discount is feasible. Where the discount is over \$10, and the invoice is received in a timely manner to be eligible for the discount, payment should be made to take advantage of the discount. The Manager of Finance has the authority to circumvent this procedure.

Where lack of proper documentation results in the loss of a discount, this matter should be brought to the attention of the person responsible for the department, i.e., Principal, as well as the Manager of Finance.

4. **Receiving Reports**

All goods and services are to be delivered to the originator's location.

4.1. **Receiving Procedure at all Locations**

When goods are delivered to a location, the receiver is responsible for ensuring that the quantity delivered agrees with the packing slip. Any shortage, overage or visible damage, should be noted on the packing slip before it is signed. The school is to notify the vendor immediately of any short shipments so the appropriate credits can be issued. The purchaser must note on the Receiving Report (pink) of the purchase order when the vendor was contacted to point out this discrepancy. A copy of the packing slip and cartage bill are to be forwarded to the Board Office, along with the Receiving Report of the purchase order.

4.2. **Complete Shipments - Receiving Report of the Purchase Order**

If a shipment is complete, the receiver must sign and date the Receiving Report (pink) of the purchase order and forward it to the Accounts Payable Department. The Receiving Report, with the attached packing slip and cartage bill will serve as authority for payment of the invoice.

4.3. **Incomplete Shipment - Interim Receiving Report**

If a shipment is *not* complete, the receiver will complete the Receiving Report (pink) of the purchase order noting the back ordered items. A photocopy must be retained in the school files. The signed Receiving Report (pink) should be sent to the Accounts Payable Department.

The receiver must indicate the items received against the list of items originally ordered on the Originator's Copy (green) of the purchase order. When the order is complete, the final items received are to be indicated on the photocopy of the Receiving Report and sent to the Accounts Payable Department. The items received earlier and approved on the original Receiving Report are to be crossed-out on the photocopied final Receiving Report.

In order to take advantage of early payment discounts and/or ensure accurate and timely payment to all our vendors, Receiving Reports (pink), including photocopies, must be dated, signed, and submitted immediately to the Accounts Payable Department.

5. **Cancellation of Purchase Order**

All requests for cancellation of a purchase order either complete or in part, are to be made in writing, to the Accounts Payable Department, only after confirming the cancellation with the vendor.

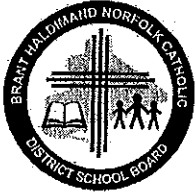
6. **Requests from the Accounting Department**

When Accounts Payable personnel request completion of a Receiving Report, immediate follow-up is a must. Requests are made only when supplier invoices are received and the Accounts Payable Department does not have appropriate documentation to process payment. Any undue delay could result in the vendor's refusal to deliver future orders until payment is made or the supplier adding interest charges to the cost of the order.

7. **Receiving Report (Pink Copy of Purchase Order) – Summer Procedure**

When Receiving Reports (pink) are sent to the Accounts Payable Department, all invoices will be paid.

If the Receiving Report (pink) has not been sent to the Accounts Payable Department by September 10th of the current year, the Accounts Payable Department will email a Request for a Receiving Report and scan a copy of each invoice to the department/school. This procedure is time consuming for both the school and Board staff and should therefore be avoided.



Brant Haldimand Norfolk Catholic District School Board

PURCHASE ORDER TERMS & CONDITIONS

Any reference made to the "Board" shall refer to the Brant Haldimand Norfolk Catholic District School Board.

All purchase orders issued by the Board are subject to the following terms and conditions. Please note that additional terms and conditions may be applicable in a bid document issued by the Board.

1. No substitutes or changes are permitted without the consent of the Purchasing Department or designate.
2. Packing slips must accompany all orders shipped to any Board location and must clearly indicate the purchase order number.
3. Time is considered to be of the essence. If goods and/or services cannot be delivered as set forth in the purchase order, the vendor must notify the Purchasing Department or designate immediately. The Purchasing Department reserves the right to cancel the purchase order and source elsewhere.
4. The Board reserves the right to cancel any back ordered items. The vendor may not cancel without prior consent from the Board.
5. All shipments are to be F.O.B. prepaid to destination.
6. All goods received are subject to final inspection and approval by the Board. Any goods deemed to be defective and/or not compliant with specifications will be returned to the vendor at the vendor's expense.
7. Should any discrepancies in the purchase order exist, it is the vendor's responsibility to notify the Board within five (5) business days of receipt of the purchase order.
8. No purchases shall be permitted via C.O.D.
9. All invoices, credits or **applicable forms** are to be forwarded to:
Brant Haldimand Norfolk Catholic District School Board
c/o Accounts Payable Department
P.O. Box 217
Brantford, ON N3T 5M8
10. Invoices must clearly indicate the purchase order number, a description of the goods/services and all applicable taxes shown separately.
11. All prices are to be in Canadian funds unless otherwise stated.
12. Standard payment terms are Net 30 days unless otherwise accepted by the Board.
13. If early payment discounts are applicable, the time for applying the discount will begin on the date the invoice is received (completely correct invoice).
14. Material Safety Data Sheets (MSDS) must be made available for all WHMIS regulated products.
15. All purchase orders shall be governed by the laws of the Province of Ontario.

Brant Haldimand Norfolk Catholic District School Board

BOARD BY-LAWS

Relating generally to the conduct of the
operational and procedural affairs
of the Board

Enacted: June 8, 1998
Amended: June 10, 2003
January 25, 2005
October 23, 2007
February 26, 2008
April 29, 2009

Signature of the Chair of the Board:

Signature of the Secretary of the Board:

TABLE OF CONTENTS

1. Preamble	1
2. Interpretation.....	1
3. Board Organization.....	2
4. Name and Jurisdiction of the Board.....	2
5. Structure of the Board.....	2
6. Officers of the Board.....	5
7. Inaugural and Annual Meeting	6
8. Election Procedures for Chair and Vice-Chair.....	7
9. Meetings.....	8
10. Order of Business for Regular Board Meetings.....	10
11. Access to Meetings.....	11
12. Delegations.....	11
13. Access to Records.....	12
14. Committees and Committee Meetings	12
15. Rules of Order	13
16. Motions and Debate.....	14
17. Protocol for Debate.....	16
18. Voting Procedures	17
19. Execution of Documents.....	18
20. Other Professional Services.....	19
21. Conflict of Interest Guidelines	19
22. Expenditures.....	21
23. By-law Amendments.....	20

1.0 PREAMBLE

- 1.1 Pursuant to the provisions of the *Education Act* and regulations thereunder, the By-laws of the Brant Haldimand Norfolk Catholic District School Board shall regulate the powers and responsibilities of the Board, its officers and committees, and shall be observed for the procedure and dispatch of business at the meetings of the Board and its committees.
- 1.2 Procedural By-Laws of the Brant Haldimand Norfolk Catholic District School Board shall be approved by the Board and reviewed from time to time as directed by the Board or recommended by the Director of Education and Secretary.

2.0 INTERPRETATION

2.1 Definitions and Meaning of Terms

For this By-Law and all other By-Laws of the Board, unless the context otherwise requires:

- 2.1.1 the singular includes the plural;
- 2.1.2 "ACT" means the Education Act as amended from time to time;
- 2.1.3 "ANNUAL MEETING" means the first meeting held in December of each year, which is not a municipal election year;
- 2.1.4 "BOARD" means the Brant Haldimand Norfolk Catholic District School Board which, in accordance with the *Education Act*, is a Roman Catholic School Board in union with the See of Rome;
- 2.1.5 "IN-CAMERA MEETING" means a private meeting of the whole board or a committee from which the public is excluded, as per the Education Act, Section 207 (2);
- 2.1.6 "CHAIR" means the Chair of the Board, any Committee or Sub-committee established by the Board;
- 2.1.7 "COMMITTEE" means Committee of the Whole, any special or ad hoc Committee established by the Board;
- 2.1.8 "DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD" means the Chief Executive Officer of the school Board;
- 2.1.9 "EX-OFFICIO" means by "virtue of office". The Chair of the Board when acting as "Ex-Officio" to a committee is counted in the quorum of any committees, and has the right to make motions, discuss motions and vote on all questions;
- 2.1.10 "INAUGURAL MEETING" means the first meeting of a newly elected board to be held following a municipal election and the commencement of the term of office;
- 2.1.11 "MEETING" includes a meeting of the Board and of Committees;
- 2.1.12 "OFFICERS" means the Chair of the Board, the Vice-Chair of the Board, the

Secretary of the Board, and the Treasurer of the Board.

2.1.13 "STATUTORY COMMITTEE" means any committee that, by statute, the Board is required to appoint;

2.1.14 "STUDENT TRUSTEE" means the person designated as a non-voting member of the Board, representing the interests of pupils within the Board on any matters before the Board of Trustees, including but not limited to government legislation and policies or operational practices.

2.1.15 "TREASURER" means the person appointed within the Act to fulfill the responsibility of the Treasurer to the Board;

2.1.16 "TRUSTEE" means a person elected, acclaimed or appointed to the office of Trustee of the Board pursuant to the provisions of the Municipal Elections Act;

Boards can make a ruling that trustee candidates (seeking election) be asked to submit a pastoral reference letter (CH)

2.1.17 "VICE-CHAIR" means the Vice-Chair of the Board; any Committee or Subcommittee established by the Board;

2.1.18 "YEAR" means, unless qualified by word "calendar" or "school year", the period commencing on the first day of December, and ending on the last day of November next following;

2.2 Calculation of Majorities

Whenever in the By-laws of the Board there is provision for a majority of Trustees present or a majority of all Trustees, such majorities shall be calculated as the simple majority unless otherwise specified.

3.0 BOARD ORGANIZATION

The administrative organization of the Brant Haldimand Norfolk Catholic District School Board shall be subject to periodic review to ensure that it is designed to meet the needs of the school system.

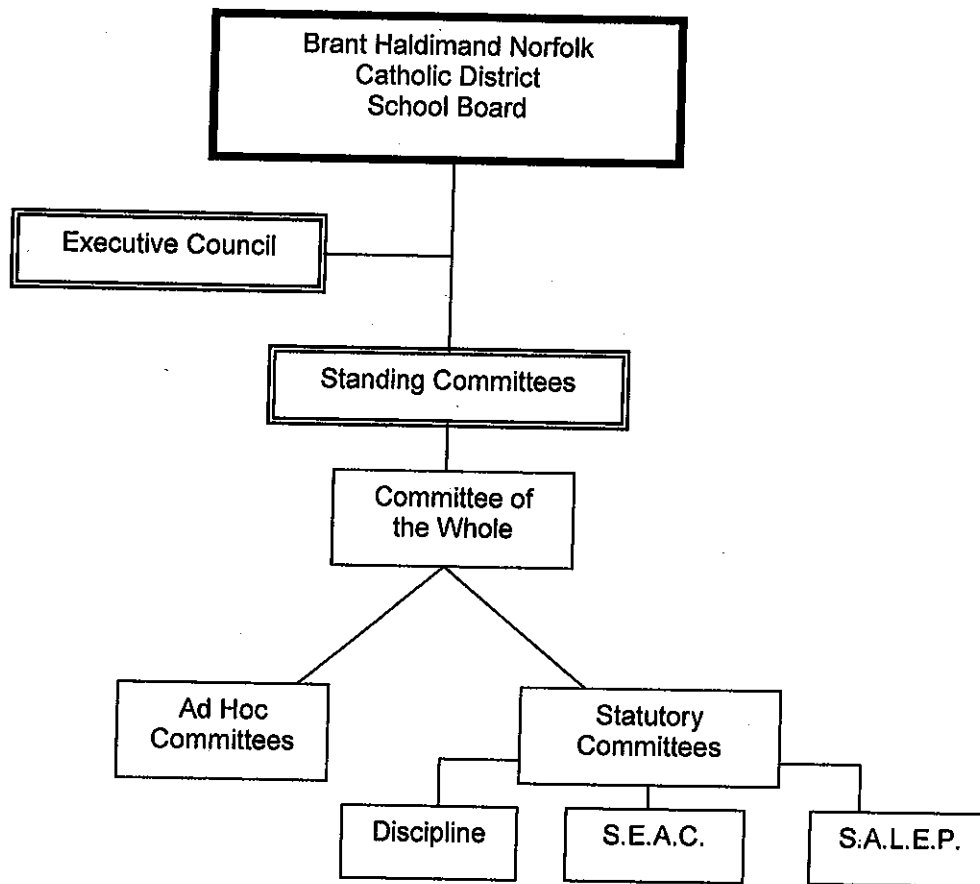
4.0 NAME AND JURISDICTION OF THE BOARD

The name of the Board shall be the "Brant Haldimand Norfolk Catholic District School Board" and it shall have jurisdiction as is provided by the *Education Act and Regulations*.

5.0 STRUCTURE OF THE BOARD

The structure of the Board and its committees will be structured according to the Organization Chart and the descriptions that follow.

5.1 Organization



5.1 **Flow Chart :** Would like this rearranged, since Committee of the Whole is our only standing Committee let's get rid of that box and have the Executive Council box connect from the side into the Committee of the Whole Box. Will draw diagram later to show what I mean. DB

Include STSBHN Consortia and Audit Committee as Statutory Committees (CH)

Is this diagram correct? (JS)

5.2 Board of Trustees

5.2.1 Composed of six (6) Trustees.

5.2.2 Performs duties according to the *Education Act and Regulations*.

5.3 Executive Council

5.3.1 Composed of

- the Chair of the Board;
- the Vice-Chair of the Board;
- the Director of Education and Secretary of the Board; and
- the Associate Director, Corporate Services and Treasurer.

5.3.2 Functions include reviewing and assisting with the preparation of agendas for

Board and Committee of the Whole meetings and system planning, coordination and communication.

5.4 Statutory Committees

5.4.1 Special Education Advisory Committee (S.E.A.C.)

5.4.1.1 Composed of

- one Trustee of the Board;
- Superintendent of Education (responsible for Special Education); and
- Community Representatives (The composition of Special Education Advisory Committee is outlined in Reg. 464/97, Section 2)

5.4.1.2 Functions include examining, reviewing and making recommendations, as appropriate, relative to the provision of special education programs and services.

5.4.2 Supervised Alternative Learning for Excused Pupils (S.A.L.E.P.)

5.4.2.1 Composed of

- one Trustee of the Board;
- Supervisory Officer; and
- Community Representative (non-employee) appointed by the Chair of the Board

5.4.2.2 Established annually, as per R.R.O 1990, Reg. 308. The committee's mandate is to make determination for students who either cannot profit from regular school instruction or who refuse to attend school. Students 14 years of age or over are eligible.

5.4.2.2 To read "Students 16 years of age or over are eligible. (DB)

5.4.2.3 Discipline Committee

5.4.2.3.1 Composed of three (3) trustees

5.4.2.3.2 Established annually and meets monthly or as necessary

5.4.2.3.3 Functions include hearing suspension appeals and expulsion requests.

5.5 Standing Committees:

5.5.1 Committee of the Whole

5.5.1.1 Composed of

- Trustees of the Board including a Chair, who shall be the vice chair of the Board, ~~and a Vice Chair of the Committee;~~(JS)
- Director of Education;
- Associate Director; and
- Superintendents of Education, as required

5.5.1.1 First bullet is worded poorly and confusing which should be changed (DB)

Under Standing Committees Committee of the Whole I would like to add another paragraph:

To read as follows or you might be able to word smith it for me

“5.5.1.3 All Money Items or Policy Items must be at the least vetted through the Committee of the Whole. Before being forwarded to the Board for their Approval. (DB)

5.5.1.2 Functions include reviewing educational, operational, policy and financial issues and making recommendations, as necessary, to Board for approval.

5.6 Ad-Hoc Committees

5.6.1 The Board may establish ad-hoc committees as deemed appropriate.

5.6.2 The establishing motion shall indicate the mandate of the committee, the membership of the committee, and the due date of the final report.

6.0 OFFICERS OF THE BOARD

6.1 The Officers of the Board shall consist of

- the Chair;
- the Vice-Chair;
- the Director of Education and Secretary of the Board; and
- the Associate Director, Corporate Services and Treasurer.

6.2.1 Chair: Duties and Rights

Duties: The Chair, in addition to those duties assigned under provincial legislation and these By-laws, shall:

- preside at all meetings of the Board and conduct them according to the By-laws;
- be a signing officer of the Board as prescribed in the By-laws;
- assists in the preparation of the final agenda for Board meetings and may:
 - establish committees and appoint the members thereof;
 - call special meetings of the Board; and
 - issue statements to the public media on behalf of the Board.

Rights: If eligible by law to vote on a matter, the Chair of the Board, when present, shall:

- be an ex-officio member of all Committees;
- be counted in determining the quorum; and
- have the right to vote at all Committee Meetings.

6.2.1 Chair : Duties and Rights the first bullet should read

“Preside at all meetings of the Board and conduct themselves according to the By Laws.

The Chair should only direct discussion, but refrain from taking part in the discussion.

Under Rights add a 4th bullet

“Shall only vote, to break a tie, at Board meetings” My reason for this it makes it much easier for the Chair to be impartial at the Board meeting and control the discussion so we don’t wander off topic. Also the Chair has plenty of opportunities to make their views known at Committee meetings and Committee of the Whole meetings. (DB)

6.2.2 Vice-Chair: Duties and Rights

Duties: The Vice-Chair, in addition to those duties assigned under provincial legislation and the By-laws, shall:

- in the absence of the Chair, or in the event of the inability of the Chair to act, assume any or all of the duties of the Chair, except those which are precluded by law, By-law, or regulation;
- be a signing officer of the Board as prescribed by the By-laws; and
- Perform duties as outlined from time to time by the Chairperson.

Rights: The Vice-Chair, when delegated by or in the absence of the Chair, shall have all powers of the Chair, including the right to vote, if eligible by law to vote on a matter, provided that whenever the Vice-Chair exercises any of the powers of the Chair, the absence of, or the delegation by, the Chair shall be presumed.

Under the Vice Chairs duties should add another bullet “They are Chair of the Committee of the Whole “ and that they abstain from voting at the Committee of the Whole Committee and just chair the meeting they can always let their views be known at a committee meeting or at the Board meeting. (DB)

6.2.3 Trustees: Rights

All Trustees shall be entitled to notice of, to attend and to speak at all Meetings of all Committees composed only of Trustees, except:

- meetings of salary negotiating committees;
- meetings of any committee required by any collective agreement; and
- meetings of the Executive Council.

6.2.3 The rights here for Trustees seems a little sparse , it seems to spell out more what are not our rights! (DB)

6.2.4 Secretary of the Board: Duties

The Secretary of the Board, in person or by designate, in addition to those duties assigned under the provincial legislation and the By-laws, shall:

- attend all meetings of the Board and meetings of Committees; **- is this covered under designate? (JS)**
- prepare minutes of all meetings;
- keep records as required by law and subject to the directions of the Board;
- conduct the official correspondence of the Board;
- receive and pass on to the Board, Committees of the Whole Board, or the relevant Committee, all correspondence, petition and reports of other officials;
- prepare, in consultation with Executive Council, the draft agenda of all Board, Committee of the Whole, and Committee meetings;
- maintain an up-to-date policy register; **- manner? (JS)**
- maintain charge of all correspondence, reports, and other documents;
- promulgate all orders, policies and other directions of the Board and other matters in accordance with requirements of the law;
- bring to the attention of the Board any matter in respect of which, in the opinion of

- the Secretary, it may be necessary or useful for the Board to be aware; and
- issue verbal or written statements on administrative matters coming under his/her duties and responsibilities. Press releases may be issued.

6.2.5 Treasurer of the Board: Duties

The Treasurer of the Board, in addition to those duties assigned under provincial legislation and the By-laws, shall:

- submit to the Board annually a statement of estimated revenue and expenditures;
- have prepared for submission to the Board the annual financial statements and the auditor's report;
- report annually to the Board particulars of existing insurance and fidelity ? (JS) bonds expiring during such year with recommendations for renewal; and
- report to the Board from time to time and as required by the Board on all financial matters.

6.2.6 Other Board Officials: Duties

The officials of the Board and other persons employed or retained by it shall have such duties as may be assigned to them by law, contract, By-laws or Policies of the Board.

7.0 INAUGURAL AND ANNUAL MEETING

7.1 Presiding Officer

The Presiding Officer at the Inaugural Meeting and Annual Meeting shall be the Director of Education and Secretary of the Board or designate until the Chair is elected.

7.2 Business

The Inaugural and Annual meetings shall include further business as follows:

- 7.2.1 the appointment of the Auditors for the Board;
- 7.2.2 the passing of a resolution authorizing the Director of Education and Secretary or Associate Director, Corporate Services and Treasurer and the Chair or Vice-Chair to borrow from time to time by way of promissory note, such sums as the Board considers necessary to meet current expenditures of the Board until the current revenue has been received; and
- 7.2.3 any urgent business of the Board.

7.3 Inaugural Meeting

- 7.3.1 The Inaugural Meeting to be held in the calendar year in which all Trustees are elected or acclaimed at the regular Municipal Election under the *Municipal Elections Act* shall be held not later than the 8th day of December or in accordance with the Act.
- 7.3.2 The Inaugural Meeting shall include an Inaugural Liturgy.

- 7.3.3 At the Inaugural Meeting of the Board, the Chief Executive Officer shall read the returns of the election as certified by the Municipal Clerks.
- 7.3.4 At the Inaugural Meeting of the Board, every person elected to the Board shall make and sign the Declaration of Office and Oath of Allegiance before the Secretary of the Board or before such person authorized to administer an oath.
- 7.3.4 insert at the end of this paragraph "Proof of Catholicity" (DB)

7.4 Annual Meeting

- 7.4.1 The Annual Meeting of the Board to be convened in the years between Municipal Elections shall be held not later than the 8th day of December or in accordance with the Act.
- 7.4.2 The Annual Meeting shall include a Liturgy.

8.0 ELECTION PROCEDURES FOR CHAIR AND VICE-CHAIR

8.1 Appointment of Scrutineers

The presiding officer shall name two (2) scrutineers for the election of officers.

8.2 Nomination and Election of Chair

The presiding officer shall conduct the election for the office of the Chair of the Board, which shall be as follows:

- 8.2.1 Nomination shall be by secret ballot.
- 8.2.2 The Secretary shall announce the result of the nominations by declaring the names of those nominated. The nominees will declare their intention. The count shall not be declared.
- 8.2.3 Voting shall be conducted by secret ballot.
- 8.2.4 The member receiving a clear majority of the votes cast by all members present shall be declared elected.
- 8.2.5 Should no candidate receive a clear majority of the votes cast, the name of the candidate receiving the smallest number of votes shall be dropped and the Board shall proceed to vote anew and so continue until the Chair is elected.
- 8.2.6 In case of equality of votes (with only two candidates remaining), one more vote shall be taken. If after this vote there is still a tie, the candidates shall draw lots to fill the position as per Section 208(8) of the *Education Act*.
- 8.2.7 The presiding officer shall announce the result of the ballot by declaring the name of the member who has received a clear majority of the votes cast and shall not declare the count.

8.3 Nomination and Election of Vice-Chair

The Chair shall then take the Chair and shall conduct the election for the office of Vice-Chair using the same procedures as set out for the election of the office of the Chair.

8.4 Vacancy

At the first meeting after a vacancy occurs in the office of Vice-Chair, the vacancy shall be filled by the method used for the election at the inaugural meeting.

8.4 insert into paragraph under Vacancy

At the first meeting after a vacancy occurs in the office of Vice-Chair , the vacancy shall be filled by the same method used for the election at the inaugural meeting. (DB)

9.0 MEETINGS

9.1 Board Meetings

9.1.1 Schedule and Location of Meetings

Unless otherwise ordered by special motion, the Brant Haldimand Norfolk Catholic District School Board will conduct regular meetings of the Board at 7:00 p.m. on the fourth Tuesday of each month at 322 Fairview Drive, in the City of Brantford.

9.1.2 Statutory or Civic Holiday

If any such Tuesday falls on a statutory or civic holiday, such meeting shall be held at the same hour on the next evening, being Wednesday evening.

9.1.2 Statutory or Civic Holiday this is just something we do anyways and it should read what we now practice anyway.

"If any such Tuesday falls on a statutory or civic holiday , such meetings shall be held at the same hour on the presiding Tuesday or the Tuesday following what would have been the Board regular meeting. (DB)

9.1.3 Summer Meetings

The Board will recess from its regular meeting schedule from July 1st to August 31st of each year. The Chair of the Board is authorized to schedule Board and Caucus Meetings during July and August as required.

9.2 Special Meetings of the Board

9.2.1 Special meetings of the Board shall be held by order of the Board, on the written request of four (4) Trustees, to the Chair or the Director; on the call of the Chair; or at the request of the Director of Education.

9.2.2 The Trustees shall be given a 24-hour notice for special meetings, except in emergency situations

9.2.3 Such meetings shall be called for specific reasons. Such subjects shall be stated in the notice calling the meeting. Notwithstanding any other provisions to the Board's By-laws, no other business shall be considered.

9.3 Quorum for Meetings

9.3.1 Subject to the *Municipal Conflict of Interest Act*, a majority of the Trustees of the Board shall constitute a quorum for meetings of the Board and of the Committee of the Whole Board.

9.3.2 A majority of Trustees eligible to vote who are members of the Committee shall constitute a quorum for Meetings of the Committee when a committee is composed of only Trustees.

9.3.3 If a quorum is not present within fifteen (15) minutes after the time appointed for any Meeting (or such longer time as may be agreed upon by the members eligible to vote then present), the person assigned as Recording Secretary shall record the names of the persons present and the meeting shall stand adjourned, to be reconvened within seven (7) days at the call of the Chair.

9.4 Notice of Meetings

9.4.1 Written notices of all meetings of the Board, and Statutory Committees shall be transmitted along with the Agenda of the Meeting, at least forty-eight hours before the time of meeting. The agenda may be amended at the opening of a meeting with the consent of the majority of Trustees present at the meeting.

9.4.1 I would like changed to read

"with the consent of two thirds of the Trustees present at the meeting (DB)

9.4.2 Agendas for the regular meetings shall be made available on the board website and also provided to the following:

- Supervisory Officers of the Board;
- Principals;
- Chair of the Regional Catholic School Council;
- President or Chairs of the local employee groups who have requested the public agenda;
- members of the local news media; and
- public in attendance.

9.4.3 Portions of the agenda dealing with in-camera shall be distributed only to Trustees and, if applicable, to senior staff and the student trustee.

9.4.4 A Trustee who cannot attend a Board meeting shall inform the Director of Education before the meeting.

9.4.5 The *Education Act* states – "If a member of a Board absents himself/herself without being authorized by resolution entered in the minutes from three consecutive regular meetings of the Board, he/she thereby vacates his/her seat and the provisions of the Act with respect to the filling of vacancies apply."

9.5 Maximum Length of Meetings

No meeting shall continue in session for more than three and one-half (3½) hours. A meeting may be extended beyond the limits established with consent of two-thirds of members present.

- **Should wording be more specific, i.e., that a motion is required to extend the meeting for a specific amount of time or until the end of the agenda? (CH)**

9.6 Seating Arrangements

As far as practicable, at all Board and Committee of the Whole Meetings the Chair thereof shall be seated at the mid-point of the Boardroom table with the Director of Education and Secretary to the left of the Chair, the Recording Secretary to the left of the Director, the Associate Director, Corporate Services and Treasurer to the right of the Chair, and the remaining Trustees seated across alphabetically by surname.

10.0 **ORDER OF BUSINESS FOR REGULAR BOARD AND COMMITTEE OF THE WHOLE MEETINGS**

The order of business for meetings of the Board that are open to the public shall appear as follows:

- A. Call to Order
 - Opening Prayer
 - Attendance **Recording absence – e.g. trustee x entered the meeting / trustee x left the meeting (JS)**
- B. Routine Matters
 - Approval of the Agenda
 - Declarations of Conflict of Interest
 - Approval of Minutes of Previous Meeting(s)
 - Business Arising from Minutes
- C. Presentations & Delegations*
- D. Committee and Staff Reports
- E. Information Items and Correspondence Items
- F. Notices of Motion
- G. Trustee Inquiries
- H. Business In-Camera
- I. Report on the In-Camera Session
- J. Future Meetings and Events
- K. Moment of Silent Reflection
- L. Adjournment

*Delegations will be received at Board meetings only.

11.0 **ACCESS TO MEETINGS**

11.1 In accordance with the *Education Act*, Section 207(2), a meeting of the Board may be closed to public when the subject matter under consideration involves:

- the security of the property of the Board;
- the disclosure of intimate, personal or financial information in respect of:
 - a member of the Board,
 - an employee or prospective employee of the Board,

- a pupil or his or her parent or guardian;
- the acquisition or disposal of a school site;
- decisions in respect of negotiations with employees of the Board; or
- litigation affecting the Board.

Should we introduce the term, “in-camera”? (JS)

- 11.2** The presiding officer may expel or exclude from any meeting any person who has been guilty of improper conduct at the meeting.

12.0 DELEGATIONS

- 12.1** Any Catholic School elector or group may request to address the Board as a delegation.

- 12.2** The delegation must provide the request in writing to the Director of Education or the Chair of the Board, at least ten (10) days prior to the next regular meeting of the Board or Committee at which the Delegation wishes to be heard.

12.2 Delegations I would like this changed to” at least 5 days prior to the next regular meeting” the reason for this is we approve something at the COW there is only 7 days left for anyone who would like to address this at the Board Level. We need to allow for public input and the looks of transparency (DB)

- 12.2.1** The request shall contain the topic to be discussed and the identity of the Spokesperson(s).

- 12.2.2** The person or persons wishing to address the Board or Committee shall be notified of the date, time and location of the meeting at which the presentation will be made.

- 12.2.3** Delegations will, upon notification, have these regulations shared with them prior to their presentation.

- 12.2.4** Copies of the presentation shall be shared with the Board or Committee at the same time that the agenda is distributed or at such time as the presentation is made.

- 12.2.5** In any case, the subject matter of the Delegation will not be discussed nor will a decision be made at the meeting at which the presentation is made.

- 12.2.6** Following the presentation by the Delegation, only questions of clarification will be allowed through the Chair.

- 12.3** A delegation’s presentation will be limited to 15 minutes. Amendments as to the length of time are at the discretion of the Chair.

- 12.4** In-Camera rules shall apply to Delegations of an In-Camera nature.

- 12.5** Notwithstanding the above, the Board retains discretion to decide all matters concerning delegations.

13.0 ACCESS TO RECORDS

- 13.1** Any person may, at all reasonable hours, at the head office of the Board, inspect the minute book, the audited annual financial report and the current accounts of the Board and, upon written request by any individual or group, a copy of a requested section of minute books, audited financial reports, and the current accounts of the Board will be furnished at a cost as determined under the *Freedom of Information and Protection of Privacy Act, 1990*.

Should we exclude "in-camera"? (JS)

- 13.1** should read the Catholic Education Centre (CEC), instead of the head office of the Board (DB)
- 13.2** All other materials made available to the public under the *Freedom of Information and Protection of Privacy Act* will be made available at a similar fee.

14.0 COMMITTEES AND COMMITTEE MEETINGS

- 14.1** All Committees shall be established by the Board:

14.1.1 Committee of the Whole

The Committee of the Whole shall be composed of all six trustees and will meet at 7:00 p.m. on the third Tuesday of each month at 322 Fairview Drive, in the City of Brantford.

The vice-chair of the Board shall be the chair of the Committee of the Whole.

The Committee of the Whole will report directly to the Board on a monthly basis.

- 14.3** Each of the additional Committees of the Board which require Trustee representation, shall be composed of not less than one (1) nor more than three (3) Trustees, unless otherwise provided by resolution of the Board. The Committee will report, as required, to the Board.
- 14.4** Sub-Committees may be established by any Committee to consider any matter within the Terms of Reference of the Committee.
- 14.5** Only members of a committee are required to attend that committee's meeting. However, all members of the Board shall receive notice, agenda, and minutes of all committee meetings, if requested. All Board members shall be permitted to attend committee meetings and may take part in discussion, but only members of the committee and the Chair of the Board, if present, shall have voting power.
- 14.6** In dealing with committee reports at the Board meeting, it shall be the prerogative of the Chair to rule on a request by a Trustee to have the recommendations dealt with item by item or as a whole.

Consent agenda (JS)

- 14.6** the word prerogative should be removed. No one would ask item by item, but if they want one item removed to discuss separately, that should be a right of the Trustee to request that and not left up to the Chair. (DB)
- 14.7** Committee reports shall be considered public documents, except reports presented to the In-Camera session.
- 14.8** Committee minutes shall be considered public documents except when the subject matter under consideration involves:
- the security of the property of the Board;
 - the disclosure of intimate, personal or financial information in respect of a member of the Board, an employee or prospective employee of the Board, a pupil or his/her parent or guardian;
 - the acquisition or disposal of a school site;
 - decisions in respect of negotiations with employees of the Board; and
 - litigation affecting the Board.
- 14.9** Meetings of a Committee shall be called by the Chair of the Committee. If the Chair of a Committee neglects to call meetings, it is the duty of the Committee to meet on the call of any two of its members. All meetings shall be called or cancelled through the Office of the Secretary of the Board. In the absence of the Chair, providing there is a quorum, the Vice-Chair of the Committee will preside over Committee of the Whole meetings, or the members will elect an interim Chair.
- 14.10** The Chair of the Board shall be an ex-officio member of all Committees of the Board. The Chair may delegate some of the ex-officio duties to the Vice-Chair of the Board.

15.0 RULES OF ORDER

- **Should our by-laws cover "suspension of rules" under Section 15.0 "Rules of Order" .. i.e., should we state that the Board cannot suspend its Rules of Order?? (if we suspend the rules, there are NO rules .. the Chair cannot rule dangerous to allow) (See John's booklet p. 29) (CH)**
- 15.1** The rules of order to be observed at meetings shall be in accordance with the provisions of these By-laws.
- 15.2** In all cases for which no specific provision is made in these By-laws, the rules and practice of Robert's Rules of Order, Newly Revised 10th Edition, (Henry M. Robert III, William J. Evans, Daniel H. Honeymann, Thomas J. Blach, Perseus Publishing 2000) shall govern so far as applicable.
- 15.3** The Chair or other Presiding Officer shall preserve order and decorum and decide upon all questions of order.
- 15.4** In the absence of the Chair and Vice-Chair for any cause, the Board may, from the members present thereof, appoint a presiding officer who, during such absence, shall have the powers of the Chair of the Board.
- 15.5** The Chair or person presiding may vote on all questions and shall declare such before the vote is taken.
- 15.5** I would like removed totally from the bylaws or reworked that they may only vote in case of a tie!! (DB)

- 15.6** A tie vote is a lost motion.
- 15.7** The Chair may participate in any debate or discussion from his/her position as Chair. Should the Chair elect to vacate the chair to take part in any debate or discussion or for any other reason, he/she shall call upon the Vice-Chair or in his/her absence, one of the members to fill his/her place until he/she resumes it.
- 15.7** would like the words may not inserted at the beginning instead of may where it say " The Chair may participate (DB)
- "The Chair may participate in any debate or discussion from his/her position as Chair.... (and then goes on to say that Chair can elect to vacate the chair)." Is this correct???** (CH)
- 15.8** Where a question is before the Board, the mover may speak first and the seconder may speak next, and the Chair will attempt to allow each person wishing to speak, the opportunity to speak once before any member may speak for a second time. The mover also has the prerogative to be the last speaker before the question is decided and the seconder shall be the second to last speaker.

How we move and second motions now somewhat limits this (JS)

- 15.8** I would like the word attempt to be removed from this paragraph and the word person replaced with Trustee (DB)
- 15.9** No member shall speak for more than 5 minutes or more than 3 times on the same question without the permission of the Chair.
- 15.10** Whenever an adjournment takes place in consequence of there not being a quorum present, the time of adjournment and the names of the members present shall be entered in the records of the Board.

Add: Add a 15.11 to read " An Abstain vote is a vote in the affirmative" (DB)

16.0 MOTIONS AND DEBATE

- 16.1** All motions shall be recorded in the minutes of the meeting and shall be seconded before being stated by the Chair, whereupon the Chair shall ask if there is any further discussion on the motion before the vote.
- 16.2** When a motion has been stated by the Chair, it shall be open to debate and shall be disposed of only by a vote, unless the mover, by permission of the seconder, withdraws it, in which case such motion shall not appear in the minutes of the meeting.
- 16.3** Any member of the Board may require the question under discussion to be read at any part of the debate, but not so as to interrupt a speaker.
- 16.4** A member, prior to speaking to any question or motion, shall address the Chair. The member shall confine remarks to the question at hand.
- 16.5** When two or more members wish to speak at the same time, the Chair shall name the member who is to speak.
- 16.6** No member shall be interrupted while speaking, except in a case where the member is

called to order by a member for a transgression of rules of the Board, in which case the member shall remain silent until the point of order has been decided by the Chair.

Our by-law 16.16 – Amendment(s) to Motion

- **Should be expand this section to take into account p. 13 of John’s booklet? (no more than 3 amendments, deal with last one first, etc.) (CH)**

- 16.7** Where a member wishes to make a point of order or to seek clarification he or she should so indicate in addressing the Chair and the Chair will rule on such matters before the next speaker is allowed to speak.
- 16.8** When the question under consideration contains two or more distinct propositions, any particular proposition upon the request of any member, shall be considered and voted upon separately.
- 16.9** No question, when once decided by the Board at a regular meeting, shall be reconsidered during that meeting.
- 16.9** **I would like inserted at the end “Unless someone on the affirmative side request by motion that we reconsider the pass motion which is seconded and will take a two thirds majority to reconsider.” (DB)**
- 16.10** If it is desired to defer action on a question until a particular time, the proper motion to make is “to postpone it to that time”. This motion allows limited debate, which must be confined to the propriety of the postponement to that time; it can be amended by altering the time, and this amendment allows the same debate.
- 16.11** Whenever a motion has been made and seconded, it is the duty of the Chair, if the motion is in order, to state the question, so that the members may know what question is before them.
- 16.12** In stating the question on an amendment, the Chair should read the passage to be amended; the words to be struck out, if any, the words to be inserted, if any; and the whole passage as it will stand if the amendment is adopted.
- 16.13** The motion to adjourn is not debatable, it cannot be amended, or have any other subsidiary motion applied to it; nor can a vote on it be reconsidered.
- 16.14** If a Trustee does not put new motions or amendments in writing for the Chair, the motion as stated by the Chair and recorded by the secretary shall be the motion.
- 16.15** When a motion is under debate the only motion in order shall be:
 - 16.15.1** to adjourn,
 - 16.15.2** to lay on the table, - **specified time? (JS)**
 - 16.15.3** to put the previous question,
 - 16.15.4** to postpone,
 - 16.15.5** to refer,
 - 16.15.6** to amend, and
 - 16.15.7** to vote on the present motion.

Such motion shall have precedence in the order above named; and the first, second and third shall be decided without debate.

A question having been postponed indefinitely shall not be taken up again at the same

meeting without a two-thirds (2/3) vote in favour.

16.16 Amendment(s) to Motion:

An amendment may be in any of the following forms:

- a) to "add" or "insert" certain words or paragraphs;
- b) to "strike out" certain words or paragraphs, and if this fails it does not preclude any other amendment than the identical one that has been rejected;
- c) to "strike out certain words and insert others", which motion is indivisible, and if lost does not preclude another motion to strike out the same words and insert different ones;
- d) to "substitute" another resolution or paragraph on the same subject for the one pending; or
- e) to "divide the question" into two or more questions as the mover specifies, so as to get a separate vote on any particular point or points;

If an amendment is defeated, vote on the motion. If an amendment is carried, vote on the amended motion. – this conflicts with what John said – eg last meeting (JS)

16.17 Notices of Motion

Notices of motion on new matters are required from trustees to give trustees the benefit of advance consideration by themselves and administration before any decision is to be made. No new decisions will be entertained unless notice of motion has been provided on new matters at a previous meeting or by way of inclusion in the agenda. Notices of Motion will be given to the Secretary of the Board to include an item in the regular agenda, communicated in writing at a previous meeting, or by notifying the Secretary or Chairperson of the Board prior to the distribution of the agenda.

A member of the Board must give notice of motion if he/she wishes to:

The motions must be presented in writing (JS)

- a) Repeal or make permanent amendment to any of the Board's By-laws;
- b) Recommend an action, which has not been considered and recommended to the Board by a Committee of the Board;
- c) Consider a matter by the Board without reference to a Committee.
- d) Regulations: re Notice of Motion
 - A Notice of Motion shall not be seconded at the meeting at which it is initially presented.
 - Before any discussion shall take place at the meeting at which a Notice of Motion is presented as a Proposed Resolution, a Trustee must second it. The number of Notices of Motion, which are presented as Proposed Resolutions at any single meeting shall be limited in number at the discretion of the Chair.

16.17d Third bullet down delete e the words "at the first regular meeting" and insert the words "the next Committee of the Whole" (DB)

Should we add a bullet under 16.17 d) that: "A Notice of Motion is not debatable." (CH)

- Notices of Motion, which are not presented for discussion as Proposed Resolutions at the meeting, shall be presented at the next regular meeting.
- Notices of Motion, which require reports or information, shall be presented to the Board without any written reports by any of the senior officials. However, such persons may be permitted to make oral statements relating to these Notices of Motion at the time of presentation.
- The officials may make written reports and/or recommendations supporting or opposing Notices of Motion, when they are presented as Motions, and which if carried will require direct action by the Board or its officials.

17.0 PROTOCOL FOR DEBATE

17.1 When, at a meeting, any member wishes to speak in debate, the member shall raise a hand and await recognition by the Chair.

17.2 Trustees may speak when recognized by the Chair and may not speak to the issue again:

- unless the Chair of the meeting allows further debate; and
- only after all other Trustees who wish to speak have been recognized by the Chair.

17.3 After recognition by the Chair, a member shall at all times during debate:

- maintain a courteous tone;
- avoid personalities;
- avoid allusion to motives of other members;
- address all debate, remarks, questions and the like to the Chair;
- confine all remarks, questions and the like to the motion, which is the subject of debate.

17.4 No Trustee who does not have the floor shall interrupt a Trustee who does have the floor except:

- on a point of order;
- on a question of privilege;
- to request permission to withdraw a motion;
- to appeal a ruling of the Chair;
- on a motion to extend the time limit; and
- in the event that a Trustee interrupts a speaker pursuant to the authority given in this section, the Trustee shall confine all remarks to the particular point.

17.5 A Trustee may rise on a point of information, that is, a request for information relevant to the matter on the floor but not related to preliminary procedure, only if the member then speaking consents to the interruption, in which case the time consumed in responding to the point of information will be included as part of the speaker's allotted time.

- 17.6 Any member of the Board may require the question/motion under discussion to be read at any time in the debate, but not so as to interrupt any member while speaking.

18.0 VOTING PROCEDURES

- 18.1 Every matter considered by the Board shall be disposed of by a vote of all those present and eligible to vote on the matter in one of the following ways with preference being given in the following sequence:

Should our by-laws add a section of "abstentions" in section 18.0 (voting procedures). Mina's book states (p. 55):

- **"if the bylaws are silent on how to interpret abstentions, they are not counted" (therefore, only count votes of those trustees who "vote")**
- **"some bylaws stipulate that an abstention is counted as a vote in favour" (CH)**

- 18.1 I would like paragraph A deleted completely , we do everything by voting with a show of hands (DB)

- a) By general or unanimous consent, in which the Chair, exercising discretion, states that the motion will be adopted in the absence of objection.
- b) By show of hands, in which each person present and eligible to vote raises a hand in response to the request of the Chair for the votes, in the affirmative and in the negative, as the case may be, until the votes are counted.
- c) By rising, in which each person present and eligible to vote stands in response to the requests of the Chair for the votes, in the affirmative and in the negative, as the case may be, until the votes are counted.
- d) By individual recorded vote, in which each person present and eligible to vote raises a hand or stands in place in response to the request of the Chair for the votes in the affirmative and in the negative, as the case may be, until the Chair has called the name of each person as voting, respectively, in the affirmative, or in the negative.

When can this request be called? (JS)

- e) By ballot, in which each person eligible to vote shall mark on a ballot provided by the Secretary of the Board, the person's choice from among the available alternatives, the ballots being collected and counted immediately thereafter.

- 18.2 Although the method requested by any person eligible to vote should be used to the extent practicable, the particular method of voting to be used to dispose of any matter shall be governed by the following rules:

- a) Determination by general or unanimous consent will be used only when no person eligible to vote objects or requests another method.
- b) Notwithstanding that a show of hands vote has been called for and has been taken, on the request of any person eligible to vote, including the Chair, a rising vote will be taken whenever there is any doubt as the accuracy of the count on the show of hands; and
- c) Voting by ballot shall be used only when ordered by majority vote or general

consent.

18.3 Votes Lost on Equality

Any motion on which there is an equality of votes, is lost.

18.4 Declaration of Votes

The Chair shall declare the result of all votes.

18.5 Recording of Votes

18.5.1 The vote on any question shall be recorded in the following manner:

- the question is recorded in the minutes as "carried" or "defeated".

19.0 EXECUTION OF DOCUMENTS

19.1 Signing Authorities

All deeds, conveyances, mortgages, bonds, debentures, agreements, documents, contracts approved by the Board shall be sealed with the seal of the Board and signed by:

- the Director of Education/Secretary of the Board;

together with one of:

- the Chair of the Board; or
- the Vice-Chair of the Board; or
- the Associate Director, Corporate Services and Treasurer of the Board.

19.2 Bank Signing Officers

19.2.1 The signatures of the Associate Director, Corporate Services and Treasurer of the Board, together with one of:

- the Chair of the Board;
- the Vice-Chair of the Board; or
- the Director of Education and Secretary of the Board;

are required when:

- making, drawing, accepting, endorsing, negotiating, lodging, depositing or transferring all or any cheques, promissory notes, drafts, acceptances, bills of exchange, order for payment of money, contracts for letters of credit and foreign exchange;
- issuing cheques, drafts or orders for payment drawn on the bank accounts of the Board.

19.2.2 The Treasurer of the Board, by signature or by rubber stamp endorsement, may negotiate or deposit with or transfer to the bankers for the Board, but for the credit only of the account of the Board, all or any cheques, promissory notes, drafts, acceptances, bills of exchange and orders for the payment of money.

19.2.3 Signatures of persons authorized to sign may be printed, lithographed or otherwise mechanically reproduced as provided by the regulations.

19.3 Board Seal

The Seal of the Board shall be in custody of the Secretary who shall be responsible for affixing it to such documents as may be required.

19.4 Seal Register

The Secretary shall keep a record in a special book of the date and the particulars of each use of the seal.

19.5 Minutes

The Chair or other presiding member and the Secretary shall sign the minutes of all Board meetings.

**Delete this (SJ)
Refer to electronic filing (CH)**

20.0 OTHER PROFESSIONAL SERVICES

The Board will periodically issue calls for proposals for various professional services. The call for proposals will specify the term and specifications of the proposal, which will be presented for approval to the Board.

21.0 CONFLICT OF INTEREST GUIDELINES

According to current Provincial Legislation regarding the *Municipal Conflict of Interest Act*.

22.0 EXPENDITURES

22.1 All expenditures and orders issued committing expenditures shall be made within current budget estimates in accordance with current purchasing policies, prevailing contracts, agreements, schedules and employment policies.
Monthly lists of accounts shall be made available to Trustees upon request.

How is this carried out? Perhaps other terminology is required? (JS)

22.2 Notwithstanding the above, in the event of emergencies which require the immediate expenditure of funds for the continued operation of any part of the school system:

- the Director, with the concurrence of the Associate Director, Corporate Services and Treasurer, may authorize an expenditure not in excess of \$5,000.00; and

- the Director of Education, with the concurrence of the Associate Director, Corporate Services and Treasurer and the approval of the Chair, may authorize an expenditure in excess of \$5,000.00 but not greater than \$10,000.00.

22.3 All emergency expenditures made under the authority of the Director of Education, Associate Director, Corporate Services and Treasurer and Chair of the Board, shall be reported at the next Board Meeting.

23.0 BY-LAW AMENDMENTS

23.1 By-laws of the Board may be amended from time to time at a meeting of the Board (such meeting, hereinafter referred to as the "later meeting") upon the affirmative vote of the majority of all members of the Board, provided:

- a) written notice of motion proposing the amendment shall have been given at a meeting held prior to the later meeting; and
- b) the text and a brief statement of intended purpose of the amendment shall have been included in the notice of motion.

23.2 At any time the By-laws may be amended without notice upon the unanimous vote of all the members of the Board entitled to vote thereon.

Enacted: June 8, 1998
Amended: October 23, 2007